

Marshall University

## Marshall Digital Scholar

---

The Greenbook

Academic Affairs

---

Summer 7-1962

### The Greenbook, Faculty Handbook, 1962-1963

Marshall University Academic Affairs

Follow this and additional works at: <https://mds.marshall.edu/greenbook>



Part of the [Educational Leadership Commons](#), and the [Higher Education Administration Commons](#)

---

#### Recommended Citation

Marshall University Academic Affairs, "The Greenbook, Faculty Handbook, 1962-1963" (1962). *The Greenbook*. 1.

<https://mds.marshall.edu/greenbook/1>

This Article is brought to you for free and open access by the Academic Affairs at Marshall Digital Scholar. It has been accepted for inclusion in The Greenbook by an authorized administrator of Marshall Digital Scholar. For more information, please contact [beachgr@marshall.edu](mailto:beachgr@marshall.edu).

*Copy*

24 ed. 6/2  
62

MARSHALL UNIVERSITY  
**GREENBOOK**  
A FACULTY MANUAL



THE  
MARSHALL UNIVERSITY  
GREENBOOK

A Manual  
for Members of  
the Faculty and Administration

This publication is the property of  
Marshall University and must be re-  
turned to your department chairman  
if you leave the University's employ.

Third Edition

July - 1962

Published by the  
Office of Information & Publications  
MARSHALL UNIVERSITY  
Huntington, West Virginia

## FOREWORD

This handbook attempts to collect into one publication statements of those policies and procedures which are in frequent use. It should contribute to progress toward the solution of problems facing Marshall University in its day-by-day operation. Members of the faculty and administrative staffs, those who have long been with us as well as those who are new, will do well to keep the publication and consult it regularly.

This publishing venture represents another forward step in Marshall's working procedure. As we turn its pages, let us remember that we shall continue to need, for the solution of University problems, a high degree of cooperation and friendly consultation within and between Marshall's faculty and administration.

We want this handbook to be useful and invite you to help us improve it.

Stewart H. Smith  
President  
Marshall University

July, 1962

## PREFACE

The first edition of the Greenbook in 1956 consolidated two previous publications--a Faculty Manual and a manual of administrative policies. The second edition, in 1959, refined and expanded the content. In this third edition we have attempted to retain the best of the previous editions, eliminate unnecessary or duplicated information, and add new information not previously included.

In general, the current Greenbook differs from previous editions in two major respects:

1. It does not contain information to be found in the University Catalog. Every member of the faculty and administration should have a copy of the current Catalog and refer to it for information on admissions, academic regulations, buildings, student organizations, etc.

2. It is presented in a loose-leaf binder which will permit the insertion of revisions and additional information from time to time. This will permit a longer useful life for the Greenbook, and it is important that you keep it up to date.

The loose-leaf feature of this Greenbook makes it possible for you to keep additional information with it if you wish. (For example, you may wish to insert the annual Committee List and the Faculty-Staff Directory each fall.)

Because of the longer life and additional expense involved in utilizing a pressboard binder, you are asked to return this copy of the Greenbook to your department chairman if you should leave the employ of the University.

## TABLE OF CONTENTS

Foreword -----	iii
Preface -----	iv
<b>I ORGANIZATION OF THE UNIVERSITY</b>	
West Virginia Board of Education -----	1
President -----	1
Vice President of Academic Affairs -----	1
Organization Chart -----	2
Vice President of Business and Finance -----	3
Deans of the Colleges -----	3
Dean of the Graduate School -----	3
Chairmen of Departments -----	4
Professor of Military Science -----	4
Personnel Deans -----	4
Registrar and Director of Admissions -----	4
Administrative Assistant to the President -----	5
Director of Adult Education -----	5
Comptroller -----	5
Director of Placement -----	6
Director of Information and Publications -----	6
Director of Athletics -----	6
Superintendent of Buildings and Grounds -----	7
Librarian -----	7
Director of Food Services -----	7
Director of Development and Alumni Affairs ----	7
<b>II DETERMINATION OF FACULTY RANK, SALARY, AND TENURE</b>	
Principles and Objectives -----	9
Requirements for Academic Ranks -----	10
Criteria for Promotion -----	13
Promotion -----	14
Probation, Tenure, Release, and Dismissal -----	16
Resignation from the Faculty -----	18
<b>III FISCAL INFORMATION</b>	
Teachers Retirement System -----	20
Supplemental Retirement Plan -----	21
Faculty Employment--Summer Sessions -----	21
Personnel Action Forms -----	21
Salary Checks -----	22
Compensation for Extension and Adult Education -	22
Workmen's Compensation Benefits -----	22
Hospitalization -----	23
Social Security -----	23
Credit Union -----	23

Holidays -----	23
Leave of Absence -----	23
Vacation Policy -----	24
Sabbatical Leave -----	25
Leave for Military Purposes -----	25
Travel Expenses -----	25
Out-of-State Travel -----	26
Traveling Expense Account Vouchers -----	27
Lack of Insurance Coverage for Occupants of State-owned Cars -----	28
Appropriated and Non-appropriated Funds -----	28
Requisitions -----	29
Cost of Attending Marshall -----	31
Payment Schedule for Board and Room Charges ---	31
Student Indebtedness -----	32
Tuition and Fees for Graduate Assistants -----	32
Time Keeping for Student Assistants -----	32
Artists Series Ticket Purchases -----	32
 IV FACULTY-STUDENT RELATIONSHIPS	
Minimum Number in Class -----	33
IBM Class Card -----	33
Student Absences from Class -----	33
Report of Absences -----	34
Grading and Quality Points -----	34
Senior Final Examination Policy -----	35
Cheating -----	35
Grade Reporting -----	36
Tutoring by Faculty Members -----	37
 V POLICIES GOVERNING STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES	
Eligibility for Participation -----	38
Academic Probation -----	39
Social Probation -----	40
Central File -----	40
Faculty Advisers -----	40
The Parthenon -----	40
Purposes of Intercollegiate Athletic Program --	41
Use of Tennis Courts -----	41
Homecoming Parade Floats and Decorations -----	42
General Regulation on Discipline -----	42
Student Assistants -----	42
Student Social Activities Calendar -----	43
Awards of Trophies and Gifts -----	43
Policy on Speakers to be Invited to the Campus by Student Groups -----	43
Chaperons for Student Social Activities -----	44

VI ADMINISTRATIVE SERVICES AND PROCEDURES

Office Hours -----	45
Receiving Department -----	45
Instructional Supplies -----	45
Expendable Office Supplies -----	45
Room and Office Assignments -----	46
Space in University Buildings -----	46
Control of Keys on the Campus -----	46
Use of University Facilities -----	47
Use of Old Main Auditorium -----	47
Use of Science Auditorium -----	48
Use of North Parlor -----	48
Room for University Activities -----	48
Smoking Regulations -----	48
Post Office -----	49
Bookstore -----	49
Student Union -----	49
Library Service to Faculty and Administration -	50
Telephone Service -----	52
Audio Visual Center Policies -----	52
Steongraphic Service -----	53
Lost and Found Service -----	53
University Physician and Health Service -----	53
Duplicating Department -----	54
Dining Halls -----	55
Apartment and Room List -----	56
Faculty Residents in Temporary Housing Units --	56
Temporary Housing Accommodations for Families of Students or Faculty Called to Service-	56
Campus Parking -----	56
Use of University Bus -----	59
Use of University Cars -----	60
Use of Driver Education Cars -----	61
Travel Regulations - State Employees -----	61
Polls -----	63
Collections and Donations -----	63
Use of University Name and Stationery -----	64
Administrative and Faculty Committees -----	64
Inquiries by Prospective Students -----	64
Commencement -----	64
Political Activities -----	64
Faculty Fund -----	65
Grade Books -----	65
Fire Regulations -----	65
Public Relations -----	65
Faculty Bulletin -----	66
Monthly Calendar of Events -----	66
Faculty Bulletin Board -----	66
University Calendar -----	67



VII MISCELLANEOUS INFORMATION

Faculty Credit Transcripts -----	68
Employment of Relatives -----	68
Artists Series Policy for Students -----	68
University Sponsored Tours Policy -----	69
Marshall Alumni Association -----	70
Parents' Weekend -----	70
Selling on the Campus -----	70
Vending Machines on the Campus -----	70
Naming of Buildings on the Campus -----	70
Faculty Wives Club Tea Service -----	71
Kappa Delta Pi Tea Service -----	71
Faculty Wives Club -----	71
Faculty Women's Club -----	71

VIII CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

Purpose -----	72
Powers -----	72
Membership -----	73
Meetings -----	73
Officers -----	73
Records -----	74
University Council -----	74
Standing Committees -----	75
Academic Planning and Standards Committee -	76
Faculty Personnel Committee -----	76
Physical Facilities and Planning Committee -	77
Student Conduct and Welfare Committee ----	77
Faculty Service Committee -----	77
Commencement and Honorary Degree Committee -	78
Athletic Board -----	78
Public Relations and Publications Committee-	78
Special and Sub Committees -----	78
Vacancies -----	79
Adoption and Amendments -----	79
Amendment 1 -----	79
Amendment 2 -----	79
Campus Map -----	80
Index -----	81

## ORGANIZATION OF THE UNIVERSITY

### WEST VIRGINIA BOARD OF EDUCATION

The West Virginia Board of Education has jurisdiction over Marshall University, along with the eight state colleges. The Board acts on recommendations of the President in matters of personnel appointments, curriculum, finances, and the physical plant.

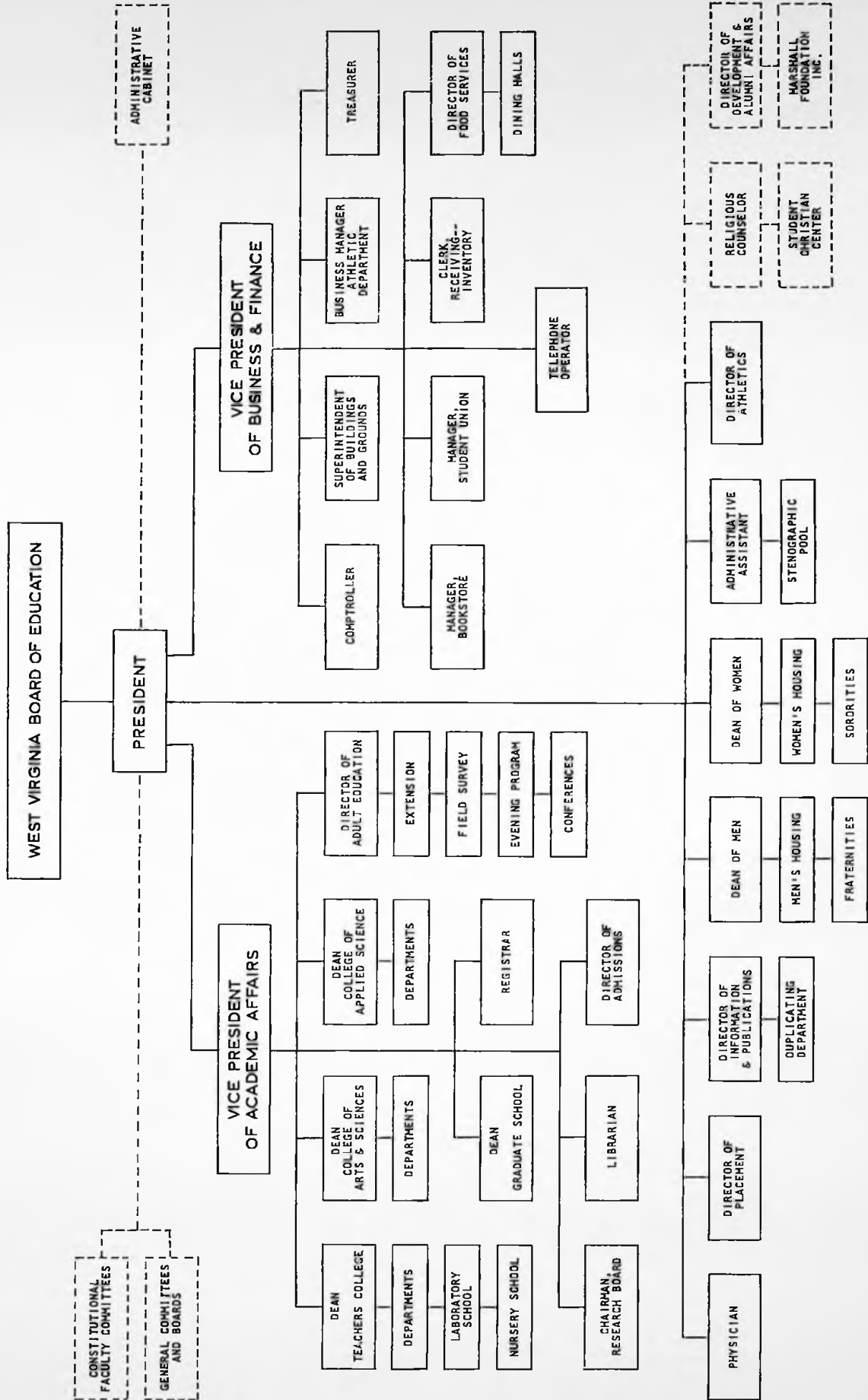
### PRESIDENT

The President is the chief administrative and executive officer. It is his duty to see that the University is operated in conformity to the policies fixed by the West Virginia Board of Education. As chief executive officer, he is finally responsible for everything concerning the University and for the effective and economical operation of all departments.

### VICE PRESIDENT OF ACADEMIC AFFAIRS

The Vice President of Academic Affairs is the chief educational officer of the University under the President and is responsible for the general supervision of all instructional programs. He represents the whole institution and not any separate educational division. It is his responsibility to keep the instructional programs moving forward on a sound cooperative basis and in response to the educational needs and demands of the clientele. His duties include chairmanship of the University Research Board, ex-officio membership on committees dealing with personnel and academic affairs, working with the academic deans with such matters as appointments, promotions, salaries, curricula, instructional space, effectiveness of the Library, coordination of budgets, admission policies, registration procedures, testing, counseling and other things relating to the instructional program.

# ORGANIZATION OF MARSHALL UNIVERSITY



## VICE PRESIDENT OF BUSINESS AND FINANCE

The Vice President of Business and Finance is the chief business and financial officer of the University under the President and is responsible for the general supervision of the Business and Finance Office, the Bookstore, Student Union, Buildings and Grounds Department, Telephone Operator, Receiving Department, and the Dining Halls. Among his other duties are the preparation and administration of the annual budget and of financial reports, the control and care of all physical properties, the control of capital outlay, income and expense and all other matters pertaining to the business functions of the University.

## DEANS OF THE COLLEGES

The deans of the colleges--Teachers College, College of Arts and Sciences, and College of Applied Science--head the instructional units of the University. They take the leadership in curriculum organization and development and are responsible for constructing class schedules, assigning teaching loads, operating the counseling and testing programs, evaluating the work of the faculty members, coordinating the work between departments, assisting new faculty members in their adjustment to the campus, recommending students for graduation, aiding in the placement of graduates, recording absences on the basis of faculty reports, recommending new faculty members, recommending leaves of absence, arranging for class work in the temporary absence of faculty members, and calling college faculty meetings. The academic deans are directly responsible to the Vice President of Academic Affairs.

## DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School administers and promotes the graduate program of the University. He acts on applications for both admission to the Graduate School and admission to candidacy for the master's degree; gives final approval on theses; recommends candidates for graduation; recommends new graduate courses to the curriculum committee; approves the qualifications of faculty members for graduate instruction; aids in the placement of graduates; works with deans of the colleges in constructing class schedules; assigns graduate students to advisors, and presides at meetings of The Graduate School faculty and at meetings of the Graduate Council. The Dean of the Graduate School is directly responsible to the Vice President of Academic Affairs.

## CHAIRMEN OF DEPARTMENTS

The department chairman conducts departmental meetings and looks after the well-being and progress of his department. He is responsible to the proper dean for developing departmental curriculum, initiating class schedules, improving instruction, utilizing testing program results and counseling. He recommends requests for leaves of absence, student assistants, travel, regular and summer term appointments, and approves requisitions for departmental expenditures.

## PROFESSOR OF MILITARY SCIENCE

The professor of military science is an Army officer who is appointed and paid by the Army. This person is approved by the president of Marshall University and the West Virginia Board of Education.

The professor of military science is chairman of the Military Science Department. This department is assigned to the College of Applied Science. The chairman of the department heads a staff of Army personnel who compose the Military Science faculty of Marshall University. He is in charge of the Reserve Officers Training program.

## THE PERSONNEL DEANS

The Deans of Men and Women operate offices for service to all students at Marshall. They assist students who may not be developing to the extent of their potential, and those who need counsel, provision of additional social experience, or help in correcting personality problems.

Offices of the Deans of Men and Women keep records on students' extra-curricular activities. Other duties include the preparation of a social activities calendar and the listing of available rooms and apartments, counseling of individuals and groups, discipline, keeping student personnel records, regulating and supervising social programs, and supervising dormitories.

## REGISTRAR AND DIRECTOR OF ADMISSIONS

The Registrar and Director of Admissions is responsible for the admission, registration and accounting of all students and for keeping all academic records. The Summer Session bulletin, schedules of courses, and certain other academic information sheets are edited in his office.

### ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

The functions of the Administrative Assistant to the President are: to assist the President in the preparation of all personnel action requests, budget requests, and recommendations to the West Virginia Board of Education; maintain a file of all official actions taken by the Board and prepare copies of such actions for distribution to the various administrative offices affected by these actions.

Prepare original and duplicate contracts for all personnel employed by the University; maintain a file of all acceptances and duplicate contracts in individual personnel folders.

Maintain up-to-date personnel files on all University personnel, (this file includes birth certificates, work experience, personnel information, health certificates, teacher retirement information, duplicate contracts, annual salary records, etc.)

Serve on the Administrative Cabinet and various campus committees.

Represent the President at such meetings, conferences and functions as he may direct.

Supervise the Stenographic Pool.

### DIRECTOR OF ADULT EDUCATION

The Director of Adult Education initiates, organizes and administers off-campus and certain campus activities of the University. They include extension classes for both graduate and undergraduate students, credit or non-credit workshops for teachers and others, conference for public school personnel, industry and business, and research in connection with adult education.

The Director of Adult Education also coordinates the University's evening program.

### COMPTROLLER

The Comptroller is responsible for the supervision, maintenance and auditing of all financial accounts.

### DIRECTOR OF PLACEMENT

The University operates a free placement service for its students and alumni. Graduating seniors register with the Placement Office early in their senior year. It is here that prospective employers from public schools, business, industry, governmental agencies, and others come to interview prospective employees. Graduates are always eligible to make use of the services of this office. Students who desire assistance in securing part-time work or summer employment should also register with this office.

### DIRECTOR OF INFORMATION AND PUBLICATIONS

The Director of Information & Publications is responsible for all official University publicity and publications. He and his staff collect information for, prepare, and distribute news and feature articles concerning the University and its personnel. He works with newspaper, radio, and television representatives for on-the-spot coverage of campus news events, and prepares special features on request from the mass media. He serves as editor of the University Catalog, admissions bulletins, the Greenbook, Faculty Bulletin, and the various folders and pamphlets published by the University; and advises departments, offices, and student organizations on the preparation of printed material.

This office serves as an "information center" for the University; maintains a Speakers Bureau for off-campus organizations; and supervises the services of the Duplicating Department.

### DIRECTOR OF ATHLETICS

The Director of Athletics has charge of Athletic Department business matters and is responsible for all details of the inter-collegiate athletic program. He plans and conducts clinics for high school principals and coaches. He is responsible for promoting the development of an athletic program consistent with general purposes of the University.

## SUPERINTENDENT OF BUILDINGS AND GROUNDS

The Superintendent of Buildings and Grounds has the general administrative supervision over all maintenance, custodial and labor personnel employed for maintenance and custodial duties of the University. He also has general supervision over all University buildings and grounds, directly supervising the care, improvement, operation, and maintenance of all buildings, mechanical and electrical equipment, grounds, and custodial equipment and supplies. Reporting to the President, he also acts as campus chief of police, fire marshall and safety officer.

He accepts signed memoranda for custodial or maintenance service from department heads, and insofar as University facilities and personnel will permit, assigns workers to provide the services requested. Sometimes the pressure of work is so great that the superintendent must fulfill requests on the basis of urgency or need.

## LIBRARIAN

The Librarian is director of the Marshall University Library. He is responsible for all library facilities at the University (with the exception of the Laboratory School Library) and establishes the procedure for their use by students, faculty members and others.

## DIRECTOR OF FOOD SERVICES

The Director of Food Services directs the entire dining hall operation, the features of which include serving daily meals, maintaining order in the dining halls, approving employees for work in the dining halls, and service to special groups connected with Marshall University. (Also see Dining Hall, p. 55)

## DIRECTOR OF DEVELOPMENT AND ALUMNI AFFAIRS

The Director of Development and Alumni Affairs coordinates the activities of Marshall alumni by keeping them informed of University activities and progress and recruiting their aid for University development as it is needed. He is directly responsible to the President and to the Boards of Directors of the Alumni Association and Marshall Foundation, Inc.



This office maintains an accurate and current file of names and addresses of Marshall alumni; processes all funds received from Alumni gifts and funds for the Foundation program; is headquarters for all Alumni Chapters and helps coordinate the planning of the overall development program for the University.

Cooperation of the faculty is asked in keeping this office's files current. Any news of Marshall alumni should be sent to this office.

PLAN FOR DETERMINING ACADEMIC RANK  
AND TENURE FOR MARSHALL UNIVERSITY  
FACULTY MEMBERS

SECTION I. Principles and Objectives

A. The general purpose of this plan is to provide a sound professional basis for accomplishing the following objectives:

1. To assist the administration by providing sound standards for the original selection of staff members.
2. To result in the retention, encouragement, and promotion of able and promising staff members.
3. To assure the faculty that individuals will be treated with the maximum impartiality.
4. To offer assurance that accomplishment will be recognized and rewarded.
5. To assure the faculty of the maintenance of promotional opportunity.
6. To assure the faculty of security of tenure in the terms herein set forth and of freedom of teaching, of research, and of opinion.
7. To provide appropriate procedures for release and dismissal so that faculty members may be guaranteed adequate notice and a fair hearing of complaints bearing on their security.

B. It is assumed that some University positions by their very nature can be filled satisfactorily by persons whose graduate study is limited to the master's degree. It should, therefore, be understood that the terminal point in academic rank for some teachers is that of instructor, and for others, that of assistant professor. However, the terminal point in salaries for superior teachers of ten or more years' experience may exceed the maximums when in the judgment of the administration

this is right and proper. Subject matter fields rich in content, in depth and breadth, require seasoned, scholarly men and women as teachers. For teachers in these fields, the two upper academic ranks are primarily reserved. As evidence of their scholarship, these teachers should possess the doctorate. New entrants to the faculty whose services as teachers include scholarly interpretation of content courses and subjects should possess the doctorate.

C. It will be the duty of the University administration to withhold salary raises for persons of all ranks if they cease to grow professionally and to widen their influence as college teachers. According to the provision of the salary scale, the administration will be free to give salary increases in line with a teacher's worth to the University. "Worth to the University" may be measured by criteria for promotion listed in Section V. Through such provision, an impelling incentive is given for best service to the institution. It is not assumed that the possession of the highest earned degree carries with it immunity from the necessity of further study, nor that is a sine qua non of good classroom teaching.

#### SECTION II. Definitions

See Faculty Constitution

#### SECTION III. Committees

See Faculty Constitution

#### SECTION IV. Requirements for Academic Ranks: Initial Appointment and Advancement

##### A. Rank for Incoming Members of the Faculty

New members of the faculty shall be assigned academic rank and salary by the University Administration on the basis of qualifications for the various ranks established in Section IV B, C, D, and E with the exception of the tenure requirement. Experience has shown, however, that on certain occasions special problems arise in connection with the determination of academic ranks and salaries of new entrants to the faculty. Such problems usually involve the evaluation of related work experience, private instruction without college credit, and the procurement of faculty in fields of extreme scarcity. If at any time the administration feels that it is advisable to assign rank or salary above that to which a newcomer is entitled under this plan, the Faculty Personnel Committee shall be consulted before any commitments are made. It is understood that in a few exceptional emergencies a quorum of the committee may

not be available on the campus; in such emergencies the administration shall proceed as seems most desirable. While it is recognized that in every case the final decision of the University rests with the President, it is the conviction of the faculty that no other exceptions in the assignment of rank or salary should be made without prior approval of the Faculty Personnel Committee.

B. Requirements for the Rank Instructor

1. Except as provided below, for entrance as an instructor the applicant must have at least a master's degree from an accredited college, with a major in the teaching field.
2. However, in certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees is extremely scarce, the bachelor's degree or its equivalent may be sufficient for acceptance as an instructor.
3. The candidate must have expressed an interest in college teaching and his character reputation must be above reproach.

C. Requirements for the Rank of Assistant Professor

1. He must show promise of superior worth to the University and the community.
2. He must have had at least three years of satisfactory teaching experience in institutions of higher learning, or other experience deemed equivalent, or the doctorate in his teaching field.
3. He must have completed, beyond the master's degree, at least fifteen hours of graduate work in his teaching field or in courses that are acceptable to the dean of his college.
4. However, in certain special areas where professional achievement is of unusual importance, or in which personnel holding higher degree is extremely scarce, the securing of the master's degree or its academic equivalent may be considered as sufficient for promotion to assistant professor.

5. Character reputation above reproach.

D. Requirements for the Rank of Associate Professor

1. The faculty member must have acquired tenure.

2. He must show evidence of superior worth to the University.

3. He must have had at least eight years' satisfactory teaching experience in institutions of higher learning, or other experience deemed equivalent.

4. He must have completed, beyond the master's degree at least thirty hours of graduate work in his teaching field or in courses that are acceptable to the dean of his college or have earned 60 hours of graduate work toward the doctorate.

5. Interest in scholarship as evidenced by some publication activity in the form of research papers, creative writing, book reviews, etc.

6. Character reputation above reproach.

E. Requirements for the Rank of Professor

1. The faculty member must have acquired tenure.

2. He must show evidence of superior worth to the University.

3. He must give evidence that his services in the future will be of increasing worth to the University and the community.

4. He must have had at least ten years' teaching experience in institutions of higher learning, or other experience deemed equivalent.

5. He must have the highest earned degree recognized in his field.

6. Scholarship as evidenced by publications of research within his field or in the areas of teaching problems on the college level or of creative writing.

7. Character reputation above reproach.

## SECTION V. Criteria for Promotion

- A. Teaching Effectiveness: The department chairmen, the Deans, and the President will use all appropriate means to determine fairly the relative effectiveness of individual teachers.
- B. In addition to teaching effectiveness, all the following criteria may be considered to determine an individual's eligibility for promotion.
1. Research and scholarship: publications, creative productions, and other scholarly attainments.
  2. Professional recognition: Awards, fellowships, state and national offices, etc.
  3. Professional improvement: attendance at and participation in professional meetings, graduate study, travel and other pursuits which may be judged as contributing to professional betterment.
  4. Experience: years of service as a teacher.
  5. Committee work: work on any duly recognized University committee involving faculty, faculty-administration, or faculty-student relationships.
  6. Extra-curricular activity: supervision of student activities.
  7. Community activity: participation in extramural activities which may serve directly or indirectly the best interests of the University. He must give evidence that his service in the future will be of increasing worth to the University and the community.

C. In addition to the criteria set forth in paragraphs (A) and (B) above, consideration will be given to those personal characteristics which promote the smooth functioning of faculty-student, faculty-administration, and intra-faculty relationships: enthusiasm (a manifest and sincere liking of the job); cooperativeness (the antonym of obstructionism); loyalty (faithfulness to the University, to the department);

adaptability (recognition that the University cannot be adapted to the pattern of each individual and willingness, therefore, to conform, in essentials, to the pattern of the University); dependability (a reliable acceptance of responsibility).

D. One advancement into the next higher rank may be made on many years of superior service to the University. Such recommendation for advancement must come through the department head and the respective academic dean. The emphasis in such promotions is not on number of years of service, but on outstanding qualities and accomplishments as compared with those of others in the rank of the candidate for promotion.

## SECTION VI. Promotion

### A. Annual consideration for promotion

All persons with the rank of instructor, assistant professor, or associate professor who regularly teach one or more classes in the University and who are employed full time shall be given annual consideration for promotion to a higher rank.

### B. Promotion process

1. No promotion shall be automatic. It is a reward for achievement.
2. Preliminary consideration for promotion shall be effected in February of each year.
3. Final and formal approval of all recommendations for appointment and promotion must be made by the West Virginia Board of Education.
4. Normally the department chairman will be responsible for initiating formal proposals for promoting the members of his department.
5. Proposals for promotion of a department chairman below the rank of professor shall be initiated by his academic dean.
6. The department chairman shall prepare annually a report dealing with every member of his department below the rank of professor who regularly teaches one or more classes in the University and who is employed full time.

Every such person shall be recommended for retention in his rank, promotion to a higher rank, or separation from service at this institution. This report shall be in the hands of the respective deans by January 1 of each year.

7. After a study of the written report, the dean shall call in the department chairman for a conference during which each recommendation shall be discussed. After the conference between the dean and the department chairman is concluded, the dean, not later than February 15, shall indicate to the department chairman, in writing, what his decision is concerning each proposal. A recommendation may be approved without explanation. If a recommendation is disapproved, reasons for the disapproval should be indicated.
8. After final conferences with department chairmen, each dean shall present his recommendations to the president and send an information copy to the chairman of the Faculty Personnel Committee.
9. A faculty member not recommended for promotion by his department chairman and dean may request the Faculty Personnel Committee to review his case and submit a recommendation to the President and dean. The department chairman shall be provided with a copy of this recommendation.
  - a. The request to the committee must be made in writing before March 1.
  - b. Copies of the request shall be sent by the faculty member to the committee, the department chairman, the appropriate academic dean, and the President of the University.
  - c. In cases involving a member of his department, a Committee member shall not participate in the proceedings unless requested to do so by a majority of the remaining members of the Committee; in no case shall a Committee member vote on matters concerning his own department.



- d. The Committee shall consider each case which comes before it and vote to recommend or not to recommend promotion.
  - e. The chairman of the Committee shall send to the President and academic deans a written record of all actions taken by the Committee. Records shall also be sent to individual faculty members and department chairmen who are involved in actions of the Committee.
10. On the basis of reports from deans and the Faculty Personnel Committee, the President exercises his own judgment in recommending promotions to the West Virginia Board of Education.

## SECTION VII. Probation, Tenure, Release, and Dismissal.

### A. Probation

1. The first five years of initial employment shall be a probationary period. Visiting Professors do not have probation or tenure.
2. No promotions in academic rank beyond that of an assistant professor will be made until the probationary period has been completed.
3. A person who has taught on the college level three or more years before being employed for teaching service in a college under the control of the West Virginia Board of Education shall be employed on a probationary status for three years before becoming eligible for tenure. Within this time the President (with appropriate advice) shall recommend to the governing board either that the probationary instructor be placed on tenure or that his employment be discontinued at the end of the contractual period. In the latter event, notice shall be given not later than the middle of the last academic year.
4. For purposes of computing the length of probation, summer terms shall not be counted as part of an academic year nor shall leaves of absence for any purpose nor shall part-time teaching be included as part of the minimum of years' teaching service required.

## B. Tenure

1. Tenure at Marshall University provides for a continuing series of term appointments which may be terminated by the University only for cause or under extraordinary circumstances because of financial exigencies or lack of sufficient work in the fields in which the person is qualified to teach.
2. After a teacher has completed his probationary period and has been found worthy of retention on the faculty, he will be notified in writing by his academic dean that he has achieved tenure and has been granted a continuous appointment which cannot be terminated except as specified in Section VII C.
3. The President, the academic dean concerned, and the department chairman concerned shall determine whether a person on probation shall be granted tenure.
4. Tenure shall not be granted automatically, but shall result from action by the West Virginia Board of Education upon the recommendation of the presidents of the various colleges as outlined under the statement of probationary policies. Tenure status may be attained by all teaching personnel with the rank of assistant professor, associate professor, or professor.

## C. Release and Dismissal

1. A teacher on a probationary appointment may be released at the end of his term appointment provided that written notice has been given him by February 1.
2. Dismissal of persons on tenure shall be for adequate cause, including incompetency, immorality, insubordination, physical or mental disability, proven disloyalty to the country, or because of a bona-fide institutional financial exigency.
3. In any case of dismissal for cause, the procedure as formulated by a joint conference of committees from the Association of American Universities and the American Association of University Professors shall be followed:

"Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment on his case. He should be permitted to have an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars either from his own or from other institutions."

4. The Faculty Personnel Committee shall hear charges involving termination for cause of a continuous appointment, or the dismissal of a teacher on probation previous to the expiration of an annual contract. If a Committee member is himself the accused, the faculty shall elect a substitute who shall serve for the duration of the hearing. Should the accused teacher be dismissed from the faculty, the substitute member shall complete his term on the Committee. Hearings before the Faculty Personnel Committee shall be conducted in full accord with procedures laid down by the American Association of University Professors and the Association of American Colleges. At the conclusion of a hearing, the committee shall prepare a full report which will include specific recommendations for disposition of the case. These recommendations shall be transmitted to the President of the University for action.

#### SECTION VIII. Resignation from the Faculty

Any member of the faculty, whether under tenure or not, should give, in writing not less than four months' notice of his intention to resign from the faculty.

SECTION IX. Application, Amendment, and Distribution of  
this plan

A. This plan has been presented to the President and the academic deans and has been approved and accepted by them as the basic personnel policy of Marshall University.

B. As of the date of its adoption by a majority vote of members present at a regular faculty meeting, this plan shall apply to all present and future faculty members of Marshall University.

C. Proposals for amendments to this plan may be submitted at any regular meeting of the faculty. If seconded, such proposals shall be distributed in writing to all members of the faculty and shall be voted on at the next regular meeting of the faculty. Amendments shall become effective if adopted by a majority vote of the members present and approved by the President.

D. A copy of this plan shall be given to every member of the faculty. Every person offered a faculty contract at Marshall University shall be sent a copy of this plan by his academic dean.

Adopted April 5, 1954

Revised February, 1956

Revised January, 1957

FISCAL INFORMATION

## TEACHERS RETIREMENT SYSTEM

Every member of the faculty who teaches one-half time or more must become a member of the teachers retirement system of West Virginia. Five per cent of the annual salary, not to exceed \$184 in a fiscal year, is deducted by the state and matched by state funds. Every new faculty member shall fill out retirement forms within one week after the beginning of the term for which he or she is appointed. The Administrative Assistant to the President will provide forms for this purpose.

A new faculty member who has been a member of another state college faculty or a county school system in West Virginia should notify the Administrative Assistant to the President promptly of this fact in order that full retirement credit may be given.

The retirement policy of the West Virginia Board of Education, effective January 1, 1958, is quoted herewith:

"The retirement of employees of the West Virginia Board of Education shall take place on August 31 following the 65th birthday of each employee unless a special case for an extension on a yearly basis to age 70 can be presented by the President of the College, Head of the Institution, or Director of the Division concerned and to be approved by the West Virginia Board of Education."

Each individual who qualified for retirement at the end of the school year should submit a written request to the President by January 15, stating his desire to remain in an active status during the coming school year or to terminate his services when eligible for retirement.

As stated in the policy, extension beyond the age 65 will be made on a yearly basis. Each case will be decided upon its own merits.

If, in the opinion of the administration, the individual concerned is able to continue to fulfill his duties and obligations to the University in a satisfactory manner, the individual will be recommended for employment for another year. No extension will be automatic.

#### SUPPLEMENTAL RETIREMENT

Members of the faculty and administration who are 30 years of age or over and who earn more than \$4,800 per year may participate in the University's supplemental retirement plan.

The plan, adopted in 1961, is administered through the Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF). TIAA is a non-profit, legal reserve life insurance and annuity company providing annuities and life insurance at low cost. CREF is a separate, companion, nonprofit corporation providing a unique type of annuity for educators.

Full information on the TIAA-CREF plan is available from the Administrative Assistant to the President.

#### FACULTY EMPLOYMENT---SUMMER SESSIONS

Members of the summer instructional staff will be specially employed for either part-time or full-time work. Salary will be calculated on a weekly basis, being based upon the teaching load and each class enrolling not less than eight undergraduate students or five graduate students. Six semester credit hours constitutes a full load.

#### PERSONNEL ACTION FORMS

Forms for personnel action may be obtained from the Vice President of Business-Finance's office. Each form, filled out in triplicate, must be approved by the proper dean, office head, or the President before the President can recommend its approval by the West Virginia Board of Education.

A minimum of seven days should be allowed for the processing and final approval of the personnel action form by the West Virginia Board of Education. In the case of hourly workers, the seven-day minimum is not required.

## SALARY CHECKS

Salary checks for University employees are received in the Vice President of Business and Finance's office on the last day of the month for which payment is due. These checks, totaling about 500, must be checked with the payrolls submitted, recorded, and placed in sealed envelopes. Checks are placed in mailboxes by noon on the day received. Checks are accompanied by slips showing monthly salary earned and deductions for Federal and State income tax, Social Security, and retirement.

## COMPENSATION FOR EXTENSION AND ADULT EDUCATION COURSES

A member of the faculty teaching extension or off-campus adult education courses will receive additional compensation of \$125 per semester hour so long as he or she teaches 15 hours of residence work (a portion of which may be equivalent duty approved by the dean).

## WORKMAN'S COMPENSATION BENEFITS

Employees of the West Virginia Board of Education are entitled to Workmen's Compensation Benefits in case of injury while on the job. If an injury causes temporary total disability the employee will receive  $66\frac{2}{3}$  per cent of his average weekly earnings, not to exceed \$25 per week, for a period not to exceed 156 weeks.

When permanent disability results from an injury, the percentage of total disability is determined and the award is computed as follows:

For permanent disability of from one to eighty-five percent,  $66\frac{2}{3}$  per cent of the average weekly earnings is to be paid for four weeks for each per cent of disability determined.

Numerous statutory awards are made for all types of injuries resulting from partial or total loss of limbs. (See Compensation rules and regulations, available in the Comptroller's office.)

Whenever an employee is fatally injured on the job, certain dependents are entitled to compensation benefits. If the deceased employee leaves a dependent widow or invalid widower, payments shall be \$50 per month until death or remarriage of such widow or widower, and in addition each child under 18 years of age shall be awarded \$15 per month until 18 years of age.

In the event of an injury or fatality on the job, forms obtainable in the Vice President of Business and Finance's office must be filled out promptly. The Vice President of Business and Finance must deliver these forms to the workman's compensation commissioner not later than 24 hours after the injury or fatality occurs.

#### HOSPITALIZATION

Hospitalization under a group plan is available to faculty members through a local service. Monthly collections for hospitalization are made by the Book-store manager.

#### SOCIAL SECURITY

All Marshall University employees are under Social Security. Information on this program may be obtained from the Vice President of Business and Finance.

#### CREDIT UNION

All full-time members of the University staff, faculty, and administration, are eligible for membership in the Marshall Federal Credit Union. The Credit Union, granted a Federal charter in 1960, functions as a self-operated savings and loan association.

#### HOLIDAYS

Full-time members of the University staff may observe the following holidays with full pay: January 1, New Year's Day; July 4, Independence Day; Labor Day; presidential election day every four years; Thanksgiving Day; December 25, Christmas, and the day before and after Christmas; and Friday afternoon and Saturday before Easter.

#### LEAVE OF ABSENCE

A member of the faculty may be granted a leave of absence for (1) illness, (2) involuntary service in the Armed Forces of the United States, and (3) study for advanced degrees to include engagement in activities



calculated to improve teaching abilities such as travel, as a teacher and consultant in another institution, government service or candidacy for a State or Federal elective office. Each request is to receive prior approval by the Board and is to be supported by descriptive information and justification furnished by both the head of the college, division or institution and the applicant.

## VACATION POLICY

Adopted by W.Va. Board of Education, 1961

1. Twelve-month employees who are classified as major administrators, professional librarians, head residents of dormitories, and food services directors shall have an annual aggregate vacation of one month.
2. Other twelve-month employees shall have an aggregate vacation of two weeks during the first ten years of employment. After ten year's continuous service these employees will have an annual aggregate vacation of three weeks.
3. An employee who begins service after the beginning of any fiscal year shall be entitled to pro rata vacation benefits based upon the policies stated above.
4. Vacation leave will not be cumulative without the special approval of the West Virginia Board of Education, with the exception of that vacation time earned under the previous policy before July 1, 1961.

University personnel entitled to an annual aggregate vacation of one month shall be those holding the following positions designated as "major administrators":

President	Assistant to the President
Vice President	Director of Placement
Dean of Faculty, of	Director of Information
Instruction or Academic Dean	Associate or Assistant Dean
Business Manager	of Faculty or Instruction
Registrar	Professional Librarians
Dean or Director of Student	Head residents of dormitories
Personnel	Director of Food Services
Dean of Men	College Physician
Dean of Women	Resident Nurse - on 24 hour
Director of Teacher Training	daily duty
or Director of Educational	Superintendent of Buildings
Services	and Grounds
Farm Director	Director of Athletics
Director of Guidance	

The Board of Education may charge unexcused absences to annual leave or leave without pay. Annual leave with pay shall not be granted to temporary or emergency employees or to hourly or per diem employees unless they are employed full time.

#### SABBATICAL LEAVE

An applicant for a sabbatical leave must have reached the rank of assistant professor and have served at least six years at the University. Approval of the application depends upon the merit of the request and prevailing conditions at the University when it is made. Sabbatical leaves are not automatic.

Recommendation for a sabbatical leave is made to the West Virginia Board of Education by the President of the University.

A sabbatical leave entitles the faculty member full salary for one semester or half salary for two semesters.

At the end of his or her leave, the faculty member must return to Marshall for three years or return the full leave allowance.

A sabbatical leave may be granted for full-time study at an approved college or university, for research or for writing. Upon returning each member on leave must file a report with the University President on his or her studies, research, or writing while on leave. A copy of this report must go to the secretary of the Board of Education. (Also see Leave of Absence p. 23.)

#### LEAVE FOR MILITARY PURPOSES

Every University staff member who is a regular member of a military reserve unit may receive a two-week leave of absence without pay each year to attend the annual encampment of the reserve unit with which he is connected.

#### TRAVEL EXPENSES

Every requisition for travel by a faculty member must be submitted to his or her academic dean no later than three weeks before the trip. (Also see Out-Of-State-Travel, pp. 26-28.)

## OUT-OF-STATE TRAVEL

The state auditing board of traveling expenses, composed of the Governor, as president, the Attorney General, as a members, and the Secretary of State, as secretary, has been established by the Legislature to approve or disapprove requests for trips outside West Virginia, considered from a standpoint of necessity, benefit and cost. The Board also gives final approval or disapproval to itemized expense accounts submitted under approved requests.

Whenever a request for out-of-state travel is made, it should be accompanied by a cost estimate and a statement of benefits to be derived from such travel. Trips outside the United States will not be considered.

The law cites employees or officers of the state as being eligible for travel reimbursement. A request should be submitted at least twenty-one days prior to the date of departure. In cases of extreme necessity where an in-state trip (not out-of-state) has been made and time did not permit an entry of request, reimbursement for travel expenses will be considered if a requisition with proper explanation accompanies the expense account.

In filing the expense account under an approved travel requisition, all expenses must be itemized in detail, cost of hotel room listed by day--with hotel receipt attached--- and cost of each meal shown. Like charges for the same meal or meals on continuous days will be questioned. No item shall be designated as miscellaneous or sundry. Tips shall not be included.

Items for dues or memberships in voluntary organizations, if included, must be entered as such on the expense account, provided the item has been previously submitted to the director of the budget, and approved by the Board of Public Works.

The Travel Board has never set any definite amount of allowances for hotel and meals except the above suggestion concerning meals, while traveling outside the state. It expects the person making a trip to keep the cost of such items at a minimum, which will allow him to live with the same dignity as if the trip were being made for personal reasons.

It has been customary to allow 8 cents per mile while traveling in a personally-owned automobile. This somewhat exceeds the first-class rail and air services and should be considered when a trip is contemplated, as the

Board will approve only amounts equal to first-class passenger service, on trips where common carrier will take the traveler to complete destination.

Persons desiring to take a private automobile may do so, but will be paid an amount equal to first-class common carrier, unless two or more parties are transported--then 8 cents per mile for the car will be approved; which shall include cost of parking and garage fees. Toll bridge and turnpike charges may be included as an additional item.

Permission for use of state-owned automobile outside the state is required even though a courtesy card is used for the gas and oil, and no other expense is incurred. If the trip is made in a state-owned car, a courtesy card is used, amounts of purchases by courtesy card must be shown in the form of a notation on the expense account--although the amount is not included in the total.

All travel on common carriers while in the interest of the state is federal tax exempt if the necessary steps are taken (see p. ). Expense accounts must be verified by affidavit of the person incurring the expense. (Also see Travel Expense Account Vouchers, In-State and Out-of-State.)

#### TRAVELING EXPENSE ACCOUNT VOUCHERS--- IN-STATE AND OUT-OF-STATE

A faculty member applying for reimbursement for all expenses incurred by official travel for the University shall use a travel expense account voucher for travel in West Virginia and an out-of-state travel expense account voucher for travel in other states. These vouchers must be carefully prepared with all reimbursement expenses completely itemized. The forms are self-explanatory.

All travel by common carrier which is reimbursable by the state is tax free, provided a tax-exemption form, available in the Comptroller's office is prepared and submitted to the agent of the carrier at the time the ticket is purchased.

In-state travel expenses shall be submitted on the In-state travel expense voucher. This form must be prepared in the original and three copies. Expenses must be itemized by each calendar date and the cost of each night's hotel bill or lodging must be shown, together with the cost of each meal. A paid receipt

for hotel or lodging must be attached before it will be passed for payment by the auditor. A total of transportation may be shown as one item, even though it may cover travel on two or more days (i.e., Huntington to Clarksburg, and return). Should the traveling cover a long period, charge between various points on the map should be shown. Mileage shown on the state road maps or the actual fare of traveling by common carrier is used in computing expenses.

The purpose of the traveling and all other expenses must be shown on the back of all vouchers. This should be as detailed and as specific as possible in order that there can be no question as to the necessity and legality of the travel.

The out-of-state traveling expense voucher is prepared and itemized in the same way as the in-state form, except that the yellow form is used and it must be prepared in the original and four copies.

When either of these vouchers is completed, it is necessary for the claimant to have all copies of the voucher properly certified by a notary public. This can be done by the treasurer. No voucher should be submitted to the Vice President of Business and Finance's office without the notary's signature and certification.

#### LACK OF INSURANCE COVERAGE FOR OCCUPANTS OF STATE-OWNED CARS

Occupants of the University-owned cars are not protected by state insurance. This includes both the driver and other occupants. Full-time University employees are, however, covered by Workman's Compensation in lieu of insurance.

#### APPROPRIATED AND NON-APPROPRIATED FUNDS

Every proposed expenditure of as much as \$500 from the University budget item, "repairs and alterations", and from non-appropriated accounts of the University for repairs, renovations and new construction must be approved by the West Virginia Board of Education before such work may proceed.

## REQUISITIONS

Each requisition originating with a faculty member must be signed by the proper department chairman, who will forward it to the proper dean for his signature. After approving the requisition, the dean sends it to the Vice President of Business and Finance for processing. Following this, the requisition goes to the President for approval.

All equipment and supplies, by state statute, must be purchased by the State Department of Purchases. Once the Vice President of Business and Finance's office processes the requisition and sends it to the Department of Purchases, the office has no further control over it. When the purchase order has been written by the Department of Purchases, the Comptroller's office receives three copies of the order. One of these copies is sent promptly to the person who prepared the requisitions. This person should check it carefully for accuracy. This will make it possible for errors to be detected quickly. In cases of error, the Vice President of Business and Finance's office will have corrected purchase orders issued.

When requisitioned items are received, they should be checked with the purchase order to make sure the quantity and quality specified have been received. When an invoice arrives, it should be approved by the department chairman who approved the requisition and returned immediately to the Vice President of Business and Finance's office.

It will not be necessary to inquire as to whether requisitioned items have been received; they will be delivered immediately upon receipt.

All equipment and supplies requested by faculty members must be requisitioned by means of the Instructor's Requisition Form, separate forms being used for expendable equipment and supplies. Instructor's requisition forms are available at the Vice President of Business and Finance's office. Each requisition should be prepared in the original and one carbon. Entries on the requisition should be complete and specific enough to avoid misunderstandings.

The estimated cost should be provided both on a unit and total cost basis. This should be based upon current prices and should never vary more than 10 per cent from the actual cost.

One source of supply for each item is required and as many as three are desirable. All items available from one firm should be grouped, together with the firm concerned.

Whenever a particular product is desirable, to the exclusion of all other trade name products, it will be necessary to completely justify such a purchase on the face of the requisition or by letter.

Merely writing "do not substitute" will not be sufficient. If a proprietary item is necessary, a statement must appear on the face of the requisition substantially as follows:

"This item is proprietary to \_\_\_\_\_"  
Name of Manufacturer

and no other will do for the following reasons:

---

If the justification is adequate the purchase may be made; otherwise, it will be handled in a regular way and a comparable product will be purchased if the price is lower.

Requisitions must contain detailed specifications, i.e., size, type, brand, weight, color, and, in the case of furniture and equipment, must carry manufacturer's name, serial number, and catalog references where available. Where sources of supply are known, particularly local to the institution, this information should be noted on the bottom of the requisition so that requests to bid may be sent them.

When ordering repairs for equipment, give the name, manufacturer, serial number and name or number of the part required.

Requisitions must be submitted to the Vice President of Business and Finance's office at least 30 days prior to the required delivery date. Faculty members should be given even a longer period for delivery when possible. Purchases should not be requested by means of petty purchase orders unless an emergency exists. No petty purchase order should exceed \$10.

The University must conform to the quarterly basis of encumbering the annual budget. This means that about one-fourth of the amount budgeted in Current Expense, Equipment, or Repairs and Alterations can be spent or encumbered in the first quarter (July 1 to September 30). However, requisitions covering the second quarter allowance may be sent in as early as September 15. These amounts are cumulative and whatever is not spent in one quarter will carry over to the next quarter. Encumbrances are controlled by the budget director in Charleston and requisitions exceeding the amount allowed for the quarter will be returned.

#### COST OF ATTENDING MARSHALL

A freshman at Marshall University should have at least \$800 available for basic expenses of the first year of college. This includes the following items, which are subject to change with prevailing economic conditions:

	First Semester	Second Semester
Tuition	\$25.00	\$25.00
Student Activity Fee	22.15	22.15
Registration Fee	50.00	50.00
Health Services	1.75	1.75
Meals*	198.00	198.00
Room (University dormitory**)	99.00-117.00	99.00-117.00

Tuition for non-residents is \$175 per semester.

Expenses for books, gym outfit, laboratory fees, supplies, laundry, dry cleaning, and other personal items depend upon personal tastes and courses carried. They may be estimated at \$100 per semester.

\* Plus 3% sales tax

\*\*Somewhat higher in private homes

#### PAYMENT SCHEDULE FOR BOARD AND ROOM CHARGES

The University must operate on a cash basis, with all fees and other obligations being collected in advance. Board and room payments from students may be divided into not more than two equal installments. The President, however,



may authorize the collection of such payments on an advance month-by-month basis if he thinks it advisable in the case of certain students.

### STUDENT INDEBTEDNESS

A student who is indebted to the University may not re-register, be graduated, or receive a transcript of credits or a statement of good standing until the debt is paid in full.

### TUITION AND FEES FOR GRADUATE ASSISTANTS

Graduate assistants are exempt from tuition and laboratory fee payments under specified conditions. Those working full-time pay no tuition or laboratory fees, while those working half-time only half the amount specified for tuition and fees. Graduate assistants working less than half-time are not exempt from tuition and laboratory fees. Student activity fees must be paid by all graduate assistants. Graduate assistants are paid from the Marshall University budget item designated "Graduate Assistants". The President reports graduate assistant assignments to the Board of Education and to the University Vice President of Business and Finance at the beginning of each semester.

### TIME-KEEPING FOR STUDENT ASSISTANTS

Application for a student assistant must be made on Form MBM-1, Personnel Action Request. When such an assignment becomes effective, the faculty supervisor keeps a daily record of the student assistant's work on Form MBM-9. This signed time sheet should be submitted to the Vice President of Business and Finance's office on the last day of every month. The supervisor is financially responsible for any error resulting in an overpayment.

The sheet showing the time worked by a student must be submitted not later than the first day of the month following the pay period to be entered on the monthly payroll. The supervisor will deprive the assistant of receiving payment on time if the time report is late.

### CONCERT AND LECTURE SERIES TICKET PURCHASES

Tickets for the Artists Series and Marshall Community Forum may be bought from Mrs. Will Mount, Artists Series secretary-treasurer, telephone 523-0406. (Also see Artists Series Policy for Students.)

## IV

FACULTY-STUDENT RELATIONSHIPS

## MINIMUM NUMBER IN CLASS

Undergraduate classes should have a minimum of eight students and graduate classes a minimum of five.

## IBM CLASS CARD

A faculty member shall not admit a student to class until he or she has an IBM class card. A class card to be official must have this notation stamped on its reverse side: "Fees Paid---Registrar's Office."

## STUDENT ABSENCES FROM CLASSES

1. A student is expected to be present at all class sessions.
2. Unavoidable absences such as those due to health, death in the family, or similar reasons, should be reported to the instructor concerned by students. In such cases, and whenever possible, the instructor will provide an opportunity for the student to make up work missed.
3. There is a distinction between willful absences and institutional absences. Institutional absences include those which result from participation in an activity sponsored by the University such as athletics, music, debate, and other activities approved by the academic deans. Students who are absent for such reasons are expected to make up their work but should not receive undue penalty.
4. When a student misses classes for reasons other than those stated above, he does so at the risk of jeopardizing his academic standing.
5. Any student who has been absent from a class for two or more weeks prior to the final examination will be denied the privilege of taking the final examination in that class except when it can be shown that the absences were beyond the student's control.

## IMPLEMENTATION

1. Each instructor shall be responsible for recording student absences at each class session.
2. Each instructor shall report to the proper academic dean when a student's absences reach twice the number of scheduled meetings of the class each week, or sooner, if the instructor so desires.
3. At the first class meeting of each semester the instructor shall announce the absence policy to each class. A full explanation shall be made at the same time as to how class work missed may be made up.

NOTE: Items 1, 2, 3, and 4 of the absence policy were adopted on October 8, 1951. Item 5 went into effect on September 1, 1960.

## REPORT OF ABSENCES

Members of the faculty will report to their respective deans the daily absences of veterans only. Reports will be turned in each Friday on absences occurring during that week. Excessive absences must be reported to the academic deans on Excessive Absence report form. (Also see Student Absences from Class.)

## GRADING AND QUALITY POINTS

Marshall and other state colleges of West Virginia have the following grading system:

A: Superior	I: Incomplete
B: Good	W: Withdrew
C: Average	WP: Withdrew passing
D: Below Average; lowest passing mark	WF: Withdrew failing
F: Failure	FIW: Failure due to irregular withdrawal from college or from a single class.

Quality points, computed on all work for which the student has registered except courses on which the grades are I, W, and WP, is based upon the following quality point average for each semester hour of credit:

A: 4	F: 0
B: 3	WF: 0
C: 2	FIW: 0
D: 1	

With the approval of the academic dean, a student may repeat a course in which he has received a grade of "D" or "F". If a course is repeated the hours and quality points of all attempts will be included in the computation of the quality point average.

#### SENIOR FINAL EXAMINATION POLICY

A faculty member is not required to give a final examination to a student who at the end of a semester or summer term is completing all requirements for a degree. Grades for graduating seniors are reported to the registrar's office.

Graduating seniors shall attend class and laboratory sessions up to the beginning of the final examinations for the other students.

#### CHEATING

When an instructor observes evidence of cheating on the part of a student, he shall submit the facts to the Dean of the College in which that student is enrolled. If the evidence indicates guilt on the part of the student, and if this is a first reported offense, the following procedure will be followed:

1. The student will be given a grade of "F" in, and will be expelled from, the course in which the cheating occurred;
2. The student will be placed on academic probation at the end of the semester during which the violation occurred;
3. For the remainder of the semester during which the violation occurred, and for the duration of his academic probation which was the consequence of that violation, the student will be denied the privilege of participation in all social and athletic activities which are under the jurisdiction of the University;

4. The adviser of the student will be notified of the action taken;
5. A dated report on the offense and the actions taken will be placed in the Student's Central File folder;

(It is assumed that this record will be available only to qualified persons and that it will be used in ways which might be helpful to the student; it is not intended to attach permanent stigma to the student. Such a record appears to be necessary in view of the possibility of a further violation by the same student.)

6. Provision shall be made by the Dean for such counseling as may be of benefit to the student.

In the case of a second offense on the part of the student, he will be expelled from the University.

#### GRADE REPORTING

Grades are the universal means of evaluating a student's scholastic achievement and should be reported accurately. An error in grade reporting may mean the loss of GI benefits, the failure of a student to be admitted to a professional or graduate school or loss of deferment from military service.

Grades are reported to the Registrar's office at the end of each semester or term. Class listings for grade reporting are provided by the Registrar's office during the examination period. Detailed instructions for reporting grades accompany the listings.

The faculty member's manual signature shall be signed at the bottom of each grade slip. Initials are not acceptable. Each faculty member shall deliver grade reports to the Registrar's office in person and remain until the lists can be checked by the designated person. Grade reports should never be placed in mailboxes or delivered by students.

Faculty members must turn in grade reports by the deadline indicated. This is extremely important in the case of veterans or rehabilitation students. Any failure to meet the deadline will delay the total grade reporting process which involves the use of IBM machines. A delay, of course, greatly inconveniences the student.

Once reported, a grade cannot be changed except with approval of the academic dean. If an error in reporting or new evidence concerning a student's work makes a grade change necessary, the faculty member should explain the circumstances and propose the change in a letter to the academic dean. If approval is given, the faculty member goes to the Registrar's office, makes the change, places his or her initials opposite the new grade, and indicates the date on which the change was made.

A faculty member's grade report becomes a basic record in the Registrar's office. It should be filled out accurately and neatly, preferably with a typewriter. (See current Catalog for regulations concerning Progress (PR) and Incomplete (I) grades.)

Each faculty member should have a copy of the current academic publication affecting his program. Copies may be secured in the Registrar's office. These publications should be preserved for future reference.

#### TUTORING BY FACULTY MEMBERS

A faculty member must have the approval of his or her department chairman and the academic dean before tutoring Marshall University students for pay.

## V

REGULATIONS GOVERNING STUDENT PARTICIPATION IN  
UNIVERSITY SPONSORED ORGANIZATIONS AND ACTIVITIES

Marshall University fosters the following ideas as basic in student participation in extra-curricular activities:

1. Any regularly enrolled student is eligible for membership in any organization he wishes to join. (The only exception to this general principle is that raised by the fact that some organizations recruit membership by invitation.)

2. Any regularly enrolled full-time student may participate in University-sponsored athletic activities (Eligibility is determined by the Athletic Board in conformity with University regulations, the code of the Mid-American Athletic Conference and the National Collegiate Athletic Association.)

3. Because college students may be expected to be mature enough to execute judgment regarding the extent to which they should join organizations, the University Council does not place negative restraints upon the individual except as follows:

- a) No student on academic or social probation or on academic warning may become a pledge or member of any student social organization.
- b) No student on academic or social probation or on academic warning may hold positions of leadership. Positions of leadership include all offices or organizations, major committee chairmanships, all elected and appointive officers and members of Student Government, and all major positions on student publications.

4. Academic eligibility for participation in activities will be established at the beginning of the regular college year for the entire year except as noted under 2,3-a, and 3-b. There will be some instances where students ineligible at the beginning of the year may become eligible at the beginning of the second semester. The academic deans will

prepare probation lists for their respective colleges and will distribute copies to all members of the faculty and the administrative staff. The Registrar will provide lists of students admitted on warning or probation.

5. Social eligibility is granted all University students, but may be rescinded by administrative action. (See Social Probation.)

#### ACADEMIC PROBATION:

1. A first semester freshman who earns a quality point average of less than 1.50 on all work attempted will be placed on probation.

2. A student other than a first semester freshman who has earned fewer than seventy-five (75) semester hours and whose cumulative quality point average on all work attempted is less than 2.00 to the extent of more than ten points will be placed on probation.

3. A student who has earned seventy-five (75) or more semester hours and whose cumulative quality point average is less than 2.00 will be placed on probation.

4. A student who withdraws irregularly from part or all of the academic load during the last semester or term of attendance will be placed on probation.

(A student makes normal progress toward graduation when he earns sixteen (16) semester hours each semester with a minimum quality point average of 2.00. Quality point averages are based upon hours attempted including all courses for which a student registers and in which grades of A, B, C, D, F, WF, and F/W are received.)

(A student on probation is limited to the minimum load of a regularly enrolled full-time student. Should the student fail to return to good academic standing, he is subject to dismissal or, at the discretion of the academic dean, he may be permitted to remain in college one additional semester or term on extended probation.)

Students on probation shall be required to have specific permission from the academic dean before they may register for a succeeding semester.



SOCIAL PROBATION:

Social probation constitutes a warning to the student and his parents or guardian that his social conduct bears improvement. Recommendations that a student be placed on social probation may be made by the Student Court or the appropriate personnel dean to the President of the University whenever such action is indicated by the abuse of privileges or conduct at variance with University standards. A student on social probation is subject to suspension in the event of further instances of social misconduct. (When a student is placed on social probation, the personnel deans, the academic deans, the faculty advisers of organizations to which the student belongs, and the Registrar will be notified.)

## CENTRAL FILE

To assist faculty advisers and administrative officers, the Registrar's Office maintains a record of each full-time student enrolled within the institution. This file contains the application for admission, an evaluation of previous academic work, scores of tests given during the Freshman Week Program, the academic record made by a student within this institution and other pertinent information. A record may be taken from the office by members of the faculty and administration to assist in guidance and preparation of letters of recommendation, checking on student progress or student potentialities and capabilities.

## FACULTY ADVISERS

Faculty members serve as advisers to campus organizations. The role of the organization is an important one in aiding the student to obtain full benefit from his extra-curricular activities.

## THE PARTHENON

The Parthenon, student newspaper of Marshall University, is devoted to the best interests of the University, its students, faculty and governing authority. The President of the University serves as Publisher of The Parthenon.

The President delegates general direction of The Parthenon to the journalism faculty and specific direction to the faculty adviser, a member of the journalism faculty. The faculty adviser is appointed by the President on the basis of ability and character. The Parthenon staff is responsible to the faculty adviser in editorial, managerial, and related matters.

As a campus student newspaper, The Parthenon is used as a laboratory of practical experience for journalism students, but non-journalism students also may be members of the newspaper staff.

The Parthenon enjoys the same freedom as is professionally guaranteed the professional American press. Its issues are not censored or influenced by any outside source, but the staff and faculty adviser are admonished to prevent the publication of any material that is in any way libelous, defamatory, unethical, in bad taste, or contrary to the best interests of Marshall University, its student body, faculty and administration. In controversial matters, it is the prerogative of the Publisher to make the final decision, as is customary in the professional press.

#### PURPOSES OF INTERCOLLEGIATE ATHLETIC PROGRAM

As an integral part of the whole educational structure of Marshall University, the intercollegiate athletic program is intended to promote wholesome cooperation and competition; to promote qualities of good citizenship, including initiative, loyalty, sportsmanship, and the will-to-win; to prepare students for future recreation and healthful living by developing interest and proficiency in sports activities; to provide laboratory experiences for students who expect to follow careers in athletics, physical education or recreation, and to provide competent personnel for these fields; and to foster a sense of pride and to stimulate morale throughout the institution and the community by developing college spirit and loyalty, preserving traditions, and providing a rallying point for students, alumni and community enthusiasm.

#### USE OF TENNIS COURTS

Classes have priority in the use of tennis courts. Varsity and intramurals have next consideration. No one may reserve a tennis court for more than one hour a day. A user should leave the court at the end of one hour except when no one else is waiting.

All players are requested to wear tennis shoes.

Courts are primarily for the use of college personnel. Others may play only when not in use and should vacate immediately upon authorized request.

## HOMECOMING PARADE FLOATS AND DECORATIONS

Campus organizations planning to enter floats in the Homecoming parade must submit complete plans of such entries to a committee of the President and personnel deans no later than Friday, two weeks before the Homecoming football game. If unavoidable circumstances make it necessary for an organization to change a float design, a plan of the emergency float should be submitted to the same committee no later than noon on the Tuesday preceding the Homecoming game.

Floats will be inspected by the committee at the point of assembly just before the parade begins. House decorations will be inspected on the afternoon preceding the day of the Homecoming game. The committee has authority to declare a house decoration or a float as unsuitable and to order it dismantled.

## GENERAL REGULATION ON DISCIPLINE

The University assumes that each student is a mature, responsible individual who has entered the institution for the purpose of educational advancement. On that assumption the University expects the student to direct his energy toward the highest scholastic achievement possible for the individual.

While attaining these high educational purposes the University requires that the student maintain a pattern of social behavior that is in keeping with good taste and high moral standards. The student is charged with the responsibility for regular class attendance, reasonable study hours, and a sane social program.

The University believes that the use of liquor by a student is detrimental to his welfare. Therefore, students entering their rooming places, whether residence halls or private houses, under the influence of liquor, and students who introduce liquor into any rooming place or University building will be subject to dismissal from the University. Any function sponsored by or held in the name of a recognized student organization must abide by all University regulations whether that function be held on or off campus.

## STUDENT ASSISTANTS

Student assistants work a maximum of 50 hours per month at an hourly rate of 65 cents.

A student assistant may work for two departments during the same term, provided his total work load does not exceed 50 hours per month.

A student may not hold two full student assistantships, and under no circumstances may he be paid for more than 50 hours of work per month. (Also see Time Keeping for Student Assistants, p. 32.)

Departments interested in securing student assistants may contact the Placement Office, where a list of applicants for such positions is maintained.

#### STUDENT SOCIAL ACTIVITIES CALENDAR

Faculty members are requested to volunteer their services as chaperons at student social functions. Two faculty members are required for each event of this kind.

#### AWARDS OF TROPHIES AND GIFTS

All awards of trophies and gifts to students by representatives of business organizations must be made at the annual awards convocation in the spring.

#### POLICY ON SPEAKERS TO BE INVITED TO THE CAMPUS BY STUDENT GROUPS

An essential part of the education of college students is the availability of diverse viewpoints expressed by speakers invited to colleges and universities by responsible student organizations. To be given an opportunity to listen to persons of varied convictions, to give them a respectful hearing, whether or not the listener agrees with them, and to reach an intelligent decision on the evidence at hand are some of the cherished aspects of a democratic society and are experiences to which undergraduates should be exposed. They are a necessary part of free inquiry, the basis on which the freedom of teaching and learning rests.

Another basic aspect of teaching and learning is the cultivation by colleges and universities of maturity and responsibility among their students in the exercise of their rights. Thus both the institution and its students have a joint responsibility on the matter of speakers to be invited to campuses by student groups.

In order to help student groups in formulating their own policies on the issuance of invitations to visiting speakers, the following principles will serve as a guide:

1. Subject to any regulations that may have been laid down in advance as a matter of official institutional policy, a speaker or performer may appear on a college campus on invitation extended by a duly recognized student organization, whether or not his point of view is congenial to the college.

2. In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of the college as a center of free inquiry and sound learning, and that the prime responsibility for ensuring that this purpose is served rests on the sponsoring organizations.

3. It must be recognized that an institution cannot be wholly dissociated in the public mind from views expressed on its campus. Thus student organizations must exercise care and prudence in their choice of speakers and accept the consequences of their choice, including disciplinary action which may be defined in the official policy of the institution.

4. Whether the college administration gives a recognized student organization freedom to invite speakers at its own discretion, or requires such organizations to obtain permission from the appropriate authorities for each individual invitation, it does not thereby signify its approval of the visitor or of his point of view.

5. The invitation to outside speakers must always represent the desire of a recognized student group and not the will of an external organization.

Adopted by the Administrative Cabinet  
February 6, 1962

#### CHAPERONS FOR STUDENT SOCIAL ACTIVITIES

Faculty members are requested to volunteer their services as chaperons at student social functions. Two faculty members are required for each event of this kind.

## VI

ADMINISTRATIVE SERVICES AND PROCEDURES

## OFFICE HOURS

Office hours in University administrative offices during the regular term are 8:00 a.m. to noon and 1 to 4:15 p.m. Monday through Friday. Saturday hours are 8:30 to noon. Summer hours are 8:00 a.m. to noon and 1 to 4:15 p.m. Monday through Friday. Saturday hours during the summer are 8:00 to 11:30 a.m. (June 1 to September 1).

Faculty members will post office hours to fit their class schedules.

## RECEIVING DEPARTMENT

All items being delivered to the campus will first go to the receiving and inventory department where they will be inventoried and distributed. These items will be delivered to the person requesting them after someone in the department concerned signs the receiving ticket. Equipment may not be moved from one part of the campus to another without the receiving department being notified promptly.

## INSTRUCTIONAL SUPPLIES

Instructional supplies (e.g., chalk and erasers) and classroom equipment (e.g., desks and chairs) will be provided from the central supply room by the Buildings and Grounds department. A signed request should be made to the Superintendent of Buildings and Grounds when such items are needed.

## EXPENDABLE OFFICE SUPPLIES

Expendable supplies for Marshall University offices are distributed from a central supply office known as the Receiving Department. Supplies are delivered only on Friday of each week. When supplies are needed, the office

head should fill out MBM Form 3 and send it to the receiving office by Wednesday of the week delivery is desired. All information requested on MBM Form 3 should be given as to assure promptness in filling the order.

### ROOM AND OFFICE ASSIGNMENTS

All classroom and office space and the Science Hall Auditorium are assigned by the Registrar. Old Main Auditorium is assigned by the auditorium coordinator, Professor Clayton Page. (Also see Space in University Buildings, below.)

### SPACE IN UNIVERSITY BUILDINGS

The maximum use should be made of all University buildings. Any request for the use of a classroom or Science auditorium at a time when it is not regularly scheduled for use must be filed with the Registrar 24 hours before the room is needed. Use of Old Main Auditorium is scheduled through the auditorium coordinator at room 117, Old Main.

### CONTROL OF KEYS ON THE CAMPUS

Keys to buildings, offices and classrooms will be issued by the Superintendent of Buildings and Grounds on the request of department chairmen. Requests for additional keys must be approved by the proper academic dean or some other designated official. Special forms for key requests are available at the office of the Superintendent of Buildings and Grounds.

This policy is applicable only to classroom buildings—Old Main, Northcott Hall, Library, Health and Physical Education Buildings, Music Hall, Old Main Annex and Science Hall.

Keys to Science Hall. The Superintendent of Buildings and Grounds will issue keys to Science Hall to individual faculty members on the recommendation of their department chairmen. Any faculty member needing more than one key may obtain them with the approval of his or her department chairman and the Dean of the college concerned. The Superintendent of Buildings and Grounds keeps a file on Science Hall keys issued and signed authorizations for such issuances.

Persons other than those mentioned above and members of the department of Buildings and Grounds may not have keys to any part of the Science Hall.

Old Main Elevator Keys. An elevator key may be issued to the following:

1. Principal administrative officers as listed in the University Catalog.
2. Faculty members who teach or have offices on the second and third floors of Old Main.
3. Physically handicapped students.

Request forms for such keys are available at the office of the Superintendent of Buildings and Grounds. Each form must be signed by the department chairman and proper academic dean before keys will be issued by the Superintendent.

Handicapped students use the same request form, but they must obtain the signautre of the proper personnel dean.

#### USE OF UNIVERSITY FACILITIES

The use of University facilities is limited to University-sponsored organizations and to those civic organizations which serve an education purpose and which are non-denominational and non-political. As a state-supported institution, the University must remain non-partisan and non-sectarian.

#### USE OF OLD MAIN AUDITORIUM

Professor Clayton Page is coordinator for Old Main auditorium.

Professor Page sets up a schedule in the spring for groups authorized to use the auditorium during the following term:

Each program in the auditorium must be managed by a faculty member. The faculty member is responsible for working out all details for use of the auditorium with the auditorium coordinator. Professor Page should be notified immediately when an event scheduled to take place in the auditorium is canceled.

Even when preliminary details for using the auditorium have been attended to and the program appears on the spring auditorium schedule, it is advisable for the faculty member in charge of each auditorium performance



check with the auditorium coordinator before performance time. This will lessen the chance of a conflict and give time for working out problems.

#### USE OF SCIENCE HALL AUDITORIUM

Science Hall auditorium will be made available to civic organizations for their meetings provided the meeting times do not conflict with those of University groups. The Registrar coordinates the use of this auditorium. (Also see Space in University Buildings, p. 46.)

#### USE OF NORTH PARLOR

The Vice President of Business and Finance's office assigns the use of North Parlor in Old Main. Appeals may be made to the faculty lounge committee.

North Parlor is for official entertainment by the President and Deans; for Forum receptions; for receptions for national, sectional state, and University departmental education organizations; for formal entertainment by campus organizations under faculty sponsorship for distinguished guests; for faculty entertainments and social gatherings; and for monthly meetings of the Faculty Wives' Club, provided reservations are made one month in advance and provided University functions are given priority.

#### ROOMS FOR UNIVERSITY ACTIVITIES

Reservations of rooms for meetings of organizations must be made with the Registrar no later than noon on the day before they are needed.

#### SMOKING REGULATIONS

Smoking is prohibited in classrooms, laboratories, and in Old Main auditorium, including its state and dressing room. Classes and organizations meeting in late afternoon or night are not exempt from this regulation.

Smoking is permitted in the corridors, provided available receptacles are used for the disposal of stubs or matches.

A committee determines whether smoking regulations are being observed and what changes should be made to assure better control.

### POST OFFICE

The University post office is located in the western end of Old Main, and is entered through the basement corridor. The Bookstore manager, who has charge of the post office, will assign each faculty member a mail box locked by combination lock. The post office is open Monday through Friday between 7:30 a.m. and 4:15 p.m.

Saturday hours are 8 a.m. to noon, except in the summer when the Saturday closing time is 11:30 a.m. All mail needing meter postage should be delivered to the University post office by 4 p.m. Monday through Friday and by 11:45 a.m. on Saturday during the regular term or by 11:15 a.m. during the summer on Saturday.

### BOOKSTORE

The Marshall University Bookstore sells college textbooks and materials required in class work. Book orders should be placed with the Bookstore about two months before the beginning of the semester during which they will be needed. Forms will be provided by the Bookstore manager. Faculty members should give all information specified on the forms and sign them, not initial them. Textbook changes must be approved by one of the academic deans.

In approving books needed by veterans, each faculty member should approve only textbooks which are required for non-veterans as well as veterans.

### STUDENT UNION

The Shawkey Student Union offers fountain service, dance and meeting facilities, and recreational facilities for students, faculty, and administrative personnel. The ballroom may be reserved by campus groups for dances and other social affairs. Off-campus groups may rent the ballroom during periods when the University is not in session.

The Student Union manager schedules the use of the ballroom and the upstairs meeting rooms.

## LIBRARY SERVICE TO FACULTY AND ADMINISTRATIVE STAFF

All services for the University Library which are generally available to students are also available to faculty and administrative staff members, as well as certain services which are not available to students. The following paragraphs summarize briefly the services generally available to the faculty; for special services not covered, faculty members are urged to discuss their needs with the librarian or designated staff members.

Circulation of Books in the General Collection. Books in the general collection are normally available to graduate and undergraduate students on a two-week loan basis with renewals permitted whenever another person has not requested use of the books. Books in the general collection may normally be withdrawn by faculty members for an indefinite term of use with the understanding that if the books are needed for reserve or needed by students they will be returned at the request of the Circulation Department. Faculty members are asked to return books which are not in use promptly so that they may be available to others. When requesting books at the service desks faculty members are urged to identify themselves and to clearly indicate that they are faculty members to save embarrassment for all persons concerned.

Circulation of Reference Material. Reference books, periodicals, and Government documents do not normally circulate to students. The Reference Department makes every effort to be liberal in allowing faculty members to use reference books outside of the library building for academic work when necessary. Consult the Reference Librarian for exact rules concerning such loans of reference material.

Circulation of Reserve Books to Faculty Members. Reserve books are not normally circulated to faculty members on any basis other than that on which books are available to students. Books are placed on reserve from the general collection for intensive use by large numbers of students during a short period of time. This of course precludes loans of reserve books to faculty members for any extended period.

Inter-Library Loan Service. Faculty members who find that they need books not in our library should discuss their needs with the Reference Librarian. In many cases when material is needed for faculty research or for preparation of course work, books can be borrowed from other libraries through inter-library loan.

Reserve Books. Books from the general collection are placed on the reserve shelves at the request of faculty members when it is felt that there will be extensive or intensive use of these books by a relatively large number of students for short periods of time so that they will be available to more students. Faculty members should discuss their reserve book needs with the Circulation Department well in advance of making assignments so that the books will be available to the students who need to use them. It normally takes three to five days to place books on the reserve shelves, longer if it is necessary to call in books that are in circulation.

Stack Permits. Stack permits are issued to graduate and upperclass undergraduate students who need to use the closed stacks for individual research work on the recommendation of faculty members under whose supervision the research work is being done. Forms for requesting stack permits are available at the Library. Faculty members are free to use the closed stacks at any time.

Book Orders. The Librarian welcomes suggestions for worthwhile books to be added to the collections. Faculty members are urged to discuss their needs in their specific fields of interest with the Librarian. Special request forms are available at the Library for faculty use, or if a faculty member prefers, recommendations may be sent to the Library by letter or by memorandum. Please be specific in making requests for books, indicating very clearly if the books are needed by a certain time, for a certain course, whether they are to be placed on Reserve, etc.

Instruction in Use of the Library. Faculty members are urged to consult with the Librarian or the Reference Librarian regarding instructional service presently available. Plans are being formulated (June, 1962) for incorporating instruction in the use of the Library in the revised Freshman Orientation Program and in freshman English courses.

Photographic Services. The Library has facilities for making photostatic copies of material in the Library at cost. Arrangements can also be made for necessary microfilming. Consult the Librarian or Reference Librarian concerning the service currently available.

## TELEPHONE SERVICE

Campus telephones are operated through a central switchboard and dial equipment located in Main 107-A. All incoming calls, and long-distance calls made from an extension telephone are handled through the switchboard. A switchboard operator is on duty from 8 a.m. to 8:30 p.m. Monday through Friday and 8 a.m. to 4 p.m. Saturday (During the summer, the switchboard closes at 5 p.m. Monday through Friday and at noon on Saturday.) The switchboard is closed on Sunday.

A telephone directory is issued each year to the individual in charge of each extension telephone. Certain extension telephones are connected directly to outside lines when the switchboard is closed. The numbers for these telephones are listed in the city directory.

The switchboard operator is not permitted to accept personal toll calls under any circumstances. A pay telephone for personal use is located opposite the Teachers College office on the first floor of Old Main.

Whenever a University business toll call is made from a campus extension, the caller must indicate his name, the person or place called, and the nature or purpose of the call.

## AUDIO VISUAL CENTER POLICIES

The Audio Visual Program of the University is under the direction of an Audio Visual director. The program provides classes and activities related to the production, selection, utilization, and care of audio visual materials and equipment and to the coordination of the over-all program on the University campus.

It is the purpose of the Audio Visual purchasing to provide each department with the equipment needed to facilitate classroom instruction. To this end department chairmen request from the Audio Visual Center the purchase of needed equipment, which is then secured from funds allocated the Audio Visual Director of that purpose. The Audio Visual Center purchases only equipment; expendable supplies are purchased by the individual departments. Basic repair service is maintained by the Audio Visual Center, within the limits of the budget available.

The loaning of equipment or materials of an audio visual nature to non-University groups is discouraged because of potential damage or loss and because of an insufficiency of such aids for our own campus use.

Staff members who desire training in the use of any equipment, or who have questions concerning any aspect of the audio visual program should contact the audio visual director.

#### STENOGRAPHIC SERVICE

A Stenographic Pool is maintained for the use of the faculty for the following types of work:

1. Official University Correspondence
2. Requisitions and expense accounts
3. Inventories
4. Institutional, State and Federal reports
5. Requests for departmental and institutional grants
6. Committee reports

The departments requesting work shall furnish the necessary paper and/or stationery and supplies.

The Stenographic Pool is located in Main 107, and is under the supervision of the Administrative Assistant to the President.

#### LOST AND FOUND SERVICE

The personnel deans maintain a lost and found service.

#### UNIVERSITY PHYSICIAN AND STUDENT HEALTH SERVICE

The University Physician is not available to members of the faculty and staff except when accidents occur on the campus, in which cases he will administer emergency treatment. Following this treatment the faculty and staff member will be expected to secure the services of his own physician.

The Student Health Service is located in room 1 of the Health and Physical Education Building. Hours are 9 a.m. to noon and 1 to 4 p.m. Monday through Friday, and 9 a.m. to noon on Saturday.

The University Physician is available for emergency calls from students living in dormitories, fraternities, and sororities.

## DUPLICATING DEPARTMENT

The Duplicating Department, located in the southwest basement of Old Main, handles the basic duplicating needs of the University. The equipment includes two offset duplicators; large paper cutter; 10-station manual collator; electric folder, stitcher (stapler), and paper drill (hole punch); and electric and manual typewriters.

Work to be done should be presented to the Department with an order indicating the work desired and the number of copies needed. A minimum of three days must be allowed for the completion of short-run items involving paper masters or existing plates. More time will be necessary for long runs or work requiring the preparation of new plates. Except in emergency situations, no one should submit an order for work to be done immediately. In fairness to all, the Department will fill orders for duplicating in the order in which they are received.

Charges: The Duplicating Department charges only for paper, masters, and plates. This charge is made against that portion of the department's educational supplies budget which is allocated for duplicating. No orders will be accepted from a department or office after their duplicating funds have been exhausted, nor from units which have not assigned funds to the Department.

Masters and Plates: Paper masters are used for material which requires only typewritten text and simple line drawings. Masters may be typed on any typewriter equipped with a special reproducing ribbon. Special reproducing pencils and pens must be used on paper masters, and a non-reproducing pencil is also available. Pencils and pens are stocked in the Duplicating Department, and reproducing typewriter ribbons are available in the Receiving Department.

Metal Plates are required for long runs (more than 700 copies); for reproducing printers' type and detailed artwork; for enlarging or reducing all or a part of the material; for reproducing photographs; or for standard forms which will be required in quantity from time to time without changes. The preparation of material for plate reproduction is rather exacting, and individuals are advised to consult with the Head of the Duplicating Department or the Director of Information and Publications for specifications and cost.

Test and Examination Materials: The Department provides maximum security for all examination materials. To further insure this security, faculty members are requested to personally deliver and pick up their testing materials. Notation will be made if a student delivers such work for duplicating, and student assistants must have written authorization to pick up tests or examinations. Used masters and scrap paper will be kept under lock until after the examination date, and then destroyed.

During mid-term and final examination periods, orders for such work must be made at least one week before the time of expected use.

Use of Duplicating Equipment: State-owned duplicating equipment at Marshall University may be used in doing work directly related to University instruction or administration and may be used for the work of recognized University organizations provided they pay for all materials used. Under no conditions may state-owned duplicating equipment be used for non-University work.

Departments and offices will be expected to provide personnel to perform such operations as collating, folding, stapling, punching, etc. The Department's work load does not permit assurance that such operations can be performed by the Department staff, although assistance will be given whenever possible.

The Duplicating Department is not staffed to provide typing service. Those not having access to suitable typewriters may use the standard typewriters in the Department.

In the interest of safety, performance, and security, unauthorized persons are not allowed in the duplicating area.

#### DINING HALLS

The University Dining Hall is located at the east end of the campus on 18th street. It serves students, faculty, and guests of the University. Meals are served cafeteria style at reasonable rates. In addition to the main dining areas, the building houses a banquet room and two small luncheon rooms. These rooms are available to both University and non-University groups. Arrangements for using them may be made at the office of the Director of Food Services.



The Men's Residence Hall houses a cafeteria. It is open to the faculty as well as to residents of the dormitory.

Serving hours for the Main Dining Hall are:

Breakfast: 7-9 Monday-Saturday; 8-9 Sunday  
 Lunch: 11-1:15 Monday-Saturday; 11:45-1:15 Sunday  
 Dinner: 5-6:30 Monday-Friday; 5-6:15 Saturday.

Serving hours for the Men's Residence Dining Hall are:

Breakfast: 7-9 Monday-Friday (Closed  
 Lunch: 11-1:15 Monday-Friday during  
 Dinner: 5-6:30 Monday-Thursday summer)

(Hours subject to change.)

#### APARTMENT AND ROOM LIST

Copies of a list of available rooms and apartments may be obtained from the offices of the personnel deans.

#### FACULTY RESIDENTS IN TEMPORARY HOUSING UNITS

New faculty members may live in University temporary housing units for a maximum of one year, provided not more than ten of such housing units are assigned to faculty members simultaneously.

#### TEMPORARY HOUSING FOR FAMILIES OF STUDENTS OR FACULTY MEMBERS CALLED TO THE SERVICE

Whenever a student or faculty member is called to the armed forces, his family may remain in a University temporary housing unit for 90 days. A longer stay is allowed if no eligible students have made application for the space. When the family of a faculty member or student called to the armed forces has stayed the 90 days, such family is subject to a 30-day vacancy notice if an eligible student has filed application for the housing concerned.

#### CAMPUS PARKING

Parking is not permitted in the fire lane extending from the student union to 16th street. It is also banned in the circle outside University Hall, in-service driveways, grassed areas and other points on the campus where signs indicating no parking have been placed. University personnel and students may stop for more than five minutes on drives to receive or discharge passengers. Faculty members may stop outside the Bookstore for five minutes on drives to receive or discharge passengers.

No one is exempt from abiding by traffic directive signs on the campus.

Fast or reckless driving on the campus is prohibited.

Only service vehicles and emergency apparatus may park in the service drives.

The parking areas south of Old Main are reserved for University service vehicles and the cars of guests or disabled faculty or staff members.

Campus parking permits for a specific parking lot will be issued by the Physical Facilities and Planning Committee, upon written application, to full-time faculty, administrative cabinet members, and operational directors. Parking permits are valid only in the lot designated on the parking permit, or in case the designated lot is full, the permit will be honored in lot F (Kroger). Permits for such parking should be displayed on the window of each car or as designated. Permits may be requested through the Buildings and Grounds office.

Temporary parking permits, valid for a specified period, may be issued to full-time University staff members and part-time faculty members teaching day classes permitting parking as designated by the committee.

Repeated citations for violation of the above regulations by faculty or staff will result in revocation of the permit.

A second parking permit may be issued to 2-car owners, providing the applicant agrees in writing to accept automatic cancellation of both permits if more than one car is parked on the designated lot at the same time. Dual permits will be issued for the same lot. Permits may be reissued subject to the will of the Committee.

Dated temporary permits may be issued to visitors, workshop directors, consultants, short term personnel, or others working on campus for a limited time.

Dated temporary permits may be issued to students for parking on Lot F, according to space available after parking University staff members.

Resident students of Men's Residence Hall may apply to the Dean of Men for temporary permit to park in Lot E.

Permission must be obtained from the office of Buildings and Grounds for overnight parking on any University parking lot.

All parking on the campus is at the owner's risk.

Visitor's cars on the campus will be accorded all privileges granted under regular parking and operating permits.

No student, without exception, has special parking privileges on the campus.

All University parking lots will open at 7 a.m. and close at 11 p.m. daily, except Sundays and holidays, cars without permit stickers may use University parking areas between 4 p.m. and 11 p.m.

Traffic infringements for which campus police may give tickets include:

1. Parking in prohibited space, improper parking in permissible areas, parking after 11 p.m. except by special permission or during University functions, driving on driveways the wrong way, parking and blocking driveway, no parking lot permit, failure to observe traffic sign, and fast or reckless driving.

A traffic citation issued for a vehicle owned or operated by a student offender directs the offender to report to the Dean of Men's office within three days of the time of issuance. Hours of the office located 110 Old Main, are 8 a.m. to noon or 1 to 4:15 p.m. Monday through Friday and 8 to 11:30 a.m., Saturday. Failure to report within the specified period constitutes an additional violation and may result in disciplinary action.

Penalties for student traffic violations:

1. First violation, the student will be required to report to the Dean of Men. Second violation, the student will be called before the Student Conduct and Welfare Committee and warned that future violations may lead to suspension from the University. Third violation, the case will be referred to the University cabinet for disposition.

## USE OF UNIVERSITY BUS

The office of the Vice President of Business and Finance controls use of the University bus. Application for use of the bus should be made no earlier than ten days before it is needed and not later than seven days prior to the date it is needed. Application should be made no later than one month before the bus is needed for a trip to a point more than 50 miles from Huntington, for a trip across state lines or for a trip involving arrangements with other agencies.

For a trip across state lines a regular out-of-state travel requisition must be made giving date, destination and purpose of trip, even though no expense is to be incurred. The requisition must have the approval of the State Travel Board in order to comply with conditions as set forth in vehicle insurance policy.

Whenever there is any change in plans for using a University bus, the faculty member or person in charge should notify the driver when there will be a delay in meeting the bus and notify the Vice President of Business and Finance's office when a trip has to be canceled.

Whenever a bus will not be available because of a breakdown, the Vice President of Business and Finance's office should notify promptly the person in charge of the group which is scheduled to use the bus.

Unless special arrangements are made with the Vice President of Business and Finance's office, the bus must be returned to the University by 4:30 p.m. on the day it is scheduled for use. Special arrangements also must be made for Saturday afternoon trips.

The bus has a seating capacity of 36. The faculty member accompanying the group is responsible for its conduct to and from the destination.

Two faculty members scheduled to use the bus at different times may exchange periods provided the change is reported to the Vice President of Business and Finance's office promptly.

Where departments located in Science Hall are concerned, one faculty member will coordinate the use of the University bus by faculty members occupying that building. The person having this duty should be a regular user of the bus.

Whenever two faculty members desire use of the bus on a single day, they should reach an agreement as to which hours each will use the bus and notify the Vice President of Business and Finance's office of this arrangement at the time the bus is scheduled for use.

### USE OF UNIVERSITY CARS

The University owns three cars.

One car may be scheduled at the office of the Director of Adult Education. It is for use primarily by the Director himself and teachers of extension courses.

The President's office coordinates the use of both of the other cars. University cars, when available, rather than personal cars, must be used by staff members when on University business trips.

These cars may be used to attend educational meetings in West Virginia, for high school visitation and testing, and for trips involved in speaking before civic and other groups when expenses are not paid by such groups.

These cars are to be used only in West Virginia, except that they may be used for short trips into neighboring states if as many as two persons are required to take each trip. The State Travel Board must approve in advance any trip to be taken out of the state.

Only full-time employees of the University who are licensed operators may drive these cars. Whenever a defect develops in a University car enroute, the person authorized to use it should either have repairs made before proceeding or call the Superintendent of Buildings & Grounds for instruction. A written report on each trip should be made upon returning to the campus. This report includes destination, dates, mileage, gas and oil purchased, and repairs made or needed. Each car is provided with a courtesy card which is kept in the glove compartment. The driver should sign all purchases of gas, oil, etc., and should leave receipts in the glove compartment.

Unless special permission is given, each University car must be returned to the campus immediately after the scheduled trip.

The University also owns two nine-passenger Ford Econoline Buses which may be scheduled through the office of the Administrative Assistant to the President (M107). These buses are to be used primarily for transporting small groups of staff members and/or students to University-approved events within the state.

Applications for the use of these vehicles should be made at least two weeks prior to the time they are to be used.

All regulations governing the use of other University-owned vehicles are to be followed in the assignment and use of these buses.

#### USE OF DRIVER EDUCATION CARS

Cars assigned to the University for use in driver education classes may be used only for driver education instruction work. Any other use of such cars will constitute a violation of the contract between the University and the automobile dealer. If an accident occurs while a driver education car is being used for any purpose except driver education, it may result in a personal liability for either the driver or the University administrator in charge.

#### TRAVEL REGULATIONS - STATE EMPLOYEES

Board of Public Works  
July 1, 1957

The allowances set out herein shall be considered the maximum, and authorizations by the executive head of each department shall be within the budgetary allowances for such purposes. Each department head must require that all individuals in his department who travel are involved in processing expense accounts become thoroughly familiar with these regulations.

#### General Instructions:

1. Authorization - Approved travel on official business within the state in on the basis of reimbursement for actual and necessary expenses incurred, subject to the limitations set forth herein. Receipts are required for all items or fares in excess of Two Dollars (\$2.00) except for meals and taxi fares.
2. Headquarters - Expenses will not be allowed which are incurred at the official station of any official or employee. The official station of each employee is presumed to be the State Capitol in Charleston unless established by the department head at: (1) a branch office; (2) a state-owned institution; (3) a location within a

territory; and (4) at the domicile of a field worker, inspector, examiner, or similar employee resident within the territory to which he is assigned.

3. Expense Accounts - The standard form "Traveling Expense Account" will be used for all claims for traveling expenses. This form must show number and detail of expenses day by day. Receipts must accompany this form and a separate claim for expenses must be filed by each employee.

### Transportation:

1. Authorization - Transportation may be obtained by the usual means of public conveyance, by state-owned vehicle, or by privately-owned vehicle, and expense of transportation will be reimbursed only for the cost of travel between official headquarters and the place to which his duties require an employee to go. Expense for returning to domicile or headquarters over weekends or holidays will not be reimbursable unless the expense is no greater than would have been incurred were the employee to have remained in the field.
2. Common Carrier - Reimbursement will be made for actual cost of ticket. Receipt in the form of ticket stub must be submitted with the expense account.
3. State-Owned Vehicles - Reimbursement will be made for cost of gas and oil, parking meters, overnight storage, and ferriage, turnpike or bridge tolls. (Gas and oil are to be purchased at State Road Commission garages whenever possible.)
4. Privately-Owned Vehicles - Maximum mileage allowance for use of privately-owned vehicle engaged in state business will be eight cents (8¢) per mile, which shall cover cost of parking and garage fees. Toll bridge and turnpike charges may be included as an additional item.
5. Federal Excise Tax - As a governmental unit the state is exempt from the Federal Excise Tax on transportation, and no reimbursement will be made to employees for this Excise Tax in the event they fail to use certificates to secure this exemption.

Subsistence:

1. Lodging - All persons traveling within the state will be reimbursed in an amount equal to their actual hotel bills (excluding radio and valet charges) while absent from their official stations. A receipt for the amount paid for hotel rooms MUST be submitted with the original expense account.
2. Meals - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum amount of Five Dollars (\$5.00) per day. Said maximum allowance shall not be arrived at by average of days, but a purely day by day per diem. For fractional days in a travel status, the \$5.00 limit will be prorated as follows: \$1.00 for breakfast, \$1.50 for lunch, \$2.50 for dinner.

NOTE: Special permission must be granted by the Board of Public Works for travel involving The Greenbrier at White Sulphur Springs.

Miscellaneous:

1. Tips and Gratuities - Reimbursement for tips and gratuities will not be allowed. Expenditures for laundry, valet service, theatre, entertainment, etc., are personal charges and will not be allowed.
2. Baggage - Necessary charges for the transfer and storage of baggage will be allowed provided the necessity for such is explained.

## POLLS

Faculty members should not take part in polls intended to disclose the position of the University staff, as such, on partisan or other highly controversial matters. This, of course, does not imply any restriction on participation in polls conducted among the general public.

## COLLECTIONS AND DONATIONS

No canvassing, peddling, or soliciting is permitted on the grounds or in the buildings of the University without the written permission of the President. Any canvassing, peddling, or soliciting in violation of this order should be reported at once to the Administrative Assistant.



## USE OF UNIVERSITY NAME AND STATIONERY

Whenever representing Marshall in an official capacity, staff members will use the name of the University and will use Marshall stationery for official correspondence. The University does not wish to become involved in actions with which it is not connected officially. Thus Marshall does not permit the use of its name or the University title of any of its employees in any announcement, advertisement, publication, or report, if such use in any way implies University endorsement of any product or service.

## ADMINISTRATIVE AND FACULTY COMMITTEES

There is published each year a list of standing committees, their memberships and duties. It is suggested that this be kept with your copy of the Greenbook.

## INQUIRIES BY PROSPECTIVE STUDENTS

Many individual staff members receive inquiries from prospective students. It is best if such inquiries are channeled through the Director of Admissions. The faculty member should acknowledge the inquiry, help in any way he can, and tell the prospective student that his inquiry has been referred to the University Director of Admissions for further action.

## COMMENCEMENT

One Commencement is held annually at Marshall. The date is usually during the last of May. All faculty members march in the academic procession. The order of the procession is published each spring by the parade marshal. If a staff member does not own an academic costume, he may rent one from the Bookstore. Permission to be absent from Commencement must be obtained from the President.

## POLITICAL ACTIVITIES

It is consistent with the interests of the University that members of the staff be permitted to participate in the political and governmental activities of the community, under the conditions which assure that the University will not become directly involved in any political activities or suffer from undue diversion of the interests of its employees. Therefore, the following considerations govern political activity.

No employee may use or attempt to use his official authority or position in the University directly or indirectly.

1. To affect the nomination or election of any candidate for any political office.
2. To affect the voting or legal political affiliation of any other employee of the University or any student.
3. To cause any other University employee or student to contribute time and money, whether as payment, loan, or gift, to support a political organization or cause.

University employees may not engage in political activity while on University property, while on duty for the University, or while traveling on behalf of the University. "Political activity" is defined as active participation in political management or in political campaigns or knowingly attempting to use official position or influence to promote the success or defeat of a political party or candidate in an election.

#### FACULTY FUND

There is collected (voluntary) from each faculty member in the fall a donation to the faculty fund. The funds are used by the Faculty Service Committee to defray the cost of sending remembrance and get-well gifts.

#### GRADE BOOKS

Each faculty member may secure at the beginning of the fall semester a grade book from his academic dean.

#### FIRE REGULATIONS

A monthly fire drill is held in all University buildings. Acquaint your classes with the proper evacuation method from your classroom. Then, leaving the building because of a fire alarm, be sure that all windows and doors are closed and that all lights are turned out.

#### PUBLIC RELATIONS

Marshall University's public relations program is the joint responsibility of the faculty, staff, students, and alumni. The publicity aspect—although perhaps the most widely known—is only a part of the overall program.

It is often the "little things" that count, and Marshall's public relations include such simple acts as courtesy on the telephone; helpful directions to campus visitors; or a smile and "hello" to a stranger in the hallway.

The Office of Information and Publications will assist any department or organization in the planning and promotion of special projects which require public understanding and support. To avoid duplication, all material intended for off-campus press media should be made known to this office, which in many cases will assume the responsibility for releasing the news. This office is also prepared to assist departments and organizations in the planning and preparation of printed materials.

#### FACULTY BULLETIN

The Office of Information and Publications issues a weekly bulletin of general faculty news and information. Items for the Faculty Bulletin should be given to the Information Office by 4 p.m. Thursday for Friday publication. Faculty members are asked to read to Monday classes the student announcements section.

Special Faculty Bulletins may be issued by the Information Office when an emergency need arises. Such special bulletins must be of interest to the faculty in general.

#### MONTHLY CALENDAR OF EVENTS

A monthly calendar of events, "This Month At Marshall University," is published by the Office of Information and Publications for distribution to news media and other off-campus agencies. Items for the calendar should be given to the information office by the 26th of the preceding month. Items must be of interest to the general public and include date, time, place, title or brief description of the event, name of sponsoring department or organization, and admission charge (if any).

#### FACULTY BULLETIN BOARD

A faculty bulletin board is maintained in the lobby of the University post office. Faculty members may place their own notices on the board, and are requested to remove them when their period of interest has passed.

## UNIVERSITY CALENDAR

An up-to-date University calendar is maintained by the Administrative Assistant's Office in the southwest corridor of Old Main. Faculty members should report events to this office in order that entries may be made in the calendar.

## VII

MISCELLANEOUS INFORMATION

## FACULTY CREDIT TRANSCRIPTS

Every new member of the faculty must place a transcript of his or her college credits on file with the West Virginia Board of Education within one week after the opening of the term for which he or she is appointed. Transcripts shall be sent to the Administrative Assistant to the President in Main 107.

## EMPLOYMENT OF RELATIVES

From the minutes of the West Virginia Board of Education January 27, 1962.

"Upon motion duly made, seconded and carried, the Board hereby rescinds its action of July 11-12, 1960, and directs that presidents and heads of institution, divisions and departments shall not employ more than one member of the same family in the same institution, division or department except when adult members of the same family maintain separate households or residences."

## ARTISTS SERIES POLICY FOR STUDENTS

The Marshall University Artists Series designates certain of its presentations for general attendance by students of the University. All Marshall students will be admitted to four specific programs each season. In addition to these four, students are permitted to attend any two of an additional six presentations.

Students must have reserved seat tickets for all Artists Series programs they attend. Student activity cards alone will not admit students to the auditorium.

In order to issue reserved seat tickets, the Series secretary-treasurer, Mrs. Will Mount, will be stationed in the first floor corridor of Old Main for two days one week prior to each performance. A student will receive a reserved seat ticket on presenting his student activity card. Reserved seat tickets are not transferable.

Artists Series programs are presented in the evening usually at the Keith-Albee Theater. Evening students holding reserved seat tickets should be dismissed from class at 8 o'clock when there is a conflict with the Artists Series presentation.

Students holding first semester student activity cards should keep them throughout the term in order that a record may be kept of their attendance at Artists Series program. (Also see Concert and Artists Series ticket purchases.)

#### UNIVERSITY SPONSORED TOURS POLICY

Marshall University will encourage and sponsor certain tours for credit based upon the following conditions:

1. That each participant in the tour or activity be registered as a Marshall University student either for course credit or as an auditor. At least 10 (10) members shall be regularly full-time enrolled students.
2. That fees paid by the students cover the total cost to the University.
3. That lectures on such tours or activities be conducted only by regularly employed members of the Marshall University faculty.
4. That the University may seek the assistance of a travel agency to provide the arrangements and facilities required to carry out a tour or activity.
5. That evidence of waiver of responsibility of University or Board on part of all members of tour and by parents of minors with respect to liability for accidents, etc., be furnished the University.
6. Prior approval of each educational tour must be obtained from the West Virginia Board of Education.

## MARSHALL UNIVERSITY ALUMNI ASSOCIATION

The Marshall Alumni Association is administered by a twenty-member Board of Directors, ten of whom are elected each year for two-year terms at the Annual Business Meeting on Alumni Day in late May or early June. The Board is also composed of four officers, who serve for one-year, and of Chapter Representatives who are chosen by their respective Chapters. The activities of the Association are coordinated by the Office of Development and Alumni Affairs.

Non-alumni Faculty Members are regarded as honorary members of the Association and are invited to take part in its activities. Alumni members of the Faculty and Staff are urged to take a continuously active part in the Association's Program. All Faculty and Staff members are requested to notify the Alumni Office of addresses and information regarding Marshall Alumni.

### PARENTS' WEEKEND

Each spring, generally on Mothers' Day Weekend, parents of current Marshall students are invited to visit the campus on Saturday and Sunday to become acquainted with many facets of the University's program. Faculty and Staff members will be asked from time to time to participate in some phase of this program which varies from year to year. Information regarding Parents' Weekend is coordinated through the Office of Development and Alumni Affairs.

### SELLING ON THE CAMPUS

All solicitation and selling on the campus is prohibited by the West Virginia Board of Education unless it is done by groups connected with the University and with the approval of the President.

### VENDING MACHINES ON CAMPUS

Vending machines may not be placed in classroom buildings or in the library.

### NAMING OF BUILDINGS OF THE CAMPUS

No Marshall University building may be named for a person currently employed by the West Virginia Board of Education.

### FACULTY WIVES CLUB TEA SERVICE

The tea service owned by the Faculty Wives Club is to be used by the club itself or any of its subsidiary organizations. It will be loaned to University organizations using the North Parlor provided they use it on the campus only.

The hospitality chairman of Faculty Wives Club will accept reservations for use of the tea service.

### KAPPA DELTA PI TEA SERVICE

A tea service has been presented to Marshall University by Phi Chapter of Kappa Delta Pi. It will be made available to the following:

Any administrative officer sponsoring a University or professional function on the Marshall campus; any department chairman sponsoring a University or professional function on the campus; any honor society or professional organization recognized by the University for a function under faculty sponsorship; the Marshall University Alumni Association for any campus meeting; the Faculty Wives Club without reference to its meeting place; any official organization of faculty members without reference to place of meeting; Kappa Delta Pi without reference to its meeting place; and the Student Government through its president and faculty adviser for any social function given in the name of the Student Government.

The tea service is available only for social functions. It is not available to non-University organizations, to University personnel for personal or non-University functions, nor to social fraternities and sororities.

The tea service may be checked out for use at either the Teachers College or Graduate School offices. Reservations will be honored in the order received.

The tea service is insured.

### FACULTY WIVES CLUB

Wives of all full-time members of the faculty and administration are eligible for membership in the Faculty Wives Club. During their first three years at Marshall, wives are also eligible for membership in the Newcomers Club.

### FACULTY WOMEN'S CLUB

All full-time women members of the University faculty are eligible for membership in the Faculty Women's Club.



VIII  
CONSTITUTION OF THE  
MARSHALL UNIVERSITY FACULTY

Adopted April, 1958  
Amended May, 1961

- I. Name. The name of this organization shall be the Marshall University Faculty.
- II. Purpose. The Faculty shall be the basic legislative body of Marshall University except as to matters reserved by proper legal action solely to the President to the West Virginia Board of Education. The Faculty shall concern itself with topics affecting the whole University as distinguished from those matters of interest only to particular sub-divisions of the University. The facilities of the respective divisions shall be encouraged to develop policy in their proper areas. The responsibility of the Marshall University Faculty is in educational policy rather than administrative decisions. In such activities the Faculty shall serve as a forum for the free interchange of ideas adding to the understanding of University-wide interests and developing a sense of responsible participation.
- III. Powers. The Faculty shall determine all matters of educational policy with respect to educational programs including degree requirements, honorary degrees, academic standards, student conduct and welfare, and general University development. Where legal authority imposes the determination of such policies in other offices or bodies, the Faculty action shall be considered by the Faculty to be advisory in nature but no less significant.

Action of the Faculty, a Faculty committee, or the Faculty of any recognized sub-division of the University properly taken and recorded in accordance with the provisions of the constitution shall, unless over-ruled or amended by the President

of the University, be deemed an official action for and on the behalf of Marshall University when such action is not in conflict with public law of the State of West Virginia or with the University policy as established by the President or the West Virginia Board of Education. In the event the President disapproves any Faculty action he shall do so in writing and notify the Faculty of his objections. It shall be the responsibility of the President to inform the Faculty of all actions of the West Virginia Board of Education affecting the educational policies of the University.

- IV. Membership. The Faculty shall consist of all employees of the University who hold the rank of instructor or above, excluding part-time and temporary appointees. All members of the Faculty as defined above, regardless of length of service shall be eligible to vote. The President of the University, Administrative Assistant and Director of Adult Education, Academic Deans, Social Deans, Registrar, Comptroller, and Librarian shall be ex officio voting members of the faculty. Questions of eligibility of voting which may rise shall be settled by the presiding officer of the Faculty. Any appeal from his decision shall be voted upon by the Faculty.
- V. Meetings. The Faculty shall hold four regular meetings during the academic year. At the beginning of each fall semester a fixed calendar of dates for meetings shall be announced. Special meetings may be called by the presiding officer at his discretion, or by the University Council. Forty per cent of the voting membership of the Faculty on active duty during an academic year shall constitute a quorum. The rules of parliamentary procedure shall be those found in the Standard Code of Parliamentary Procedure by Alice Sturgis.
- VI. Officers. The presiding officer of the Faculty shall be the President of the University, or, in his absence, a person appointed by him. The President shall designate at the beginning of the academic year a parliamentarian and alternate parliamentarian to serve throughout the year. The Registrar shall serve as secretary to the Faculty.

VII. Records: A stenographer, under the supervision of the secretary of the Faculty, shall keep minutes of the meetings of the Faculty and of the University Council. The secretary of each faculty committee and of each recognized sub-division of the University shall keep minutes of the meetings of such a committee or sub-division. These minutes and each report submitted in accordance with the provisions of this Constitution shall be deposited in the office of the secretary of the faculty. The secretary of the Faculty shall distribute to every member of the Faculty a summary of the minutes of the Faculty meetings and the complete minutes shall be open to inspection by any member. These minutes and reports shall constitute the official record of the decisions of the Faculty.

VIII. University Council. There shall be a University Council to represent the faculty in an executive capacity.

A. Functions. The functions of the University Council shall be the following:

1. To serve as the executive committee of the Faculty, taking such action as may be necessary in periods between Faculty meetings. Such action shall be subject to review by the Faculty.
2. To cooperate with the presiding officer in the preparation of the agenda for Faculty meetings.
3. To consider and assign to appropriate committees of the Faculty problems and suggestions of individual Faculty members and administrators.
4. To recommend to the President nominations to standing and special committees of the Faculty unless otherwise provided.
5. To coordinate the work of Faculty Committees.
6. To submit an annual report to the Faculty reviewing the recommendations made by individuals and committees and the action taken thereon.

7. To receive appeals from any group or not less than ten Faculty members with respect to action of any Faculty body, and to place such appeals on the agenda of subsequent Faculty meetings.

B. Membership. The membership of the University council shall consist of one member elected by the Faculty of each college or school by secret ballot of that Faculty, and one member appointed by the Dean of each college or school with the approval of the President.

The Secretary of the Faculty, as an ex officio member, shall keep the minutes and record of the Council, but may not vote. All regular members shall be required to have professional rank or to have been a full-time member of our faculty for three years prior to the time of assuming membership on the Council. They shall serve four-year terms arranged to expire in different years, and be ineligible at the end of their terms to serve again before two years have passed. The members shall annually elect one of their number to serve as Chairman.

IX. Standing Committees. The Faculty and the University shall be served by a number of standing committees. While the primary responsibility of each committee shall be to formulate policy in all functional areas under its jurisdiction, it may also advise the President on administrative matters. Membership shall be determined as hereinafter provided for each such committee. Members shall serve four-year terms arranged to expire in different years, except that student members shall be appointed annually. No member shall be eligible to succeed himself upon the expiration of his term before two years have passed. All members, except ex officio, alumni, student, and R.O.T.C. Commissioned Officer members, shall be required to have professional rank or to have been a full-time member of our Faculty for three years prior to the time of assuming membership on the committee. Membership on the University Council or any standing committee shall be a bar to membership on any other, provided however, that any member may serve on or with any special or sub-committee that

may be created. Each Committee shall annually elect its own chairmen, shall maintain records, and report immediately to the University Council such matters as require the attending of that body or the Faculty. In addition, the chairman of each standing committee shall submit a report of its activities to the Faculty at a Faculty meeting in May of each academic year.

The standing committees, together with their functions and memberships, shall be the following:

1. Academic Planning and Standards Committee:

A. Functions. This committee shall initiate and consider plans for the academic development of the University. This will include the development of standards of admission, requirements for graduation, and new curricula. Except as provided below, the Committee shall refer all affirmative actions to the Faculty for its approval. New course offerings will be referred to this committee for final disposition, subject, however, to appeal to the Faculty by ten members of the Faculty within ten days of notification. The curriculum committees of the respective college jurisdictions shall have final authority in minor matters such as dropping a course and changing the numbers, titles, and descriptions of courses, subject to appeal to the Academic Planning and Standards Committee by ten Faculty members within ten days of notification.

B. Membership. The Committee shall consist of one member elected by the faculty of each college or school, and two members appointed by the President from the Faculty at large. Ex officio members shall consist of the Deans of each college or school.

2. Faculty Personnel Committee.

A. Functions. The committee shall specifically consider policies relating to academic rank salary and tenure; teaching and non-teaching load, retirement; sabbatical and other leaves, distribution of summer term teaching.

B. Membership. The committee shall consist of one member elected by the Faculty of each undergraduate college of school, and two members appointed by the President from the Faculty at large.

3. Physical Facilities and Planning Committee.

A. Functions. The committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; planning for existing and anticipated needs, including priority of major capital improvements.

B. Membership. The committee shall consist of one member elected by the Faculty of each college or school, and two members appointed by the President from the Faculty at large, Ex officio members shall be the Comptroller, Registrar and Administrative Assistant of the University.

4. Student Conduct and Welfare Committee.

A. Functions. The committee shall consider policies relating to the coordination and regulation of student organizations, student social events, and other student activities; academic conduct of students; advisory and counseling programs; health services; financial aid through loans and scholarships.

B. Membership. The committee shall consist of one member elected by the Faculty of each undergraduate college or school, two members appointed by the President from the Faculty at large, and two students appointed by the Student Government. Ex officio members shall be the Dean of Men and Dean of Women.

5. Faculty Service Committee.

A. Functions. The committee shall be concerned with matters relating to official University social functions and non-academic welfare of the Faculty.

B. Membership. The committee shall consist of three members elected by the Faculty at large, and two members appointed by the President from the Faculty at large.

6. Commencement and Honorary Degrees Committee.

- A. Functions. The committee shall be concerned with matters relating to the commencement activities and selection of candidates for honorary degrees.
- B. Membership. The committee shall consist of three members elected by the Faculty at large, two members appointed by the President from the Faculty at large and one student appointed by the Student Government. Ex officio members shall be the Dean of the Graduate School, the Registrar, and the Chief Marshal of Commencement.

7. Athletic Board

- A. Functions. The committee shall consider policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes budgets, and athletic staff personnel.
- B. Membership. The board shall consist of three members elected by the Faculty at large, two appointed by the President from the Faculty at large, one student appointed by the Student Government, one alumnus appointed by the Alumni Association, Comptroller, and Chairman of the University Scholarship Committee.

8. Public Relations and Publications Committee.

- A. Functions. The committee shall consider policies relating to University and student publications, and matters concerning public relations.
- B. Membership. The committee shall consist of three members elected by the Faculty at large, two members appointed by the President from the Faculty at large, two students appointed by the Student Government. Ex officio member shall be the Administrative Assistant.

9. Special and Sub Committees.

The Faculty, the University Council or any standing committee may create special or sub-committees for limited studies and reports. The membership of such may be chosen from the Faculty or from other sources.

- X. Vacancies. Whenever a vacancy occurs on the University Council or any Standing Committee, a replacement shall be made at once to fill the unexpired term. The replacement member shall be chosen by the same method used in the selection of his predecessor.
- XI. Adoption and Amendments. This constitution shall be effective when approved by a two-thirds majority of the ballots cast by the Faculty. It may be amended in the same manner, provided that the proposed amendment had been presented at a Faculty meeting not less than ten days prior to paper balloting.

#### AMENDMENT 1

Article VIII, Section B - Membership. Lines 7 and 8, shall be changed by substituting "professional rank or to have been a full-time member of our faculty for three years prior to the time of assuming membership on the Council" for "tenure and be under the regular retirement age at the time of election or appointment."

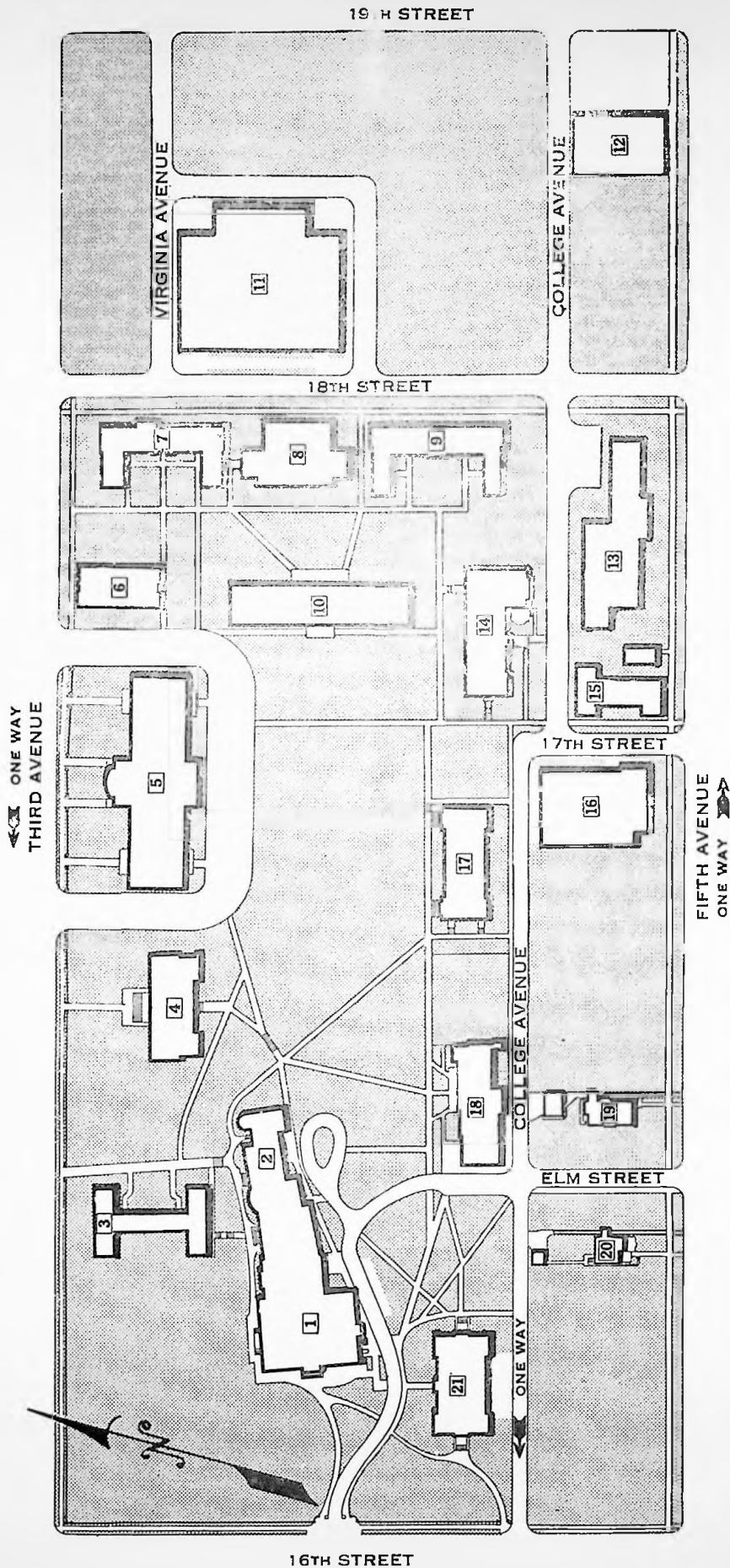
Passed December 8, 1961

#### AMENDMENT 2

Article IX, Standing Committees. Line 11 and 12 shall be changed by substituting "professional rank or to have been a full-time member of our faculty for three years prior to the time of assuming membership on the committee" for "tenure and be under the regular retirement age at the time of election or appointment."

Passed December 8, 1961





# Key

- |                           |   |   |
|---------------------------|---|---|
| 1 Old Main Building       | 9 Hodges Hall (men)                       | 16 Student Christian Center             |
| 2 University Hall (women) | 10 Lucy Prichard Hall (women)             | 17 Women's Physical Education Building  |
| 3 Old Main Annex          | 11 Health and Physical Education Building | 18 Shawkey Student Union                |
| 4 James E. Morrow Library | 12 Engineering Building                   | 19 Everett Hall (Home Management House) |
| 5 Science Building        | 13 New Residence Hall for Men             | 20 President's Home                     |
| 6 Music Building          | 14 Jenkens Laboratory School              | 21 Northcott Hall                       |
| 7 Laidley Hall (women)    | 15 Laboratory School Annex                |   |
| 8 University Dining Hall  |   |   |

## I N D E X

## A

Absences, Student - 33-34  
 Absence Reports - 34  
 Absence, Leave of - 23  
 Academic Affairs, Vice President of - 1, 2  
 Academic Planning and Standards Committee - 76  
 Academic Probation - 38, 39  
 Academic Rank - 9ff  
 Academic Warning - 38  
 Activity Fees - 31  
 Administrative Assistant to the President - 2, 5  
 Administrative and Faculty Committees - 64  
 Administrative Services - 46-67  
 Adult Education - 5  
 Adult Education, Compensation for - 22  
 Adult Education, Director - 2, 5  
 Advisers, Faculty - 40  
 Alumni Affairs - 7-8, 70  
 Amendments, Faculty Constitution - 79  
 Annual Leave (see Vacation)  
 Apartment and Room Lists - 56  
 Applied Science, College of - 3  
 Artist Series - 32, 68-69  
 Arts and Sciences, College of - 3  
 Assignments, Room and Office - 46  
 Assistant Professor, Requirements for Rank of - 11  
 Assistants, Student - 6, 32, 42-43  
 Associate Professor, Requirements for Rank of - 12  
 Athletic Board - 78  
 Athletic Department - 6  
 Athletics, Director of - 2, 6  
 Athletic Eligibility - 38  
 Audio Visual Center - 52-53  
 Auditoriums - 46, 47, 48  
 Authorized Travel - 61ff  
 Automobiles, Parking - 56-58  
 Automobiles, University - 60  
 Awards Convocation - 43  
 Awards, Trophies, and Gifts - 43

## B

Banquet Rooms - 55  
 Board of Education, W.Va. - 1, 2, 5  
 Board and Room Fees - 31  
 Book Orders 49, 51  
 Books, Library - 50-51  
 Bookstore - 49

Budget, Encumbering - 31  
Buildings and Grounds - 7, 46-47, 56-57  
Buildings, Naming of - 70  
Bulletin Board, Faculty - 66  
Bus - 59  
Business and Finance, Vice President of - 2, 3

## C

Cafeteria (see Dining Halls)  
Calendar, Student Activities - 4, 43  
Calendar, "This Month at Marshall" - 66  
Calendar, University - 67  
Campus Information - 6, 66  
Campus Map - 80  
Campus Parking - 56-58  
Campus Police - 7  
Canvassing on the Campus - 63  
Cars, University - 60  
Catalog - 6  
Central File, Students - 40  
Chaperons - 44  
Chart, Organization - 2  
Cheating - 35-36  
Checks, Salary - 22  
Circulation, Library - 50  
Class Cards - 33  
Class Size - 33  
Classroom Buildings, Keys - 46  
Collections and Donations - 63  
College of Applied Science - 3  
College of Arts and Science - 3  
Commencement Exercises - 64  
Commencement and Honorary Degrees Committee - 78  
Committee List - 64  
Committees, Faculty - 75ff  
Compensation for Extension and Adult Education - 22  
Compensation, Student Assistants - 32, 42-43  
Compensation, Workman's - 22  
Comptroller - 2, 5  
Conferences - 5  
Constitution, Faculty - 72-79  
Convocation, Awards - 43  
Cost of Attending Marshall - 31  
Counseling - 4  
Courtesy - 66  
Credit Transcripts, Faculty - 68  
Credit Union - 23  
Criteria for Promotion - 13  
Custodial Service - 7

## D

Deans of the Colleges - 2, 3  
Dean, Graduate School - 2, 3  
Dean of Men - 2, 4  
Dean of Women - 2, 4

Deductions from Salary - 22  
 Department Chairmen - 4  
 Development, Director of - 2, 7  
 Dining Halls - 7, 55-56  
 Director of Admissions - 2, 4  
 Director of Adult Education - 2, 5  
 Director of Athletics - 2, 6  
 Director of Development and Alumni Affairs - 2, 7  
 Director of Food Services - 2, 7  
 Director of Information and Publications - 2, 6, 66  
 Director of Placement - 2, 6  
 Directory, Telephone - 52  
 Dismissal, Faculty - 17  
 Discipline - 4, 42  
 Donations - 63  
 Driver Education Cars - 61  
 Duplicating Department - 2, 6, 54-55

## E

Elevator Keys - 46-47  
 Eligibility, Academic - 38  
 Eligibility, Athletic - 38  
 Eligibility, Social - 38  
 Emergency Medical Treatment - 53  
 Employment of Relatives - 68  
 Encumbering Funds - 31  
 Equipment Maintenance - 7  
 Evening Program - 5  
 Examinations, Cheating on - 35  
 Examinations, Duplicating of - 55  
 Examinations for Seniors - 35  
 Expendable Office Supplies - 45  
 Expenses, Student - 31  
 Expenses, Travel - 25  
 Extension, Compensation for - 22  
 Extension Courses - 5, 25  
 Extra-Curricular Activities - 38

## F

Facilities, Use of - 47  
 Faculty Advisers - 40  
 Faculty Bulletin - 6, 66  
 Faculty Bulletin Board - 66  
 Faculty Committees - 64, 75ff  
 Faculty Credit Transcripts - 68  
 Faculty Employment, Extension - 22  
 Faculty Employment, Summer Sessions - 21  
 Faculty Fund - 65  
 Faculty Housing - 56  
 Faculty Lounge Committee - 48  
 Faculty Service Committee - 65, 77  
 Faculty-Student Relationships - 33ff  
 Faculty Wives Club - 71  
 Faculty Women's Club - 71

Federal Income Tax Deductions - 22  
Fees, Student - 31  
Field Services - 5  
Film Projectors - 52-53  
Final Examinations for Seniors - 44  
Fire Lanes - 56  
Fire Marshall - 7  
Fire Regulations - 65  
Fiscal Information - 20ff  
Food Service - 7, 55-56  
Foundation, Marshall - 7-8

## G

General Regulation on Discipline - 42  
Grade Books - 65  
Grade Reporting - 36-37  
Grades for Seniors - 44  
Grading - 34  
Graduate Assistants - 32  
Graduate School - 3  
Greenbook - iv, 6  
Guest Parking - 58

## H

Handicapped Students, -Automobiles - 57  
Handicapped Students, Keys - 47  
Health Service - 53  
Holidays - 23  
Homecoming Parade Policies - 42  
Honorary Degrees - 78  
Hospitalization Insurance - 23  
Housing - 4, 56

## I

Incoming Faculty, Rank - 10  
Indebtedness, Student - 32  
Information and Publications - 6, 65-66  
Inquiries of Prospective Students - 64  
In-State Travel - 25, 27, 60  
Instruction in Use of Library - 51  
Instructional Supplies - 45  
Instructor, Requirements for Rank of - 11  
Insurance, Hospitalization - 23  
Insurance, University Cars - 28  
Insurance, Workman's Compensation - 22  
Intercollegiate Athletic Program - 6, 41  
Inter-Library Loan Service - 50  
Inventory - 45

## K

Kappa Delta Pi Tea Service - 71  
Keys - 46-47

## L

Leave for Military Purposes - 25  
Leave of Absence - 23  
Leave, Sabbatical - 25  
Librarian - 2, 7  
Library Service - 50-51  
Liquor, Student Use Prohibited - 42  
Lodging, During Travel - 63  
Lost and Found - 53

## M

Mail Boxes - 49  
Maintenance - 7  
Map of Campus - 80  
Marshall Alumni Association - 7-8, 70  
Marshall Federal Credit Union - 23  
Marshall Foundation, Inc. - 2, 7  
Meals - 55-56, 63  
Meetings, Faculty - 73  
Men's Residence Hall Cafeteria - 56  
Meter Postage - 49  
Microfilming - 51  
Military Leave - 25  
Military Science - 4

## N

Naming of University Buildings - 70  
New Faculty Members, Rank - 10-12  
Newcomers Club, Faculty Wives - 71  
News Releases - 6, 66  
Non-Resident Tuition - 31  
North Parlor, Use of - 48  
Number in Classes, Minimum - 33

## O

Office Assignments - 46  
Office Hours - 45  
Office Supplies, Expendable - 45  
Old Main Auditorium - 46ff  
Old Main, Keys - 46-47  
Orders, Book - 49, 51  
Organization Chart - 2  
Organization of the University - 1-7  
Out-of-State Travel - 26, 61

## P

Parents' Weekend - 70  
Parking Permits - 57  
Parking and Traffic Regulations - 56-58  
Parthenon - 40  
Pay Telephone - 52  
Peddling - 63

Permits, Parking - 57  
Personnel Action Forms - 21  
Personnel Committee, Faculty - 76  
Personnel Deans - 4  
Personnel Files, Faculty - 5  
Petty Purchase Orders - 30  
Photographic Services, Library - 51  
Physical Facilities and Planning Committee - 77  
Physician - 2, 53  
Placement Service - 6, 43  
Post Office - 49  
Police, Campus - 7  
Political Activities - 64-65  
Polls - 63  
President - 1, 2, 40-41  
Press Releases - 66  
Printing - 6, 66 (also see Duplicating)  
Probation, Academic - 38, 39  
Probation Period, Faculty - 16  
Probation, Social - 38, 40  
Professor, Requirements for Rank of - 12  
Professor of Military Science - 4  
Projectors, Film - 52-53  
Promotion, Criteria for - 13  
Promotion Process - 14ff  
Prospective Students, Inquiries from - 64  
Public Relations - 65-66  
Public Relations and Publications Committee - 78  
Public Telephone - 52  
Publications - 6, 66  
Publicity - 6, 66  
Purchasing - 29

## Q

Quality Points - 34-35

## R

Rank, Academic - 9ff  
Receiving Department - 45  
Reference Material, Library - 50  
Registrar and Director of Admissions - 2, 4  
Regulation on Discipline - 42  
Relatives, Employment of - 68  
Release, Faculty - 17  
Repairs and Maintenance - 7  
Repeating Courses - 35  
Report of Absences - 34  
Reporting Grades - 36  
Requirements for Academic Rank - 10-12  
Requisitions - 29-31  
Reserve Books, Library - 50, 51  
Resident Tuition - 31  
Resignation from Faculty - 18

Retirement - 20-21  
 Room Assignments - 46, 48  
 Rooms and Apartments - 4, 56  
 Room and Board Fees - 31  
 Reserve Officers Training Corps - 4

## S

Sabbatical Leave - 25  
 Safety Officer - 7  
 Salary Checks - 22  
 Schedule of Classes - 4  
 Science Hall - 46, 48  
 Seniors, Final Examination Policy - 35  
 Selling on Campus - 70  
 Shawkey Student Union - 49  
 Smoking Regulations - 48  
 Social Activities Calendar, Student - 43  
 Social Behavior, Student - 42  
 Social Probation - 38, 40  
 Social Security - 23  
 Soliciting - 63, 70  
 Space in University Buildings - 46  
 Speakers invited to Campus by Students - 43-44  
 Sponsored Tours Policy - 69  
 Stack Permits, Library - 51  
 Standing Committees - 75ff  
 Stationery, Use of - 64  
 Stenographic Service - 5, 53  
 Stickers, Parking Permit - 57  
 Student Absences - 33-34  
 Student Assistants - 6, 32, 42-43  
 Student Conduct - 42  
 Student Conduct and Welfare Committee - 77  
 Student Health Service - 53  
 Student Indebtedness - 32  
 Student Newspaper - 40  
 Student Parking - 57-58  
 Student Participation in Activities - 38  
 Student Union - 49  
 Summer Session Bulletin - 4  
 Summer Session Employment, Faculty - 21  
 Superintendent of Buildings and Grounds - 2, 7, 46, 56  
 Supplies, Expendable - 45  
 Supplies, Instructional - 45  
 Supplemental Retirement Plan - 21

## T

Tape Recorders - 52-53  
 Teachers College - 2, 3  
 Teachers Retirement System - 20-21  
 Tea Services, Silver - 71  
 Telephone Directory - 52  
 Telephone Service - 52



Temporary Housing - 56  
 Temporary Parking Permits - 57  
 Tennis Courts, Use of - 41  
 Tenure - 17  
 Testing Materials, Duplicating - 55  
 Textbook Orders - 49  
 "This Month At Marshall" (Calendar) - 66  
 TIAA-CREF - 21  
 Time Keeping for Student Assistants - 32  
 Title, Use of University - 64  
 Toll Calls, Telephone - 52  
 Traffic Regulations - 56-58  
 Traffic Violations - 58  
 Transportation - 62  
 Travel Expenses - 25-28, 61ff  
 Travel, In-State - 25, 27, 60  
 Travel, Out-of-State - 26  
 Travel Regulations - 61-63  
 Tuition and Fees - 31, 32  
 Tutoring by Faculty - 37  
 Typing - (See Stenographic Service)

## U

University Automobiles - 27, 60  
 University Bus - 59  
 University Calendar - 67  
 University Cars - 27, 60  
 University Council - 74-75  
 University Facilities, Use of - 47, 48  
 University Name, Use of - 64  
 University Stationery - 64  
 University Title - 64  
 Use of Auditoriums - 47, 48  
 Use of Duplicating Equipment - 54-55  
 Use of Greenbook - iv  
 Use of North Parlor - 48  
 Use of University Facilities - 47  
 Use of University Vehicles - 27, 59, 60

## V

Vacation Policy - 24  
 Vending Machines - 70  
 Vice President of Academic Affairs - 1, 2  
 Vice President of Business and Finance - 2, 3  
 Violations, Parking and Traffic - 57-58  
 Visitors' Parking - 57-58  
 Visual Aids - 52-53  
 Vouchers, Travel - 27

## W

West Virginia Board of Education - 1, 2, 5  
 Wives Club, Faculty - 71  
 Workman's Compensation Benefits - 22

## X-Y-Z