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The Greenbook

Academic Affairs

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Summer 1979

### The Greenbook, Faculty Handbook, 1979-1980

Marshall University Academic Affairs

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# THE GREENBOOK



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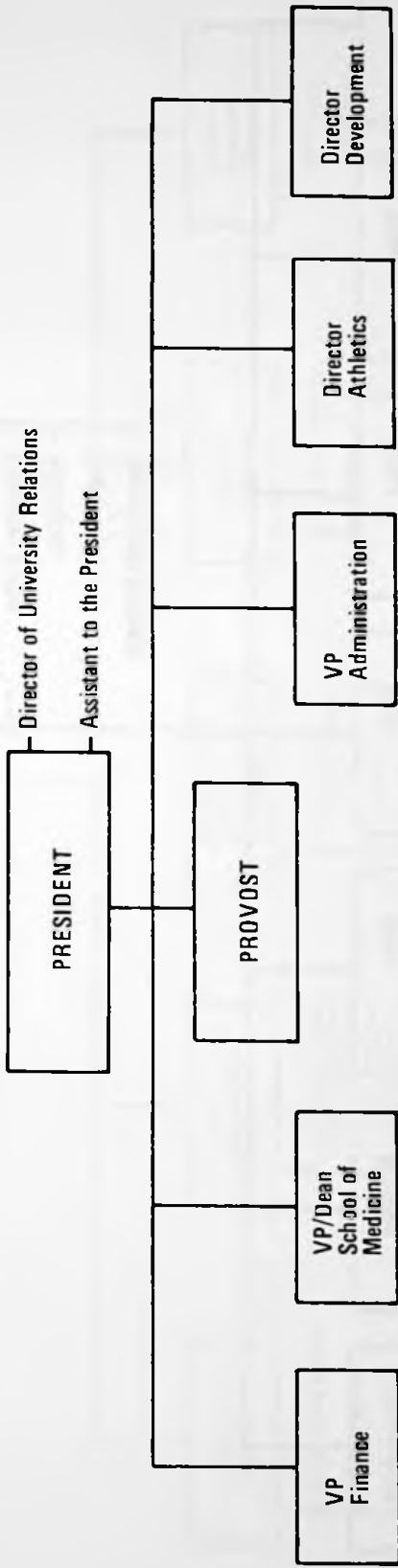
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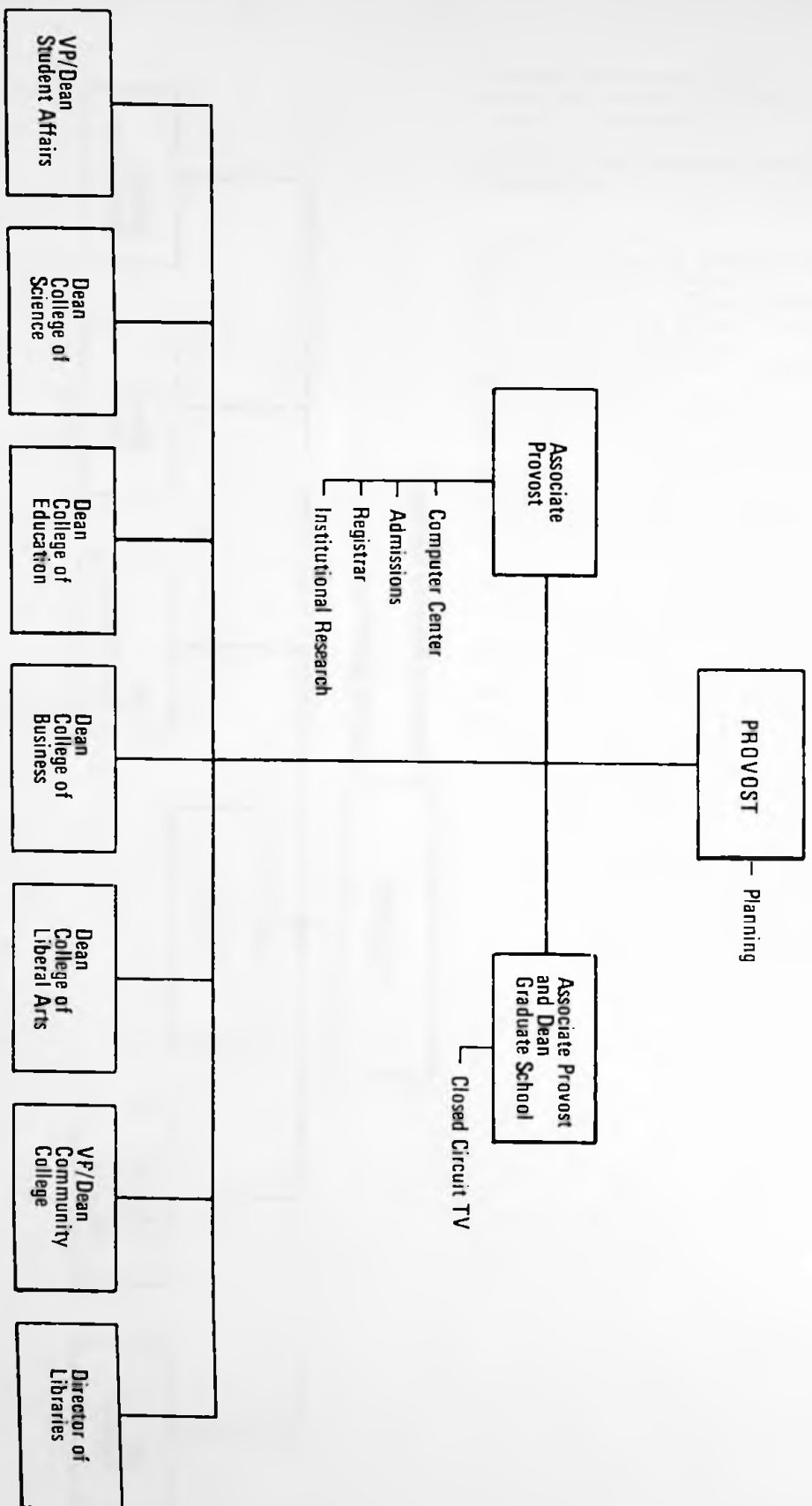
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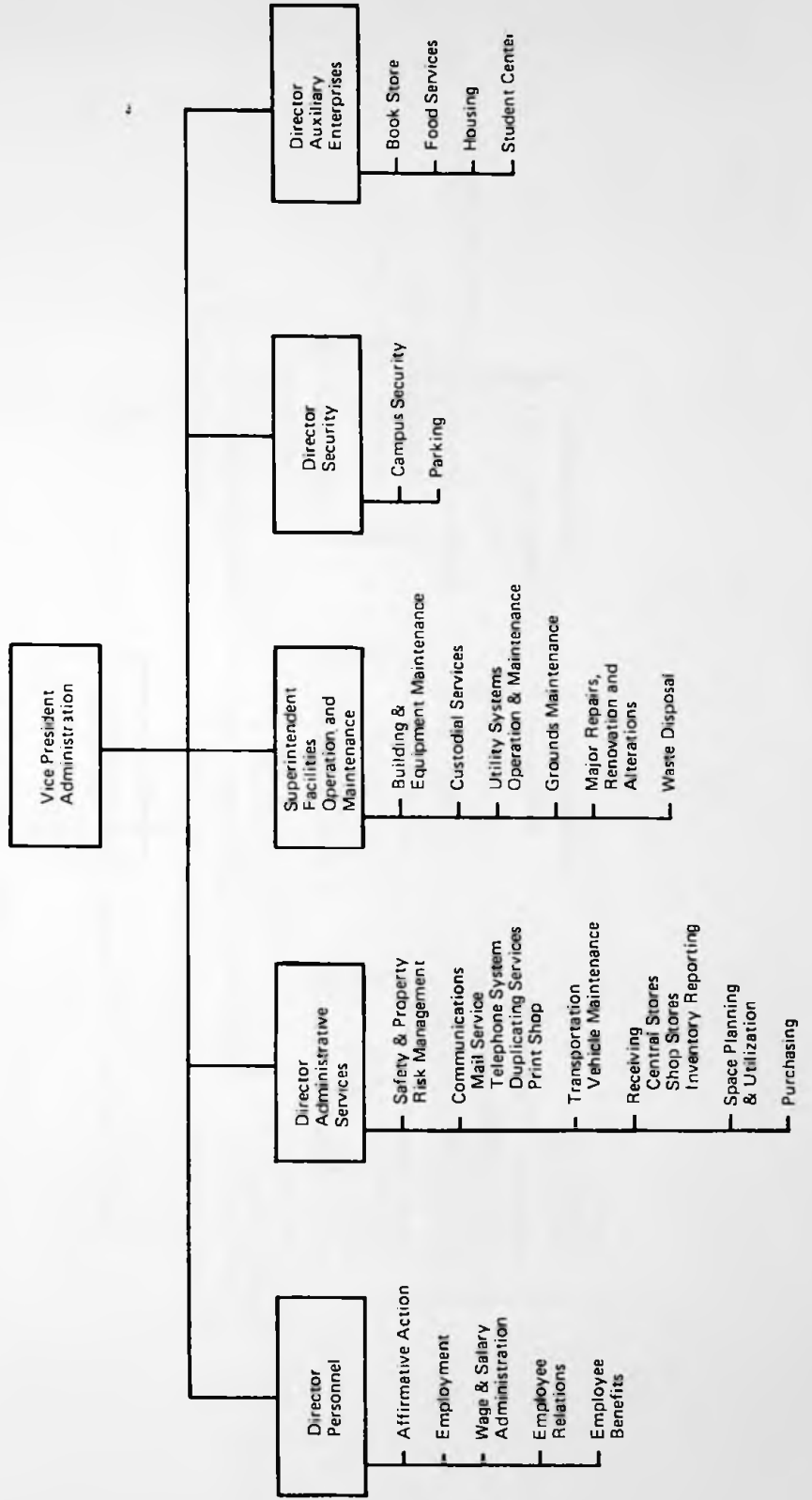
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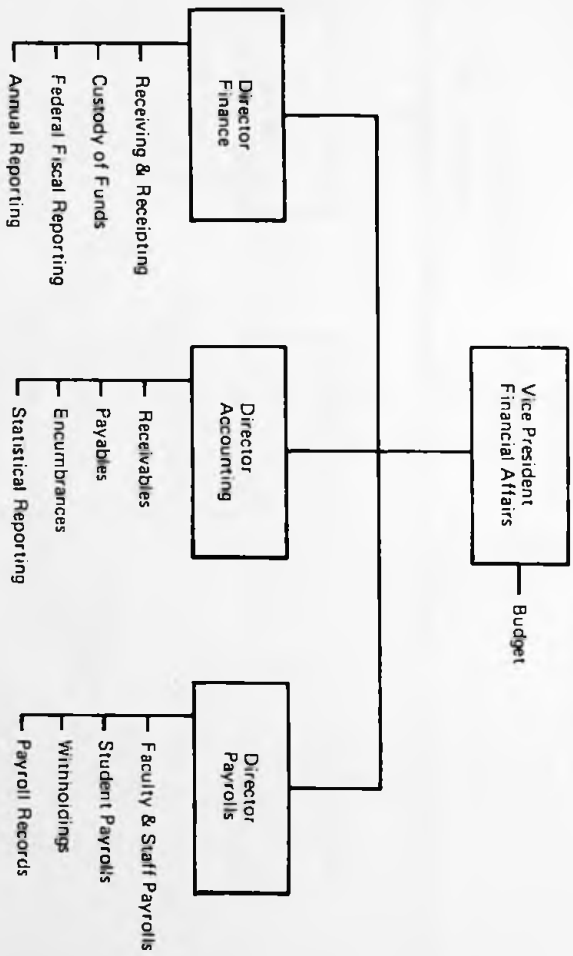
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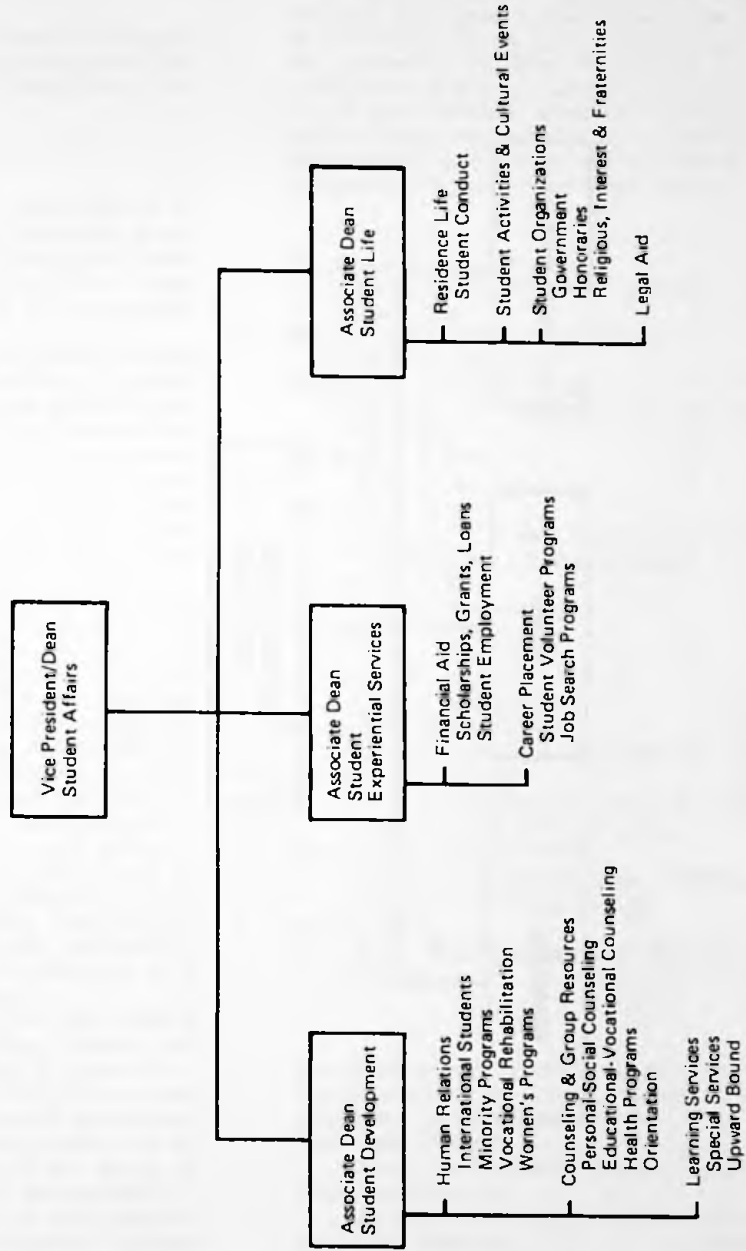


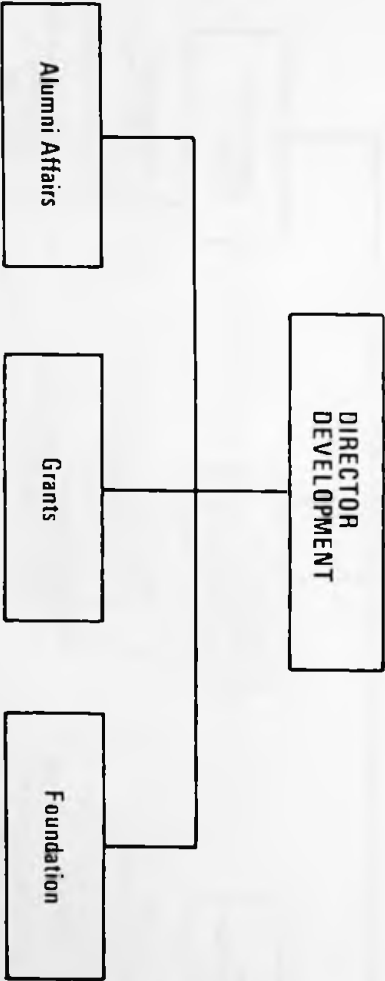












## I.

### INSTITUTIONAL GOVERNANCE

#### SPONSORSHIP OF THE INSTITUTION

Marshall University is a tax-supported institution under the jurisdiction of the West Virginia Board of Regents. The Board of Regents assumed jurisdiction of state colleges and universities in July, 1969.

#### WEST VIRGINIA BOARD OF REGENTS

The President of Marshall University reports directly to the West Virginia Board of Regents, the governing board established by action of the West Virginia State Legislature in 1969. The functions of this Board are delineated in School Laws of West Virginia, Chapter 18, Section 26, as extracted from the West Virginia Code.

As described in the Code, the Board of Regents exercises responsibilities for the general determination, control, supervision, and management of the financial, business, and educational policies and affairs of all state colleges and universities. The Board's responsibilities include the making of studies and recommendations respecting higher education in West Virginia, allocating among the state colleges and universities specific functions and responsibilities; and submitting budget requests for the state colleges and universities.

The responsibilities of the Board of Regents differ from those of the West Virginia Board of Education, which was the former governing body of Marshall University, in that 1) the Board of Education did not govern West Virginia University and Potomac State College, both of which are now under the authority of the Board of Regents, 2) in addition to Marshall University and the public four-year colleges of the state, the Board of Education had responsibility for public education on the elementary and secondary levels, whereas the Board of Regents is responsible only for public higher education, and 3) under the Board of Education, each college and university submitted its individual budget request to the Board of Education who, in turn, submitted it to the Board of Public Works to be included in the Board of Public Works Budget Request, whereas presently the budget for higher education is submitted by the Board of Regents to the Governor as a composite for all state colleges and universities.

All powers, duties, and authority of the West Virginia Board of Education with respect to state colleges and universities were transferred from the Board of Education to the Board of Regents, effective July 1, 1969, except that standards for education of teachers and teacher preparation programs at the state colleges and universities continue to be under the general direction and control of the Board of Education. The Board of Education has the sole authority to enter into agreements with County Boards of Education for the use of the public schools to give prospective teachers teaching experience.

The Board of Regents consists of eleven voting members in addition to the State Superintendent of Schools, ex officio. Nine members are state residents appointed by the Governor and approved by the Senate. The 1977 Legislature added to the voting membership the chairperson of the Advisory Council of Faculty, ex officio, and the chairperson of the Advisory Council of Students, ex officio. The gubernatorial appointments are made for six-year overlapping terms. Except for the ex officio members, no person shall be eligible for appointment to membership on the Board who is an officer, employee or member of an advisory board of any state college

or university, or any officer or member of any political party executive committee, or the holder of any other public office or public employment under the federal government or under the government of West Virginia or any of its political subdivisions, or any appointee or employee of the board. Of the nine members appointed by the Governor from the public at large, not more than five shall belong to the same political party and at least two members of the Board shall be appointed from each congressional district.

- Mr. Russell L. Isaacs, President  
Executive Vice President of Wheat First Securities, Inc.,  
Charleston
- Mrs. Sue S. Farnsworth, Vice President  
Attorney, Wheeling
- Rev. Paul J. Gilmer, Secretary  
Director of Opportunities Industrialization Center,  
Charleston
- Mr. Andrew L. Clark  
Businessman, Princeton
- Mr. Earle T. Andrews  
Chairman of Board, Pennsylvania Glass and Sand Corp.  
(Civil Engineer), Berkeley Springs
- Dr. Forrest L. Blair  
Surgeon, Parkersburg
- Mr. Edward H. Greene  
Lawyer, Huntington
- Mr. Albert M. Morgan  
Lawyer, Morgantown
- Dr. John W. Saunders  
President Beckley College, Beckley
- Dr. Francis K. Aldred  
Faculty Representative, Marshall University  
Huntington, ex officio (voting)
- Mr. James M. Scott,  
Student Representative, Fairmont State College,  
Fairmont, ex officio (voting)
- Dr. Roy Truby  
State Superintendent of Schools, Charleston (non-  
voting)

The principal administrative officer of the Board of Regents is the Chancellor, Dr. Ben L. Morton. The members of the Chancellor's Staff are as follows:

- Vice Chancellor and  
Director of Academic Affairs - Vacant
- Vice Chancellor and  
Director of Finance & Facilities - Mr. Elwin Bresette
- Chief Staff Engineer - Mr. Daniel J. Korman, Jr.
- Public Information Officer - Mr. John Hendrickson
- Legal Counsel - Mr. Nathan Hicks
- Federal Programs Coordinator - Mrs. Joyce Daniels
- Director of Planning and Management  
Information Systems - Dr. M. Douglas Call
- Director of Student Services - Mr. John F. Thralls
- Scholarship and Financial Aid  
Coordinator - Mr. Robert E. Long
- Secretary to Chancellor - Mrs. Virginia L. Reed
- Assistant Director for  
Community College Programs - Dr. Donald Kinzy
- Director of Personnel Administration - Mr. William J. Walsh

## WEST VIRGINIA BOARD OF REGENTS ADVISORY COMMITTEE SYSTEM

To facilitate communication and expedite use of professional competencies, the Board of Regents has established a number of advisory groups. One of these is the Advisory Council of Public College Presidents, of which the President of Marshall University is a member, along with the Presidents of the other state colleges and universities. Others are the several Advisory Committees, on each of which Marshall University has a representative, as listed below. Members of the Advisory Committee System are appointed by virtue of positions held within the university.

- Academic Affairs Advisory Committee
  - Provost
- Business Affairs Advisory Committee
  - Vice President for Financial Affairs
- Student Affairs Advisory Committee
  - Vice President/Dean for Student Affairs
- Physical Facilities Advisory Committee
  - Vice President for Administration
- Institutional Studies and Research Advisory Committee
  - Administrative Assistant to President
- Admissions and Records Advisory Committee
  - Director of Admissions
- Library Resources Advisory Committee
  - Director of Libraries
- Computer Resources Advisory Committee
  - Director of Computer Center
- Faculty Advisory Committee
  - Dr. Francis K. Aldred, Professor of History

As in past years, these committees will continue to be active in systemwide planning for higher education in West Virginia. They provide a direct means of communication whereby Marshall and the other state institutions may have a voice and make a real input to the Board of Regents.

## MARSHALL UNIVERSITY ADVISORY BOARD

The Marshall University Advisory Board serves to advise and consult with the President of the university. Meetings are held monthly on the campus with additional meetings called when necessary to consider special issues.

The President of Marshall University nominates persons for membership, and the Board of Regents makes the appointments for seven-year terms, except that some of the original appointments are for shorter periods to allow for overlapping membership. Members of the Advisory Board may succeed themselves. They serve without compensation, except that Marshall University pays actual expenses incurred in performance of their duties. The present membership of the Board is as follows:

- Mr. William C. Campbell
  - Insurance, Huntington
- Mr. Dennis R. Knapp
  - Judge, U.S. District Court, Southern District of West Virginia, Charleston
- Mr. Charles C. Lanham
  - President, Citizens National Bank, Pt. Pleasant
- Mr. Leonard H. Samworth
  - President, Truck-Auto Parts Company, Huntington
- Mrs. Sandra S. Wilkerson
  - Homemaker, St. Albans
- Mr. William L. Williams, Jr.
  - Supervisor of Guidance, Logan County Schools, Logan
- Mr. Robert E. Yancey
  - President, Ashland Oil, Inc., Ashland Ky.

## II.

### ORGANIZATION OF THE UNIVERSITY

#### WEST VIRGINIA BOARD OF REGENTS

The West Virginia Board of Regents has jurisdiction over all state-supported institutions of higher education in West Virginia.

#### PRESIDENT

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

NOTE: All administrators, including department chairpersons, serve at the will and pleasure of the President.

#### PROVOST

The Provost is chief academic officer and second-ranking administrative officer of the university. He is responsible for general supervision of all instructional programs, as well as a number of nonacademic and student service programs. He serves as acting president of the university in the absence of the president and also is responsible for planning. His duties include working with the Vice President/Dean for Student Affairs in operation of that division and with the academic deans on such matters as appointments, promotions, salaries, curricula, instructional space, registration procedures, effectiveness of the Library, coordination of budgets, admission policies, testing, counseling and other matters relating to the instructional program.

Working with the Provost are the Associate Provost/Dean of the Graduate School, who also has supervisory responsibility for the Closed Circuit Television program, and the Associate Provost, who has supervisory responsibility for the Computer Center, Office of Admissions, Registrar's Office, and the Institutional Research program.

#### VICE PRESIDENT FOR HEALTH SCIENCES/DEAN OF THE SCHOOL OF MEDICINE AND ASSOCIATED HEALTH PROFESSIONS

The Vice President/Dean is the chief officer in charge of the School of Medicine and Associated Health Professions. The Dean of the School of Nursing is directly responsible to him. He is assisted by Associate Deans for Veterans Affairs, Clinical Affairs, Basic Sciences, and Associated Health Professions in conducting the school's endeavors in a manner acceptable to the President. The Vice President/Dean is directly responsible to the President of the university.

#### VICE PRESIDENT FOR THE COMMUNITY COLLEGE

The Vice President is the chief executive officer of the Community College and is in charge of developing the instructional program of the college, budget preparation, personnel administration, facility planning, college-community relationships, and overall administration of the Community College program. He is directly responsible to the Provost of the university.

#### DEANS OF THE COLLEGES

The deans of the colleges - College of Education, College of Science, College of Liberal Arts and College of

Business - head the undergraduate 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, recommending new faculty members, recommending leaves of absence, arranging for class work in the temporary absence of faculty members, and conducting college faculty meetings. The academic deans are directly responsible to the Provost.

#### CHAIRPERSONS OF DEPARTMENTS

The department chairpersons is responsible for the administration and promotion of all affairs pertaining to the academic well-being and morale of the department. This responsibility involves such activities as faculty counseling and guidance, student advising and counseling, curriculum planning, scheduling, maintenance of academic relevancy, and all budgetary considerations. The maximum participation in the administrative decision making process is encouraged at the chairperson's level. Every effort is made to foster departmental autonomy and to assure that decisions are formulated closest to the students and faculty affected. Recommendations of the chairperson such as those for faculty leaves, student assistantships, teaching appointments, travel, and departmental expenditures normally flow through the dean of the college.

The department chairpersons function collectively through a council of chairpersons sanctioned by the University President as an administrative arm of the University. The council conducts inquiry into areas of common concern and makes recommendations to appropriate faculty committees and administrators.

The department chairperson is directly responsible to the dean of the college.

#### DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School (also Associate Provost) administers and promotes the graduate program of the university. He acts on applications for 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; appoints graduate assistants; presides at meetings of the Graduate Council; serves as chairperson of the Research Board; and serves as Director of Records and Admissions for the whole university. The Dean of the Graduate School is directly responsible to the Provost.

#### DIRECTOR OF LIBRARIES

The Director of Libraries is charged with the administration of a major unit of the university which maintains contacts with all other units and serves the information and learning needs of all schools, colleges, departments, and interests and assists them in the attainment of their various educational objectives. He is responsible to the Provost.

The Director of Libraries is an ex officio member of the Deans Council.

#### **VICE PRESIDENT FOR FINANCIAL AFFAIRS**

The Vice President for Financial Affairs is the chief fiscal officer of the university, reporting to the President. His department includes the divisions of Finance, Accounting, and Internal Control and Audits.

#### **VICE PRESIDENT FOR ADMINISTRATION**

The Vice President for Administration is responsible for several major support areas including the offices of Personnel, Administrative Services, Facilities Operation and Maintenance, Security, and Auxiliary Enterprises. He reports to the President.

#### **VICE PRESIDENT/DEAN FOR STUDENT AFFAIRS**

The Vice President/Dean for Student Affairs is the chief administrator of the nonacademic programs and many of the services the university provides its students. He is assisted by an Associate Dean for Student Development, an Associate Dean for Student Experiential Services, and an Associate Dean for Student Life. Responsibilities of the Vice President/Dean include human relations, counseling, learning services, financial aid, career planning and placement, residence life, student activities and cultural events, student organizations, legal aid, and student conduct programs. He reports to the Provost.

#### **DIRECTOR OF DEVELOPMENT**

Reporting directly to the President, the Director of Development is responsible for all university fund raising activities except those related to the intercollegiate athletic program. He also has supervisory responsibility for the Office of Alumni Affairs and the Office of Grants.

#### **DIRECTOR OF UNIVERSITY RELATIONS**

The Director of University Relations is responsible for official university information. This office prepares and disseminates news releases, publishes a campus newsletter weekly, and works with both the written and electronic media in telling Marshall's story. The director is responsible for planning and coordinating the university's overall informational program and advises faculty and staff members, departments, offices and student organizations as to effective implementation of their informational needs. He reports to the President.

#### **DIRECTOR OF ATHLETICS**

The Director of Athletics has charge of all business matters for the Department of Athletics and is responsible for all details of the intercollegiate athletic program. He arranges schedules, supervises the activities of the coaches, establishes ticket prices, and supervises the activities of the Big Green Scholarship Foundation in accordance with the NCAA rules and the institution's policies. He is responsible for promoting the development of an intercollegiate athletic program consistent with the general purposes of the university. He reports to the President.

### III

## ACADEMIC EMPLOYMENT, RANK, TENURE, RELEASE, DISMISSAL, GRIEVANCE, RETIREMENT, AND AFFIRMATIVE ACTION

PERSONNEL POLICY - WEST VIRGINIA BOARD OF REGENTS (See Amended Policy Bulletin No. 36, revised May 8, 1979)

NOTE: Portions of the following "Plan" are under review by the Faculty Personnel Committee to bring them into line with the Amended Board of Regents Policy Bulletin No. 36. Two instances of inconsistency have been found: Section VIII. A. 3, regarding "reason for nonretention and nonreappointment" of probationary faculty members (Cf. Bulletin 36, section 9. G and H); and Section IX. E.1, "Grievance Procedure: Definition," for which the Bulletin 36 cross-referenced passage has been deleted. In these instances, as well as in any other inconsistencies that may be discovered, the Amended BOR Policy Bulletin No. 36 will prevail.

### PLAN FOR DETERMINING ACADEMIC RANK AND TENURE AND FOR PROCEDURES OF GRIEVANCE, NONREAPPOINTMENT, AND DISMISSAL 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 faculty and 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 offer assurance to the faculty that individuals will be treated with maximum objectivity; that accomplishment will be recognized and rewarded; and that opportunity for promotions will be maintained.
  4. To assure the faculty the security of tenure in terms herein set forth, and of freedom of teaching and research in the discipline in which the faculty member is prepared.
  5. To provide appropriate procedures for action on grievance, nonreappointment, and dismissal.
- B. It is assumed that some university positions can be filled satisfactorily by persons whose graduate study is limited to the master's degree. It should be understood, therefore, that the terminal point in academic rank for such teachers is usually 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, including the chairperson, that is right and proper. The two upper academic ranks are primarily reserved for teachers who possess the terminal degree.
- C. It will be the duty of the university administration, including the appropriate department chairpersons, to withhold salary raises for persons of all ranks if they cease to grow professionally as scholars and as college teachers. According to the mode of salary determination, the administration, again including the appropriate department chairpersons, 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 VI. Through such provision, an impelling incentive is given for best service to the institution. It is not assumed that the

possession of the terminal degree carries with it immunity from the necessity for further study, nor that it is a sine qua non of good classroom teaching.

#### SECTION II. Definitions

See Faculty Constitution

#### SECTION III. Committees

See Faculty Constitution

#### SECTION IV. Conditions of Appointment

##### A. Full-time Appointments to the Faculty

1. Appointments shall be of two kinds: probationary and tenured.
2. Appointments shall be made subject to the following conditions:
  - a. Appointees shall render full-time service to the university. Outside service and/or employment shall not be restricted unless it interferes with the adequate performance of academic duties.
  - b. An annual review of outside service and/or employment shall be conducted by department chairpersons, deans, and the Provost. If the review reveals that such outside activity interferes with the adequate performance of the academic duties of an appointee, this finding shall be reported to the Faculty Personnel Committee for recommendation to the President. The President may make such adjustments in the compensation of the appointee as are warranted by services lost to the university and institutional material and equipment used.

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

1. 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 V.
2. 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 would be normally entitled under this plan, the recommendation shall come from the department chairperson after he/she has conferred with the members of the department, especially those who hold ranks comparable to or above that of the new member of the department. The Faculty Personnel Committee shall be provided with a written explanation by the Provost.
3. Should new faculty members be employed at salaries higher than those being paid to current members of the staff who hold positions with comparable responsibilities and who have equivalent training, experience, and competence, the latter will be considered for comparable compensation. The competence is to be determined by the chairperson of the department in consultation with other members of the department with equal or higher rank.

4. The Provost shall send to the Faculty Personnel Committee a summary statement concerning each new faculty member which will include training, experience, salary, and rank assigned.

C. Equivalencies for College Teaching Experience

1. Experience in employment and career activities during the years when the faculty member was not employed in college teaching should be reviewed by the Dean and the department chairperson, who together should determine the relevance of these activities to instructional competence. From such experiences as may be obtained in business, law, industry, public school teaching, etc., the Dean and the department chairperson must determine and record which experiences qualify as enhancing the faculty member's competence in the particular area of teaching at Marshall.
2. Such related experience as described above and accepted as such by the Dean and the department chairperson shall be equated to years of college teaching not to exceed ten years.
3. At the time of first appointment, the Dean and the department chairperson shall establish the Related Experience equivalency for each new faculty member on the basis of No. 1 and No. 2 above and shall submit a written report for approval by the Provost to be included in the faculty member's personal record in the Provost office and in the Faculty Data Base developed by Institutional Research and Planning. A copy of this report shall be provided to the faculty member.

D. Joint Appointments

Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services.

1. One institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary, and tenure in concert with the cooperating institution; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the institution where the occurrence arose.
2. The joint appointment, when not a part of the faculty member's original appointment, shall be agreeable to and agreed to by the faculty member and the administration, including the department chairperson. The faculty member shall have the option of refusing a joint appointment with sufficient personal or academic reasons. The Dean and the Provost shall determine whether the reasons for refusal are justified.
3. The terms of joint appointment, when not a part of the faculty member's original appointment, shall be clearly stated in writing.
  - a. The length of the appointment shall be clearly stated.
  - b. The teaching and nonteaching responsibilities of the second appointment shall be clearly stated, and corresponding allowance of time and responsibilities shall be made in the home institution.
  - c. At the time of the joint appointment, the teaching loads and the remuneration involved in the performance of other duties shall be based upon cooperative negotiations between the two institutions.

- d. The evaluation of the performance of the faculty member shall be the province of the home institution; and therefore, all pertinent procedures and information for evaluation shall be instituted, if not present, and shall be assembled by the second institution for transmittal to the home institution.

- e. The compensation for mileage traveled, food, and lodging will be covered by state regulations.

E. Part-time Appointments

See Board of Regents Amended Policy Bulletin No. 36, Sections 3B and 4B.

SECTION V. Minimal Requirements for Academic Ranks

A. Requirements for the Rank of 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 are 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/her character reputation must be above reproach.

B. Minimal Requirements for the Rank of Assistant Professor

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

C. Minimal requirements for the Rank of Associate Professor

1. The candidate must show evidence of superior worth to the university and the community.
2. The candidate must have had at least six years' satisfactory teaching in institutions of higher learning, or other experience deemed equivalent. Faculty members with earned terminal degrees are eligible for appointment to the rank of associate professor in four years.
3. The candidate must have completed beyond the master's degree at least thirty hours of graduate work in his/her teaching field or in courses that are acceptable to the dean of his/her college or have earned sixty hours of graduate work toward the terminal degree.
4. The candidate must demonstrate interest in scholarship, research, and/or creativity as evidenced by specialized or interdisciplinary productivity, such as publication, consultation, performance, activity in professional societies, innovative teaching and development of new courses, etc.



5. The candidate's character reputation must be above reproach.
- D. Minimal Requirements for the Rank of Professor
1. The candidate must show evidence of superior worth to the university and the community.
  2. The candidate must give evidence that his/her service in the future will be of increasing worth to the university and the community.
  3. The candidate must have had at least eight years' teaching experience in institutions of higher learning, or other experience deemed equivalent.
  4. The candidate must have the highest earned degree recognized in his/her field.
  5. The candidate must demonstrate interest in scholarship, research, and/or creativity as evidenced by specialized or interdisciplinary productivity, such as publication, consultation, performance, activity in professional societies, innovative teaching and development of new courses, etc.
  6. The candidate's character reputation must be above reproach.

#### SECTION VI. Criteria for Promotion and Tenure

- A. It is expected that each department, if its size and circumstances would seem to warrant it, set up an adequate intradepartmental committee for input into the consideration of promotion and tenure. No member of this committee will participate in regard to his or her own consideration.
- B. It shall be the duty of the departments and the department chairpersons to devise appropriate guidelines and policies concerning teaching effectiveness, which criteria shall take into account the particular function of the department and the various instructional levels and functions within the department. The established criteria, moreover, shall attempt to utilize fair and objective factors of teacher evaluation which have been suggested by research in the area. Such criteria shall be subject to approval and review by the Deans and the Provost. Evidence for teaching effectiveness shall be gathered by the chairperson from various groups in accordance with Policy Bulletin No. 36, 6.A.2.
- C. In addition to teaching effectiveness, all the following criteria may be considered to determine an individual's eligibility for promotion and/or tenure:
1. Research and scholarship: publication, creative productions, and other scholarly attainments.
  2. Professional recognition: awards, fellowships, state and national office, 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 and/or years of related or applicable experience.
  5. Committee work: work on any recognized university committee involving faculty, faculty-administration or faculty-student relationships.
  6. Extracurricular 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/she must give evidence that his/her service in the future will be of increasing worth to the university and the community.
- D. Consideration will also be given to those personal characteristics which promote the smooth functioning of faculty-student, faculty-administration, and interfaculty relationships: enthusiasm (a manifest and sincere liking for 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).

- E. One advancement into the next higher rank, excluding that of professor, may be made on the basis of many years (not less than twenty-five) of superior service to the university. Such recommendation for advancement must come through the department chairperson and the respective academic deans. 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 VII. 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. Promotion is a reward for achievement. It is not automatic. The minimal criteria are not to be construed in themselves as sole determinants in the promotion process.
  2. Final and formal approval of all recommendations for appointment and promotion must be made by the West Virginia Board of Regents.
  3. The department chairperson will be responsible for initiating formal proposals for promotion for the members of his/her department. However, a faculty member may submit (to his department chairperson) a written request for consideration for promotion. Proposals for promotion of a department chairperson shall be initiated by his/her academic dean.
  4. After candidates for promotion have been reviewed by the committee recommended in VI. A, its recommendations will be given to the department chairperson. If the chairperson approves, he/she shall present the decision to the appropriate administrators as specified in B 5, 6, and 7 below.
  5. The department chairperson shall prepare annually a report dealing with every member of his/her 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 to the appropriate dean by January 1 of each year regarding retention in his/her rank or promotion to a higher rank.
  6. After a study of the written report, the dean shall call in the department chairperson for a conference during which each recommendation shall be discussed. After the conference is concluded, the dean, not later than February 15, shall indicate to the department chairperson in writing what the decision is concerning each proposal.
  7. After final conferences with department chairpersons, each dean shall present his/her recommendations to the Provost, who then shall provide his/her recommendation to the President and send an information copy to the chairperson of the Faculty Personnel Committee.
  8. A faculty member not recommended for promotion by the department chairperson may request the Faculty Personnel Committee to

review his/her case and submit a recommendation to the dean, Provost, and President.

- a. The request to the Faculty Personnel Committee must be made in writing before March 30.
  - b. Copies of the request shall be sent by the faculty member to the Faculty Personnel Committee, the intradepartmental committee, the department chairperson, the appropriate academic dean, the Provost, and the President of the university.
  - c. The Faculty Personnel Committee shall consider each case which comes before it and vote to recommend or not to recommend promotion.
  - d. The chairperson of the Faculty Personnel Committee shall send to the President, the Provost, and the academic dean a written record of all actions taken by the Committee. Records shall also be sent to individual faculty members, the intradepartmental committees, and department chairpersons who are involved in action of the Committee.
9. On the basis of reports from the deans, the Provost, and the Faculty Personnel Committee, the President makes a personal judgment in regard to recommendation of promotion to the West Virginia Board of Regents.

#### SECTION VIII. Probation and Tenure

##### A. Probation

1. When a full-time faculty member is first appointed to teach at the university, the appointment shall be on a probationary status, in accordance with BOR Policy Bulletin No. 36, 9.A, B, C, E, F, and H, and the following university policies.
2. All faculty members shall serve a minimum two-year probationary period (as stated in Policy Bulletin No. 36, D), except that under special conditions established by the department chairperson, the intradepartmental committee recommended in VI. A, and appropriate administrators, the President may recommend to the Board of Regents that an associate professor or a professor be granted tenure at the time of initial appointment.

During the probationary period, contracts will be issued on a year-to-year basis and appointments may be terminated with or without cause at the end of any contract year. During such probationary period no reason for nonretention or nonreappointment need be given. An appeal from the decision as to nonretention may be made by the nontenured faculty member to the Faculty Personnel Committee, which may review the decision to determine and/or advise whether the faculty member has been afforded procedural due process and whether the decision was in violation of the constitutional rights or academic freedom of the nontenured faculty member. Before this appeal, every attempt should be made to settle the dispute through appropriate administrative channels. In the event that the dispute cannot be resolved at the Institutional level, final appeal may be made to the Board of Regents in accordance with Policy Bulletin No. 36, 9. G.

4. The department chairperson with the advice of the intradepartmental committee recommended in VI. A shall conduct a yearly review of the performance of academic duties by nontenured

faculty members, and the faculty members shall be informed of the results of such review in writing.

##### B. Tenure (See Policy Bulletin No. 36. 8)

1. Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause or under extraordinary circumstances because of financial exigencies as specified in Section IX.
2. The department chairperson, in consultation with the intradepartmental committee recommended in VI. A shall recommend to the academic dean, the dean to the Provost, and the Provost to the President as to whether a faculty member on probation will be recommended to the Board of Regents for tenure. The ultimate decision on whether to recommend to the Board of Regents will be made by the President. The principles stated in Section VI, with the recognition that certain items of that section are subject to specific departmental interpretation regarding the probationary faculty member's status, shall provide the basis for this determination.
3. After the Board of Regents acts on the recommendations for tenure, each individual faculty member recommended to the Board will be notified in writing by the academic dean as to the results of the Board's action.

#### SECTION IX. Termination, Dismissal for Cause, Hearings, Appeal to the Board of Regents, Grievance Procedures

##### A. Termination of Tenured Faculty for Financial Exigency (See BOR Policy Bulletin No. 36, 11. B)

###### 1. Procedure

Each fall semester, as soon as enrollment reports are available, the deans of the colleges and other appropriate administrators shall review overall staff needs. If they determine that retrenchment is indicated, they shall prepare a preliminary report reflecting their views as to areas and departments where, in their judgment, retrenchment should occur. The determination should include the following considerations:

- a. Consistently declining student credit hour production in a department over three school years (excluding the summer) as compared to the same semesters during the previous years. (The only exception to the three-year review would be where a decline is so drastic as to affect more than one faculty position according to the department's operational ratio);
- b. Academically sound student-faculty ratio;
- c. The state of the development of the department;
- d. The balance between academic and non-academic personnel;
- e. Possibilities of enrollment trend reversals;
- f. The academic desirability of maintaining a balance of disciplines and programs;
- g. Normal attrition; and
- h. Other pertinent factors.

This preliminary report shall be submitted to the respective departments for review. If the department staff objects to the preliminary report as it affects the department, such objections and reasons therefore shall be submitted to a College Review Committee which shall be ad hoc in nature, serving only for the particular case. Its membership shall be constituted as follows:

- (1) The department appealing and the Dean shall each appoint two members to the Committee.

- (2) The four appointees shall agree upon a fifth member who shall serve as chairperson.

The Committee shall conduct a hearing and, upon its conclusion, shall make specific recommendations. The Dean shall not be bound by such recommendations, but should weigh them carefully and make every reasonable effort to conform. In the event that the Committee rules in favor of the department and the Dean decides not to conform, the department may appeal to the Provost and the President in that order.

## 2. Guidelines

Experience has shown that mutual cooperation and trust between the administration and the faculty are maximized when both groups understand the principles and guidelines underlying the decision-making processes. The following guidelines are recommended in cases of termination for reason of financial exigency:

- a. Full-time faculty already employed by the university, except in special and unusual circumstances, have priority of employment in their given subject matter area over part-time faculty. Tenured faculty have priority over nontenured faculty.
- b. The possibilities of early retirement should be thoroughly explored before consideration is given to other means of personnel reduction. However, no faculty member should have early retirement forced upon him/her because of retrenchment.
- c. Any position declared vacant because of lack of need is considered closed for two years. During that period, new positions should not be created for persons of lesser rank to teach subjects which the person who was terminated is or was qualified to teach. Exceptions to the above would be:
  - (1) Restoration of the previously terminated position and reemployment of the former incumbent to that position.
  - (2) Refusal by the former incumbent to accept reemployment in a new or similar position.
- d. Under university regulations, a faculty member should always have a "home" department where determinations are made concerning his/her academic life and tenure. This obligation should always reside with the "home" department.
- e. A faculty member who has been terminated for lack of need should be placed on a recall list for three years, should have access to a list of personnel vacancies as they occur, and should receive preference in positions for which he/she is qualified over noncampus applicants. Faculty members should be recalled according to the principle "last laid-off, first recalled," provided they are qualified to perform the duties of the vacant positions.
- f. Department chairpersons and deans should make every effort to relocate extra faculty in other academic, administrative, or staff posts needing personnel when the faculty member's qualifications permit. If such shift is to be an administrative or staff position, the salary and other considerations of employment should not exceed those which are shown for the administrative or staff

position in the budget. If the appointment is academic, the rank and salary should be the same as were held by the faculty member being transferred. Such shifts between academic departments fall into two categories:

- (1) Permanent transfers. A permanent transfer is a permanent change of department home and must be acceptable to the receiving department and to the faculty member. The years of service already rendered in the original home department shall be counted toward the acquisition of tenure.
- (2) Loans. A loan is a split assignment between two or more departments for temporary service, but with the home department retaining the responsibility for continued employment of the individual. A receiving department which accepts a loaned faculty member has no obligations toward that faculty member beyond the one-year commitment in terms of the period of time it will continue the loan. If the receiving department refuses to renew the loan, the loaned faculty member shall be returned to his home department for consideration of his/her status. The receiving department may change a loan to a permanent transfer at the conclusion of the year if the faculty member and the home department agree, and if there is an appropriate position available. In this case the receiving department assumes the obligations for the faculty member's future. A home department is obligated to take back a loaned faculty member before employing a new faculty member or part-time faculty in the area of his/her competency.

- g. When an academic department is notified that a reduction in the number of full-time faculty members in the department is necessary, and possibilities of reduction through normal attrition, leaves, loans, and transfers have been exhausted, the person or persons to be discontinued should be determined in inverse order of length of continuous service in the department, provided the remaining faculty members have the necessary qualifications to teach the remaining courses or perform the remaining duties. The College Review Committee referred to above may hear appeals from departments which seek to modify the seniority principle.
- h. Any full-time faculty member who is discontinued for reasons of retrenchment shall be advised of such decision:
  - (1) Not later than March 1 of the first academic year of service.
  - (2) Not later than December 15 of the second academic year of service.
  - (3) At least one year before the expiration of an appointment after two or more years of service in the institution.

Faculty members who are discontinued for reasons of retrenchment should be informed in writing that nonreappointment is not due

to dissatisfaction with their services. Every effort should be made to assist such displaced faculty members to relocate. Nothing in these guidelines, however, should prevent discontinuation of any nontenured faculty member for other reasons.

B. Dismissal for Cause of Tenured Faculty

1. Causes for Dismissal (See Policy Bulletin No. 36, 11. A).
2. When the faculty member is made aware of an impending dismissal action against him/her (except for IX. A. 2. g of this document), either he/she or the department chairperson may petition the Faculty Personnel Committee to serve as a preliminary hearing committee. The Faculty Personnel Committee shall attempt to resolve the issue to the satisfaction of all concerned and shall make recommendations to the President. The President shall decide upon the disposition of the recommendations. If the President decides that dismissal is warranted after consideration of these initial steps, the following steps of notice of dismissal and hearings go into effect.
3. Notice of Dismissal for Cause. (See Policy Bulletin No. 36, 11. C and D.)

C. Hearings

See Policy Bulletin No. 36, 12, with the following explanations and expansions. The pertinent sections of Section 12 are identified in parentheses.

1. Faculty member's advisor (C.3). The faculty member and his/her advisor may participate fully in the proceedings.
2. Witnesses (C.4). All persons offering testimony or evidence may be questioned by the Committee members or the Hearing Examiner and/or the faculty member's advisor.
3. Transcript (C.6). The transcript of the testimony shall be prepared and maintained under the direction of the Committee or the Examiner.
4. Order of Proceedings
  - a. Presentation of testimony and evidence of the appealing faculty member and his/her witnesses.
  - b. Questioning of the appealing faculty member and his/her witnesses and rebuttal by those bringing charges.
  - c. Presentation of testimony and evidence of appropriate administrators and their witnesses.
  - d. Questioning of administrators giving testimony or evidence and their witnesses, and rebuttal by the appealing faculty member and his/her advisor.
5. Delivery to President (C.8). Within two weeks after the hearing, the Committee or Examiner shall deliver to the President a copy of the record of the hearing with the recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member.
6. Publicity. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided as far as possible until the proceedings have been completed.

D. Appeal to the Board of Regents. (See Policy Bulletin No. 36, 13.)

E. Grievance Procedure:

1. Definition. (See Policy Bulletin No. 36, 10. A).
2. The aggrieved faculty member shall file a written request for a hearing with the chairperson of the

Faculty Personnel Committee. The request must include a reasonable basis for his/her grievance and must assure the Committee that administrative channels of appeal on campus have been exhausted. The chairperson, or his/her appointed representatives from the Committee, shall contact the persons involved to gather information and attempt to reconcile the matter and/or to make recommendations of resolution to the President. In the event that the matter cannot be reconciled, the chairperson shall so notify the President, who shall together with the aggrieved faculty member select an arbitration panel of five persons from the Hearing Panel.

3. The arbitration panel shall arbitrate the grievance, establishing its own procedures and reporting to the President, whose response shall be final.

SECTION X. Resignation from the Faculty

If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal in the absence of notice of nonrenewal, he/she shall give notice in writing at the earliest opportunity, not later than May 15, but may properly request a waiver of this requirement in case of hardship or in a situation where he/she would otherwise be denied substantial professional advancement.

RETIREMENT POLICY

See West Virginia Board of Regents Policy Bulletin No. 18 (revised January 16, 1979).

POLICY STATEMENT ON THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

- A. The Policy. Each applicant for employment will be considered solely on his/her qualifications for the position, without regard to race, color, religion, sex, age, handicap or national origin. Each employee will be considered for promotion and other personnel action on the same basis.

The basic obligations embodied in this policy, including (1) Nondiscrimination, and (2) "Affirmative Action," are paramount to insuring equal opportunity and equal treatment in all aspects of employment.

These obligations are incumbent upon every member of the university; they extend to all facilities and operations.

This policy includes, but is not limited to, the requirements of Board of Regents Policy Bulletin No. 45, the West Virginia Human Rights Act and Federal Executive Orders 11246 and 11375 as amended.

B. The Program

1. The administrative officer of each unit of the university shall exercise personal leadership in establishing, maintaining, and carrying out a positive, continuing program of affirmative action designed to promote equal opportunity in every aspect of employment policy and practice.

a. Affirmative Action is the execution of a set of specific and result-oriented procedures designed to eliminate unconscious discriminating practices in the employment of women and members of minority groups. Minority people are defined as including Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander, Black/Negro, not of Hispanic origin.

2. The university's program and that of each unit shall consist of the following elements as a minimum:

a. A continuing campaign to eradicate every

form of prejudice or discrimination based upon race, color, religion, sex, age, handicap or national origin from personnel policies and practices and working conditions in the university.

- b. An appraisal of the university's job structure and employment practices and adoption of a deliberate posture of actively seeking out for employment qualified or qualifiable persons of minority status or female sex who are presently under-represented in the various classifications and types of university employment.
- c. Communication orally and in writing of the university's Equal Employment Opportunity Policy and Program, and its employment needs to sources of qualified women and minority group applicants, to solicit their recruitment assistance on a continuing basis.
- d. A periodic survey of the composition of the total work force to determine compliance with the purpose of this program.
- e. Provision for continuous education and orientation of university employees on the Equal Employment Opportunity Policies and Programs of the university.
- f. Review and control of managerial and supervisory performance in such a manner as to insure a positive application and vigorous enforcement of the policy of equal opportunity.
- g. Provision for counseling employees and qualified applicants who express belief that they have been discriminated against because of race, color, religion, sex, age, handicap or national origin, and for resolving informally the matters raised by such employees or applicants before formal complaint may be filed.
- h. Provision for careful consideration and a just and expeditious disposition of complaints involving issues of discrimination on grounds of race, color, religion, sex, age, handicap or national origin.

### C. Implementation of the Program

- 1. To implement this program, the President has designated the Affirmative Action Officer as responsible for Equal Employment Opportunity for the university.
- 2. As university officer responsible for the Equal Employment Opportunity Program, the Affirmative Action Officer is authorized, among other things, to:
  - a. Recommend to the President, as necessary, persons to assist in carrying out the functions described in this section in units of the university.
  - b. Develop plans, procedures, and regulations necessary to carry out the university's program. Specifically, an acceptable Affirmative Action plan will be developed.
  - c. Evaluate the operations of the university's Personnel Office at regular intervals to assure their conformity with the university's Equal Employment Opportunity Policy. Require such reports as deemed appropriate from all divisions of the university.
  - d. Advise the President with respect to the preparation of plans, procedures, and other matters pertaining to the Equal Employment Opportunity Policy and Program.
  - e. Recommend to the Director of Personnel

changes in programs and procedures designed to eliminate discriminatory practices and improve the university's program for equal opportunity.

- f. Provide for counseling, by designated persons, of employees or applicants for employment who express belief that they have been discriminated against on grounds covered by this section, and for measures to resolve on an informal basis the matters raised by such employees or applicants before a formal complaint may be filed.
- g. Provide for the prompt receipt and investigation of individual complaints of discrimination in personnel matters within the university.
- h. Assist the university administration in arriving at solutions to problems.
- i. Provide for the prompt receipt, investigation, disposition, and rendering of a written recommendation to the President on general allegations made by organizations or third parties of discrimination in personnel matters within the university which are unrelated to an individual complaint of discrimination.

## IV.

### FISCAL INFORMATION

#### EMPLOYEE SERVICES AND BENEFITS

##### EMPLOYMENT

The President of Marshall University is authorized by the West Virginia Board of Regents to make all appointments to staff and faculty. Any recommended changes in these appointments must be made on the Personnel Action Request forms provided for this purpose. Information pertaining to nonacademic employment at Marshall University may be obtained from the Office of the Director of Personnel.

##### RETIREMENT

It is mandatory that all full-time regular employees of Marshall University who are paid from state funds participate in one of the retirement plans available. He or she may select State Teachers Retirement or Teachers Insurance and Annuity Association (TIAA) - College Retirement Equities Fund (CREF). Detailed information concerning enrollment in either of the plans is available in the Office of the Director of Personnel.

##### HEALTH CARE AND LIFE INSURANCE

All full-time regular employees of Marshall University who are paid from State funds have the opportunity to become insured under a Group Plan which includes comprehensive health care, life, and accidental death and dismemberment benefits.

For the first year of employment, the State of West Virginia contributes 70 percent of the cost with employee participants contributing the remaining 30 percent. Thereafter, the State of West Virginia contributes the entire premium.

Detailed information is available in the Office of the Director of Personnel.

##### GROUP TOTAL DISABILITY BENEFITS INSURANCE

All active full-time regular employees of Marshall University are eligible to participate in this plan on the first day of the month coinciding with or next following the completion of one year of service. The Group Policy is with Teachers Insurance and Annuity Association. Each participant pays the monthly premium in its entirety. Complete information concerning the plan is available in the Office of the Director of Personnel.

##### WORKMEN'S COMPENSATION

Employees of Marshall University are entitled to Workmen's Compensation Benefits in case of injury or death while on the job. An injury or fatality on the job shall be reported by the supervisor immediately to the Office of the Director of Personnel. Information concerning the Workmen's Compensation Program will be provided by the Director of Personnel.

##### SOCIAL SECURITY

Marshall University provides Social Security matching funds for all eligible employees. Details are available in the Office of the Director of Personnel.

##### UNEMPLOYMENT INSURANCE BENEFITS

Marshall University pays the premiums to cover

Unemployment Insurance Benefits for all eligible employees. Details are available in the Office of the Director of Personnel.

##### CREDIT UNION

All employees of Marshall University and members of their immediate families are eligible for membership in the Marshall Federal Credit Union. The Credit Union's office is located in the basement of Old Main - Room MB17.

##### HOLIDAYS

Full-time members of the university faculty and staff may observe the following holidays with full pay: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and four additional days designated each year by the university President.

##### SABBATICAL LEAVE

See West Virginia Board of Regents Policy Bulletin No. 10, in Section XIII following.

##### ANNUAL LEAVE

##### MILITARY LEAVE

##### LEAVE OF ABSENCE WITHOUT PAY

##### SICK AND EMERGENCY LEAVE

##### WITNESS AND JURY LEAVE

See West Virginia Board of Regents Policy Bulletin No. 35 in Section XIII following.

##### WEST VIRGINIA COURT OF CLAIMS

The West Virginia Legislature has created a "court of claims," (Section 4, Article 2, Chapter 14, Code of W. Va., as amended). This statute provides an individual, company or corporation who believe that they have a claim against the State a procedure to seek relief, even though it may be termed only a moral obligation. The State provides this procedure in lieu of insurance coverage for every possible risk.

##### REMISSION OF TUITION AND REGISTRATION FEES FOR GRADUATE AND TEACHING ASSISTANTS

Tuition, registration and higher education resources fees are waived for graduate and teaching assistants approved by the Dean of the Graduate School. The Student Activity fee is not waived and must be paid.

##### STUDENT EMPLOYMENT SYSTEM

To comply with Affirmative Action legislation, the Financial Aid Office administers all student employment.

Student employment is in two categories: 1) Student assistants, who are students employed from institutional funds and 2) College Work-Study students, who are employed from federal funds awarded on the basis of financial need by the Financial Aid Office.

## Employment Procedure for Student Assistants

Departments wishing to employ student assistants must forward to the Financial Aid Office a job description for each available position. Each job description will be posted for a period of ten consecutive days.

During the posting period, interested students report to Room 121, Old Main, to apply for a position by the identification code number assigned to each job description. Each student is then given a referral sheet identifying the prospective employer to whom to report for a personal interview.

After the interview, the employer will complete for all nonacceptable applicants a referral form indicating the results of the interview. For the student selected, the employer will complete a memorandum stating the effective date of employment, hourly rate of pay, and other pertinent information concerning the employment.

The employer will return the referral application of the student selected to the financial aid office for initiation of the personnel action request (PAR).

## Employment Procedures for College Work-Study Students

Departments requesting student employees under the college work-study program must submit at the end of each school year their request for student employment, describing the job and identifying the number of students requested for the next academic year. A request form for this purpose is forwarded to all areas of the university by the Financial Aid Office.

Each student authorized for work-study employment by the Financial Aid Office will present to the interviewer an Introduction Sheet and a Marshall University Personnel Action Request form. Only students possessing these forms should be interviewed by the university unit.

The Introduction Sheet will direct the student to the university unit requesting student employees. The student's name, requested position, and employment authorization are indicated on the Introduction Sheet. When a student is approved for employment by the unit, Part I of the Introduction Sheet must be dated and signed by the unit supervisor and student employee, and the Marshall University Personnel Action Request form must also be completed and returned to the Financial Aid Office at that time. The P.A.R. must be typed and signed by the department or unit supervisor.

## Payroll Procedures for all Student Employment

The Payroll Department will issue an IBM timecard each month to the university unit employing students. This timecard must be signed by the supervisor and submitted to the Payroll Department on the last day of each month. The supervisor is responsible for any errors appearing on the student's timecard. Any timecard not properly completed and signed will be returned to the supervisor. This delay will cause the late receipt of the payroll check by the student employee. In the event the supervisor does not assume the necessary responsibility in processing the time cards, the Financial Aid Office will regard such action as justification to reassign the student to another university unit for the remainder of the employment term. Questions concerning student payrolls should be directed to the Payroll Department. Questions concerning the conduct of a student employee should be directed to the Financial Aid Office.

Payrolls are prepared for transmittal during the first week of each month following the previous month's pay period. Student employees' checks are disbursed by the Cashier's Office approximately ten days after the transmittal has been submitted. The official pay date for all student employees is designated for the 20th of each month. If checks

arrive prior to that date, they will be disbursed upon receipt.

All student assistants must be enrolled and attending classes to be eligible for employment. Work-study students may work while not enrolled and not attending classes during the summer. Student employees may not work during the weeks of semester break and vacation periods without the express consent of the Financial Aid Office.

Work and pay specifications are subject to changes as required by the university's participation in federal assistance programs and by the availability of federal and state funds.

Under no circumstances may a student be paid for more than the maximum hours provided in the program. Student employees will be paid only for the number of hours actually worked, and these hours must be verified by the supervisor.

## PURCHASING

No individual has the authority to enter into purchase contracts or in any way to obligate Marshall University for a procurement indebtedness unless specifically authorized to do so under the policies of the State of West Virginia. The Purchasing Agent for Marshall University is responsible for adherence to these policies. Any negotiations outside these policies are considered as unauthorized purchases and the individual will be held personally accountable.

All equipment and supplies requested by faculty or staff members must be requisitioned by means of the Purchase Requisition Form. Requisition forms are available at the Purchasing Office, Room 201, Old Main. Each requisition originated by a faculty or staff member must contain detailed specifications and must be signed by the proper department chairperson, dean or department head and vice president. After approvals, the requisition is forwarded to the University Purchasing Office for processing.

All equipment, supplies, commodities and printing, by state statute, must be purchased by the Purchasing Division of the State Department of Finance and Administration. Approval of the purchase is indicated when copies of a state purchase order are returned to Marshall University. One of these copies is then sent to the originating department. This purchase order must be checked carefully and if errors are discovered the University Purchasing Office must be contacted immediately.

The University Purchasing Agent should be contacted when there is need for an emergency or unique purchase, or when there is only one known source of supply.

The vice presidents, deans and program directors shall make certain that obligations do not exceed available resources.

## TRAVEL AND UNIVERSITY MOTOR POOL REGULATIONS

Employees of Marshall University may travel on state business by state car, personal car or other mode of transportation and receive reimbursement for expenses in accordance with state statutes and regulations promulgated by the Governor's Office.

Information pertaining to travel and University Motor Pool regulations governing all Marshall University employees is available in the office of each university department chairperson. To reserve a Motor Pool vehicle, contact the Transportation Supervisor, 696-6680.

## V.

### ACADEMIC REGULATIONS

#### MINIMUM NUMBER IN CLASS

Undergraduate classes should have a minimum of ten students and graduate classes a minimum of six.

#### STUDENT ATTENDANCE POLICY

"Students should recognize that one of the most vital aspects of a college experience is attendance and participation in classes and that the value of this academic experience cannot be fully measured by testing procedures alone.

"The members of the student body are considered sufficiently mature to appreciate the necessity of regular attendance, to accept this personal responsibility, and to demonstrate the kind of self-discipline essential.

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

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

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

Adopted - General Faculty Meeting, May 12, 1970

#### EXCESSIVE ABSENCES

Excessive absences are to be reported to the academic deans on an Excessive Absence report form obtainable from the deans' offices.

#### REPORT OF ABSENCES OF VETERANS

Members of the faculty will report to their respective deans and the Registrar the daily absences of veterans only. Reports will be turned in each Friday on absences occurring during that week.

#### FINAL EXAMINATION SCHEDULE

The final examination schedule is printed in the Parthenon prior to the examination period. No exceptions to the printed schedule are permitted except those approved by the student's academic dean.

#### CHEATING

Marshall University considers cheating to be a serious breach of academic discipline and absolutely condemns this and any form of academic dishonesty, on or off campus, for whatever purpose it may be pursued.

Cheating shall be defined generally as any act of a

dishonorable nature which gives the students engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Such cheating shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all or any part of assignments or examinations in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work.

The university fully expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community, and assumes that individually and collectively they will act to discourage acts of cheating. The university also expects complete and absolute cooperation among administrators, faculty, staff and students in the prevention of cheating, in detecting those who cheat, and in providing appropriate punishment for offenders. It shall be the special responsibility of the individual classroom instructor to establish with each class learning and testing conditions which minimize possibilities of cheating, to make every reasonable effort to detect those who cheat, to take appropriate action against such persons, and to prevent repetitions of such academic dishonesty.

Since each classroom instructor may modify the general definition of cheating to fit the immediate academic needs of a particular class, it shall be the instructor's responsibility where this is done to make clear to students the details of any such departure from the general definition.

Major responsibility for punishment of cheating offenders shall lie with the individual instructor in whose classroom or course of study the offense occurred. Such punishment shall be based upon the severity of the offense, circumstances surrounding the act, causes for the behavior, whether it is a repetition of a previous offense, and such other factors as the instructor may consider pertinent, and may range from a reprimand to failure in the course with or without a remanding of the offender to other university officials for additional action. Where the offense is particularly flagrant and/or it is known to the instructor that the person has been guilty of one or more such offenses in the past, the instructor shall communicate the details of the offense and the resulting action to the appropriate university officials with a recommendation for additional punishment or action. If the cheating offense involves a violation of any local, State, or National law, the instructor shall communicate the details of the offense and any action taken, without delay, to appropriate university officials for additional action. Beyond the action taken by the individual classroom instructor, university officials may place the student on social and/or academic probation, place a written account of the offense in the student's permanent record file, expel the student from the university, remand the student to proper law enforcement officials for legal action, or take such other steps as may seem appropriate and reasonable.

A student charged with a cheating offense may appeal from the action of the classroom instructor to a Review Committee consisting of the Vice President for Student Affairs, the Dean of the College in which the student is enrolled, the Chief Justice of the Student Court, and two faculty members appointed for each individual case by the University Council. This committee may make such additional investigation as it may desire, shall hear all evidence in the case, and shall affirm or reverse, in whole or in part, the action



of the instructor. The Review Committee shall be a special sub-committee of the Student Conduct and Welfare Committee, and shall deposit a record of its actions with the chairperson of that committee.

A student may appeal from the action of the Review Committee to the President of the university, who may affirm or reverse, in whole or in part, the action of the Review Committee.

Appeals by the student to the Review Committee or to the President shall be made within thirty days of the time disciplinary action is taken or the appeal decision has been handed down; and as a part of such appeals the student may seek such legal or other assistance as he or she may deem advisable.

A copy of the approved cheating regulations shall be carried in all college and university catalogs, in any student handbook distributed to incoming students, in any freshman orientation issues of the student newspaper, and in any literature generally distributed as part of orientation classes. It shall be the responsibility of each classroom instructor each semester to either remind classes of these regulations or to indicate where they may be read, indicating at this time any variations which will be followed by that instructor's classes with respect to such regulations.

In all phases of enforcement of the cheating regulations due care and diligence shall be taken by instructors and others concerned to see that charges are made only upon sufficient knowledge and that each student so charged is treated with fairness and consideration.

#### **GRADE REPORTING**

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 signature shall be 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 for each term. Failure to meet the deadline will delay the total grade reporting process.

Accuracy in the reporting of grades is most important. An incorrect grade may mean the loss of GI benefits, the failure of a student to be admitted to a professional or graduate school, or the loss of an opportunity to return to school.

If an error in reporting a grade 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 department chairperson and 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. Grades reported for graduating seniors cannot be changed.

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 Incomplete (I) grades.)

#### **GRADE APPEAL PROCEDURE**

Steps outlined in this procedure should be followed.

1. The student should first have a discussion with the course instructor to determine whether the grade recorded in the Registrar's Office is correct.

2. If the procedure in Step 1 does not have a mutually satisfactory result, either party may appeal to the Department

Chairperson, who will attempt to mediate the issue at the departmental level.

3. Should the problem not be resolved at the departmental level, either party may appeal in writing to the Dean of the College in which the course is offered. The Dean will attempt to bring it to a mutually satisfactory solution through mediation.

4. Should the problem not be resolved at the College level either party may appeal in writing to the Chairperson of the Academic Planning and Standards Committee who will appoint a Review Committee as a special subcommittee of the Academic Planning and Standards Committee to be constituted as follows:

- a. Two members of the Academic Planning and Standards Committee, one of whom will serve as chairperson.
- b. The academic dean in whose college the course is offered.
- c. The Chief Justice of the Student Court.
- d. A student member of the Student Conduct and Welfare Committee.

5. The full report of the action of the special subcommittee will be sent to the Academic Planning and Standards Committee which will hold further hearings.

6. Further appeal should be to the governing state board in accordance with appeal procedures set up by that body.

7. Initial appeal must be within sixty days of the mailing of grades from the Registrar's Office.

8. This procedure will be effective from the date of adoption by the faculty.

Adopted - General Faculty Meeting, November 11, 1969

NOTE: In the case of graduate students "academic dean" refers to the Dean of the Graduate School. Appeal of a graduate comprehensive examination result may occur only after the second attempt to pass the examination.

#### **POSTING OF GRADES**

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

#### **TUTORING BY FACULTY MEMBERS**

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

## VI.

### FACULTY RESPONSIBILITIES RELATED TO STUDENT LIFE

#### STUDENT ORGANIZATION ADVISORS

It is a requirement that approved campus organizations have one or more advisors who are members of the university faculty or staff. Exceptions are made for faculty spouses if approved by the Student Conduct and Welfare Committee. The role of the faculty or staff member serving as an advisor in the organization is critical not only to aid students in obtaining full benefits from extracurricular activities, but also to guide the personal development of individuals through association/modeling with the group. The faculty member is instrumental in assisting students in developing programs and receiving maximum benefit from university and community resources and working within university regulations. The faculty member who is interested in aiding student organizations should contact the Office of Student Life.

#### CONFIDENTIALITY OF RECORDS

Academic and disciplinary records are confidential matters between the student and the institution. Policies must ensure that these records can be viewed only by the student and authorized campus personnel, and then for specific

purposes, and that records may be discussed with others only upon authorization of the student. The student's right to privacy further entails that procedures be established to preclude illegitimate use of evaluations made of the student, including achievement, aptitude, ability, interest, and personality tests. Students and university personnel who wish to review a record must make a specific request to the individual responsible for the direct supervision of the records.

#### CHAPERONES FOR STUDENT SOCIAL ACTIVITIES

Faculty and staff members are asked to cooperate when requested to volunteer their services as chaperones at student functions.

#### ATTENDANCE AT UNIVERSITY EVENTS

Students having scheduled classes or laboratories which conflict with university events may be excused by the instructor to attend such events.

No instructor may require a student to attend an event if the student has a regular scheduled class or laboratory which conflicts with the time of the event.

## VII.

### UNIVERSITY REGULATIONS AND PROCEDURES

#### OFFICE HOURS

Office hours in university administrative offices are 8 a.m. to 4:30 p.m. Monday through Friday. Each director shall be responsible for having the appropriate offices open at other times when there is need for them to be open.

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

#### RECEIVING DEPARTMENT

This department is located in the Maintenance Building at the corner of Virginia Avenue and 20th Street. All items delivered to the campus go to the receiving and inventory department to be inventoried and distributed to the departments requesting them. Equipment may not be transferred from one part of the campus to another without prior approval of the Inventory Records Control Supervisor, 696-6680.

#### INSTRUCTIONAL SUPPLIES

The Director of Plant and Administrative Operations will provide chalk, erasers, desks and chairs for each classroom upon receipt of a signed request from the department chairperson.

#### EXPENDABLE OFFICE SUPPLIES

Expendable supplies are available from the Receiving Department. Requests for supplies should be made to the Receiving Department on forms provided for that purpose.

#### SPACE RESERVATIONS

Academic scheduling (for classes) is the responsibility of the Registrar.

Reservation of the educational facilities of the university for programs, meetings, etc. can be granted only after the necessary spaces have been reserved for the regularly scheduled functioning of the university in all its departments. Requests for such special reservations should be made in line with the regulations stated here.

Scheduling of all auditoriums and theaters on campus is the responsibility of the MU Technical Director. Persons wishing to use Old Main Auditorium, Smith Recital Hall, Smith Hall 154 or the Science Hall Auditorium may call 696-2306 or stop by the office, Old Main 107.

Events must be scheduled at least two weeks in advance. Approval of usage request will be based on availability of the facility.

Gymnasiums, playing fields, tracks, tennis courts and the swimming pool are assigned by the Facilities Co-ordinator (Old Main 111) 696-3122. All requests must be submitted in writing at least two weeks prior to their anticipated usage.

Faculty office assignments are made by the academic deans, in consultation with the Director of Plant and Administrative Operations and the department chairperson.

Requests for facilities must be made at least 24 hours in advance of the date the facility is to be used. The request should be submitted in writing.

#### CHANGE IN CLASSROOM ASSIGNMENT

Faculty members desiring a change in classroom assignment must contact their department chairperson who will then request the change through the Registrar. If the request is granted, the Registrar will notify the department

chairperson and the academic dean regarding the change.

#### CONTROL OF KEYS ON THE CAMPUS

Keys to buildings, offices, and classrooms are issued by the Director, Plant and Administrative Operations to faculty on the request of their department chairperson. Requests for additional keys must be approved by the proper academic dean or other official. Key request forms and key regulations are available at the Office of the Director, Plant and Administrative Operations.

#### USE OF UNIVERSITY FACILITIES

Use of campus facilities by noncampus groups or organizations is encouraged within the following limitations:

1. Facilities and support services can be made available only to the extent they are not needed for the on-going programs of Marshall University.
2. The nature of the activities of the noncampus group shall not be potentially disruptive of the campus program(s) or the general peace and tranquility of Marshall University.
3. The nature of the activities or of the organization involved shall not be of questionable legal status under the constitution or laws of the State of West Virginia or the United States.
4. Protection for the Board and Marshall University shall be provided through such means as written agreements and insurance coverage requirements.
5. The charges assessed shall be sufficient to cover all costs of a direct nature and shall take into account the indirect costs of facilities wear and indirect overhead cost factors.
6. Persons wishing to use university facilities for a non-university sponsored event shall contact the Facilities Coordinator, 696-3122 at least two weeks prior to an event.

#### SMOKING REGULATIONS

Smoking is prohibited in classrooms, laboratories, auditoriums, and theater dressing rooms. Classes and organizations meeting in late afternoon or night are not exempt from this regulation.

Smoking is permitted in the corridors.

#### PARKING REGULATIONS

Marshall University has limited parking facilities on campus. Regulations controlling campus parking facilities are promulgated by the Director of Security.

Application forms for parking assignments and information pertaining to parking facilities may be obtained through the Security Office in Old Main.

#### USE OF UNIVERSITY BUSES

Information pertaining to the use of university buses for official university business may be obtained from the office of the Transportation Supervisor, 696-6680.

#### 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.

#### **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 President's Office.

#### **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.

#### **FUND RAISING**

All fund raising in the name of Marshall University should be coordinated through the Marshall University Development Office and, if at all possible, funds should be channeled through The Marshall University Foundation, Inc. This coordination prevents duplication of action on the part of university staff and it also points out to our constituent friends that the university does have an overall university development plan.

It is to the advantage of the university's total development program that all requests for funds from any particular university constituent be coordinated through the Development and Foundation Office.

#### **INQUIRIES BY PROSPECTIVE STUDENTS**

Many individual staff members receive inquiries from prospective students. Such inquiries should be 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**

Annual Commencement exercises are held at the conclusion of the second semester. 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

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.

#### **GRADE BOOKS**

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

#### **FIRE REGULATIONS**

It is the responsibility of the university to hold periodic drills in order to acquaint all personnel with building evacuation procedures.

Each instructor has the responsibility to instruct students in proper safety procedures to follow should an emergency occur.

Periodic announcements of drills with suggested procedures will appear in the university News Letter.

#### **RESEARCH BOARD**

Marshall University encourages research by its faculty. A research fund, financed on the basis of institutional grants from public and private sources, is administered through the University Research Board to provide faculty members with research stipends and equipment or supplies beyond the means of departmental budgets. Applications for grants should be made on the forms provided by the Office of the Graduate Dean and be submitted by the officially published deadlines.

#### **CONSULTING AGREEMENTS, PATENTS, COPYRIGHTS AND ROYALTIES**

The university is dedicated to the generation and dissemination of knowledge, and its philosophy is to encourage the involvement of the faculty in professional activities such as research, writing and consulting. These activities are encouraged with the understanding that each faculty member has a primary obligation to the university, and that these activities must not interfere with specified university duties and with effective service to the university.

In order to encourage such activities and to protect the rights of both the individual and the university, the following policies have been developed:

Patents:

1. Patent rights from personal and independent research, with little or no use of university resources, shall be the property of the inventor. Deans and department chairperson shall determine the extent to which university resources and support were used.

2. Patent rights from sponsored research grants, contracts, and fellowships shall be controlled by the terms of the agreements.
3. Patents resulting from activities carried out by faculty members, staff, and students in projects supported entirely or largely by university resources shall be assigned to and controlled by the university. The income will be shared by the university with the inventor on a negotiated basis. In most cases, 15% of the gross income will revert to the inventor.

#### Copyrights and Royalties:

1. It is the privilege of faculty to copyright their publications and to receive royalties except as noted below.
2. When authorship is an assigned duty on university time, or when a publication is commissioned by the university, the copyright may be claimed by the university.
3. When university funds or resources are specifically allocated to a project which results in a financially profitable publication, the author should reimburse the university in the amount allocated.
4. When the term "University" is used above, it may refer to Marshall University or The Marshall University Foundation, Inc. as determined by the Marshall University Research Board.

#### Consulting and Professional Services:

1. Whenever university facilities are to be moderately used, arrangements must be made and approval obtained from the department chairperson. When a situation places an excessive demand upon university facilities, permission for use will be accomplished by submission of a formal request, through channels, indicating the extent to which university space, services, supplies, and equipment are to be used. The university will determine the appropriateness and the fee to be charged for the use of these facilities.
2. The university community is fully cognizant of and respects the professional ethics of each staff member. In those rare instances where consulting and professional services create doubt as to whether or not the faculty member is adequately fulfilling contractual obligations, the following procedural policy applies.
  - a. No faculty member should accept outside employment involving professional or non-professional services which interfere with or reduce the performance level of regularly assigned university duties. It is the responsibility of the department chairperson to confer with the faculty member involved when interference with contractual duties becomes a possibility.
  - b. In instances where the situation is unresolved, the faculty member or department chairperson may appeal to the academic dean to resolve the issue. If there still results a lack of agreement among the parties involved, the case should be presented to the Academic Planning and Standards Committee for its consideration and recommendation to the President.

Approved - Research Board  
Academic Planning and Standards Committee  
University Council  
February 10, 1970.

The above Marshall University statement is aided by and subject to the provisions of an agreement between the BOR and Research Corporation which relates to patents. This agreement is available in the Office of the Provost.

## LEAVING THE UNIVERSITY

Each year faculty members leave the service of Marshall University through retirement, resignation or release. Necessarily, some last-minute responsibilities must be met: That is, grades must be reported to the registrar, class records must be filed with the department chairperson, library books must be returned, keys must be returned, etc. As an assurance that these responsibilities have been fully met, the last salary check will be lodged with the respective academic dean and delivered to the faculty member when it has been determined that all responsibilities have been discharged. It will be the responsibility of each academic dean to set up his own clearance procedures.

## FACULTY CREDIT TRANSCRIPTS

Every new member of the faculty is required to submit to the Office of Academic Affairs a copy of his or her birth certificate, a small photograph, and official transcripts of all academic credits and degrees. These items should be turned in early in September of the first year of employment. They will become part of the faculty member's permanent file.

Also, each faculty member is responsible throughout his or her career at Marshall for submitting to the Office of Academic Affairs official transcripts of additional academic degrees and credits, as they are earned. It is important to keep the personal file updated for periodic evaluation as it affects promotion, tenure, salary, etc.

## UNIVERSITY SPONSORED TOURS POLICY

Marshall University will encourage and sponsor certain educational tours for academic credit under the following conditions:

1. Each participant in the tour must be registered as a Marshall University student either for course credit or as an auditor.
2. For credit or audit, participants must pay the established registration and tuition fees, resident or nonresident. Student activity services fees are waived for all participants.
3. At least ten members of the tour group must be regularly enrolled full-time students.
4. Marshall University will incur no additional expense over and above the regularly approved fiscal budget.
5. The tour must be conducted by a member of the Marshall University faculty.
6. The university may seek the assistance of a recognized travel agency to provide the arrangements and facilities required to carry out the tour.
7. Evidence of waiver of responsibility of Marshall University and the West Virginia Board of Education by all members of the tour and by parents of minors with respect to liability for accidents, etc., must be furnished to the university.
8. Prior approval of each educational tour must be obtained from the West Virginia Board of Education.

Approved by the West Virginia Board of Education  
February 24, 1969

(Continued as policy under Board of Regents)

## SELLING ON THE CAMPUS

All solicitation and selling on the campus is prohibited by regulation of the West Virginia Board of Regents 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 on campus without advance approval of the Director of Auxiliary Services. Pursuant to this approval, placement of such machines must be approved by the office of the Vice President for Administration.

## NAMING OF BUILDINGS ON THE CAMPUS

See West Virginia Board of Regents Policy Bulletin No. 6.

## MARSHALL UNIVERSITY LIBRARY

All books, periodicals, documents, pamphlets, and other library materials that can be best organized and made available for use by library methods and are the property of Marshall University, whether acquired through purchase, gifts, exchange, or otherwise for university purposes constitute the Marshall University Library.

The apportionment of the funds used for the purchase of library-type materials, (books, serials, pamphlets and other carriers of information) to the various schools, colleges, departments, and other units of the university is the responsibility of the Director of Libraries with the advice of the Faculty Library Committee.

The Director of Libraries is responsible for the implementation of a system to insure the maintenance of as well balanced and adequate a book collection as funds available will permit. To invite participation in book selection, each department is requested to name a library representative who will be authorized to coordinate the purchase of library materials for that department.

All expenditures for library materials and arrangements for using them are made under the administrative supervision of the Director of Libraries.

The bibliographical control of library materials must serve the best interests of the respective users. Department collections shall be established and maintained only upon the official approval of the President, the Vice President for Academic Affairs, the pertinent dean and the Director of Libraries.

Duplication of library material already existing in the general library, while sometimes desirable in the interest of

teaching, will be based on real need and shall be practical only with reasonable regard for the limitations of library funds.

Since it is estimated that the cost of acquiring, handling, and adding a book that is an outright gift to the average university library is over three dollars and the construction and maintenance of space to shelve each volume is an additional two dollars, and since donors of collections sometimes place restrictions on the use and location of their gifts, no collection is to be accepted for the university library except after consultation between the donor and the Director of Libraries or an official representative of the director's office.

The Director of Libraries will institute policies of centralization in purchasing, cataloging, and other operations whenever economy and efficiency warrant them.

## FACULTY MEETING PARTICIPATION

Participation in Marshall University Faculty Meetings is limited to those provided for in the Marshall University Faculty Constitution and to others who may be invited to speak to specific matters. Other persons in the University Community may attend faculty meetings as observers and may be seated in the designated section of the auditorium.

Members of the press may attend meetings of the Marshall University faculty, other than executive sessions. The representatives of the press will be seated in a specially designated section of the auditorium. They may observe the proceedings but may not take part in them.

Broadcast media coverage of general faculty meetings is being tried for a period of two years (1980-81):

1. To enable broadcast media personnel to remain inconspicuous and equipment unobtrusive there should be a) a single pre-set microphone b) a mutually agreed upon area for the location of TV cameras and equipment;
2. Coverage should be such that reporters will be able to report the general tenor of a meeting. In light of the responsibility the media has in maintaining freedom of the press it is hoped that the reporting will be fair and balanced and reflect significant actions taken in the meeting.

Interpretation of the policy is the responsibility of the Director of University Relations and inquiries regarding the policy should be brought to the attention of that office.

(Approved by University Council, October, 1978)

## VIII.

### UNIVERSITY SERVICES AND ACTIVITIES

#### SERVICES

##### AUDIOVISUAL CENTER

The university audiovisual program is supervised by an Audiovisual Director, with an Audiovisual Center which provides assistance in sources for software and hardware, training for faculty in the utilization of educational media, and loans of equipment on an emergency basis. Every attempt is made to departmentalize needed media materials and equipment, with only a few items maintained at a central source. The Audiovisual Center is a service division of the Department of Educational Media, which also operates a Learning Resources Center for students and faculty of the College of Education.

##### BOOKSTORE

Marshall University owns and operates the bi-level University Store located adjacent to the main floor lobby and lower level of the Memorial Student Center. The spacious modern bookstore specializes in servicing the students, faculty, and staff of the university with its wide variety of merchandise.

Over five thousand academic and best-selling selections are stocked in the main floor paperback and magazine departments and more than three thousand current textbook titles can be found in the lower level of the store. Other major departments include art, drafting, school supplies, greeting cards, jewelry, cosmetics, calculators, gifts, clothing, and Marshall souvenirs.

The bookstore offers a variety of special services which include special orders for books and merchandise which are not stocked, used book repurchase at the end of each semester or term, photofinishing, Marshall University class ring ordering, gift wrapping, coin copying, and custom imprints on specialty items.

The pricing structure allows for a 5% discount on new hardback textbooks and a 33% discount on used books. By offering a large selection and competitive pricing on other items ranging from candles to campus wear, the Marshall University Bookstore is successful in catering to the needs of the university, Saint Mary's School of Nursing, and the residents of the entire community.

The bookstore is open regularly from 8:00-4:30 daily Monday through Friday, and from September through May, on Monday evenings 4:30-7 and Saturdays from 10:00-2:00. The bookstore closes on holidays listed in the official university calendar.

Faculty and staff members are eligible for a 10% discount on most items purchased in the Marshall University Bookstore. A faculty or staff identification card must be presented at time of purchase.

##### COMPUTER CENTER

The Computer Center, located on the second floor of Prichard Hall, furnishes services in support of the instructional, administrative and research activities of the university.

Equipment utilized for these purposes includes a batch processing digital computer system, plus auxiliary unit record processing equipment. Also available, via remote terminals at several campus locations, is a time-sharing computing facility.

For additional information, contact the Director, Computer Center or by phone at extension 696-3140.

##### CAMPUS INFORMATION

News Letter: The Office of University Relations issues a

weekly News Letter of general university news and information. Items for the News Letter should be given to the University Relations Office by 10 a.m. Wednesday for Friday publication. Faculty members are asked to read to classes the student announcements section. Items of a commercial nature are not accepted.

Special bulletins may be issued by the University Relations Office when a need arises. Such special bulletins must be of general interest to university personnel.

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.

The Parthenon: The university's student newspaper is distributed on the campus and contains items of interest to students, faculty, and staff. Persons wishing to submit items to the newspaper should contact the Parthenon office.

Calendar: The Office of Student Activities and Cultural Events maintains a calendar of university events and publishes a calendar for fall and spring.

##### LIBRARY MATERIALS

Books may be borrowed for one semester, subject to recall by the library if needed by another faculty member or a student.

Near the end of each semester, faculty members should return to the library all books checked out in their names. Books needed for a longer period of time will be renewed. Renewals cannot be made, however, unless the materials are brought to the Library to be stamped with the new due date. At the end of the semester, faculty members will be notified of all remaining materials checked out to them and these should be cleared at once to avoid overdue charges.

##### LOAN PERIOD AND FINES

###### One semester Loan Period, Renewal

1-7 days overdue . . . . .	No fine
8th day overdue . . . . .	\$1.00
Each day thereafter . . . . .	.10
Maximum fine . . . . .	5.00

Payment for lost books will include: List price determined from Books in Print, plus a processing fee of \$10.00

The library does not buy personal copies of books for faculty members. Each member of the faculty is encouraged to recommend through his departmental library representative any books he wishes the library to purchase. These are then available to both faculty and students.

Faculty members, like other library patrons, are entirely responsible for books checked out to them. They should not reloan books to students or other members of the faculty. The person who signs for a book when it is withdrawn from the library is solely responsible and entirely liable for its safe return. Certain materials are restricted for use within the library.

##### LOST AND FOUND SERVICE

The Main Desk in the Memorial Student Center maintains a Lost and Found Service for the university as a whole. Items found should be given to either the building custodian, the Security Office, or the Memorial Student Center. The item will be recorded and returned to the owner. In looking for a lost item, check with the attendant at the Desk. Lost I.D. Cards should be returned to the Registrar's Office, Old Main 1B (basement).

## INFORMATION CENTER

The Information Center is located at the Main Desk in the Memorial Student Center. The Information Center serves as a central point where students, faculty, staff, visitors, and guests of the university can find answers to their questions about Marshall University.

## MEMORIAL STUDENT CENTER

The Memorial Student Center offers fountain and cafeteria services, dance and meeting facilities, and recreational facilities for students, staff and administrative personnel. The Multi-Purpose Room as well as other meeting rooms may be reserved by campus groups for dances, social affairs, and/or meetings. Specific information regarding the charge for using these facilities may be obtained from the Assistant Manager of the Memorial Student Center, who schedules the use of the various rooms.

## POST OFFICE

The university post office is located in the basement of the western end of Old Main building.

Combination lock boxes are assigned to faculty and staff. Postal services are provided for conducting university business. These services shall not be used for personal business.

## TELEPHONES

Telephones are provided in such a manner as to service all areas of the university within the funds allocated and available.

The present Centrex system is, for all intents and purposes, a private direct phone system.

The telephones are for conducting university business and are to be used as restrictedly as possible.

Requests for additional telephone service may be made to the Director of Plant and Administrative Operations, 696-6680.

## COPYING, PRINTING

### Copying

Graphic Services, Old Main 8B, is responsible for walk-up convenience copiers at various locations on campus.

The copiers are to be used for duplicating from one to 10 copies of each original. These machines are activated by Auditrons (key meters) which are issued by Graphic Services to units of the university desiring them.

The Auditrons must be taken to the Accounting Office in Old Main by the first day of each month for auditing. Offices are then charged 3 cents for each copy registered on the key meters assigned them. **REPLACEMENT OF A LOST OR STOLEN METER COSTS THE ASSIGNED OFFICE \$45.**

### Duplicating

Processing 11 or more copies of an original is handled via operator-controlled Total Copy Systems (TCS). A TCS generally is a combination of an electrostatic copier (which makes masters) and an offset duplicator. Its primary benefit is high volume black ink duplicating at a nominal cost. For example:

-One side of 8½" x 11" is 2 cents per copy (100 copies cost \$2.00). The master is used for one run.

-Front and back of 8½" x 11" are 2¼ cents per copy (100 front and back copies cost \$2.25).

-On 8½" x 14" (legal size) paper, 100 copies cost \$2.50 and 100 front and back copies, \$2.75.

Total Copy Systems are used both in Graphic Services\* Old Main office and in Campus East Copy Center, Community College Basement, 18th Street.

## Printing

A complete range of printing services via offset metal plates is available in Graphic Services, Old Main 8B. Many weights, colors and textures of paper in sizes up to 17½" x 22½", and almost any ink color or combination of ink colors can be provided. Please consult Graphic Services concerning these services and their prices.

NOTE: Photographs CAN BE reproduced in offset printing.

## Publications

Publications, Old Main 19B, can assist in a wide range of publications services—from planning to supervising production. All jobs requiring typesetting, design and layout begin with Publications.

Complete information on services provided can be obtained by contacting Publications (696-6481).

## TENNIS COURTS

Regularly scheduled physical education classes have priority in the use of tennis courts. Next priority goes to intercollegiate tennis matches and scheduled practices. The intramural tennis schedule as posted is next, with recreational tennis for students, faculty and administration given consideration thereafter.

All players are required to wear tennis shoes.

Courtesy to those waiting to play must be shown at all times. With others waiting to play, users should leave the court at the end of one hour (maximum). Reservations for tennis courts are accepted daily in the Intramural Office GH 110 (696-6477).

## FAIRFIELD STADIUM

Regularly scheduled intercollegiate football games and practices have first priority on use of Fairfield Stadium. In all day-time activities at the stadium, physical education, intramurals, or MU bands have second priority. The third priority goes to local high schools for night football games.

All participants using Fairfield must wear shoes of non-marking nature. There must be no smoking or chewing of tobacco on the Astro-turf. No alcoholic beverages are permitted in the stadium. Only participants and officials are permitted on the field and along the sidelines.

A use charge will be required of all groups, other than university groups where applicable (mutually agreed upon ahead of time). A responsible supervisor must be with all groups using Fairfield.

Permission for use of Fairfield Stadium must be secured through the Department of Athletics in writing. Special details must be worked out in advance. Telephone is 696-6683. Special approval is required for use of scoreboard and PA system with qualified technicians. Concession rights are retained by the Department of Athletics.

## STUDENT HEALTH SERVICE

The Student Health Service is operated entirely from student fees. Health care is not available to members of the faculty and staff. The faculty or staff member will be expected to secure the services of his own physician or to use the services of the Family Care Outpatient Clinic.

Currently the hours of operation of the Health Service are 8:00 a.m. to 8:00 p.m. Monday through Friday, and 9:00 a.m. to 5:00 p.m. Saturday, Sunday and holidays. University physicians, registered nurses, and a medical technologist will be on duty. The Health Service is located on the first floor, Doctors Hospital, 1801 Sixth Avenue.

## WMUL-TV

WMUL-TV, Channel 33, is a public television station



licensed to the West Virginia Educational Broadcasting Authority. The station operates studios on the Marshall University campus and at Nitro, W. Va. It serves an area of a dozen counties surrounding Huntington and Charleston.

The station carries national programming from the Public Broadcasting Service (PBS) and originates local programming from both its studios. During hours when public schools are in session, WMUL-TV presents instructional material for classroom use. Both before and after those time periods, the station offers children's programs and presentations for small groups within the overall audience. Evenings are devoted to broad-interest news, cultural and educational programs.

WMUL-TV and Marshall University have agreed to broad cooperative efforts in television. The station's principal studios are located on the Marshall campus, and both station and university cooperate in the selection, production and presentation of programming deemed mutually helpful.

#### **CLOSED CIRCUIT TELEVISION**

The Closed Circuit Television Department is located in the Communications Building, with studios and offices on the first and second floors. Contact may be made by telephoning 696-3150 for information in regard to programming.

Programs aired on the system by CCTV can be received at present on six different channels simultaneously. Each department on campus can request television programs that are on file, to be shown in the classrooms at a time and day designated by the professor. Closed Circuit TV also can be transmitted to most buildings on campus, including the residence halls and Memorial Student Center. If a professor is interested in preparing a TV lesson or program for his class or department's use, arrangements can be made to produce such programs as needed. At present, there is no charge to the department for the use of CCTV services.

In addition, Closed Circuit TV maintains a night schedule for faculty and students. Programs telecast by the department are aired in black and white and color, in designated areas

#### **ACTIVITIES**

#### **ATHLETIC EVENTS**

Faculty and staff may purchase tickets at reduced rates through the Ticket Manager, Department of Athletics, Gullickson Hall. 696-3190

#### **FACULTY FUND**

All faculty members and administrators are asked in the fall to donate to the faculty fund. The Faculty Service Committee uses the funds to defray the cost of sending remembrances and get-well gifts.

#### **FACULTY WIVES CLUB**

The purpose of the Faculty Wives Club is to promote the social and cultural life of the members. Membership is open to

all women whose husbands are (a) members of the Marshall University faculty, that is, those having at least the rank of instructor; (b) administrative officers and administrative assistants; (c) coaches who are employed full-time by the University; (d) associated full-time with the university as directors and assistant directors of auxiliary groups such as Research Projects, Student Christian Center, Placement Office, Alumni Affairs, Student Center, Bookstore, etc.; (e) librarians; (f) retired members of groups (a) - (e), or now deceased, who were in any of the groups (a) - (e) at the time of their death. Women in group (f) are Honorary Members.

During their first three years at Marshall, wives are also eligible for membership in the Newcomers Club.

#### **ARTISTS SERIES**

The aim and purpose of the Marshall Artists Series is to advance, aid and promote the educational and cultural life of Marshall University and surrounding area by providing for the personal appearance in Huntington of artists, groups and companies in the areas of music, dance, theatre, lecture and quality films. The Series is composed of four divisions: Baxter Series, Mount Series, Forum Series, and Summer Series. In addition, a number of workshops, seminars, master classes, and residencies are scheduled with visiting artists.

Season memberships are offered for the Baxter and Forum Series. Tickets for individual events are sold for all programs except those on the Forum Series, which is by season subscription only.

University employees are offered Forum Series season memberships and individual event tickets for Mount and Summer Series at half price.

The volunteer faculty and staff usher corps is headed by Dr. Mahlon C. Brown, Professor of Social Studies.

Important to the success of all programs is faculty encouragement of student attendance. Admission is free to all events for students with valid activity cards. Students with valid Marshall University I.D. cards are offered individual event tickets for Mount and Summer Series at half-price. Admission to Forum Series events is free to all students with valid Marshall University I.D. cards.

Information may be obtained from Marshall Artists Series, Inc., campus. Telephone, 696-6656.

#### **MARSHALL UNIVERSITY ALUMNI ASSOCIATION**

The Marshall Alumni Association is administered by a thirty member Board of Directors, ten of whom are elected annually by the Active Membership to serve three-year terms. The Board membership also includes chapter and area representatives who are chosen by and represent alumni living in their respective regions. The activities of the Association are coordinated by the Office of Alumni Affairs.

Nonalumni 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.

## IX.

### CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

- 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 or to the governing board of the university. The faculty shall concern itself with topics affecting the whole university as distinguished from those matters of interest only to particular subdivisions of the university. The faculties 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 matters 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 program including degree requirements, honorary degrees, academic standards, student conduct and welfare, and general university development.

Action of the faculty, a faculty committee, or the faculty of any recognized subdivision of the university properly taken and recorded in accordance with the provisions of the constitution shall, unless overruled 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 governing board of the university.

In the event the President disapproves any faculty or committee action, he shall do so in writing and notify the faculty and appropriate committee of his objections. It shall be the responsibility of the President to inform the faculty of all actions of the governing board 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 appointments, and at least one-half of whose duties are devoted to classroom teaching and/or scholarly research or duties closely related thereto. Questions relating to faculty membership shall be settled by the University Council. All members of the faculty, as defined above, regardless of length of service, shall be eligible to vote. The President of the university, Vice President for Academic Affairs, Vice President for Business Affairs, Academic Deans, Registrar, Vice President for Student Affairs, Director of Admissions, Director of Continuing Education and Professional Librarians shall be ex officio members of the Faculty. Ex officio faculty members shall be voting members of the Faculty except as specified elsewhere. During faculty meetings, any question of eligibility of voters which may arise shall be settled by the presiding officer.
- V. Meetings. A minimum of four meetings shall be called by the presiding officer during the academic year. Other meetings may be called by the University Council at its discretion.

A written announcement containing the agenda, time and place of the faculty meeting is to be sent to each faculty member not less than one week in advance
- of each meeting. A quorum shall consist of those faculty members present at any meeting. 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 meetings shall be the chairperson of the University Council, or, in his absence, a person appointed by the University Council. The presiding officer 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 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.

The secretary of each faculty committee and of each recognized subdivision of the university shall keep minutes of the meetings of such committee or subdivision. 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 and shall be open to inspection by any member of the faculty.

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 to enforce the provisions of the Constitution. 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 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 summarizing the recommendations made by individuals and committees and the action taken thereon.
    7. To receive appeals from any group of 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.
    8. To decide eligibility of faculty membership.
    9. To serve as the hearing committee in faculty dismissal proceedings in accordance with the 1958 statement of the American Association of University Professors and the Association of American Colleges.

- B. Membership. The membership of the University Council shall consist of two members elected by the faculty of each college or school by secret ballot except that when faculty membership of a college or school is less than half the average of the two most numerous colleges combined only one member shall be elected. One student shall be appointed by the Student Government.

The secretary of the faculty, as an ex officio member, shall keep the minutes and records of the Council but may not vote. All regular members shall be required to have professorial rank or be full-time members of the faculty for three years prior to the time of assuming membership on the Council and be under retirement age at the time of election to the Council and during the term of service. They shall serve four-year terms arranged to expire in different years. The members shall annually elect one of their members 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. All members except ex officio, alumni and students shall be required to have professorial rank or to have been full-time members of the faculty for three years prior to the time of assuming membership on the committee and shall be under retirement age at the time of election and during the term of service. Membership on the University Council or any standing committee shall be a bar to membership on any other, except in the case of faculty members serving in ex officio capacity, provided, however, that any member may serve on or with any special or subcommittee that may be created. Each committee shall annually elect its own chairman, shall maintain records as required in Article VII and report immediately to the University Council such matters as require the attention of that body of the faculty. In addition, the chairman or secretary of each standing committee shall submit within one week a summary of each committee meeting to the Director of Information for publication in the News Letter.

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

1. Academic Planning and Standards Committee

- A. Functions. The committee shall initiate and consider plans for the academic development of the university. This will include the recommendation of standards for 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 two members elected by the faculty of each college or school, except that when faculty membership of a college or school is less than half the average of the two most numerous colleges combined, only one member shall be elected. One student shall be appointed by the Student Government. Nonvoting members shall consist of the Vice President for Academic Affairs and the Dean of each college or school.

- C. Voting shall be by secret ballot

2. Faculty Personnel Committee

- A. Functions. The committee shall specifically consider policies relating to academic rank, salary and tenure, teaching and nonteaching load, retirement, sabbatical and other leaves, and distribution of summer-term teaching. The committee shall act as an appeal board for all cases concerning the well-being of faculty members, including cases arising from functions listed above, and its recommendations shall be transmitted to the President. It shall also serve as a preliminary advisory committee in cases concerning the fitness of a faculty member in accordance with the 1958 statement of the American Association of University Professors and the Association of American Colleges on procedural standards in faculty dismissal proceedings.

- B. Membership. The committee shall consist of two members elected by the faculty of each college or school, except that when faculty membership of a college or school is less than half the average of the two most numerous colleges combined only one member shall be elected.

- C. Voting shall be by secret ballot.

3. Physical Facilities and Planning Committee

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

- B. Membership. The committee shall consist of two members elected by the faculty of each college or school, except that when faculty membership of a college or school is less than half the average of the two most numerous colleges combined, only one member shall be elected. Two students shall be appointed by the Student Government. Ex officio members shall be the Vice President for Academic Affairs, the Vice President for Business Affairs and the Registrar.

- C. Voting shall be by secret ballot.

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; and financial aid through loans and scholarships.
- B. Membership. The committee shall consist of one member elected by the faculty of each undergraduate college, two elected by the faculty at large, and four students appointed by the Student Government. Ex officio

member shall be the Vice President for Student Affairs. Nonvoting members shall be the Associate Deans of Students and the Director of the Student Health Service.

C. Voting shall be by secret ballot.

5. Faculty Service Committee

A. Functions. The committee shall be concerned with matters relating to official university faculty 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 Vice President for Academic Affairs, the Registrar, and the Chief Marshal of Commencement.

7. Athletic Committee

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 five members elected by the faculty at large, the chairperson of the Health, Physical Education and Recreation Department, the faculty representative to the NCAA, the faculty representative to the AIAW, two students appointed by the Student Government and one alumnus appointed by the Alumni Association. Nonvoting members shall be the Vice President for Business Affairs, the Vice President for Student Affairs and the Athletic Director.

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 five members elected by the faculty at large and two students appointed by the Student Government. Ex officio members shall be the Director of Informational Services, and the Director of the Division of Finance.

9. Special Committees and Subcommittees

The President, the University Council or any standing committee may create special or subcommittees for limited studies and reports. The membership of such may be chosen from the faculty or from other sources.

All special committees or subcommittees appointed as provided for in the paragraph above shall be coordinated through the appropriate standing committee or committees. Each special committee or subcommittee so created shall make its report and recommendations to the appropriate standing committee or committees for transmittal to its appointing authority.

X. Vacancies. Whenever a vacancy occurs on the University

Council or any standing committee, a replacement shall be chosen 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 has been presented at a faculty meeting not less than ten days prior to paper balloting.

Upon adoption by the faculty this constitution shall be made a part of the Marshall University Faculty Manual which shall contain the official policies, procedures, and other information pertinent to the university's operation and internal government.

## CONSTITUTIONAL INTERPRETATIONS

### Vacancies on Faculty Committees:

The Constitution provides for filling committee vacancies but does not define what vacancy is. The University Council considers a vacancy to exist when a committee member cannot fulfill the obligations and responsibilities required. Determination of whether a vacancy does or will exist is primarily the responsibility of the committee chairman. The faculty member should immediately inform the chairman of any change which will prevent him from fulfilling his duties on the committee. The chairman of the committee should then inform the University Council so that it may initiate the necessary action to fill the vacancy. Any person elected to fill such vacancy will serve on a temporary basis until the original member is free to meet his committee responsibilities.

### Beginning of Committee Term:

Faculty members selected for committee service begin their terms on September 1. Student members selected for committee service have terms beginning on June 1.

## QUORUM REQUIREMENTS IN STANDING FACULTY COMMITTEES

A quorum shall consist of a majority of the voting members unless special rules exist.

### Recommended Special Rule.

If a voting member has been absent for three consecutive regularly scheduled meetings or a vacancy has been reported but not filled, he shall not be considered in determining a quorum.

The foregoing shall apply to the University Council, the standing committees and all special committees or subcommittees assigned to a standing committee.

## X.

### FUNCTIONS OF STANDING FACULTY COMMITTEES (Detailed)

#### UNIVERSITY COUNCIL

1. To serve as the executive committee of the faculty, taking such action as may be necessary to enforce the provisions of the Constitution. 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 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 summarizing the recommendations made by individuals and committees and the action taken thereon.
7. To receive appeals from any group of 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.
8. To decide eligibility of faculty membership.
9. To serve as the hearing committee in faculty dismissal proceedings in accordance with the 1958 statement of the American Association of University Professors and the Association of American Colleges.
10. To perform such other duties as the President of the university and/or the faculty may direct.

#### ACADEMIC PLANNING AND STANDARDS COMMITTEE

1. 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 the courses, subject to appeal to the Academic Planning and Standards Committee by ten faculty members within ten days of notification.
2. To assist the librarian in improving the library facilities and service.
3. To assist the Director of Radio and Television in making policies for developing and regulating educational programs over these media.
4. To investigate, encourage, and recommend suitable research projects to qualified departments.
5. To perform such other duties as the President of the university and/or the University Council may assign.

#### FACULTY PERSONNEL COMMITTEE

1. The committee shall specifically consider policies relating to academic rank, salary and tenure, teaching and nonteaching load, retirement, sabbatical and other leaves, and distribution of summer-term teaching.
2. The committee shall act as an appeal board for all cases concerning the well-being of faculty members, including cases arising from functions listed above, and its

recommendations shall be transmitted to the President. it shall also serve as a preliminary advisory committee in cases concerning the fitness of a faculty member in accordance with the 1958 statement of the American Association of University Professors and the Association of University Professors and Association of American Colleges on procedural standards in Faculty Dismissal Proceedings.

3. To assist the administration by providing sound standards for the original selection of staff members.
4. To assist in the retention, encouragement, and promotion of able and promising staff members.
5. To assure the faculty that individuals will be treated with the maximum impartiality.
6. To offer assurance that accomplishments will be recognized and rewarded.
7. To assure the faculty of security of tenure in the terms set forth in the Plan for Determining Academic Rank and Tenure for Marshall University Faculty Members, and of freedom of teaching, of research, and of opinion.
8. To assure the faculty of the maintenance of promotional opportunity.
9. 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.
10. To review applications for sabbatical leaves and to make recommendations to the President.
11. To perform such other duties as the President of the university and/or the University Council may assign.

#### PHYSICAL FACILITIES AND PLANNING COMMITTEE

1. The committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; and planning for existing and anticipated needs, including priority of major capital improvement.
2. To recommend allocation of space.
3. To prepare recommendations for capital outlay requests for each legislative session.
4. To recommend campus improvements such as walks, driveways, landscaping, and so forth.
5. To prepare a long-range plan for campus development, including buildings, land, location of buildings and facilities and the use of land and facilities.
6. To conduct fire drills as requested.
7. To report to the President the existence of hazards.
8. To make and enforce, if necessary, campus traffic regulations.
9. To perform such other duties as the President of the University and/or the University Council may assign.

#### STUDENT CONDUCT AND WELFARE COMMITTEE

1. 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.
2. To make policies governing academic integrity and class attendance.
3. To develop policies governing the counseling and orientation programs of the university and to seek continuously the improvement of these programs.
4. To assist the Registrar and Director of Admissions in planning and administering the Freshman Week program.

5. To be responsible for all matters pertaining to the health of the students.
6. To recommend to the President of the university the granting of student scholarships and loans.
7. To promote desirable relations between the faculty and student body.
8. To perform such other duties as the President of the university and/or the University Council may assign.

#### **FACULTY SERVICE COMMITTEE**

1. The committee shall be concerned with matters relating to official university faculty social functions and non-academic welfare of the faculty.
2. To assist the President upon request in entertaining university guests and in helping at other social functions.
3. To collect an annual contribution from the faculty and administration officers to defray costs of expression of sympathy, congratulations, and so forth.
4. To plan and take charge of an annual faculty party or dinner to honor those who retire and who have served for twenty-five years.
5. To visit those who are hospitalized locally or who are seriously ill at home.
6. To inform the President immediately of illnesses, births, deaths, and accidents that may occur in staff families.
7. To perform such other duties as the President of the university and/or the University Council may assign.

#### **COMMENCEMENT AND HONORARY DEGREES COMMITTEE**

1. The committee shall be concerned with matters relating to the commencement activities and selection of candidates for honorary degrees.
2. To advise the President of the university in matters pertaining to the conduct of commencements and in the selection of speakers.
3. To advise the President of the university in the selection of recipients of honorary degrees.
4. To perform such other duties as the President of the university and/or the University Council may assign.

This committee will be governed by the following criteria in the selection of individuals for honorary degrees:

1. That an honorary degree may be conferred only on persons who merit recognition by outstanding achievement of superior service in some field of human endeavor.
2. That an honorary degree be conferred only on persons who regard it an honor to be so recognized by Marshall University.
3. That graduates of Marshall University be given first consideration in the selection of persons to recognize by an honorary degree.
4. That the achievements of West Virginians be reviewed carefully when selections for honorary degrees are being made.
5. That the degree to be conferred shall be determined by the field in which the person has distinguished himself.
6. That honorary degrees be conferred only at the annual spring commencement.
7. That the conferring of honorary degrees be practiced sparingly.

#### **ATHLETIC COMMITTEE**

1. The committee shall consider policies relating to maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets and athletic staff personnel.

2. To supervise the maintenance and development of the intercollegiate athletic program in conformity with the policies and standards of the NCAA and Marshall University.
3. To be responsible for determining the eligibility of athletes.
4. To approve the Athletic Department budget.
5. To assist the President of the university, upon his request, in all matters pertaining to the athletic staff.
6. To observe the following objectives:
  - a. To develop by ethical means and to direct into proper channels the recognized urges toward co-operation and competition.
  - b. To promote such qualities of good citizenship as initiative, loyalty, sportsmanship, and the will-to-win.
  - c. To develop interest and proficiency in sports activities which will provide students with a basis for future recreation and healthful living.
  - d. To provide a laboratory experience for students who expect to become coaches, physical education teachers, and recreational directors, and to furnish competent personnel in these categories.
  - e. To foster a sense of pride and to stimulate morale throughout the institution and the community by developing university spirit and loyalty, preserving traditions, and providing a rallying point for student, alumni, and community enthusiasm.
7. To perform such other duties as the President of the university and/or the faculty may direct.

#### **PUBLIC RELATIONS AND PUBLICATIONS COMMITTEE**

1. The committee shall consider policies relating to university and student publications and matters concerning public relations.
2. To be responsible for seeing that all the university publications are of good quality and in good taste.
3. To assist the President and other administrative officers in the public relations activities of the university.
4. To approve the financial budget and such other University Theatre matters that arise.
5. To examine and approve periodically the annual budget for each student publication, and to pass upon any unforeseen extra or unusual expenditures that may have arisen during the year and were not included in the budget. The committee shall review the expenditure of funds and limit expenditures to those items directly applicable to the preparation, publication, and distribution of the publication.
6. To approve the editorial policies of all university publications not supervised by a faculty advisor appointed by the President of the university.
7. To perform such other duties as the President of the university and/or the University Council may assign.

#### **SPECIAL COMMITTEES AND SUBCOMMITTEES**

1. The President, the University Council or any standing committee may create special committees or subcommittees for limited studies and reports. The membership of such may be chosen from the faculty or from other sources.
2. All special committees or subcommittees appointed, as provided for in paragraph one above, shall be coordinated through the appropriate standing committee or committees. Each special committee or subcommittee so created shall make its report and recommendations to the appropriate standing committee or committees for transmittal to its appointing authority.

## XI.

### ORGANIZATION OF THE GRADUATE SCHOOL OF MARSHALL UNIVERSITY, INCLUDING THE FUNCTIONS AND RESPONSIBILITIES OF THE GRADUATE COUNCIL AND GRADUATE DEAN

#### PHILOSOPHY

The Graduate Council shall have as its basic philosophy the combination of firm allegiance to superior academic standards for advanced study and the spirit of the pragmatic, scientific approach to immediate and long-range objectives. Commonly recognized basic principles shall provide the foundation for its program, yet its approach shall be suited to the needs of the present and the future. The overriding consideration in guiding its decisions shall be the welfare of the individual student in his proper relationship to his college, his community, and the nation.

The concept of the Graduate Council shall be that of a policy-making and advisory body with authority derived from the Graduate Faculty and the President of the university. Administrative details of the graduate program will be left to departments, deans of colleges and the Dean of the Graduate School.

The major objective of the Graduate Council shall be to provide a means of establishing and maintaining basic standards and requirements for graduate programs conducted in the various departments and colleges. It is desirable that advanced degree programs developed and administered by the various departments and colleges, though differing in details, should conform to certain fundamental principles of good practice.

#### Graduate Faculty Membership

- A. The regular members shall include:
  - The President of the University
  - The Dean of the Graduate School
  - Deans of Colleges offering graduate work
  - The Director of Libraries
- B. Appointment to the graduate faculty will be made by the Dean of the Graduate School upon recommendation of the respective department chairpersons and academic deans. Renewal of associate members requires approval by the Graduate Council. For further details see "Graduate Faculty Membership," following.

#### The Graduate Council

- A. Membership. The Graduate Council shall consist of ex officio, elected and appointed members.
  1. The Vice President for Academic Affairs shall be an ex officio nonvoting member of the Graduate Council.
  2. The elected members of the Graduate Council shall consist of three each from the two colleges or schools having the largest graduate faculties. New colleges or schools with graduate offerings shall have one representative on the Graduate Council until their graduate faculty reaches one-third of the average of the faculty of the two largest schools or colleges and two representatives until their graduate faculty reaches two-thirds of the faculty average of the two largest schools; thereafter, the number of representatives will be three. Elected members will be chosen from and by the Graduate Faculty of the school or college they represent by secret ballot.
  3. The appointed members shall total three, and they shall be appointed by the President of the University.
  4. The Dean of the Graduate School shall be an

ex officio member of the Graduate Council.

5. A graduate student shall be selected by the graduate students at a meeting to be called by the Dean of the Graduate School on or before October 15 of each year. This student representative will have full voting rights during the academic year in which he serves.

#### B. Terms of Office

1. All elected and appointed members of the Graduate Council shall serve a term of three years. The terms shall be so staggered that after the first year three members shall be starting new terms each year. Those members beginning terms the first year shall draw lots for the one-two-three year terms. For this drawing separate ballots shall be provided for the appointed and the elected members of the Graduate Council so that thereafter two members shall be elected and one appointed annually. Members retiring from the Council shall not be eligible for successive appointments or elections until after one year has elapsed.
2. New members of the Council shall take office September 1 except those who are elected or appointed to the first council who shall take office immediately after election or appointment.

#### C. Eligibility

Faculty members eligible to serve on the Graduate Council shall be members of the graduate faculty who have attained tenure and hold rank of Associate Professor or Professor.

#### D. Organization.

1. The Dean of the Graduate School shall act as chairman and executive secretary of the Graduate Council. He shall call all meetings of the Council and prepare the agenda for such meetings. The agenda shall be placed in the hands of the Council members at least one week prior to a meeting.
2. A minimum of six regular meetings of the Graduate Council shall be held during the regular academic year. Special meetings may be called by the Dean as the need arises.
3. The Dean of the Graduate School shall call the graduate faculty together on the second Monday in May for the election of members to the Graduate Council. He shall have the authority to call other meetings as the need arises.
4. Presidential appointments to the Council shall be made by September 1.

#### E. Functions of the Graduate Council

The general duties of the Graduate Council will lie in the area of policy formation and general oversight of the graduate program. Specifically, the Council is charged with the following duties:

1. To formulate policies and regulations that will be administered by the Dean of the Graduate School.
2. To approve new members of the Graduate faculty.
3. To recommend new courses and programs, changes in existing courses and programs and new graduate degrees to the Academic

Planning and Standards Committee.

4. To study and review the entire graduate program periodically.
5. To counsel and advise with the Dean of the Graduate School on any problem, whether in the realm of policy or administration, that he may bring before it.
6. To approve policies relating to admission to graduate study and requirements for degrees.
7. To encourage research and creative productivity.
8. To award research fellowships and study grants.
9. To consider recommendations concerning policy from the Graduate faculty.
10. To legislate concerning standards and procedures with reference to theses and types and conduct of examinations.
11. To promote the advancement and improvement of graduate study at Marshall University in all appropriate ways.
12. The Graduate Council shall have authority to establish such standing and special committees as it may deem necessary to the efficient discharge of its responsibilities. The members of such committees, including chairmen, shall be appointed by the Dean.
13. All actions of the Graduate Council are subject to review and approval by the President.

F. Responsibilities of the Individual Council Member:

1. To keep himself informed on the major modern problems in graduate studies.
2. To confer with his colleagues as occasion demands to get from them important ideas on graduate studies and to report these ideas to the Council.
3. To represent no special department but to consider the best interest of the graduate program as a whole.
4. To study the interrelationships of the undergraduate program to the graduate program and, as occasion demands, make recommendations for improving this interrelationship.
5. To serve on such subcommittees of the Council as the Dean shall appoint.

G. Duties and Responsibilities of the Dean of the Graduate School.

1. The Dean shall be the chief executive of the Graduate School charged with the administration and supervision of all the graduate work of the university. (The Dean of the Graduate School is responsible to the President of the university, as provided in the Resolution of the West Virginia Board of Education of May 14, 1948, creating the Graduate School and defining the administrative relationship of the Dean to the President.)
2. The Dean or his designated representative shall preside at all meetings of the graduate faculty, shall be chairperson of the Graduate Council and ex officio member of all committees. At meetings of the graduate faculty and the Graduate Council, he shall at all times have a voice but shall cast a vote only in case of a tie. He shall be the official representative of the Graduate School and spokesman for its faculty before the President.
3. The Dean shall deal directly with deans and

department chairpersons concerning schedules, faculty assignments, programs to be offered, committee service, and other types of sharing in graduate work.

4. The Dean shall be consulted and have a voice in the appointment of all faculty members who are to be designated as members of the Graduate School Faculty.
5. The Dean shall carry on correspondence with prospective graduate students, supervise the admission of graduate students according to the policies of the Graduate Council, approve their programs of studies, admit them to candidacy, and be charged with all administrative details concerning faculty members and students in their graduate work.
6. The Dean shall be responsible for supervision of transfer credit.
7. In consultation with department chairpersons, the Dean shall appoint all thesis advisers and examining committees, and he or his representative shall arrange for and approve in advance the scheduling of all preliminary, comprehensive, or final examinations of candidates for graduate degrees. He shall with the recommendation of chairpersons of departments and advisors determine when students have completed the requirements for degrees.
8. In cooperation with the Graduate Council, the Dean shall direct plans for the improvement and development of graduate studies and research among faculty members and students of the Graduate School.
9. In cooperation with department chairpersons and deans the Dean shall approve the allocation of graduate assistantships and fellowships on a departmental basis; he shall cooperate in the selection of graduate assistants and fellows, and he shall approve and formally make all such appointments.
10. The Dean shall be responsible for the preparation of the Graduate Catalog each academic year.
11. The Dean shall be responsible for promoting and publicizing the Graduate School programs.
12. The Dean shall serve as Chairman of the Research Board.
13. The Dean shall represent the Graduate School in all accrediting and educational relationships and associations which stimulate, recommend or regulate graduate studies. He shall likewise serve as the medium of communication for all official business of the Graduate School with University authorities, the faculty, the students and the public. He shall send copies of the minutes of Council meetings to the members of the graduate faculty.
14. In May of each year the Dean shall prepare and submit to the President of the University an annual report on the operation of the Graduate School, and this shall cover achievements of the year, needs of the school, plans for improvement and strengthening of the graduate work of the University, and specific recommendations.
15. In addition the Dean will perform all other duties as may be necessary for the general



improvement and well-being of the graduate program.

Approved by the President - March, 1958 Amended by the Graduate Council, February 19, 1975, and approved by the President.

## GRADUATE FACULTY MEMBERSHIP

### I. Full Graduate Faculty Membership

#### 1. Qualifications

Graduate Faculty membership may be awarded by the Dean of the Graduate School upon proper application only to those who have departmental responsibilities in the graduate program and who have a research oriented doctor's degree (Thesis or dissertation) while those with similar responsibilities who have a professional degree in the subject to be taught or an adjudicated equivalent may be awarded full graduate faculty status at the discretion of the Dean of the Graduate School and the Graduate Council.

Proper application is defined as written recommendation by the department chairperson, the undergraduate Dean, and the Dean of the Graduate School. The awarding of this status is administered by the Dean of the Graduate School. Only in cases where the proper application is questioned shall it be brought to the attention of the Graduate Council. The Dean of the Graduate School may exercise discretion to withhold full graduate faculty membership. Appeals of such cases should be made to the Graduate Council.

The Graduate Faculty membership of all present faculty who hold such membership in August 27, 1973, shall be automatically extended for a period of five years, that is, to the beginning of the fall 1978 semester.

#### 2. Renewal

a. Graduate Faculty membership is awarded for an initial period of five years, and is renewable at five year intervals thereafter.

#### b. Considerations for renewal:

Applicants for renewal must have departmental responsibilities in the graduate program, which may also include research, scholarly publications, or creative work in the arts.

### c. Procedures for renewal:

- (1) the Graduate Faculty member makes written application for renewal to the department chairperson;
- (2) the department chairperson convenes a committee of all departmental Graduate Faculty members to determine whether or not considerations for renewal have been met, and forwards recommendation for or against renewal to the undergraduate Dean;
- (3) the undergraduate Dean forwards the application with his recommendation for or against renewal to the Dean of the Graduate School;
- (4) the Dean of the Graduate School forwards the application with his recommendation for or against renewal to the Graduate Council;
- (5) the Graduate Council votes to approve or disapprove the renewal.

### II. Associate Graduate Faculty Membership

Associate Graduate faculty membership may be awarded temporarily to faculty members who meet the following conditions.

- a. Course work must be completed beyond the Master's degree.
- b. A proper application must be presented with recommendations by the department chairperson, undergraduate dean, and the Dean of the Graduate School. The application will include the courses to be taught, the terminal date of the appointment, and the special qualifications of the applicant that demonstrate the best available ability in the particular field.
- c. Approval of the Graduate Council must be obtained prior to the first meeting of the class.
- d. Renewal may be granted by the Graduate Dean and the Graduate Council upon the request of the department chairperson.

Approved by Graduate Council, November 21, 1966, and June 21, 1973; by the President, July 30, 1973; February 25, 1977; March 25, 1977; April 29, 1977; and May 11, 1977.

## XII.

### THE ACADEMIC COMMON MARKET

Marshall University faculty members who are residents of West Virginia are eligible for graduate study on an in-state tuition basis in specific programs in thirteen Southern states which participate in the Academic Common Market.

The Common Market concept recognizes that it is impractical for every state to attempt development of programs in every field of knowledge. Every Southern state has programs which are not offered in some of the other states and which can accommodate additional students. Through the sharing of such programs, the Market assists in eliminating unnecessary duplication and increasing the availability of and access to programs which meet the educational needs of citizens in the participating states. Thus far, offerings are mainly for unusual graduate programs, but a few baccalaureate programs have been added.

To enroll as an Academic Common Market student, you must:

- 1) Be accepted for admission into a graduate program to which your state has obtained access for its residents through the Academic Common Market. Application for admission should be made directly to the institution offering the program.
- 2) Obtain certification of residency from the Common Market coordinator in your home state. Contact the state coordinator for certification information.

The graduate opportunities available to residents of Southern states through the Academic Common Market are listed state-by-state in a booklet, "The Academic Common Market," published by the Southern Regional Education Board and available in the Office of Academic Affairs. The participating states have made arrangements so that students entering these programs through the Common Market will not be required to pay out-of-state tuition fees.

The coordinator for West Virginia is:

Vice Chancellor and Director of Academic Affairs  
West Virginia Board of Regents  
950 Kanawha Boulevard, East  
Charleston, West Virginia 25301

For further information, write to the Southern Regional Education Board, 130 Sixth Street, N.W., Atlanta, Ga. 30313.

The State of West Virginia has made arrangements for its residents to have access to the following programs through the Academic Common Market:

#### Accounting

Doctor of Philosophy  
University of Arkansas

#### Actuarial Science

Master of Actuarial Science  
Doctor of Philosophy  
Georgia State University

#### Administration/Health Services

Doctor of Philosophy  
University of Alabama, Birmingham

#### Adult and Extension Education

Doctor of Philosophy  
Texas A&M University

#### Agricultural Engineering

Doctor of Philosophy  
University of Kentucky

#### Agricultural Mechanization

Master of Agriculture  
Clemson University

#### Anthropology

Master of Arts  
Texas A&M University

#### Architecture

Master of Architecture  
University of Texas at Arlington

#### Art, History of

Doctor of Philosophy  
Florida State University

#### Art, History of

Doctor of Philosophy  
University of Virginia

#### Asian Studies

Master of Arts  
Florida State University

#### Astronomy

Master of Science  
Doctor of Philosophy  
University of Florida

#### Atmospheric Sciences

Master of Science in Geophysical Sciences  
Georgia Institute of Technology

#### Audiovisual Education

Doctor of Education in Educational Supervision  
Virginia Polytechnic Institute & State University

#### Avian Medicine

Master of Avian Medicine  
University of Georgia

#### Aviation Systems

Master of Science  
University of Tennessee

#### Biology, Marine

Master of Science  
University of Southern Mississippi

#### Business Administration

Doctor of Business Administration  
University of Tennessee

#### Business Statistics and Data Processing

Master of Business Administration  
Doctor of Business Administration  
Mississippi State University

#### Ceramic Engineering

Master of Science  
Master of Engineering  
Clemson University

#### Ceramic Engineering

Master of Science  
Doctor of Philosophy  
Georgia Institute of Technology

#### City and Regional Planning

Master of City and Regional Planning  
Memphis State University

City Planning  
 Master of City Planning  
 Georgia Institute of Technology

Classical Languages  
 Master of Arts  
 University of Virginia

Coastal and Oceanographic Engineering  
 Master of Engineering  
 Master of Science  
 Doctor of Philosophy  
 University of Florida

Communications  
 Doctor of Philosophy  
 University of Tennessee

Community Development  
 Master of Science  
 University of Louisville

Computer Science  
 Doctor of Philosophy  
 University of Maryland, College Park

Creative Writing  
 Master of Fine Arts  
 University of Arkansas

Criminology  
 Master of Arts  
 Doctor of Philosophy  
 Florida State University

Cultural Geography-Anthropology  
 Doctor of Philosophy  
 Louisiana State University

Dance and Related Arts  
 Doctor of Philosophy  
 Texas Woman's University

Dental Hygiene  
 Master of Science in Dental Hygiene  
 Old Dominion University

Ecology  
 Doctor of Philosophy  
 University of Georgia

Education of Visually Impaired Children  
 Master of Education  
 Specialist in Education  
 Doctor of Education  
 University of Virginia

Environmental Health  
 Master of Science  
 East Tennessee State University

Expressive Therapies  
 Master of Arts  
 University of Louisville

Extracorporeal Circulation Technology  
 Bachelor of Science  
 Medical University of South Carolina

Fisheries and Allied Aquacultures  
 Master of Science  
 Doctor of Philosophy  
 Auburn University

Fisheries Management  
 Master of Science  
 Frostburg State College

Folk Studies  
 Master of Arts  
 Western Kentucky University

Food Science and Technology  
 Master of Science  
 Doctor of Philosophy  
 Mississippi State University

Food Systems Administration  
 Master of Science  
 University of Tennessee

Foreign Affairs  
 Master of Arts  
 University of Virginia

Geography  
 Doctor of Philosophy  
 University of Tennessee

Geological Sciences (Invertebrate Paleontology)  
 Master of Arts  
 Doctor of Philosophy  
 University of Texas at Austin

Geology (Geophysics Exploration)  
 Master of Arts  
 Doctor of Philosophy  
 University of Texas at Austin

German Language and Literature  
 Doctor of Philosophy  
 University of Tennessee

Gifted Education  
 Doctor of Education  
 University of Georgia

Health Systems  
 Master of Science in Health Systems  
 Georgia Institute of Technology

Home Economics  
 Doctor of Philosophy  
 Florida State University

Home Economics  
 Doctor of Philosophy  
 University of Tennessee

Hospital and Health Administration  
 Master of Science  
 University of Alabama in Birmingham

Hotel and Food Service Management  
 Master of Science  
 Florida International University

Humanities  
 Doctor of Philosophy  
 Florida State University

Industrial Design  
 Master of Industrial Design  
 Auburn University

International Business Studies  
 Master of International Business Studies  
 University of South Carolina

International Management  
Doctor of Philosophy  
University of Texas at Dallas

Latin American Studies  
Master of Arts  
University of Florida

Learning Disabilities/Emotional Disturbance  
Doctor of Philosophy  
Florida State University

Librarianship  
Master of Librarianship  
University of South Carolina

Library Science  
Doctor of Philosophy  
Florida State University

Library Science  
Master of Arts  
Master of Science in Library Science  
University of Kentucky

Library Science  
Master of Library Science  
Louisiana State University

Library Science  
Master of Science in Library Science  
University of Tennessee

Library Science  
Doctor of Philosophy  
Texas Woman's University

Library Science/Library and Information Science  
Master of Library Science  
Doctor of Philosophy  
University of Texas at Austin

Library Services  
Master of Library Services  
University of Alabama

Literature, Comparative  
Doctor of Philosophy  
University of Arkansas

Marine Law and Science  
Master of Marine Law and Science  
University of Mississippi

Marine Science  
Doctor of Philosophy  
College of William and Mary

Mathematical Sciences  
Doctor of Philosophy  
University of Texas at Arlington

Microbiology/Aquatic Pollution Ecology  
Doctor of Philosophy  
Virginia Polytechnic Institute and State University

Multi-Campus University and College Systems  
Doctor of Philosophy  
Florida State University

Music Therapy  
Master of Science  
Master of Music  
Florida State University

Natural Resources and Environmental Economics  
Master of Science  
Doctor of Philosophy  
Clemson University

Neurosciences  
Master of Science  
Doctor of Philosophy  
University of Alabama in Birmingham

Nuclear Engineering  
Doctor of Philosophy  
University of Tennessee

Nuclear Engineering (Radiological Safety Specialization)  
Doctor of Philosophy  
Texas A&M University

Nuclear Science and Engineering  
Doctor of Philosophy  
Virginia Polytechnic Institute and State University

Nursing  
Doctor of Science in Nursing  
University of Alabama in Birmingham

Occupational Therapy  
Bachelor of Science  
University of Alabama in Birmingham

Ocean Engineering  
Master of Engineering  
Master of Science  
Florida Atlantic University

Oceanography  
Doctor of Philosophy  
Old Dominion University

Oral Biology  
Master of Science  
University of Alabama in Birmingham

Philosophy  
Master of Arts  
University of Kentucky

Philosophy  
Master of Arts  
Doctor of Philosophy  
University of Tennessee

Philosophy  
Master of Arts  
Doctor of Philosophy  
University of Virginia

Physical Education (Adapted and Developmental)  
Doctor of Education in Educational Supervision  
Virginia Polytechnic Institute & State University

Physical Therapy  
Master of Science  
University of Alabama in Birmingham

Physical Therapy  
Master of Science  
Virginia Commonwealth University

Physiological Optics  
Master of Science  
Doctor of Philosophy  
University of Alabama in Birmingham

Planning  
Master of Science  
University of Tennessee

Plant Protection and Pest Management  
Master of Plant Protection and Pest Management  
University of Georgia

Plasma Physics  
Doctor of Philosophy  
University of Maryland College Park

Public Health  
Master of Public Health  
Master of Science in Public Health  
University of South Carolina

Public Health  
Master of Public Health  
University of Tennessee

Public Health and Epidemiology  
Master of Public Health  
Master of Science  
University of Alabama in Birmingham

Radio Astronomy  
Doctor of Philosophy  
University of Maryland College Park

Religious Studies  
Doctor of Philosophy  
University of Virginia

Research, Operations  
Master of Science in Operations Research  
University of Alabama in Huntsville

Social Policy and Social Work  
Doctor of Philosophy  
Virginia Commonwealth University

Social Work  
Doctor of Social Work  
University of Alabama

Social Work  
Doctor of Philosophy  
Florida State University

Spanish  
Doctor of Philosophy  
University of Tennessee

Speech and Hearing Sciences  
Doctor of Philosophy  
University of Tennessee

Statistics, Applied  
Doctor of Philosophy  
University of Alabama

Textile and Polymer Science  
Doctor of Philosophy  
Clemson University

Textile Science  
Master of Science  
Clemson University

Transportation and Logistics  
Master of Business Administration  
University of Tennessee

Urban and Regional Planning  
Master of Science  
Doctor of Philosophy  
Florida State University

Veterinary Medicine Specialties  
Master of Science  
Auburn University

Visual Disabilities  
Doctor of Education  
Doctor of Philosophy  
Florida State University

### XIII.

## POLICY BULLETINS OF THE WEST VIRGINIA BOARD OF REGENTS

### POLICY BULLETIN NO. 1

November 17, 1970

With the distribution of Policy Bulletin No. 1, the Board of Regents initiates a formal procedure for disseminating official Board policies to the Presidents of the State Colleges and Universities. Policy Bulletins will be numbered in sequence and it is recommended that a complete file of these Bulletins be maintained at each institution for historical reference.

### POLICY REGARDING CURRENT OPERATING EXPENDITURES

It is the policy of the West Virginia Board of Regents that the financial affairs of the state system of higher education shall be conducted according to sound business principles; therefore:

BE IT RESOLVED THAT expenditures of each institution within each major category (Personal Services, Current Expenses, Repairs and Alterations, Equipment) shall be maintained within the sum allotted to the institution for each category,

BE IT FURTHER RESOLVED THAT the payment of all financial obligations incurred during the fiscal year shall be processed according to established procedures within that fiscal year and the duly authorized payment period at the end of the fiscal year (month of July),

BE IT FURTHER RESOLVED THAT at each college and university the president or chief administrator is responsible for the financial affairs of the institution being conducted in full compliance with this resolution.

Adopted: West Virginia Board of Regents  
November 10, 1970

### POLICY BULLETIN NO. 2

January 25, 1971

### POLICY REGARDING CHANGE IN THE ADMINISTRATIVE ORGANIZATION OR IN THE STRUCTURE OF COLLEGES, SCHOOLS, DIVISIONS, DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS WITHIN UNIVERSITIES AND COLLEGES

Recognizing that each major change in the administrative organization or in the structure of colleges, schools, divisions, departments or other administrative units within universities and colleges has budgetary and program implications, the Board has enacted the following Resolution:

RESOLVED THAT the president of each state college and university shall submit to the Board of Regents a request with full justification for any proposed major change in the administrative organization of the institution or in the structure of its colleges, schools, divisions, departments or other administrative and academic units, and

BE IT FURTHER RESOLVED that no such change shall be put into effect without the prior approval of the Board of Regents.

Adopted: West Virginia Board of Regents  
January 12, 1971

### POLICY BULLETIN NO. 3

March 22, 1971

### POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES

Superseded by POLICY BULLETIN NO. 34.

### POLICY BULLETIN NO. 4

April 7, 1971

### POLICY REGARDING THE APPROVAL OF NEW ACADEMIC PROGRAMS

WHEREAS the West Virginia Board of Regents received a substantially smaller 1971-72 appropriation for personal services, library resources and the development of new programs in the state system of higher education than it has requested, and,

WHEREAS enrollment growth projected for 1971-72 and inflationary factors will require additional expenditures to maintain current programs at a quality level, and

WHEREAS the Board of Regents is committed to the principle of obtaining maximum return to the State for the dollars invested in support of higher education, and

WHEREAS the Board of Regents believes that the expansion of career-technical higher educational opportunities of two years or less duration designed to prepare West Virginians for gainful employment within the State requires priority consideration,

THEREFORE BE IT RESOLVED that during 1971-72 new baccalaureate and graduate degree programs will be approved by the Board of Regents only if economies can be realized through a consolidation or reduction in existing programs sufficient to support new programs and if there is clear evidence that a critical need exists for personnel in West Virginia prepared in such new programs.

Adopted: West Virginia Board of Regents  
April 6, 1971

### POLICY BULLETIN NO. 5

As Revised April 6, 1976

### POLICY REGARDING HOUSING REQUIREMENTS, RULES, AND REGULATIONS

RESOLVED, That requirements as to housing and all rules and regulations in connection therewith shall be a matter of establishment and administration by each institutional president, provided always that the educational, moral, financial and legal obligations of each institution shall be fully guarded and protected and that no contractual lease or other promissory arrangements, regardless of fund source, shall extend beyond the period of a fiscal year except with explicit Board approval.

BE IT FURTHER RESOLVED, That the above Resolution shall supersede any and all university and college residency rules and regulations heretofore adopted by the Board of Governors and the West Virginia Board of Education, all of which are hereby rescinded.

Adopted: West Virginia Board of Regents  
April 6, 1976

**POLICY BULLETIN NO. 6**

June 9, 1971

**POLICY REGARDING THE NAMING OF BUILDINGS**

WHEREAS, The governing boards previously responsible for higher education in West Virginia had substantially different policies concerning the naming of buildings at the state institutions of higher education,

THEREFORE BE IT RESOLVED, That it shall be the policy of the Board of Regents to establish an official name of a building at an institution upon recommendation of the president of the institution with the concurrence of his advisory board provided, however, if it is proposed that the building be named for a person such individual must have rendered distinguished educational or other service to the institution and must not have been employed at the institution during the three previous years. An exception may be made by the Board of Regents in the case of the gift of a building.

Adopted: West Virginia Board of Regents  
June 8, 1971

**POLICY BULLETIN NO. 7**

June 9, 1971

**POLICY REGARDING TRANSFERABILITY OF CREDITS AND GRADES**

WHEREAS, The state system of higher education should provide flexible opportunities which facilitate the attainment of individual educational objectives

THEREFORE BE IT RESOLVED, That the West Virginia Board of Regents hereby records its intention of establishing a policy for the transfer of student credits and grades between two-year and four-year institutions and between four-year institutions in the public higher educational system of West Virginia, and

BE IT FURTHER RESOLVED, That the Board directs its staff in consultation with the Advisory Council of Public College Presidents to prepare and submit for its consideration not later than September 1, 1971 policies or procedures which will insure the transfer of student credits and grades between such institutions.

Adopted: West Virginia Board of Regents  
June 8, 1971

**POLICY BULLETIN NO. 8**

As Revised April 6, 1976

**POLICY REGARDING PROCESSING OF FORMS AND DOCUMENTS FOR ENCUMBERING AND EXPENDING FUNDS**

BE IT RESOLVED, That as of July 15, 1971 all State forms and source documents related to the encumbering of expenditures and processing of payments from funds appropriated and allocated to each institution by the Board of Regents, excluding those for leases, consultant services agreements and computer equipment purchases, shall be submitted by each institution directly to the appropriate department or agency of State government for processing. All pertinent documents related to the excluded items shall be submitted to the Board of Regents for approval and processing. In no case, regardless of sources of funds or encumbrance/expenditure category shall commitments be made beyond the period of a fiscal year except with explicit Board approval; and

RESOLVED, That all forms and source documents

related to capital outlay expenditures shall be submitted to the Board of Regents for approval and processing; and

RESOLVED, That the president of each college may authorize not more than two persons in addition to himself and the president of each university may authorize not more than four persons in addition to himself to sign and submit pertinent forms and documents for processing; and

BE IT FURTHER RESOLVED, That the president of each institution shall insure that the submission of all forms and documents by his institution shall adhere to all State statutes and State regulations and all Board of Regents' policies, rules, regulations and procedures.

Adopted: West Virginia Board of Regents  
April 6, 1976

**POLICY BULLETIN NO. 9**

June 30, 1971

**POLICY REGARDING AMENDMENTS TO THE "POLICIES, RULES, AND REGULATIONS REGARDING STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT IN WEST VIRGINIA STATE UNIVERSITIES AND COLLEGES" ADOPTED BY THE WEST VIRGINIA BOARD OF REGENTS AUGUST 4, 1970**

RESOLVED, That the "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges" adopted by the West Virginia Board of Regents August 4, 1970 are amended in regard to the following sections which are herewith changed to read as follows:

**SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules and regulations of the Board of Regents and the institution.

3.02 Freedom of Association - Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility - Any authority, responsibility or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution of which he is president.

5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations - The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, expressed or implied, notwithstanding.

5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution

Property or Facilities - Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or of the individuals concerned, in that it presents a clear and present danger of harm to persons, property or facilities or interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

508b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i) first advised, told, or notified that his action or conduct is prohibited, and who (ii) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

Adopted: West Virginia Board of Regents  
June 29, 1971

#### POLICY BULLETIN NO. 10

August 25, 1971

##### POLICY REGARDING SABBATICAL LEAVE

RESOLVED, That the West Virginia Board of Regents, consistent with the provisions of the West Virginia Code, Chapter 18, Article, Section 12 and Chapter 18, Article II, Section 5a, hereby adopts the following uniform sabbatical leave plan effective July 1, 1972 and herewith rescinds effective the same date all sabbatical leave plans for higher educational personnel previously established by the Board of Governors or the West Virginia Board of Education.

(1) Eligibility. Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment in any one state college or university. After completing a sabbatical leave a faculty member shall not again be eligible until the seventh subsequent year.

(2) Purposes. Sabbatical leave may be granted to a faculty member so that he may engage in research, writing, study or other activity calculated to improve his usefulness to the college or university.

(3) Conditions governing the granting of sabbatical leave. The awarding of sabbatical leave is not automatic but shall depend on the merits of the request and on conditions prevailing in the college or university at the time. Sabbatical leave recommendations will be presented by the President of the institution to the Board of Regents for approval.

The presidents of the state colleges and universities may develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves.

(4) Compensation. A faculty member on sabbatical leave shall receive full salary for one semester of 4½ months or half salary for two semesters totaling 9 months. If a faculty member's salary is not paid wholly from state funds allocated by the Board of Regents, the president shall so inform the Board and justify his recommendation for a sabbatical under such circumstances.

(5) Obligations of the faculty member.

- (a) An applicant for a sabbatical leave shall submit to the president in writing a detailed plan of activity which he proposes to follow.
- (b) In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he is aware of and agrees to all

conditions of the leave, including the repayment provision.

- (c) While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president or his designated representative. Fellowships, assistantships and similar institutional stipends shall not be considered remunerative employment.
- (d) Upon return from a sabbatical leave, a faculty member shall file with the president of the college or university a written report of his scholarly activities while on leave.
- (e) Upon completing a sabbatical leave, the faculty member shall return to the college or university for three years, or repay the compensation received by him during the leave. If he returns for a period of less than three years, the repayment shall be prorated accordingly.

Adopted: West Virginia Board of Regents  
August 24, 1971

#### POLICY BULLETIN NO. 11

August 25, 1971

##### POLICY REGARDING PERIODIC REVIEW OF DEGREE PROGRAMS

RESOLVED, That in order to maintain an accurate assessment of productivity and to evaluate the need for continuing the several degree programs offered by the state universities and colleges, it shall be the policy of the West Virginia Board of Regents to review in detail enrollments, enrollment trends and degrees awarded in each program offered by the institutions comprising the state system of higher education according to the following schedule:

- Associate Degree Programs - Four years after the date of initiation and biennially thereafter
- Baccalaureate Degree Programs - Six years after the date of initiation and biennially thereafter
- Master's Degree Programs - Four years after the date of initiation and biennially thereafter
- Doctoral Degree Programs - Six years after the date of initiation and biennially thereafter

Adopted: West Virginia Board of Regents  
August 24, 1971

#### POLICY BULLETIN NO. 12

August 25, 1971

##### POLICY REGARDING ESTABLISHMENT OF THE STATE COMMITTEE ON RESIDENCY AND PROCEDURES FOR APPEALING A RESIDENCY CLASSIFICATION DECISION OF AN INSTITUTIONAL PRESIDENT

Rescinded by Policy Bulletin No. 37

#### POLICY BULLETIN NO. 13

September 17, 1971

##### POLICY REGARDING COMMUNICATIONS REQUESTING NEW SERVICES, LEGAL OPINIONS, OR POLICY INTERPRETATIONS FROM STATE OFFICERS AND OFFICES

RESOLVED, That all communications and contacts with state officers and offices, agencies, commissions or



departments requesting new services, legal opinions, or policy rulings or interpretations associated with the state system of higher education or any state institution of higher education, shall be made by the Board of Regents unless approval is granted by the Board for an institution or institutional representative to initiate direct communication with such officers or offices. Institutional communications and contacts of a routine nature with state agencies regarding payrolls, requisitions, purchase orders and similar matters are not affected by this policy.

Adopted: West Virginia Board of Regents  
September 17, 1971

#### POLICY BULLETIN NO. 14

September 17, 1971

#### POLICY REGARDING SALE OF NON-INTOXICATING BEER ON THE CAMPUSES OF PUBLIC COLLEGES AND UNIVERSITIES

BE IT RESOLVED, That henceforth the sale of non-intoxicating beer may be permitted, consistent with law, on the campuses of public colleges and universities if, when and in the manner, authorized by the president of the institution; and

FURTHER RESOLVED, That any existing policies of this Board contrary to the foregoing be and the same are hereby accordingly modified and amended.

Adopted: West Virginia Board of Regents  
September 17, 1971

#### POLICY BULLETIN NO. 15

As Revised April 6, 1976

#### POLICY REGARDING THE ACCREDITATION OF DEGREE-GRANTING INSTITUTIONS

RESOLVED, That the West Virginia Board of Regents hereby revises its Policy Bulletin Number Fifteen and adopts, pursuant to the provisions of Chapter 18, Article 26, Section 13a of the West Virginia Code, the following policy and procedures for the accreditation of degree-granting institutions of higher education.

- I. Basis for accreditation by the Board of Regents
  - a. Any West Virginia institution which provides proof of accreditation by the North Central Association of Colleges and Secondary Schools shall receive full accreditation by the Board of Regents for the duration of the regional accreditation.
  - b. West Virginia institutions which have not received regional accreditation or out-of-state institutions desiring to offer degree programs or course work applicable to degree programs may be accredited by the Board of Regents following an evaluation based on the standards used by the North Central Association of Colleges and Secondary Schools.
  - c. Institutions of a specialized or professional nature which are not regionally accredited shall be evaluated on the basis of the standards of the North Central Association and other appropriate and nationally recognized special or professional standards.
- II. Types of accreditation by the Board of Regents
  - a. Provisional accreditation may be granted for a period of one to four years with such conditions and limitations as the Board shall

choose to apply.

- b. Full accreditation may be granted for a period of five years.

#### III. Procedures for the accreditation of West Virginia institutions not regionally accredited or for out-of-state institutions desiring to offer degree programs or course work applicable toward degree programs.

- a. A preliminary conference shall be held involving the President and chief administrators of the institution and the Chancellor and members of the staff of the Board of Regents.
- b. The institution will compile an institutional self-study following the criteria established by the North Central Association. The staff of the Board of Regents may prepare guidelines to assist the institution in its self-study.
- c. The Chancellor will appoint a visiting committee of from three to seven members to visit the institution to verify the self-study report. The Committee will be composed of academically qualified persons who may be chosen from public and private institutions of higher education in West Virginia or in other states, or from the staff of the Board of Regents or other educational agencies.
- d. Actual expenses of the members of the visiting committee will be reimbursed by the institution. Travel by private automobile will be reimbursed at the then authorized rate. Members of the visiting committee who are not members of the staff of the Board of Regents will receive from the institution an honorarium of fifty dollars per day.
- e. The visiting committee will submit its report and recommendations in writing to the Chancellor for transmittal to the Board of Regents with such comments and recommendations from the Board staff as may be deemed appropriate.
- f. Representatives of the institution under consideration shall, upon request, be accorded an opportunity to meet with the Board of Regents to present information, statements and views which they deem appropriate concerning the institution's accreditation status.

Adopted: West Virginia Board of Regents  
April 6, 1976

#### POLICY BULLETIN NO. 16

October 8, 1971

#### POLICY REGARDING ACCEPTANCE, OCCUPANCY, AND FINAL PAYMENT FOR NEW BUILDINGS

RESOLVED, That prior to acceptance by the Board of Regents of a new building or an addition to an existing building the following actions shall be completed:

1. An inspection of the facility by the Architect, the Owner (the Board of Regents as represented by a staff member), the Contractor and other parties concerned and a determination of a date of substantial completion.
2. The Architect/Engineer shall:
  - a. Prepare a "Certificate of Substantial Completion", with a "punch-list" appended thereto of items to be completed or

corrected, for approval and acceptance by the Contractor and the Owner (the Board of Regents).

- b. Present to the Owner written certification of his right for occupancy from the Contractor, the Contractor's surety and insurance company.
  - c. Present to the Owner written certification that permission for occupancy is acceptable with the State Fire Marshal.
  - d. Present letter of certification to the President of the institution with one copy to the Board's Director of Physical Facilities, stating that construction of the building is complete in accordance with the Contract Documents, subject only to "punch-list" items remaining to be completed and/or corrected, and recommending that the building be accepted by the Board for occupancy as of a stated date.
3. The President of the institution shall present his written recommendation for acceptance of the project to the Board of Regents through the Chancellor.

RESOLVED, That no building or addition thereto constructed on any campus under the jurisdiction of the West Virginia Board of Regents shall be occupied in part or in whole prior to the date of Substantial Completion or prior to official action by the Board authorizing occupancy.

By definition, the date of substantial completion is "the date certified by the Architect/Engineer when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy the project for use for which it is intended."

RESOLVED, That final payment to a Contractor for work performed in accordance with Contract Documents shall be made upon certification by the Architect of the following:

1. Completion of "punch-list" items appended to "Certificate of Substantial Completion."
2. Receipt of Contractor's affidavit as to Release of Liens.
3. Receipt of Contractor's affidavit as to Payment of Debts and Claims.
4. Receipt of agreement of Contractor's Surety Company as to Final Payment.
5. Certification by the Architect/Engineer as to Project Completion.

Adopted: West Virginia Board of Regents  
October 8, 1971

**REVISED POLICY BULLETIN NO. 17**  
(Replaces Policy Bulletin No. 17 dated November 1, 1971)

July 10, 1979

**POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL**

It is the policy of the West Virginia Board of Regents that the transfer of credits among the institutions in the system will be complete, consistent with appropriate and legitimate academic program(s) integrity:

To this end, the following policy guidelines are hereby promulgated:

1. Undergraduate level credits and grades earned at any public institution governed by the West Virginia Board of Regents shall generally be transferable to any other such institution.
2. At least 64 and no more than 72 hours of credits and grades completed at community colleges or branch

colleges in the West Virginia state system of higher education shall be transferable to any baccalaureate degree-granting institution in the state system.

3. All grades earned for college credit work within the state system shall be counted for purposes of graduation with honors, and transfer students from within the state system shall be treated the same for this purpose as generic students.
4. With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at public institutions governed by the West Virginia Board of Regents shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a nontransfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program. Credit hours taken in general education toward associate degrees will count toward the total number of general education credit hours required at the baccalaureate degree-granting institution.
5. There shall be developed and maintained specific detailed articulation agreements between appropriate institutions in the state system. Particularly community colleges, community college components and branch colleges will indicate clearly in catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer; any such course(s), however, will be transferred as elective credit up to the maximum herein required.
6. A statewide Ad Hoc Articulation Council appointed by the Chancellor consisting of two (including at least one faculty member) representatives from freestanding community colleges, from community college components and branch colleges, two (including at least one faculty member) representatives from baccalaureate degree-granting institutions, the Chairman of the Advisory Council of Students or his representative, and two representatives from the Board of Regents' staff shall be convened as a facilitating body in cases of disagreement between institutions over the transfer of credit. This Council will make a report and a recommendation to the Chancellor.
7. Consistent with provisions above, each baccalaureate degree-granting institution may require transfer students to meet any of the following standards:
  - (a) An average of "C" on previous work attempted and the required grade point average for admission to a particular program.
  - (b) The completion of 36 or more additional hours of credit, in residence, regardless of the number of hours transferable.
  - (c) The completion of 16 of the last 32 hours before graduation in residence.

Any policies of this Board contrary to the foregoing are rescinded.

Adopted: West Virginia Board of Regents  
July 10, 1979

**REVISED POLICY BULLETIN NO. 18**

January 16, 1979

**REVISED POLICY REGARDING RETIREMENT OF BOARD OF REGENTS' EMPLOYEES**

BE IT RESOLVED, That all employees of the West Virginia Board of Regents as of January 1, 1979, and those employed subsequently shall be retired at the conclusion of the academic year or fiscal year contract period during which they reach their seventieth birthday and in no event later than June 30 which coincides with or is next after their seventieth birthday.

BE IT FURTHER RESOLVED, That normal retirement age is sixty-five and Board contributions toward individual retirement will cease upon termination of employment if that occurs before age sixty-five, at age sixty-five if the employee works until that time but in no event will go beyond June 30 next following attainment of age sixty-five if an employee works until that time or later.

BE IT FURTHER RESOLVED, That tenured faculty shall be retired at the conclusion of the academic year or fiscal year contract period during which they reach their sixty-fifth birthday and in no event later than the June 30 which coincides with or is next after their sixty-fifth birthday, with this provision for tenured faculty remaining effective through June 30, 1982.

BE IT FURTHER RESOLVED, That certain high level executive or managerial employees as those terms are defined by relevant law and interpreted by the Board shall be retired at the conclusion of the academic year or fiscal contract period during which they reach their sixty-fifth birthday and in no event later than the June 30 which coincides with or is next after their sixty-fifth birthday.

BE IT FURTHER RESOLVED, That nontenured faculty members who received terminal contracts during calendar year 1978 will be mandatorily retired under provisions of Policy Bulletin No. 18, dated November 5, 1971.

Adopted West Virginia Board of Regents  
January 16, 1979  
Effective: January 1, 1979

**POLICY BULLETIN NO. 19**

January 11, 1972

**POLICY REGARDING ACQUISITION, RENOVATION OR IMPROVEMENT OF PHYSICAL FACILITIES**

RESOLVED, That approval of the Board of Regents is required prior to any institution initiating action:

- (a) To acquire any additional land, building or facility
- (b) To add to, renovate, or improve any building or other facility in a manner which may change or expand the functional use of the property in part or in whole.

Included under this policy are all gift and grant items as well as those financed from capital outlay accounts, operating accounts, special revenue accounts, etc. Requests for approval which are submitted by institutions must be structured around the Board of Regents' capital outlay guidelines (copy attached).

Adopted: West Virginia Board of Regents  
January 11, 1972

**POLICY BULLETIN NO. 20**

February 8, 1972

**POLICY REGARDING QUALITY POINTS REQUIRED GRADUATION**

WHEREAS, The quality point averages of undergraduate students at Marshall University, Bluefield State College, Concord College, Fairmont State College, Glenville State College, Shepherd College, West Liberty State College, West Virginia Institute of Technology, West Virginia State College and Southern West Virginia Community College are calculated on the basis of the following regulation which was adopted by the West Virginia Board of Education and included in the minutes of its meeting on August 26-27, 1968:

**Quality Points Required for Teacher Certification and Graduation**

Quality points are based on the following quality point values for each semester of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F"-0. The quality point average is computed on all work for which the student has registered with the following exceptions.

- a. Courses with grades of "W" and "WP"
- b. If a student earns a grade of "D" or "F" on any course taken no later than the quarter, semester, or summer term when he has attempted a total of 60 semester hours, and if he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's quality point average and the grade earned the second time this course is taken shall be used in determining his grade point average.
- c. This regulation shall be effective only for students entering upon college study for the first time in the fall term of 1968 and thereafter.
- d. The first grade recorded shall not be deleted from the student's record and the second grade shall be entered adjacent thereto.

WHEREAS, Many students, parents and interested citizens have brought to the attention of the Board of Regents the fact that the regulation works to the disadvantage of students who entered college prior to the fall term of 1968, and particularly to the disadvantage of veterans who are returning from the armed services of the United States to resume their college studies, and

WHEREAS, The regulation is not applied in a uniform manner in all institutions as a result of various interpretations, and

WHEREAS, The current regulation of the Board of Education, published in MINIMUM REQUIREMENTS FOR THE LICENSURE OF SCHOOL PERSONNEL 1971, for the calculation of quality point averages for teacher certification is not the same as the regulation adopted by that Board in 1968,

THEREFORE BE IT RESOLVED, That the West Virginia Board of Regents hereby amends the 1968 regulation regarding the calculation of quality point averages for graduation purposes only to read as follows:

**Quality Points Required for Graduation**

Quality points are based on the following quality point values for each semester of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F"-0. the quality point average is computed on all work for which the student has registered with the following exceptions:

- a. Courses with grades of "W" and "WP".
- b. If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth

semester hour, and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record.

Students who began college study prior to the fall semester of 1968 or students whose records include an original grade which was reactivated following the second repeat of a course must make application to the appropriate institutional authority to assure their coverage by this regulation.

BE IT FURTHER RESOLVED, That the institutions in which this regulation applies shall make clear to students the fact that this regulation pertains only to graduation and not to requirements for teacher certification which are within the province of the West Virginia Board of Education, and

BE IT FURTHER RESOLVED, That the Presidents of the colleges and universities shall evaluate this regulation and report to the Chancellor their recommendation for further modification.

Adopted: West Virginia Board of Regents  
February 8, 1972

#### POLICY BULLETIN NO. 21

April 11, 1972

#### POLICY REGARDING ELEMENTARY AND SECONDARY TEACHING SCHOLARSHIPS

WHEREAS, The statute which established the Board of Regents provides that the policies and regulations of the preceding Boards shall remain in effect until altered or rescinded by the Board of Regents, and

WHEREAS, A revision of scholarship policies is being undertaken by the Board of Regents in order to establish a scholarship system which will more adequately meet the current financial aid needs of students, and

WHEREAS, It is not desirable that special restrictions or obligations be attached to scholarships which are awarded to students who are preparing for careers in elementary or secondary education,

NOW THEREFORE BE IT RESOLVED that the West Virginia Board of Regents rescinds the policy actions of the West Virginia Board of Education of December 9, 1952, March 18, 1957, July 10, 1957, June 16, 1958, September 15, 1958, September 8, 1959, December 10-11, 1963 and December 8, 1964, which pertained to Elementary and Secondary Teaching Scholarships and thereby makes said Scholarships general Board of Regents Undergraduate Scholarships, and

BE IT FURTHER RESOLVED, That those students who presently hold Elementary and Secondary Teaching Scholarships shall continue to be awarded Board of Regents Undergraduate Scholarships as long as they meet the statutory and institutional requirements for Board of Regents Undergraduate Scholarships.

Adopted: West Virginia Board of Regents  
April 11, 1972

#### POLICY BULLETIN NO. 22

April 11, 1972

#### POLICY REGARDING THE LATE REGISTRATION FEE

BE IT RESOLVED, That the West Virginia Board of Regents hereby establishes the following regulations regarding a late registration fee at the State universities and four-year colleges effective the fall semester of 1972 and rescinds all previous regulations of the Board of Governors and of the

West Virginia Board of Education regarding a late registration fee.

#### Regulations Regarding the Late Registration Fee

1. A late registration fee of \$10 shall be imposed upon all students in four-year colleges and universities who complete their registration after the regular registration date established by the institution.
2. The proper administrative officers of the institution shall have the authority to waive the fee in cases where there is a valid and serious reason for late registration.
3. The president of the institution shall determine whether and under what circumstances the late registration fee shall be imposed on students registering for evening, Saturday, extension and other special classes.

Adopted: West Virginia Board of Regents  
April 11, 1972

#### POLICY BULLETIN NO. 23

April 11, 1972

#### POLICY REGARDING THE EMPLOYMENT OF RELATIVES

BE IT RESOLVED, That the West Virginia Board of Regents hereby rescinds the policy actions of the West Virginia Board of Education of July 17, 1947, March 17, 1958, July 11, 1960, January 27, 1961 and March 10, 1966; and Order Number 4631 of the West Virginia University Board of Governors, dated February 14, 1969, regarding the employment of relatives.

Adopted: West Virginia Board of Regents  
April 11, 1972

#### POLICY BULLETIN NO. 24

September 12, 1972

#### POLICY REGARDING ACTION TO BE TAKEN ON AUDIT REPORTS

BE IT RESOLVED, That immediately upon receipt of any audit report which suggests or indicates the illegal use or shortage of funds in any account associated in any manner with an institution or element of the state system of higher education, the West Virginia Board of Regents will submit the audit report to the Attorney General of West Virginia with the request that he take such action as he deems appropriate and to the prosecuting attorney of the county in which the institution or the element is located.

Adopted: West Virginia Board of Regents  
September 12, 1972

#### POLICY BULLETIN NO. 25

September 12, 1972

#### POLICY REGARDING NEWS RELEASES ON CAPITAL OUTLAY PLANS AND PROJECTS

BE IT RESOLVED, That inasmuch as the West Virginia Board of Regents is responsible for approving, financing, supervising all capital outlay developments for the state system of higher education, any and all releases to the news media pertaining to capital outlay developments associated with any institution in the state system of higher education shall be issued by the Board or shall be approved by the Board or its designated staff personnel prior to dissemination.

Approved: West Virginia Board of Regents  
September 12, 1972

**POLICY BULLETIN NO. 26**

October 3, 1972

**POLICY REGARDING HOLIDAYS**

RESOLVED, That the West Virginia Board of Regents hereby rescinds all previous actions of the Board of Governors of West Virginia University and of the West Virginia Board of Education regarding holidays in the public colleges and universities of West Virginia, and directs that the president of each college or university shall determine the holidays which will be observed by the employees of that institution during any year provided:

- (1) That the number of the holidays shall not be less than eight nor more than eleven and shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.
- (2) Half holidays shall be counted as half days in computing the total number of holidays.

Adopted: West Virginia Board of Regents  
October 3, 1972

**POLICY BULLETIN NO. 27**

As Revised June 8, 1976

**POLICY REGARDING NEW ACADEMIC PROGRAMS**

WHEREAS, It is essential that the Board of Regents maintain an adequate range of high-quality academic programs in the West Virginia state system of higher education while avoiding unnecessary duplication; and

WHEREAS, The changing needs of students and the changing economic opportunities require the continuous evaluation of academic offerings; and

WHEREAS, The maintenance of an academic program of quality requires substantial financial support from the State and its citizens; and

WHEREAS, There may be reasons for a given college or university to offer an academic program at a second or additional location; and

WHEREAS, The Board of Regents has defined and formalized the procedure for the approval of new academic programs,

NOW THEREFORE BE IT RESOLVED, That the West Virginia Board of Regents requires the president of each college or university to inform the Board, using the currently approved format, of the institution's desire to add or delete an academic program, or to add or delete a location for the offering of an academic program; and

BE IT FURTHER RESOLVED, That, after approval has been received for the requested action, each institution will proceed with the detailed planning and will provide timely notice to the Board in the prescribed manner prior to implementing a new program.

Adopted: West Virginia Board of Regents  
June 8, 1976

**POLICY BULLETIN NO. 28**

October 3, 1972

**POLICY REGARDING THE SUBMISSION OF GRANT APPLICATIONS AND PROPOSALS**

RESOLVED, That the West Virginia Board of Regents hereby establishes the following policy to be observed by the colleges and universities in the West Virginia state system of higher education regarding the submission of grant applications and proposals:

Effective October 3, 1972, all proposals by the institutions of higher education for grants, regardless of the source of funds, shall be reviewed and approved by the Board of Regents. Procedures and instructions to be followed in submitting proposals to the Regents shall be promulgated and revised as necessary by the Board.

All institutional proposals that contain elements which might lead to the development of new academic programs must be approved by the Board of Regents prior to submission to the funding agency. The new academic programs involved must be approved in accordance with established Board of Regents policy.

All other institutional proposals may be submitted to the funding agency concurrent with submission for Regents' approval. Proposals not approved by the Regents must be withdrawn from the funding agency.

Adopted: West Virginia Board of Regents  
October 3, 1972

**POLICY BULLETIN NO. 29**

October 3, 1972

**POLICY REGARDING THE COLLEGE-LEVEL EXAMINATION PROGRAM**

RESOLVED, That the West Virginia Board of Regents hereby establishes the following regulations regarding the use of the College-Level Examination Program in the colleges and universities which comprise the West Virginia state system of higher education.

**Regulations Regarding the College-Level Examination Program**

The regulations shall govern the use of the College-Level Examination Program (CLEP) of the College Entrance Examination Board in the institutions which comprise the West Virginia state system of higher education. The extent to which the program is utilized by any institution is a matter of institutional prerogative, but credit awarded by an institution in conformity with this policy shall be transferable to all other institutions in the state system.

(1) Subject Examinations. Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average. The institution shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered by the institution the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP credit for equivalent courses in which they have already earned credit.

(2) General Examinations. An institution may award credit within the limits indicated below to students who attain a score of 500 or above on each section of the General Examinations. The model policy of the Council on College-Level Examinations shall, upon publication, supersede the requirement for a score of 500.

English	6 hours	English Composition Credit
Natural Sciences	6 hours	General Education Natural Science Credit
Humanities	6 hours	General Education Humanities Credit

Social Sciences - 6 hours	General Education Social
History	Science and History Credit
Mathematics 6 hours	General Education
	Mathematics Credit

It should be made clear to students that such credit in general education may not meet specific program requirements of the institution awarding the credit or of other institutions to which the student may later transfer. The credit shall then be used as elective credit.

(3) Academic Record. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

(4) Enrollment. Students must be enrolled in an institution in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

(5) Review. The Chancellor shall appoint a committee to review these regulations periodically.

Adopted: West Virginia Board of Regents  
October 3, 1972

#### POLICY BULLETIN NO. 30

June 5, 1973

#### POLICY REGARDING EMERITUS STATUS OF RETIRED PROFESSIONALS

RESOLVED, That the title "emeritus" may be conferred upon members of the professional staff at the time of their regular retirement upon the recommendation of the institutional president with the approval of the West Virginia Board of Regents. Such title does not, however, automatically entitle its bearer to access to institutional resources, but emeriti may be granted limited uses of such resources upon approval of the president.

BE IT FURTHER RESOLVED, That the criteria upon which the title "emeritus" depends shall be determined by each individual institution.

Adopted: West Virginia Board of Regents  
June 5, 1973

#### POLICY BULLETIN NO. 31

June 5, 1973

#### POLICY REGARDING DEFINITIONS AND CLASSIFICATIONS USED IN REPORTING LIBRARY HOLDINGS

WHEREAS, The definitions and classifications followed in reporting library holdings vary among the State Colleges and Universities,

THEREFORE BE IT RESOLVED, That the attached definitions and classifications be used by the State Colleges and Universities in reporting library statistics.

#### COLLEGE AND UNIVERSITY LIBRARIES CATEGORIES FOR REPORTING LIBRARY HOLDINGS

1. Report physical volume count of items which fit the definition.

To determine the holdings of a library, a physical volume count should be reported according to the definition of a volume (see definitions). Books, monographic serials, and periodical publications should be reported in the total count of volumes held at the end of the reporting year. These are included in the volume definition, as are appropriate government documents and technical reports.

For reporting purposes, a volume is a physical unit

of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been classified, cataloged and/or otherwise prepared for use. Include bound periodical volumes. Include government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.

The term "otherwise prepared for use" includes accessions which have not yet been cataloged. It does not include materials classified by a document classification system. The listing of specific inclusions or exclusions from the comparable area count is as follows:

Exclude:

- (1) Government documents which do not meet the definition of a volume as outlined above;
- (2) College and university catalogs;
- (3) Fragmentary or loose map collections;
- (4) Pamphlets, clippings, unbound newspapers, loose music scores, paintings, prints, phonograph records, and tape recordings;
- (5) Educational curricular materials, such as school texts, curriculum guides, kits and laboratorial, film strips, records, units of study, circulating periodical collections for student teachers, book jackets, pictures, etc., which are not cataloged or accessed or otherwise meet the definition of a volume;
- (6) Telephone books, trade catalogs and other ephemeral materials.

Include:

- (1) Prints or plates in portfolio;
- (2) Each copy of these which are retained;
- (3) Materials which meet the definition of a volume which are housed in an archives and educational reference material or audiovisual reference books which meet the definition of a volume but which happen to be housed in a curricular lab or an AV section: if they are administratively part of the library.
- (4) Juvenile books if they are cataloged or accessed;
- (5) Bound volumes of newspapers.

2.

Omit title count

3.

It is recommended that "titles added" not be reported. Count total current subscriptions (including indexes and government serials) and also subscriptions by title count.

Current subscriptions should include all periodical and serial subscriptions, including newspapers. Total current subscriptions, including duplicates, reflect a library's acquisitions program in relation to its expenditures for library materials and in relation to use, and are consistent with the physical volume count. A subsection, listing number of titles subscribed to, shows depth of coverage and should also be reported.

Service-based subscriptions and monographs received in series will fall into the subscription count, but it is recommended that serially received monographs be included separately in the volume count.

4.

Count unbound periodicals by bibliographic volume if this category represents an appreciable segment of the collection. List these separately from total bound volume count.

Unbound periodicals should be counted by bibliographic volume, that is, by publisher's volume. Because a number of libraries refrain from binding extensive periodical holdings for reasons of economy and practicability for circulation, these resources would otherwise go unreported. The opportunity should exist to list unbound periodicals as a separate category from the physical volume count of holdings.

5.

Microform:

a) Count microfilm holdings by reel, as separate

total.

- b) Count microfiche and microcard by card, as separate total.
- c) Count ultrafiche by card, as separate total.

Microform is regarded as a separate significant category of holdings. It falls into two broad categories—reels and sheet forms. Although both physical volume and microform share a common role as information sources, it is recognized that accessibility and cost factors add significant differences in terms of library holdings.

Microform represents a format which is less accessible to users than the printed book because its use is limited by the necessary physical equipment, such as micro-readers. It is valuable in locating specific information known to the user, but it is less useful for searching information through indexes, tables of contents, and chapters with the intent of finding needed material instantly. Microfilm in academic libraries is used to reduce storage space required for newspapers and to replace or acquire out-of-print books and periodicals. It is usually of most use in areas where repeated access by many people is not of the highest importance. The more recently established the library is, the more out-of-print material it may lack, which it will probably purchase in microfilm form.

In a number of libraries, particularly the smaller ones, the request for a report of microform holdings in terms of volumes or titles, rather than reels, would result in noncomparability because of differences in counting methods. The situation is aggravated in some cases where small spools of microfilm have been spliced together and each article or part of an article is counted as a separate bibliographic unit. In these cases, we can present a fair picture to the library-user as well as the administrator by consistently reporting total holdings of libraries in terms of physical units.

Because of these differences, it is recommended that the volume count and reel count not be added to make a total. The recommendation that microfilm be counted in reels is consistent with the physical volume of printed materials.

Microcard and microfiche, which tend to be bought in series, are best reported by the piece, since one serial subscription may cover thousands of cards.

For each of the above categories, list the number added during the year and the number withdrawn during the year.

- 6. List special collections of library materials not included above only if warranted by depth or amount; count by individual item.

For national statistics, it is not recommended that a further breakdown in reporting be made. However, further breakdown of categories of library holdings may be made for internal administrative uses; and to facilitate comparisons between libraries that wish to do so. A standard method of counting should be adopted by all libraries even for those materials which are not now reported nationally in the event that these items become of national significance at some future time.

Methods for counting nonbook materials are here outlined in order to make them uniform. Count by the piece: broadsides, posters, manuscripts, sheet maps (if bound, include in volume count), pictures, prints, photographs, and unbound sheet music. Prints, maps, or plates in portfolio are counted as volumes. Audiovisual materials should also be counted individually. Slides, filmstrips, video cassettes, and video cartridges should be counted by the piece. Motion picture film is counted by the reel. Sound recordings on disc, cassette, spool of wire, or reel of tape are counted by the physical unit.

Telephone books, college and trade catalogs, etc., are ephemeral and should not be reported. Other

material which does not fall into the recommended format for national reporting, but which is of significance due to amount or depth, should be listed by libraries individually.

- 7. Omit office book-collections and other collections on campus not part of library.

Special material available on campus but not administered by the library should not be counted in the library collection. This includes office book-collections and audiovisual materials which are located on campus but not part of the library holdings.

- 8. Count government documents by item; do not add to the total volume count. Add periodical subscriptions as in recommendation 3. State whether the library is a full or partial U.S. Government document depository.

Count government documents by item when they do not fit the volume definition; they should be reported separately from the total volume count. In this context, the U.S. Government Documents classification system is not interpreted as "classified" according to the definition of a volume. Pamphlets, press releases, or other unbound materials should not be prorated into volumes. A government publication should be added to the volume count when it is hardbound or paperbound and locally classified.

Since most government documents are published serially, only periodical titles so identified in the February issue of the U.S. Government Publications Monthly Catalog should be counted under current subscriptions.

The question of whether or not a library is a U.S. Government document depository should be included in order to assist the user in the interpretation of the date for the library.

## DEFINITIONS

**ANNUAL.** A serial publication issued regularly once a year, as an annual report of proceedings of an organization or, a yearly publication that reviews events or developments during a year, in descriptive and/or statistical form, sometimes limited to a special field. Also includes annuals, yearbooks, etc.

**AUDIOVISUAL MATERIALS.** Nonbook library materials, such as recordings, transparencies, tapes, slides, films, and filmstrips, which require the use of special equipment in order to be seen or heard.

**BIBLIOGRAPHIC VOLUME.** A unit of publication distinguished from other units by having its own title page, half title, cover title, or portfolio title. In connection with periodicals, the publisher's volume.

**BOOK.** A unit of publication, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered. Bound volumes of periodicals and newspapers are not considered books.

**BULLETIN.** A publication, usually numbered, issued at regular intervals by a government department, a society, or an institution.

**CATALOGED MATERIALS.** Any library material which has been identified in a catalog which records, describes, and indexes the resources of a library; as distinct from library materials which are merely physically arranged for use and are not indexed and described individually by item.

**CLASSROOM COLLECTION.** (1) A semipermanent or a temporary collection of books deposited in a school-room by a public or a school library. (2) A group of books from a college library sent to a classroom for use by instructors and students.

**GOVERNMENT DOCUMENT.** Any publication in book, serial, or nonbook form bearing a government imprint,

e.g. the publications of federal, state, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc.

**LOOSE-LEAF SERVICE.** A serial publication which is revised, cumulated, and/or indexed by means of new or replacement pages inserted in a loose-leaf binder, and used where latest revisions of information are important, as with legal and scientific material.

**MANUSCRIPT.** The handwritten or typewritten copy of an author's work before it is printed.

**MICROCARD.** An opaque card containing images photographically reduced to a size too small to be read without magnification.

**MICROFICHE.** A microfilm sheet containing multiple images in a grid pattern.

**MICROFILM.** A strip of film containing photographic images usually too small to be read without magnification.

**MICROFORM.** Any library material which has been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging instruments, e.g., microfilm, microcard, microfiche; also called Microcopy and Microtext.

**MONOGRAPH.** A treatise on a particular subject, usually detailed in treatment but not extensive in scope. It is generally a book or pamphlet, but need not be bibliographically independent.

**NEWSPAPER.** A serial publication issued at stated and frequent intervals (usually daily, weekly, or semiweekly) which reports events and discusses topics of current interest, and is usually a "primary source" of information to its readers.

**NONBOOK MATERIALS.** Those library materials which do not meet the definition of a book or periodical (see Book, Periodical, Periodicals Collection), such as, audiovisual materials; vertical file materials and similar items which are not individually cataloged; and any other material the form of which required special handling.

**OFFICE COLLECTION.** A convenient, working collection of library materials for the use of an office within the sponsoring agency of a library, but not owned by the library.

**PAMPHLET.** An independent publication consisting of a few leaves of printed matter fastened together but not bound; usually enclosed in paper covers. Pamphlets may be included in book stock, periodicals collection, or nonbook material, depending upon their treatment within the library.

**PAPERBOUND.** A publication bound between paper covers.

**PERIODICAL.** Periodicals are defined as publications issued in parts that usually contain articles by several contributors; they generally have distinctive titles, and the successive numbers or parts are intended to appear at stated intervals, usually for an indefinite period. Periodicals are thus distinguished from such other serials as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and recurring reports, for which data were not requested.

**PERIODICAL COLLECTION.** A library's collection of periodicals, newspapers, and other serials treated like periodicals, whether bound, unbound, or in microform.

**SERIAL.** A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

**SERIAL SERVICE.** A serial publication which is revised, cumulated, and/or indexed by means of new or replacement pages (see LOOSE-LEAF SERVICE) or cards.

**SERVICE-BASED SUBSCRIPTION.** Serial subscriptions for which a library is charged according to its income, book fund, circulation, or periodical holdings indexed in the

publication on which the subscription is based.

**TITLE.** A term used to designate a printed publication which forms a separate whole, whether issued in one or several volumes.

**VERTICAL FILE MATERIALS.** Those items such as pamphlets, clippings, pictures, etc., which, because of their shape and often their ephemeral nature, are filed vertically in drawers for ready reference.

**VOLUME.** For statistical purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use. (See Recommendation I for complete definition.)

## POLICY BULLETIN NO. 32

November 14, 1973

### POLICY REGARDING THE CONTINUING EDUCATION UNIT (C.E.U.)

**RESOLVED,** That the West Virginia Board of Regents recognizing the increasing importance of Continuing Education activities as part of the services rendered by the state system of higher education to the people of West Virginia and recognizing the need for a systematic method of measuring and reporting Continuing Education activities, adopts the Continuing Education Unit (CEU) as defined in the document entitled "Proposal for Measurement of Community, Public and Extension Services" as the Board's official measuring unit for these activities.

#### Measurement of Community, Public and Extension Services

Community, Public and Extension Services, which include such non-credit activities as short courses, institutes, workshops, etc., shall be measured in Continuing Education Units (C.E.U.) in conformity with the recommendations of the National Task Force to Study the Feasibility and Implementation of a Uniform Unit for the Measurement of Non-Credit Continuing Education Offerings. A Continuing Education Unit is defined as ten contact-hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified institution.

C.E.U.'s may be awarded as whole units or as tenths of units. For example, a fifteen contact-hour short course would produce 1.5 Continuing Education Units, a ten contact-hour offering 1.0 C.E.U., and a five contact-hour offering 0.5 C.E.U.

The following provisions are essential to the establishment of the C.E.U. as a measuring unit:

1. The number of C.E.U.'s for each activity must be determined and identified through regular institutional procedures in advance of offering the activity.
2. There must be some formal registration or identification of participants.
3. The units will be awarded upon satisfactory completion of the activity as defined by the institution.
4. A permanent record will be maintained by the institution and made available for each participant. The record will contain, as a minimum, the following information:
  - a. Name of individual participant
  - b. Social Security number of individual participant
  - c. Title of offering
  - d. Format of offering (short course, institute, workshop, etc.)



- e. Description and comparative level of offering, if not inherently clear from title
- f. Starting and ending dates of activity
- g. Location of offering
- h. Number of Continuing Education Units awarded for activity.

Adopted: West Virginia Board of Regents  
October 2, 1973

#### POLICY BULLETIN NO. 33

November 13, 1973

#### POLICY REGARDING GRADUATE EXTENSION COURSES

RESOLVED, That credit earned in graduate course offerings of Marshall University, West Virginia University and the West Virginia College of Graduate Studies taught away from the home campus of these institutions shall be classified as resident graduate credit effective with the second semester of the 1973-74 academic year.

BE IT FURTHER RESOLVED, That the Board staff is directed to develop appropriate data collection procedures for the proper identification and inventory of these offerings.

Adopted: West Virginia Board of Regents  
October 2, 1973

#### POLICY BULLETIN No. 34

(Rescinds Revised Policy Bulletin No. 3, February 8, 1973)

November 13, 1973

#### POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or non-residents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.

#### CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES

1. General Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

2. Residence Determined by Domicile Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration, provided that

such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

3. Minors Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.

4. Emancipated Minor An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support or claim him as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

5. Students Eighteen Years of Age or Over A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any nonresident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence, in another state.

6. Change of Residence An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his actions. The

designated institutional officer in making his determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he customarily does not remain in the state when school is not in session.

7. **Marriage** The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

8. **Military** An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The wife and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

9. **Aliens** An alien in the United States on a resident visa, or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

10. **Appeal Process** The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as he determines necessary for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Adopted: West Virginia Board of Regents  
November 13, 1973

#### POLICY BULLETIN NO. 35

January 15, 1974; amended February 3, 1976

#### POLICY REGARDING ANNUAL LEAVE, MILITARY LEAVE, LEAVE OF ABSENCE WITHOUT PAY, AND SICK AND EMERGENCY LEAVE AND WITNESS AND JURY LEAVE FOR EMPLOYEES OF THE STATE SYSTEM HIGHER EDUCATION

RESOLVED, That the West Virginia Board of Regents hereby adopts the following leave policy for employees in the state system of higher education effective on February 1, 1974.

Persons employed in the state system of higher education subsequent to January 31, 1974 shall be entitled to annual leave, military leave, leave without pay and sick and emergency leave as hereinafter provided.

Persons presently employed in the state system of higher education have the option, effective February 1, 1974, of electing to accept the leave policy hereinafter provided or of electing to retain coverage under the designated pre-existing leave policies of the Board of Governors or the State Board of Education, as the case may be. Such election shall be made by each individual on or before June 30, 1974 by giving written notice to the institution in the manner prescribed by the president of the institution. The option to elect shall pertain in full to the leave policy hereinafter defined or to the pre-existing policies. Individual elements may not be elected from among the several leave policies. An employee's election of a leave policy shall be effective from the date written notice is received by the institution from the individual.

#### ANNUAL LEAVE

It is the desire of the West Virginia Board of Regents that employees of the Board shall earn annual leave with the length of leave based on the level of position, responsibility, service, and other factors.

##### Eligibility and Annual Allowance:

Except as otherwise provided herein, employees of the Board of Regents shall accumulate and receive annual leave with pay as follows:

- A. Major Administrators and Faculty with 12-month contracts shall be eligible for 22 days leave per year, calculated at the rate of 1.83 days per month from the date of employment.
- B. Junior Administrative and Professional Employees in certain non-academic salaried and regular hourly classes shall be eligible for 15 days leave per year, calculated at the rate of 1.25 days per month from the date of employment until the end of the 14th year of service. At the beginning of the 15th year of service these employees shall be eligible for 22 days leave per year calculated at the rate of 1.83 days per month.
- C. Semi-professional, Technical, Clerical Maintenance, Service and other related classes shall be eligible for:
  - (1) ten (10) days leave per year calculated at 0.83 days per month until the end of the eighth (8th) year;
  - (2) fifteen (15) days leave per year calculated at 1.25 days per month from the beginning of the ninth (9th) year of employment until the end of the fourteenth (14th) year;
  - (3) twenty-two (22) days leave per year calculated at 1.83 days per month from the beginning of the fifteenth (15th) year of employment for the duration of their employment.
- D. Terms of service described in B and C above shall be total service and does not require continuous service to fulfill the required terms.
- E. Employees working more than one-half time on a regular and continuing basis shall accumulate annual leave on a pro-rata basis.
- F. Annual leave shall not be accorded emergency or short-term employees or students employed on a part-time basis.
- G. A holiday occurring during an employee's leave period shall not be considered as a day of leave.
- H. Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one year by written approval of the president but in no case shall it exceed twice the amount earned in any twelve-month period.

## SICK AND EMERGENCY LEAVE

- I. An employee is entitled to accumulated leave at termination of service but in no case may this exceed the limits set in H above. Leave time may not be earned during a terminal leave period.
- II. Other Conditions:
  - A. Annual leave at the request of the employee may be granted to an employee because of illness provided all earned sick leave has been used.
  - B. Calculation of annual leave shall be based on years of service under the Board of Regents regardless of the location of the employee's work; however, accumulated leave cannot be transferred to a new institution without consent of the administrator of the new institution to which the employee is transferring or being reassigned.
  - C. Annual leave shall be arranged to fit operating schedules. However, consideration should be given to an employee's request. Leave may not be taken before it is earned.
  - D. In the event of an employee's death, accumulated leave will be credited to the employee's heirs or estate.
  - E. Each institution under the Board of Regents shall keep on file a record showing classification of each employee and current leave status.

### MILITARY LEAVE

An employee who is a member of the National Guard or any Reserve Component of the Armed Forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) calendar days in any one calendar year ordered or authorized under provisions of State Law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. The terms of this policy shall not apply under the provisions of any Selective Training and Service Act, or other such Act whereby the President may order into active duty the National Guard and the Reserve Components of the Armed Forces of the Federal Government.

### LEAVE OF ABSENCE WITHOUT PAY

A full-time regular employee upon application in writing and upon written approval by the institutional President, may be granted a continuous leave of absence without pay for a period of time not to exceed one year provided, if granted because of illness, all sick and annual accumulated leave have been used.

The President, at his discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay.

The President, at his discretion, shall determine if the purpose for which such a leave is requested is proper and within sound administrative policy.

At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights unless the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

### I. Eligibility and Allowance

- A. All full-time employees of the Board of Regents and employees who work more than one-half time on a regular and continuing basis, exclusive of major administrative and faculty personnel, shall be eligible to receive and accumulate sick leave with pay. Full-time employees shall accumulate sick leave with pay at the rate of 1.5 days for every employment month or a major fraction thereof. Part-time employees working more than one-half time, shall accumulate sick leave on a pro-rata basis.
- B. Sick leave with pay may be accumulated to a maximum of ninety (90) work days.
- C. Sick leave may be used by the employee when ill or injured, when a member of the immediate family is seriously ill or when death occurs in the immediate family. For the purpose of administering this leave policy, the immediate family is defined as: the father, the mother, son, daughter, brother, sister, husband or wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.
- D. Disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be, for all job-related purposes, temporary disabilities and shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. For this reason, employees shall be entitled to sick leave for their disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth the same criteria shall be used as would be used in the case of another type off-the-job illness or disability.
- E. Sick leave for more than five (5) consecutive days shall not be granted to an employee for illness without satisfactory proof of illness or injury as evidenced by a statement of the attending physician or by other proof satisfactory to the institution. An employee having an extended illness or serious injury shall, before returning to duty, obtain medical clearance to help insure adequate protection.
- F. The institution may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this policy, regardless of the duration of the leave.
- G. In any case where all accumulated sick leave has been used and annual leave is available, it shall be the option of an employee (1) to use any accumulated annual leave until it has also expired rather than being removed from the payroll - or - (2) to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.
- H. On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work shall not be charged against the employee's accumulated sick leave. If on-the-job injuries or illnesses require a leave beyond the three-day period, the employee may

have the option of either of the following: (1) Using earned and accumulated sick and annual leave until both may be exhausted and receiving any additional benefits adjudged to be due under the West Virginia Compensation Law; (2) reserving for future use any earned and accumulated sick and annual leave and receiving only Workmen's Compensation benefits for which adjudged eligible.

- I. An employee is required to notify his supervisor immediately if ill or unable to work for any reason. The notification shall be given to the immediate supervisor prior to the employee's normal starting time and should include the approximate length of absence. Following two written warnings, failure to report off from work shall be a basis for disciplinary action, which may include suspension, demotion, or discharge.
- J. Students employed on a part-time basis through campus and federal work programs are not eligible for sick leave provisions.
- K. Accumulated sick leave may be transferred with an employee from one institution to another under the control of the West Virginia Board of Regents with approval of the President of the institution gaining the employee.
- L. Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. Employees who resign in good standing and are later reemployed may have their accumulated sick leave reinstated.
- M. Each institution shall maintain a sick leave record on each employee for computation, audit, and research purposes.
- N. Special emergency leave with pay may be granted by the President of the institution to those regularly employed in the event of extreme misfortune to the employee or the immediate family, provided annual leave is not available. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any fiscal year. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

#### WITNESS AND JURY LEAVE

- A. Upon application in writing, a permanent, probationary, provisional or temporary employee of the Board of Regents may be granted leave as indicated hereinafter in this section. Annual leave will not be charged under the provisions of this section.
- B. When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.
- C. When attendance in a Court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.
- D. When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

SPECIAL NOTE: This section of the policy is effective as of the date of enactment on February 3, 1976.

#### LEAVE RECORDS TO BE MAINTAINED BY EACH INSTITUTION

A complete leave record and file shall be maintained by each college and university for each employee. This record shall disclose at all times accrued leave as well as leave that has been used. The leave record and file for persons employed prior to February 1, 1974 shall include the signed statement of the employee giving notice of the leave policy elected by the individual.

Adopted: West Virginia Board of Regents  
January 15, 1974; Amended February 3, 1976

Classification of Staff and 12-month Faculty with respect to Board of Regents Leave Policy (Policy Bulletin Number 35) is on file in the Office of Personnel. Any questions concerning leave policy should be directed to the Office of Personnel.

#### AMENDED POLICY BULLETIN NO. 36

May 8, 1979 (Replaces Policy Bulletin No. 36, dated March 12, 1974 and amended June 11, 1974)

#### POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

RESOLVED, That the West Virginia Board of Regents hereby amends its "Policy Regarding Academic Freedom and Responsibility, Appointment, Promotion, Tenure and Termination of Employment of Professional Personnel," adopted March 12, 1974, for professional personnel in the state system of higher education, and issued as its "Policy Bulletin No. 36," by deleting the language of Paragraph 9-G thereof, and by substituting in lieu of such language Paragraph 9-G as hereinafter set forth on page seven effective July 1, 1974.

All academic appointments made after the effective date hereof shall be in conformity with this policy statement.

The provisions of this policy relating to qualifications, contracts and tenure status, shall not apply to personnel with an effective date of employment prior to July 1, 1974; provided, however, any such appointee wishing to be covered by these provisions relating to qualifications, contracts and tenure status, may request such coverage in writing prior to July 1, 1974, which request for such coverage, if approved by the President of the institution and the Board of Regents, shall entitle the appointee to coverage, and such coverage shall be noted in, and become a part of the individual's permanent file.

#### ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

##### 1. Academic Freedom:

The necessity of academic freedom at West Virginia state colleges and universities is self-evident. The West Virginia Board of Regents recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the colleges and universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Academic freedom guarantees the liberty of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution. Administrators shall have the same freedom in these areas. While the term "academic freedom" is most often

used in describing the rights of faculty members of a college or university, students are also entitled to the right of academic freedom. To all of those members of the academic community who enjoy academic freedom, there are commensurate with such freedom, certain responsibilities.

Faculty members, whether tenured or on probationary status, shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside of the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom should be accompanied by an equally important concept of academic responsibility. The faculty member at a West Virginia state college or university is a citizen, a member of a learned profession and a representative of an educational institution. As such, a faculty member, together with all members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom and academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesman for the institution in which employed.

2. Appointment of Academic Personnel:

- A. The academic personnel at any of the institutions under the jurisdiction of the Board of Regents shall be those appointees of the Board of Regents at such institution who are assigned by the president of each such institution to academic duties which include teaching, research and/or service. This may include, upon the recommendation of the president of an institution and the approval of the Board of Regents, such professional personnel as librarians and those involved in off-campus service.
- B. Academic personnel appointed to render full-time service for the Board of Regents at any of the institutions shall be appointed to faculty positions in one of the following ranks:
  - (1) Professor
  - (2) Associate Professor
  - (3) Assistant Professor
  - (4) Instructor
- C. Other appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution and the approval of the Board of Regents.

3. Service of Academic Personnel:

- A. Personnel rendering full-time service to the Board of Regents at one of the institutions, but assigned to administrative or staff duties, either in addition to, or, for the time being, exclusive of, academic duties may, if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title.
- B. Academic personnel who are expected to render service limited to only part of their working time in any period, or to particular functions requiring only part of their professional attention to duties at an institution, or to only a brief association with an institution, shall be designated part-time

and/or temporary may be appointed to a position with one of the following titles:

- (1) Any of the faculty ranks, but designated part-time, or temporary, visiting clinical, or adjunct, as applicable to describe the connection or function.
- (2) Lecturer.
- (3) Assistant, designated graduate, research, clinical or adjunct, as applicable to describe the connection or function.

C. The president of an institution shall make all appointments to all positions at the institution, subject to approval of the Board.

D. Every appointment of academic personnel at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the Board of Regents, or supplementary actions thereto, as provided by law.

E. Every such appointment shall be in writing and a copy of the appointing document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment; provided, however, any special understandings stated therein shall be subject to the approval of the Board of Regents, or otherwise such special understandings shall be void.

4. Faculty: Conditions of Appointment:

A. All full-time appointments to the faculty of an institution, other than those appointed on a temporary basis shall be of two kinds: probationary appointments and appointments with tenure.

B. All part-time and/or temporary appointments, as defined in 3-b, shall be neither probationary appointments nor appointments with tenure, but shall be appointments only for the periods specified in the appointments and for the purposes specified in the appointments with no other interest or right obtained by the person appointed by virtue of such appointment except as specified in such appointments.

C. The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

- (1) The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.
- (2) If outside employment or service interferes with the performance of the regular institutional duties of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by services lost to the institution, and institutional equipment and materials used.

5. Joint Appointments:

A. Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary and tenure; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the

- responsibility of the institution where the occurrence arose.
- B. The conditions and the details of the faculty member's joint appointment, including the designation of his "home institution" and other special arrangements, which may include reasonable expenses, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. Joint appointments will only be made with the consent of the employee.
  - C. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home institution."
6. Promotions:
    - A. Within the following framework each president shall establish, in cooperation with the faculty or duly elected representatives of the faculty, guidelines and criteria for promotion.
      - (1) There shall be demonstrated evidence that the promotion is based upon a wide range of criteria such as: excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.
      - (2) There shall be demonstrated evidence that in the process of making evaluations for promotions there is participation of persons from several different groups such as: peers from within and from without the particular unit of the institution, department chairperson, dean, and students.
      - (3) There shall be no practice of granting promotion routinely nor of denying promotion capriciously.
      - (4) The institution shall submit its guidelines and criteria for promotion to the Board of Regents for approval and shall make available such guidelines and criteria to its faculty.
  7. Faculty Resignation:
    - A. If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, notice shall be given in writing at the earliest opportunity. Professional ethics, however, should dictate the consideration of the institution's need for having a full complement of faculty at the beginning of the academic year.
  8. Tenure:
    - A. Tenure is a system designed to protect academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation as well as periodic evaluation by peer and administrative personnel is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.
    - B. Tenure shall not be granted automatically but shall result from action by the West Virginia Board of Regents upon the recommendation of the president following consultation with the academic units concerned.
    - C. Tenure status may be attained by all full-time employees other than those appointed on a temporary basis who hold faculty rank of Assistant Professor or above and whose major assignment is of an academic nature and shall not be contingent upon promotion in rank.
  9. Probation:
    - A. When a full-time faculty member is first appointed to teach in any of the institutions of higher education under the jurisdiction of the West Virginia Board of Regents, the appointment shall be on a probationary status.
    - B. The terms and conditions of every appointment shall be stated in writing with a copy of the agreement in the possession of both the institution and the individual concerned before the effective date of the appointment.
    - C. The maximum period of probation shall not exceed seven years; and at the end of six years any non-tenured faculty member will be given notice in writing of tenure, or offered a one-year written terminal contract of employment. Any reduction in this period will be determined by the Board of Regents upon recommendation of the president of each institution within the following guidelines:
      - (1) A faculty member appointed to the rank of Instructor shall, if not elevated in rank, serve the maximum seven-year probationary period, and decision thereon shall be made at the end of the sixth year.
      - (2) An Assistant Professor may be eligible for consideration for tenure at the end of three years in that rank and at that institution.
      - (3) An Associate Professor or Professor may be eligible for consideration for tenure at the end of two years in these ranks and at that institution.
    - D. All faculty members shall serve a minimum two-year probationary period, except under special conditions established by the institution, the president may recommend to the Board of Regents that an Associate Professor or a Professor be granted tenure at the time of initial appointment. No faculty member will be recommended for tenure by the president until the sixth year of service at the institution unless there is documented and compelling evidence that the individual is highly superior in past performance and potential and is in an academic field for which the individual's services will be needed for the foreseeable future.
    - E. Administrative personnel with minor academic assignments shall not be in a tenure track and shall not accrue service credit toward satisfying the probationary period.
    - F. Employment during summer terms, in part-time positions or during periods of leaves of absence, shall not be credited toward satisfying the probationary period.
    - G. During the probationary period, contracts will be issued on a year-to-year basis and appointments may be terminated at the end of any contract year. During said probationary period, notices of nonrenewal may be issued for any reason that is not arbitrary, capricious or without factual basis. If the reason relates to performance of academic duties, then such information should be in the possession of the faculty member as a result of the periodic review of performance as required by Board policy, unless there has been demonstrable and significant deterioration in performance since the last review.

- H. The president of each college or university shall give written notice to nontenured faculty concerning their retention or nonretention as follows:
- (1) Not later than March 1 of the first academic year of service.
  - (2) Not later than December 15 of the second academic year of service.
  - (3) At least one year before the expiration of an appointment after two or more years of service in the institution.

In instances where notice is of nonretention it shall be given in writing by certified mail, return receipt requested. Upon request of the probationary faculty member within ten days, in writing by certified mail, return receipt requested, the president shall within ten days of receiving the request by certified mail, return receipt requested, provide the reason(s) for nonretention.

- I. Before the president issues a notice of nonretention, the faculty member shall have been informed informally in writing at least thirty days previous to the issuance of the formal notice of the intent. At the request of the affected faculty member, an advisory recommendation to the president concerning the intended action shall be provided through an appropriate standing campus-level faculty committee formulated to review faculty appeals.
  - J. A probationary faculty member desiring to appeal a final nonretention decision at the institutional level may file an answer and a request for a hearing in the form of a certified letter, return receipt requested, at the Central Office of the West Virginia Board of Regents within ten days of the receipt of such notice. If the faculty member fails to file a timely answer and request for a hearing, the notice of nonretention shall be final. Upon receipt of an appeal request, the Board will appoint either a hearing examiner or a committee of the Board to hold a hearing on the campus within thirty days of the receipt of the certified appeal letter.

In the instance of a hearing examiner, the individual will be a duly qualified disinterested attorney at law licensed to practice law in the State of West Virginia. Notice of the time, date and place of the hearing shall be given to the concerned parties by certified mail, return receipt requested.

It is the duty and responsibility of either the hearing officer or the committee to strictly determine if the reasons given for nonretention are arbitrary, capricious or without factual basis. The hearing shall be conducted in accordance with the rules set forth in Section 12-c of this policy. The decision shall be submitted to both parties within thirty (30) days of the conclusion of the hearing with copies of said decision and the record of the hearing going to the faculty member, the president and the Central Office of the West Virginia Board of Regents. If the reasons for nonretention are adjudged to be arbitrary, capricious or without a factual basis, the faculty member will be retained for the ensuing academic year.
10. Faculty Performance Review:
- A. All full-time and nontemporary faculty shall receive a periodic review of performance directly related to assigned teaching and other assigned responsibilities. The review shall be conducted at least once a year for all full-time and nontemporary faculty and may be performed more often for probationary faculty.
  - B. Review procedures shall be developed at the

institutional level and submitted to the West Virginia Board of Regents for approval.

11. Dismissal and Termination of Employment of Tenured Personnel:

- A. Causes for Dismissal: The dismissal of a faculty member with tenure, or of any faculty member before the end of a specified period of appointment, shall be effected only pursuant to the procedures provided in these policies, and only for any of the following causes:
  - (1) Demonstrated incompetence or dishonesty in the performance of professional duties.
  - (2) Personal conduct which substantially impairs the individual's fulfillment of institutional responsibilities.
  - (3) Insubordination by refusal to abide by legitimate reasonable directions of the administration or of the Board of Regents.
  - (4) Physical or mental disability making the faculty member unable, within a reasonable degree of medical certainty and by reasonably deterred medical opinion, to perform assigned duties.
  - (5) Substantial and manifest neglect of duty.
- B. Termination of Employment: A tenured faculty member's appointment may be terminated because of a bona fide financial exigency or the reduction or elimination of an existing program at the institution for which no other program or position exists requiring equivalent competency, and only as a last resort after all reasonable efforts have been made to meet the need in other ways. Decisions in these matters shall be reached after a collaborative assessment by administration and faculty, and prompt written notice of such termination shall be given to the faculty member by certified mail.
- C. Notice of Dismissal for Cause: The president of the institution shall institute proceedings by giving the faculty member a written dismissal notice by registered or certified mail, which dismissal notice shall contain:
  - (1) Full and complete statements of the charge or charges relied upon,
  - (2) a copy of any pertinent rules and regulations governing the faculty member's procedural rights, and
  - (3) a statement that the faculty member has the right to elect to have the hearing conducted either by the Hearing Committee or a Hearing Examiner.
- D. Answer and Service: Within 30 days from the date of the receipt of the dismissal notice, the faculty member may file a written answer to the charges. The period for filing the answer may be extended by the president for good cause. The answer shall also contain a request for either a hearing by the Hearing Committee or Hearing Examiner. If the faculty member fails to file a timely answer, the notice of dismissal shall be final.

12. Hearings:

In order to assure a fair and impartial hearing, a dismissed faculty member shall receive a written notice of hearing as hereinafter provided and may avail himself of either one of the following two hearing procedures:

- A. Hearing Committee: Each year the faculty of each institution shall elect thirteen faculty members representative of the various ranks in the institution who shall be known as the Hearing Panel. In the event of a vacancy for any cause, the faculty shall fill the vacancy.

If the request is for a hearing before the Hearing Committee:

- (1) The president shall furnish the faculty member, in writing, a list of nine of the thirteen faculty members of the Hearing Panel as herein set forth, with instructions to strike four names and return the list to the president within five working days. If for any reason the faculty member fails to strike, the president shall within five working days strike a sufficient number to reduce the members to five which shall constitute the Hearing Committee
  - (2) The president shall promptly notify, in writing, the five members of their selection as the Hearing Committee, and of their need to select from their membership a chairperson, and shall designate a time and place for their meetings to make such selection and to set a date for hearing the charge or charges.
  - (3) The chairperson shall give notice by certified mail to the concerned parties of the time and place for hearing the charge or charges, which time shall be not less than ten days nor more than twenty days from the date of the notice thereof.
- B. Hearing Examiner. If the request is for a hearing before a Hearing Examiner:
- (1) The president shall notify the Board of Regents, which shall appoint a duly qualified disinterested attorney at law as a Hearing Examiner and shall submit the name and address of such Hearing Examiner to the president and to the dismissed faculty member.
  - (2) The Hearing Examiner shall determine the time and place for a hearing to be held and shall give notice by certified mail to the concerned parties. Such hearing date shall be not less than ten days nor more than twenty days from the date of appointment of the Hearing Examiner.
- C. Hearing shall be Conducted as Follows:
- (1) The Committee or the Examiner will hear such proof of facts as may be deemed proper and reasonable and make such investigation and enter such recommendations as the facts justify and the circumstances may require. The faculty member shall have the opportunity to submit evidence relevant to the issues raised in the notice.
  - (2) The hearing will be conducted with as little delay as possible.
  - (3) The faculty member shall have the right to have an advisor or legal counsel at the faculty member's expense.
  - (4) Witnesses will be examined under oath in the manner and form and in the order designated by the Committee or the Examiner.
  - (5) Formal court rules of evidence shall not apply in such hearings.
  - (6) Testimony shall be recorded, and a transcript thereof shall be prepared.
  - (7) A copy of the transcript of the testimony together with copies of the exhibits shall be furnished to the faculty member, at no charge, upon his request.
  - (8) As soon as practical after the hearing, the Committee or Examiner shall deliver to the president a copy of the record of the hearing with the recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member.

The president shall, within twenty days after receiving the record and recommendation, issue a decision in writing to the faculty member by certified mail, and such decision shall be final unless the faculty member institutes an appeal to the Board of Regents under the procedure set forth hereinafter.

- D. Amendments: Technical forms and allegations in pleadings are not required to be observed and amendments or supplemental statements may be made and filed at the discretion of the Hearing Committee or the Hearing Examiner.
13. Appeal to the Board of Regents:
- A. An appeal from the final decision of the president of the university or college may be taken by the faculty member by filing a written notice of intent to appeal with the Board of Regents within ten (10) days after receiving the final written decision of the president.
  - B. Within thirty (30) days after filing the notice of intent to appeal, a petition shall be filed with the Board of Regents containing a statement of the reasons why the final decision of the president is in error, together with a complete record of the proceedings.
  - C. Within sixty (60) days after receipt of the appeal, the Board of Regents shall consider the appeal on the record submitted and may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.
  - D. Time is of the essence, and in the event the faculty member fails to file the notice of intent to appeal and the petition of appeal as required in provisions "A" and "B" of this section, the decision of the president shall be final.

Adopted: West Virginia Board of Regents  
 March 12, 1974  
 Revised: June 11, 1974 (9-G)  
 May 8, 1979

#### POLICY BULLETIN NO. 37

May 1, 1974

#### POLICY REGARDING TERMINATION OF STATE COMMITTEE ON RESIDENCY AND REFERRAL OF RESIDENCY APPEALS TO BOARD COMMITTEE ON APPEALS

WHEREAS, Policy Bulletin No. 34 titled "Policy Regarding Classification of Residents and Nonresidents for Admission and Fee Purposes" rescinded Revised Policy Bulletin No. 3, February 8, 1973, relating to the same subject matter and

WHEREAS, Said Policy Bulletin No. 34 provides an appeal to the Board of Regents on the issue of residency shall be in accord with "such procedures as may be prescribed from time to time by the Board;" and

WHEREAS, it is the opinion of the Board of Regents that all issues brought before it on appeal should be handled in a uniform manner;

NOW THEREFORE BE IT RESOLVED, That Policy Bulletin No. 12 adopted by the Board of Regents August 15, 1971, providing appeals to the Regents from a determination on the issue of residency should be reviewed by a State Committee on Residency, is rescinded and nullified effective July 1, 1974; and

BE IT FURTHER RESOLVED, That an appeal from the final decision of the president of any college or university to



the Board of Regents on the issue of residency shall be referred to the Board of Regents' Committee on Appeals.

Adopted: West Virginia Board of Regents  
May 1, 1974

#### POLICY BULLETIN NO. 38

May 1, 1974

#### POLICY REGARDING REDESIGNATION OF BOARD OF REGENTS' UNDERGRADUATE SCHOLARSHIPS

RESOLVED, That effective July 1, 1974 all undergraduate scholarships awarded by a State institution of higher education under provisions of Section 18-24-2 of the Code of West Virginia shall be designated by the name of the institution (example: XYZ State College Undergraduate Scholarship). In addition to the institutional designation, supplemental descriptive wording in the scholarship title may be included as the institution deems appropriate.

Adopted: West Virginia Board of Regents  
May 1, 1974

#### POLICY BULLETIN NO. 39

June 11, 1974; repealed February 3, 1976

#### POLICY REGARDING WITNESS AND JURY LEAVE

See Policy Bulletin Number 35, revised February 3, 1976

#### POLICY BULLETIN NO. 40

Revised May 4, 1976

Replaces Policy Bulletin No. 40 dated August 13, 1974

#### DELEGATION OF CERTAIN PERSONNEL AUTHORITY AND RESPONSIBILITY TO PRESIDENTS

Subject to the limitations and conditions set forth in other West Virginia Board of Regents' policy statements and Board-approved budgetary limits, the president of each college and university under the governance of the West Virginia Board of Regents has final institutional level authority and responsibility for each and every personnel action on his or her particular campus, with the exception of decisions on tenure and matters relating to his or her own employment and compensation.

Although each president is to consult appropriately within the campus community on personnel decisions and seriously take into account all such inputs, he or she shall not be bound or, in any manner, limited by faculty or other institutional rule, regulation, report or procedure heretofore or hereafter adopted, made or recommended.

In adopting this policy, the Board of Regents expects that all presidents will make personnel decisions in a fair, lawful, and equitable manner with due regard for the best interests of higher education and the taxpayers of the State of West Virginia.

Reports of all personnel transactions shall be made to the West Virginia Board of Regents no less often than monthly.

Adopted: West Virginia Board of Regents  
May 4, 1976

#### POLICY BULLETIN NO. 41

February 20, 1979

(Replaces Policy Bulletin No. 41 dated May 6, 1975)

#### POLICY REGARDING THE APPROVAL OF INDEPENDENT PROPRIETARY INSTITUTIONS TO AWARD DEGREES

RESOLVED, That the West Virginia Board of Regents, pursuant to the provisions of Chapter 18, Article 26, Section 13a of the West Virginia Code, adopts the following policies and procedures for authorizing independent proprietary institutions to award degrees.

##### Policies

- A. Those eligible institutions that wish to award degrees in West Virginia and do not hold institutional accreditation under Policy Bulletin No. 15 must secure recognized candidacy status as junior colleges by September 1, 1980 and full accreditation status by September 1, 1982, pursuant to Accreditation Standards; Policies, Procedures and Criteria (revised February 1978) of the Association of Independent Colleges and Schools or meet AICS formal written criteria for the awarding of a specialized associate in business degree as an accredited AICS business school. Any eligible institution not meeting one of said requirements shall have existing authorization by the West Virginia Board of Regents to award degrees suspended until such time as one of the cited accreditation conditions is met.
- B. For those institutions, which by virtue of curriculum and programs are accredited by the National Association of Trade and Technical Schools, the West Virginia Board of Regents will, upon request from the institution, consider authorization or continuing authorization to grant degrees upon the recommendation of a committee appointed by the Board and composed of vocational-technical professionals. Any National Association of Trade and Technical Schools accredited school now holding Board of Regents' approval to grant degrees must request the authority to continue by no later than May 31, 1979.
- C. The West Virginia Board of Regents is the sole agency with the legal responsibility for authorizing institutions to award degrees and, as such, reserves the right to conduct periodic reviews of any or all of the institutions awarding degrees, and to suspend degree-awarding authority when appropriate standards of educational quality are not being met.

##### Procedures

- A. Institutions eligible for the Association of Independent Colleges and Schools accreditation
  1. Any institution which decides to seek junior college accreditation status shall so inform the West Virginia Board of Regents in writing of its intent to apply for recognized candidacy status not later than May 31, 1979. As an alternative, any institution may submit documentary evidence that it has met AICS formal written criteria for the awarding of a specialized associate in business degree as an accredited AICS business school. Those institutions not so notifying the Board shall have any current authorization to award associate degrees suspended and shall not enroll any new students in associate degree programs after May 31, 1979. All students enrolled in associate degree programs prior to May 31, 1979 will be permitted the opportunity to complete their programs.
  2. Upon receipt of written notice that an institution is seeking Association of

Independent Colleges and Schools accreditation, or meets AICS formal written criteria for the awarding of a specialized associate in business degree as an accredited AICS business school, the West Virginia Board of Regents will request that the Association of Independent Colleges and Schools keep the Board fully informed on the status and progress of the candidacy or accreditation and that it be permitted to review all reports and participate in all on-site visits.

- B. Institutions eligible for National Association of Trade and Technical Schools accreditation
  1. Any such institution desiring West Virginia Board of Regents' authorization to award the associate degree must have received full National Association of Trade and Technical Schools accreditation to be eligible for such consideration.
  2. The visitation committee as herein provided shall conduct on-site visits to inspect and report on programs, quality of instruction, equipment and facilities and such other aspects that the committee deems necessary to evaluate the quality of the programs and institution.
  3. In the instance of the institution now having Board of Regents' authorization to award associate degrees, it is anticipated that a committee evaluative report will be presented to the Board not later than July 1, 1980.

**New Degree Programs**

- A. All institutions meeting criteria as set forth herein may continue to request approval to offer new programs or make modifications or deletions in programs previously approved for associate degree purposes by the West Virginia Board of Regents.
  - B. In making program requests, institutions shall utilize guidelines and procedures made available through the Board of Regents' office. All new program requests must be in the Board of Regents' office at least ninety (90) days prior to the time that the program is to be implemented. Information on the following topics will be included (additional information may be requested):
    1. Authorization to operate in West Virginia as set forth in Chapter 18, Article 2, Section 10 of the West Virginia Code.
    2. Evidence that the institution has applied for and/or received recognized candidacy status as a junior college of business by the Association of Independent Colleges and Schools or meets AICS formal written criteria for the awarding of a specialized associate in business degree as an accredited AICS business school or is accredited by the National Association of Trade and Technical Schools.
    3. Accreditation
    4. Curriculum
    5. Admissions Requirements
    6. Faculty Qualifications
    7. Finances
    8. Library
    9. Facilities and Equipment
    10. Services Provided for Students
- Adopted: West Virginia Board of Regents  
February 20, 1979

**POLICY BULLETIN NO. 42**

May 6, 1975; Amended July 8, 1975

**POLICY REGARDING ALCOHOLIC BEVERAGES ON THE CAMPUSES OF PUBLIC COLLEGES AND UNIVERSITIES**

BE IT RESOLVED, That the possession or use of alcoholic beverages is prohibited on or in property or facilities (including student housing) of the public colleges and universities except as hereafter provided:

- a. As allowed under the Policy of the Board of Regents adopted September 17, 1971, and published in Policy Bulletin No. 14 regarding the sale of nonintoxicating beer; and
- b. In dwellings located thereon and occupied as a family residence.

Adopted: West Virginia Board of Regents  
July 8, 1975

**POLICY BULLETIN NO. 43**

July 21, 1975; rescinded October 7, 1975

**POLICY REGARDING PERFORMANCE OF ABORTIONS AT THE WEST VIRGINIA UNIVERSITY MEDICAL CENTER HOSPITAL**

**POLICY BULLETIN No. 44**

May 4, 1976

**POLICY REGARDING GUIDELINES FOR INSTITUTIONAL ADMISSIONS POLICIES**

**Statement of Principles**

It is the intent of the Board of Regents that all West Virginia residents shall have access to higher educational opportunities commensurate with their interests and abilities. Working toward this end, the Board continues to encourage the development of academic programs and flexible time-space options which allow citizens throughout West Virginia to develop to the fullest their capabilities for work and fulfillment of life. It is further the intent of the Board that admissions policies at the state supported institutions of higher education should foster the attainment of these broad goals of access to the highest extent possible within the limits of available educational programs and resources.

In recognition of the diverse educational programs offered by the different public colleges and universities and the varying kinds of preparation necessary for successful entry into them, the Board of Regents considers it more appropriate to establish general statewide guidelines than to provide detailed provisions related to admissions criteria and procedures. Accordingly, the Board has identified certain broad policies and provisions around which specific institutional admissions policies and practices are to be developed.

**General Admissions Criteria and Provisions**

- 1. As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of state and community resources, state institutions may use, but shall not be limited to the use of, the following criteria in determining admission to institutions and/or institutional programs.
  - a. Record of traditional academic performance relative to the requirements of the educational program to which the student seeks entry. Documents and criteria suitable for making such determination may include high school and/or

college transcripts, high school equivalency scores, etc.

- b. Record of nontraditional learning experiences.
  - c. Standardized examinations relative to the requirements of the program to which the student seeks entry
  - d. Recommendations and interviews
  - e. Health records
2. Application of the above criteria may vary so as to be in conformity with the requirements of the levels and types of educational programs (e.g. community college, baccalaureate, graduate and professional) offered at each institution.
  3. While it is not the policy of the Board to exclude nonresidents from state institutions or their programs, preference shall be given qualified West Virginia residents (as defined by Board Policy Bulletin No. 34) in cases where enrollments must be limited.

#### Institutional Implementation

1. All institutional admissions policies will be submitted to the Board for evaluation in terms of their compatibility with stated Board of Regents policies, institutional goals, and available educational programs and resources. Any amendments to admissions policies shall be submitted to the Board prior to their actual implementation at the institutional level.
2. Institutional admissions policies shall be comprehensive and stated in specific terms and shall include the general admissions requirements of the institution, as well as additional requirements for entry into special or limited enrollment programs.
3. Admissions policies shall be submitted to the Board within a time frame which will allow institutional implementation for the 1977-78 academic year.
4. All institutional admissions policies shall be consistent with existing Board of Regents policies and applicable state and federal regulations regarding non-discrimination.

Adopted: West Virginia Board of Regents  
May 4, 1976

This policy rescinds all previous admissions policies relating to admissions standards and practices which have been issued by the Board of Education and the Board of Governors.

#### POLICY BULLETIN NO. 45

June 8, 1976

#### POLICY REGARDING WEST VIRGINIA BOARD OF REGENTS EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

##### General Policy:

Based upon Board authority (outlined in the West Virginia Code Chapter 18, Article 26) to hire personnel, purchase materials, make studies and reports, enter into contracts and carry out other functions, it shall be the general policy of the West Virginia Board of Regents to provide equal opportunity for all qualified persons and to prohibit discrimination in employment because of race, sex, age, color, religion, national origin or handicap.

##### Allocation of Specific Functions and Responsibilities to Each Board Institution:

Under the Board's additional authority to allocate specified functions and responsibilities among the State colleges and universities, each Board institution shall accept primary and long-term responsibility for the development and implementation of equal opportunity-affirmative action

policies consistent with all Board, State and Federal regulations.

##### Responsibility for the Development and Implementation of Equal Opportunity - Affirmative Action Plans:

Each Board institution and the Chancellor's office shall take the initiative in developing or modifying its own plans to achieve compliance based on a (proposed) model plan developed and updated in the Office of the Chancellor. The president of each institution shall, through appropriate means, establish and maintain a positive program of equal opportunity and affirmative action within his/her jurisdiction in accordance with specific laws and regulations applicable to his/her particular institution. The realistic goals and timetables of each institution shall be vigorously pursued to achieve a proportional representation of minorities and women in the faculty and nonfaculty ranks based on their availability. The effective pursuit of affirmative action requires not only the adoption of an adequate plan, but also result-oriented procedures which ensure the involvement of managers at all levels of each institution.

##### Duties of Equal Opportunity-Affirmative Action Advisory Council:

The Chancellor shall appoint a seven-member Equal Opportunity-Affirmative Action Advisory Council from among the colleges and universities for the purpose of providing guidance to help facilitate the achievement of Equal Opportunity-Affirmative Action compliance in each Board institution. Under the Chancellor, the Advisory Council shall be responsible for, but not necessarily limited to, the following specific duties and responsibilities:

1. Conducting periodic reviews of institutional Equal Opportunity-Affirmative Action plans and programs and providing any assistance that may be required to improve program and realize objectives.
2. Consulting from time to time with the Chancellor, presidents of institutions and/or their assistants on equal opportunity-affirmative action matters.
3. Reviewing copies of equal opportunity reports of all institutions (EEO-6 and others) submitted to Federal agencies responsible for enforcement of laws and regulations and providing consultation to institutions where indicated or requested.
4. Helping assure that current information affecting equal opportunity-affirmative action is disseminated to institutions.
5. Conducting other advisory assignments as directed by the Chancellor.

Adopted: West Virginia Board of Regents  
June 8, 1976

#### POLICY BULLETIN NO. 46

October 5, 1976

#### POLICY FOR INTERINSTITUTIONAL COOPERATION AND SHARING BETWEEN PUBLIC AND PRIVATE HIGHER EDUCATION IN WEST VIRGINIA

The West Virginia Board of Regents and the governing boards of several West Virginia private colleges adopt the following policy as a general framework for development of cooperative endeavors between public and private institutions of higher education in West Virginia.

By mutual agreement, the following policy for inter-institutional cooperation and sharing is approved as applicable to all colleges and universities under control of the West Virginia Board of Regents and to the private institutions of the

higher education community represented by the Advisory Council of Private College Presidents, an official advisory council established and functioning within the Board of Regents' comprehensive system of advisory councils and committees, whose governing boards subscribe to the policy.

#### General Policy Statement

In undertaking positive steps to encourage cooperative planning between the public and private sectors of higher education, the Board of Regents and the governing boards of the several private institutions represented by the Advisory Council of Private College presidents recognize that the principle of appropriate and mutually supportive inter-institutional cooperation and sharing within the higher learning community of West Virginia can be beneficial to the State and all of its institutions of higher education. Technological developments, student mobility, escalating construction costs, increasing possible cooperation between the public and private higher education communities. Inter-institutional cooperation and sharing relationships between public and private institutions in many instances should contribute to greater efficiency and productivity in programs and resources utilization.

This policy does not imply or suggest any commitment to specific cooperative detailed arrangements.

#### Scope of Present and Future Opportunities for Cooperative Enterprises

Some forms of interinstitutional cooperation and sharing between the public and private higher learning institutions have already been implemented while others are in the various stages of consideration and development. To prepare a listing of all enterprises which offer possibilities for partnership arrangement would be impractical; however, some of the areas which are now emerging as possible applications for cooperative association include:

1. Contractual arrangements for special academic programs, courses and services where appropriate and practical.

2. Sharing information and expertise in the technology of managing scarce resources, e.g., institutional research, operating budgets and financial management, and computer systems and operations.

3. Sharing information and expertise in the complex areas of institutional management and administration including, e.g., research grants and contracts, energy conservation, affirmative action, and safety and health regulations.

4. Creation of learning resource networks including libraries, television, laboratories, and other specialized facilities.

5. Fostering faculty development programs leading to, if appropriate, joint appointments for selected faculty and mutual sharing of other specialized personnel resources.

6. Generating a more positive public image for higher education in West Virginia among the business community, legislators, potential supporters, students, and the general public.

7. Developing understanding of and appreciation for "general education" within the total education enterprise.

Other innovative and creative forms of interinstitutional cooperation and sharing not included in the foregoing, may also be in the exploratory states of conceptualization and development at the various institutions. These and other possible applications provide the basis by which the scope of future opportunities for cooperative arrangement can be substantially increased and greater overall effectiveness achieved.

#### Implementation Policies and Procedures

Except in special cases of a statewide or broad regional

nature, responsibility for the initiation of necessary arrangements and administrative requirements for interinstitutional cooperation and sharing programs and agreements is primarily at the institutional level.

Requests for approval of all formalized arrangements, programs and agreements between public and private institutions relative to interinstitutional cooperation and sharing shall be submitted to the West Virginia Board of Regents through the Chancellor for its action, and, if not within delegated presidential authority, to the appropriate private college board(s) of governance.

For purposes of expediting the fullest possible communications for purposes of coordination and cooperation among the total administrative leadership of higher education in West Virginia, there is hereby established a liaison committee comprised of seven individuals of which three shall be members of and appointed by the Advisory Council of Private College Presidents, three shall be members of and appointed by the Advisory Council of Public College and University Presidents and one shall be the Chancellor of the West Virginia Board of Regents who shall serve ex officio as chairman. This committee shall meet periodically and report its proceedings to the two parent Advisory Councils.

Adopted: West Virginia Board of Regents  
October 5, 1976

#### POLICY BULLETIN NO. 47

September 14, 1976

#### TAX-FREE ALCOHOL PERMITS

RESOLVED, That the president or his designate of each institution of the West Virginia system of higher education (or part of the Board of Regents) is authorized to execute, on behalf of the West Virginia Board of Regents, all applications, notices, bonds and reports, as well as other instruments, letters, writings and papers, to bind the Board as to all agreements made in dealings with the Internal Revenue Service pertaining to tax-free alcohol permits, all of which shall be in accordance with Internal Revenue laws and regulations.

Adopted: West Virginia Board of Regents  
September 14, 1976

#### POLICY BULLETIN NO. 48

January 4, 1977

#### RIGHTS AND RESPONSIBILITIES OF TELEVISION TEACHING

This statement of principles is to be used to guide the development of television instruction at each institution of the West Virginia System of Higher Education. The policy is intended to protect the rights of individual faculty members and the rights of institutions.

A television instructor, as defined by this policy, includes those faculty members involved in the actual production of a television course of instruction.

#### Responsibility for Televised Courses

The faculty of a department or other instructional unit shall determine the extent to which television should be used and has the primary responsibility of the academic content and conduct of any televised course of instruction taught by a member of that instructional unit.

Television teachers shall have the usual faculty prerogatives and responsibilities concerning the content and structure of courses assigned to them.

Instructional units utilizing televised instruction shall

arrange to provide members of faculty and staff assigned to televised instruction sufficient released time, staff assistance, class meeting adjustment, and control of specific subject matter content to assure high quality instruction.

#### Ownership of Materials

Each college or university has a substantial investment in any televised course. State law requires the institution to maintain ownership of materials, discoveries, and programs produced in instructional facilities and by institutional personnel.

Recorded programs and teaching materials, prepared by television teachers as a part of their regular institutional duties, are the property of the institution. On the other hand, television teachers have ownership rights to original notes, literary and artistic efforts in common with other personnel who contributed. Where the programming is to be reused on a free-loan or cost-only basis, within or without the institution, the instructor shall be given reasonable notice of not less than 60 days that such use is contemplated. The instructor shall have the right to review and suggest revision or to refuse release. If, in the opinion of the department of instruction, the revision or refusal is unreasonable or revision is impractical or unnecessary, the department may arrange for such reuse, provided proper recognition of the instructor's disclaimer of responsibility be given.

Where the programming is to be reused on a profit or income-producing basis beyond institutional facilities or responsibilities, similar arrangements concerning instructor notice, review, and revision shall be followed. In addition, the instructor shall be paid a reasonable royalty, either in addition to his regular salary, if still employed, or by direct payment if he has left employment.

#### Written Agreement

There shall be a written agreement between the on-campus teacher and the institution made before going into production. The special written agreement should specify clearly the rights and responsibilities of the teacher in areas covered by this policy statement.

Certain key production personnel may share in ownership rights which should be adjusted, agreed and reduced to writing by the parties prior to commencing production.

Adopted: West Virginia Board of Regents  
January 4, 1977

#### POLICY BULLETIN NO. 49

February 8, 1977

#### POLICY REGARDING THE AWARDING OF UNDERGRADUATE SCHOLARSHIPS

The West Virginia Board of Regents, in accordance with the provisions of Chapter 18, Article 24, Section 2 of the West Virginia Code, adopts the following policy and procedures for the awarding of undergraduate scholarships by public colleges and universities.

1. The term "Undergraduate Scholarships" refers to all tuition and fee waivers authorized by Chapter 18, Article 24, Section 2 of the West Virginia Code. All such scholarships shall be designated with the name of the institution offering the award (e.g., \_\_\_\_\_ College Undergraduate Scholarship).
2. The maximum number of authorized Undergraduate Scholarships at an institution shall be equal to five percent of the full-time equivalent undergraduate enrollment of the institution for the fall semester of the previous year.

3. Pursuant to the statute, no student may hold an Undergraduate Scholarship for more than eight semesters. Twelve or more semester hours attempted during a regular semester or a summer term shall be considered as one semester for scholarship purposes.
4. Awards made under this program shall provide only for the waiver of tuition, registration fee, and higher education resources fee.
5. Waiver recommendations shall be submitted by each public college and university in accordance with the following general provisions. The Chancellor's office shall distribute appropriate instructions concerning the details of these reports.
  - a. All institutions will submit reports to the Board on November 15, March 15 and June 15 of each year. While the November 15 report will list waiver recommendations for the year, March and June reports must deal only with revisions to the initial report.
  - b. Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.
  - c. Each waiver recipients should be listed within the single category which reflects the primary reason that a scholarship was awarded.
6. Effective the 1977-78 academic year, each institution shall give priority consideration in the awarding of undergraduate scholarships to students who are West Virginia residents.
7. In view of the substantial alternative student aid resources available for students with demonstrated financial need and the shortage of merit scholarships available at the public institutions, it is recognized that colleges and universities may choose to award a substantial portion of their tuition and fee waivers to students who possess various kinds of special abilities and aptitudes. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give priority consideration in the awarding of scholarships to students with demonstrated financial need.
8. The president of each institution shall ensure that appropriate members of the campus community evaluate on a regular basis the impact of selection criteria and awarding practices in relation to broad institutional goals and directions, other student aid resources available, needs and characteristics of students being served, etc. Each college and university shall develop and maintain awarding policies and procedures which comply with the Board provisions outlined in this policy and which are compatible with institutional goals and the needs of students.

Adopted: West Virginia Board of Regents  
February 8, 1977

#### POLICY BULLETIN NO. 50

June 7, 1977

#### ASSIGNMENT OF ACADEMIC CREDIT AND FINANCING NONCREDIT INSTRUCTION

All courses and classes offered for academic credit must be acceptable toward a degree or certificate program(s) approved by the West Virginia Board of Regents, and/or the

institutionally adopted general education program(s) as set forth in the college or university catalog(s), and/or those courses offered for remedial purposes in the basic academic skills areas (foundation programs). Courses and classes not qualifying for academic credit may be assigned CEU value in accordance with the standards set forth in West Virginia Board of Regents' Policy Bulletin No. 32.

Except as may be specifically so allocated or approved by the West Virginia Board of Regents, no State-appropriated funds may be utilized for the direct and identifiable costs of noncredit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct cost of noncredit courses or classes.

Adopted: West Virginia Board of Regents  
June 7, 1977

#### POLICY BULLETIN No. 51

September 12, 1978

#### POLICY REGARDING FULL-TIME EMPLOYEE DEFINITION

To be classified as a full-time employee of the West Virginia Board of Regents, an individual must meet as a minimum the following conditions to employment as determined by the institutional president or head of other administrative unit directly under the Board:

1. Employment is in a specific position as delineated on a current and approved (by the Board of Regents' Central Office) State Expenditure Schedule(s) as contrasted to casual or part-time help.
2. Except for faculty, employment is for some specific number of hours on a regularized basis over at least nine months of the twelve-month fiscal year.

3. Except for faculty, employment must be for a minimum total of 1,040 hours during the course of a fiscal year.
4. Employment for faculty is on a full academic year (at least a nine-month) contract basis for at least six semester credit hours teaching per semester or the equivalent in teaching, research, public service and/or administrative responsibilities.

Adopted: West Virginia Board of Regents  
September 12, 1978

#### POLICY BULLETIN NO. 52

June 5, 1979

#### POLICY REGARDING EMPLOYEE RELATIONS PROCEDURES

Each college and university under the governance of the West Virginia Board of Regents shall provide through institutional-level procedures employee complaint recourse for all appropriate matters, other than those for faculty as provided in Policy Bulletin No. 36.

Said recourse shall be a systematic method whereby individual employee complaints can be reasonably presented, reviewed and action taken related thereto.

The institutional procedures shall normally consist of three levels or steps of consideration, commencing with the most immediate supervisor and concluding with the President or his designate.

Each college and university shall file in writing a proposed employee relations procedure with the Board Central Office by no later than October 1, 1979.

Adopted: West Virginia Board of Regents  
June 5, 1979