

1981

1000.

MARSHALL UNIVERSITY
JAMES E. MORROW LIBRARY
HUNTINGTON, W. VA. 25701

FEB 17 1982

ARCHIVES

THE

GREENBOOK



TABLE OF CONTENTS

CHAPTER	PAGE	CHAPTER	PAGE
Organizational Charts	iii		
I. INSTITUTIONAL GOVERNANCE			
Sponsorship of the Institution	1	Military Leave	12
West Virginia Board of Regents	1	Leave of Absence Without Pay	12
West Virginia Board of Regents Advisory Committee System	2	Sick and Emergency Leave	12
Marshall University Institutional Board of Advisors	2	Witness and Jury Leave	12
		West Virginia Court of Claims	12
II. ORGANIZATION OF THE UNIVERSITY		Remission of Tuition and Registration Fees for Graduate and Teaching Assistants	13
West Virginia Board of Regents	3	Student Employment System	13
President	3	Employment Procedure for Student Assistants	13
Provost	3	Employment Procedure for College Work-Study Students	13
Vice President for Health Sciences/ Dean of the School of Medicine	3	Payroll Procedures for All Student Employment	13
Vice President/Dean for the Community College	3	Purchasing	13
Deans of the Colleges	3	Travel and University Motor Pool Regulations	13
Chairpersons of Departments	3		
Dean of the Graduate School	3	V. ACADEMIC REGULATIONS	
Director of Libraries	4	Departmental Autonomy	14
Vice President for Financial Affairs	4	Minimum Number in Class	14
Vice President for Administration	4	Course Syllabi Policy	14
Dean of Student Affairs	4	Student Attendance Policy	14
Director of Development	4	Excessive Absences	14
Director of University Relations	4	Report of Absences of Veterans	14
Director of Athletics	4	Final Examination Schedule	14
		Cheating	14
III. ACADEMIC EMPLOYMENT, RANK, TENURE, RELEASE, DISMISSAL, GRIEVANCE, RETIRE- MENT, AND AFFIRMATIVE ACTION		Grade Reporting	15
Plan for Determining Academic Rank and Tenure and for Procedures of Grievance, Nonreappoint- ment, and Dismissal for Marshall University Faculty Members	5	Grade Appeal Procedure	16
Retirement Policy	10	Posting of Grades	16
Equal Employment Opportunity Program	10	Tutoring by Faculty Members	16
IV. FISCAL INFORMATION		VI. FACULTY RESPONSIBILITIES RELATED TO STUDENT LIFE	
Employment Services and Benefits	12	Student Organization Advisors	17
Employment	12	Confidentiality of Records	17
Retirement Plans	12	Attendance at University Events	17
Health Care and Life Insurance	12	VII. UNIVERSITY REGULATIONS AND PRO- CEDURES	
Group Total Disability Benefits Insurance	12	Office Hours	18
Workmen's Compensation	12	Receiving Department	18
Social Security	12	Instructional Supplies	18
Unemployment Insurance Benefits	12	Expendable Office Supplies	18
Credit Union	12	Use of University Facilities	18
Holidays	12	Space Reservations	18
Sabbatical Leave	12	Use of University Facilities by Campus Organizations	18
Annual Leave	12	Regulations for Use of University Facilities	19
		Change in Classroom Assignment	19
		Control of Keys	19
		Smoking Regulations	19
		Parking Regulations	19
		Use of University Buses	19

Use of Driver Education Cars	19
Polls	20
Collections and Donations	20
Use of University Name and Stationery	20
Fund Raising	20
Inquiries by Prospective Students	20
Commencement	20
Political Activities	20
Grade Books	20
Fire Regulations	20
Research Board	20
Consulting Agreements, Patents, Copyrights and Royalties	20
Leaving the University	21
Faculty Credit Transcripts	21
University Sponsored Tours Policy	21
Selling on the Campus	22
Vending Machines on Campus	22
Sign Policy	22
Naming of Buildings on the Campus	22
Marshall University Library	22
Faculty Meeting Participation	23

VIII. UNIVERSITY SERVICES AND ACTIVITIES

Services	24
Audiovisual Center	24
Bookstore	24
Computer Center	24
Campus Information	24
Library Materials	24
Lost and Found Service	25
Information Center	25
Memorial Student Center	25
Mail Service	25
Telephones	25
Copying, Printing	25
Copying	25
Duplicating	25
Printing	25
Publications	25
Tennis Courts	25
Fairfield Stadium	25
Student Health Service	26
WPBY-TV	26
Instructional Television Services	26
Activities	26
Athletic Events	26
Faculty Fund	26
Faculty Wives Club	26
Artists Series	26
Marshall University Alumni Association	27

IX. CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

Name	28
Purpose	28
Powers	28
Membership	28
Meetings	28
Officers	28
Records	28
University Council	28
Standing Committees	29
Vacancies	30
Adoption and Amendments	31
Procedural Amendments	31
Constitutional Interpretations	31
Quorum Requirements in Standing Faculty Committees	31

X. FUNCTIONS OF STANDING FACULTY COMMITTEES

University Council	32
Academic Planning and Standards Committee	32
Faculty Personnel Committee	32
Physical Facilities and Planning Committee	32
Budget and Appropriations Committee	33
Student Conduct and Welfare Committee	33
Faculty Service Committee	33
Commencement and Honorary Degrees Committee	33
Athletic Committee	33
Public Relations and Publications Committee	34
Special Committees and Subcommittees	34
Standing Subcommittees of the Academic Planning and Standards Committee	34

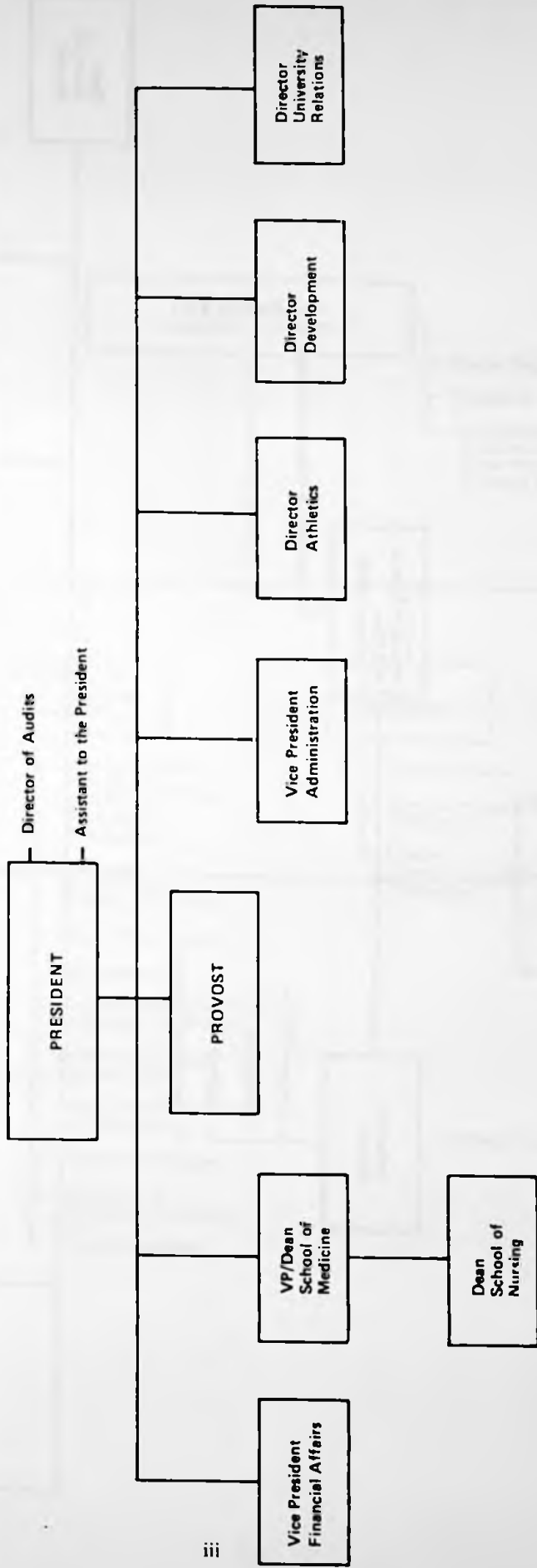
XI. ORGANIZATION OF THE GRADUATE SCHOOL OF MARSHALL UNIVERSITY, INCLUDING THE FUNCTIONS AND RESPONSIBILITIES OF THE GRADUATE COUNCIL AND GRADUATE DEAN

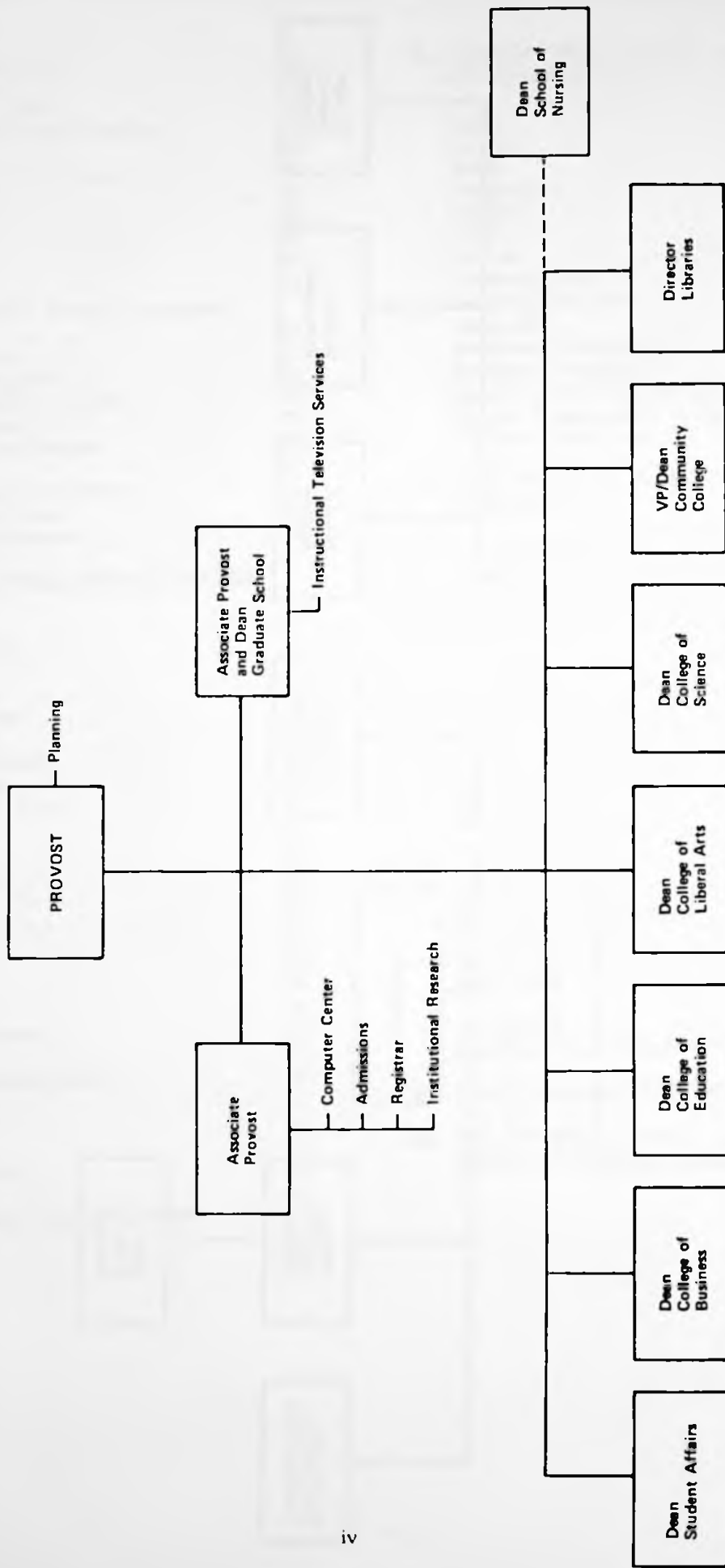
Philosophy	35
Graduate Faculty Membership	37

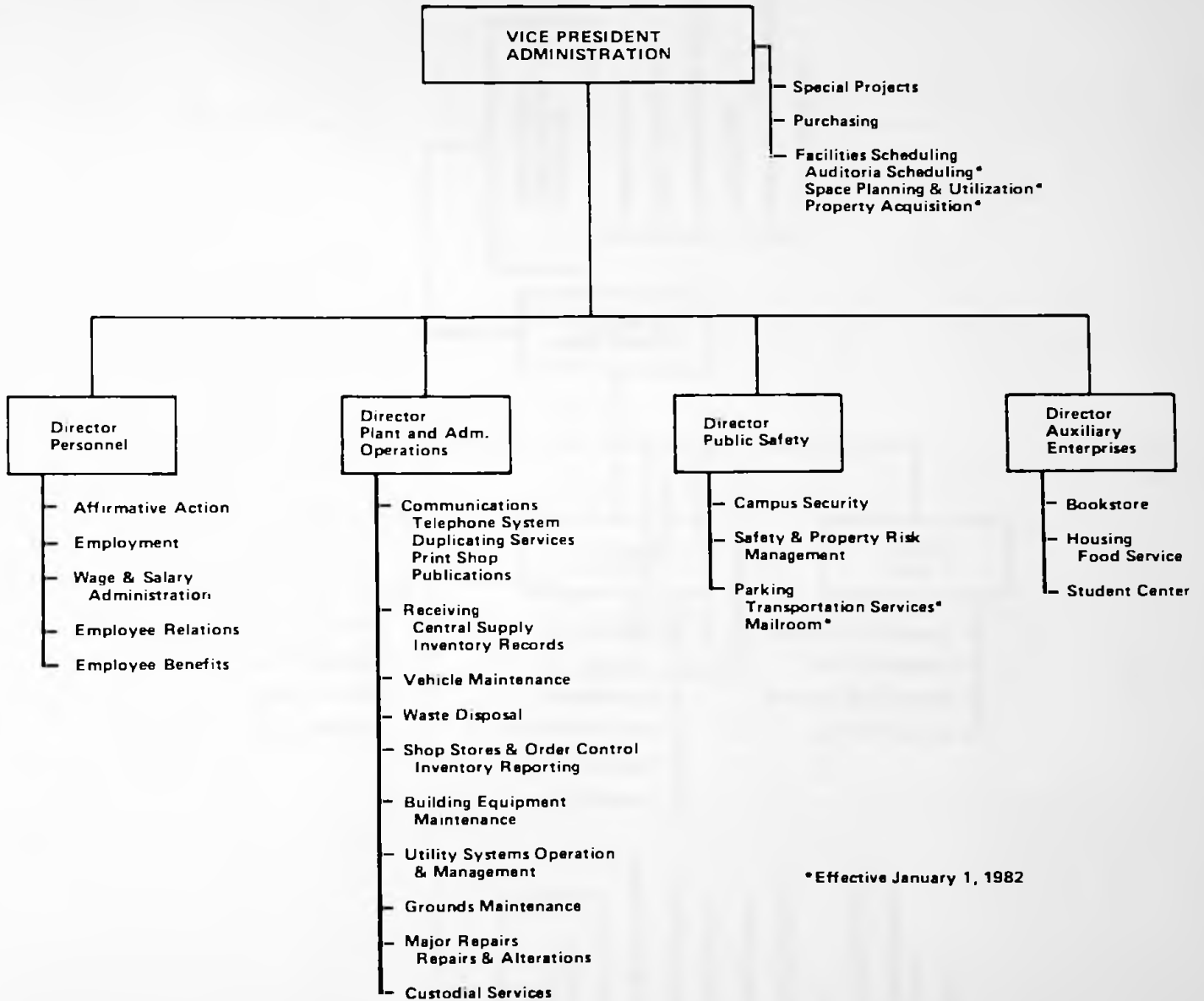
XII. THE ACADEMIC COMMON MARKET

XIII. POLICY BULLETINS OF THE WEST VIRGINIA BOARD OF REGENTS (Numbers 1 to 54)

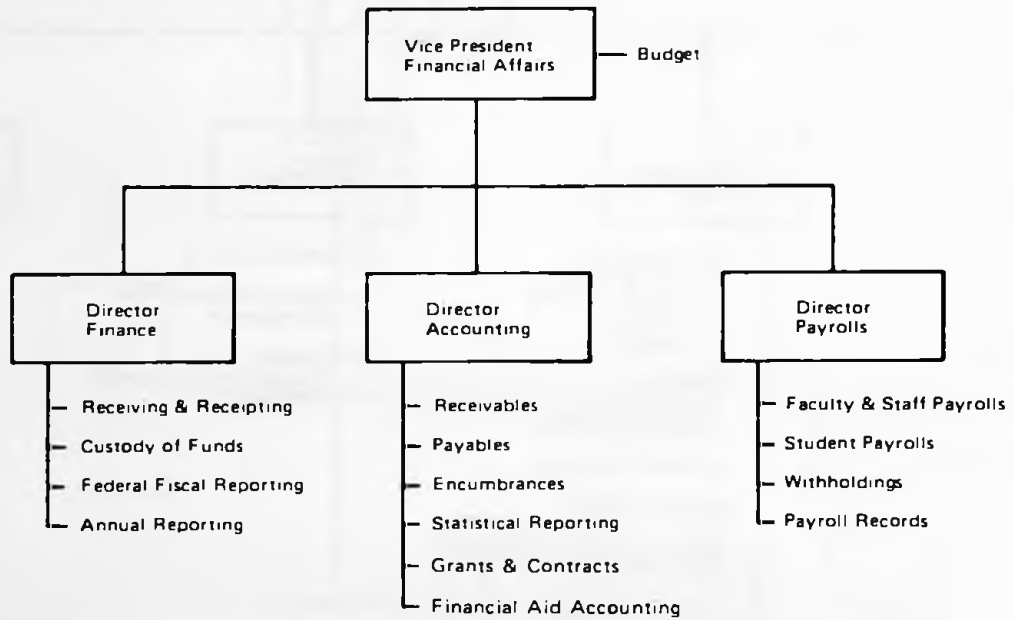
Revised September, 1981

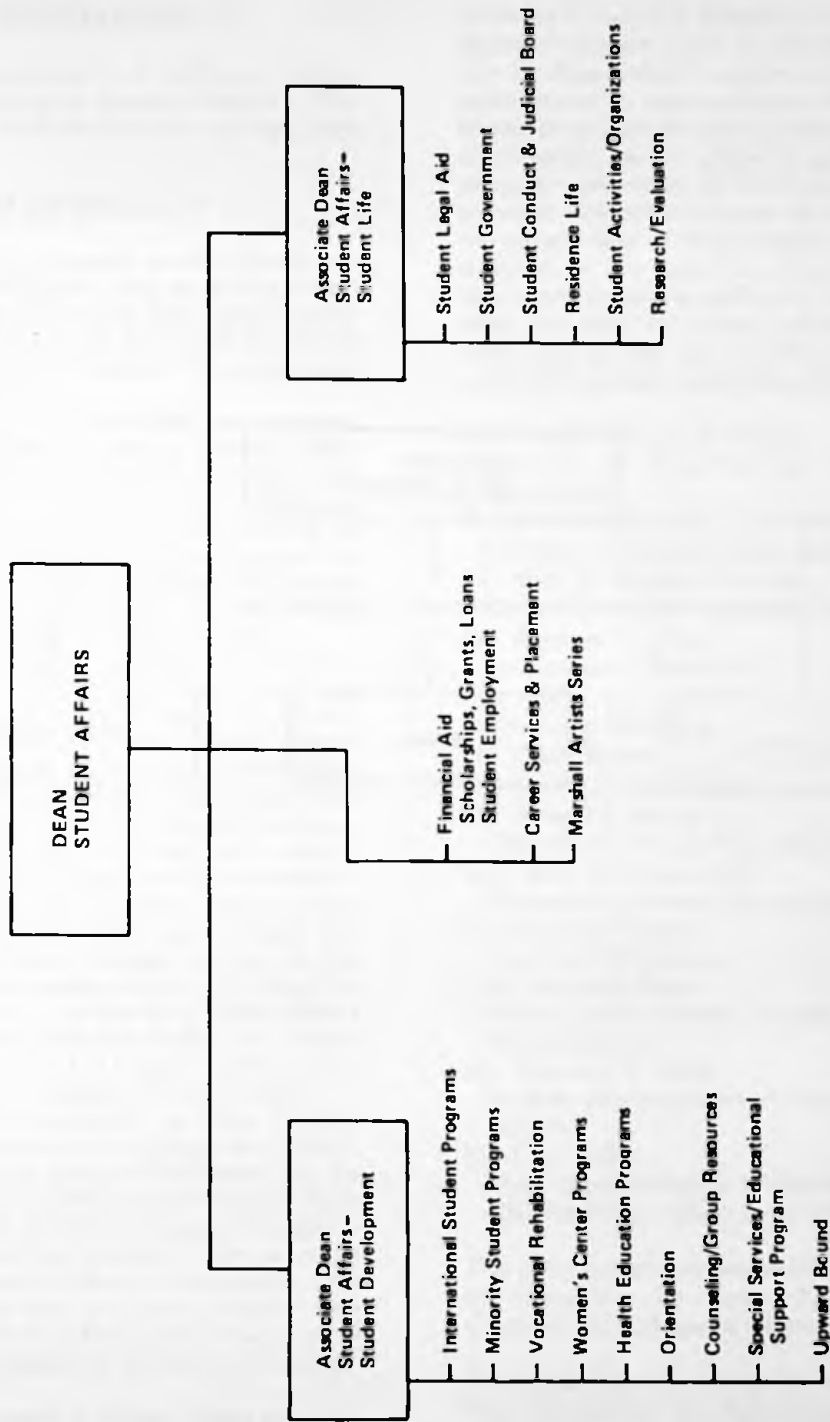


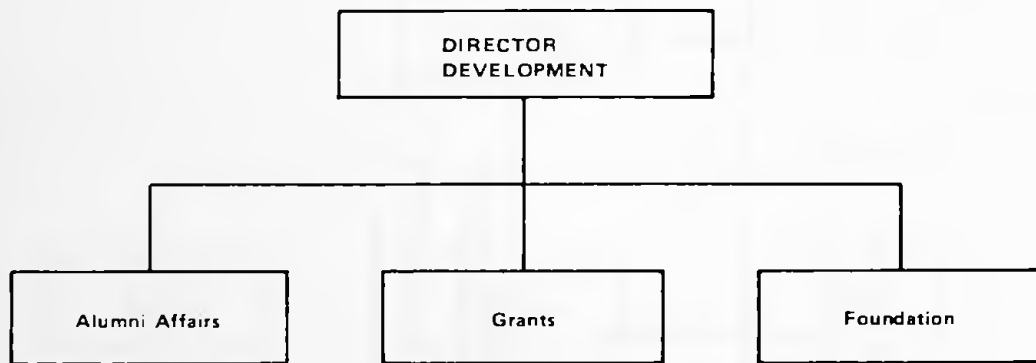




* Effective January 1, 1982







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.

- Rev. Paul J. Gilmer, President
Director of Opportunities Industrialization Center,
Charleston
- Dr. John W. Saunders, Vice President
President, Beckley College, Beckley
- Mr. Verl W. Snyder, Secretary
Retired U.S. Office of Education Official, Berkeley Springs
- Mr. Andrew L. Clark
Businessman, Bluefield
- Mrs. Sue S. Farnsworth
Attorney, Wheeling
- Mr. Clark Frame
Attorney, Morgantown
- Mr. Russell L. Isaacs
Consultant, Wheat First Securities, Charleston
- Mrs. Betsy K. McCreight
Community Leader, Huntington
- Mr. William Watson
Attorney, Wellsburg
- Mrs. Margaret Byrer
Faculty Representative, Shepherd College
Shepherdstown
- Mr. Kenneth L. Jones
Student Representative, Concord College
Athens
- Dr. Roy Truby
State Superintendent of Schools
Charleston, *ex officio* (non voting)

The principal administrative officer of the Board of Regents is the Chancellor, Dr. Robert R. Ramsey, Jr. Members of the Chancellor's staff are as follows:

- Vice Chancellor for Academic Affairs - Dr. Delbert E. Meyer
- Vice Chancellor for Administrative Affairs - Dr. Edward Grose
- Vice Chancellor for Health Affairs - Vacant
- Public Information Officer - John R. Hendrickson
- Director of Educational Research - Dr. M. Douglas Call
- Director of Student Educational Services - John F. Thralls

Director of Finance - James J. Schneider
Director of Personnel Administration - William J. Walsh
Director of WV Network of Educational Telecomputing
-Chuck Shomper

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
Dean of 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
Advisory Council of Faculty
Dr. Clair W. Matz, Professor of Political Science
Advisory Council of Students
Mr. Marc E. Williams, President, Student Government

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 INSTITUTIONAL BOARD OF ADVISORS

Appointed by Board of Regents:

Mr. Paul M. Churton
Senior Vice President, Ashland Coal, Inc.
Huntington
Mr. Charles K. Connor, Jr.
President and Publisher, Beckley Newspapers
Beckley
Judge Russell C. Dunbar
College of Law, West Virginia University
Morgantown
Mr. David N. Harris
Personnel Manager, Huntington Alloys, Inc.
Huntington
Mr. Dan R. Moore
President, Matewan National Bank
Matewan

Mrs. Sandra S. Wilkerson
Homemaker, Former public school teacher.
St. Albans
Mr. James S. Williams
Field Coordinator, AFL-CIO Appalachian Council
Huntington

Institutional Members:

Elected by Marshall University Faculty:
Dr. Elinore D. Taylor
Assistant Professor of English, Marshall University
Huntington

Elected by Marshall University Staff:
Lt. Eugene F. Crawford
Police Officer, Security Department, Marshall University
Huntington

Administrator Appointed by President:
Dr. Paul D. Stewart
Associate Provost and Dean of Graduate School, Marshall
University
Huntington

Elected by Student Body:
Mr. Marc E. Williams
President, Student Government, Marshall University
Huntington

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 Dean of 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 Instructional Television Services 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

The Vice President/Dean is the chief officer in charge of the School of Medicine. The Dean of the School of Nursing is directly responsible to him. He is assisted by Associate and Assistant Deans for the various administrative areas 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/DEAN FOR THE COMMUNITY COLLEGE

The Vice President/Dean 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-com-

munity 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 chairperson 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 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 admission to candidacy for the master's degree; gives final approval on theses; recommends candidates for graduation; recommends new graduate courses; approves the qualifications of faculty members for graduate instruction; aids in the placement of graduates; assigns graduate students to advisors; allocates funds for and

approves appointments of graduate assistants; presides at meetings of the Graduate Council; and serves as chairperson of the Research Board. 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.

DEAN OF STUDENT AFFAIRS

The Dean of Student Affairs is the chief administrator of the nonacademic programs and many of the services the university provides its students. She is assisted by two Associate Deans. Responsibilities of the 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. She 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 March 5, 1981)

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. In all instances of inconsistency between the two documents, 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 institu-

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

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, 5.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, section 8, and the following university policies.
2. All faculty members shall serve a minimum two-year probationary period, 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.
3. 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 afford-

ed 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.

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, 7)
 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, 12)

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 ratios;
- c. The state of the development of the department;
- d. The balance between academic and nonacademic 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, 10. 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, 10. b and c.)

C. Hearings

See Policy Bulletin No. 36, 13, with the following explanations and expansions. The pertinent sections of Section 13 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, 14.)
 - E. Grievance Procedure:
 1. Definition. (See Policy Bulletin No. 36, 15.)
 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 PLANS

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 each 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 B 17.

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 Student Financial Aid Office administers all student employment programs.

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 Student Financial Aid Office.

Employment Procedure for Student Assistants

Departments wishing to employ student assistants must forward to the Office of Student Financial Aid a job description for each available position. The Department must also be prepared to assume full responsibility for employee wages. Each job description received by the Office of Student Financial Aid is posted for a period of ten (10) days.

During the posting period, interested students inquire at Room 121, Old Main, to apply by the identification code number assigned to each job description. Each student is given a referral sheet identifying the prospective employer.

Employers should return rejected applicants' referral forms directly to the students. For student(s) selected, the referral form should be returned to the Office of Student Financial Aid.

Employment Procedure 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 Student Financial Aid Office.

All students approved for Work-Student employment will be provided a student Introduction Sheet and various other payroll documents by the Office of Student Financial Aid. The Introduction Sheet will direct the student to a potential employer. If the student's application for employment is approved, Part I of the Introduction Sheet must be completed by the supervisor. Attachments to the Introduction Sheet should be completed at the same time and the student should be instructed to hand carry all completed documents to the Student Financial Aid Office.

Should the employment application be rejected, Part II of the Introduction Sheet should be completed. The other attached documents should not be completed. In this case the student should be instructed to return to the Office of Student Financial Aid for another referral.

Payroll Procedures for all Student Employment

The Payroll Office will issue time cards semi-monthly to employers. All time cards must be signed by the supervisor and returned to the Payroll Office on the 16th and 30th (31st) of each month. The supervisor is responsible for any errors

appearing on time cards. Any time card not properly completed and signed will be returned to the supervisor. Such action will delay the employee's check.

Student employees are paid twice monthly, one month in arrears. Student employees' checks are disbursed by the Office of Student Financial Aid.

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

DEPARTMENTAL AUTONOMY

Responsibility for course content, program integrity, and academic quality rests with the faculty of the department where the program is housed, and any changes in courses or programs should normally be initiated by those faculty.

If a department proposes a change in its program requirements or course offerings that materially and seriously affects the financial operation, program integrity, staffing, or course offerings of another department, however, it must notify that department prior to presenting the proposed change to the Academic Planning and Standards Committee. Written confirmation of such notification will accompany the proposed change. Faculty members from an affected department may protest such a proposal by petitioning the Academic Planning and Standards Committee. The Academic Planning and Standards Committee may send it to the Curriculum Subcommittee of the Academic Planning and Standards Committee for a review. After a careful review, the Curriculum Subcommittee may present the arguments for both sides, together with its recommendations, to the Academic Planning and Standards Committee for a decision. The same procedure should be followed if a proposed course or program substantially overlaps or duplicates the offerings of another department.

--Adopted by Academic Planning and Standards Committee, February 17, 1981; approved by the President, March 9, 1981.

MINIMUM NUMBER IN CLASS

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

COURSE SYLLABI POLICY

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

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

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

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 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 nonattendance.

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 Dean of 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. The initial appeal must be within 60 days of the mailing of grades from the Registrar's Office.
2. If the procedure in Step 1 does not have a mutually satisfactory result, either party may appeal in writing to the Department Chairperson within 15 work days after the initial appeal, 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 within 15 work days of the appeal at the departmental level. 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 within 15 work days of the appeal at the College level 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. (No faculty member of APSC who is directly involved in a grade appeal may serve on this committee).
 - b. The academic dean from a different college than the college in which 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 may hold further hearings. Academic Planning and Standards will inform the student and the faculty person of the results of its committee decision. If, after the appeal process has been completed, it is concluded that the grade assigned to the student is incorrect, the Academic Planning and Standards Committee shall provide for an appropriate change to be entered on the student's transcript in accordance with standard university procedure.
6. This procedure will be effective from the date of adoption by the faculty.

Adopted - General Faculty Meeting,
November 11, 1969
Amended by Academic Planning and
Standards Committee, September 11, 1980;
October 16, 1980; April 20, 1981.

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 on a need to know basis, 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. Faculty should review and become familiar with the official policy on student privacy, *A Policy Statement on Education Records: Privacy Rights of Parents and Students*.

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.

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 that 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 of Regents 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, 696-3125 at least two weeks prior to an event.

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.

Gymnasiums, playing fields, tracks, tennis courts and the swimming pool are assigned by the Facilities Coordinator (Old Main 111) 696-3125.

Spaces in the Memorial Student Center are assigned by the administrative staff of the Center (696-6472).

Scheduling of all auditoriums and theaters on campus is the responsibility of the Facilities Coordinator. However, scheduling for Old Main Auditorium, Smith Recital Hall, Smith Hall 154 and the Science Hall Auditorium may be done by contacting the MU Technical Director (Old Main 16B) 696-2306 or the Facilities Coordinator.

All requests for facilities usage must be made in writing at least two weeks in advance of the event. Approval of usage requests will be based on availability of the facility.

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

USE OF UNIVERSITY FACILITIES BY CAMPUS ORGANIZATIONS

Recognized campus organizations may reserve the following facilities by contacting the Facilities Coordinator (OM 111, 696-3125):

Gullickson Hall

Main Gym (GH 124)
Handball Court/Gymnastics Room (210)
Wrestling Room (206)
Swimming Pool
Class Room
Locker Room

Women's Gym

Main Gym (WG 103) Archery Room (WGW)
Dance Studio (WGE)
Class Room
Locker Room

Outdoor Facilities

Memorial Track and Field
Practice Track and Field
Central Intramural Field
Gullickson Intramural Field
Memorial Student Center Plaza
Tennis Courts

Fairfield Stadium - Daylight Hours Only

(Night use requires \$300 per hour utilities fee for lights)

NOTE: Currently Women's Gym (103) is the only facility available for dances.

To reserve one of the listed facilities, a completed Facility Reservation Form signed by the organization's advisor and president must be submitted to the Facilities Coordinator at least two weeks prior to the desired date of use.

The Facilities Coordinator will schedule the use of the facility and obtain other approvals as necessary, i.e., Security, Intramurals, etc.

Because of limited space and the current construction program, campus organizations are limited to two uses of the same facility in one month. For the same reasons, late requests will be subject to the availability of the space and personnel.

REGULATIONS FOR USE OF UNIVERSITY FACILITIES

The conduct of participants at an event sponsored by a recognized campus organization is the responsibility of the scheduling organization and its advisor.

Campus organizations are expected to use university property responsibly. Officers of the sponsoring organization as well as the individuals involved are responsible for any and all damages or violation of policy, ordinary wear and tear excepted. Accordingly, officers of the group and/or advisor(s) may request inspection of the premises by Security personnel prior to and immediately following the use of the facility. Officers and advisors of the sponsoring organization are encouraged to accompany Security personnel during inspection.

Any damage or violation of policy noted will be reported to the Facilities Coordinator by Security personnel. A complaint stating violation, damages, estimated cost of repair, etc., will be filed with the Coordinator of Student Conduct seeking payment for damages and loss of privilege to schedule facilities or other penalties deemed appropriate by the Coordinator of Student Conduct.

Organizations sponsoring pool parties in Gullickson Hall are required to hire one Marshall University Security Officer. Organizations sponsoring disco dances in WG 103 are required to hire two officers. Arrangements and assignment of officers will be confirmed by Assistant Director of Public Safety, OMB - 696-6406. Officers are to be paid by the organization at a rate of \$9.00/hr. for patrolmen and \$12.00/hr. for supervisors.

The user must abide by all rules and regulations of Marshall University and the West Virginia Board of Regents as outlined in the Marshall University Student Handbook and/or the **Greenbook**.

Neither Marshall University nor the West Virginia Board of Regents shall be responsible for any loss of or damage to equipment or property of the organization, its members, or patrons. Any equipment of the user remaining on the premises for more than ten (10) days shall be considered abandoned and may be disposed of by the Facilities Coordinator as he/she deems advisable unless prior arrangements have been made in writing.

No signs are to be posted upon university premises without prior written approval of the Facilities Coordinator. Materials such as nails, hooks, adhesive fasteners, tacks or screws are prohibited. The Facilities Coordinator has the right to refuse permission to use any materials, devices or procedures which might cause injury or bodily harm.

The use of lighted tobacco is restricted to corridors and other designated areas. Alcoholic beverages or illegal substances are strictly forbidden.

Campus organizations using the Gullickson Hall Pool must provide one (1) lifeguard for each thirty-five (35)

participants. Lifeguards may be hired by contacting the Intramural Office in GH 100. Lifeguards are paid the current minimum wage by the using organization. Members or friends of the organization may act as lifeguards provided they present a valid lifesaving certificate to the Facilities Coordinator forty-eight (48) hours prior to the scheduled use of the pool.

Persons running on or crossing over the Marshall University Track shall wear regular track shoes with a spike less than one quarter (1/4) inch. The only other shoes permitted on the track will be flat running shoes or standard basketball or tennis shoes. Joggers are required to run on the outside lanes of the track to eliminate wear on the track. Under no circumstances shall persons using the track eat, smoke, chew or drink on the track surface.

No parties using Marshall University facilities shall discriminate against any citizen of the United States or any person within the jurisdiction thereof, on the grounds of race, color, national origin, religion, sex, or handicap.

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

Keys to buildings, offices, and classrooms are issued by Plant Operations. Requests for keys must be approved by the department chairperson or supervisor of the person for whom the key(s) are to be made and by the Director of Public Safety. Key request forms and key regulations are available at the Office of the Director of Public Safety, Old Main B7.

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 Public Safety.

Application forms for parking assignments and information pertaining to parking facilities may be obtained through the Office of the Director of Public Safety 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 Provost. If a participant does not own an academic costume, a costume may be rented from the University Bookstore. Permission to be absent from Commencement must be obtained from the Academic Dean.

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 chairpersons 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 nonprofessional 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 supported 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.

SIGN POLICY

The following statements comprise the basic policies for the posting of signs, as promulgated by the Physical Facilities and Planning Committee:

1. Every sign on university property must clearly display the name of the sponsoring organization or individual and the date of posting. The total area of the sign shall not exceed 700 square inches with a maximum diameter/width or length not to exceed 30 inches.
2. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, signs are to be displayed only on bulletin boards provided for that purpose. Signs are not to be posted on interior or exterior surfaces of buildings, doors, or windows. Signs are not to be posted on trees, shrubs, utility poles, or sidewalks.
3. Bulletin boards in classrooms are to be reserved for information pertaining to the instructional program. Administrative bulletin boards in departmental areas and in or adjacent to university offices are reserved for the use of such departments and offices. These bulletin boards shall be under the control of the departments and instructional staff.
4. Organizations and individuals may post only one sign on the same bulletin board at the same time, unless the additional sign pertains to a different event.
5. All signs posted on campus shall be in good taste. Any questions concerning this provision shall be addressed to the director of Physical Plant Operations.
6. Individuals or organizations displaying signs are responsible for their removal the day after the event. If no expiration date is given, the sign must be removed one month after the day of posting.
7. Approval for displaying signs of non-university organizations must be secured through the Office of the Director of Physical Plant Operations.
8. Signs will be removed which violate these or other university regulations.
9. Student activity banners which are displayed on the balcony of the Memorial Student Center, fraternity doors which are displayed during fraternity rush, and

signs posted under regulations for student government elections are specifically exempted from the size limitations and the restrictions of posting only on bulletin boards. These exemptions are given on the basis of the signs being in good taste and their repetitive use having been accepted prior to the implementation of this policy. It shall not imply waiver of the restriction against posting signs on painted surfaces or prompt removal of such signs. Use of banners, doors, and student government election signs as exempted will be subject to review. Approval to use these signs as described does not negate the possible withdrawal of approval at a later date.

10. These policies pertain to the total University and shall take precedence over any regulations formulated by constituencies of the university. Enforcement of these policies shall be the responsibility of the Vice President for Administration or his designees.

--Adopted by the Physical Facilities and Planning Committee, April 21, 1981; approved by the President, April 22, 1981.

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 Provost, 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 such 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 news media may attend meetings of the Marshall University faculty, other than executive ses-

sions. The representatives of the news media will be seated in a designated section of the auditorium. They may observe the proceedings but may not take part in them.

Still cameras, television cameras, tape recorders and other broadcast equipment will be permitted. In order to minimize distraction, such equipment should be set up prior to the beginning of the meeting in a specific area designated by either the presiding officer or the Director of University Relations. The equipment should not be moved during the course of the meeting other than for an unobtrusive departure.

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,
Oct., 1978; amended September 23, 1981)

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.

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. Tuesday for Thursday 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 mail room. 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 thereafter10
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.

MAIL SERVICE

The university mail service is located in the basement of the western end of Old Main building.

Combination lock boxes are assigned to faculty and staff, generally on a departmental basis. 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 Manager of Communications, 696-6481.

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 Graphic Services Office by the first day of each month for auditing. Offices are then charged for each copy registered on the key meters assigned them. REPLACEMENT OF A LOST OR STOLEN METER COSTS THE ASSIGNED OFFICE \$25.

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.

Total Copy Systems are used in Graphic Services' Old Main office, in Campus East Copy Center, Community College Basement, 18th Street, and in Smith Hall Copy Center, Smith Hall Basement.

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 inter-collegiate 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.

WPBY-TV

WPBY-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 WPBY-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.

Marshall University and WPBY-TV have a working agreement that calls for broad cooperation. The station provides program opportunities for the university, technical support for a number of departments, and media exposure for staff and faculty. Students benefit through employment opportunities, broadcast of Marshall sports and cultural events, and credit courses offered through the university facilities, and staff expertise in helping to achieve program goals. The campus Instructional Television Service and WPBY-TV have a ready exchange of facilities and technical support. The weekly half-hour series M.U. REPORT is broadcast by the Journalism Department over WPBY-TV during the second semester each year.

INSTRUCTIONAL TELEVISION SERVICES

ITV Services supports the teaching faculty by providing video programming direct to classrooms by means of a six-channel campus cable television system. A library of over 700 television programs suitable for college-level instruction is available for use over this system, with new titles being added constantly. Many of these programs have been previously broadcast on public television; others have been produced in our studios. Most are in color.

ITV Services also provides high-quality video equipment and a professional staff to produce and record instructional

materials on video tape. This service is available to individual instructors for a wide variety of instructional and professional purposes. Suggestions for creative use of these facilities are welcomed.

Playbacks of programs are scheduled at the request of any instructor. ITV Services operates continuously from 8:00 AM to 4:30 PM weekdays, and will also serve evening and weekend classes upon request. Offices are on the second floor of the Communications Building.

To schedule a playback for your classroom, or to preview any instructional television program, call 3150.

ACTIVITIES

ATHLETIC EVENTS

Faculty and staff may purchase season tickets at reduced rates through the Ticket Manager, Department of Athletics, Henderson Center, 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 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, Provost, Vice President for Business Affairs, Academic Deans, Registrar, Dean of Student Affairs, Director of Admissions, 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.

XI. 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 Provost 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 non-teaching 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 Provost, the Vice President for Administration and the Registrar.
 - C. Voting shall be by secret ballot.
4. Budget and Appropriations Committee
 - A. Functions. The committee shall serve in an advisory capacity in the development of the university budget and in the appropriations designated to units in the budget. It shall be the function of the committee to consider policy matters that determine the budget and its expenditure. The committee shall review the annual budget of the university to assure its general conformity with short-range and long-range priorities of the university and expressions of policy. The committee shall report instances of non-compliance of the budget with existing priorities or policies and any other allocations which in the committee's opinion are not in the best interest of the university.
 - 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 ex officio members shall be the Provost, the Vice President for Financial Affairs and the Vice President for Administration.
 5. 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 Dean of Student Affairs. Nonvoting members shall be the Associate Deans of Students.
 - C. Voting shall be by secret ballot.
 6. Faculty Service Committee
 - A. Functions. The committee shall be concerned with matters relating to official
 - university faculty social functions and nonacademic 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.
7. 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 Provost, the Registrar, and the Chief Marshal of Commencement.
 8. 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 Financial Affairs, the Dean of Student Affairs and the Athletic Director.
 9. 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.
 10. 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.

- XII. Procedural Amendments. Position title changes within the university administration and article number and reference changes may be made in this Constitution by the University Council with the provision that the proposed changes be provided the faculty not less than ten days before the changes are made. Such proposed changes are subject to faculty appeals provided for in VIII-A-7.

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 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.

BUDGET AND APPROPRIATIONS COMMITTEE

1. The committee shall consider policy matters that determine the budget and its expenditure.
2. The committee shall review the annual budget of the university to assure its general conformity with short-range and long-range priorities of the university and expressions of policy.
3. The committee shall report instances of noncompliance of the budget with existing priorities and any other allocations which in the committee's opinion are not in the best interest of the university.

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 nonacademic 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 be recognized by an honorary degree.
4. That the achievements of West Virginians be reviewed carefully when selections of 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 cooperation 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.

STANDING SUBCOMMITTEES OF THE ACADEMIC PLANNING AND STANDARDS COMMITTEE:

Honors Council. The Honors Council helps to promote interdisciplinary cooperation among students and faculty in all colleges, acts as a liaison between the Academic Planning and Standards Committee and the Honors Programs, monitors the various courses in University Honors and functions as the principal policy-making body of the Honors Programs.

Library Advisory Committee. The purposes of the Library Advisory Committee are to assist the Director of Libraries in developing quality libraries that will meet various college and departmental accreditation standards and to address concerns of students and faculty which are raised concerning the libraries. The committee also works closely with

the Director of Libraries and the departmental liaison members in the allocation and disbursement of library departmental acquisitions funds.

Marshall Council for International Education (MCIE). The purpose of MCIE is to promote international and intercultural understanding, as well as intellectual enrichment, through study abroad and utilization of the material and human resources of Marshall University. Membership is composed of volunteers (faculty, staff and students). As a service to the university and the community at large, MCIE maintains the Language Bank, a directory of competent local speakers of languages other than English.

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 Provost 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

1. Full Graduate Faculty Membership
Full 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.

- 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 by the Graduate Dean 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 and President on the following dates: November 21, 1966; June 21, 1973; July 30, 1973; February 25, 1977; March 25, 1977; April 29, 1977; May 11, 1977; December 9 and 20, 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 the Provost. 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:

Dr. Delbert C. Meyer
Vice Chancellor for 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 Curriculum & Instruction
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

Court Reporting
 Bachelor of Science in Business
 University of Mississippi in Oxford

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

Environmental Science
 Bachelor of Science
 University of Maryland, Eastern Shore

Expressive Therapies
 Master of Arts
 University of Louisville

Extracorporeal Circulation Technology
 Bachelor of Science
 Medical University of South Carolina

Fire Protection Engineering
 Bachelor of Science
 University of Maryland, College Park

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
 George 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

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 Curriculum & Instruction
 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
 Master of Arts
 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

Special Education Administration
Doctor of Education
Virginia Polytechnic Institute & State University

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 Specialists
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 (See also REVISED POLICY BULLETIN NO. 17)

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 2, Section 12 and Chapter 18, Article 11, 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

As revised March 5, 1981

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.

This policy is not to be interpreted as prohibiting employees of the Board of Regents or its institutions from meeting or communicating with elected or appointed officials in the employees' role as individual citizens, save only that in such contacts these employees are obligated to (1) identify their status with the Board/institution and indicate that they are not acting as official representatives or spokesmen for the Board/institution and (2) comply with any established institutional procedures for the use of its facilities, should they desire to hold such a meeting on campus.

Adopted: West Virginia Board of Regents
September 17, 1971
Revised: March 5, 1981

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 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 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 com-

pleted 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 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

SUMMARY OF MAJOR FEATURES

Policy Bulletin Number 18
(Retirement)

Resolved on January 16, 1979
Effective date January 1, 1979

1. **Board** contributions toward TIAA/CREF Retirement Annuities cease upon termination of employment if that occurs before age 65, at age 65 if retirement occurs at that time, at the conclusion of the academic or fiscal year contract period in which the employee reaches age 65 but in no event later than June 30 next following attainment of age 65, whichever is last.
2. Payroll personnel on each campus must be instructed to adjust payroll procedures to effect this action.
3. **Individual** contributions to TIAA/CREF Retirement Annuities should be permitted to continue until the time of actual retirement.
4. High level executive and managerial employees will retire at age 65 but not later than June 30 next following attainment of that age; provided they held a position at that level in a Board institution at least two years prior to prospective retirement and qualify for an annual retirement annuity equal to \$27,000 per year. The \$27,000 per year is based on **employer** contributions only, may **not** include social security in its computation, nor contributions made by other than the West Virginia Board of Regents.
5. **Mandatory** retirement prior to age 70 may continue to occur for persons in positions where age has been determined to be a bona fide occupational qualification and

- evidence of that B.F.O.Q. exists in writing.
6. Employees may still be required to retire below age 70 for reasons other than age.
 7. Applicants for work who are under age 70 on or after January 1, 1979 will be considered for employment on the same basis which existed when the age limit was 65.
 8. At normal retirement age, academic administrators (individuals who meet the definition for high level executive or managerial employees and have faculty rank) may desire to continue employment until mandatory retirement age. If at that time relevant laws and policy allow such persons to continue employment by virtue of faculty status, those individuals must relinquish their administrative duties and return to work in their discipline, provided a position is available.
 9. There is no provision in policy for the extension of employment beyond age 70.
 10. No specific action must be taken for employees who participate in the State Teachers' Retirement System since the Board is not involved in matching funds.

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 FOR 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, and 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 23, 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

REVISED POLICY BULLETIN NO. 29

December 4, 1979

POLICY REGARDING THE COLLEGE-LEVEL EXAMINATION PROGRAM AND THE PROFICIENCY EXAMINATION PROGRAM

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

Regulations Regarding the College-Level Examination Program and the Proficiency Examination Program

The regulations shall govern the use of the College-Level Examination Program (CLEP) of the College Entrance Examination Board and the Proficiency Examination Program (PEP) of the American College Testing Program in the institutions which comprise the West Virginia system of higher education. The extent to which the programs are 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 and PEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policies of the College

Board's Council on College-Level Examinations and the University of New York and American College Testing Program 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 and PEP credit earned with existing course offerings. If no equivalent course is offered by the institution, the credit earned by CLEP or PEP examination shall be considered elective credit. Students shall not receive CLEP or PEP 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 - History - 6 Hours - General Education Social 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 or PEP examination.

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

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

Adopted: West Virginia Board of Regents
October 3, 1972
Revised: December 4, 1979

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 laboratorials, 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

It is recommended that "titles added" not be reported.

3. 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 ultrafische 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 schoolroom 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 1 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 Educating 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

(Replaces Revised Policy Bulletin No. 34 dated November 13, 1973)

October 2, 1981

POLICY REGARDING CLASSIFICATION OF STUDENTS AS 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 admission, 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 at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning residence shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2. **Residence Determined by Domicile** Domicile within the State means adoption of the State as the fixed permanent home and involves personal residence within the State with no intent on the part of the applicant or, in the case of the dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain residence in this State for admission or fee payment purposes. 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 higher education in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by evidence of positive and unequivocal action.

Priority consideration should normally be given to such evidence as 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 of motor vehicles in West Virginia, and marriage to a West Virginia resident. Items of lesser importance which might be considered as support factors include registering to vote in West Virginia and the actual exercise of such right, possessing a valid West Virginia driver's license, transferring or establishing local church membership, involvement in local community activities, 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 the establishment of West Virginia residency might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the State when school is not in session.

3. Dependency Status A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same residency as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the residence of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as a resident student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain residence in this State for admission or fee payment purposes.

4. Change of Residence A student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the 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 that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in section two above.

5. Military An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as a resident for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from 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 spouse 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 in West Virginia and residing in the State shall be classified as in-state residents for tuition and fee purposes. The spouse and

dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes.

6. Aliens An alien who is 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 as defined in section two may be eligible for resident classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student.

7. 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 are determined to be appropriate 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
February 2, 1971 (originally adopted as
Policy Bulletin No. 3)

Revised: February 6, 1973
November 13, 1973
(rescinded revised Policy Bulletin No. 3)
October 2, 1981

POLICY BULLETIN NO. 35

January 15, 1974; amended February 3, 1976; July 8, 1981; November 3, 1981

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 OF 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, sick and emergency leave and witness and jury 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 Higher 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.

I. 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 24 days leave per year, calculated at the rate of 2.00 days per month from the date of employment.
- B. All other full time, regular employees in classified positions shall be eligible for annual leave with pay on the following basis.
Less than 5 years service (60 months) 1.25 days per month - 15 days per year.
5 - 10 years service (120 months) 1.50 days per month - 18 days per year.
10 - 15 years service (180 months) 1.75 days per month - 21 days per year.
15 or more years service - 2.00 days per month - 24 days per year.
- C. No person, who is earning a higher accumulation than is authorized under this policy, shall be reduced to comply with this policy. However, upon leaving the position the proper accumulation rate shall thenceforth apply.
- D. Term of service described in B above shall be total service and does not require continuous service to fulfill the required term.
- 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.
- 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.
- 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 has 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.

SICK AND EMERGENCY LEAVE

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 without limit.
- 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, 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 of 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 agency of West Virginia State Government to a Board institution. Certification of the balance which existed in the losing State agency must accompany the request for transfer and bear the signature of an officer of that agency.
- 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.
- O. The maximum charge against sick leave will be 260 work days per confinement, at which time disability retirement should be considered.
The effective date of this change shall be January 1, 1982.

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; July 8, 1981; November 3, 1981

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.

REVISED POLICY BULLETIN NO. 36

March 5, 1981 (Replaces Policy Bulletin No. 36, dated May 8, 1979)

POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND NONREAPPOINTMENT OR DISMISSAL OF FACULTY; AND GRIEVANCE PROCEDURE FOR OTHER MATTERS RELATING TO FACULTY

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 May 8, 1979 for faculty in the state system of higher education. All academic appointments made after the effective date hereof shall be in conformity with this policy statement.

ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND NONREAPPOINTMENT OR DISMISSAL OF FACULTY

1. Academic Freedom

Academic freedom at West Virginia state colleges and universities is necessary to enable the colleges and universities to perform their societal obligation as established by the Legislature. 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.

Through the exercise of academic freedom members of the academic community freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution.

To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated 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 the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom is 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 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 Faculty:

- a. The faculty at any institution under the jurisdiction of the Board of Regents shall be those appointees of the institution's president as confirmed by the Board of Regents. The faculty are those people so designated by the institution's president and may include, but are not limited to, such professional personnel as librarians and those involved in off-campus academic activities.
- b. Faculty fall into one of the three following classifications:
 - (1) Tenured: Those faculty members who have attained tenure status by official action of the Board or of the president and confirmed by the Board.
 - (2) Probationary: Those faculty members who have been employed by the president on a full-time basis and have been designated as being in a tenure track position by the president.
 - (3) Temporary: Those faculty members who are not employed in a probationary or tenured status. Their appointment may be full-time or part-time.
- c. Faculty appointed to probationary/tenured positions at any institution shall be appointed in one of the following ranks:
 - (1) Professor
 - (2) Associate Professor
 - (3) Assistant Professor
 - (4) InstructorOther appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution subject to approval by the Board of Regents.
- d. Persons assigned full-time or part-time to administrative or staff duties at any institution may,

if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title.

e. Other faculty hold temporary appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature or time accumulated in such appointments. Temporary appointees shall have one of the following titles:

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

Temporary full-time faculty appointments may be utilized only if one or more of the following conditions prevail:

- (1) The position is funded by a grant, contracts or other source that is not a part of the regular and on-going source of operational funding.
- (2) The appointment is for the temporary replacement of an individual on sabbatic or other leave of absence.
- (3) The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process.
- (4) The appointee is beyond retirement age, according to current Board of Regents' policy.

f. The president of an institution shall make all tenured and probationary faculty appointments at the institution after consultation with faculty and other appropriate collegiate units, and confirmed by the Board of Regents. Temporary appointments may be made by the president without Board of Regents' approval but shall be reported to the Board at the time of the appointment.

g. Every faculty appointment 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.

h. 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.

3. Faculty: Types and Conditions of Appointment:

- a. Full-time appointments to the faculty of an institution, other than those classified as temporary, shall be either probationary or tenured.
- b. All temporary appointments, as defined in 2-b, shall be neither probationary nor tenured, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.
- 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 administrators 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 a right to make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution, and by the appointee's use of institutional equipment and materials.

d. If the status of a faculty member changes from temporary to probationary, the time spent at the institution may, at the discretion of the president, be counted as part of the probationary period.

4. 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, that 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 any other arrangements, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. A joint appointment will be made only with the consent of the faculty member.

c. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home institution."

5. Promotion in Rank:

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 in rank:

- (1) There shall be demonstrated evidence that promotion is based upon a wide range of criteria, such as: excellence in teaching; accessibility to students; professional and scholarly activity and recognition; significant service to the college community; experience in higher education and at the institution; possession of the doctorate, special competence, or the highest earned degree appropriate to the teaching field; publications and research; potential for continued professional growth; and service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to

- promotion shall rest with the institution.
- (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 without the particular unit of the institution; supervisory administrative personnel such as the department/division chairperson and the dean; and students.
 - (3) There shall be no practice of granting promotion routinely or because of length of service, or 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.
- b. Promotion shall not be granted automatically but shall result from action by the president of the institution following consultation with appropriate academic units.
6. Faculty Resignation:
A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, shall give notice in writing at the earliest opportunity. Professional ethics, should dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.
 7. Tenure:
 - a. Tenure is designed to assure 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 regular 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. There shall be demonstrated evidence that tenure is based upon a wide range of criteria such as: excellence in teaching; accessibility to students; professional and scholarly activity and recognition; significant service to the college community; experience in higher education and at the institution; possession of the doctorate, special competence, or the highest earned degree appropriate to the teaching field; publications and research; potential for continued professional growth; and service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the institution.
 - b. In making tenure decisions, careful consideration shall be given to the tenure profile of the institution, projected enrollment patterns, staffing needs of the institution, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The institution, while not maintaining "tenure quotas," shall be mindful of the dangers of losing internal flexibility and institutional accountability to the citizens of the State as the result of an overly tenured faculty. Tenure may be granted only to people in positions funded by monies under Board of Regents' control.
 - c. Tenure shall not be granted automatically, or for years of service, but shall result from action by the president of the institution following consultation with appropriate academic units.
 - d. Tenure may be granted at the time of appointment by the president. In the case of probationary appointees, tenure may be attained only by faculty who hold rank of Assistant Professor or above.
8. Probationary Status:
 - a. When a full-time faculty member is appointed on other than a temporary or tenured basis in any of the institutions of higher education under the jurisdiction of the Board of Regents, the appointment shall be probationary.
 - b. During the probationary period, the terms and conditions of every reappointment shall be stated in writing with a copy of the agreement furnished the individual concerned within fifteen days following receipt of the Board of Regents' budgetary allocations and guidelines.
 - c. The maximum period of probation shall not exceed seven years; and at the end of six years any nontenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the probationary period, faculty members may be granted tenured appointment before the sixth year of service, such appointment to be based upon criteria established by the institution and approved by the Board of Regents.
 - d. During the probationary period, contracts shall 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 nonreappointment may be issued for any reason that is not arbitrary, capricious or without factual basis. Any documented information relating to the decision for nonretention or dismissal shall be provided promptly to the faculty member upon request.
 - e. After the decision regarding retention has been made by a president, he shall notify the probationer of the decision as soon as practicable. In all cases of nonretention, formal notification shall be given:
 - (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 appointed at times other than the beginning of the academic year may elect to have those periods of appointment, equal to or greater than half an academic year, considered as a full year for tenure purposes only. Probationary appointments

for less than half an academic year may not be considered time in probationary status.

Notice of nonretention shall be given in writing by certified mail, return receipt requested. Upon request of the probationary faculty member within thirty days of receipt of the notice of nonretention, 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.

- f. 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 Board of Regents within ten days of the receipt of notice stating the reasons for nonretention. 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 shall appoint either a hearing examiner (under Number 13-b) or an unbiased 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 provided simultaneously to the concerned parties by certified mail, return receipt requested.

It is the sole duty and responsibility of either the hearing examiner or the unbiased committee of the Board to determine whether 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 13-c of this policy.

- g. Answer and Service: The decision shall be submitted to both parties within (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 Board of Regents. If the reasons for the nonretention are adjudged to be arbitrary, capricious or without factual basis, the faculty member shall be retained for the ensuing contract year.

9. Faculty Evaluation:

- a. All faculty, except tenured faculty, shall receive a yearly written evaluation of performance directly related to responsibilities as defined by the institution.
- b. Tenured faculty shall be similarly evaluated at least every third year.
- c. Evaluation procedures shall be developed at the institutional level, approved by the Board of Regents, and filed in the Central Office.

10. Dismissal:

- a. Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more 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 administrators or of the Board of Regents.
- (3) Physical or mental disability making the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties.
- (5) Substantial and manifest neglect of duty.

- b. 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, return receipt requested, which dismissal notice shall contain:

- (1) Full and complete statements of the charge or charges relied upon.
- (2) A description of the appeal process available to the faculty member.
- (3) A statement that the faculty member has the right to elect to have the hearing conducted either by an institutional Hearing Committee or a Hearing Examiner.

- c. Answer and Service: Within 30 days from the date of the receipt of 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 an institutional Hearing Committee or a Hearing Examiner as provided in Section 13 of this policy. If the faculty member fails to file a timely answer, the notice of dismissal shall be final.

11. Termination Due to Reduction or Discontinuance of an Existing Program:

- a. A faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at the institution as a result of program review, in accordance with appropriate policy bulletins relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the president shall make every effort to extend first refusal to the faculty member so terminated.
- b. Notice of Nonretention Due to Program Reduction or Discontinuance: The president of the institution shall institute proceedings by giving a faculty member written notice of such nonretention by certified mail, return receipt requested.
- c. Answer and Service: Within 30 days from the date of receipt of the nonretention notice, the terminated faculty member may file an appeal with the president which shall be heard by the institutional Hearing Committee.

12. Termination Due to Financial Exigency:

- a. Termination of Employment Due to Financial Exigency: A faculty member's appointment may be terminated because of a financial exigency as defined and determined by the Board of Regents.

Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty and shall be reviewed by the Board of Regents prior to implementation.

b. Notice of Termination Due to Financial Exigency: The president of the institution shall institute proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:

- (1) A delineation of the rationale used by the Board of Regents for the determination of a financial exigency;
- (2) A copy of the implementation procedures used by the institution related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and
- (3) A description of the appeal process available to the faculty member.

c. Answer and Service: Within 10 days from the date of receipt of the termination notice, the faculty member may file a written appeal to the Board of Regents.

13. Hearings:

In order to assure a fair and impartial hearing, a dismissed (under Number 10) or terminated (under Number 11) faculty member or a faculty member desiring to appeal a decision of the president on promotion, shall receive a written notice of hearing as hereinafter provided and may avail himself of one of the following two hearing procedures:

a. Institutional Hearing Committee: Each year the faculty of each institution shall elect thirteen tenured or probationary 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 institutional Hearing Committee:

- (1) The president shall, within fifteen (15) days, 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 fifteen (15) days. If for any reason the faculty member fails to strike, the president shall within fifteen (15) days strike a sufficient number to reduce the members to five (5) who shall constitute the institutional Hearing Committee.
- (2) The president shall promptly notify the five (5) members in writing that they have been selected to constitute an institutional Hearing Committee and that they are responsible for selecting one of their membership to be chairperson, and shall designate a time and place for their meeting 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 persons of the time and place for hearing the charge or charges, within thirty (30) 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 so notify the Board of Regents, which shall, within fifteen (15) days, 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 or terminated faculty member or a faculty member desiring to appeal a decision of the president on promotion.
- (2) The Hearing Examiner shall determine the time and place for a hearing to be held and shall give notice by certified mail, return receipt requested, to the concerned parties. Such hearing date shall take place within thirty (30) 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. Technical forms and allegations in pleadings are not required to be observed and amendments, supplements, or supplemental statements may be made and filed at the discretion of the institutional Hearing Committee or the Hearing Examiner.
- (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 recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member. The president shall, within 30 days after receiving the record and recommendation, issue a decision in writing to the faculty member by certified mail, return receipt requested, and such decision shall be final unless the faculty member institutes an appeal to the Board of Regents under the procedure set forth hereinafter.

14. Appeal to the Board of Regents:

a. An appeal from the final decision of the president

of the university or college regarding dismissal, nonretention, promotion, or tenure may be taken by the faculty member by filing a written notice of intent to appeal with the Board of Regents within 10 days after receiving the final written decision of the president.

- b. Within 30 days after filing the notice of intent to appeal, the faculty member shall file a petition 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 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 its responsibilities under the law.
 - d. Time is of the essence. 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.
15. Faculty Grievance Procedure for Matters Not Otherwise Addressed in This Policy Bulletin: Each college and university shall provide through institutional-level procedures faculty grievance recourse for all appropriate matters not otherwise addressed in this policy bulletin. Said recourse shall be a systematic method whereby individual faculty grievances can be reasonably presented, reviewed and action taken related thereto. The institutional procedures shall normally consist of at least three levels or steps of consideration, commencing at the department or division level and concluding with the president.
- a. Level one: The faculty member will first seek a resolution of the grievance through informal discussion with his or her academic department or division head.
 - b. Level two: If not satisfied with the resolution at the first level, the grievant shall reduce the grievance to writing and forward it, within ten working days, to the next reporting level, normally a division head or dean, with a copy to the level one administrator. The level one administrator may submit a written report concerning the disposition of the grievance at level one. The level two administrator shall render the decision within ten working days of receipt of the grievance.
 - c. Level three: If not satisfied with the resolution at level two, the grievant should forward to the president a copy of the grievance along with the level two administrator's response and supporting documents. In reaching his decision, the president may hold a meeting of concerned parties, and/or may refer the issue to an appropriate committee for its recommendation. The president shall notify the grievant of his decision within twenty working days of receipt of the grievance. The presidential decision is final.

Adopted: West Virginia Board of Regents
March 12, 1974
Revised: June 11, 1974; May 8, 1979;
March 5, 1981

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; July 8, 1981; November 3, 1981

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 nondiscrimination.

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 Advisor 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 the 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 interinstitutional 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 interinstitutional 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 operating expenses and many other factors attest to the desirability for the closest possible cooperation between the public and private higher education communities. Interinstitutional 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 to 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 recipient 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) as 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 no later than October 1, 1979.

Adopted: West Virginia Board of Regents
June 5, 1979

POLICY BULLETIN NO. 53

January 8, 1980

POLICY REGARDING SPORTS PROGRAMS AT COMMUNITY COLLEGES

The primary vehicle for student participation in sports activities at community colleges will normally be the institutional intramural program and physical education classes. Any competitive activities beyond those provided through these programs shall be of a recreational or sports club nature. Should competition occur between public community colleges located in the State or with other institutions of higher education, activities must be conducted so as to exclude the following:

1. Tackle football
2. Intercollegiate conference affiliations
3. Scholarships awarded on the basis of athletic ability
4. State appropriations to defray operating or personnel costs
5. Addition of physical facilities constructed for the primary purpose of supporting intercollegiate sports.

Adopted: West Virginia Board of Regents
January 8, 1980

POLICY BULLETIN NO. 54

November 11, 1980

POLICY REGARDING STUDENT GRADE APPEALS

Each college and university under the governance of the West Virginia Board of Regents shall provide, through institutional-level procedures, opportunities for students to appeal final course grades assigned them. In formulating institutional policies to provide appropriate levels for reviewing student grade appeals, the following shall apply:

1. The different steps and levels in the process and the procedures for advancing appeals shall be clearly delineated and published in the institutional catalog, student handbook, or other publication which is made available to all students.
2. In exceptional cases where appeal deliberations determine that a grade has been improperly assigned, provisions shall exist to ensure that the grade will be modified in accordance with the findings of the final campus reviewing authority.
3. Grade appeals shall end at the institutional level.
4. No later than January 1, 1981, each college and university shall file with the Board Office grade appeal procedures which accommodate the provisions of this policy. All revisions to the institutional procedures initially filed must likewise be submitted to the Board Office.

Adopted: West Virginia Board of Regents
November 11, 1980

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25301
TELEPHONE 304 348-2101

October 22, 1981

Dr. Olen E. Jones, Jr.
Provost
Marshall University
Huntington, West Virginia 25701

Dear Dr. Jones:

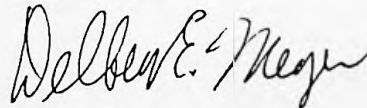
I believe that the intent of the first and last paragraphs of Policy Bulletin No. 17 of July 10, 1979 precludes the adoption of a requirement of fifteen hours of resident credit within a major before graduating from Marshall University.

No doubt the reason for the adoption of the revised Policy Bulletin No. 17 was the inadequacy of the old document; hence, the last line of the new Policy Bulletin No. 17 clearly abolished any previous policy permitting specific requirements for residence credits in a major as in the former Policy Bulletin. Beyond that, the first paragraph clearly states that "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. . ." Therefore, only those practices defined in Policy Bulletin No. 17 are permitted.

Residency requirements should be used only for the purpose of validation of the transfer student's ability as it properly related to the standards of a specific program or institution.

Under Policy Bulletin No. 17, 7(b) and (c) the Board has provided adequate leeway for validation of student ability after the analysis of the student's transcript and determination of program needs. Obviously, specific courses, institutional and major requirements must be met before graduation, but repeating courses is in no one's best interest. Moreover, the blanket application of a fifteen hour requirement for a major could be very unrealistic and work undue hardship on a student.

Sincerely,



Delbert E. Meyer
Vice Chancellor for
Academic Affairs

DEM:VR

pc: Deans' Council Members - F.Y.I. - Olen
Dr. Bruce Ardinger 11-17-81
Dr. A. Mervin Tyson meg

Dr. Jones

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST

CHARLESTON, WEST VIRGINIA 25301

TELEPHONE 304 348-2101

OFFICE OF THE CHANCELLOR

MEMORANDUM

NOVEMBER 6, 1981

TO: Public College and University Presidents

FROM: Robert R. Ramsey, Jr. *BR*
Chancellor

The West Virginia Board of Regents recently approved several changes to Policy Bulletin No. 35. These changes affect Annual Leave and Sick Leave.

A summary of changes is enclosed.

Policy Bulletin No. 35 will be republished as amended within the next several weeks. In the meantime we are sending a summary of changes which become effective on January 1, 1982.

RRR:kb

Enclosure

*pc: President's Staff (7)
11/9/81 mlf*

pc: Deans' Council Members
11-9-81
meg

*pc: Dr. A. M. Tyeon
11-10-81
MEV*

ANNUAL LEAVE

1. 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 24 days leave per year, calculated at the rate of 2.00 days per month from the date of employment.

B. All other full time, regular employees in classified positions shall be eligible for annual leave with pay on the following basis.

Less than 5 years service (60 months) 1.25 days per month - 15 days per year

5 - 10 years service (120 months) 1.50 days per month - 18 days per year

10 - 15 years service (180 months) 1.75 days per month - 21 days per year

15 or more years service - 2.00 days per month - 24 days per year

C. No person, who is earning a higher accumulation than is authorized under this policy, shall be reduced to comply with this policy. However, upon leaving the position the proper accumulation rate shall thenceforth apply.

D. Term of service described in B above shall be total service and does not require continuous service to fulfill the required term.

The purpose of this action is to delete from Policy Bulletin No. 35 dated January 15, 1974, as amended, items 1A, B, C (1) (2) & (3) and D under Annual Leave. The purpose is further to replace the deletions with rewritten paragraphs 1A, B, C & D. The effective date is January 1, 1982.

Approved by the West Virginia Board of Regents,
November 3, 1981

WJW:kb

SICK AND EMERGENCY LEAVE

1. Eligibility and Allowance

Amend B to say:

"Sick leave with pay may be accumulated without limit."

Amend K by striking through these following words:

"Such amount shall not exceed 90 days"

Add O. "The maximum charge against sick leave will be 260 work days per confinement, at which time disability retirement should be considered."

The effective date of this change shall be January 1, 1982.

Approved by the West Virginia Board of Regents,
November 3, 1981

WJW:kb