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Academic Affairs

Summer 1984

The Greenbook, Faculty Handbook, 1984-1985 (Supplement to 83-84)

Marshall University Academic Affairs

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1984-85 Supplement to:

The Greenbook



SUPPLEMENT TO:
THE GREENBOOK, 1983-84

Marshall University
1984-85

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REVISION, p. iii, "INTERIM ADMINISTRATIVE ORGANIZATION, 1983"1

ADMINISTRATIVE ORGANIZATION--The charts presented as "INTERIM 1983" remain unchanged for 1984-85.

* * * * *

SUBSTITUTE revised rosters, pp. 1-2:

WEST VIRGINIA BOARD OF REGENTS

Dr. John W. Saunders, President
President, Beckley College, Beckley
Mr. Verl W. Snyder, Vice President
Retired U.S. Office of Education Official, Berkeley Springs
Mr. William E. Watson, Secretary
Attorney, Wellsburg
Mr. Andrew L. Clark
Businessman, Bluefield
Mr. Louis J. Costanza
Accountant, Wheeling
Mr. Kenneth M. Dunn
Businessman, South Charleston
Mr. Clark B. Frame
Attorney, Morgantown
Rev. Paul J. Gilmer
Director of Opportunities Industrialization Center, Charleston
Mrs. Betsy K. McCreight
Community Leader, Huntington
Dr. Charles Allan Roberts
Faculty Representative, W.Va. School of Osteopathic Medicine, Lewisburg
Mr. Michael Queen
Student Representative, Marshall University, Huntington
Mr. Clifton Neal
Classified Employees Representative, Bluefield State College, Bluefield
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. Leon H. Ginsberg. Members of the Chancellor's staff are as follows:

Vice Chancellor for Academic Affairs--Dr. David R. Powers
Vice Chancellor for Administrative Affairs--Dr. Edward Grose
Vice Chancellor for Health Affairs--Dr. James J. Young
Director of Community College and Vocational Education--Dr. M. Douglas Call
Director of Student and 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--Charles R. Shomper
Director of Facilities--Robert D. Wilson
Director of Planning and Educational Research--Wayne H. Phelps

WEST VIRGINIA BOARD OF REGENTS ADVISORY COMMITTEE SYSTEM

Academic Affairs Advisory Committee
Provost, Dr. Olen E. Jones, Jr.
Business Affairs Advisory Committee
Vice President for Financial Affairs, Mr. Michael F. Thomas
Student Affairs Advisory Committee
Dean of Student Affairs, Dr. Nell C. Bailey
Admissions and Records Advisory Committee
Director of Admissions, Dr. James W. Harless

Library Resources Advisory Committee
 Director of Libraries, Dr. Kenneth T. Slack
 Computer Center Directors Advisory Committee
 Director of Computer Center, Mr. Arnold R. Miller
 Computer Policy Board
 Associate Provost, Dr. William S. Deel
 Equal Opportunity-Affirmative Action Advisory Council
 Director of Personnel, Mr. Marvin E. Billups
 Regents BA Coordination Committee
 RBA Coordinator, Dr. B. R. Smith
 Teacher Education Advisory Committee
 Dean, College of Education, Dr. Allen A. Mori
 HEITV Committee (Higher Education Instructional Television)
 Dr. Dorothy R. Johnson, Professor and Chairman of Speech
 Advisory Council of Faculty
 Dr. Virginia Plumley, Professor of Education
 Advisory Council of Students
 Mr. Michael L. Queen, Past President, Student Government
 Advisory Council of Classified Employees
 Mr. Ray Welty, Assistant Director of Housing

MARSHALL UNIVERSITY INSTITUTIONAL BOARD OF ADVISORS

Mr. Paul M. Churton
 Senior Vice President, Ashland Coal, Inc.
 Huntington
 Mr. Charles K. Connor, Jr.
 President and Publisher, Beckley Newspaper
 Beckley
 Dr. H. Darrell Darby
 Podiatrist
 Huntington
 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. Elaine Baker
 Professor of Psychology

Elected by Marshall University Staff:

Mr. Kenneth R. Reffeitt
 Technical Assistant, James E. Morrow Library

Administrator Appointed by President

Dr. Alan B. Gould
 Dean, College of Liberal Arts

Elected by Student Body:

Mr. Michael L. Queen
 Past President, Student Government

* * * * *

SUBSTITUTE under DEAN OF STUDENT AFFAIRS, p. 4:

The Dean of Student Affairs manages a variety of programs and services which are designed to aid students in their growth and development. She is assisted by two Associate Deans. Responsibilities of the Dean include Counseling Services; Special Services such as tutoring, reading improvement, and teaching study skills and time management; Disabled Student Services; International Students' Programs; Minority Students' Programs; Women's Programs; Health Education; Upward Bound, a summer high school program for low-income potential college students; Financial Aid; Career Planning and Placement; Judicial Affairs; Residence Life; Student Activities; Student Government; and Student Legal Aid. The Dean of Student Affairs reports to the Provost.

* * * * *

SUBSTITUTE for IV. C, p. 6--

EQUIVALENCIES FOR COLLEGE TEACHING EXPERIENCE:

1. Experience and responsibilities in full-time employment and career activities during the years when the faculty applicant was not employed in college teaching will be reviewed by the Dean, the department chairperson and the department faculty or elected personnel committee with input from the faculty applicant to determine the relevance of these full-time 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, acting on the recommendation of the faculty (or elected personnel committee), shall determine the experiences which enhance the faculty applicant's competence in the particular area of teaching at Marshall.
2. Such related experience as determined by the person and groups identified above shall not exceed five years for placement on the minimum salary schedule. No related experience equivalency can be used for tenure purposes.
3. Negotiations for the related experience equivalency will be part of the formal interviewing process. At the time of 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's office and in the Faculty Data Base developed by Institutional Research and Planning. The Related Experience equivalency and the years of full-time academic teaching experience will be used to determine the Faculty applicant's position on the minimum salary schedule. A copy of this report shall be provided to the faculty member.

--Approved, Faculty Personnel Committee, April 30, 1984, and signed by the President, June 8, 1984, "with the understanding that all final work experience must be approved by the President."

* * * * *

SUBSTITUTE for IX. A., pp. 8-9:

A. PLAN FOR MEETING FINANCIAL EXIGENCY

INTRODUCTION

Demographic and economic forecasts for the remainder of the century indicate possible enrollment decreases and reduction of funding for higher education. In past instances of reduced funding, state-supported colleges and universities have reacted in three stages:

1. First, costs are reduced in ways which do not disrupt programs or reduce staffing (e.g., by reducing supplies, postponing equipment purchases, restricting travel, deferring maintenance). This response to relatively mild financial constraint permits continuity of current operations, but burdens budgets in the future.
2. If funding problems continue, or worsen, non-instructional programs are curtailed, termination of non-instructional personnel occurs, and instructional personnel may assume added responsibilities. For example, at this stage institutions may terminate or reduce intercollegiate competition - both athletic and academic; may reduce administrative, secretarial, custodial and maintenance staff; and may ask faculty to be responsible for custodial work in their offices.

3. If, after the preceding measures have been taken, funding deteriorates to the point that state-wide public higher education is in jeopardy, financial exigency may be declared. At this stage, if further curtailment in non-instructional areas is impossible, reduction in instructional personnel, and perhaps in programs and degree offerings, may be unavoidable.

In West Virginia, authority to declare financial exigency is vested in the Board of Regents. It is assumed that such declaration would occur only in circumstances of extreme gravity, and that all institutions in the state system of higher education would be affected. In order to insure thoughtful consideration of the response to a declaration of financial exigency, the Board of Regents has mandated (Policy Bulletin 36: 12. a):

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.

Marshall University hereby responds to this charge. This plan was developed by an ad hoc committee on Financial Exigency and was reviewed by the Faculty Personnel Committee, the Provost and deans and the Staff Council.

CRITERIA FOR RESPONDING TO FINANCIAL EXIGENCY

The overriding consideration during financial exigency must be to preserve the high quality of existing academic programs. Any loss of personnel diminishes the capacity of the university to continue its mission; therefore, every personnel decision must be examined, before any other considerations, for its effect on teaching and learning. Adherence to this criterion insures that a plan for coping with financial exigency will protect the investment of the people of West Virginia in their system of higher education, and will not be arbitrary or capricious.

The following criteria for responding to financial exigency reflect the concern for maintaining quality programs for teaching and learning:

1. Academic integrity will have precedence over all other considerations.
2. To the greatest extent possible, all academic programs (instructional functions) will be preserved.
3. Exigency recommendations will be reviewed by an academically representative committee.
4. Specific programmatic and personnel decisions will be made at the level of the school or college.
5. Individual personnel decisions will be based on the following **sequence** of considerations: competence and value to program; ability to serve competently in other positions; tenure and length of service.

PROCEDURE FOR RESPONDING TO A FINANCIAL EXIGENCY

If the West Virginia Board of Regents declares a state of financial exigency, the President of Marshall University will immediately convene an Academic Exigency Committee (AEC). The composition of this committee will be:

- a. One elected member from each college or school of equal level*
- b. Chairperson of the Faculty Personnel Committee
- c. Chairperson of the Budget and Appropriations Committee
- d. Chairperson of the Academic Planning and Standards Committee
- e. Chairperson of the University Council
- f. Deans of all colleges and schools, including the Dean of Graduate School
- g. Vice President for Financial Affairs
- h. Provost

The AEC will elect its officers from its membership.

*No person can fill more than one position. Pending election of a college or school representative, the college or school will be represented by the chairperson of its Personnel Committee.

This Academic Exigency Committee will review all proposed exigency-related actions affecting academic personnel and academic programs or degrees.

After the AEC is convened, the following steps will be taken in response to the declaration of financial exigency:

1. The AEC will assess the severity of the exigency and determine whether all appropriate steps have been taken to alleviate it without affecting programs or degrees, or terminating instructional personnel.

2. After step 1, if academic curtailment is unavoidable, the AEC will determine percentage reductions to be made by each college or school. The Deans will be asked to prepare recommendations for reductions in the following areas:
 - a. vacant positions
 - b. part-time instructional staff
 - c. miscellaneous instructional staff (as defined by the colleges and schools)
 - d. graduate assistant positions
 - e. first term summer school
 - f. second term summer school

These recommendations will be accompanied by a supporting statement showing how the criteria for response to financial exigency were employed, how each reduction will affect programs or degrees, and the extent to which reduction could be offset by transfer of qualified personnel from other academic units.

If the exigency appears resolved by these actions, the Deans will return their recommendations to the AEC for review.

3. If, after step 2, further reductions are necessary, the Deans will recommend reductions in current faculty. These recommendations will be prepared in conjunction with existing Deans' advisory committees, and will consider the following:
 - a. effect on programs or degrees
 - b. relationship of program or degree to the mission of the university
 - c. five-year history of student credit hours generated in the program or degree
 - d. number of graduates from the program or degree in past five years
 - e. projected need for program or degree
 - f. cost of program or degree
 - g. minimum staffing required for program or degree
 - h. accessibility of similar programs or degrees to students in the region and state
 - i. profile of each faculty member involved in the program or degree
 - j. the possibility of early retirement or fractional appointment as an alternative to termination
 - k. other special considerations

When completed, these recommendations, along with supporting materials described in step 2 and a statement showing how the foregoing considerations affected the recommendation, will be submitted to the AEC for review.

4. After step 2 and/or step 3, the AEC will review the recommendations and supporting materials to insure that program and degree integrity is maintained, and that all who are affected by the recommendations have been treated impartially. When this review is completed, the recommendations, along with any comments or suggestions from the AEC, will be returned to the colleges and schools.
5. Each Dean, in conjunction with a committee composed of -- at a minimum -- all departmental chairpersons, will make final decisions on college or school reductions and submit these recommendations to the President of Marshall University. The President will make the final decisions on termination of faculty members.

It shall be incumbent upon the President (1) to promote and encourage transfers within colleges wherever possible, (2) to promote and encourage retraining wherever possible, and (3) to adhere strictly to Board of Regents Policy Bulletin 36.11.a.

Appeal processes will follow established Marshall University and West Virginia Board of Regents guidelines.

The mission of a university is to provide for its students a solid foundation for life-long learning, and to provide for society the wisdom and skills which enable a community to function. To fulfill this mission, a university needs academic staff which offer both breadth and depth of knowledge. Clearly, it is counterproductive to reduce staffing on any basis other than the ability of staff members to contribute to the teaching and learning that ultimately justify the existence of the university. For this reason, it may be necessary in a financial exigency to terminate faculty members with a long record of service to the university while retaining faculty members who began their service more recently. The primary consideration must always be to provide a sound system of higher education for the people of West Virginia. It must also be remembered that, when other things are equal, the university community owes most to those who have served it longest.

--Approved by the Faculty Personnel Committee and the President, and submitted to the West Virginia Board of Regents, December 2, 1982.

SUBSTITUTE for GRIEVANCE PROCEDURE, p. 10:

E. Grievance Procedure

Procedures for hearing faculty grievances are established in Board of Regents Policy Bulletin 36. In all cases, aggrieved faculty members will present their grievances in written form to the Faculty Personnel Committee. This committee will review the grievance, inform the faculty member of the procedural details mandated by Policy Bulletin 36, and consult with the faculty member on preparation of materials.

Grievances involving nonretention of probationary faculty, dismissal of faculty, termination of faculty due to programs reduction or discontinuance, or termination due to financial exigency are presented before an institutional hearing committee in accord with Policy Bulletin 36, Section 13.

Grievances involving other matters affecting the wellbeing of faculty members (such as assignment of academic rank, salary, teaching and non-teaching loads, sabbaticals and other leaves, distribution of summer teaching, etc.) are subject to the procedures of Policy Bulletin 36, Section 15. Under Section 15, grievances are subject to three levels of review. At Marshall University, four levels are recognized.

- A. Level one: The faculty member will first seek a resolution of the grievance through informal discussion with his or her chairperson.
- B. Level two: If not satisfied with the resolution at the first level, the faculty member shall reduce the grievance to writing and forward it, within ten working days, to the academic Dean, with a copy to her/his chairperson. Within ten working days, the chairperson shall submit a written report concerning the disposition of the grievance at her/his level to the academic Dean. The academic Dean forwards a copy of the grievance and a copy of the chairperson's response to her/his college personnel committee. Within ten working days of receipt of the grievance and the chairperson's response, the college faculty personnel committee shall submit a written report concerning the disposition of the grievance within their committee to the college academic Dean, the department chairperson, and the faculty member. The academic Dean shall render a decision within fifteen working days of receipt of the report from the college faculty personnel committee.
- C. Level three: If not satisfied with the resolution at level two, the faculty member should forward to the Provost a copy of the grievance, along with the Dean's response and supporting documents. The Provost forwards a copy of the documents from level two--grievance and responses from the college chairperson, faculty personnel committee and academic Dean--to the University's faculty personnel committee. Within ten working days, the faculty personnel committee shall submit a written report concerning the disposition of the grievance to the Provost and faculty member. The Provost shall render a decision within fifteen working days of receipt of the documents from level two.
- D. Level four: If not satisfied with the resolution at level three, the faculty member should forward to the President all documents from level three--grievance and responses from the chairperson, college faculty personnel committee, academic Dean, university faculty personnel committee and Provost. In reaching a decision, the President may hold a meeting of the concerned parties. The President shall notify the grievant of the decision within ten working days of receipt of the recommendation of all concerned parties--grievant, chairperson, college personnel committee, academic Dean, university faculty personnel committee and the Provost. Should the President elect to hold a meeting of the concerned parties, more than ten working days may be permitted in arriving at a decision--but, no longer than a total of twenty days from date of materials from level three.
- E. If there is substantial evidence that the grievance is the result of action taken solely by the President, and that the President therefore cannot remain disinterested or objective in the final resolution of the issue, evidence of injury is provided, and a remedy is feasible, a faculty member may so state in a petition to the Chancellor that the issue should be heard by a hearing examiner. A decision will be made by the Appeals Committee of the Board as to whether or not a hearing examiner should be appointed in such a grievance, and that decision of whether or not to appoint an examiner will be final.
- F. Since the Medical School and the School of Nursing have a different administrative arrangement, the faculty member begins at the first administrative level and proceeds accordingly.

--Approved by the Faculty Personnel Committee and the President, and submitted to the West Virginia Board of Regents, June 26, 1984

SUBSTITUTE in **STUDENT EMPLOYMENT SYSTEM**, p. 13:

p. 13, col. 1--During the posting period, interested students inquire at Room 122, 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.

p. 13, col. 2--Student employees are paid twice monthly, one month in arrears. Student employees' checks are disbursed by the Cashier's Office.

* * * * *

SUBSTITUTE for **TRAVEL REGULATIONS**, p. 13.

TRAVEL REGULATIONS

Effective Date: July 1, 1979

(Issued by the Governor of West Virginia, June 4, 1979. Subsequent changes and modifications are shown in the dated regulations following the initial statement. It should be noted that these regulations are subject to change at any time and do not cover every travel situation which may arise.)

The following regulations govern reimbursement for travel costs and other expenses for West Virginia State employees as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended. These regulations are designed to ensure fairness in the application and administration of travel expense reimbursement for State employees. All expenditures shall be within the budgetary allowances for the department for which the employee works. It shall be the responsibility of the department head to ascertain that his or her employees comply with these regulations.

General Instructions

1. **Headquarters**--For purposes of travel reimbursement, each employee of the State of West Virginia shall have a designated work place as his official headquarters. Each department head will designate such location for his or her employees. An employee's home may be designated as his headquarters only if there is no other location where he performs more than 25 percent of the total of his work effort for the State. If the employee has one location where over 25 percent of his time is spent, this place will be considered his headquarters for travel expense purposes. In no case, will commuting to an employee's headquarters be allowed as a cost for reimbursement without specific written authorization from the Governor. Specific exception to this directive will occur in the cases where the employee is required to return to his headquarters from home after completing his day's work or is called out on what is normally a non-work day or holiday for that employee.
2. **Expense Accounts**--The standard forms, Out-of-State Travel Expense Account (WV-5) and In-State Travel Expense Account (WV-6) will be used for all settlement of and reimbursement for travel expenses. The form used must show the detail of expenses incurred by day and will be summarized by day and by category as provided for on the form. Receipts must accompany the report and will include, as a minimum, all lodging receipts and any airline or other common carrier receipts, whether paid by the employee or billed to the department. The purpose of any travel will be defined on the report and such purpose will be sufficient to allow for a review of the necessity of such travel. All expense reports will be signed by the employee and approved by his department head or designee.
 Out-of-State Travel Expense Accounts, when submitted for payment, must be accompanied by an approved Request for Out-of-State Travel (WV-05A).
3. **Meal Allowances**--For an employee to qualify for any reimbursement of expenses other than transportation expenses, he must be away from home overnight. There are two exceptions to this requirement for in-state travel:
 - a. For an employee who is away from his designated headquarters and has been on duty two hours or more in excess of his normal work day, a meal allowance limited to \$3.00 will be permitted and may be reflected on the employee's expense account.
 - b. Meals will be permitted for officers or counselors and hospital employees when transporting clients, prisoners or patients when documented by receipt.

Meals are allowed when lodging is listed as "gratis" or "no charge" but it must be noted on the voucher that no charge was made for lodging.

In the case of out-of-state travel, an employee may be reimbursed for meal costs on trips started and completed in the same day.

Overall meal allowance costs for either in-state or out-of-state travel will be limited to fifteen dollars (\$15.00) per day.

In cases where an employee is on an extended trip, meal costs will be allowed on both the day that he leaves home and on the day he returns from his trip to the extent that his leaving and arrival time includes such time as is normally utilized for a particular meal. To illustrate, if an employee leaves at 10:00 a.m. and returns the next day at 4:00 p.m., he may include his lunch and dinner costs on the day that he leaves and his breakfast and lunch costs on the day that he returns from his trip. In these instances, it is essential that the employee show the time of day leaving and returning to his headquarters.

4. **Duplicate Reimbursements**--Notwithstanding any provision of these rules and regulations to the contrary, no official or employee may request or receive from the State reimbursement for any expenses incurred in instances in which such expenses have been paid or are to be paid by any other person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursement for any expense actually incurred in instances in which such expenses have been paid or are to be paid by the State as part of a registration fee.

Transportation

1. **Motor Vehicle**--Reimbursement for the use of employee's personal car in connection with State business will be at the rate of twenty cents (\$0.20) per mile. Such reimbursement rate shall apply between the employee's headquarters and any designated location of work as approved by his department head. There will be no reimbursement of expense for commuting purposes other than in cases where an employee has completed his work day and is called out to return to his headquarters or is called out and required to travel on what is normally a non-work day or holiday for that employee.

Automobile rental will be reimbursable to the employee when used in conjunction with common carrier travel or travel by State aircraft, and when substantiated by receipts. Employees are expected to utilize compact cars where available.

2. **Airline and Other Common Carrier Travel**--Receipted bills for travel by airlines and other common carriers must accompany and verify the employee's expense report. In cases where an employee's tickets are billed to his department, a copy of the bill will be attached to his expense account to reflect the mode of travel but will not be included in the detail of his expenses for reimbursement. All State employees traveling by way of commercial airlines are required to travel at tourist or economy rates when such accommodations are available. In cases where tourist accommodations are not available, the employee and his department head will attach a statement to the expense report indicating that such accommodations were not available.

In cases where plane tickets are being billed directly to the State, the employee will include a signed copy of the ticket with his expense report and the department will reference the employee's expense account on the transmittal for the airline or travel agency. If the airline or travel agency bill is transmitted before the expense account, the cross-reference should indicate that the employee's expense account is pending and the reference to the airline or travel agency bill should be indicated on the expense account transmittal.

3. **Alternate Travel Arrangements**--In cases where a State employee chooses to drive rather than fly on State business, his reimbursement for such travel will be limited to the amount of the tourist or economy rate fare to such location. Meals, motel and other charges in connection with such travel will be allowed only to the extent that such costs along with mileage charges do not exceed such air fare.
4. **Other Transportation Costs**--Other transportation costs will be reimbursed on an incurred basis as substantiated by receipts. Such reimbursements may include toll bridge and turnpike charges or parking fees and garage storage charges for either a State vehicle or a personal vehicle in connection with State business.

Use of private or chartered aircraft is not permitted unless written approval is given by the Governor.

Subsistence

1. **Lodging**--All persons traveling on State business will be reimbursed in an amount equal to the actual cost of lodging at the least expensive available single rate while absent from their official headquarters. No reimbursements will be made for laundry or valet charges or personal telephone calls. No reimbursement for hotel expenses shall be made for an employee's spouse. In cases of double occupancy, hotel reimbursements will be on the basis of 80% of the room rate. In cases of double occupancy by two State employees, each shall be reimbursed only 50% of the total room charge on their respective expense account.

Direct billing to the State will be permitted only for State employees and only where the lodging is at a State-owned or run facility. Included will be State parks as well as facilities operated by the Department of Education, Colleges and Universities or other State facilities. Again, it should be noted that direct billing will be allowed for State employees only.

2. **Meals**--In the case of in-state or out-of-state travel, the total meal allowance on a daily basis will be limited to fifteen dollars (\$15.00) per day.
3. **Other Costs**--Baggage charges will be reimbursed on an as incurred basis for the date of arrival and the date of departure not to exceed 5% of the daily room rate.
4. **Overall Costs**--The overall total for the subsistence amounts will be limited to the actual cost of lodging as outlined above plus \$15.00 per day for food and other costs as noted above.

Expense Account Reporting Procedure

1. **In-State Travel**--There is no requirement for advance approval for in-state travel. All travel expenses incurred in accordance with these regulations shall be reported on In-State Travel Expense Account (WV-6). Such report shall be attached to the transmittal when submitted for payment.
2. **Out-of-State Travel**--Advance approval for out-of-state travel will be required to be given by the department head prior to the trip. Such approval will be on the Request for Out-of-State Travel (WV-05A). All travel expense incurred in accordance with these regulations shall be reported on Out-of-State Travel Expense Account (WV-5). Such Request for Out-of-State Travel (WV-05A) and Out-of-State Travel Expense Account (WV-5) shall be attached to the transmittal when submitted for payment.
3. **Out of the Continental United States**--No travel outside of the continental United States will be allowed without the written approval of the Governor.

Miscellaneous

1. **Registration Fees**--Registration fees at conventions must be supported by receipts and attached to the employee's expense report. Any registration that includes lodging or food should be so indicated and designated on the employee's expense report. Registration fees in excess of \$150.00 must have prior approval of the Governor.
2. **Advance Allowance**--The transmittal for the advance allowance shall be approved by the department head and cleared against the related expenses within thirty (30) days of the last day of travel. The department head will be responsible to ascertain that such allowance and related expense reports are cleared within thirty (30) days. **No such allowance will be approved for in-state travel.**
3. **Out-of-State Travel**--It is suggested that out-of-state travel be limited to one employee who can in turn report his participation and review to others interested in the out-of-state meeting. Attendance is, however, limited to no more than two employees to any out-of-state meeting. In cases where more than one department will be attending any out-of-state meeting, an attempt should be made to limit the overall participation by State employees to no more than two.
4. **Greenbrier Hotel Trips**--The maximum attendance at any meeting at the Greenbrier will be limited to two State employees from any department. Reimbursement will be limited to the lowest rate set by the Greenbrier in connection with said meeting.

5. **Credit Cards**--Any credit cards authorized in the State's name or any department's name must be approved by the Commissioner of Finance and Administration.

As in the case of any regulations, there are certainly areas left uncovered. To the extent that any hardships develop, they will be dealt with on a case-by-case basis. The overall guideline to be followed is that in no case should any costs be incurred that would be inconsistent with the economic and effective operation of our State. Any employee of the State should recognize and be responsible for his expenses on the basis of the accounts being a public record.

Out-of-state consultants and expenses authorized under consulting agreements will be subject to the same limitations as outlined above.

Exceptions

Rules and regulations governing travel shall not apply to those persons who are not employed by the State--for example, members of the State Board of Education, special advisory committees appointed by the Governor, State college and university athletic teams, etc.--or to those branches or departments which are required to promulgate rules and regulations concerning out-of-state travel for their respective branches and departments of State Government under the provisions of the aforesaid chapter, article and section of the West Virginia Code, as amended. Board and/or commission members appointed by the Governor shall be governed by these regulations, except when specific rules and regulations for such board or commission are submitted and approved by the Governor. These regulations will also apply in the case of witnesses brought in to testify or otherwise be present for any judicial or administrative proceeding when their presence is at the request of an agency and such agency is under the control or direction of the Governor.

* * * * *

September 12, 1979--CASH ADVANCES--(State Auditor's Office)

1. No transmittal requesting an advance will be accepted prior to ten (10) working days before a trip is to begin.
2. To standardize the due date for settlement, we are adopting the period of thirty (30) days after the last day of a trip.
3. When a refund of an advance is due the state, the advance is not considered settled until the expenses of the trip have been audited by the Auditing Division of this office. A mere redeposit of the refund in the treasury does not constitute settlement.
4. If a trip is cancelled and the advance is redeposited in the treasury the Auditing Division must be provided a copy of the deposit before settlement is complete.
5. With the total dollar volume involved with advances, settlements will be strictly enforced. Future requests for advances will be denied if the 30 day time frame is not adhered to.

* * * * *

November 21, 1979 -- TRAVEL DISCOUNTS (Department of Finance and Administration)

When making travel arrangements you should make every effort to select the most economical deal which meets your needs. Enclosed is a summary sheet showing the firms presently offering discounts to the State and the identification numbers assigned to the State by each firm. This information may be helpful to you in making advance telephone reservations for rental cars or lodging.

TRAVEL DISCOUNTS AVAILABLE TO STATE EMPLOYEES

CAR RENTALS

Firm	Discount	State ID No.
HERTZ	25% off daily "gas not included" rates	68278
	20% off weekly "gas not included" rates	
AVIS	25% off all normal rates	A646900

NATIONAL	20% off all normal rates	None
LODGING CHAINS		
Firm	Program	State ID No.
Holiday Inns	Corporate Account Program	05601-4
TraveLodge	Tender Loving Care Plan	None
Ramada Inn	Pacesetters Program	902575 0001
Howard Johnson's	Corporate Guaranteed Rate Program	C-162227

WHEN MAKING RESERVATIONS FOR EITHER CARS OR LODGING YOU MUST FURNISH IDENTIFICATION AS AN EMPLOYEE OF THE STATE OF WEST VIRGINIA.

* * * * *

April 2, 1981 -- OUT-OF-STATE TRAVEL -- (Vice President for Financial Affairs)

Effective immediately all Out-of-State Travel expense account forms must be completed and filed with the Marshall University Accounting Office within three working days after the trip has been taken.

Example:

- Travel to Houston, Texas
- Dates of Travel April 8, 9, 10, 1981
- Expense Account forms must be submitted by April 15, 1981 (three working days)

This new internal procedure will insure compliance with the State of West Virginia rules concerning complete settlement of cash advances within a thirty calendar day period. This new procedure affects all accounts i.e.: 3200, 8600, 8601, 2840 and Marshall University Foundation accounts.

* * * * *

May 3, 1982 -- REVISED TRAVEL REGULATIONS -- (Office of the Governor)

TWO CHANGES:

The first eliminates the need for itemizing the cost of individual meals. The second increases the meal allowance from \$3.00 to \$7.00 for employees who are away from their designated headquarters and have been on duty two or more hours in excess of their normal workday. I believe these changes will provide a more reasonable reimbursement provision and will also simplify the reporting requirements imposed on state employees, especially those who travel on a regular basis.

* * * * *

July 16, 1982 -- TURNPIKE TOLL RECEIPTS -- (Department of Finance and Administration)

In the past, the West Virginia Turnpike Commission has provided toll receipts at each booth for state employees to be reimbursed. The turnpike now has three (3) mainline toll booths which could result in an employee having to submit as many as six (6) receipts for one trip. Also, there are exact change booths where no receipts are available.

In order to avoid unnecessary and additional paperwork for employees who travel on the Turnpike, the Department of Finance and Administration and the State Auditor's Office have agreed not to require receipts for Turnpike travel. We are confident that each Spending Unit will be able to establish appropriate review procedures before approving expense accounts for reimbursement.

January 19, 1984 -- OUT-OF-STATE TRAVEL -- (West Virginia Board of Regents)

3. Effective date, only those out-of-state trips which meet one or more of the following conditions will require prior approval by the office of Finance and Administration. It will not be necessary to submit these to the Board of Regents.
 - a. Travel involving more than two employees from the same institution attending the same meeting.

- b. Travel outside the United States.
- c. Travel to meetings with registration fees in excess of \$150.00 per person.
- d. Travel to the Greenbrier.

All travel requests not meeting one or more of these conditions may be approved at the institution by the President and then forwarded directly to Finance and Administration with the expense account, or cash advance request.

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SUBSTITUTE under FINAL EXAMINATION SCHEDULE, p. 14:

The Final Examination Schedule for the fall and spring semester is printed in the respective class schedules and in the **Parthenon**. For the summer terms, the official final examination day is the last day of classes. No exceptions to the schedule are permitted except those approved by the faculty member's academic dean.

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SUBSTITUTE under GRADE REPORTING, p. 15:

Grades are reported to the office of the Registrar at the end of each semester or term. Grade reporting sheets are distributed by the Registrar through the department chairmen immediately prior to the official examination period. Detailed instructions for reporting grades accompany the grade reporting sheets.

The faculty member responsible for the course shall record all grades in ink and shall sign and date each individual grade sheet. Grade reports are due in the Office of the Registrar forty-eight hours after the scheduled examination. Each faculty member shall remain until the lists can be checked by the designated person. Grade reports should never be placed in the mail boxes or delivered by students or departmental secretaries.

If an error in reporting a grade or new evidence concerning a student's work makes a grade change necessary, the faculty member may use the following procedure: Obtain an official grade change form from the department chairman or the academic dean. Complete the form indicating both the original grade and the new grade and the reason for the change. After signing and dating the form, submit it to the faculty member's department chairman and dean, and then to the Office of the Registrar. It is not necessary for the faculty member to come to the Office of the Registrar to make a grade change. An incomplete grade is changed in the same fashion. The completion of the grade change procedure will be acknowledged by the Registrar by returning a copy of the form to the student and to all of the persons signing the form.

The faculty grade report becomes a basic record in the Registrar's Office. Any changes to the report can be made by the procedure above.

Additional questions concerning grade reporting, the official grading procedures of Marshall University and specific questions relative to unique department requirements should be addressed to the Registrar. Official grades to be awarded at the undergraduate and graduate levels appear in the respective university catalog for the undergraduate colleges, the Graduate School and the School of Medicine.

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INSERT on p. 15:

ILLEGAL DROPPING OF CLASSES

Policy on forged signatures on drop-slips has been defined as follows by the Deans Council:

When a single class is dropped and the withdrawal form does not contain a valid faculty signature, the action is nullified and the instructor will assign an appropriate grade.

Consequently, in those instances where a drop-date appears on your faculty grade sheet and your records do not indicate that you signed a drop-slip, you may question the validity of the drop in the Registrar's Office at the time you submit your grades. You may then determine whether the signature is actually yours or not, and supply the grade that is appropriate for the situation.

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SUBSTITUTE for first sentence under **STUDENT ORGANIZATION ADVISORS**, p. 17:

It is a requirement that recognized campus organizations have one or more advisors who are members of the university faculty or staff.

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REVISE under **REGULATIONS FOR USE OF UNIVERSITY FACILITIES**, p. 19:

Throughout this section, change **Coordinator of Student Conduct** (paragraphs #3 and #11) to **Manager of Housing and Conference Services**.

Paragraph #9: Delete by the organization and change rate from \$10/hr. to \$9/hr., and from \$12/hr. to \$11/hr.

Paragraph #13, for the entire paragraph SUBSTITUTE the following:

13. Campus organizations using the Gullickson Hall Pool must hire one (1) lifeguard for each thirty-five (35) participants. Lifeguards are paid the current prevailing rate. Only those lifeguards approved for use by the Manager of Housing and Conference Services will be permitted.

* * * * *

ALL SECTIONS, pp. 18-20, starting with **USE OF UNIVERSITY FACILITIES** and ending with **REGULATIONS FOR USE OF UNIVERSITY AUDITORIA**:

Change title from **Conference and Facilities Manager** to **Manager of Housing and Conference Services** (OM213, 696-3125).

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SUBSTITUTE for **USE OF UNIVERSITY FACILITIES BY CAMPUS ORGANIZATIONS**, pp. 18-19:

Recognized campus organizations may reserve the following facilities by contacting the **Office of Housing and Conference Services** (OM 213, 696-3125):

Gullickson Hall
Main Gym (124)
Gymnastics Room (210)
Auxiliary Gym (206)
Pool
Locker Room

Henderson Center
Arena
Natatorium
Instructional Gymnasium

Classrooms
Available for meeting space

Outdoor Facilities
Memorial Track and Field
Gullickson Intramural Field
Tennis Courts
Memorial Student Center Plaza
Fairfield Stadium

To reserve one of the above facilities, a completed Facility Reservation Form signed by the organization's advisor and president must be submitted to the **Office of Housing and Conference Services** at least two weeks prior to the desired date of use. **Attendance by the organization's advisor is required.**

The **Office of Housing and Conference Services** 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.

* * * * *

SUBSTITUTE under **BOOKSTORE**, p. 25, for paragraphs #4 and #5:

Faculty and staff employees may receive a 10% discount on purchases of \$2 or more upon presentation of university identification. Textbooks and sale merchandise are not subject to discount.

The bookstore is open regularly from 8:00-4:30 daily, Monday through Friday. From September through May, the bookstore is open till 6:30 on Monday evenings, and also from 10:00 - 2:00 on Saturdays. Extended evening hours from 4:30 - 6:30 Monday through Thursday are observed the first two weeks of classes during the fall and spring semesters. The bookstore closes on holidays listed in the official university calendar.

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ADD to **COMPUTER CENTER**, p. 25:

COMPUTER MISUSE

A student who is found guilty of any of the following acts shall be subject to the maximum sanction of expulsion or any lesser sanction authorized by the Board of Regents and/or Marshall University Code of Student Rights and Responsibilities. Faculty and staff members are similarly cautioned against violations listed below.

Misuse of the West Virginia Computer Network and the University Computer System:

- A. Disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the Network, or the University;
- B. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
- C. Attempts to breach security in any manner;
- D. Use of a computer account for other than the purpose for which assigned.

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SUBSTITUTE for **LIBRARY LOAN PERIOD AND FINES**, p. 25:

LIBRARY LOAN PERIOD AND FINES

One semester Loan Period, Renewal

1-7 days overdue	No fine
8th day overdue	\$.10
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 the departmental library representative any books he/she 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.

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SUBSTITUTE for MEMORIAL STUDENT CENTER, p. 26:

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 (Don Morris 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 and scheduling may be obtained from the Main Office of the Memorial Student Center, Room 2W6.

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SUBSTITUTE for COPYING, PRINTING, p. 26:

COPYING, PRINTING

Copying

Graphic Services, Old Main 21B, is responsible for walkup 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 duplicating systems. The primary benefit is high volume black ink duplicating at a nominal cost.

Duplicating systems are used in Graphic Services' Old Main office, and in Campus East Copy Center, Community College Basement, 18th Street.

Printing

A complete range of printing services via offset metal plates is available in Graphic Services, Old Main 21B. Many weights, colors and textures of paper in sizes up to 17" by 22", 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 8B, 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).

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SUBSTITUTE under WPBY-TV, p. 27, last paragraph:

In early 1984 WPBY joined the other television and radio stations in West Virginia in forming the West Virginia Public Broadcasting Network. For the first time there is a microwave interconnection that links the TV stations in Huntington, Beckley and Morgantown and the radio network headquartered in Charleston. Among applications of the network being considered for the future are higher education teleconferences and uses by the state medical schools, such as program exchanges.

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SUBSTITUTE for INSTRUCTIONAL TELEVISION SERVICES, p. 27:

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 2,000 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 prior 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.

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SUBSTITUTE for ARTISTS SERIES, pp. 27-28.

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.

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 Mr. Philip E. Modlin, Assistant Professor of Biological Sciences.

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, Summer and Forum Series at half-price.

Information may be obtained from Marshall Artists Series, 1W23 MSC. Telephone, 696-6656.

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SUBSTITUTE for second paragraph under MARSHALL UNIVERSITY ALUMNI ASSOCIATION, p. 28:

Faculty and staff members, including nonalumni and alumni, are encouraged to become dues-paying members of the Alumni Association. Dues are \$15 per year for individuals and \$25 per year for couples. Life memberships are available at \$200 for individuals, and \$300 for couples. All faculty and staff members are requested to notify the Alumni Office of addresses and information regarding Marshall alumni.

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SUBSTITUTE for pp. 39-42:

THE ACADEMIC COMMON MARKET

The Academic Common Market is helping students and faculty in the South cut the costs of undergraduate and graduate study at out-of-state institutions. This arrangement among 13 Southern states (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, South Carolina, Tennessee, Texas, Virginia, and West Virginia) allows participating students to pay in-state tuition while studying outside their home states. There are only two requirements:

1. Acceptance in a program to which your state has made arrangements to send its students:
2. Proof that you are a legal resident of that state.

Write directly to the institution for admissions information. After you have been accepted, write your state coordinator for certification of residency:

David R. Powers, Vice Chancellor for Academic Affairs
West Virginia Board of Regents
950 Kanawha Boulevard East
Charleston, West Virginia 25301
(304) 348-2101

PROGRAMS AVAILABLE AT IN-STATE RATES FOR RESIDENTS OF WEST VIRGINIA
(If your legal residence is in one of the other 12 participating states and you would like to have information on programs available to you through the Academic Common Market, write to the Southern Regional Education Board, 1340 Spring Street, N.W., Atlanta, Georgia 30309.)

BACCALAUREATE PROGRAMS

- | | |
|---|--|
| Aerospace | Extracorporeal Circulation Technology |
| Bachelor of Science | Bachelor of Science |
| Middle Tennessee State University | Medical University of South Carolina |
| Afro-American Studies | Fire Protection Engineering |
| Bachelor of Arts | Bachelor of Science |
| Bachelor of Science | University of Maryland, College Park |
| University of South Carolina | Foreign Language (Russian) |
| Agribusiness (Agricultural Communication) | Bachelor of Arts |
| Bachelor of Science | Memphis State University |
| Middle Tennessee State University | Forensic Science (Investigation) |
| Agronomy (Seed Technology Option) | Bachelor of Science |
| Bachelor of Science | Jacksonville State University |
| Mississippi State University | Interior Design |
| Animal Science | Bachelor of Fine Arts |
| (Horse Science) | Virginia Commonwealth University |
| Bachelor of Science | Landscape Architecture |
| Middle Tennessee State University | Bachelor of Landscape Architecture |
| Archaeology (Public) | Mississippi State University |
| Bachelor of Arts | Marine Science |
| University of Alabama | Bachelor of Science |
| Architecture | University of South Carolina |
| Bachelor of Science in Architecture | Medical Record Administration |
| Bachelor of Science in Urban Studies | Bachelor of Science |
| University of Maryland, College Park | University of Mississippi Medical Center |
| Architecture | Meteorology |
| Bachelor of Architecture | Bachelor of Science in Meteorology |
| University of Tennessee | Jackson State University |
| Art History | Non-Destructive Testing |
| Bachelor of Arts | Bachelor of Science |
| University of Maryland, College Park | Athens State College |
| Aviation, Professional | Nuclear Engineering |
| Bachelor of Science | Bachelor of Science in Nuclear Engineering |
| Louisiana Tech University | University of Tennessee |
| Biology (Marine and Estuarine Studies) | Occupational Therapy |
| Bachelor of Arts | Bachelor of Science |
| Bachelor of Science | University of Alabama in Birmingham |
| St. Mary's College of Maryland | Occupational Therapy |
| Construction Management Technology | Bachelor of Science |
| Bachelor in Construction | Medical College of Georgia |
| Management/Technology | Occupational Therapy |
| University of Maryland, Eastern Shore | Bachelor of Science |
| Court Reporting | Northeast Louisiana University |
| Bachelor of Science in Business | Occupational Therapy |
| University of Mississippi | Bachelor of Science |
| Dance | University of Central Arkansas |
| Bachelor of Arts | Radiation Sciences |
| University of Maryland, College Park | Bachelor of Science |
| Environmental Science | Virginia Commonwealth University |
| Bachelor of Science | Recording Industry Management |
| University of Maryland, Eastern Shore | Bachelor of Science |
| | Middle Tennessee State University |

Russian Area Studies
 Bachelor of Arts
 University of Maryland, College Park
 Slavic Languages and Literature
 Bachelor of Arts
 University of Virginia
 Special Education
 Bachelor of Science in Education
 University of Tennessee
 Surgeon's Assistant
 Bachelor of Science
 University of Alabama in Birmingham

GRADUATE PROGRAMS

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 in 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
 Doctor of Philosophy
 University of Tennessee
 Anthropology
 Master of Arts
 Texas A&M University
 Architecture
 Master of Architecture
 University of Texas at Arlington
 Architecture
 Master of Architecture
 University of Texas at Austin
 Architecture
 Master of Architecture
 Texas A&M University
 Architecture
 Master of Architecture
 University of Maryland, College Park
 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

Astronomy
 Master of Arts
 Doctor of Philosophy
 University of Texas at Austin
 Atmospheric Sciences
 Master of Science in Geophysical Sciences
 Georgia Institute of Technology
 Audiovisual Education
 Doctor of Education in
 Curriculum and Instruction
 Virginia Polytechnic Institute
 and 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 Administration--Health Services
 Master of Business Administration
 Augusta College
 Business Administration
 (Transportation and Logistics)
 Master 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 Engineering
 Master of Science
 Clemson University
 Ceramic Engineering
 Master of Science
 Doctor of Philosophy
 Georgia Institute of Technology
 Child and Family Development
 Doctor of Philosophy
 University of Georgia
 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
 Classics
 Master of Arts
 University of Mississippi
 Clinical Nutrition
 Master of Science
 University of Alabama in Birmingham
 Clinical Nutrition
 Master of Science
 University of Kentucky

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

Communications
 Doctor of Philosophy
 University of Tennessee

Community and Regional Planning
 Master of Science
 University of Texas at Austin

Community Development
 Master of Science
 University of Louisville

Community Health Education
 Master of Science
 Old Dominion University

Computer Science
 Doctor of Philosophy
 University of Maryland, College Park

Creative Writing
 Master of Fine Arts
 University of Arkansas

Criminal Justice and Criminology
 Doctor of Philosophy
 University of Maryland, College Park

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

Deaf Education--Habilitation
 Master of Science
 Lamar University

Decision Sciences
 Master of Science
 Georgia State 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 in Environmental Health
 East Tennessee State University

Expressive Therapies
 Master of Arts
 University of Louisville

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 Education
 Master of Health Education
 Medical College of Georgia

Health Services Administration
 Master of Health Administration
 Virginia Commonwealth University

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

Home Economics
 Doctor of Philosophy
 Florida State University

Home Economics
 Doctor of Philosophy
 University of Tennessee

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

Hospitality Management
 Master of Science
 Florida International University

Humanities
 Doctor of Philosophy
 Florida State 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
 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
 Master of Arts
 Master of Science
 Doctor of Philosophy
 Florida State University
 Library Science
 Master of Library Science
 Doctor of Philosophy
 University of Maryland, College Park
 Library Science
 Master of Library Science
 University of Southern Mississippi
 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
 Manpower and Industrial Relations
 Master of Arts
 North Texas State University
 Marine Law and Science
 Master of Marine Law and Science
 University of Mississippi
 Marine Science
 Master of Arts
 Doctor of Philosophy
 College of William and Mary
 Marine Science
 Master of Science
 University of South Florida
 Materials Science and Engineering
 Doctor of Philosophy
 University of Texas at Austin
 Mathematical Sciences
 Doctor of Philosophy
 University of Texas at Arlington
 Mathematics
 Doctor of Philosophy
 University of Kentucky
 Meteorology
 Master of Science
 Doctor of Philosophy
 Florida State University
 Meteorology
 Master of Science
 Doctor of Philosophy
 Texas A&M University
 Microbiology/Aquatic Pollution
 Ecology
 Doctor of Philosophy
 Virginia Polytechnic Institute
 and State University
 Middle Eastern Studies
 Master of Arts
 University of Texas at Austin
 Multi-Campus University and
 College Systems
 Doctor of Philosophy
 Florida State University
 Music (Orff-Schulwerk Method)
 Master of Music
 Memphis State University
 Music Therapy
 Master of Music
 Master of Science
 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
 Master of Science
 Master of Applied Science
 Georgia Institute of Technology
 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
 Nursing
 Doctor of Philosophy
 University of Maryland, Baltimore City
 Occupational Therapy
 Master of Occupational Therapy
 Texas Woman's University
 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

Pharmacy
 Doctor of Pharmacy
 University of Texas at Austin

Philosophy
 Master of Arts
 Doctor of Philosophy
 University of Tennessee

Philosophy
 Master of Arts
 Doctor of Philosophy
 University of Virginia

Philosophy
 Master of Arts
 University of Kentucky

Physical Education (Adapted and
 Developmental)
 Doctor of Education in Curriculum
 and Instruction
 Virginia Polytechnic Institute and
 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 in Planning
 University of Tennessee

Planning
 Master of Planning
 University of Virginia

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 Administration
 Doctor of Public Administration
 George Mason University

Public Health
 Master of Public Health
 University of Tennessee

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

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

Radiological Medical Physics
 Master of Science
 University of Kentucky

Reading Education
 Master of Education
 Doctor of Education

Doctor of Philosophy
 University of Georgia

Rehabilitation of the Blind
 Master of Education
 University of Arkansas at Little Rock

Religious Studies
 Master of Arts
 Doctor of Philosophy
 University of Virginia

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

Slavic Languages and Literature
 Master of Arts
 Doctor of Philosophy
 University of Virginia

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

Social Work
 Master of Social Work
 University of Kentucky

Spanish
 Doctor of Philosophy
 University of Tennessee

Special Education
 Master of Science
 University of Tennessee

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

Speech and Hearing Sciences
 Doctor of Philosophy
 University of Tennessee

Statistics, Applied
 Doctor of Philosophy
 University of Alabama

Student Personnel in Higher Education
 Master of Arts
 University of Georgia

Teaching the Gifted and Talented
 Master of Education
 University of Arkansas at Little Rock

Teaching the Visually Impaired Child
 Master of Education
 University of Arkansas at Little Rock

Textile and Polymer Science
 Doctor of Philosophy
 Clemson University

Textile Science
 Master of Science
 Clemson University

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

Urban and Regional Planning
 Master of Urban and Regional Planning

Virginia Polytechnic Institute and
State University
Urban Services
Doctor of Philosophy
Old Dominion University
Veterinary Medical Sciences
Master of Science
Doctor of Philosophy
Louisiana State University
Veterinary Medicine Specialties
Master of Science

Auburn University
Visual Disabilities
Doctor of Education
Doctor of Philosophy
Florida State University
Vocational Education
Doctor of Education
University of Georgia
Vocational-Technical Education
Doctor of Education
University of Tennessee

WEST VIRGINIA BOARD OF REGENTS

POLICY BULLETINS: NEW AND REVISED

POLICY BULLETIN NO. 3

September 13, 1983

BROADCAST ADVERTISING

Effective this date, commercial advertising time on all Board of Regents' controlled broadcast media programming shall be limited to the sale of standard product commercials which are designed to advocate or promote the sale of a product or services. This policy shall have no application outside the broadcast media.

Adopted: West Virginia Board of Regents
September 13, 1983

POLICY BULLETIN NO. 7

February 7, 1984

POLICY REGARDING BOOKSTORES

In accordance with Chapter 18, Article 24, Section 10 of the **West Virginia Code**, the following merchandising and pricing policy will apply for the operation of college and university bookstores.

POLICY

The bookstore is a self-supporting auxiliary enterprise that exists solely to serve the campus community. In addition to merchandising books and supplies required for course work, the bookstore may offer services and merchandising programs which students and faculty normally expect of a university or college store. These include general books and supplies, stationery, souvenirs, imprinted sportswear, college rings, and other items related to college or university life.

- A. In the interest of maintaining its self-supporting status, the bookstore must concern itself with gross profit margins. The following pricing policy will apply:
 1. **Textbooks:** Margin on textbooks should not be in excess of 33 1/3 percent.
 2. **Instructional Materials:** Margin on instructional materials should not be in excess of 40 percent.
 3. **Other** (for example, all merchandise or services not directly related to the instructional mission of the institution): Inasmuch as textbook and instructional material margins are, on the average, lower than those required to offset operating expenses, margins on items other than textbook and instructional materials will be at the discretion of each individual bookstore.
- B. The bookstore may advertise to inform the college or university community of services which are normally expected and are beneficial to the institution. It may not advertise for the purpose of competing with local merchants whose market includes the college or university community.
- C. The Board shall, subject to the approval of the Governor, fix, and from time to time change, the amount of the revolving fund necessary for the proper and efficient operation of each bookstore.

Adopted: West Virginia Board of Regents
February 7, 1984

POLICY BULLETIN NO. 11: APPENDIX A

December 6, 1983

GUIDELINES FOR CONDUCTING PROGRAM EVALUATIONS

I. INTRODUCTION

The following guidelines were initially developed by the Evaluation Advisory Committee, one of four committees appointed by the Chancellor of the West Virginia Board of Regents to assist the Board in developing the criteria and standards for evaluating programs in accordance with Policy Bulletin No. 11. The guidelines were amended by the degree-level program review committees (the Associate Degree Committee, the Baccalaureate Degree Committee, and the Graduate and Professional Degree Committee), which are charged with establishing the criteria and standards to be followed in evaluating programs at the several degree levels.

In approving these guidelines, the Board of Regents reiterates two principles which are stated in Policy Bulletin No. 11: (1) program review is a collaborative process which includes both Board staff and institutional personnel at every stage, and (2) the self-study component of the review process is of major importance, especially institutional self-study evaluations which are conducted independently of any accreditation procedures, but which may build upon accreditation self-studies and evaluations.

II. PROCEDURES TO BE FOLLOWED IN EVALUATING PROGRAMS

A. The process of program review will include:

1. Submission of the appropriate "Institutional Program Evaluation Report" for each program under review during a given year (the program review committees will develop three forms, one for each degree level);
2. A review of each "Institutional Program Evaluation Report" by a process determined by the appropriate degree-level committee; and
3. An optional use of consultants following the committee's review, either before or after presentation of a staff recommendation to the Board of Regents.

B. Criteria and standards for program evaluation:

1. Each degree-level committee will propose the criteria and issues to be addressed by institutions which offer programs at the particular degree level. These criteria and issues will be specified in an "Institution Program Evaluation Report" form.
2. The Evaluation Advisory Committee will review the proposals of the three degree-level committees and will recommend the policies to be followed in evaluating programs.
3. In accordance with Policy Bulletin No. 11, the Academic Affairs Advisory Committee and the Advisory Council of Public College and University Presidents will review the recommendations of the Evaluation Advisory Committee, and (consistent with Board procedures) the Presidents will make a recommendation to the Board of Regents for the Board's endorsement.
4. Each program evaluation report shall address the criteria and issues listed on the "Institutional Program Evaluation Report" form. The report will be prepared by the institution and approved by the President.

C. Institutional review and recommendation:

1. For the programs under review during a given year, the Board staff will provide each institution with information (from data periodically furnished by the institution) about student enrollments, degrees awarded, faculty and the cost of instruction. These data should be included in the institution's evaluation of a program and, as appropriate, in the evaluation report. The institution shall have an opportunity to correct or amend the data provided.
2. In addressing each of the items listed on the "Institutional Program Evaluation Report" form, the institution should focus on both qualitative and quantitative information. In accordance with Policy Bulletin No. 11, the institution will recommend one of five possible actions with respect to each program under review.

D. Staff analysis and committee review:

1. Following submission by the institutions of the completed program evaluation reports during a given year, the Board staff will present to the respective degree-level committee (a) an analysis of the reports, including (as necessary or if requested to do so) all or portions of the various reports, and (b) the Board staff's recommendation, based upon its analysis of each report.
2. The degree-level committee will review the Board staff's analyses and will provide advice concerning the staff's recommendations. If there is not agreement between the institution's recommendation and the Board staff's recommendation, or if there is not a consensus between the degree-level committee and the Board staff, then information about such disagreement or lack of consensus, together with necessary explanatory material, will be furnished to the institution for comment or additional information to be provided within 30 days. To assist in this phase of the review process, the Board staff (in consultations with the institution) may employ outside consultants, who may conduct institutional follow-up visits.
3. Prior to submitting a recommendation to the Board of Regents, the Board staff will provide a summary of actions taken by the three degree-level committees to the President of the appropriate institution and the institution's designated program representative. If the institution does not concur with the Board staff's recommendation to the Board of Regents, the institution within ten days may request that the recommendations be reviewed by the Evaluation Advisory Committee. The recommendation of the Evaluation Advisory Committee will then be included with the Board staff's written justification, any subsequent institutional response, and any consultants' report which may accompany the staff recommendation to the Board.

E. Additional considerations:

1. The academic programs scheduled for review in a given year include active programs and courses in which no degree program is offered at the institution. All programs which have been officially suspended are excused from evaluation; prior to reactivation of a suspended program, however, all information required by Administrative Bulletin No. 23 must be submitted to the Board of Regents.
2. The three "Institutional Program Evaluation Report" forms referred to in these guidelines may be revised, as necessary by the appropriate degree-level committee and the Evaluation Advisory Committee. The forms and any suggested modifications shall be subject to review in turn by the Academic Affairs Advisory Committee and the Advisory Council of Public College and University Presidents.
3. The Board of Regents' staff should be consulted for assistance in interpreting these guidelines and the "Institutional Program Evaluation Report" forms.
4. The institution's representative on the Academic Affairs Advisory Committee shall have responsibility for monitoring completion of the "Institutional Program Evaluation Report" in accordance with Policy Bulletin No. 11 and these guidelines.

Approved: West Virginia Board of Regents
December 6, 1983

POLICY BULLETIN NO. 26

January 10, 1984

POLICY REGARDING HOLIDAYS

Replaces Policy Bulletin No. 26, dated October 3, 1972, and January 11, 1983

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 holidays shall be 12 plus additional days for any election day (primary or general) held throughout the State and such other days as the President of the United States, Governor, or other duly constituted authority shall proclaim to be legal holidays. Days taken 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
January 10, 1984

POLICY BULLETIN NO. 28

As Revised June 12, 1984

POLICY REGARDING THE SUBMISSION OF GRANT APPLICATIONS AND PROPOSALS

RESOLVED, That the West Virginia Board of Regents hereby revises its policy regarding the submission of grant applications and proposals by colleges and universities in the West Virginia system of higher education.

I. Summary of Policies

- A. The Board shall exercise its responsibility for review and approval of grant applications and proposals through the administrative procedures of the Board's Central Office, and through appropriate delegation to the Presidents of the institutions.
- B. All grant applications and proposals calling for either (1) the development of a new academic program (2) the offering of an existing program out-of-state or (3) commitment of Board of Regents resources beyond the scheduled completion of the project must be submitted for approval by the Board of Regents prior to submission to a funding agency. Requests to plan or initiate new academic programs must be submitted and approved in accordance with established Board of Regents' policies, including Administrative Bulletin No. 23.
- C. All other grant applications and proposals, including those containing elements which might lead to the development of a new academic program at some future date, may be submitted by the institution to a funding agency and reported to the Board on a monthly log sheet.
- D. An application or proposal which is not approved by the Board of Regents must be withdrawn from the funding agency.
- E. Except as provided in paragraph B. above and in Administrative Bulletin No. 23, nothing in the Policy Bulletin shall preclude an institution's timely submission of an application or proposal to a funding agency, as necessary to comply with application deadlines, when the project for which funding is requested is in accordance with the Board of Regents' policy.
- F. It is the responsibility of the institution to ensure that a grant application or proposal is consistent with Board policies and that required resources are available in the approved budget.
- G. The procedures contained in Section II of this Policy Bulletin are designed to ensure that the colleges and universities provide adequate information to the Board of Regents regarding grant applications and proposals.

II. Procedures for Submission and Approval

- A. Each institution shall submit, on a monthly basis, an institutional log sheet (see Appendix A). *If the institution is able to certify on the log sheet that an application 1) does not commit the Board to future funding 2) does not establish a new degree program and 3) does not offer an existing program out of state, then no additional information will be required, unless specifically requested. Non-certification of the aforementioned conditions will necessitate submission of the full proposal to the Board for review and approval.
- B. Submitted proposals will be reviewed in accordance with the administrative procedures of the Board's Central Office.
- C. Disapproval of an application or proposal, as well as questions raised in the course of review by the Board staff, will be communicated to the submitting institution. An award cannot be accepted until the questions or concerns are resolved. A proposal or application which is not approved by the Board must be withdrawn from the funding agency.
- D. Minor changes in a funded proposal may be noted on the log sheet. If a proposal is modified in content, method of implementation, or budget to such an extent that a new proposal is written, the institution shall resubmit the proposal in accordance with the procedures specified in Section II. A. of this Policy Bulletin.
- E. Each grant application or proposal shall be included on the monthly log report until final action is taken by the funding agency.

Approved: West Virginia Board of Regents
October 3, 1972

Revised: June 7, 1983; June 12, 1984.

*The institutional log sheet is available in the Office of Development, M109.

POLICY BULLETIN NO. 29

November 8, 1983

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

Replaces Policy Bulletin No. 29 dated December 4, 1979

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

These 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 state 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. Further, credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, PEP, institutional challenge examinations, life experience, or other mechanisms.

- 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 Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams, and the University of New York and American College Testing Program for PEP Examinations current at the time the examination was taken. Credit shall be awarded in an amount not exceeding 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 Subject Examination credit for equivalent courses in which they have already earned credit.
- 2. General Examinations:** As of the effective date of this policy, an institution may award credit within the limits indicated below to students who attain a score of 500 or above on the CLEP General Examinations in Natural Sciences, Humanities, Social Sciences and History, and Mathematics. Effective in the Fall semester of 1984, credit may be awarded to students who attain a score of 600 or above on the CLEP General Examination in English Composition.

English	3 to 6 Hours	English Composition Credit
Natural Sciences	3 to 6 Hours	General Education Natural Science Credit
Humanities	3 to 6 Hours	General Education Humanities Credit
Social Sciences and History	3 to 6 Hours	General Education Social Science and History Credit
Mathematics	3 to 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. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

3. An institution awarding credit through CLEP and/or PEP may establish scores higher than specified above for Subject and General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at that institution.
4. **Academic Record:** The permanent academic record of the student shall indicate which credit was earned by CLEP or PEP examination.
5. **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.
6. **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; November 8, 1983

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 within one year after 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

Revised: February 8, 1983

POLICY BULLETIN NO. 35

July 10, 1984

(Replaces Policy Bulletin No. 35 dated January 15, 1974, and all subsequent revisions)

POLICY REGARDING ANNUAL LEAVE, MILITARY LEAVE, LEAVE OF ABSENCE WITHOUT PAY, 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 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:
 - 1. Less than 5 years' service (60 months): 1.25 days per month - 15 days per year;
 - 2. 5 - 10 years' service (120 months): 1.50 days per month - 18 days per year;
 - 3. 10 - 15 years' service (180 months): 1.75 days per month - 21 days per year;
 - 4. 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 30 calendar days in any one calendar year ordered or authorized under provisions of State Law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. The terms of this policy shall not apply under the provisions of any Selective Training and Service Act, or other such Act whereby the President may order into active duty the National Guard and the Reserve Components of the Armed Forces of the Federal Government.

LEAVE OF ABSENCE WITHOUT PAY

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

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

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

At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights, unless the position is no longer available due to a reduction in staff caused by the 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 faculty members who work on less than a twelve-month appointment, 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 to 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 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 cases 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 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 or (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 other agencies 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. A request for transfer must be made within three years from the last day of employment with the other state 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 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.

WITNESS AND JURY LEAVE

- A. Upon the 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 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 per-

sons 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

Revised: February 3, 1976; July 8, 1981; November 3, 1981 to be effective January 1, 1982; July 13, 1982 to be effective August 1, 1982; July 10, 1984.

Classification of Staff and 12-month Faculty with respect to Board of Regents Leave Policy (Policy Bulletin No. 35) is on file in the Office of Personnel. Any questions concerning leave policy should be directed to the Office of Personnel.

POLICY BULLETIN NO. 52

July 10, 1984

(Replaces Policy Bulletin No. 52 of March 2, 1982)

CLASSIFIED EMPLOYEE GRIEVANCE PROCEDURE

The purpose of this policy is to assist the employee and employer in arriving at a satisfactory resolution to differences involving work related matters. The emphasis of discussion should be positive and reflect good communication between the two parties, resulting in a fair and effective resolution to the grievance. For the purpose of this policy, the definition of work week is the total work schedule of the aggrieved employee. Work release time will be granted to the grievant, committee member, and to those employees who are called as witnesses to attend hearings on a particular grievance.

An employee with a complaint should discuss, or attempt to discuss the problem with his/her immediate supervisor in an attempt to resolve the matter informally. This informal attempt at problem solving should take place within five work days after the disagreement or incident occurs and or the employee becomes aware of the incident. In the event an employee and his/her immediate supervisor are unable to resolve the problem, then step one may be initiated.

Step One - The grievant shall present in writing his/her grievance to the immediate supervisor, summarizing the relevant points from the initial discussion and requesting and receiving any letters or documents needed from the grievant's file. The grievant should state his/her written grievance to his/her immediate supervisor within five work days of their original discussion.

The immediate supervisor must respond in writing within five work days upon receipt of the grievant's written statement. The immediate supervisors' response shall explain in detail the reasons for or policies used in reaching his/her decision on the matter.

Step Two - If the grievant does not feel the grievance has been answered satisfactorily in step one, he/she may proceed to step two. The grievant shall present his/her grievance in writing to the person occupying the position one level above his/her immediate supervisor or the appropriate dean or director. The grievant must do this within five work days following the completion of step one. The person to whom the grievance is submitted must respond in writing to the grievant within five work days.

If the person occupying the position one level above the immediate supervisor is the President of the institution, the grievant should skip step two and proceed directly to step three.

Step Three - This is the final step in the grievance procedure. If the grievant does not feel the grievance has been answered satisfactorily in step two, he/she may proceed to this level. In step three, the employee must decide to have his/her grievance heard in one of the following manners and notify the personnel director.

- (a) The institution's president or his/her designee.
- (b) A three person committee, one selected by the grievant, one selected by the person against whom the grievance was filed and the third person selected by the two panel members previously chosen. If they cannot agree, the third person shall be selected by the institution president and becomes the committee chairperson.
- (c) A panel of three employees appointed by the institution president. (No more than one member of this panel can be from the grievant's grade classification).

The grievant must initiate step three within ten work days after receiving a response in step two. The final hearing, in step three, must be convened within thirty work days of the grievant's submission of final appeal. The hearing shall be recorded on tape. A transcript shall be prepared **upon request** at the expense of the requesting party.

Following the appeal hearing, a written recommendation with all support documents, will be sent to the president within ten work days. The President will render a written decision within 10 work days from the receipt of this recommendation. A copy of the decision will be sent to both parties involved in the grievance.

Additional Procedures and Definitions

1. The Personnel Director (unless he/she is an involved party or his/her designee will be assigned the duties of providing coordination for the grievance procedures when a grievance is filed, to include providing for tape recording.
2. Periods of time indicated, within which an answer must be given do not commence until the first work day following the initiation of the previous step.
3. If time requirements are not met by the grievant or the employer, the decision will be made against the party failing to meet the prescribed deadlines. Extensions of time limits at each step may be granted if both parties concur in writing prior to the expiration of the established time limit or if either party has a verifiable sickness, accident, or scheduled absence from campus.
4. An aggrieved employee may have another employee assist him/her in the grievance procedure. The assisting employee cannot be an attorney.
5. Grievance issues must be those that are work related matters.
6. The aggrieved employee should stipulate in his/her initial appeal what redress is sought.
7. The relief sought must be within the capability of the institution to grant.
8. In any instance where legal counsel contacts personnel involved at any step in the grievance procedure that person should be referred immediately to the personnel director or, the president's designee. This counsel should be referred to the Assistant Attorney General assigned to the Board of Regents.
9. The first step supervisor and the second step administrator may have another employee assist him/her in the procedure. The assisting employee cannot be an attorney.
10. No reprisals of any kind shall be taken by the Board of Regents, institution or administration, or any supervisor against any party in interest, any representative, or any participant in the grievance procedure by reason of such participation. This will include anyone in the grievance procedure who may participate either as a witness or member of the hearing panel.
11. For the purpose of this policy, the definition of work day is the usual work day schedule of the grievant.
12. Work release time for the purpose of this policy is paid time that is not charged to sick leave, annual leave, and is not required to be made up or added into overtime calculations.

Revised: West Virginia Board of Regents
July 10, 1984

POLICY BULLETIN NO. 55

June 12, 1984

Revises Policy Bulletin No. 55, dated September 10, 1982.

Insert new section C, as follows:

C. Selling of Articles on College or University Campuses

All solicitation and selling of products and articles upon property under the jurisdiction of the West Virginia Board of Regents is prohibited except by organizations and groups directly connected with the institutions and upon written approval of the respective president or his designee.

POLICY BULLETIN 59

September 13, 1983

Replaces Policy Bulletins Nos. 40 and 56

POLICY REGARDING PRESIDENTIAL APPOINTMENTS, RESPONSIBILITIES, AND EVALUATION

1. APPOINTMENT

- a. The President of each college and university under the governance of the West Virginia Board of Regents is appointed by the Board, consistent with the provisions of Section 18-26-9 of the West Virginia Code.
- b. The President of each college and university serves at the will and pleasure of the Board of Regents.
- c. The salary of a President is set by the Board of Regents and with prior approval of the Board, may be supplemented from non-State sources.
- d. A President may be awarded academic rank, consistent with institutional policies and procedures.
- e. A President appointed subsequent to the effective date of this Policy Bulletin may serve a maximum of ten years as President of a particular institution but shall not be recommended for appointment to a sixth year prior to the completion of the performance evaluation described in Section 3 below. When the Board determines that an appointment beyond the tenth year at a particular institution would be in the best interest of the institution and of the state system of higher education, it may, upon recommendation of the Chancellor, extend the service of a President on an annual basis.
- f. Upon completion of at least five years of satisfactory service, a President shall become eligible for consideration for appointment as a Regents' Professor (as provided in Section 5 below). Presidents who began service prior to the effective date of this Policy Bulletin also shall be eligible for that consideration.

2. DUTIES AND RESPONSIBILITIES

The President of each college and university under the governance of the West Virginia Board of Regents is responsible to it through the Chancellor. Within the policies and regulations of the Board and of other State and Federal authorities and under the direction of the Chancellor, the President, as chief administrative officer, has general authority and responsibility for the institution and for keeping the Chancellor informed regarding the institution in a timely and appropriate manner.

A President is expected to demonstrate those leadership skills necessary for the vibrant, dynamic pursuit of the goals and objectives embodied in the mission of the institution. The President is also expected to understand the higher education needs of the institution's service region, work with the Board of Regents to develop proposals for meeting those needs, and provide leadership to foster cooperation between campus and community in fulfilling the institution's teaching, research, and public service responsibilities.

The President is expected to consult appropriately with faculty, students, classified staff and administrators in discharging the responsibilities of office. The President is also expected to ensure that the policies, procedures and actions of the Board of Regents are communicated to appropriate constituencies of the institution in a timely manner.

As the chief executive of the institution, the President is charged with the following specific responsibilities:

- a. Exercising effective leadership in a joint effort to implement the mission of the institution as delineated in role and scope statements approved by the Board of Regents.
- b. Providing effective leadership and support for an academic program that is consistent with the institutional mission, the needs of those being served, sound standards of quality, and available resources.
- c. Providing effective leadership and support for a program of student life that complements the academic program and recognizes the diverse interests and needs of the student body.
- d. Developing a competent administrative organization and staff to ensure effective and efficient management of the institution.
- e. Maintaining lawful, equitable, and efficient personnel programs, including appointment of qualified persons to the faculty and staff and promotion, retention or dismissal for cause of the same, with due regard for the best interests of higher education and the taxpayers of the State of West Virginia.
- f. Recommending to the Board of Regents annual operating and capital budgets and other plans, financial and other wise, for realizing the institutional mission, and providing sound management of the approved budgets and plans.

- g. Under the coordination of the Chancellor, communicating the needs of higher education to the Governor, legislators, other State and local officials, and citizens of the state.
- h. Interacting with appropriate external bodies to achieve the mission of the institution in a manner consistent with Board of Regents' policy, statutory and regulatory provisions, and sound academic principles.
- i. Undertaking assignments requested by the Board of Regents.

With regard to (e) above, 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 every personnel action at his or her institution, with the exception of decisions relating to (1) his or her own employment and compensation, and (2) appointments to Boards, when such appointments are reserved to the Board of Regents.

Each President is expected to consult appropriately within the campus community on personnel decisions, but shall retain ultimate authority for such decisions.

3. PRESIDENTIAL EVALUATION

Consistent with the requirements of Section 18-26-8 (14) of the West Virginia Code ("Conduct performance evaluations of institution presidents in every fourth year of their employment as president, recognizing unique characteristics of their institutions and utilizing institutional personnel, institutional boards of advisors, board staff and persons knowledgeable in higher education matters who are not otherwise employed by the Board"), the process described below is designed to evaluate presidential performance in relation to criteria established by the West Virginia Board of Regents. It seeks to identify both areas of strength and those in which improvement would appear to be appropriate.

The basis for assessing presidential performance shall be the "Duties and Responsibilities of the President" (Section 2 above) adopted by the Board of Regents. This performance evaluation shall be conducted every fourth year and shall utilize institutional personnel, institutional boards of advisors, Board of Regents' personnel and persons knowledgeable in higher education matters who are not otherwise employed by the Board.

- a. The Chancellor, with the President, shall establish a schedule for the performance evaluation activities. In no case shall the process exceed four months. The on-site schedule shall be developed for a period during the regular academic year when the institution is in operation. However, preparatory activities may be completed during the summer months.
- b. The President shall prepare and submit to the Chancellor at least six weeks prior to the on-site visit a "Statement of Presidential Assessment" consisting of his/her assessment of his/her performance as President in relation to each of the "Duties and Responsibilities of the President." The statement shall be no longer than twenty pages. The President may decide to append necessary and appropriate materials, including such documents as the President's annual report and the current North Central Association self-study report.
- c. The Chancellor shall form a visiting team of college and university Presidents, or comparably experienced peers, after reviewing the list of those considered with the President. Such persons shall be from outside West Virginia and free from conflict of interest. The team shall number three, with the addition of a Board of Regents' staff member who shall serve as staff to the team.
- d. The Chancellor shall appoint one member of the visiting team to serve as chairperson. The team shall be given the "Statement of Presidential Assessment" and such other documents deemed to be appropriate by the Chancellor.
- e. The chairperson of the visiting team shall make a visit to the campus at least four weeks prior to the team visit to determine a schedule, including interviews and meetings with campus personnel which will assure a careful assessment of leadership and condition of the campus.
- f. To obtain an accurate and objective impression of the performance of the President, the team shall visit the campus for up to three days to talk with and receive the views of the President, institutional Board of Advisors, and a representative number of administrators, faculty members, classified employees and students, including the elected leaders of each constituent group. Evaluative information thus obtained, either in oral or written form, if included in the report must be attributable. This would not preclude the use of survey procedures for constituent input if such information is attributable. Confidentiality beyond the visiting team of individual assessments of presidential performance shall be assured.

- g. The team chairperson shall be responsible for drafting and submitting a team report to the Chancellor within thirty days of the on-site visit. The general approach and format for the report shall be similar to, but not identical with, a North Central team visit and report, including commentary on the performance of the President in relation to each of the "Duties and Responsibilities of the President" adopted by the Board of Regents. There shall be an oral report by the visiting team to the President prior to leaving the campus.
- h. The Chancellor shall forward a copy of the report to members of the Personnel Committee of the Board of Regents and to the President, inviting the latter to offer comments within two weeks.
- i. A copy of comments received from the Presidency shall be forwarded to members of the Personnel Committee of the Board of Regents.
- j. The President shall be invited to discuss the process and results of the evaluation with the Chancellor and the Personnel Committee of the Board of Regents, during which discussion areas of strength and those appearing to need improvement (if any) shall be identified for particular attention by the President prior to the next evaluation.
- k. Following its review of the evaluation with the President, the Personnel Committee shall report its conclusions to the Board of Regents. At all stages of the evaluation process, the President shall be involved and informed and be afforded an opportunity to respond as he/she deems appropriate. Confidentiality consistent with State laws shall be maintained throughout the evaluation process.

4. ANNUAL REVIEW

Annual review is a process designed to identify and assess on a yearly basis presidential goals and objectives with a focus on continuous growth and self-assessment. Prior to the beginning of the fiscal year, each President shall prepare an agenda of goals and objectives for the ensuing twelve months. These goals and objectives, as well as progress on the goals and objectives of the previous year, shall be the focus of the Annual Review by the Chancellor and President at the end of the fiscal year. A written summary of the Annual Review shall be shared with the Board of Regents. These summaries shall be shared with the Board as a part of the Performance Evaluation conducted every fourth year.

5. REGENTS' PROFESSORSHIPS

a. Eligibility

To ensure that the institution and the state system of higher education as a whole may continue to profit from the President's accumulated experience and insight, a Regents' Professorship may be awarded to a President who has served at least five years as President of an institution under the governance of the West Virginia Board of Regents and has been recommended by the Chancellor. The terms and conditions of appointments of Regents' Professors shall be the same as for all other tenured full professors, consistent with Board of Regents' Policy Bulletin No. 36. If a Regents' Professor requests temporary assignment to another institution, he or she may request leave from the home institution and, if approved by the President of the receiving institution, may be reassigned in accordance with established Board policy.

b. Salary and Perquisites

- (1) The salary of the Regents' Professorship shall be established upon recommendation of the Chancellor. It shall not be less than 80 percent of the State salary received during the last year prior to appointment as a Regents' Professor, appropriately prorated to length of appointment but not less than the average of the State salaries of the two highest paid full professors in his or her discipline. The salary of a Regents' Professor may be supplemented from non-State sources, with prior approval of the Board of Regents.
- (2) For purposes of preparing for his or her duties as a Regents' Professor, said professor shall be eligible for "Special Status" during the first six months of the appointment.

6. RESIGNATIONS AND TERMINATIONS

- a. A President may resign his or her appointment at any time upon written notification to the Chancellor.
- b. The Board of Regents may terminate an appointment as President at any time when, in the Board's judgment, such action would be in the best interest of the institution at which the President serves and of the state system of higher education. If a President has completed at least five years as President at the time of resignation or termination, he or she may request "Special Status" for a period of up to a maximum of six

months, during which time the duties of the former President would be assigned by the Board upon recommendation of the Chancellor. During this period, salary may continue at the former level and any accrued annual leave must be amortized.

7. GRIEVANCE PROCEDURE

If the President of an institution under the governance of the Board of Regents senses a problem with the Chancellor or members of the Board, the President should first attempt to resolve it through a discussion with the Chancellor. If the problem seems to persist, the next appropriate step would be a discussion of the problem with the President of the Board. As the final step in this process, the aggrieved President may request a meeting with the entire Board (or its Executive Committee) to discuss the matter.

Adopted: West Virginia Board of Regents
September 13, 1983

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WEST VIRGINIA BOARD OF REGENTS

SELECTED ADMINISTRATIVE BULLETINS RELATED TO THE FACULTY

(The complete file of Administrative Bulletins is kept in the Provost's Office)

ADMINISTRATIVE BULLETIN NO. 24

June 7, 1983

GUIDELINES FOR HONORARY DEGREES

Any public college or university which proposes to award honorary degrees shall develop criteria and procedures for the nomination of persons to receive such degrees and shall have those criteria and procedures approved by the Board of Regents. The criteria, procedures, and subsequent amendments shall be developed through consultation among the administration of the institution and the appropriate faculty councils, and such criteria and procedures and any subsequent amendments must be submitted by the President of the institution to the Board of Regents by October 15 for approval. These criteria and procedures shall be consistent with the following guidelines:

1. A committee or body representative of the institution's constituencies shall be designated to solicit and review nominations for honorary degrees from members and friends of the institution.
2. The committee's recommendations shall be received and considered by the President and Board of Advisors prior to their submission to the Board of Regents.
3. Degrees which could be confused with earned degrees shall not be awarded.
4. The Board of Regents must approve each nominee for an honorary degree prior to the nominee's official notification. The nominations must be accompanied by a clear statement of the degree being awarded and the reasons therefor. All recommendations must be received by the Board no later than March 1 of the year in which the degree is proposed to be awarded.
5. As an alternative to awarding honorary degrees, institutions are encouraged to award medals or citations.

ADMINISTRATIVE BULLETIN NO. 25

May 9, 1984
Replacing August 31, 1983

PROCEDURES REGARDING THE PROMULGATION OF INSTITUTIONAL RULES AND REGULATIONS GOVERNING THE SPEED, FLOW, AND PARKING OF VEHICLES ON THE CAMPUSES OF PUBLIC COLLEGES AND UNIVERSITIES LOCATED IN WEST VIRGINIA

1. In accordance with the provisions of Chapter 18, Article 26, Section 26 of the **West Virginia Code**, each public institutions of higher education located in West Virginia shall promulgate rules and regulations relating to the speed, flow and parking of vehicles on campus roads, driveways and parking facilities or areas in the manner prescribed in Chapter 29a of the **West Virginia Code** and when so promulgated these rules and regulations shall have the force and effect of law. These parking rules and regulations shall be developed

in accordance with the provisions of Chapter 18, Article 26, Section 26 of the **West Virginia Code** and copies of said rules and regulations shall be filed with the Chancellor of the West Virginia Board of Regents.

II. As a minimum, the published institutional rules and regulations shall provide for the following:

A. **Regulation and Control of Vehicles.** Each institution shall:

1. Conspicuously post parking rules and penalties for violations in each parking facility or area (including the availability of temporary parking permits and where they may be obtained).
2. Conspicuously post signs governing the speed and flow of traffic and parking along each campus road and driveway and penalties for violations.
3. Issue a citation to offenders and direct their appearance before a designated institutional official within ten days of the citation or before a magistrate or municipal judge after ten days.

B. **Civil and Criminal Penalties:** Penalties shall be imposed in the following manner:

1. Persons appearing before the designated institutional official within ten days of the offense shall be subject to a civil penalty of not more than \$10.00. All money derived from civil penalties shall be deposited in a special fund in the State Treasury and credited to the college or university at which the penalty was paid.
2. All persons failing to appear before a designated institutional official within ten days, and all persons pleading not guilty, shall be referred to the jurisdiction of a magistrate or municipal judge.
3. The designated official of the institution presiding over cases shall keep records as specified in Chapter 18, Article 26, Section 26 of the **West Virginia Code**.

C. **Vehicle Removal.** Each institution shall establish regulations which provide that:

1. Vehicles parked in violation of posted regulations and which substantially impede the flow of traffic or endanger the health and safety of persons on the campus may be removed by towing or otherwise to a designated area owned or controlled by the college or university. Once towed, the vehicle may be rendered immovable by use of locking wheel blocks or other device not damaging to the vehicle.
2. The institution shall pay for the cost of removing and storing the vehicle and shall have a right to reimbursement from the owner.
3. The institution may have a lien on the vehicle and retain possession of it until payment of costs by the owner.

REGENTS' CENTER FOR EDUCATION AND RESEARCH WITH INDUSTRY INTERIM OPERATING POLICY AND GUIDELINES

Revised May 29, 1984; approved by the West Virginia Board of Regents, July 10, 1984. The following comment by Chancellor Leon H. Ginsberg (memo 7/10/84) is pertinent: "The guidelines are just that; guidelines which are acceptable to the Board. They are not mandated by the Board. Each college and university is responsible for developing its own policies."

1. **Purposes**

The principles and purposes of the CERI are specified in the attached Board of Regents' resolution of March 8, 1983. CERI is intended as an information clearinghouse and facilitator of mutually-beneficial partnerships between public and private sectors. Arrangements for research or instructional services are made directly between the institutions of higher education and the corporations, and should be conducted within the structure of the faculty member's institution. Since each institution manages such projects differently, institutional guidelines should be followed. The following are intended to guide policy development at public colleges and universities in refining their own policies.

2. **Collaborative Research, Service, and Instruction**

Collaboration with business and industry in basic and applied research, service, and instructional programs is to be encouraged. It contributes to the development of the people of West Virginia, improves the competitiveness of private sector enterprises, fosters technology transfer and information flow, and these lead to advancing the

economic development of the State. New and varied experiences contribute to the development of faculty and programs. Collaborative efforts enrich the educational experience of students, and encourage new clientele to become students. The following policies are intended to advance the above goals. They are also intended to ensure that State statutes and regulations are followed, that academic principles are not compromised, that the well-being of the institutions is enhanced, and that the academic, professional and financial interests of faculty and students are protected. This is the foundation for a productive partnership.

3. Acceptance of Grants and External Funds

Acceptance of grants and funds from sources external to State appropriations to the Board of Regents is subject to the conditions and review process specified in Board of Regents' Policy Bulletin No. 28.

4. Management of Funds

Grant or contract funds from any source become subject to all of the Board of Regents' expending and reporting procedures upon acceptance by the institution, and must be handled as required by State law.

The policies and regulations which apply to all awards accepted by the institution are those set forth in institutional policies or Board of Regents' regulations. Thus, appointment procedures, expenditure of funds, employment conditions, travel, use of consultants, and related matters fall under the normal policies, rules, and regulations by which the institution operates. All payments in compensation of activity arranged through CERI must be to the institution or to the Board of Regents.

As a State Agency, the Board of Regents and the institutions in its system of higher education shall comply with all State and Federal laws and regulations. As State employees, faculty and staff shall not enter into arrangements which violate State laws or regulations.

5. Conflict of Interest

It will be deemed a conflict of interest for any full-time employee of the institution (or for a corporation or association of which such an employee, or his or her spouse, or child under twenty-one years of age, or any combination thereof, who owns or own a majority of the stock of interest) to furnish to the institution any goods, services, or any other thing, and to receive therefor any remuneration other than the employees' contracted salary or wages, except as may be approved by the president of the institution. (Nothing in this policy is to be construed to apply to (1) any work written, or thing invented independently by such employee; (2) services performed for external sponsors by such an employee within the institution's consulting time policy where the funds to pay for such services are not provided to the institution through a grant form, or a contract or other arrangement with, some outside agency.) When accepting funding for research, consulting or other activities, information of any equity holdings, administrative position, patents or other rights, or favored position must be disclosed. With regard to government-sponsored research, the joint statement of the Council of the American Association of University Professors and the American Council on Education, "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities," should be used as guidance.

6. Indirect Costs

An equitable and appropriate overhead rate should be charged on all externally sponsored research, services, consulting or instructional activity. The exact rates and procedures followed shall normally be those established by institutional policy, and are often identical with those negotiated with appropriate Federal agencies. The rates may be increased by mutual consent among the parties to accommodate institutional costs that are difficult to establish by direct costing methods. All identifiable direct costs must be recovered from external sponsors except where, by written agreement, direct costs are paid as part of cooperative research efforts.

7. Responsibility for Results

Individual faculty members hold ultimate responsibility for the results of their research. Use of the institution's name should be for identification purposes only. The findings or recommendations of research should not be identified as the position of the institution, of the Board of Regents, or of the State of West Virginia, but solely that of the author or investigator.

8. Consulting Through Personal Services Agreements

Individuals are not precluded from entering directly into individual consulting agreements, which were independently arranged, subject to conditions specified by institutional policy and Policy Bulletin No. 36, Section 3.

One working day per week (within a 5-day week) may normally be used for consulting for organizations other than the institution, unless such activities interfere with the adequate performance of academic duties. The ad-

ministrators of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members. Use of institutional equipment or other resources requires prior approval by the institution and reimbursement for associated direct costs. Faculty are encouraged to perform such work under institutional auspices.

9. Patent Policy for CERI Projects

Patent Policy will be governed by practices established at each institution, or for inter-institutional efforts, by the policies of one of the parties, or by mutual agreement, may be those of West Virginia University. All patents derived from inventions conceived or reduced to practice by personnel at the institutions shall belong to the respective institution and not to the Board of Regents. Corporate sponsors may be given nonexclusive royalty-free rights to patents developed from research if substantial financial support is provided by them. In each case, a patent agreement must be negotiated with each sponsor which does not conflict with State and Federal law, and recognizes the relative proportion of investment by each sponsor in a discovery. Requests for an exclusive license or shared ownership of patents must be approved by the Board of Regents. If one or more corporate sponsor(s) request that a patent be secured, the sponsor must pay all associated costs to secure and protect the patent, and may then be provided an exclusive license and pay fair royalties to the institution.

Although the individual faculty or staff member has an equity in any patentable discovery or invention, regardless of the source of funds supporting the experimental work, those activities undertaken through externally-sponsored grants and contracts may be constrained by the terms and conditions of the agreement with the sponsor. Any invention or patentable discovery made by a faculty or staff member with all or a portion of the time, facilities, and/or resources provided by the institution from any source, gives the institution equity in the invention or discovery. In such cases, the invention or discovery should be used and controlled in ways to produce the greatest benefit to the institution and the public.

A faculty or staff member who makes a discovery or invention outside his or her regular duties, on his or her own time, at his or her own expense, and without the use of institutional facilities, is entitled to full ownership of it. Regardless of the question of equity, the institutions will assist any staff member, so far as possible, in evaluating inventions and discoveries and, if advisable, in patenting them.

10. Use of Human Subjects

There is an obligation to protect human subjects as part of all research activities, funded or nonfunded. The obligation applies to every member of an institution's faculty, staff, and student body conducting studies which involve human subjects. In case of students (including interns and residents), the supervising faculty or staff member is responsible for seeing that a study is approved or exempted by the appropriate institutional review board for the protection of human subjects before the use of any human subjects in the study, and for supervising the conduct of the research.

The institutional review board for the protection of human subjects provides direction in assuring the rights of individuals serving as research subjects by establishing and maintaining a set of guiding principles designed to elicit the highest professional standards in dealings with subjects, and by independently reviewing projects which involve human subjects in order to ensure that proper standards are met and that procedures do not infringe upon the safety, health, and welfare of the subjects.

11. Protection of Proprietary Information and Publication Rights

Information provided by a for-profit corporation may be protected by development of a written agreement in each case. However, it is important to publish results of research to advance knowledge consistent with the best practices of higher education. Publication of results may be withheld for a maximum period of six months, if required for the filing of a patent application, provided that a sponsoring company makes a written request for such a delay within thirty (30) days of mailing to the company. Researchers are responsible for determining in advance whether any patent or commercial product mentioned in a publication requires prior consent by the sponsoring corporation. In addition, the right of prior review and comment by the sponsor may be required in a written contract. Protection of proprietary information is the primary responsibility of the faculty, staff, and students involved, and they must be party to, and sign concurrence with, any such agreement.

12. Contractual Training and Development Programs

(a) Faculty. Participation of faculty members and staff as teachers in externally-funded programs on or off campus may be arranged as part of their regular full-time workload. Where faculty members do not have available time, assignments may be on an overload basis, and are made first to regularly employed faculty members of the host or other higher education institutions, and then to other qualified personnel.

(b) Credits. Every provision shall be made to ensure that the quality of off-campus classes offered for credit is commensurate with the quality of those offered on campus. Furthermore, the policies for such credit work are to be compatible with standards and policies of the North Central Association of Colleges and the accrediting agencies for the professions.

(c) Television Teaching. Board of Regents' Policy Bulletin No. 48, adopted January 4, 1977, summarizes the rights and responsibilities of those involved in television instruction.

13. Compensation of Full-Time Faculty from Non-State Sponsors if Arranged by CERI

(a) Policies of each college or university regarding release time for research, consulting, public service, and other related matters are set by the president of the institution within guidelines established by the Board of Regents. If outside employment or service interferes with the performance of the regular institutional duties of the appointee (faculty member, administrator, or staff), the institution has the right to make such adjustments in the compensation paid to such appointee as are warranted by the services lost to the institution.

(b) When Federal sponsorship is involved, compliance with various Federal regulations, such as OMB A-21 and other related guidelines, is reaffirmed.

(c) Faculty may request release from a course on a term-by-term basis to devote additional effort to research, consulting, or public service. As a minimum, the replacement cost of part-time faculty (or overload to others) must be met by external sources. Approval by the president is required.

(d) Faculty may request overload (6th day) payment from external sources consistent with existing policy on a term-by-term basis, subject to approval of the funding agency and president. The overload payment should represent at least 20% of weekly salary of the faculty member for a full sixth day of work.

(e) At times the development of an externally-funded course (on- or off-campus) requires new and unusual efforts in its preparation, and it is clear that these efforts will not bear a direct or long-term relationship to the regular instructional program of the college involved. With approval by the president concerning the relationship and rates, the faculty involved in the development may be compensated accordingly from contract funds for course development work.

(f) Base academic year salary rates for faculty may be influenced by success in research and public service and by a continuing pattern of external support; when feasible, an appropriate portion of salary should be supported by external sources, not solely by the institution.

(g) Faculty may be compensated at no less than their calendar daily rate for short-term consulting work funded from external sources at rates approved by the president of his or her institution.

(h) Any special compensation to the faculty may not be less than the daily rate charged to a Federal agency. It may, however, be more, if approved by the president of the institution.

(i) Faculty may be compensated through their institution for summer research or public service efforts at a weekly rate of at least 1/36 of the base academic year salary, not to exceed two and a half months of full-time income for the summer.

(j) Ordinarily, faculty who accept leaves yet remain on campus for research or public service purposes are encouraged to teach one course to sustain the quality of the university's instructional programs.

(k) Faculty will be expected to seek means to involve students in research efforts, both to contribute to the education and experience of the student, and to provide financial support for students. The integrity of the academic process and protection of the interests of the students must be assured.

(l) Recipients of research support who are on nine-month contracts may be compensated from external sources during the summer months. Recipients on twelve-month contracts and, during a regular semester, recipients on nine-months contracts are permitted to undertake such research by an appropriate adjustment of their contractual duties to the institution. Salary increments from grant or contract funds are not permitted without approval by the president.

14. Other Conditions

(a) In arranging consulting agreements with business and industry, institutions are encouraged to charge rates that are comparable with those charged by private organizations that provide similar services.

(b) Institutions and the Board of Regents expressly disclaim any warranties, express or implied, as to the conduct of the research project or its findings, or as to the accuracy of the results or their utility, merchantability, or fitness for any purpose.

(c) In the case of any inventions licensed to the sponsor as a result of the research, the burden is placed on the sponsor to indemnify and hold harmless the institution, or the Board of Regents, and officers, agents, and employees from any liability arising out of the manufacture, use, or sale of products covered by the license(s) and suffered by the sponsor or by users of purchasers of such projects.

(d) There will be a clear contractual understanding concerning any limitations on use of the name, trademark, logo, or other identifying marks of the institution or the Board of Regents, and of the names of researchers, students, or staff, for advertising or promotional purposes.

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REVISE, p. 13:

UNIVERSITY MOTOR POOL REGULATIONS

Information pertaining to 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 Public Safety Office, 696-6460.

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REVISE, Under **RECEIVING DEPARTMENT**, p. 18:

Equipment may not be transferred from one part of the campus to another without prior approval of the Inventory Records Supervisor, 696-6669 & 696-6678.

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REVISE, Under **CONTROL OF KEYS**, p. 20:

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. Key request forms and key regulations are available at the Office of the Director in the Howard Sorrell Maintenance Building, 696-6680.

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REVISE, Under **VENDING MACHINES ON CAMPUS**, p. 23:

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 Financial Affairs.

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SUBSTITUTE, Under **SIGN POLICY**, p. 23:

In all instances, change **Director of Physical Plant Operations** to **Director of Plant and Administrative Operations**.

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