



## **2010 Faculty Handbook**

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# Policy No. 201: Evaluation of Academic Unit Head

Policy Number: 201	Effective Date: 01/09/87
Policy Title: Evaluation of Academic Unit Head	Revised: 07/01/97, 05/01/06; 07/01/10
Approval Date: 9 January 1987	President's Signature: 

## A. Evaluation of Chairpersons

1. Written evaluations making use of the Standard Chair Evaluation Form shall take place annually and shall be completed by April 1. Evaluators will rate the Chair's performance for the current academic year. Individual departments have the option of adding any additional items to the Standard Chair evaluation form deemed necessary for the proper evaluation of their department chair before the evaluation is conducted.
2. Evaluators shall include the departmental faculty, college/school dean, and Provost. /

## B. Evaluation of Deans

1. Written evaluations, using the Standard Dean Evaluation Form, shall take place annually and shall be completed by April 1. Evaluators will rate the dean's performance for the current academic year.
2. Evaluators shall include the college/school faculty, chairpersons, and Provost.

## C. Evaluation of the Provost

1. Written evaluations, using the Standard Provost Evaluation Form, shall take place annually and shall be completed by April 1. Evaluators will rate the Provost performance for the current academic year.
2. Evaluators shall include the university faculty, college/school Deans, and University President.

D. All evaluations must be signed and dated. Evaluation forms will be submitted to the Office of the President where a number code will be added to each form and the signatures removed from the forms. Numerical responses and written comments will be then keyed into a database with the database reports being provided to evaluators and those evaluated. Original forms will be retained for one (1) year and will then be destroyed. The immediate supervisor is to provide the unit head with a true and exact computer printout of each evaluation submitted. Evaluation results, written summaries, or supervisor's correspondence will be retained in the personnel file of the person evaluated.

## E. Unit Heads Right to Appeal Unfavorable Evaluations

In case unit heads wish to contest or appeal an unfavorable evaluation, they have the right to appeal to the supervisor, in writing, no less than fifteen (15) working days after the date of the evaluation. If unresolved, the appeal may be directed to the next higher supervisor with the President of the University representing the final arbiter of the appeal.

## CHAIR ANNUAL EVALUATION FORM

Please respond to each of the following statements by writing a number on the corresponding line according to the following scale (as appropriate for the question) or write in DK for Don't Know or NA for Not Applicable:

Very Poor Poor Average Good Excellent  
(Never) (Seldom) (Somewhat) (Mostly) (Always)  
1 2 3 4 5

Note: In multipart items you may specify a different number for each part, if desired, by writing the appropriate number above each word to which it refers. For instance, for the following item you could specify how the unit head is relating to each group: students, staff, faculty, and administrators, as shown in the following example:

4 5 4 3

“Displays tact and understanding in relationships with students, staff, faculty, and administrators.”

### 1. Duties and Operations

- a. \_\_\_ Adjudicates faculty and student grievances.
- b. \_\_\_ Attends required meetings, is prepared, and contributes satisfactorily.
- c. \_\_\_ Prepares and submits curriculum changes, teaching schedules, advising assignments, and catalogue materials.
- d. \_\_\_ Coordinates course offerings (course schedules with proper sequencing, timing & availability).
- e. \_\_\_ Meets deadlines and completes tasks on schedule.
- f. \_\_\_ Provides student recruiting services for the department when required.
- g. \_\_\_ Organizes, calls, distributes minutes, presides at department meetings and arranges for student representation when appropriate.
- h. \_\_\_ Prepares and allocates department budgets with faculty input efficiently and equitably.
- I. \_\_\_ Coordinates effectively the expenditure of all department funds.
- j. \_\_\_ Coordinates the acquisition, maintenance and storage of supplies, equipment, and resources.
- k. \_\_\_ Maintains departmental and student records, including supervision of release of information.
- l. \_\_\_ Assesses department physical facilities and reports maintenance or service problems.
- m. \_\_\_ Sets priorities effectively, develops ideas, and solves problems.
- n. \_\_\_ Communicates effectively the department's needs to the dean.
- o. \_\_\_ (Space at the end of each category can be used to add any additional items that may be pertinent to individual departments).

### 2. Professionalism

- a. \_\_\_ Adheres to policies, rules, and regulations.
- b. \_\_\_ Conducts self in a professional manner (Is dependable, punctual, truthful, etc.).

- c. \_\_\_ Exhibits courtesy and cooperation in dealing with others and the public.
- d. \_\_\_ Exhibits patience and self-control.
- e. \_\_\_ Accepts responsibility for management decisions.
- f. \_\_\_ (Additional items optional)

### 3. Administration and Supervision

- a. \_\_\_ Understands objectives, duties and responsibilities of chair's position.
- b. \_\_\_ Distributes/delegates workload among faculty fairly and appropriately.
- C. \_\_\_ Consults with department faculty whenever possible before making decisions.
- d. \_\_\_ Makes sound decisions.
- e. \_\_\_ Assesses faculty performance as required, interprets performance evaluation data fairly and accurately, and communicates results to faculty.
- f. \_\_\_ Encourages faculty to fulfill their committee, university activities, and other areas of service responsibilities.
- g. \_\_\_ Evaluates present and prospective departmental faculty fairly and effectively regarding hiring, retention, promotion, tenure or dismissal, or discipline, as appropriate.
- h. \_\_\_ Manages and supervises effectively the department staff and resources.
- I. \_\_\_ Seeks and appropriately responds to suggestions and ideas of others.
- j. \_\_\_ Presents written and oral communications clearly, coherently, and concisely.
- k. \_\_\_ Serves effectively as liaison among students, faculty, and dean with fair and open communication.
- l. \_\_\_ Promotes an atmosphere of trust and cooperation.
- m. \_\_\_ Maintains faculty morale by reducing, resolving, or preventing conflicts.
- n. \_\_\_ Displays tact and understanding in relating to students, staff, faculty, and administrators.
- o. \_\_\_ Recognizes and rewards faculty accomplishments and does so in accordance with their contributions to the department.
- p. \_\_\_ Responds to faculty concerns in a professional and effective manner.
- q. \_\_\_ (Additional items optional)

### 4. Teaching and Curriculum Development

- a. \_\_\_ Encourages good teaching in the department.
- b. \_\_\_ Exhibits professional competence.
- c. \_\_\_ Participates in studying curriculum improvement by keeping up with curriculum trends and research findings and using them to keep the curriculum up to date.
- d. \_\_\_ Arranges, posts, and observes suitable office hours.
- e. \_\_\_ Assists effectively with program evaluations and/or accreditation.
- f. \_\_\_ Creates an environment which encourages and fosters the development and implementation of new approaches and methods.
- g. \_\_\_ Plans, develops, and executes necessary departmental programs.
- h. \_\_\_ Stimulates research and/or scholarly activity in the department.
- i. \_\_\_ Is aware of student needs and university goals and objectives and incorporates them in planning department duties, programs, and directions.
- j. \_\_\_ (Additional items optional)

**COMMENTS:** (Please use this space or include an attachment to make any additional comments you may have.)

Revised 4-3-95

Note: In multipart items you may specify a different number for each part, if desired, by writing the appropriate number above each word it refers to. For instance, for the following item you could specify how the unit head is relating to each group: students, staff, faculty, and administrators, as shown in the following example:

4 5 4 3

“Displays tact and understanding in relationships with students, staff, faculty, and administrators.”

Dean Name/Date

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## DEAN ANNUAL EVALUATION FORM

Please respond to each of the following statements by writing a number on a corresponding line according to the following scale (as appropriate for the question) or write in DK for Don't Know or NA for Not Applicable:

Very Poor Poor Average Good Excellent  
(Never) (Seldom) (Somewhat) (Mostly) (Always)  
1 2 3 4 5

### 1. Duties and Operations

- a. \_\_\_ Adjudicates, with due process, faculty, student, and departmental grievances.
- b. \_\_\_ Attends required meetings, is prepared, and contributes satisfactorily.
- c. \_\_\_ Coordinates the preparation of curriculum changes, teaching schedules, advising assignments, and catalogue materials for the school departments.
- d. \_\_\_ Coordinates course offerings for college/school departments (course schedules with proper sequencing, timing & availability.)
- e. \_\_\_ Meets deadlines and completes tasks on schedule.
- f. \_\_\_ Coordinates or supervises student recruiting services for school departments when required.
- g. \_\_\_ Organizes, calls, distributes minutes, presides at college meetings and arranges for student representation when appropriate.
- h. \_\_\_ Prepares and allocates department budgets efficiently and equitably using chair input.
- I. \_\_\_ Coordinates effectively the expenditure of all college/school funds.
- j. \_\_\_ Coordinates the acquisition, maintenance and storage of college/school supplies, equipment, and resources.
- k. \_\_\_ Supervises the maintenance of college/school, departmental, and student records, including supervision of release of information.
- l. \_\_\_ Assists with the assessment of department and college/school physical facilities and the reports of maintenance or service problems.
- m. \_\_\_ Sets priorities effectively, develops ideas, and solves problems.
- n. \_\_\_ Communicates effectively the college's/school's needs to the Provost.

- o. \_\_\_ Coordinates the process of departmental recommendations for department chair appointments; based upon the review of department chair recommendations and using professional judgment, makes department chair recommendations to the Provost.
- p. \_\_\_ Coordinates the school's library acquisition requests.
- q. \_\_\_ Teaches a minimum of twelve (12) credit hours within the fall, spring, or summer terms of the contract period.
- r. \_\_\_ Accepts special duties as assigned by the Provost, President, or Board of Governors.
- s. \_\_\_ (Space at the end of each category can be used to add any additional items that may be pertinent to individual schools)

## 2. Professionalism

- a. \_\_\_ Adheres to policies, rules, and regulations.
- b. \_\_\_ Conducts self in a professional manner (Is dependable, punctual, truthful, etc.).
- c. \_\_\_ Exhibits courtesy and cooperation in dealing with others and the public.
- d. \_\_\_ Exhibits patience and self-control.
- e. \_\_\_ Accepts responsibility for management decisions.
- f. \_\_\_ Seeks and appropriately responds to suggestions and ideas of others.
- g. \_\_\_ Presents written and oral communications clearly, coherently, and concisely.
- h. \_\_\_ Promotes and atmosphere of trust and cooperation.
- I. \_\_\_ Maintains faculty morale by reducing, resolving, or preventing conflicts.
- j. \_\_\_ Displays tact and understanding in relating to students, staff, faculty, and administrators.
- k. \_\_\_ Responds to departmental concerns in a professional and effective manner.
- l. \_\_\_ (Additional items optional).

## 3. Administration and Supervision

- a. \_\_\_ Understands objectives, duties and responsibilities of dean's position.
- b. \_\_\_ Distributes/delegates workload among college/school department chairs fairly and appropriately.
- c. \_\_\_ Consults with departmental chairs whenever possible before making decisions.
- d. \_\_\_ Makes sound decisions.
- e. \_\_\_ Assesses annually departmental chairs= performance, interprets performance evaluation data fairly and accurately, and communicates results to chairs.
- f. \_\_\_ Encourages departmental chairs to fulfill their committee, university activities, and other areas of service responsibilities.
- g. \_\_\_ Supervises the evaluation of present and prospective school faculty fairly and effectively regarding hiring, retention, promotion, tenure or dismissal, or discipline, as appropriate.
- h. \_\_\_ Manages and supervises effectively the college's/school's staff and resources.
- I. \_\_\_ Serves effectively as liaison among students, faculty and departmental chairs with fair and open communication.
- j. \_\_\_ Recognizes and rewards faculty and departmental accomplishments and does so in accordance with their contributions to the department.
- k. \_\_\_ Serves effectively as an advocate for the interests of the college/school.

- l. \_\_\_ Interprets and administers all WLU and Board of Governors' policies and procedures.
- m. \_\_\_ (Additional items optional)

4. Teaching and Curriculum Development

- a. \_\_\_ Encourages effective teaching in the college/school departments.
- b. \_\_\_ Exhibits professional competence.
- c. \_\_\_ Participates in studying curriculum improvement by keeping up with curriculum trends and research findings and using them to keep the curriculum up to date.
- d. \_\_\_ Arranges, posts, and observes suitable office hours.
- e. \_\_\_ Supervises effectively program evaluations and/or accreditation.
- f. \_\_\_ Creates an environment which encourages and fosters the development and implementation of new approaches and methods.
- g. \_\_\_ Plans, develops, and executes necessary college/school programs.
- h. \_\_\_ Stimulates research and/or scholarly activity in the college/school departments.
- i. \_\_\_ Is aware of student needs and college goals and objectives and incorporates them in planning college/school duties, programs, and directions.
- j. \_\_\_ (Additional items optional)

**Comments:** (Please use this space or include an attachment to make any additional comments you may have)

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**PROVOST  
ANNUAL EVALUATION FORM**

Please respond to each of the following statements by writing a number on the corresponding line according to the following scale (as appropriate for the question) or write in DK for Don't Know or NA for Not Applicable:

Very Poor Poor Average Good Excellent  
(Never) (Seldom) (Somewhat) (Mostly) (Always)  
1 2 3 4 5

Note: In multipart items you may specify a different number for each part, if desired, by writing the appropriate number above each word it refers to. For instance, for the following item you could specify how the unit head is relating to each group: students, staff, and faculty, as shown in the following example.

3 5 4

\*Displays tact and understanding in relationships with students, staff, and faculty.

1. Duties and Operations

- a. \_\_\_ Adjudicates, with due process, faculty, student, and departmental grievances.
- b. \_\_\_ Attends required meetings, is prepared, and contributes satisfactorily.
- c. \_\_\_ Coordinates the final development of university catalogue materials.
- d. \_\_\_ Coordinates the final development of university course offerings (course schedules with

proper sequencing, timing & availability).

- e. \_\_\_ Coordinates effectively academic course evaluations.
- f. \_\_\_ Coordinates effectively information dissemination concerning class delays, cancellations, or absence of students and faculty.
- g. \_\_\_ Organizes, calls, and presides at university-wide faculty meetings.
- h. \_\_\_ Prepares reports effectively relating to the academic programs of the university.
- I. \_\_\_ Prepares and allocates academic budgets efficiently and equitably using the deans' input.
- j. \_\_\_ Coordinates effectively the expenditure of all academic funds.
- k. Supervises the maintenance of student academic achievement records, including supervision of release of information.
- l. \_\_\_ Maintains effectively academic personnel records, including supervision of release of information.
- m. \_\_\_ Communicates effectively the university's academic needs to the President.
- n. \_\_\_ Coordinates effectively the orientation program for new faculty.
- o. \_\_\_ Meets deadlines and completes tasks on schedule.
- p. \_\_\_ Sets priorities effectively, develops ideas, and solves problems.
- q. \_\_\_ Accepts special duties as assigned by the President or Board of Governors.
- r. \_\_\_ (Space at the end of each category can be used to add any additional items that may be pertinent to individual schools)

## 2. Professionalism

- a. \_\_\_ Adheres to policies, rules, and regulations.
- b. \_\_\_ Conducts self in a professional manner (Is dependable, punctual, truthful, etc.).
- c. \_\_\_ Exhibits courtesy and cooperation in dealing with others and the public.
- d. \_\_\_ Exhibits patience and self-control.
- e. \_\_\_ Accepts responsibility for management decisions.
- f. \_\_\_ Seeks and appropriately responds to suggestions and ideas of others.
- g. \_\_\_ Presents written and oral communications clearly, coherently, and concisely.
- h. \_\_\_ Promotes an atmosphere of trust and cooperation.
- i. \_\_\_ Maintains faculty morale by reducing, resolving, or preventing conflicts.
- j. \_\_\_ Displays tact and understanding in relating to students, staff, faculty, and administrators.
- k. \_\_\_ Responds to departmental concerns in a professional and effective manner.
- l. \_\_\_ (Additional items optional)

## 3. Administration and Supervision

- a. \_\_\_ Understands objectives, duties and responsibilities of the Provost's position.
- b. \_\_\_ Interprets and administers appropriate WLU and Board of Governors policies and procedures.
- c. \_\_\_ Distributes/delegates workload among deans fairly and appropriately.
- d. \_\_\_ Consults with deans whenever possible before making decisions.
- e. \_\_\_ Makes sound decisions.
- f. \_\_\_ Assesses annually deans' performance, interprets performance evaluation data fairly and accurately, and communicates results to deans.
- g. \_\_\_ Encourages school deans to fulfill their committee, university activities, and other areas of service responsibilities.

- h. \_\_\_ Manages and supervises effectively the university's academic staff and resources.
- i. \_\_\_ Serves effectively as liaison among students, faculty, and the administration with fair and open communication.
- j. \_\_\_ Recognizes and rewards the accomplishments of faculty, departments, college/schools and does so in accordance with their contributions to the university.
- k. \_\_\_ Is accessible for the interpretation of academic policies and for consultation about academic related concerns.
- l. \_\_\_ Serves effectively as an advocate for the academic interests of the university.
- m. \_\_\_ (Additional items optional)

4. Academic Program Development

- a. \_\_\_ Exhibits professional competence.
- b. \_\_\_ Participates in studying curriculum improvement by keeping up with curriculum trends and research findings and using them to keep the curriculum up to date.
- c. \_\_\_ Is aware of student needs and university goals and objectives and incorporates them in planning university academic policies, programs, and directions.
- d. \_\_\_ Plans, develops, and executes necessary academic policies and programs.
- e. \_\_\_ Supervises effectively program evaluations and/or accreditation.
- f. \_\_\_ Creates an environment which encourages and fosters the development and implementation of new approaches and methods for more effective teaching.
- g. \_\_\_ Encourages and fosters faculty development.
- h. \_\_\_ Encourages and fosters scholarly activity.
- i. \_\_\_ (Additional items optional)


**Comments** (Please include an attachment to make any additional comments you may have)

No. \_\_\_\_\_

Faculty Signature/Date \_\_\_\_\_

This completed form must be sent directly to the Office of the President of the University.

# Policy No. 202: Selection of Chairperson and Dean

Policy Number: 202	Effective Date: 06/23/86
Policy Title: Selection of Chairperson and Dean	Revised: 11/02/98; 05/01/06; 07/01/10
Approval Date:	President's Signature: 

A. A Chairperson and a Dean shall not be the same person, except in extraordinary circumstances approved in writing by the President of the University.

B. Chairpersons and Deans are appointed at the will and pleasure of the President in consultation with the Provost and Dean (in the case of Chairs only) and in light of evaluations submitted by the unit faculty and/or of any screening committee recommendation.

C. SELECTION OF DEPARTMENT CHAIRS — When the Dean does not recommend reappointment and/or when the President does not reappoint, or when vacancies in the office of Chair occur, the Dean shall initiate the formation of a departmental screening committee. In such cases, the Dean has the option to appoint an Interim Chair. The Dean shall consult with the faculty of the department concerning his/her choice of an Interim Chair, who generally will serve no more than one year in the temporary capacity.

1. The full-time tenured and tenure-track faculty in a department shall have the option of serving as the screening committee or of electing a screening committee from this group. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee. If a department has fewer than four faculty members eligible to serve on the committee, the Dean shall appoint tenured faculty from within the college in order to bring the numbers of the committee to four.

2. The Dean shall serve as chair of the screening committee.

3. There shall then commence a specified time period for initiation of a national search and submission to the chairperson of the screening committee of letters of application, vitae, and other pertinent information.

4. After the deadline for applications has passed, the screening committee shall meet to review credentials, to select the candidates to be interviewed, and to interview candidates.

5. At the conclusion of the search process, the screening committee shall meet to cast a secret ranked poll. The committee shall submit to the Dean the names of the top three candidates, unranked, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

6. The outgoing Department Chair may submit his/her recommendation to the Dean.

7. The Dean shall make a formal recommendation to the Provost concerning the appointment of the Chair.

8. The Provost shall make a formal recommendation to the President, who may appoint the Chair.

9. If the President does not wish to appoint a Chair from the candidates recommended by the screening committee, he/she shall order the committee to reconvene in order to recommend a different group of candidates or to reopen the search process.

**D. SELECTION OF COLLEGE/SCHOOL DEANS** – When the Provost does not recommend reappointment and/or when the President does not reappoint, or when vacancies in the office of College/School Dean occur, the Provost shall initiate the formation of a College/School screening committee. In such cases, the Provost has the option to appoint an Interim Dean. The Provost shall consult with the faculty of the College/School concerning his/her choice of an Interim Dean, who generally will serve no more than one year in the temporary capacity.

1. The full-time tenured and tenure-track faculty in a college shall have the option of serving as the screening committee or of electing a screening committee from this group, with equal representation from each department. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee.

2. The Provost shall serve as chair of the screening committee.

3. There shall then commence a specified time period for initiation of a national search and submission to the chairperson of the screening committee of letters of application, vitae, and other pertinent information.

4. After the deadline for applications has passed, the screening committee shall meet to review credentials, to select the candidates to be interviewed, and to interview candidates.

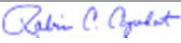
5. At the conclusion of the search process, the screening committee shall meet to cast a secret ranked poll. The committee shall submit to the Provost the names of the top three candidates, unranked, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

6. The outgoing Dean may submit his/her recommendation to the Provost.

7. The Provost shall make a formal recommendation to the President, who may appoint the Dean.

8. If the President does not wish to appoint a Dean from the candidates recommended by the screening committee, he/she shall order the committee to reconvene in order to recommend a different group of candidates or to reopen the search process.

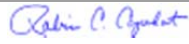
# Policy No. 206: Faculty Meetings

Policy Number: 206	Effective Date: 06/23/86
Policy Title: Faculty Meetings	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

Faculty meetings are held at the call of the President or the Provost or when requested by 20 percent of the faculty (see definition of "Faculty" in West Liberty University Policy Number 207) or by a majority vote of the Senate. In Article VII, Section 1, of the Constitution of the Faculty Senate, the faculty has delegated its responsibilities to the Senate. The faculty has retained the right to review Senate actions as described in Article VII, Section 2, of the Constitution. Also, the general faculty has the right to amend the Constitution as described in Article IX.

A quorum for faculty meetings shall consist of those voting members in attendance.


# Policy No. 207: Definition of Voting Faculty

Policy Number: 207	Effective Date: 06/23/86
Policy Title: Definition of Voting Faculty	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

The term faculty shall mean those individuals who hold full-time appointments at the rank of Lecturer, Instructor, Assistant Professor, Associate Professor and Professor.

Only those members of the faculty who generate FTE positions through participation in teaching activities with a minimum assignment of 6.0 credit hours per semester shall be eligible to vote in General Faculty Meetings or by mailed ballot.

# Policy No. 209: Joint Appointments

Policy Number: 209	Effective Date: 06/23/86
Policy Title: Joint Appointments	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

## I. JOINT APPOINTMENTS WITHIN ONE INSTITUTION

A faculty member may be appointed to perform academic duties in two or more departments. Those duties may include teaching, research, or other services. For administrative purposes, one department shall be designated the faculty member's "home department," which department shall be responsible for promotions, salary, and tenure considerations; however, if cause shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the department where the occurrence arose. Evaluations may be conducted in all departments in which a faculty member provides services. However, the Annual Faculty Evaluation Report is to be through the department in which the faculty member has been assigned the majority of his/her instructional responsibility.

A faculty member with divided responsibilities shall be offered the opportunity to evaluate unit heads in all departments in which the faculty member has been assigned responsibilities.

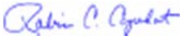
## II. JOINT APPOINTMENTS AT TWO OR MORE INSTITUTIONS: (West Virginia Higher Education Policy Commission Series 9, 5.1)

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

B. The conditions and the details of the faculty member's joint appointment, including the designation of the "home institution" and any other arrangement, shall be specified in the agreement between the faculty member and the presidents of the institutions sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.

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


# Policy No. 210: Teaching Loads

Policy Number: 210	Effective Date: 06/23/86
Policy Title: Teaching Loads	Revised: 05/01/06; 07/01/10
Approval Date: 21 June 1986	President's Signature: 

The University is committed to the goal of a normal teaching load of 12 semester hours a semester for full-time teaching personnel.

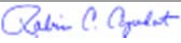
When full-time faculty members are assigned teaching responsibilities beyond 12 credit hours per semester and 24 credit hours per year, they will be compensated according to the pay schedule for overload teaching. An assigned teaching load in excess of 12 credit hours per semester are to be approved no later than at the time of registration by the Department Chairperson and College/School Dean. Faculty who elect non-assigned teaching responsibilities to serve students by teaching in excess of 12 credit hours per semester and 24 credit hours per year will not be compensated for overload teaching as a result of such a voluntary choice.

# Policy No. 212: Faculty Employment Period

Policy Number: 212	Effective Date: 06/23/86
Policy Title: Faculty Employment Period	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

Faculty members are normally employed on a nine-month basis. During periods in which there is a university recess or university authorized holiday, faculty are not usually required to be on campus.

# Policy No. 214: Faculty Evaluation

Policy Number: 214	Effective Date: 04/89
Policy Title: Faculty Evaluation	Revised: 12/08/98; 05/01/06; 07/01/10
Approval Date: 04/89	President's Signature: 

**The West Virginia Higher Education Policy Commission Series 9**, (Academic Freedom, Professional Responsibility, Promotion, and Tenure) directs that all Faculty under the authority of the WV Higher Education Policy Commission must be evaluated annually. The following guidelines outline the procedures whereby the Faculty of West Liberty University will be evaluated.

## I. COMPONENTS OF FACULTY EVALUATION

("Common Core" Criteria to be used by all Departments.)

A. **Teaching/Job Effectiveness** – may be demonstrated by, but is not limited to:

1. Student course evaluations
2. Course/curriculum development
3. Integrating technology into the classroom
4. Uncompensated teaching

B. **Service** – may be demonstrated by, but is not limited to:

To the University:

1. Serving on institutional committees
2. Academic advising/counseling
3. Student recruitment
4. Sponsorship of student organizations
5. Engaging in student activities

To the Community:

1. Community service in area of expertise
2. Active membership/leadership in community organizations
3. Volunteerism

C. **Professional Activity** – may be demonstrated by, but is not limited to:

1. Publish/presentation/research/creative-artistic work
2. Continued academic growth through courses, workshops, professional conferences, etc.
3. Active membership/leadership in professional organizations
4. Grant writing and/or implementation

## **II. EVALUATION POINT SYSTEM**

Faculty evaluation is based upon a 100-point system. These points are allocated and will be awarded by the evaluator on the following basis:

1. Teaching/Job Effectiveness 50 Points
  2. Service 20 Points
  3. Professional Activity 20 Points
- 90 Points
4. Flexible Points 10 Points
- TOTAL EVALUATION POINTS 100 Points

Each academic year, a faculty member **MUST ESTABLISH AND MEET OBJECTIVES IN ALL THREE CATEGORIES OF EVALUATION**. A faculty member cannot be considered meritorious or satisfying tenure or promotion guidelines without having met criteria in all of the three categories of evaluation. Presentation and documentation of all achievements is the responsibility of the faculty member.

Department Chairs and faculty on sabbatical leaves or leaves of absence will not be evaluated for merit purposes under the Faculty Evaluation plan.

Each academic year, the Flexible points may be assigned by the faculty member in increments of five (5) to the categories of Service and/or Professional Activity. These Flex points may not be assigned to the Teaching/Job Effectiveness category. Flex points must be assigned at the time of the Initial Performance Planning Conference with the Department Chair, and the final designation of Flex points to an evaluation category is subject to the approval of the Chair.

## **III. FACULTY EVALUATION PROCEDURE**

A. Within guidelines stated above, each Department Chair meets with the Department to set the year's merit/evaluation Performance Factors. Performance Factors must be established by Friday of the first week in September. Chair submits Performance Factors in writing to College/School Dean.

B. Dean reviews, modifies, and/or approves Departmental Performance Factors by Wednesday of the second week in September. Dean approves in writing to each Department Chair.

C. Faculty member will have Initial Performance Planning Conference with Chair by Friday of the last week of September.

D. Chair reviews and approves individual Faculty Performance Planning Documents by Friday of the first week in October. Chair submits approved Documents to Dean.

E. Faculty member submits Mid-Year Progress Report to Chair by Friday of the second week in January.

F. Faculty member will have Mid-Year Progress Evaluation Conference with Chair by Friday of the last week in January.

G. Faculty member submits Faculty Professional Activity Report (with detailed documentation) to Chair by Friday of the second week in April.

H. Department Chair conducts Annual Faculty Evaluation Conference with each faculty member at which time Chair provides faculty member with a preliminary Evaluation Summary Document listing the number of points received in each performance-factor category and narrative suggestions for improvement, if needed. Faculty evaluation by Chair must be completed by Friday of the first week of May. Chair submits completed evaluation to Dean.

I. Dean, in conference with the Chair, reviews and approves final evaluation – including eligibility for merit — of all faculty in the College/School by Friday of the third week in May. Any adjustments made in final evaluation are submitted to the faculty member, along with the merit level earned. Dean submits final evaluation to Provost. These final point scores will be used to determine faculty merit increment, if any.

#### **IV. FACULTY PERFORMANCE PLANNING DOCUMENT**

1. The Faculty Performance Planning Document represents the official Faculty Performance Plan for an academic year (i.e., end of one AY to end of following AY), and it can not be unilaterally altered. The FPPD is not a contract, nor does it function as a single criterion for merit evaluation. The FPPD does, however, require that a faculty member establish and meet professional, Departmental, College/School, and University-wide goals.

2. Page 1 of the FPPD must be dated and signed by the faculty member, Chair, and Dean.

3. Page 1 of the FPPD requires documentation of mutually agreed upon plans for assignment of the Flex points. The Chair's signature documents his/her approval of this assignment.

4. Page 2 of the FPPD is the responsibility of the faculty member. It represents his/her outline of planned objectives for the academic year. Information from page 2 will serve as the basis for the Initial Conference between the faculty member and the Chair. This meeting must be held by Friday of the last week in September.

# WLU FACULTY PERFORMANCE PLANNING DOCUMENT

## FACULTY INFORMATION

Department: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

## FACULTY PERFORMANCE REVIEW

Initial Performance Planning Conference Date:

Faculty Signature\*: \_\_\_\_\_ Chair Signature: \_\_\_\_\_

Mid-Year Progress Evaluation Conference Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Chair Signature: \_\_\_\_\_

Annual Faculty Evaluation Conference Date:

Faculty Signature: \_\_\_\_\_ Chair Signature: \_\_\_\_\_

\*Based upon the Initial Performance Planning Conference and mutual agreement, Flexible points for  
will be designated to  
(Academic Year) (Evaluation Component(s))

## COLLEGE/SCHOOL DEAN REVIEW OF ANNUAL FACULTY EVALUATION

Approve: Date: Signature:

Disapprove: Date: Signature:

If disapprove, specific reasons/recommendations:

## RESPONSIBILITIES

Performance Factors: The faculty member should list definite items by which each area may be evaluated .

**Teaching/Job Effectiveness:**  
**(Do not list minimum activities.)**  
**(Points: 50)**

**Service: (Includes 2 minimum activities)**  
**(Points: 20)**

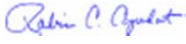
**Professional Activity: (Includes 2 minimum activities)**  
**(Points: 20)**

**Flex Points**  
**(Points: 10)**

**Changes in Performance Plan**  
**(May be recorded any time during the appraisal period.)**

**Optional Additional Plans**  
**(Where considered appropriate by Department Chair and faculty member.)**

# Policy No. 215: Student Evaluation of Faculty

Policy Number: 215	Effective Date: 06/23/86
Policy Title: Student Evaluation of Faculty	Revised: 05/01/06, 07/01/10
Approval Date: 06/23/86	President's Signature: 

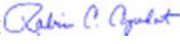
Student evaluation of faculty shall be utilized for faculty evaluation and for the improvement of instruction. Summaries of the completed evaluations will go directly to the professor concerned, the respective department chair, the appropriate college/school dean, and the Provost.

Data files of the student evaluation of faculty will be maintained in the Office of the Provost.

The following guidelines are to be followed by each faculty member:

1. Assure that the envelope in which your course evaluation forms have been issued is marked with the course name, number and section information.
2. Set aside 15-30 minutes of a class period in the last three weeks of the semester for student evaluation of all of your courses. (Evaluations are to be conducted prior to final exam week.)
3. Announce to the class that course evaluations will be conducted in the time period you have allowed. Please be sure to make this announcement far enough in advance that all students will have reasonable advance knowledge of their opportunity to evaluate the course.
4. On the day of the evaluation, write your faculty name, course CRN number, subject, course number, course section number, and college/school on the board for use by the students.
5. On the day of the evaluation, select a responsible person (student, secretary, department chair, or college/school dean) to pass out the evaluation forms, read the evaluation instructions to the class, collect the completed forms, and return the forms to the Institutional Research and Assessment Office as soon as possible.
6. **DO NOT REMAIN IN THE CLASS DURING EVALUATION.** It will be the designated person's responsibility to assure that the forms are completed, collected, and taken to the Institutional Research and Assessment Office.

# Policy No. 216: Tenure and Promotion

Policy Number: 216	Effective Date: 06/13/95
Policy Title: Tenure and Promotion	Revised: January 1995; 05/01/06; 07/01/10
Approval Date: June 13, 1995	President's Signature: 

## TENURE AND PROMOTION

In accordance with West Virginia *Higher Education Policy Commission Series 9*, "Academic Freedom, Professional Responsibility, and Tenure," West Liberty University establishes the following policy to govern the eligibility for and award of tenure to faculty.

Tenure is the policy whereby faculty appointment is continued until a faculty member separates from the University. A tenured faculty member will be subject to dismissal only for adequate cause, unavoidable termination due to financial exigency, or unavoidable termination due to program discontinuance. Tenure is an earned privilege; it is not a right; it is not automatically confirmed; and tenured status carries with it duties and responsibilities which are correlative to its guarantee of freedom of teaching and research.

To be eligible for tenure, a faculty member must be admitted to the tenure track and meet certain standards after a period of probationary employment. Appointments at the level of Lecturer or Instructor are not tenure track appointments. The tenure review is based upon, but not limited to, the following general categories of evaluation. West Liberty University establishes four of the most important areas of faculty evaluation for tenure to be: teaching, professional or scholarly activity, service to the university, and professional conduct.

### TEACHING:

Teaching excellence must be supported by evidence of positive support of students and others who have been responsible for evaluating the classroom performance of a tenure applicant. The applicant's formal and informal efforts to improve his/her instructional technique(s); the applicant's documented contributions to curriculum development and/or revision; the applicant's record of student academic advising; the applicant's departmental or university curriculum involvement will be considered in a tenure review of teaching excellence. It is the responsibility of the applicant to assure that supporting materials are completed, included in his/her permanent record, and presented during the evaluation process.

### PROFESSIONAL OR SCHOLARLY ACTIVITY:

Professional or scholarly activity must be supported by documented evidence of relevant publication since appointment to the WLU faculty, creative productions and/or showings, research activity begun or continued since appointment, presentations to professional organizations, offices in professional societies, graduate study for the doctorate, documented professional activity or expertise, or significant professional activity related to the applicant's

professional field. It is the responsibility of the applicant to assure that supporting materials are completed, included in his/her permanent record, and presented during the evaluation process.

### **UNIVERSITY SERVICE:**

Service to West Liberty University must be supported by documented evidence of participation in institutional governance by means of committee membership or leadership, service to campus organizations and activities, service to community organizations through which the applicant represents the University, or in service to community organizations through which the applicant provides services related to his/her professional field. Applicants are invited to include other pertinent material which they believe may also bear upon this category of evaluation. It is the responsibility of the applicant to assure that supporting materials are completed, included in his/her permanent record, and presented during the evaluation process.

### **PROFESSIONAL CONDUCT:**

Adherence to the institutional expectation of professional conduct, as defined by the March 23, 1970 resolution "Statement on Professional Ethics" (WLU Faculty Handbook), must be established and documented by written testimony provided by faculty, administrators, staff, students, or persons external to the University. These statements may be provided in accordance with the request of the Tenure Review Committee or by the candidate, and the candidate shall have the opportunity to review and respond to any or all such statements. The tenure applicant, by applying for tenure, grants the right to members of the Tenure Review Committee to review his/her confidential permanent record FOR THE TERM OF TENURE REVIEW ONLY and any personnel file item(s) relating to the applicant's professional conduct may be introduced into the tenure review by members of the Tenure Review Committee. Such documents must be considered to be confidential and may not be publicly released during or after the tenure review.

### **TIMELINE AND PROCESS:**

The timeline and process by which a faculty member will request tenure review and be considered are given below:

1. The Tenure applicant must have served five (5) years of continuous service at WLU before applying for tenure evaluation which would be conducted in the sixth probationary year of service. Partial years of service must be allocated in accordance with HEPC Series 9, section 10.6.
2. To be eligible, a faculty member must have a tenure track appointment and have achieved the rank of assistant professor before March 1 of the year in which a tenure application is submitted.
3. Tenure track faculty must submit the application for tenure IN WRITING to the appropriate department chair, with copies to the appropriate Dean and Provost, no later than MARCH 1 of their fifth tenure track contract year at West Liberty University. IF A TENURE-TRACK FACULTY MEMBER MISSES THIS DEADLINE, HE/SHE MAY NOT APPLY FOR TENURE REVIEW.

4. Tenure may be granted to a faculty member upon initial employment at the University, but this will constitute an extraordinary circumstance. Only the President of the University has the right to grant tenure upon employment. If considering such action, the President will request a Tenure Review Committee be appointed by the Faculty Senate, and the President will consult with this Committee prior to rendering a decision.

5. Non-tenure track faculty who have been granted tenure track status must submit the application for tenure IN WRITING to the appropriate department chair, with copies to the appropriate Dean and Provost, no later than MARCH 1 of the applicant's fifth probationary contract year at WLU. Should a faculty member be admitted to the tenure track with more than five (5) years of employment at WLU, that faculty member must apply for tenure in writing no later than March 1 of the first full year in tenure track. If the faculty member misses this deadline, he/she may not apply for tenure review.

6. The applicant for tenure, after having applied by the March 1 deadline, must submit a portfolio supporting the application to the department chair no later than OCTOBER 1 of the year in which the application for tenure will be considered. The applicant is responsible to provide all materials in the portfolio and is free to include additional materials which he/she feels may be pertinent. The applicant may add materials until five (5) working days prior to the Tenure Committee's report to the department chair. All portfolio materials will be given to the department chair who will log in and transfer these in a timely fashion to the Tenure Review Committee.

7. If the tenure portfolio is not submitted by the October 1 deadline, the applicant may request, in writing, by that date that the department chair grant an extension. Extenuating circumstance must be credibly established to support the request. The department chair may grant the extension which, in no case, may extend beyond October 15.

8. Failure to meet the March 1 deadline to declare the intent to apply for tenure or failure to meet an October deadline for portfolio submission will disqualify the applicant from tenure consideration. The Provost will notify any tenure track faculty member who has missed the March 1 deadline that the seventh contract year will be a terminal contract. Such notice will be delivered to the faculty member via certified mail no later than April 1 of the contract year in which the deadline has been missed.

The Provost will notify any tenure track faculty member who has missed an October deadline that the seventh contract year will be a terminal contract. Such notice will be delivered to the faculty member via certified mail no later than November 1 of the contract year in which the deadline has been missed.

9. The department chair will name a Tenure Review Committee of a minimum of three (3) and maximum of five (5) tenured faculty, exclusive of the department chair. At least one of the committee members must be from a department other than that of the tenure track faculty member. This committee must be named before October 1 of a faculty member's tenure review year. The department chair will notify the appropriate Dean and the Provost, in writing, of the composition of this committee and of any changes in the committee's membership.

10. Membership of the Tenure Review Committee must be maintained at no less than three (3) throughout the evaluation period of a tenure track faculty member. Should membership decline to fewer than three (3) members, the department chair will name appropriate faculty to maintain the minimum membership. This will be done as a result of negotiation between the chair and the tenure track faculty member.

11. If the tenure track faculty member's teaching department consists of fewer than two (2) tenured faculty, exclusive of the department chair, the department chair will appoint additional tenured faculty from departments other than that of the department of the tenure track faculty. This will be done as a result of negotiation between the chair and tenure track faculty.

12. Service on a tenure review committee is required of a tenured faculty member when this appointment is made. A faculty member may decline appointment to a tenure review committee only if a credible claim of conflict of interest may be presented, in writing, to that faculty member's department chair, who will rule on the request and notify the tenure review department chair, in writing, within five (5) working days of receipt of the request.

13. Each department, at its option, may appoint a Tenure Advisory Committee for its newly-appointed tenure track faculty. This Committee may assist and advise the faculty member, but its assistance will be unofficial and will not constitute a required or documented portion of the WLU tenure review process. Non-tenured and probationary tenure-track faculty will be evaluated annually by the department chair, who is responsible to conduct these evaluations and transmit them, in writing, to the Provost no later than May 1 of the evaluation year.

14. A tenure applicant's Tenure Review Committee will be convened by the applicant's department chair on or before October 15 after the faculty member has applied for tenure. This committee is charged to review all evaluation materials submitted by the applicant, to establish the criteria by which the applicant will be evaluated, and to formally recommend whether or not tenure should be awarded.

15. The Tenure Review Committee will select its chair who is responsible to coordinate the review and to submit the committee's formal recommendation, in writing, and the candidate's portfolio to the department chair by December 1. The committee will detail its procedures, standards, evidence used, conclusions reached, and its recommendation to grant or deny tenure to the applicant.

16. The department chair will notify the candidate of the committee recommendation by December 5, and the candidate will have the opportunity to provide an un rebutted response to the department chair not later than January 15. The applicant's response will be added to the portfolio.

17. The department chair will submit his/her formal recommendation, in writing, and the candidate's portfolio to the appropriate Dean by February 1.

The department chair will notify the candidate of his/her recommendation no later than February 1, and the candidate will have the opportunity to provide an un rebutted response to the College Dean no later than February 15. The applicant's response will be added to the portfolio.

18. The appropriate Dean will submit his/her formal recommendation, in writing, and the candidate's portfolio to the Provost no later than March 1.

The appropriate Dean will notify the candidate of his/her recommendation no later than March 1, and the candidate will have the opportunity to provide an un rebutted response to the Vice President no later than March 15. The applicant's response will be added to the portfolio.

19. The Provost will submit his/her formal recommendation, in writing, and the candidate's portfolio to the President no later than April 1.

The Provost will notify the candidate of his/her recommendation no later than April 1, and the candidate will have the opportunity to provide an un rebutted response to the President no later than April 15. The applicant's response will be added to the portfolio.

20. The President will notify the candidate, in writing, of his/her decision to grant or deny tenure by May 1. Should tenure be denied, the applicant's right to appeal will be communicated in the President's notice.

If the President denies tenure, the tenure track faculty member will be concurrently notified by the President that the seventh contract year will be a terminal contract.

21. Any deadline which falls on a weekend or university holiday will be extended to the next regular workday of the University.

22. The tenure review portfolio of a tenure applicant will be returned to the Provost by June 1 and will be retained in the faculty member's permanent file.

23. Tenure review is a confidential process, and participants in this process may not publicly discuss nor release materials related to the review either during or after the conclusion of the process. Use of or reference to tenure portfolio and file materials is governed by WLU Policy # 230, Access to Personnel Files.

When tenure is awarded, tenure status will take effect, along with any associated benefit(s), on the first contract day of the academic year following that in which tenure review was conducted.

# Policy No. 217: Criteria for Faculty Rank and Promotion

Policy Number: 217	Effective Date: 06/23/86
Policy Title: Criteria for Faculty Rank and Promotion	Revised: 08/31/05, 07/01/10
Approval Date: 23 June 1986	President's Signature: 

## CRITERIA FOR FACULTY RANK AND PROMOTION

In accordance with Higher Education Policy Commission's Series 9, "Academic Freedom, Professional Responsibility, Promotion, and Tenure," West Liberty University establishes the following faculty ranks and sets the following guidelines to determine eligibility for appointment to or promotion to these faculty ranks.

West Liberty University establishes four of the most important areas of faculty evaluation to be: teaching, professional activity, professional conduct, and service. As an undergraduate teaching institution, excellence in classroom teaching is the most important criterion, but professional activity, service, and professional conduct are also extremely important. For promotion to the rank of assistant professor, quality teaching constitutes a heavily weighted criterion for promotion. Promotion to the ranks of associate or full professor requires satisfactory completion of additional criteria which are listed in the policy which follows. For the upper two professional ranks, quality teaching constitutes a necessary but not sufficient condition for promotion.

### TEACHING:

To establish the quality of teaching, evaluation may make use of, but is not limited to, peer evaluation, self-evaluation, Department Chair evaluation, student evaluation, or instruments applicable to a particular academic discipline. Cumulative evaluation of classroom performance will be utilized. Instructor's materials such as goals and objectives, course syllabi, examinations, handouts, etc. will also be introduced into the analysis. It is the responsibility of the faculty member to assure that these materials are completed, included in his/her permanent record, and presented in the portfolio during the promotion review process.

### PROFESSIONAL ACTIVITY:

To establish the quality and/or quantity of professional activity, evaluation may make use of, but is not limited to, scholarly contributions, unrefereed publication, refereed publication, professional conference presentation, professional membership and activity, professional development, professional grants, professional honor and/or recognition, or earned degrees. It is the responsibility of the faculty member to submit these materials for inclusion in his/her permanent record with the University and to present these in the portfolio during the promotion review process.

## **PROFESSIONAL CONDUCT:**

Professional conduct, as defined by the March 23, 1970 resolution “Statement on Professional Ethics” (Policy & Procedure Manual, Introduction, Faculty Senate), must be established and documented by written statements provided by faculty, administrators, staff, students, or persons external to the University. These statements may be provided in accordance with the request of the Promotion Review Committee or of the candidate for promotion, and the candidate shall have the opportunity to review and respond to any or all such statements. The promotion candidate, by applying for promotion, grants the right to members of the Promotion Review Committee to review his/her confidential permanent record **FOR THE TERM OF PROMOTION REVIEW ONLY** and any personnel file item(s) relating to the candidate’s professional conduct may be introduced into the promotion review by members of the Promotion Review Committee.

## **SERVICE:**

To establish the quality and/or quantity of service, evaluation may make use of, but is not limited to, service to the West Liberty University academic community or the academic community in general. Voluntary activity should be documented as part of this criterion. Academic and/or administrative assignments, whether voluntary or assigned, should be documented. It is the responsibility of the faculty member to include these materials in his/her permanent record with the University and to present these during the promotion review process.

## **TIMELINE AND PROCESS:**

The timeline and process by which a faculty member will request promotion in rank and be considered are given below:

**1.** Application for promotion in rank must be submitted **IN WRITING** to the appropriate Department Chair, with copies to the Dean and the Provost, no later than **MARCH 1** of the calendar year in which the application will be considered. No application for promotion received after this date will be considered in that academic year.

If the applicant for promotion is a candidate for a degree which is a requirement for award of the promotion requested, and if the degree work may reasonably be assumed to meet the following requirements on or before October 1 of the evaluation year, the applicant may apply for promotion by March 1, even though the required degree is not “in-hand” at the time of the initial application for promotion. The degree candidate’s committee chair and/or graduate College/School must attest, in writing, to the WLU Provost that:

- a. All required class work has been satisfactorily completed
- b. All required comprehensive examinations have been passed
- c. All required research has been completed
- d. Thesis or dissertation has been completed, accepted, or defended
- e. The degree will be conferred before the conclusion of the academic year in which promotion application has been tendered

If the applicant for promotion does not or cannot produce the documentation listed above by October 1 OR if the required degree will not be conferred in the academic year in which promotion review is requested, the application WILL NOT be accepted in that academic year, and the applicant must defer application until a subsequent application cycle.

**2.** The applicant for promotion in rank must submit a portfolio supporting the application to the Department Chair no later than OCTOBER 1 of year in which the application for promotion has been submitted. The applicant is responsible to provide all materials in the portfolio and is free to include additional materials which he/she feels may be pertinent.

**3.** If the portfolio has not been submitted by October 1, the candidate for promotion will not be considered in that academic year and must resubmit the application in a subsequent promotion cycle.

**4.** The Department Chair will name a Promotion Review Committee of three (3) faculty, exclusive of the Chair. If the department consists of less than three, the Chair will name sufficient faculty from other department(s) within the College/School to appoint this Committee. Such additional faculty will be named as a result of negotiation between the Chair and the faculty member requesting promotion. The committee must be assembled by October 15.

A department member may decline this appointment only if a credible claim of conflict of interest may be presented, in writing, to the Department Chair, who will rule on the request.

If a member of the Promotion Review Committee cannot, for any reason, complete his/her term, the Chair will name a replacement member to the Committee as a result of negotiation between the Chair and the faculty member requesting promotion.

**5.** The Promotion Review Committee will select its own chair who will be responsible to submit the Committee's formal recommendation, in writing, and the candidate's portfolio to the Department Chair by December 1.

The Department Chair will notify the candidate of the committee recommendation within five (5) working days of receipt of the recommendation, and the candidate will have the opportunity to provide an un rebutted response to the Department Chair no later than December 15. The applicant's response will be added to the portfolio.

**6.** The Department Chair will submit his/her formal recommendation, in writing, a copy of the Committee's recommendations, and the candidate's portfolio to the College/School Dean by January 15. The Department Chair will notify the candidate of his/her recommendation by January 15, and the candidate will have the opportunity to provide an un rebutted response to the College/School Dean no later than February 1. The applicant's response will be added to the portfolio.

**7.** The College/School Dean will submit his/her formal recommendation, in writing, a copy of the Committee's recommendation, a copy of the Department Chair's recommendation, and the candidate's portfolio to the Provost by February 15.

The College/School Dean will notify the candidate of his/her recommendation by February 15, and the candidate will have the opportunity to provide an un rebutted response to the Provost no later than March 1. The applicant's response will be added to the portfolio.

**8.** The Provost will submit his/her formal recommendation, in writing, to the President of the University by March 15.

The Provost will notify the candidate of his/her recommendation by March 15, and the candidate will have the opportunity to provide an un rebutted response to the President by April 1. The applicant's response will be added to the portfolio.

**9.** The President of the University will advise the candidate of his/her decision, in writing, by May 1.

**10.** Any deadline date which falls on a weekend or holiday will be extended to the next regular workday of the University.

**11.** The promotion portfolio which was prepared by the applicant will be returned to the applicant by the President by June 1. All other materials added to the portfolio file in the process of evaluation will become part of the applicant's confidential personnel file maintained by the Provost.

A promotion in rank which is granted will take effect, along with any benefit(s) associated with promotion, specifically, the 10% increase in base salary which represents the promotion increment, on the first contract day of the academic year following that in which the consideration for promotion was conducted.

## **ACADEMIC RANKS:**

The academic ranks and the criteria for attainment of these ranks are:

### **A LECTURER:**

A master's degree is preferred for the rank of lecturer but is not required. A bachelor's degree is required except in exceptional cases specified by the hiring Department Chair and confirmed in writing by the College/School Dean and Provost. Teaching experience is preferred but is not required for appointment to the rank of lecturer.

The rank of lecturer is non-tenure only, is outside the probationary status of full-time faculty ranks given below, and appointment to this rank generally may not exceed six (6) years. Lectureships are subject to annual renewal and do not imply any presumption of a right to reappointment or to appointment as a probationary or tenured faculty member.

### **B. INSTRUCTOR**

A master's degree is required for the rank of instructor except in certain fields specified by the hiring Department Chair and confirmed in writing by the College/School Dean and Provost. Teaching experience is preferred but is not required for appointment or promotion to the rank of instructor.

Tenure will not be granted to a person holding the rank of instructor.

### **C. ASSISTANT PROFESSOR**

A master's degree plus fifteen (15) hours of graduate study beyond the master's degree in his/her field are required for the rank of assistant professor. In addition, any persons being considered for appointment or promotion to this rank must satisfy the following criteria:

#### **ASSISTANT PROFESSOR CRITERIA:**

1. Documented teaching skill and effectiveness
2. Documented adherence to WLU professional conduct statement
3. Three (3) years of full-time University teaching experience\*

\*The experience requirement will be waived for persons who hold an earned doctorate/terminal degree at the time of initial employment as a full-time faculty member at West Liberty University.

### **D. ASSOCIATE PROFESSOR**

Six (6) years of full-time University teaching experience are required before a person may apply for promotion from assistant to associate professor. For those who are hired with a doctorate completed, or the terminal degree in their field, the six-year experience requirement is reduced to four (4) years. In addition, the following criteria must be met:

#### **ASSOCIATE PROFESSOR CRITERIA:**

1. Documented teaching skill and effectiveness
2. Documented adherence to WLU professional conduct statement
3. Documented career contributions in either professional activity or service to the academic community
4. ABD\* status towards the doctorate or completion of 30 semester hours of graduate credit beyond the master's degree in his/her field of study.

\*ABD status in a doctoral program is defined as satisfactory completion of comprehensive qualifying examinations and documented permission of the candidate's graduate program to proceed to the dissertation stage of the doctoral program.

### **E. PROFESSOR**

An earned doctorate or terminal degree in their field is required for the rank of (full) professor, but this rank will not be awarded simply for longevity of employment or completion of the doctorate/terminal degree. Sophistication in teaching, significant career professional/service

achievements, and significant contributions to the academic community must be documented. In addition, any person being considered for promotion to this rank must satisfy the following criteria:

**PROFESSOR CRITERIA:**

1. Documented improvement in teaching
2. Documented adherence to WLU professional conduct statement
3. Ten (10) years of full-time University teaching experience
4. Documented contributions in professional activity and service to the academic community beyond those cited at the time of promotion to associate professor.

**F. MERITORIOUS PROFESSOR**

Only those faculty holding the rank of associate professor or professor are eligible to apply for and to be designated by the President of the University as a West Liberty Meritorious Professor. Meritorious Professor appointment will be for a term not to exceed one (1) academic year, and no more than one faculty member may hold this designation at any given time.

West Liberty Meritorious Professor designation is intended to recognize teaching faculty who have made major career contributions in teaching, professional activity, or service and to provide incentive for further contributions by providing a one-quarter release from teaching during the term as Meritorious Professor. Designees may be in any combination of teaching, professional activity, or service.

Any WLU faculty member meeting the basic requirements for Meritorious Professor may apply for this appointment by application directly to the President of the University by March 1 of the year in which evaluation is requested. It will be the responsibility of the faculty member to prepare and submit to the President, by October 1 of the evaluation year, a portfolio to document and support that faculty member's application.

The President will consider the applicant's qualifications, the financial capacity of the institution to support the Meritorious Professor release, and the proposed release time activity to determine if appointment as a WLU Meritorious Professor will be offered. The applicant will be notified by the President, in writing, of his/her decision by May 1.

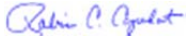
Any person wishing to be named West Liberty Meritorious Professor must meet the following criteria:

1. Documented outstanding achievement in teaching, professional activity, or service to the academic community.
2. Documented testimony that West Liberty University colleagues and administrators (Chair, Dean, and Provost) recognize the applicant's achievements to be among the best at the University.
3. Documented adherence to WLU professional conduct statement.
4. Agree upon appointment to provide a written summary of activities and accomplishments while holding appointment as WLU Meritorious Professor. This report will be submitted to the

President of the University no later than sixty (60) days after the completion of term as Meritorious Professor.

Should the President choose to extend a Meritorious Faculty appointment to any candidate, his/her decision will be communicated, in writing, by June 1.

# Policy No. 218: Required Attendance

Policy Number: 218	Effective Date: 10/07/86
Policy Title: Required Attendance	Revised: 05/01/06, 07/01/10
Approval Date: 7 October 1986	President's Signature: 

Occasions at which faculty attendance is required are: classes/laboratories/clinics (for the full scheduled time), office hours, official committees, university/college/school/department/program meetings, and commencement exercises. A faculty member may not unilaterally cancel, modify or change his/her office hours or classes/clinics/laboratories and/or their scheduled times or rooms.

Changing class meeting time or location:

Permanent changes in class meeting time or location must follow the established procedure for processing such changes.


Temporary changes in class meeting time or location may be made provided that the following conditions are met:

- The Department Chairperson (and departmental secretary) must be notified of the change.
- The change must be posted in a conspicuous place near the usual meeting room.
- Whenever possible, the students must be notified of the change in advance.

The Chairperson, or in his/her absence the appropriate Dean, has authority to excuse faculty from any duties for valid reasons. If at all possible, the faculty member is to notify the Chair in advance and in writing of any such absences. The appropriate Dean is to be advised by the Chair when faculty members are absent. Unusual requests for absence from duties require approval from the Chair, Dean, and the Provost.

The provisions listed in Policy Number 17, "Reporting Absences," also apply under this Policy.

# Policy No. 219: Class Schedules

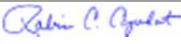
Policy Number: 219	Effective Date: 06/23/86
Policy Title: Class Schedules	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

The Provost is responsible for issuing the class schedule. Through their Chairpersons and Deans, faculty members are expected to recommend classes to be offered. The coordination of these recommendations into a workable schedule is the responsibility of all academic administrators.

All classes and laboratory sessions are expected to meet the full length of the scheduled periods.

Every effort is made for the Schedule of Classes to be maintained as printed. However, unavoidable circumstances may necessitate last minute changes and/or deletions of courses. While the University makes every effort to keep such changes at a minimum, it cannot assume liability for any changes and/or errors. If questions arise concerning the schedule and its classes, the student should check with either the Office of the Registrar or the Provost.

# Policy No. 220: Faculty Office Hours

Policy Number: 220	Date of Issue: 06/23/86
Policy Title: Faculty Office Hours	Revised: 12/02/97; 05/01/06
Approval Date: 23 June 1986	President's Signature: 

## PROVISIONS:

I. Full time faculty office hours during the fall and spring semesters will be:

A. A minimum of five (5) hours scheduled during a class week at times in which students may reasonably assume faculty will be in the office.

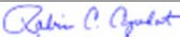
B. A minimum of five (5) hours scheduled by appointment during a class week when students may reasonably meet with faculty.

C. A minimum scheduled, total of ten (10), office hours per class week.

II. Adjunct faculty office hours during the fall and spring semesters should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

III. Faculty office hours, either full time or adjunct, during non-traditional or summer session terms should at a minimum be scheduled at times immediately before or after the scheduled class meeting(s) throughout the term(s) so that students may reasonably assume faculty will be in an office setting.

# Policy No. 221: Grade Appeal Policy

Policy Number: 221	Effective Date: 06/23/86
Policy Title: Grade Appeal Procedure	Revised: 10/30/03; 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

## I. GENERAL STATEMENT

A student who wishes to appeal or question a final grade in a course must first contact the faculty member who assigned the grade within the first 15 class days of the semester following the semester for which the grade was issued. The student must arrange one or more informal conferences with the professor to attempt to resolve the conflict before a formal appeal is initiated. The grade appeal must be based on a faculty member's alleged capriciousness, prejudice, or arbitrariness. The professional competence of the faculty member will not be an issue.

## II. INITIATION OF A FORMAL GRADE APPEAL

### A. The Informal Conference and Criteria of Appeal

1. Only a final course grade may be appealed.
2. The student must attempt to arrange for an informal conference following the semester for which the grade was issued. If the grade was issued during a summer term, the conference must be within the first 10 class days of the fall semester.
3. If a student has not been successful in arranging an informal conference with the faculty member, he/she may request that the Department Chair arrange a time for the meeting between the student and faculty member. The Chair or advocates are not to be present at the informal conference.
4. A formal grade appeal can be initiated only after the informal conference has failed to resolve the issue.
5. Voluntary termination of the appeal by the student is possible at any time. Termination of the appeal by the student must be in writing to the Department Chair, appropriate Dean, and the Provost.
6. If the Department Chairperson is the faculty member who issued the grade, the appropriate Dean will assume the role and responsibilities of the Chairperson in the grade appeal process.

### B. Initiation of the Formal Appeal and Level I Conference

1. The formal appeal is initiated by the student by a written letter to the Department Chairperson requesting a Level I conference. The letter must be received within ten class days after the informal conference.
2. The written request must state the action being challenged, including a statement of the facts and evidence made with sufficient clarity to reasonably support the challenge.
3. The student and faculty may each have an advocate at the Level I conference. The advocate

must be a WLU student, faculty member, or staff member who may confer with but may not speak for the client.

4. The Chairperson shall schedule and conduct the meeting within ten class days following receipt of the written request. The Chair will maintain an accurate record of the proceedings and will have the option of tape recording the conference. Upon request, the student must be provided with a copy of the recordings.

5. Within five class days following the Level I conference, the Department Chairperson will provide the student with a copy of his/her recommendation.

### **C. Level II Grade Appeal Committee Hearing**

1. Within five class days following the date of the Chairperson's recommendation, the student will indicate to the Chair in writing if he/she accepts the recommendation or wishes to initiate a Level II hearing.

2. If the student wishes to institute a Level II hearing, the Department Chair must notify the appropriate Dean to convene the Grade Appeal Committee, to be composed of three full-time faculty members and two students, none of whom may be from the College/Provost or Department involved. The appropriate Dean will chair the committee as an ex-officio member of the committee.

3. The Grade Appeal Committee will review the Level I recommendation and all records of the appeal in executive session to determine the validity of the appeal.

4. If by majority vote of the Grade Appeal Committee the validity of the appeal is rejected because the appeal does not establish reasonable doubt about the fairness of the grade, then no further action will occur. The parties will be notified of the decision, and the faculty member's grade shall be final.

5. If the Committee does decide the grade may have been based on capriciousness, arbitrariness, or prejudice, the Committee will hold a full hearing to resolve the issue.

6. After hearing and evaluating all evidence, the Grade Appeal Committee will inform the Provost by majority decision (1) rejection of the appeal or (2) upholding the appeal and the grade to be assigned.

7. If the appeal is upheld, the faculty member will be given the opportunity to change the grade. If he/she declines to do so, then the Provost will direct the Registrar to change the grade.

8. In the event that the Registrar is instructed to change the grade, the Provost will be the instructor of record.

9. The decision of the Grade Appeal Committee is final.

### **III. GRADE APPEAL HEARING PROCEDURE**

1. One advocate for each party may be present and may consult with the client, but may not address the Grade Appeal Committee.


2. All statements, arguments, and testimony given will be tape recorded. These tapes are to be available to both parties and to members of the Committee during the hearing. At the conclusion of the hearing, they will be filed in the Provost office (and retained for at least three years), though they will continue to be available only to the parties of the dispute and, at the discretion of the Provost, to the involved Grade Appeal Committee.

3. The Committee will have the right to convene an executive session at any time, but no

testimony will be heard in executive session.

4. The Committee chair will be responsible for ruling on all motions made before it.
5. Rulings on motions of the parties will be prompt and take into consideration the effect such a decision would have on the right of both parties to a fair and impartial hearing.
6. The hearing will begin as soon as possible after the Grade Appeal Committee receives the student appeal, unless by mutual consent the student and faculty member agree to a later starting date, or the Grade Appeal Committee decides the case merits no hearing.
7. All witnesses will be placed under verbal and written oath.
8. The student will begin the hearing by reading his/her appeal.
9. Both parties will be given an opportunity to make opening statements.
10. The burden of proof lies with the student.
11. The first presentation of evidence is made by the student.
12. Evidence may include, but not be limited to, testimony, affidavits, depositions, and other relevant documents.
13. The Committee may request any individual to give testimony.
14. Witnesses and parties may be cross-examined.
15. When the student has called all witnesses and presented all testimony and evidence desired, he/she will rest; the same procedure will be followed in allowing the other party to present all testimony and evidence desired.
16. Once all parties have rested, each party, beginning with the student, will be given an opportunity to make a closing argument.
17. Each closing argument will be presented without interruption, except for Committee members who may interrupt for purposes of (1) inquiry or (2) questioning the relevance of the testimony.
18. After closing arguments, the Committee will deliberate and attempt to arrive at a decision as rapidly as is reasonably possible. The decision will be based on "Clear and Convincing Evidence."
19. Each decision will promptly be put in writing, giving:
  - a. Conclusions on all allegations in dispute,
  - b. An explanation of the reasoning examined in arriving at the decision.
20. All Committee members in the appeal process are to respect the confidentiality of the appeal process by refraining from any discussion of the appeal with non-participants.

# Policy No. 223: Sabbatical Leave

Policy Number: 223	Effective Date: 06/13/95
Policy Title: Sabbatical Leave	Revised: 05/01/06: 07/01/10
Approval Date: June 13, 1995	President's Signature: 

## SECTION 1. GENERAL

1.1 Scope: This rule specifies the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members under the authority of the WV Higher Education Policy Commission.

1.2 Authority: West Virginia Code 18B-1-6, 18B-7-2, 18B-1-9 and Higher Education Policy Commission Policy, Title 131, Series, 10

1.3 Filing Date: July 10, 1992

1.4 Effective Date: August 9, 1992

1.5 Repeal of Former Rule: Repeals and replaces Series 10, effective July 2, 1990

## SECTION 2. PURPOSE

2.1 Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, or other activity calculated to contribute to professional development and his/her usefulness to the college.

## SECTION 3.

3.1 Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment at the institution where presently employed. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.

## SECTION 4. CONDITIONS GOVERNING the GRANTING of SABBATICAL LEAVE

4.1 The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the colleges at the time. Sabbatical leave will be granted by the President of the institution and notification of such action communicated to the chancellor and kept on file in the chancellor's office. The chancellor shall provide an annual report summarizing the number of sabbatical leaves granted by each institution during the previous year, the disciplines of the faculty members, and whether the leaves were for full salary for no more than half the contract period or for half salary for no more than the full contract period.

4.2 In consultation with the faculty, the Presidents of the state colleges and universities shall develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves.

## **SECTION 5. COMPENSATION**

5.1 A faculty member on sabbatical leave shall receive full salary for no more than one half of the contract period or half salary for no more than the full contract period. If a faculty member's salary is not paid wholly from state funds allocated by the Board of Governors, the President shall so inform the chancellor.

## **SECTION 6. OBLIGATIONS of the FACULTY MEMBER**

6.1 An applicant for a sabbatical leave shall submit to the President in writing a detailed plan of activity which he/she proposes to follow.

6.2 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.

6.3 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president or his/her designated representative. Fellowships, grants, assistantships and similar stipends shall not be considered remunerative employment.

6.4 Upon completion of a sabbatical leave, a faculty member shall file with the president of the university a written report of his/her scholarly activities while on leave.

6.5 A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the institution for salary received during the period of leave.

## **SECTION 7. OBLIGATIONS of the INSTITUTION/SYSTEM**

7.1 A faculty member's institutional position, status, and rank shall not be adversely affected solely by his/her absence while on sabbatical leave.

## **II. WEST LIBERTY UNIVERSITY SABBATICAL STANDARDS**

A. Eligible WLU faculty shall be granted sabbatical leave only for the purposes of research, writing, or other activity which will contribute to that faculty member's professional development and/or usefulness to West Liberty University.

B. Eligibility to apply for sabbatical leave, conditions of leave, compensation while on leave, faculty obligations upon acceptance and/or completion of leave, and institutional obligation to faculty members who accept leave are governed by all applicable WLU Board of Governors and WLU policies and procedures.

C. Priority consideration shall be directed to sabbatical leave applications of eligible WLU faculty based upon the following criteria:

- a. Eligible faculty applicants who have not previously been granted sabbatical leave.
- b. Application for leave to complete an advanced degree or professional certification.
- c. Application for leave to complete advanced education not to be applied to degree work but to improve knowledge in a field of proven importance to the applicant or University.
- d. Application for leave to carry out scholarly activity. The burden of proof of merit of the activity rests with the applicant when applying for the leave.

D. The timeframe in which sabbatical leave applications shall be received and considered shall be as follows:

1. Applicant must file the WLU Application for Sabbatical Leave with his/her department chair no later than December 1 of the academic year preceding the academic year in which leave is proposed. The applicant must also file a completed BOG Application for Sabbatical Leave. WLU Sabbatical Application and BOG Sabbatical Application forms are available from the Provost by request. No application received after this date or no application which is incomplete by this date will be considered.
2. The Department Chair must approve or deny the application by December 15 and forward WLU and BOG forms with his/her recommendation to the appropriate Dean by December 15.
3. The Dean must approve or deny the application by January 15 and forward WLU and BOG forms with his/her recommendation to the Provost by January 15.
4. The Provost must approve or deny the application by February 1 and forward WLU and BOG forms with his/her recommendation to the President by February 1.
5. The President has the final authority to approve or deny any application for sabbatical leave and will render decision(s) by March 1. The President will notify WLU faculty of his/her decision and will also notify the Board of Governors of sabbatical leaves granted, disciplines of faculty members granted leave, and terms of leaves granted.
6. WLU faculty granted sabbatical leave will be required to complete the BOG Sabbatical Leave Agreement upon notice of approval of their sabbatical leave.

No sabbatical leave may be initiated nor may compensation be tendered unless this form has been signed by the faculty member, signed by the President of the University, and witnessed by a notary public.

E. WLU department chairs, deans, Provost, and President shall consider the following to determine if the University will grant an application for sabbatical leave:


1. No more than 5% of the full time teaching faculty of the University may be granted sabbatical leave for any given academic year. The Provost shall annually in September establish the number of sabbatical leaves available for the next academic year based upon the number of full time faculty on the University roster in that month. All decimal equivalents shall be rounded up to the next highest integer.
2. If the sabbatical leave application is for one (1) term only, the leave applicant must satisfactorily demonstrate that his/her faculty teaching duties during absence due to sabbatical will be assumed by teaching colleagues during the leave or that his/her teaching duties have been substantially satisfied prior to or immediately after the sabbatical by him/herself.

3. If the sabbatical leave application is for one (1) term and the applicant's course load will be assumed by colleagues, the leave applicant must satisfactorily establish that colleagues have agreed to assume these duties with no additional remuneration.
4. If colleagues will assume without remuneration any or all of the course load of a faculty member on sabbatical leave, each WLU faculty member who agrees to cover leave-vacated courses must provide the WLU Human Resources office with a signed WLU Voluntary Services Form for each course which he/she teaches without additional remuneration. This form is available at the Human Resources Office.
5. If the sabbatical leave application is for one (1) term and the applicant will cover prior to or after the leave those courses which he/she would have taught during the leave, the applicant and the applicant's department chair must attest, in writing, that all of the applicant's scheduled courses will have been taught, that students will have courses available in a reasonable sequence, and that no adjunct faculty or regular faculty overload contract will have been necessary to have achieved this course coverage.
6. If the sabbatical leave application is for one (1) term and it will be necessary to provide any of the applicant's teaching assignment by adjunct or regular faculty overload contract, the applicant's department chair must attest, in writing, how the additional instructional expense will be covered by encumbrance of some other legitimately transferred departmental budgeted funds.

F. Upon completion of sabbatical leave and within 60 calendar days of the beginning of the academic term in which the faculty member who has returned from sabbatical leave resumes his/her regular duties, the faculty member must submit a written sabbatical leave report to the President with copies to the Provost, department chair and dean. The report must detail activities of the sabbatical leave, providing appropriate evidence of successful completion of the professional improvement(s) proposed by the leave application.


G. Upon completion of sabbatical leave and within the first semester of resumption of his/her normal instructional duties, the faculty member who has returned from sabbatical leave is responsible to schedule and conduct a formal, oral presentation based upon his/her sabbatical leave to his/her department or school. This requirement may also be met by oral presentation of the sabbatical to a university-wide group within the same timeframe given above.

# Policy No. 224: Leave of Absence

Policy Number: 224	Effective Date: 06/23/86
Policy Title: Leave of Absence	Revised: 06/95; 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

Full-time faculty members are eligible to apply for unpaid leave of absence. Such application should be sent to the Provost far enough in advance to allow time for planning and obtaining a substitute. The request for a leave of absence should include the reasons for the leave, its duration, and any necessary special arrangements. Since the circumstances which necessitate leaves are quite varied, it has not appeared reasonable to establish specific criteria for evaluating requests for leaves of absence. Consequently, each request will be considered on its merit and need. Leaves of absence, when granted, will be unpaid leave, and a faculty member on unpaid leave of absence will not accrue years of experience while on such leave. However, faculty may continue certain fringe benefits by arranging to contribute to these while on unpaid leave, and faculty will be eligible for across-the-board increments to base salaries while on unpaid leave. To assure compliance with current state and University policies relating to unpaid leave, faculty are responsible to consult with the Human Resources Administrator prior to, and during, leave of absence. Faculty members contemplating a leave of absence are also referred to the *West Virginia Higher Education Policy Commission Series 38 – Employee Leave*.

# Policy No. 225: Termination of Position Because of Reduction or Discontinuance of Program

Policy Number: 225	Effective Date: 06/23/86
Policy Title: Termination of Position Because of Reduction or Discontinuance of Program	Revised: 05/01/06
Approval Date: 23 June 1986	President's Signature: 

I. A faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at the institution as a result of program review, in accordance with appropriate Policy Bulletins relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the President shall make every effort to extend first refusal to the faculty member so terminated.


II. Institutional policy for accommodating major reduction in or discontinuance of an existing program shall be developed through a collaborative assessment by representatives of administration and faculty and shall be reported to the Board of Governors prior to implementation.

III. Notice of Non-retention due to program reduction or discontinuance: the President of the institution shall institute proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.

IV. Answer and Service: within 30 days from the date of receipt of the non-retention notice, the terminated faculty member may file an appeal with the President which shall be heard by the institutional Hearing Committee, in accordance with Section 13 *of the West Virginia Higher Education Policy Commission Series 9*.

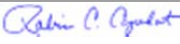
V. The dates of formal notification for tenured and probationary faculty shall be those specified in Section 10 of **Series 9**.

# Policy No. 226: Petitions in Classrooms

Policy Number: 226	Effective Date: 05/17/94
Policy Title: Petitions in Classrooms	Revised: 05/01/06
Approval Date: 05/17/94	President's Signature: 

Faculty shall not solicit students' signatures on petitions in the classrooms.

# Policy No. 227 Emeritus Appointment

Policy Number: 227	Effective Date: 06/13/95
Policy Title: Emeritus Appointment	Revised: 07/01/10
Approval Date: June 13, 1995	President's Signature: 

I. West Virginia *Higher Education Policy Commission Series 9*, Academic Freedom, Professional Responsibility, Promotion, and Tenure

## SECTION 9. EMERITUS STATUS

**9.6** Emeritus status is an honorary title awarded to a retiring faculty member or administrator for extended meritorious service. Each institution shall establish a policy regarding emeritus status and file the policy with the chancellor. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend.

II. Authority: West Virginia Code 18B-1-6

III. Filing Date: April 3, 1992

IV. Effective Date: May 4, 1992

V. Repeal of Former Rule: Repeals and replaces Series 36 dated June 20, 1987.

### II. West Liberty University Emeritus Status Policy

A. In accordance with West Virginia Higher Education Policy Commission Series 9 only retired full time tenured faculty or administrators of West Liberty University are eligible for appointment to emeritus status. No salary or emolument other than privileges granted by the University shall accrue to any person granted emeritus status.

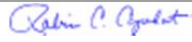
B. Emeritus status is bestowed in recognition of extended meritorious service to West Liberty University. This recognition may be extended at any time following the retirement from active service to the University.

C. Faculty or administrators may be proposed for bestowal of emeritus status by the President of the University, the Provost, the Faculty Senate, or the Classified Staff Council. Each faculty proposed for emeritus status shall have a minimum of 20 years of full-time service at West Liberty University and will be evaluated by the President of the University, who may elect to be advised in this process by the Honorary Degrees and Awards Committee. The President will have the sole authority to award emeritus status, in consultation with the appropriate Chair, Dean, and the Provost.

D. Privileges afforded to West Liberty University Emeriti shall include the following:

1. Parking: WLU Emeriti may park on campus without fee.
2. Library: WLU Emeriti will have the same on-campus library privileges permitted to full time faculty or staff.
3. Office: WLU Emeriti may request office space on campus by written request to the President, who will honor such requests in the order received and assign office space as available, in consultation with the appropriate Chair, Dean, and the Provost. Office equipment may be provided by the University as available, in consultation with the appropriate Chair, Dean, and the Provost. The Emeriti making use of University office space must provide their own support equipment and supplies. Telephone service will be limited to campus and/or local service, when available; postage and consumables will be provided by Emeriti.
4. Computer: WLU Emeriti will have the same computer system privileges permitted to full time faculty or staff, but Emeriti will be required to provide their own software, hardware, or peripherals necessary to achieve connection to and use of WLU computer system(s). If any fee is charged to the University as a direct result of Emeritus use of WLU computer system(s), such fee(s) must be settled by the Emeritus system user.
5. Admission: WLU Emeriti will have the same admission privilege to University-sponsored events as do full time faculty or staff.
6. Accountability: WLU Emeriti are accountable to the President of the University and will meet or report no less than once per year with the President to review the past year's Emeritus activity and plans for the coming year.
7. Emeritus rank is honorary status conferred by the President of the University. If, for any reason, the University would consider rescission or would rescind this honorary standing, only the President has the authority to do so, in consultation with the appropriate Chair, Dean, and the Provost.

# Policy No. 229: Class Admission and Attendance

Policy Number 229	Effective Date: 06/23/86
Policy Title: Class Admission and Attendance	Revised Date: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

Under state regulations no student is permitted to attend class until tuition and fees are paid. During the period at the beginning of each term when schedule changes are permitted, it is not advisable to enter the names of students in the record book because students will drop and add classes during this time.

Faculty should be familiar with the university policy on class attendance. Students are not arbitrarily granted any class cuts.

A policy statement adopted by the Faculty Senate (1983) contains the following:

“The students of West Liberty University depend upon the faculty, staff, and other resources. Faculty and students depend upon the class schedule for an orderly arrangement of instruction. Scheduled classes testify to the importance of ordered class instruction and the implicit benefit of class attendance for the students.

Consequently, the policy of West Liberty University encourages all students to attend classes and all instructors to organize and conduct their courses accordingly. Students should attend every class for which they are scheduled as they are held responsible for all work covered in the courses taken. Irregularity in attendance may cause a student to become deficient scholastically and create the risk of receiving a failing mark or receiving a lower grade than he/she might have secured had he/she been in regular attendance.

Instructors **must** distribute written copies of their attendance policy to students in their classes, their Department Chairperson, and the appropriate Dean before the end of the first week of classes.

Regularly scheduled classes take precedence over all other activities. No penalty may be imposed upon a student for failure to perform curricular or extra-curricular responsibilities that are scheduled in conflict with a regular class. All persons scheduling such curricular or extra-curricular activities shall circulate a list of student participants. This list is for the instructors' information and it **does not constitute an administrative excuse from class.**

Instructors should provide, within reason, opportunity for students who miss class for university-recorded curricular and extra-curricular activities (such as field trips, debate trips, choir trips and athletic contests) to make up work. However, it is the student's responsibility to initiate timely discussion on these matters with the faculty member of the regular scheduled class.


The Health Service does not provide students with excuse slips in the case of student illnesses. If a faculty member wishes to verify a student's illness, the faculty member must call the Health Service.

Faculty are expected to maintain student attendance records in their classes.

The Provost and the Dean of Students requests that faculty report students whose class standing is in jeopardy because of excessive absences. Excessive absenteeism should also be reported to the student's academic advisor.

Failure to attend the first scheduled meeting of classes may result in the loss of the student's position in those classes unless he/she has notified the instructor prior to the first meeting that he/she will be unable to be in attendance. Furthermore, all attendance policies go into effect upon the first meeting of class.

# Policy No. 231: Examinations


Policy Number: 231	Effective Date: 06/23/86
Policy Title: Examinations	Revised: 05/01/06; 07/01/10
Approval Date: 23 June 1986	President's Signature: 

A final examination period is scheduled at the end of each semester. This final examination schedule is provided for the consultation of both faculty and students and allows for advanced planning by everyone involved. Consequently, it is imperative that faculty have final examinations at the scheduled place, date and time.

Any deviation from the published final examination schedule requires the written approval of the Department Chairperson. If such a change is approved, the offices of the College/School Dean and the Provost should be notified in order that these offices can correctly respond to student inquiries.

With the exception of laboratory exams, no other tests, quizzes, and/or final exams are to be given the week prior to final exam week.

# Policy No. 232: Reporting Grades

Policy Number: 232	Effective Date: 06/23/86
Policy Title: Reporting Grades	Revised: 05/01/06
Approval Date: 23 June 1986	President's Signature: 

Grades are due at the Registrar's Office not later than 48 hours after the close of the semester.

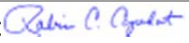
# Policy No. 241: Work Not Covered Under BOG Contract

Policy Number: 241	Effective Date: 06/23/86
Policy Title: Work Not Covered Under BOG Contract	Revised: 05/0/06
Approval Date: 23 June 1986	President's Signature: 

Faculty who accept assignments (e.g., federal programs) not remunerated by the *Higher Education Policy Commission* for 50% or more of their responsibility will not accrue faculty benefits (e.g., tenure, rank, sabbatical) while on such assignments. Exceptions to this policy must be approved by the administration.

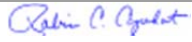
Faculty should perform whatever teaching and other duties are required by their contracts. It is expected that all contractual activities will be performed professionally.

# Policy No. 242: Work for Other Institutions

Policy Number: 242	Effective Date: 06/23/86
Policy Title: Work for Other Institutions	Revised: 05/01/06
Approval Date: 06/23/86	President's Signature: 

Outside work that involves teaching or research for another institution of higher education may be allowed by permission of the Provost/Vice President of Academic Affairs. Permission for such activities is granted only if such work does not interfere with the performance of regular institutional duties.

# Policy No. 244: Financial Exigency Committee

Policy Number: 244	Effective Date: 06/23/86
Policy Title: Financial Exigency Committee	Revised: 07/01/10
Approval Date: 23 June 1986	President's Signature: 

Only the West Virginia Higher Education Policy Commission has the authority to define and declare a state of **Financial Exigency**. The West Liberty University Board of Governors has developed a plan of action, contingent on the following definitive conditions should such a declaration be issued by the West Virginia Higher Education Policy Commission and subsequent University response be required.

1. Financial exigency would be a state of imminent financial crisis, which would officially be determined by the West Virginia Higher Education Policy Commission.
2. The financial crisis would result from actions or conditions beyond the control of the West Virginia Higher Education Policy Commission.
3. Should a state of financial exigency be declared, it will be declared for the entire West Virginia Higher Education System, rather than for individual institutions within the system.

**I. Operational Principle:** Any reduction in faculty, administration, and staff positions will be guided by the principle that the most essential elements of a University are its faculty and its students; all other elements are in place as a support-system to expedite and enhance the relationship between faculty and students.

**II. Definition of Committee:** A Financial Exigency Review Committee shall consist of the following members: 1) Provost, 2) Dean of Students, 3) Chief Financial Officer, 4) Human Resources Administrator, 5) Faculty representative to the WLU Board of Governors, 6) Classified Staff Representative to the WLU Board of Governors, 7) Chair, Faculty Senate, and Chair, Classified Staff Council. The committee will elect its own chairperson. The committee will convene at the request of the President.

The Financial Exigency Review Committee will have the responsibility to monitor the execution of West Liberty's Financial Exigency Plan. Further, it is the responsibility of the President to issue information releases to all faculty, staff, and administrators regarding actions to remedy any exigent state of the University. Upon request, the President will provide the Committee any and all information and data, which the Committee may consider relevant. It is understood that the divulgence of some information may be precluded by statute.

The procedures, recommendations, and actions of the Review Committee will be contingent upon those decisions, policies, and administrative regulations of the West Virginia Higher Education Policy Commission and West Liberty University Board of Governors, which may be established in the event that a financial exigency is announced.

**III. West Liberty University Financial Exigency Plan:** When a financial exigency has been defined and determined by the West Virginia Higher Education Policy Commission, the President of West Liberty University shall convene the Financial Exigency Review Committee. The first business of the Review Committee shall be to request from the West Virginia Higher Education Policy Commission detailed financial statements which clearly illustrate that a state of financial exigency, as defined by the Commission, exists. Once the Review Committee is informed, via financial statements, of the exigent state of West Liberty University, the following policy for remedy of the situation will be implemented until a state of financial exigency no longer exists.

A. Initial efforts will be directed to curtail current expenses, equipment purchases, and repairs and alterations expenditures and may be implemented by curtailing expenditures in any or all of the following:

1. Maintenance and environmental costs.
2. Supplies, equipment, and travel.
3. Extracurricular activities/events and athletic program/events funded with appropriated monies.
4. Cultural and student services funded with appropriated dollars.

B. Personal services expenditures will be curtailed in the following areas, and in the following sequence.

1. All part-time student help, paid with appropriated funds, will be terminated, provided that their functions are not essential in accomplishing the institution's mission (as defined by the current mission statement and catalog of the University of that date and reexamined by the Financial Exigency Review Committee).
2. Elimination of part-time faculty positions except where the quality of a program is jeopardized.
3. Discontinuation or reduction of programs following program evaluation. Faculty affected through discontinuation or reduction will be reassigned or terminated in accordance with established policy.
4. Freezing of new employment except in instances where a freeze jeopardizes the quality of a viable program.

C. If the West Virginia Higher Education Policy Commission should declare and define a financial exigency at West Liberty University, the procedure for termination of faculty positions outlined below will be implemented only if the financial and personnel reductions resulting from actions 1 and 2 are insufficient to meet the exigency.

D. The Review Committee must periodically request the West Virginia Higher Education Policy Commission demonstrate that a state of financial exigency continues to exist.

#### **IV. Procedure for Termination of Faculty Employment:**

A. The Provost will request College/School Deans to submit a prioritized list of faculty positions within their respective Colleges/Schools that could be eliminated with the least disruption to the academic needs of Colleges/Schools. The number of positions to be identified will be determined by the Provost based upon the degree of the exigency. Each Dean will consult with Department

Chairs, Assistant Chairs, and Program Directors in determining the positions to be eliminated. Each Dean will also submit a written justification for the termination and retention of all positions within the unit, with a true and exact copy distribute to all faculty members within the unit.

B. The Provost will review the list of positions and justifications received from the academic Deans and consult with them to discuss potential courses of action. After meeting with the Deans, the Provost will determine the number of positions to be terminated in each College/School. The number of terminations per College/School may vary.

C. The recommendation and written justification of the Provost will be submitted to the President and to the Financial Exigency Review Committee.

D. The Provost will notify faculty members whose positions have been recommended for termination.

E. The Review Committee will then prepare and submit to the President a written summary of its findings, recommendations, and justifications.

F. After reviewing these recommendations, the President, in consultation with the Review Committee, will determine the final course of action. Once the President has reached a decision and notified the individuals whose employment is to be terminated, he will immediately file with the West Virginia Higher Education Policy Commission and WLU Board of Governors copies of his written decision and justification along with the recommendations of the Provost and the Review Committee.

Consistent with the guidelines of the Higher Education Policy Commission of West Virginia Series 9, the President will give each faculty member whose employment will be terminated written notice of termination by certified mail, return receipt requested, which notice shall contain:

1. A delineation of the rationale used by the WV Higher Education Policy Commission for the determination of financial exigency.
2. A copy of the implementation procedures used by the institution related to the financial exigency and a delineation of the rationale used for the termination of the faculty.

#### **V. Criteria to be used in Termination of Faculty Employment:**

A. Non-tenured faculty will be terminated before tenured faculty, except where serious distortion of the academic needs of a division would result.

B. In identifying faculty whose employment will be terminated, the following will be taken into account: the academic needs of the Program/Department/School/College/University, rank, length of service to institution, length of service in rank, qualifications.

## **VI. Recall of Faculty Terminated Because of Financial Exigency:**


A. If within two years following the terminated employment of a tenured or probationary faculty member because of financial exigency a position(s) for which the faculty member is qualified becomes vacant, the President will offer the position to the affected faculty by certified mail, return receipt requested. Written acceptance of the position must be made within thirty days of mailing of the President's offer.

B. If two or more faculty members are qualified for a vacant position, recall will be in inverse order of termination. No new faculty will be hired for a teaching position in an area of competence as long as faculty whose employment was terminated retains recall rights.

C. A recalled faculty member will be reinstated with the same status as held at the time of terminated employment. The salary of the reinstated faculty member will include any general increases given to non-terminated faculty during the period of termination in addition to adjustments for any educational credentials acquired during the period of termination.

# Policy No. 245: Institutional Salary Policy

## Full-Time Faculty

Policy Number: 245	Date of Issue: 09/15/97
Policy Title: Institutional Salary Policy Full-time Faculty	Revised: 09/01/06, 07/01/10
Approval Date: 09/15/97	President's Signature: 

### INTRODUCTION:

In accordance with Section 18B-8-3a, (Institutional salary policies; distribution of faculty salary increases; distribution of non-classified administrative salary increases) of the Code of the State of West Virginia, West Liberty University establishes the following salary policy to govern the establishment and distribution of annual/merit salary increases granted to full-time faculty of the University.

This Full-Time Faculty Salary Policy has been written to comply with Section 18B-1-1c (Strategically focusing resources to maximize opportunity; institutional plans; resource allocation exceptions) of the Code of the State of West Virginia.

In compliance with established policy of the West Virginia Higher Education Policy Commission, West Liberty University accepts the official, published data of the Southern Regional Education Board (SREB) in order to determine peer institution average full-time faculty salary data. These data are provided by the West Virginia Higher Education Policy Commission Office.

West Virginia Senate Bill 547 (March 1995) mandated that the West Virginia State University System average faculty salaries must be equivalent to 95% of the SREB peer institution faculty salary average by AY 2000-01. This West Liberty University full-time faculty salary policy met this legislative mandate to establish a parity relationship between its full-time faculty salaries and those, on average, of the SREB. Senate Bill 547 also required a merit component and a level of "salary equity" in this adjustment of the salaries of West Virginia higher education faculty. West Liberty University met these legislative mandates with this full-time faculty salary policy.

### I.FULL-TIME FACULTY SALARY EQUITY

WLU Full-Time Faculty Salary Equity is hereby defined as external and internal equity. External equity is attained by meeting the legislatively mandated level of 95% of the SREB institutional average for AY 2000-01. Internal equity is attained by assuring gender, disability, or minority standing equity by rank and discipline.

Attainment of Internal Faculty Salary Equity is charged to a committee consisting of the Provost, the Chief Financial Officer (chair) and the Human Resources Administrator. This committee is charged to review WLU faculty salaries to assure gender, disability, and minority equity. The committee will recommend remedy for any inequitable situation it identifies, and the President of the University shall be presented with the committee's recommendation. The final decision shall be that of the President.

A Faculty Salary Policy Review Committee will be appointed annually by the President of the University. Four (4) full-time faculty members will be appointed to this committee. These faculty shall be the Chair of the Faculty Senate, the Faculty-elected representative to the Board of Governors, the chair of the Faculty Senate Finance Committee and one (1) at-large faculty member elected by the Faculty Senate. The Faculty Senate will, insofar as is possible, represent the academic colleges by these appointments. Two additional committee members include a representative of Chairs Council and a representative of Deans Council. Ex-officio members of this committee shall be the Chief Financial Officer, the Human Resources Administrator, the Provost, and the Director of IR&A. The Chief Financial Officer shall serve as the committee chair. This committee will review the overall pay plan annually in the spring semester.

## II. ANNUAL SALARY INCREMENT and MERITORIOUS PERFORMANCE

STEP I: The total amount of funds available for faculty pay raises will be determined upon receipt of the University's budget allocation from the state.

STEP II: Top priority will be given to allocating funds for salary increases as necessary to achieve any subsequent legislative salary mandate.

STEP III: Once the amount of money available for faculty salary increases is determined, 52% of that amount will be designated for MERIT. Full-time faculty will each receive the amount of Merit earned as determined by their department chair and college dean, per their established evaluation criteria. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive their designated level of merit pay from the available funds, with the exception that faculty on sabbatical leaves or leaves of absences will not be eligible for merit pay in the subsequent year. The amount of MERIT PAY will be established by tiers of merit.

STEP IV: From the money available for faculty salary increases, 48% will be designated for LONGEVITY increases.

Three tiers of LONGEVITY increases are available. Faculty with 16 years or more of service will receive the highest amount of increase for this category. Faculty with 4 to 15 years of service will receive the second highest amount of increase for this category, and faculty with 1 to 3 years of service will receive the smallest amount of increase for this category. Years of service for each faculty member will consist of years of FULL-TIME PROFESSIONAL EXPERIENCE at ALL regionally accredited institutions of higher education. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive a LONGEVITY increase.

STEP V: Each faculty member will retain salary increases derived from Steps III & IV with the net value of each step annualized to the base salary.

STEP VI: This pay plan will be reviewed annually in the spring semester and will be modified pending sufficient magnitude to warrant a revision.

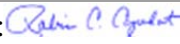
### III. SALARY CAP

The maximum base salary increase in any given academic year is set at 10%, with the exception permitted only as granted by the President of the University in the following section. Promotion increments shall not be subject to this cap.

### IV. SPECIAL CIRCUMSTANCE SALARY

West Liberty University recognizes that a faculty salary plan must admit the flexibility to accommodate special circumstances unforeseen or unanswered by a specified salary plan. Faculty salary special circumstance may include, but is not limited to, situations such as federal or state legal mandate(s), professional differential(s), grant funding, special assignment, or teaching overload. Any special circumstance which results in a faculty member receiving remuneration above or beyond that determined by this general salary plan will be recognized by a specific, written agreement to be approved by the President of the University and the faculty member who will be paid in accordance with that agreement.

# Policy No. 247: Syllabus Policy

Policy Number: 247	Effective Date: 07/01/98
Policy Title: Syllabus Policy	Revised: 05/01/06, 07/01/10
Approval Date: 07/01/98	President's Signature: 

A WLU Faculty member is required to produce a course syllabus for each course in which he/she is the instructor of record. After having created this document, with review and approval by the Department Chair, Faculty must:

1. Give each enrolled student, on the first class meeting, a copy of the syllabus which will be used to direct the presentation of the course.
2. Present a copy of the syllabus, by the third class meeting, to the Academic Department/College/School Office. Each College/School will establish procedures for their storage.

A WLU Faculty member is required, at the minimum, to include the following in each course syllabus which he/she prepares:

## **REQUIRED SYLLABUS CONTENT**

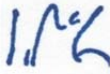
- A. Course Title, Term, Section and Instructor's Name
- B. Course Catalog Description
- C. Course Objective(s)
- D. Required Text(s) or other Materials
- E. Attendance Policy
- F. Grading/Assessment Method
- G. Instructor Contact Information
- H. Course Outline/Assignment Schedule
- I. Office Hours

A WLU Faculty member, at his or her option, may include more material than that listed above. Information which may be considered for syllabus inclusion, but which is not required may include:

## **SUGGESTED SYLLABUS CONTENT**

- A. Testing dates
- B. Suggested Bibliography for Course
- C. Reference to WLU Honesty Policy
- D. Acknowledgement of receipt statement by student

# Policy No. 248: Adjunct Faculty

Policy Number: 248	Effective Date: 01/01/07
Policy Title: Adjunct Faculty	Revised:
Approval Date: 01/01/07	 President's Signature:

West Liberty University will employ adjunct faculty under the following conditions:

1. Adjunct part-time faculty members should have appropriate academic qualifications and/or experience.
2. Adjunct part-time faculty members should receive appropriate information concerning institutional policies, procedures, expectations, and support.
3. Adjunct part-time faculty members should receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
4. Adjunct part-time faculty members should be evaluated on a regular basis.
5. Adjunct part-time faculty members should receive appropriate assistance from full-time faculty members and academic administrators.

West Liberty University shall determine the appropriate balance between full-time and part-time faculty members, based on degree programs, availability of individuals qualified to serve as adjunct part-time faculty members and other relevant factors.