

# Faculty Handbook

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## Faculty Handbook

The West Virginia University Electronic Faculty Handbook provides general information about the University and its programs, with an emphasis on those policies and procedures that affect faculty. For more detailed information, the handbook directs readers to resources on the University's web pages.

- **Part 1** Introduces the mission of the University and identifies schools and colleges.
- **Part 2** Describes the administration and governance of the University.
- **Part 3** Describes faculty classification and evaluation.
- **Part 4** Provides information about teaching, research, and service.
- **Part 5** Summarizes faculty rights and explains faculty responsibilities and duties.
- **Part 6** Identifies opportunities for faculty development and awards.
- **Part 7** Discusses salary and benefits.
- **Part 8** Presents an alphabetical reference to support services, facilities, and other information.

In addition to the overviews and web references found in the handbook, faculty will also find useful information in the [University catalogs](#), the West Virginia University [Online Campus Directory](#), and college or school publications.

The handbook is subject to change by the Higher Education Policy Commission, the West Virginia University Board of Governors, University administrators, and the faculty. It is for informational purposes and is not intended to be a contract.

## Part 1

### Introduction

- [The Mission of West Virginia University](#)
- [West Virginia University's Colleges and Schools](#)
- [WVU Academic Innovation and WVU Online & Extended Campus](#)

### 1.1 The Mission of West Virginia University

#### Mission

As a land-grant institution, the faculty, staff and students at West Virginia University commit to creating a diverse and inclusive culture that advances education, healthcare, and prosperity for all by providing access and opportunity; by advancing high-impact research; and by leading transformation in West Virginia and the world through local, state and global engagement.

#### Vision

As one West Virginia University, we are purposeful in our studies and our work so that we can partner with our communities - both near and far - to bring needed and valued solutions to real-life problems within the pillars of education, healthcare and prosperity.

#### Values

Service - We seek opportunities to serve others and are committed to providing the highest quality of service.

Curiosity - We ask questions, seek new opportunities and change through innovation.

Respect - We are respectful, transparent and inclusive with each other.

Accountability - We perform at our very best every day to create a University that is responsive, efficient and effective.

Appreciation - We support and value each other's contributions as we build a community that is One WVU.

### 1.2 West Virginia University's Schools, Colleges, and Divisions

West Virginia University offers bachelor's, master's, doctoral, and professional degrees among its 17 schools and colleges.

- [Davis College of Agriculture, Natural Resources & Design](#)
- [Eberly College of Arts and Sciences](#)
- [College of Business & Economics](#)
- [College of Creative Arts](#)
- [School of Dentistry](#)
- [College of Education and Human Services](#)
- [Benjamin M. Statler College of Engineering and Mineral Resources](#)

- [Honors College](#)
- [WVU Institute of Technology](#)
- [College of Law](#)
- [Reed College of Media](#)
- [School of Medicine](#)
- [School of Nursing](#)
- [School of Pharmacy](#)
- [College of Physical Activity and Sport Sciences](#)
- [School of Public Health](#)
- [Potomac State College of WVU](#)

### **1.3 WVU Online & Extended Campus**

In addition to its 17 schools and colleges on the Morgantown, Keyser, Montgomery, and Beckley campuses, West Virginia University includes divisions of the Robert C. Byrd Health Sciences Center in [Charleston](#) and [Martinsburg](#); and six Extended Learning Regional Centers. The Cooperative [Extension Service](#) serves the citizens of West Virginia through offices in each of the 55 counties and at WVU Jackson's Mill. Degree programs, courses, and workshops are offered throughout the state and region through [WVU Academic Innovation](#).

## **Part 2**

### **Administration and Governance**

- State Oversight
- [West Virginia University Board of Governors](#)
- [Principal Administrative Offices of the University](#)
- Academic Deans
- Faculty Governance
- [University Organization Charts](#)

#### **2.1 State Oversight**

[The West Virginia Higher Education Policy Commission](#) (HEPC) is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities. It is charged with oversight of higher education institutions to ensure they are accomplishing their missions and implementing the provisions set by state statute.

#### **2.2 West Virginia University Board of Governors**

Since July 1, 2001, the [West Virginia University Board of Governors](#) has been the governing body for West Virginia University.

## **2.3 Principal Administrative Offices of the University**

### [2.3.1 Office of the President](#)

### [2.3.2 Office of the Provost and Vice President for Academic Affairs](#)

#### [2.3.2.1 WVU Extension Office](#)

Extension Service conducts a major part of the University's off-campus non-credit educational programs. The Extension Service operates from six program units and 55 county Extension Offices. Campus-based faculty and staff assist with program identification, development, and delivery.

#### [2.3.2.2 Information Technology Services](#)

The Chief Information Officer serves as director of the Information Technology Services (ITS). ITS provides University-wide computing and telecommunications services in the support of teaching, research, extension, and service. This includes planning, coordination, development of policies and procedures, implementation of new systems, and day-to-day operations.

#### [2.3.2.3 Online & Extended Campus](#)

The associate vice president of academic innovation supervises degree programs, courses, and workshops offered throughout the state and region. The Online & Extended Campus annually serves 10,000 to 12,000 students from every county in West Virginia. These students are primarily professionals who are employed full-time and are earning credits (usually graduate) on a part-time basis. Schools and colleges participate in the revenues generated through these off-campus or distance learning enrollments. Online courses and degrees are offered both nationally and internationally.

#### [2.3.2.4 Office of Graduate Education & Life](#)

The Office of the Provost, in conjunction with the University Graduate Council and the Associate Provost for Graduate Academic Affairs, administers aspects of graduate education and shapes broader, long range goals such as enhancing the quality and diversity of graduate student enrollment, strengthening relationships with external constituencies, providing leadership in the area of graduate program review, managing centrally controlled fellowship programs (such as the Arlen G. and Louise Stone Swiger Doctoral Fellowships and the W.E.B. Du Bois African-American Graduate and Professional Student Fellowships), disbursing graduate tuition waivers, providing general oversight of graduate education policies on the campus, and aiding the interpretation of these policies. The

individual postgraduate programs are administered through schools and colleges on the Morgantown campus and by some inter-unit committees.

#### 2.3.2.5 [Graduate Council](#)

While much of the daily administration of graduate education is conducted by the faculty and administrators of the WVU colleges and schools that offer graduate degree programs, responsibility for the administration and interpretation of graduate policies and regulations at the University level is vested in the University Graduate Council. In addition, the Council reviews proposals for new graduate programs (including college- or school-level graduate certificate programs), evaluates substantive revisions in graduate program curricula (e.g., the establishment of a new major within a program, elimination of a major, program name change), coordinates periodic program reviews, recommends to the provost University-wide criteria for graduate faculty membership, and considers such other matters affecting graduate education that are brought to the Council by an administrative officer of the University, a graduate faculty member, or a graduate student.

#### 2.3.3 [Office of the Vice President and Executive Dean for Health Sciences](#)

#### 2.3.4 [Office of the Vice President for Administration and Finance](#)

#### 2.3.5 [Office of Vice President for Research](#)

The vice president for research oversees all research activity within the University's schools and colleges. The Office provides assistance to faculty seeking [internal grants](#) and support for numerous [centers and institutes](#) where research occurs.

#### 2.3.6 [Office of the Vice President for Human Resources](#)

#### 2.3.7 [Office of the Dean of Student Life](#)

#### 2.3.8 [Office of the Vice President for University Relations](#)

#### 2.3.9 [Office of the Vice President for Global Affairs](#)

#### 2.3.10 [Office of Diversity, Equity and Inclusion](#)

#### 2.3.11 [Office for Legal, Government and Entrepreneurial Engagement](#)

#### 2.3.12 [Office of the Faculty Ombuds](#)

### 2.4 Academic Deans and Campus Presidents

The academic deans appointed by the provost and vice president for academic affairs administer the instructional, research, and service functions of the general University's colleges or schools. The academic deans appointed by the Vice President for Health Sciences administer the instructional, research, and service functions of the schools at the Health Sciences Center. The campus presidents in Keyser and Montgomery and Beckley appoint academic deans for their campuses. These administrators undergo periodic review by faculty, staff, and other constituent groups. The academic deans appoint chairpersons or directors for departments, programs, and divisions in their respective schools and colleges. Please see section 1.2 for the web addresses for each school and college.

## **2.5 Faculty Governance**

### **2.5.1 [The West Virginia University Faculty Constitution](#)**

The West Virginia University Faculty Constitution was written by the faculty to guide members in their academic and scholarly responsibilities. Recognizing that the West Virginia legislature, the West Virginia Higher Education Policy Commission, and the president or his designee have the ultimate legal authority for the conduct of the University, the faculty communicates its recommendations on academic and scholarly matters to them through procedures specified in the Constitution. The Constitution explains and codifies faculty governance of the University, the faculty role in sharing governance with the administration and Board of Governors, and describes the Faculty Assembly, the Senate, Senate committees, the faculty secretary, and faculty chairperson.

### **2.5.2 The University Faculty Assembly**

The University Faculty Assembly shall include those full time faculty who report to an academic dean and those who perform activities responsive to the academic obligations of the University. Voting members of the University Faculty Assembly shall include:

- All tenured and tenure-track faculty with the title of Instructor and above
- Librarian-track faculty
- Clinical-track faculty
- Nontenurable faculty with titles including the prefix of Teaching, Research, or Clinical, with the title of Lecturer or above;
- Faculty Equivalents or Academic Professionals (FEAPs) who are assigned to academic units.

Fully retired faculty shall be represented in the University Faculty Assembly by a University-recognized committee of retired faculty. Two representatives of this committee who are former full-time WVU faculty members shall be voting members of the University Faculty Assembly.

### 2.5.3 The [Faculty Senate](#) and Faculty Senate Committees

The Faculty Senate is an elected, representative body. Subject to certain limits, the Senate develops, monitors, and recommends to the president and the West Virginia University Board of Governors general policies on academic standards, objectives, and policies that affect more than one college or school. The functions of the Senate are delineated in the Faculty Constitution. The Senate's recommendations are transmitted for endorsement by the president or his or her designee. The Senate has three kinds of committees to fulfill its functions: Constitutional Committees established by the Constitution; Standing Committees established by Senate resolutions; and Ad Hoc Committees established by Senate resolutions.

### 2.5.4 Higher Education Policy Commission Advisory Council of Faculty

Each institution in the West Virginia University system, including West Virginia University in Morgantown, Potomac State College of West Virginia University, West Virginia University Institute of Technology, and the Charleston Division of the Health Sciences Center, elects a faculty representative to the Advisory Council of Faculty, which is advisory to the West Virginia Higher Education Policy Commission.

### 2.6 [University Organization Charts](#)

The organization charts show the principal lines of reporting throughout the University. Faculty members normally communicate through their department chairpersons (or, in the absence of chairpersons, their deans) on all matters that require administrative action. For information on specific departments or programs within the various units on the charts, please refer to the University catalogs and to the unit web pages. The charts reflect current conditions and are subject to change without notice.

## Part 3

### **Faculty Classification, Rank, Evaluation, Promotion, and Tenure**

- General Information
- [Faculty Evaluation Process](#)
- Separation from the University

Please refer to the full text of important documents that discuss faculty appointments, evaluations, promotion and tenure.

- [West Virginia University Board of Governors, Policy 2](#) (approved 2002, amended 2003, 2008). Describes classifications and ranks of faculty, as well as matters relating to Academic Freedom, Professional Responsibility, Promotion, and Tenure.
- [West Virginia University Policies and Procedures for Annual Faculty Evaluation, Promotion, and Tenure](#) (approved 1997, 2014; adjusted annually).
- [West Virginia University Board of Governors, Policy 51, Extension of the Tenure Clock](#) (approved 2008).
- [West Virginia University Board of Governors Phased Retirement Program](#)

### **3.1 Additional Information**

#### **3.1.1 Summer Session Faculty**

Summer session faculty members are selected and separately contracted by their chairpersons or deans to teach specific courses during the summer. Time given to teaching, research, or service in the summer is not included in the number of years counted in a faculty member's tenure-track period. Summer session faculty are expected to be available for a reasonable amount of time to counsel students in their course work.

#### **3.1.2 Graduate Faculty**

Members of the graduate faculty continue to play the most important role in graduate education. They are responsible for program content, they serve on graduate student committees, and they assure the quality of preparation of the University's graduates. Generally, nine-month graduate faculty members, once they have agreed to either chair or serve on a master's or doctoral student's committee, are expected to make every effort to fulfill this obligation even during those periods when they are not under contract, e.g., summer terms. Graduate faculty committee work is generally counted as Academic Service in the Promotion and Tenure process.

##### **3.1.2.1 Regular Membership**

- Regular members may chair students' committees or direct master's and doctoral research, theses, and dissertations.
- Regular members generally hold appointments in tenure-track positions.
- Regular members must hold either a terminal degree or have demonstrated equivalent scholarly or creative achievement as defined by their school or college. The definition of equivalent credentials must include, as a minimum, the attainment of the rank of associate professor.
- Regular members must present evidence of continuing scholarly research or creative activity.

Schools and colleges set and publish their particular quantitative and qualitative criteria regarding scholarly activity. These criteria are to be applied for the appointment to, as well as continuation of, graduate faculty membership. *These initial criteria and any subsequent amendments or changes are subject to approval of the University Graduate Council* and usually include many of the following: publication in major peer-reviewed journals, publication of books and book chapters, invited and/or competitively selected presentations of scholarly work at national and international meetings, and/or presentations and performance of artistic work at professionally recognized events.

### 3.1.2.2 Associate Membership

Associate members may perform the same function as regular members with the exception of chairing students' committees or directing master's theses and doctoral dissertations (or equivalent). It is the prerogative of the schools and colleges to establish and publish their own criteria for associate membership. These initial criteria and any subsequent amendments or changes are subject to approval of the University Graduate Council and should include one or more of the following requirements: research activity, scholarly publications, artistic performances or presentations, teaching experience particularly on a graduate level, and service on previous graduate committees.

### 3.1.2.3 Exceptions

The following individuals also must meet the same criteria (regular or associate) for review, approval, and continuation as do tenure-track graduate faculty.

- Visiting professors may be appointed as members of the graduate faculty for the term of their appointments but cannot chair committees.
- Faculty holding non tenure-track appointments may be considered for graduate faculty membership.
- Emeritus faculty members may remain on the graduate faculty, subject to school or college review.
- Off-campus professionals willing to participate in graduate education may be acceptable as graduate faculty but may not chair student committees (exceptions may be approved by the associate provost of graduate academic affairs).
- Individuals holding faculty appointments in institutions participating in cooperative doctoral programs may be considered graduate faculty, subject to school or college review.

### 3.1.2.4 Degree Candidates

Normally, no candidate for a degree at WVU may be a regular or associate member of the graduate faculty. Individuals seeking exceptions to this policy must submit a petition to the director of graduate education.

### 3.1.2.5 Evaluation of Graduate Faculty

Individuals interested in appointment to the graduate faculty must request their evaluation for initial membership. Associate members interested in reclassification as regular members also must request evaluation. Faculty seeking graduate faculty status must first be evaluated by the school or college in which they hold their primary faculty appointment. If a faculty member holds a secondary appointment in another school or college or wishes to have graduate faculty status in a second school or college, this is permissible; however, faculty may not be designated a regular graduate faculty member in any school or college if such a status is not held in the primary school or college.

### 3.1.2.6 Time Schedule

Schools and colleges should establish an appropriate time schedule for evaluating faculty for initial appointment to the graduate faculty and for upgrading graduate faculty status. All graduate faculty are reviewed annually. The annual review is intended to assist graduate faculty members in gauging their continued progress in scholarship, research, or creative activity. *The review process for graduate faculty membership should coincide with the annual review process of all faculty.* Schools and colleges determine the appropriate mechanisms by which faculty are reviewed (e.g., School or College Graduate Council, Promotion and Tenure Committee, etc.). The results are placed in the individual's personnel file.

### 3.1.2.7 Continuance

Once every three years, the graduate faculty review of individuals must be accompanied by a decision to continue or discontinue their current level of membership. A faculty member whose graduate faculty membership is discontinued or changed from regular to associate status will be permitted to complete current responsibilities but may only assume additional responsibilities which are consistent with the new status.

### 3.1.2.8 Appeals

Appeals regarding graduate faculty membership classification shall be handled through grievance procedures identified in West Virginia University Board of Governors [Policy 2](#). Exception to any of the above must be approved by the University Graduate Council.

### 3.1.2.9 Faculty Pursuing Advanced Degrees

No faculty member holding a tenured or tenure-track position at the rank of assistant professor or above in a program unit may be admitted to a graduate degree program offered through that unit. Only those individuals in other ranks or in non tenure-track positions can

simultaneously pursue a degree in their own unit. Faculty holding professorial rank may be admitted to a graduate degree program in another program unit.

### 3.1.3 Administrative or Staff Positions with Faculty Appointments

Persons assigned full-time or part-time administrative or staff duties may be appointed to faculty rank if they are qualified (as determined by the academic unit) or they may retain faculty rank and tenure if they already have them. Such persons are informed at the time of appointment whether their rank is as tenured, tenure track, clinical track, librarian track, term, or non-tenure track faculty. Administrators or staff personnel who are not appointed to faculty positions are not considered as faculty.

### 3.1.4 [Emeritus Faculty](#)

Those faculty members whose retirement is announced and who meet the requirements of meritorious contributions to the University shall be considered for emeritus status. Emeritus appointments are normally considered for faculty members and senior administrators upon their retirement. The faculty member or administrator must normally have served the University for at least ten years. Emeritus faculty members and administrators have library privileges and the same access as other faculty members and administrators to athletic events. They also enjoy privileges designated by their departments and the University. (See Board of Governors [Policy 38](#).)

## 3.2 [Faculty Evaluation Process](#)

### 3.3 Intent to Renew an Appointment

A faculty member in the tenure-track will be advised of the intent of the College or School in which his/her appointment is held to renew the faculty member's appointment for the coming academic year by March 1.

### 3.4 Separation from the University

Please refer to the full text of Board of Governors [Policy 2](#): "Academic Freedom, Professional Responsibility, Promotion, and Tenure."

#### 3.4.1 Resignation

Faculty members who wish to terminate their appointments during or at the end of the academic year must give notice in writing at the earliest opportunity. Professional ethics dictate that the needs of the University and its efforts to find replacements for a full complement of faculty throughout the academic year are foremost concerns.

### 3.4.2 [Phased Retirement Program](#)

#### 3.4.3.1 Non-Renewal of Appointment: Tenure-Track Faculty

During the tenure-track period, contracts are issued on a year-to-year basis. Prior to the end of any contract year during that period, notices of non-renewal of appointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. See [Policy 2](#).

#### 3.4.3.2 Non-Renewal of Appointment: Non-Tenurable Faculty

Prior to the end of any contract year, notices of non-renewal of appointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. See [Policy 2](#).

#### 3.4.4 Termination of Appointment

[Policy 2](#) provides that a faculty member's appointment may be terminated for one or more of the following reasons:

- Dismissal for cause
- Termination because of reduction or discontinuance of an existing program
- Financial exigency

## **Part 4**

### **Teaching, Research and Service**

#### **4.1 Introduction**

##### 4.1.1 University Goals and Expectations

The principal goals of the University are to enhance learning by students and instruction by faculty; to enable scholars and researchers to discover, assimilate, and publish new information and knowledge; to provide an environment for the creation and presentation of the creative arts; and to serve the public and the academic world. The quality of the faculty members' achievements in these areas determines the strength and quality of the University. Faculty members are expected to teach, conduct research (defined as also including scholarship and creative activity), and provide service.

##### 4.1.2 Faculty Assignments

Faculty assignments vary, but they are directed toward fulfilling the principal goals of the University. Faculty assignments are given by the appropriate academic officers, usually chairpersons or deans who have consulted with the faculty members involved. Specific work assignments or documents of agreement are reviewed by the faculty member with

the appropriate administrative officer. In order to ensure that courses and off-campus programs are offered and that support services are staffed, administrators may assign faculty members to various related duties including teaching, research, and service. Other duties may result from election or appointment to committees (University, college, school, division or department), or to other academic responsibilities.

#### 4.1.3 Faculty Academic Integrity

According to the West Virginia University Office of Academic Integrity, integrity is an obligation of all who engage in the acquisition, application, and dissemination of knowledge. Scholars are bound to maintain honesty and avoid deception in all aspects of their work. This duty, rooted in personal and professional ethics, is shared by all members of the University community. The duty to safeguard academic integrity at WVU includes:

- Promulgating and reinforcing standards for the conduct of research and other forms of scholarship;
- Reporting potential instances of misconduct;
- Examining allegations of misconduct; and
- Imposing sanctions when appropriate.

Faculty, students, and administrators share the responsibility to maintain the University's academic integrity.

#### 4.2 Teaching (including Advising)

Teaching involves the dissemination of knowledge, the stimulation of critical thinking, and the development of artistic expression. Teaching includes not only traditional modes of instruction such as the classroom lecture, but also modes such as clinical, laboratory, and practicum instruction; thesis and dissertation direction; evaluation and critique of student performance; various forms of continuing education and nontraditional instruction; and advising, which is a special dimension of teaching, the success of which is essential to the educational process. Successful teaching is an expectation for all faculty who are assigned to teach, regardless of rank or tenure status. For more detail, see [WVU Policies and Procedures for Annual Evaluation, Promotion, and Tenure](#). Faculty members' teaching assignments ideally grow out of the convergence of their competence and interests on the one hand, and the instructional and other needs of the program, school, or college on the other. Assignments will normally be reviewed with the faculty member by the appropriate administrative officer. Effective teaching depends on the professional effort and competence of the faculty. To ensure that standards will be maintained and that both faculty and students will be protected, the Faculty Senate and administration have established a number of instructional policies and practices that are to be followed. Faculty members design their own courses in keeping with the course descriptions in the University catalogs. They are expected to file their own course syllabi with their

chairperson or dean. The official documents setting forth basic University policies concerning teaching are: [the West Virginia University Undergraduate Catalog](#), [the West Virginia University Graduate Catalog](#), and [the West Virginia University Robert C. Byrd Health Sciences Center Catalog](#).

#### 4.2.1 Teaching Classifications

##### 4.2.1.1 On-Campus Teaching

Each faculty member's on-campus teaching load is determined by the chairperson or dean in consultation with the faculty member.

##### 4.2.1.2 Off-Campus Teaching and Distance Learning

Off-campus teaching and distance learning are both administered through Academic Innovation in conjunction with the deans of the colleges and schools of the University. Participation in off-campus credit programs or in distance learning courses may be arranged as part of a faculty member's full-time teaching assignments, or may be contracted as an overload assignment. If resident faculty members are not available, assignments may be offered to other qualified personnel who are authorized to teach off-campus courses with the approval of the chairperson and the dean. Academic Innovation distributes funds based upon paid student enrollment in off-campus courses. This model distributes a substantial amount of all off-campus tuition and fees to colleges to cover expenses of instruction, travel, and program administration. Therefore, faculty reimbursement for expenses connected with off-campus teaching is arranged through the college or department from which the course originates. The quality of off-campus and distance learning courses taken for credit is to be commensurate with the quality of those offered on campus. Such classes are to meet the standards and abide by the policies set forth by [The Higher Learning Commission of the North Central Association of Colleges and Schools](#) and other professional accrediting agencies. For more information contact [WVU Online and Extended Learning](#) at 800-253-2762.

##### 4.2.1.3 Overload Teaching

The University compensates faculty members with full-time salaries for full-time service. If there is a shortage of faculty and an off-campus graduate course needs to be taught, and if all other means of teaching the course are exhausted, faculty members may be asked to teach an off-campus graduate course, or rarely, an undergraduate course, on an overload basis for which they will be additionally compensated.

#### 4.2.2 [Academic Programs](#), Policies and Procedures

##### 4.2.2.1 Program and Course Approval

The University maintains a roster of officially authorized courses. The addition, modification, or deletion of an authorized course or program is initiated by the program unit and requires the approval of the dean of the school or college that administers the course or program unit. The [Faculty Senate Curriculum Committee](#) reviews new course proposals, course changes, and course deletion proposals at both the graduate and undergraduate levels, as well as new program and curriculum modifications in undergraduate programs. Any proposal to change or initiate a graduate program must have the approval of the [University Graduate Council](#). Since new courses or programs may entail a commitment of University resources, they must also be approved by either the provost or the chancellor for health sciences, as appropriate. Such approval should be sought early in the review process.

[Higher Education Policy Commission \(HEPC\) Series 10](#) outlines the policies and procedures for reviewing academic programs offered at state colleges and universities and at West Virginia University. [HEPC Series 11](#) outlines the submission of proposals for new academic programs and the discontinuance of existing programs.

#### 4.2.2.2 Schedules, Office Hours, and Course Syllabus

Each semester, faculty members should provide their departmental offices with copies of their schedules of classes and office hours. Where possible, they should also post this information. Each semester all teachers or coordinators of undergraduate or graduate courses should distribute to their students, within the first week of class, a syllabus for each course that includes the academic requirements; a summary or outline of the course; and attendance expectations, grading policies and standards, and any other requirements ([see sample syllabus](#)). A [statement](#) that includes the faculty member's views on Academic Integrity is recommended for inclusion of all syllabi. A statement that reflects the University's Faculty Teaching, Research, and Service commitment to social justice is recommended (see section 5.5). Chairpersons are urged to collect current copies of each syllabus, which should be kept in departmental files and available to interested students.

#### 4.2.2.3 University Calendar

The [University Calendar](#) is prepared by the director of admissions and records in accordance with guidelines established by the University Faculty Senate and is subject to its approval. The calendar indicates dates for freshman orientation, registration, classes, the last week of classes, examinations, the meeting of the Faculty Assembly, Commencement, and official holidays. The academic year has two semesters of sixteen to seventeen weeks each, the first lasting from late August to about mid-December, and the second from early January to early May.

- Days of Special Concern. Faculty members are required to make reasonable accommodation for students observing Days of Special Concern, which are listed in the Schedule of Courses. They may choose to excuse absences resulting from these observances. Alternatively, they may choose to cover all reasons for student absences with a blanket absence policy. For example, they may allow students a specified number of unpenalized absences or permit students to drop the lowest quiz grade. If this blanket absence policy is meant to extend to Days of Special Concern, the instructor must state this clearly on the syllabus at the beginning of the term. The Student Instruction Committee of the Faculty Senate with the support of the Office of the Provost recommends that faculty, on a voluntary basis, consider including an [inclusivity statement](#) in each course syllabus:

“Students who will miss an examination or a field trip due to a Day of Special Concern absence should notify their instructors at the beginning of the term. Faculty are instructed to make reasonable accommodation for students who miss scheduled exams or field trips as a result of such observance.”

- Last Week of Classes. Practical laboratory tests, make-up examinations, and regularly scheduled short quizzes are the only tests permitted for day classes during the week of classes preceding final examination week. Instructors are allowed to submit a petition to the chair of their department or division requesting a test to be given during the week before finals (commonly referred to as “dead week” or the “last week of classes”). Without exception, this petition must be submitted to and approved by the chair of the department on division prior to the end of the first week of classes, and, if approved, the examination must be indicated in the syllabus. Any tests given during the last week of classes are not permitted as a substitute for a final exam and/or project as described in the [Office of the University Registrar’s Academic Progress website](#).
- Final Examinations. All final examinations must be given according to the schedule published in the [Schedule of Courses](#), unless otherwise approved by the associate provost for undergraduate academic affairs or the associate provost for graduate academic affairs.

#### 4.2.3 Evaluation of Faculty Teaching

Faculty members are encouraged to have their teaching regularly evaluated. Evaluation can take several forms:

- WVU Student Evaluation of Instruction
- Evaluation by other faculty members
- Evaluation of teaching materials

The Student Evaluation of Instruction (SEI) Committee recommends that instructors consider the inclusion of the statement below in their syllabi or communicate this statement prior to the conduct of evaluations. No single statement or its timing in the evaluation process can satisfy everyone. However, the Committee feels that faculty must express the importance of the SEI process to students taking WVU classes in order to elevate their participation rate.

**Student Evaluation of Instruction Statement:** “Effective teaching is a primary mission of West Virginia University. Student evaluation of instruction provides the university and the instructor with feedback about your experiences in the course for review and course improvement. Your participation in the evaluation of course instruction is both strongly encouraged and highly valued. Results are strictly confidential, anonymous, and not available to the instructor until after final grades are released by the Office of Admissions and Records. Information about how you can complete this evaluation will be provided later.”

For more information on evaluation of teaching, refer to [WVU Policies and Procedures for Annual Faculty Evaluation, Promotion, and Tenure](#). Faculty members should also consult the faculty evaluation guidelines for their own colleges and departments.

#### 4.2.4 Course Materials

##### 4.2.4.1 Textbooks

The University's bookstores are located on each campus (downtown bookstore and Health Sciences Center bookstore). Orders for textbooks and supplies required for courses are processed through the chairpersons, deans, or appointed liaisons in each college, and then must be reported to all local bookstores. Faculty members should check in their departmental offices for the specific procedures to be followed. Faculty must place textbook orders with the University bookstores, but may also order textbooks through other bookstores not affiliated with the University. Publications produced by the University, sold by the University, and intended exclusively for student purchase and classroom use at the University are to be sold at a price as close to the actual cost of publication and handling as possible. Royalties to authors are not permitted in such cases on local sales. If a faculty member publishes a textbook for use in classes at the University, the sale of that textbook as well as any other University book or publication, on or off campus, must be handled through the University's bookstores, which charge for such services. Advance sales should be arranged with the bookstores. Faculty members are subject to the Board of Governors policy on ethics ([Policy 17](#)), wherein books that are provided as sample copies by publishers are considered to be university property and not subject to sale.

##### 4.2.4.2 Copyrighted Material in the Classrooms

Federal copyright law governs the use of copyrighted material. Faculty members who wish to use such material may do so for educational purposes, but they should request permission of the writer or publisher, or they should abide by the [fair-use guidelines](#).

#### 4.2.5 Selected Student Policies and Procedures

##### 4.2.5.1 Grading

Along with the traditional grades A through F, the University uses a number of special grades that meet particular needs. All are listed and explained on the grade sheets that are issued each semester and also in each of the [University's catalogs](#).

##### 4.2.5.2 Attendance

The Faculty Senate [attendance policy](#) states that instructors must set attendance policies that are appropriate for the goals and instructional strategies of their courses. The instructor's attendance policy must be clearly conveyed to the students in the course syllabus. Instructors may include attendance records in determining the final course grade. All attendance policies that affect students' grades must be announced in writing within the first week of class. Instructors cannot require documentation of student illness from any medical provider as part of an attendance policy, since medical conditions are confidential and frequently not verifiable.

##### 4.2.5.3 Grading Procedures

In the seventh week of classes of each semester, faculty members who teach undergraduate courses report students who are earning D's or F's on their work. The grades are used for counseling and are not part of the student's permanent record. Faculty members report final grades to the Office of Admissions and Records. More information is available in the [University's catalogs](#).

##### 4.2.5.4 Posting of Grades

Grades should not be posted publicly, whether physically or electronically, by name, Social Security number (even partial Social Security number) or other personal information that can be identified with an individual student by anyone other than the professor and that student. See [FERPA policy](#) for further details.

##### 4.2.5.5 Maintenance of Academic Integrity of Student Grades

Faculty, students, and administrators share the responsibility to maintain the University's academic integrity (refer to Section 4.1.3). From the perspective of academic integrity of

grades, it is essential that the process of faculty issuance of student grades measure the achievement of the individual student. Student academic dishonesty may impede the accurate measurement of student achievement, and thus violate the standards of academic integrity on the part of the student. Student academic dishonesty includes the following: plagiarism; cheating and dishonest practices in connection with examinations, papers, and projects; and forgery, misrepresentation, and fraud. Cheating and plagiarism are condemned at all levels of University life. Refer to the official University policy on cheating and plagiarism available in the [University's catalogs](#), and the [Academic Integrity/Dishonesty Policy](#). If a faculty member has adequate reason to proceed with a sanction of a student grade as defined in *WVU Student Conduct Code*, Article 3, B1, the faculty member is to fill out an Academic Dishonesty [Form](#). There is a [flowchart](#) associated with the academic dishonesty policy with respect to student grading, refer to the Academic Dishonesty Reporting Procedure.

#### 4.2.5. 6 Grade Appeals

Just as faculty must uphold the standards of academic integrity in the process of issuing grades, students also have a process with which to appeal grades via an ombudsman procedure described in the Student Conduct Code, West Virginia University Board of Governors [Policy 31](#). Students have the right to appeal final course grades that they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race or color, sex, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The grade appealed remains in effect until the appeal procedure is completed, or the problem is resolved. The Student Grade Appeals policy is located under “Appeals” on the [Student Conduct Code website](#).

#### 4.2.5.7 Changing Grades

A faculty member designs syllabi, teaches courses, and assigns grades, for which he or she must have a rationale. Under normal circumstances, the assigned grade is the final grade a student receives.

Administrative actions can, however, affect a grade. For example, under special circumstances, the appropriate administrator may approve a retroactive withdrawal from a course. Moreover, in the case of a formal grade appeal made by the student via the appropriate application of West Virginia University Board of Governors [Policy 31](#), Article IV, Section D, the administrator may adjudicate a case and change a student's grade. In the case of a grade appeal from a student made of a faculty member who is no longer in the employ of the institution, the administrator may give or change a grade in adherence with the general principles of Academic Integrity as contained in the Office of Academic Integrity's Policy and Procedures for Responding to Allegations of Academic Misconduct at West Virginia University.

Academic dishonesty charges have their own procedure, however, which is outlined in the catalog and faculty handbook. The faculty member has every right to collect evidence, charge a student with academic dishonesty, and award an "F" (including an unforgivable "F"), if that is the consequence he or she has chosen. If the student wants to appeal, he or she has every right to appeal the grade to the Committee on Student Rights and Responsibilities, and the faculty member has the opportunity to respond. If the Committee finds in favor of the student, then the grade is changed by the appropriate administrator in strict accordance with the procedure. Therefore, in cases of academic dishonesty, the process to handle that infraction must be followed, and neither the faculty member nor an administrator may impede the process.

Finally, if a situation arises in which a grade is challenged through the legal system, it is possible that an administrator may be directed to change a grade either as part of a verdict or as part of a legal settlement. Thus, in the great majority of circumstances, faculty assign the grades that appear on student transcripts according to the tenets of Academic Integrity as espoused in Section 4.1.3. There are, however, circumstances when the assigned grades may be altered by application of the formal grade appeal procedure, as indicated by the above examples (Office of the Provost, January 2005).

#### 4.2.5.8 Rule for Recording Last Day of Participation in Course

US Department of Education compliance regulations state that a student who does not earn any passing grades within a term is considered to have *unofficially withdrawn* from the institution and a return of federal funds to aid programs is required. In order to evaluate the return of funds accurately, it is necessary to determine the date that the student last participated in an academic activity.

Participation is defined as any work or materials received from the student, such as exams, quizzes, projects, homework, etc. It can include an annotation by the instructor that the student physically attended class or a class-assigned study group or conference; or otherwise participated in the course through tutorials, computer-assisted instruction, academic advising or counseling. Therefore, in cases where the student did not officially withdraw from the course but failed to participate (as defined above) through the end of the course, faculty will assign a grade of "F" unless eligible for an incomplete. Since grades will be entered through Web for Faculty online, faculty should indicate a last date of participation in the field labeled "Last Attend Date mm/dd/yyyy" to the right of the student grade. For faculty who record attendance, this will be the last date attended. For faculty who do not record attendance, this will be the date of the last test taken by the student or the date of the last recorded participation in a class activity.

The date is not required if the student completed the course but earned an "F" through normal evaluation of academic performance.

#### 4.2.5.9 Confidentiality and Student Records

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) ensures that a student's educational record will be treated as confidential. Therefore, student grades and test scores may be posted only according to a random code, but not by the student's identifying numbers. Within the University, only those with a "need to know," that is, those for whom the information is necessary to conduct official business, will have access to student educational records. The full text of the University's policy on student grades is available at the [Registrar's website](#).

#### 4.2.5.10 [Military Leave Policy \(students\)](#)

### 4.2.6 Academic Student Support

#### 4.2.6.1 Student Advising

In addition to the advisors at the [Center for Learning, Advising and Student Success \(CLASS\)](#), other advisors may help students prepare their schedules, assign students to classes, and certify their course schedules for the director of admissions and records. The advisors are expected to give such advice and guidance as the students may need during their career at the University. Students are expected to feel free to see their advisors to discuss problems.

The CLASS provides centralized academic advising services to lower-division students in general studies and students in pre-major programs leading to degrees in arts and sciences, business and economics, medical technology, nursing, pharmacy, and physical therapy. Students who have not selected a major are also advised at the CLASS.

#### 4.2.6.2 Student Support

Faculty members may wish to refer students to a variety of student support services. For more details and additional student information, consult the [Office of the Dean for Student Affairs](#).

#### 4.2.6.3 Best Practices for Faculty in a Student-Centered Learning Environment

Faculty members at a student-centered institution have a professional obligation to work with their students year-round. The University endorses this belief and thus gives faculty access to university facilities, such as the library, office services, and institutional support, throughout the year. As members of the University community engaged in student learning, faculty are encouraged to respond in a timely fashion to student requests.

#### 4.2.6.4 Emergencies

## Counseling and Psychological Services

WVU operates a Student Center of Health called [WELL WVU](#), with a focus on prevention and wellness. This department brings together the services for the [Carruth Center, Student Health/Psychiatry and Health Promotions \(CCCPS\)](#). Faculty who are interested in assisting their students may refer the students to the WELL WVU website: [well.wvu.edu](http://well.wvu.edu), or may choose to refer students to the Carruth Center directly. The WELL WVU site has good information online including stress management, online surveys, Ask the Expert, twitter, and student health pod casts.

The CCCPS is located at the Health & Education Building on the Evansdale campus. Hours are 8:15 a.m. to 4:45 p.m., weekdays. For information call 304-293-4431.

In an Emergency - An after-hours telephone crisis consultation service for psychological emergencies is available. Call 304-293-4431 after regular hours, and the WVU Department of Public Safety will answer your call, take your phone number, and immediately contact the Carruth Center staff member on call, who will respond.

[Student Health Service](#) - Student Health Psychiatry offers outpatient evaluation and treatment of problems such as depression, anxiety disorders (generalized anxiety, panic, obsessive-compulsive, social, post traumatic stress disorder), bipolar disorder, and attention deficit disorder. For more information call 304-293-6972 for a Mental Health appointment.

### **4.3 Research and Publication**

#### 4.3.1 Research

Research involves the creation and synthesis of knowledge, the creation of new approaches to understanding and explaining phenomena, the development of new insights, the critical appraisal of the past, artistic creation and performance, and the application of knowledge and expertise to address needs in society and in the profession. For more detail, see the [Policies for Annual Faculty Evaluation, Promotion, and Tenure](#).

#### 4.3.2 WVU Office for Research

The WVU Office for Research is the primary point of contact for research administration, development, stimulation, and support within the Office of the Provost. The Office for Research provides administrative and executive support for the WVU Research Corporation. The office also serves as the principal point of contact for the Office of the President in coordinating congressional and federal research projects. The office is headed by the vice president for research. For additional information about any of West Virginia

University's research programs or the WVU Research Corporation, contact the [Office for Research](#) at 304-293-3449.

#### 4.3.3 Research Support

For their own professional advancement and that of the University, faculty members are encouraged to undertake projects funded by non- University sources. Research and training projects must be consistent with the broad educational, research, and scholarly goals of the University, colleges, and departments; they must not entail commitments that the University is not in a legal or budgetary position to fulfill; and they must not impede the University's ability to meet its instructional obligations.

Faculty members on nine-month contracts who receive research support may earn up to 2.5 months' salary from external sources during the summer months; the compensation may be increased to 3.0 months with the approval of the Office of the Provost. Faculty members with nine-month contracts whose summer employment is funded by a grant and are promoted with an attendant increase in pay may charge summer support on grants at the individual's pre-increase contract rate through June 30 and at the new rate beginning July 1. During a regular semester, faculty members on twelve-month contracts and those on nine-month contracts are permitted to undertake such research by an appropriate adjustment of their contractual duties for the University, but an increase in the contractual base salary from grant and contract funds is not permitted. However, individual colleges and schools have implemented the University's policy to permit a non-contractual salary increase through the Academic Activity Incentive Policy when faculty members have obtained extramural funding. Additional information on this policy is available from the dean's office or the Office of Sponsored Programs.

The [Office of Sponsored Programs' \(OSP\)](#) mission is to support the West Virginia University community in the acquisition and administration of externally funded projects for research, teaching and service. OSP reviews and submits proposals, negotiates, accepts, and initiates awards on behalf of West Virginia University and the West Virginia University Research Corporation. They can be reached at 304-293-3998.

Funds from grants or contracts accepted by the University become subject to all of the University's and/or Research Corporation's financial, administrative, and reporting procedures. Please contact the Office of Sponsored Programs for exact guidance.

#### 4.3.4 Faculty Research Ethics, Standards, and Controls

The Office of Research Integrity and Compliance covers the areas of [academic integrity in research](#) , human subjects, animal welfare, conflict of interest, and export control (biosafety is handled by the [Office of Environmental Health and Safety](#)). They provide information about policies/procedures, guidelines, educational programs, and monitoring and accountability in these areas. They can be reached at 304-293-7073.

All research involving human subjects or human subjects data conducted at WVU or its affiliated institutions by faculty, staff, or students must have prior approval from the [Institutional Review Board for the Protection of Human Research Subjects \(IRB\)](#). The purpose of the board is to protect the rights and welfare of individuals who serve as subjects of research and to ensure institutional compliance with those ethical considerations contained in the Code of Federal Regulations (45 CFR 46). The IRB maintains a set of guiding principles and operating policies that demand that the highest professional standards are met and that the research procedures do not infringe upon the safety, health, welfare, or lives of those subjects.

All research involving animals must have approval from the [Animal Care and Use Committee \(IACUC\)](#) housed in the office of research integrity and compliance. The purpose of this committee is to oversee the animal programs, facilities and procedures at WVU, insuring the health and well-being of all animals being used for research, testing, and education.

For purposes of research, a conflict of interest in research exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising any university duty or responsibility, pertaining to designing, conducting or reporting research. A conflict of interest in research occurs when there is a divergence between an individual's private interests and his or her professional obligations such that an independent observer could reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. The appearance of a research-related conflict may be as serious and potentially damaging as an actual conflict of interest because it undermines public trust locally and nationally, even when the facts are brought to light. WVU requires an annual conflict of interest in research disclosure from any investigator who wishes to conduct research as per federal and state regulations cited in the WVU Policy on [Conflicts of Interest in Research](#).

The purpose of WVU's export control program is to ensure that WVU Personnel are aware of and understand the responsibilities for compliance with United States export control laws and regulations. Export control laws and regulations cover a broad range of WVU activities. The first step to compliance is determining whether a planned activity raises export control issues. Some of those activities may include:

- Performing or planning to perform research involving export controlled subject matter, equipment, or materials;
- Hiring or planning the hiring of a non-immigrant employee
- Traveling internationally for University-related business;
- Traveling for any reason to an embargoed country with University-owned equipment (including laptop computers, smart phones, tablets, etc.);
- Accessing University e-mail, computer networks, or files while abroad;

- Shipping technology, equipment, samples, or software outside of the U.S.;
- Inviting or hosting visitors to the University who are non-U.S. persons;
- Engaging in business transactions or legal agreements with foreign entities; or
- Purchasing items from foreign entities or entities in foreign countries.

For further direction, please contact the ECO directly at 304-293-3084 or [exportcontrol@mail.wvu.edu](mailto:exportcontrol@mail.wvu.edu)

#### 4.3.5 Office of Technology Transfer

The [Office of Technology Transfer](#) (OTT) is responsible for the protection and commercialization of [Intellectual Property](#) (includes patents and copyrights) for all WVU organizations. Faculty members and other researchers are the primary source of IP, either through the invention of new products or processes, or through know-how and expertise in certain fields. Intellectual property can be protected through patents, copyrights, trademarks, and trade secrets. Commercialization occurs primarily through licenses of patents and/or know-how to existing companies, and, in some cases, through the creation of a joint venture or even a start-up company. The OTT provides important policies, forms, and other useful information related to IP and Technology Transfer activities at WVU.

#### 4.4 Service

Service activities involve the application of the benefits and products of teaching and research to address the needs of society and the profession. These activities include:

- Service to the University
- Service to the profession
- Service to the state and to citizens or others at regional, national, and international levels

In keeping with its tradition as a land-grant institution, the University is committed to the performance and recognition of service activities on the part of its faculty as an essential component of its mission. The evaluation of service should include assessments of the degree to which the service yields important benefits to the University, society, or the profession. Especially relevant is the extent to which the service meets the needs of clients, induces positive change, improves performance, or has significant impact on societal problems or issues. Service contributions considered for evaluation are those which are within a person's professional expertise as a faculty member, and performed with one's University affiliation identified. For more detail, see the [Policies and Procedures for Faculty Evaluation, Promotion, and Tenure](#). The definition of the nature and extent of acceptable service for purposes of promotion and tenure should be identified further in the appropriate unit's evaluation guidelines.

## **Part 5 Faculty Rights, Responsibilities and Duties**

### **5.1 Introduction**

The faculty are entitled to the same safeguards of the rights and freedoms of citizenship afforded those outside the academic community.

### **5.2 Academic Freedom**

Academic freedom for faculty members is protected along with tenure and academic due process. Such protections of the rights of the faculty benefit everyone affected by the policies and programs of the University. The University is a marketplace of ideas. In order to transmit, evaluate, and extend knowledge, it cannot require conformity with any orthodoxy of content and method. In the words of the United States Supreme Court, "Teachers and students must always remain free to inquire, to study and to evaluate, to gain new maturity and understanding; otherwise our civilization will stagnate and die." See AAUP, "[Recommended Institutional Regulations on Academic Freedom and Tenure](#)," for the complete statement from which this passage was taken.

The Higher Education Policy Commission and the West Virginia University Board of Governors recognize that the vigilant protection of constitutional freedoms is nowhere more vital than in the universities and colleges in West Virginia. With academic freedom protected, faculty members may teach, discuss, study, conduct research, and publish to fulfill their function at the University. Further, all faculty members have academic freedom in the classroom, where they may exercise their professional right to discuss material relating to their discipline and the subject being taught. Faculty members may also conduct their research and publish the results of their research with full freedom as long as they do not sacrifice their other academic or professional duties. Finally, faculty members may speak or write with the same rights and freedoms enjoyed by other citizens and without institutional censorship or discipline.

It is further recognized that as a corollary of academic freedom, the faculty has a responsibility for guiding the scholarly pursuits of the University as well as for guiding the scholarly pursuits of each college, school, or their academic equivalent in the University. The University faculty acknowledges responsibility to communicate to those exercising legal authority over the institution its views on matters bearing upon the educational program as described in the [Faculty Constitution](#).

### **5.3 Academic Responsibility**

Academic freedom is accompanied by academic responsibility. Faculty members enjoy special positions that impose special obligations. As persons of learning and educational

officers, faculty members should be circumspect, should show respect for the opinions of others, and should clearly indicate when they speak officially on behalf of the University and when they do not. In addition, faculty members have the responsibility to protect, defend, and promote academic freedom for all members of the University. They also are responsible as teachers to speak accurately and with respect for the rights and responsibilities of others.

#### **5.4 Professional Ethics**

Scholars, teachers, and researchers seek, explore, and apply knowledge, and, in doing so, they are bound by their professional obligation to be upright in their pursuit of knowledge, honest in its dissemination, and committed to its efficacy. Without such integrity, the University cannot function as a community of scholars. The Senate Academic Integrity Committee reviews questions and grievances concerning research and scholarship. Separate Academic Integrity Committees exist for the each campus of the University. For information on the review of alleged misconduct in research and scholarship, see [Policy and Procedures for Responding to Allegations of Misconduct in Research and Scholarship](#) at West Virginia University.

#### **5.5 Social Justice and Freedom from Illegal Discrimination or Harassment**

West Virginia University is committed to social justice, and to the principle that no form of illegal discrimination or harassment will be tolerated. Complaints of illegal discrimination and/or harassment on the basis of age, color, disability, ethnic origin, marital status, race, religious beliefs, sex, sexual orientation, or veteran status will be addressed in an objective and timely manner. The University is also committed to providing its faculty, staff, and students with a work and educational environment free from illegal discrimination or harassment. Illegal discrimination or harassment creates an intimidating, hostile, or offensive environment for work or study, and is expressly prohibited by the University. Any employee or student with such a complaint may contact appropriate personnel, including the unit social justice liaison, his or her dean or director, or the President's Office for Social Justice.

The Student Instruction Committee of the Faculty Senate recommends that a statement reflecting the University's social justice commitment be included in each course syllabus. The recommended text of the social justice statement can be obtained from the [Division of Diversity, Equity and Inclusion](#) or the associate provost for academic programs.

#### **5.6 Outside Employment and Consulting**

Outside employment is left to the discretion of the faculty member, subject to the policies governing consulting stated below. The compensation derived from such activities is also left to the discretion of the faculty member. However, faculty members may not tutor their

own students for compensation. A full-time faculty member may not accept teaching assignments at other institutions without the approval of the dean. Such teaching falls under the policies governing consulting.

Consulting by faculty members is normally limited to an average of one working day per week. Such consulting should not prevent a faculty member from fulfilling responsibilities to the institution. Consulting work must be reported to the chairperson, who reports to the dean regarding the extent of consulting by the faculty members in the department. University stationery and other resources may not be used for correspondence or for reports that are related to the consulting work. The University rarely uses its employees and resources for paid consulting on its own projects. Such consulting must be approved by the dean and receive clearance from the Office of Sponsored Programs when a sponsored project is involved. Outside employment and consulting activities must be consistent with the provisions of West Virginia University Board of Governors [Policies 2](#) and [17](#).

### **5.7 Conflict of Interest**

Conflict of interest exists if any member of the family of the faculty member is part of a corporation, has an interest in it, or owns a majority of its stock, and that corporation furnishes to the University goods, services, or anything else. Conflict of interest, however, does not apply when a faculty member receives money for services performed under the University's consulting policy and the funds are supplied to the University by another agency through a grant, contract, or other arrangement.

The examples of conflict of interest given here are not meant to be the only possibilities. Situations may arise in which other examples of conflict of interest occur. Conduct by a faculty member constituted to be a conflict of interest is grounds for suspension or dismissal from the University for cause. Through this policy, the University carries the provisions of the Constitution of West Virginia, Section 9, Article 12, adopted on March 15, 1969. In addition, faculty should consult West Virginia University Board of Governors Policy 17 and WV Code 6B-1 of the West Virginia Governmental Ethics Act.

### **5.8 Conflict Resolution and Academic Due Process**

Faculty members have the right of academic due process in accordance with the provisions of [Higher Education Policy Commission Series 9](#), which governs academic freedom, appointments, promotion, tenure, evaluation, dismissal and termination, and grievances and appeal.

#### **5.8.1 University Mediation Program**

Mediation is a structured process of communication, where people can discuss and resolve issues between them. The process uses mediators who help clarify issues, identify possible

options, and create a course of action that the involved parties agree upon. See [Mediation](#) on the Diversity, Equity and Inclusion web page for more information.

### 5.8.2 Grievance Procedures

A faculty grievance may be heard under the procedures described in W. Va. Code §6C - 2. These procedures may also be used by faculty members who have been denied reappointment, promotion, or tenure, who are given notice of termination because of program reduction or discontinuation, or dismissal for cause. See [Grievance Procedure](#).

A faculty member whose appointment is to be terminated shall receive formal written notice of termination from the president of the University or from a designated representative. The written notice will include a description of the appeal procedures that are available to the faculty member.

## 5.9 Liability Coverage

Liability coverage applies to "any elected or appointed official executive officer, commissioner, director, or member of [West Virginia University] while acting within the scope of his [or her] duties as such, or any faculty member, employee, volunteer worker or student teacher of [West Virginia University] while acting within the scope of their duties as such, but the insurance afforded such individuals does not apply to 'bodily injury' to another faculty member, employee, volunteer worker or student teacher of [West Virginia University] arising out of or in the course of his [or her] employment. 'Employee' shall not include any person working on a retainer or contractual agreement."

Normally students are not covered by the University's liability coverage. However there may be instances where coverage and/or waivers of coverage may apply. For more information contact the University's risk manager at 304-293-5711, ext. 2218 or at the Health Sciences Center at 304-293-3584.

## 5.10 Personal Property Insurance

Personal property insurance is not provided by the State of West Virginia; therefore, property kept in University offices or classrooms is not insured. Faculty members may wish to include their personal property in their homeowner or renter insurance policies, if their insurance covers off-premises items.

## Part 6

### Faculty Development and Awards

- Grants Available to Faculty

- Awards
- Sabbatical Leaves
- Professional Development Program
- Graduate Tuition Waivers for Faculty
- Other Faculty Opportunities

## **6.1 Grants Available to Faculty**

[Guidelines and application forms](#) are available online.

### **6.1.1 Research and Scholarship Advancement**

The Research and Scholarship Advancement Grants are designed to stimulate and support creative scholarship and research by members of the University faculty, especially newer faculty, and to encourage the development of further support from other sources. Support from this program is available to full-time regular faculty reporting to the Morgantown and Charleston campuses. The deadline is in February.

### **6.1.2 Senate Faculty Travel Grants**

Full-time faculty reporting to the Morgantown and Charleston campuses may apply to this program for support to present work or to take advantage of another professional development opportunity either at a conference or in another venue. There are deadlines in September and February.

### **6.1.3 Grants for Community Engagement**

Grants for Community Engagement are designed to stimulate and support public service projects conducted by members of the Faculty Assembly and other full-time regular employees reporting to the Morgantown and Charleston campuses. The deadline is in February.

### **6.1.4 Academic Conference Grants**

Academic Conference Grants are designed to support the hosting of a focused academic mini-conference or to host regional, national, or international meetings. The end goal of a mini-conferences would be to produce a significant scholarly work in terms of an edited book, monograph, or special edition of a peer reviewed journal or other creative output (script for a play, a play, a musical composition or recording, juried exhibit, etc.) that would not have been possible without the in-person conference. The goal of hosting an academic conference could be the same, but would primarily be for increased visibility and reputation of the institution by serving as the host institution. The deadline is in February.

## 6.2 Awards

### 6.2.1 Outstanding Teaching

Departments, colleges, schools, and programs throughout the University honor faculty members who are outstanding teachers. The West Virginia University Foundation [Awards for Outstanding Teaching](#) recognize developing or established patterns of distinguished teaching and/or exceptional innovation in teaching methods, course and curriculum design, and instructional tools. Six awards of \$2,500 each are awarded annually. Faculty on all WVU campuses are eligible.

### 6.2.2 Caperton Award for Excellence in the Teaching of Writing

This [Caperton Award for Excellence in the Teaching of Writing](#) was made possible through the generosity of former West Virginia Governor Gaston Caperton. The award promotes the effective teaching of writing at West Virginia University by recognizing tenured faculty members who exhibit dedication and proficiency to the teaching of writing across the curriculum, and in all fields. Recipients of the award receive a stipend of \$5,000.

### 6.2.3 Outstanding Research and Scholarship

Departments, colleges, schools, and programs throughout the University honor faculty members who are outstanding scholars. The [Benedum Distinguished Scholar Awards](#) of \$5,000 recognize distinction in the research, scholarship, or creative activity of faculty members. Faculty on all WVU campuses are eligible. Distinction may be reflected in either a single recent achievement or in an extended and continuing career of significant research, scholarship, or creative activity. The awards are funded by the Benedum Endowment.

### 6.2.4 Outstanding Service

The goal of the Ethel and Gerry [Heebink Award for Distinguished State Service](#) is to recognize the achievements of University employees who have demonstrated a pattern of distinguished service to the state above and beyond the employees' specific job responsibilities. There are two Heebink Awards. The first carries a monetary award of \$3,000 and is given annually in recognition of sustained, meritorious service that has broad impact throughout the state. The second award is for \$2,000 and is given in alternate years for meritorious service with broad statewide impact, but for a time period of less than eight years. Except for length of service, the criteria for receiving the awards are similar. Faculty on all WVU campuses are eligible.

## 6.3 Sabbatical Leaves

Sabbatical leave may be awarded to qualified faculty members to facilitate their research, writing, or equivalent scholarly or creative activity. According to West Virginia University Board of Governors [Policy 3](#), any faculty member holding regular rank is eligible for sabbatical leave after completing six years of employment at the University. Upon completing a sabbatical leave, faculty members are not again eligible until their seventh subsequent year of University employment. Faculty members on sabbatical leave receive full salary for no more than one-half of the contract period or half salary for no more than the full contract period. Upon returning from sabbatical leave, faculty members must file with the president or designee written reports of their scholarly activities undertaken while on leave.

#### **6.4 Professional Development Program**

The [Professional Development Program](#) is broader in scope than sabbaticals and more flexible in its application. Any full-time faculty, classified staff, or non-classified staff member is eligible to be considered for participation. Tenure status, or appointment to a tenure track, is not a factor in determining eligibility. Tenure-track faculty may be considered for sabbatical leaves or Professional Development Program leaves. Personnel must complete at least four years of continuous full-time employment at WVU before being eligible for the Professional Development Program. Participation may be based on any activity or form of continuing education that contributes to the enhancement of the skills of the employee and the mission and goals of the unit and University. Program participation may vary in length from one month to a full contract period, depending on the number of years of prior eligible service at WVU. Full or half pay may be received depending on the length of the activity. Applications will be accepted in January for programs starting the following fall semester and in July for those starting the following spring semester.

#### **6.5 Graduate Tuition Waivers for Faculty**

All full-time, benefits-eligible faculty are eligible to apply for a maximum of six hours of WVU [graduate tuition waivers](#) each semester (the faculty member must apply to and be admitted to WVU as a graduate or professional student). Full-time faculty who are on sabbatical leave are eligible to apply for a full-time waiver. Requests must be made in writing to the Graduate and Professional Tuition Waiver Policy Committee. For purposes of allocating graduate tuition waivers, the entire summer session is equivalent to a regular semester during the academic year, and a faculty member is eligible for a maximum of six hours of graduate tuition waivers. Forms and guidelines are available in deans' offices. The value of the waiver may be considered as income for tax purposes. Faculty taking advantage of this opportunity may wish to consult a tax advisor.

### **Part 7**

Salary, Leaves, Benefits, and Other Matters

The following information is provided as a summary of salary, leaves, benefits and other matters impacting faculty employment. The information provided should be considered a summary of these topics, and it does not supersede University policy or procedure. For more information on any of the topics listed below, please contact the Division of Human Resources or the Payroll and Employee Processing Services where indicated.

- Faculty Salaries
- Leaves With Pay
- Leaves Without Pay
- Benefits

## **7.1 Faculty Salaries**

Faculty salaries are determined annually. Rules governing salary increments may change from one year to the next. Following legislation on faculty salaries, the Higher Education Policy Commission issues appropriate salary guidelines. The current University faculty salary policy is available at [here](#). Deans and chairpersons submit to the appropriate vice president their recommendations on performance-based salary increments for each member of the faculty. The recommendations are based on the criteria for increases and the results of annual faculty evaluations.

A special [Salary Enhancement for Continued Academic Achievement](#), is available to faculty at the rank of Professor.

### **7.1.1 Frequency of Payment**

University employees receive salary payments semi-monthly. Faculty members with nine-month contracts whose summer employment is funded by a grant and are promoted with an attendant increase in pay may charge summer support on grants at the individual's pre-increase contract rate through June 30 and at the new rate beginning July 1.

### **7.1.2 Electronic Direct Deposit**

Direct deposit of salary or wages is recommended for WVU employees, and is required for all new employees. To enroll for direct deposit, please contact the Payroll Department.

### **7.1.3 Payroll Deductions**

Through the Department of Human Resources, the University offers mandatory and optional payroll deductions for various purposes.

### **7.1.4 Earnings Statement**

Each employee receives an earnings statement showing gross pay, itemized deductions, and net pay. For those paid from more than one budget unit, the monthly salary contributions of the different units are consolidated on the earnings statement. Electronic pay stubs are available at the [West Virginia State Auditor's Office](#) via the [myApps](#) website.

#### 7.1.5 Change of Name, Address, Exemptions, or Beneficiaries

Changes in name or address should be entered on a form available in the college or school Expert Business Office (EBO). Such information must be current in order to ensure that W-2 wage and tax statements and other important University mail will reach the faculty member. To change exemptions contact the Payroll and Employee Processing Services (304-293-3379). To change beneficiary information contact the Division of Human Resources (304-293-5700).

### 7.2 Leaves With Pay

#### 7.2.1 Holidays

West Virginia University Board of Governors [Policy 8](#) specifies that the University will observe twelve paid holidays during the fiscal year. In addition, general and primary election days are treated as holidays. If a recognized holiday occurs on a Saturday, the University will officially observe it on the preceding Friday. If a recognized holiday occurs on a Sunday, the University will officially observe it on the following Monday.

#### 7.2.2 Leave for twelve-month faculty

##### 7.2.2a Annual Leave

Faculty members and administrators with twelve-month contracts are eligible for twenty-four days of annual leave per year, which is calculated at the rate of two days (15.0 hours) for each month of service. The leave may not be taken before it is earned. Faculty members with contracts of less than twelve months are not eligible for annual leave. Annual leave is prorated for twelve-month faculty and administrators who are less than 1.00 FTE.

##### 7.2.2b Accumulated Annual Leave

Accumulated annual leave for faculty members may be extended beyond the amount earned during a one-year period only under unusual circumstances and with the written approval of the president or his/her designee. Faculty members have the option to receive a lump sum payment for all accrued and unused annual leave at the conclusion of active employment.

##### 7.2.2c Sick Leave

Faculty members and administrators with twelve-month contracts are eligible for eighteen days of annual leave per year, which is calculated at the rate of one and one half days (11.25 hours) for each month of service. Sick leave is prorated for twelve-month faculty and administrators who are less than 1.00 FTE. The leave may not be taken before it is earned. Faculty with contracts of less than twelve months are not eligible for accumulated sick leave.

Qualifying employees may use their unused accrued leave to pay for their PEIA health insurance premium upon retirement. The portion of the premium that is paid by accrued leave depends on the employee's effective date of coverage in the PEIA eligibility system. Employees hired on or after July 1, 2001 are not eligible for this benefit.

Full-time faculty members employed on an annual contract basis for a period other than twelve months may extend employer-paid insurance coverage based on years of teaching service.

#### 7.2.2d Catastrophic Leave

Catastrophic leave applies to twelve month faculty on an approved medical leave who are suffering from or caring for an immediate family member who is suffering from a catastrophic illness or injury which creates a financial hardship because the faculty member has exhausted all sick or annual leave and other paid time off. Please contact the division of Human Resources for specific eligibility requirements or for further information.

#### 7.2.2e Other Leave

For information on Maternity Leave, Jury Duty Leave, and Military Leave and for more details on the various types of leave identified above, see the West Virginia University Board of Governors [Policy 24](#).

#### 7.2.3 Programs for Faculty less than Twelve Months

Memorandum, dated January 27, 2011, defines full-time work for traditional faculty. <http://wvufaculty.wvu.edu/r/download/93004>

#### 7.2.3a Parental Work Assignment Procedure (PWAP)

PWAP will often result in a release or modification from traditional teaching duties during an employee's traditional assignment to accommodate the birth, adoption, or guardianship of a child.

PWAP I (tenure & tenure track faculty who do NOT accrue leave):

<http://wvufaculty.wvu.edu/r/download/98343>

PWAP II (non-tenurable faculty who do NOT accrue leave):

<http://wvufaculty.wvu.edu/r/download/121442>

PWAP Form:

<http://wvufaculty.wvu.edu/r/download/232888>

Cases have been developed for PWAP I and PWAP II to help illustrate how the procedure may be implemented. They can be accessed [here](#).

### 7.2.3b Alternative Work Assignment Procedure (AWAP)

AWAP will often result in a release from or modification of traditional teaching duties during an employees' traditional assignment to accommodate serious circumstances— "...illness of the faculty member or a member of the immediate family; care of an elderly parent; or some other serious but unforeseen circumstance" without salary modification.

AWAP Procedure: <http://wvufaculty.wvu.edu/policies/alternate-work-assignment-procedure>

AWAP Form: <http://wvufaculty.wvu.edu/r/download/232888>

7.2.4 Sabbatical Leave See section 6.3 of this Handbook.

## 7.3 Leaves Without Pay

### 7.3.1 Leave of Absence

For compelling personal reasons or for research and other creative activity, full-time faculty members may apply through their chairpersons or deans for leaves of absence without pay. Upon the written approval of the president or his/her designee, the faculty member may be granted a continuous leave of absence without pay for a period not to exceed one year. Exceptions may be made if the faculty member is engaged in non-elective government service. For a personal leave of absence, all accumulated annual leave must be taken before the leave begins. For details, see West Virginia University Board of Governors [Policy 24](#).

### 7.3.2 Parental Leave

This unpaid twelve-week leave may be used by an employee to care for a child upon birth or adoption or to care for a dependent child, spouse, or parent. Application and verification are required.

### 7.3.3 Temporary Absences

Faculty members must inform their chairpersons or deans well in advance of any expected or planned absences other than normal annual leave periods or University holidays. If the faculty member must be absent because of sudden illness or other unexpected event, the chairperson or dean is to be informed as soon as possible so that substitute instruction can be arranged. Under no circumstances should faculty members dismiss regularly scheduled class meetings without first informing and explaining their intention to the chairperson.

### 7.4 Family and Medical Leave Act

The Family Medical Leave Act (FMLA) allows eligible employees up to twelve weeks time off from work (paid or unpaid) during a twelve-month period for certain family issues or medical situations involving their spouse, child or parent or their own serious medical condition. Employees are eligible if they have worked at WVU for at least twelve months, and if they have worked 1,250 hours during the twelve months prior to the start of the FMLA leave. Certification and approval are required.

Eligible employees with a spouse, son, daughter, or parent on active duty or on a call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve-week leave entitlement to address certain qualifying contingencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six weeks of leave (paid or unpaid) to care for a covered service member during a single twelve-month period.

For more information on FMLA please contact the Division of Human Resources (304-293-5700).

### 7.5 Benefits

7.5.1 Additional Benefits information is available online at [Human Resources](#).

#### 7.5.2 Identification Cards (Mountaineer Cards)

Benefits-eligible employees are issued a Mountaineer photo identification card. The card provides free access to the PRT and [Mountain Line Transit Authority](#) public transportation. The card can also be used to access facilities such as the Natatorium, Shell Building, University Libraries, and to obtain discounts for tickets. Some areas use the card for building and parking access, or to activate time clocks. New employees on the main campus can have their identification card produced by the Mountaineer Card Office (304-293-CARD).

A spouse identification card may allow the employee's spouse to use certain University recreation facilities. Call the Student Recreation Center at 304-293-PLAY (7529) for more information.

## 7.6 Other Matters

### 7.6.1. Employee Wellness

[Employee Wellness](#) offers a variety of custom programs and services as well as instructional programs. Health Screenings, fitness activities, weight management, lifestyle change programs and more are offered to all benefit-eligible employees. Employees, family members, and retirees who are enrolled in any of the WVU medical plans are also eligible to participate in the PEIA Pathways to Wellness Program.

### 7.6.2 Family Friendly Practices for Faculty

West Virginia University recognizes the need for policies and practices that are family friendly and that promote work/life balance. The nature of the professoriate has changed over the past decades, and female as well as male faculty members often combine family responsibilities with the development of their academic careers. The [Family Friendly](#) document is a compilation of current and proposed policies and practices at WVU that assist tenured and tenure-track faculty members in meeting their responsibilities toward their families while continuing to make appropriate progress in their careers.

### 7.6.3 Policy 51

“...relates to the circumstances under which the usual seven-year tenure clock may be extended”.

Policy 51: <http://wvufaculty.wvu.edu/policies/extension-of-the-tenure-clock-policy-51>

Policy 51 Form: <http://wvufaculty.wvu.edu/r/download/231644>

### 7.6.4 Lactation Support Program

The Lactation Support program allows reasonable break time for nursing mothers.

<http://benefits.hr.wvu.edu/r/download/142420>

To assist women in locating comfortable and private locations to express milk, WVU maintains a Lactation Network:

[http://advance.wvu.edu/faculty\\_equity\\_initiatives/lactation\\_networks](http://advance.wvu.edu/faculty_equity_initiatives/lactation_networks)

### 7.6.5 WVU Child Learning Center

The center is licensed to provide care to over 200 children ages 6 weeks to school age.  
<http://childlearningcenter.wvu.edu/>

#### 7.6.6 Program Change

It is the purpose of the Program Change document to affirm program change as a tool for institutional enhancement; to offer guidelines that facilitate change while, at the same time, protecting the rights of West Virginia University's faculty, staff, students, and administrators; and to improve the quality and viability of the University's mission through a participatory process of systematic planning and program evaluation.

#### 7.6.7 Additional Faculty Policies

- [Administrator's Evaluation](#)
- [Endowed Chair Policy](#)
- [Phased Retirement Guide](#)
- [Review of Deans](#)

### Part 8

#### General Information

[Academic Integrity \(Faculty\)](#)

[Academic Integrity \(Students\)](#)

[Admissions](#)

[Agricultural and Forestry Experiment Station](#)

Alcohol Authorization Policy: The Higher Education Policy Commission prohibits the serving of alcoholic beverages on University property or in University facilities. Exceptions to this policy are made on a case-by-case basis. Application forms may be obtained from the Office of the President.

[Alumni Association](#)

Animals: For health and safety reasons, animals are not normally permitted in university buildings. The presence of animals within University facilities, including classrooms and laboratories, will usually be permitted only as part of teaching presentations or of research projects. In certain cases State and Federal laws and regulations may apply. Service animals accompanying any individual with a disability are excepted.

[Arboretum](#) (Core Arboretum)

[Art Museum](#)

Bicycles: Parking or riding bicycles in University buildings is forbidden. Racks are provided on the campuses. Riders should be aware of the Morgantown city ordinance requiring use of helmets.

[Bookstore](#)

Box Offices

The box office in the Mountainlair and the box office in the Creative Arts Center sell tickets to all WVU Arts and Entertainment events, including concerts and performing arts. For information, call 304-293-SHOW (304-293-7469). See Also **Tickets**.

[Calendar of Events](#)

Information about University activities is also available from the following:

[The Daily Athenaeum](#)

[The College of Creative Arts Calendar of Events](#)

[Campus Maps](#)

[Career Services Center](#)

[Catalogs](#)

[Centers and Institutes](#)

[Center for Service and Learning](#)

The Center for Service and Learning works with faculty and students to coordinate community or other service-learning programs. The West Virginia Campus Compact, a statewide organization of colleges that support service learning, is also maintained through this office.

[Center for Entrepreneurial Studies and Development Inc. \(CESD\)](#)

The center is a not-for-profit organization to help scholars, teachers, and students of the University design and implement practical and innovative initiatives which promote the development of public, private, and educational enterprises throughout the state.

[Center of Excellence in Women's Health](#)

[Center for Learning, Advising and Student Success](#)

[Computing and Information Resources](#)

**Concessions and Solicitation**

Only an authorized representative of the Higher Education Policy Commission can sell or take orders for any item, thing, or service; broadcast by radio or television; or conduct fund-raising efforts in any University facility or at any University-sponsored event. Detailed information is included in the Membership Solicitation Policy available in the deans' offices. The Policy Pertaining to Organizations is also available in each dean's office.

[Copy Centers](#)

Copy services for faculty, staff, and students are available at the following campus locations: the Communications Building on Patteson Drive (304-293-6366); G100 Health Sciences Center North (304-293-5069); the Mountainlair (304-293-2040); and Ruby Memorial Hospital (304-598-4000) . For a schedule of operation or more information, 304-293-6366.

[Copyright](#)

Federal copyright law governs the use of copyrighted materials. Call 304-293-7539 for a copy of the copyright policy, and for U.S. Government information on filing for new copyright.

[Counseling and Psychological Services](#)

The CCCPS is located at the Health & Education Building on the Evansdale campus. Hours are 8:15 a.m. to 4:45 p.m., weekdays. For information call 304-293-4431.

**In an Emergency** - an after-hours telephone crisis consultation service for psychological emergencies is available, call 304-293-4431 after regular hours, the WVU Department of Public Safety will answer, take your phone number, and immediately contact the Carruth Center staff member on call, who will respond.

[Student Health Service](#) - Board certified physicians, as well as certified mid-level health care practitioners, diagnose and treat medical and psychiatric conditions of University students. In addition to the medical and mental health clinics, the Student Assistance Program that helps students with alcohol or drug problems is run by Student Health. Another service is the WVU International Travel Clinic for faculty, staff, and students to obtain the necessary immunizations for various countries. For more information you can call:

(304) 293-2311 (Medical Appointments)

(304) 293-6972 (Mental Health)

(304) 293-6584 (Student Assistance Program & Health Education)

(304) 293-1370 (Travel Health)

Additionally, there is an active outreach program across the campus wherein the mission of the Health Education Program is to provide effective education that will motivate students to maintain or adopt behaviors to improve health, prevent disease, and assist in achieving their academic goals.

[Daily Athenaeum](#)

[Day Care](#)

The University offers benefits-eligible staff and faculty a Child Care Assistance Program. Contact the Benefits Office at 304-293-5700, ext. 4. The part-time job service in the Career Services Center posts openings and maintains a list of students interested in day care or baby-sitting (304-293-2221).

[Directory](#)

No listing of University faculty members is released without the authorization of the provost and vice president for academic affairs and research or the faculty secretary.

[Division of Diversity, Equity and Inclusion](#)

The Division of Diversity, Equity and Inclusion provides social justice advocacy, policy development, coordination of diversity and multicultural programming, education and training, affirmative action oversight, equal opportunity and ADA compliance, discrimination complaint investigation, mediation services, and disability services. (See section 5.5.)

[Drug Information](#)

The West Virginia Center for Drug and Health Information, operated by the School of Pharmacy, provides answers to questions and inquiries from health care professionals throughout the state. For information, contact the center at 304-293-6640.

Elected Officials

Contact with West Virginia University faculty, staff, and administrators must seek authorization in advance for all requests to be made on behalf of the University of all elected officials at the state and federal levels including members of the U.S. Senate or House of Representatives and their staffs, West Virginia state legislators, or local elected

officials. All activities regarding these officials should be coordinated through the [West Virginia University Office of the Vice President for Research](#) (federal) or the [Office of University Relations](#) (state). This includes invitations to campus, and requests for appointments and contacts with legislative or senior executive branch officials regarding legislation, rules, or policies made on behalf of the University.

#### [E-mail Policies](#)

Employee Assistance Program

Horizon Care provides counseling and psychiatric services to University Health Associates employees only. Call 1-800-865-3200 for more information. For services available to University or state employees, see the Faculty and Staff Assistance Program.

#### [Faculty and Staff Assistance Program \(FSAP\)](#)

The FSAP provides assistance for all active and retired faculty and immediate family members, and all WVU and state employees. FSAP provides support, brief counseling, referral, and follow-up services. For more information, call 304-293-5590. The MARS health line number is 1-800-982-8242.

#### [Financial Aid](#) (student)

#### [Global Health Program](#)

#### [Higher Education Policy Commission](#)

The West Virginia Higher Education Policy Commission (WVHEPC) is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities. It is charged with oversight of higher education institutions to ensure they are accomplishing their missions and implementing the provisions set by state statute.

#### [Honors College](#)

The University Honors College is designed to meet the special requirements of highly motivated, excelling students.

#### [Information](#)

#### [Informational Listings/Mailing Labels Policy.](#)

Student information is available at Mountaineer Information Xpress ([MIX](#)).

#### [International Programs](#)

#### [Key Control Policy](#)

#### [Learning Center](#)

#### [Libraries](#)

#### [Logo Licensing](#) and Use

The official marks of West Virginia University are registered with the U.S. Patent and Trademark Office. The office of the vice president for institutional advancement is responsible for monitoring the use of these logos and their licensing.

#### [Math Learning Center](#)

#### [Mountainlair](#)

The Mountainlair, the WVU student union, is located on the downtown campus and is the center for many campus activities. Call the information desk (293-3701) or the director's office (304-293-2702) for events, organizations, and services housed in this facility.

## [News and Information](#)

### [Office of Accessibility Services \(OAS\)](#)

Office of Accessibility Services (OAS) coordinates services for students with special needs and provides information on relevant University policies and resources. Students must request these services, but faculty who believe a student to be in need are encouraged to call 304-293-6700.

### [Parking and Traffic Regulations](#) (Office of Transportation and Parking)

The Parking Office issues paid-parking permits to faculty, staff, and students for available space. Special parking permits are available for the physically impaired through the Office of Disability Services.

### [Personal Rapid Transit \(PRT\)](#)

The PRT is a system of automated vehicles that provides transportation throughout the Morgantown campuses. PRT services are free to anyone holding a WVU faculty ID card. University buses connect the PRT Engineering Station with the Coliseum parking lot. The buses are free to faculty and staff.

### [Photographic Services](#)

#### [Physical Plant](#) (Office of Facilities Management)

For service, call 304-293-HELP (4357). After-hours emergency service is available evenings, holidays, or weekends by calling 304-293-3136. The *Physical Plant Service Manual* is available by calling 304-293-4357/2731. Health Sciences Center faculty should call Maintenance Engineering at 304-293-4394 for physical plant needs.

### [Planetarium](#)

Tomchin Planetarium is located at 425 Hodges Hall. The observatory is open on clear nights in conjunction with planetarium shows. Admission is free, but reservations are required.

### [Planning and Treasury Operations](#)

#### [Police and Security](#)

The University Department of Public Safety (DPS) provides 24-hour police and security service 365 days a year. To obtain information for crime prevention, call 304-293-COPS (2677).

#### Postal Service

The University provides mail service for handling and distributing interdepartmental and intercampus communications, for handling and distributing all federal mail, and for processing all outgoing mail. There are two campus post offices: the main University post office in Braxton Tower, and the Health Sciences post office in the Robert C. Byrd Health Sciences Center.

The U.S. Postal Service operates Mountaineer Station in the Mountainlair.

### [Printing Services](#)

#### [Public Bus Transportation](#) (Mountain Line Transit)

#### Publications, University

Regular University news publications include the [Daily Athenaeum](#). The University's official magazine is the [WVU Alumni Magazine](#). Newsletters, journals, and other publications are produced by individual units within the University.

## Publicity

Publicity is handled through a number of offices, including News and Information, the Communications Office at the Health Sciences Center, the Alumni Association, the WVU Foundation Inc., and the Sports Information Office of the Department of Intercollegiate Athletics

## Recreational Facilities

WVU recreational facilities include the Coliseum, the Mountainlair, the Natatorium, the Shell Building, Stansbury Hall, the Evansdale Recreational Complex, [Student Recreation Center](#) on the Evansdale campus, and Van Voorhis and Chestnut Ridge fields. For further information, call 304-293-5221.

## Reservations for Rooms and Facilities

Faculty members may reserve University facilities for course-related activities.

Reservations for the Mountainlair, Creative Arts Center, or athletic facilities may be made directly with those units. For scheduling other facilities or for information about general policy and procedures, contact Admissions and Records at 304-293-2124.

[Office of Service-Learning Programs](#) (see Center for Civic Engagement)

## [Safe Zone](#)

It is a program that provides training to gay-affirmative faculty, staff and students. The program provides resources for gay, lesbian, bisexual, questioning, and transgender students and employees.

## Sexual Assault and Power-based Personal Violence Prevention

### [Sexual Harassment Policy](#) (Student)

West Virginia University is committed to providing faculty, staff, and students with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, of students and employees of West Virginia University is a violation of University policy and expressly prohibited.

### [Sexual Harassment and Discrimination Complaints](#) (Faculty)

WVU is committed to the principle that no form of illegal discrimination or harassment will be tolerated. Complaints of illegal discrimination, harassment, on the basis of age, color, disability, ethnic origin, marital status, race, religious beliefs, sex, sexual orientation, or veteran status will be addressed in an objective and timely manner. For information call (304) 293-5496.

[Software License Agreements](#) and [Copyright Laws Policy](#) (Copyright Infringement Policy and Guidelines)

## [Speech and Hearing Clinic](#)

The Allen Hall Speech and Hearing Clinics provide services to persons with speech, language, and hearing disorders. Call 304-293-4241 for more information.

## [Student Assistance Program \(SAP\)/Substance Abuse](#)

The Student Assistance Program is a counseling, education, and information program for students experiencing drug or alcohol abuse. Call 304-293-64431 for more information.

[Student Health Service](#) Board certified physicians, as well as certified mid-level health care practitioners, diagnose and treat medical and psychiatric conditions of University students. In addition to the medical and mental health clinics, the Student Assistance Program that helps students with alcohol or drug problems is run by Student Health. Another service is the WVU International Travel Clinic for faculty, staff, and students to obtain the necessary immunizations for various countries. For more information you can call:

(304) 293-2311 (Medical Appointments)

(304) 293-6972 (Mental Health)

304) 293-6584 (Student Assistance Program & Health Education)

(304) 293-1370 (Travel Health)

[Student Rights and Responsibilities](#)

[Student Organizations Services](#)

[Technology Transfer](#)

[Television Production Services](#)

The Office of Television Productions provides production services for faculty and staff, and has a campus-wide technical/maintenance service. Call 304-293-7171 or 304-293-3243 for information.

Tickets

The Department of Athletics operates the [Mountaineer Ticket Office](#) and sells tickets to athletic events only. Call 304-293-3541. See also Box Offices.

[Tools to Make Your Life Easier](#) is a desktop resource for written and visual communications at West Virginia University.

[Tour](#)

Guides for the University facilities are available through the WVU Visitors Resource Center at One Waterfront Place (304-293-3489).

[Trademarks \(See Logo Licensing and Use.\)](#)

[Travel Immunization](#)

The WVU International Travel Clinic for faculty, staff, and students to obtain the necessary immunizations for various countries. For more information you can call 304-293-1370.

[Visitors Center](#)

The Visitors Center offers guided tours daily and a mini-theater features videos about WVU. For more information, call 304-293-3489.

Voter Registration

Faculty wishing to vote in Monongalia County must register at the Monongalia County Clerk's Office in Room 103 of the Monongalia County Court House. For information call 304-291-7238.

[WVU Foundation](#)

The Foundation is a nonprofit corporation devoted to the welfare and future development of the University. Only the University president, an administrative head acting on the president's behalf, or the president of the West Virginia University Foundation can formally accept gifts for the benefit of the University. Please see the complete [gifts received policy](#).

West Virginia University Stationery

Stationery displaying the West Virginia University logomark may be used only for official University business. University stationery may not be used for personal correspondence or for reports that are related to faculty members' consulting work.

#### [West Virginia University Press](#)

The WVU Press is the primary publishing and distribution agency of scholarly and trade publications for West Virginia University. Inquiries concerning submission of manuscripts should be directed to the West Virginia University Press, PO Box 6295, Morgantown, WV 26506-6295 or [press@wvu.edu](mailto:press@wvu.edu). Phone 304-293-8400 x 4505.

#### [Writing Excellence, Center for](#)

#### [WVPB-TV](#)-West Virginia Public Broadcasting

WVPB-TV is not operated by the University but maintains a cooperative relationship by providing internships and volunteer opportunities.

#### [WWVU-FM](#) (U-92)

WWVU-FM is the student-operated, noncommercial radio station at the University. Call 304-293-3329 for information.

### **Committees**

#### Academic Integrity Committee

The Academic Integrity Committee is responsible for formulating, interpreting, and documenting policy and procedures for the review of cases in which academic misconduct is alleged. Federal regulations require the University to establish uniform policies and procedures for investigating and reporting such cases.

#### [Animal Care and Use Committee](#)

The Animal Care and Use Committee was established under mandate from the Public Health Service to ensure the humane treatment and protection of all animals used in research and teaching.

#### [Institutional Biosafety Committee](#)

The Institutional Biosafety Committee reports to the Office of the Provost. The committee monitors research involving the use of recombinant biological materials, some infectious diseases, and some toxic chemicals. Researchers with concerns that may fall under the jurisdiction of the committee should contact the Office of Sponsored Programs.

#### [Institutional Review Board](#)

The purpose of the IRB is to protect the rights and welfare of individuals who serve as subjects of research conducted by faculty, staff, and students and to ensure institutional compliance with those ethical considerations contained in the Code of Federal Regulations (45 CFR 46). To meet these obligations, the IRB maintains guiding principles and operating policies demanding the highest professional standards in dealing with human subjects and reviews all research projects involving human subjects to ensure that appropriate standards are met and the research procedures do not infringe upon the safety, health, welfare, or life of those subjects.

#### [Parking Advisory Committee](#)

The Parking Advisory Committee reviews the current parking policies and makes appropriate recommendations to enable WVU to provide better service in this area.

### [Radiation Safety Committee](#)

The Radiation Safety Committee is responsible for advising all laboratories throughout WVU that use radioactive material as part of their research, as well as providing services to WVU Hospitals Inc. and Ruby Memorial Hospital. The director of radiation safety reports to the vice president for health sciences.

### [Student Health Advisory Board](#)

The Student Health Services Advisory Committee acts as a consumer advocate in making recommendations regarding the allocation of resources for student health services, plus the oversight of facilities and program services.

### Honorary Degree Committee

The work of the Honorary Degree Committee is coordinated by the Office of the Provost. The committee receives nominations from faculty, administrators, and staff for honorary degrees. For more information call 304-293-7072.

### West Virginia University Historic Preservation Committee

The West Virginia University Historic Preservation Committee is appointed by the assistant vice president for facilities and services and includes faculty, staff, and administrators whose areas of responsibility or expertise involve issues related to the preservation of campus structures having historical value. The charge to the committee includes the following: to identify and publish a list of campus structures having historical value and to make recommendations regarding their preservation or demolition, as appropriate; to review and make recommendations regarding documents and proposals which lead to the alteration, renovation, or other modification of designated historical structures; and to institute and manage a program to register structures as historical landmarks. For more information, call 304-293-8139.

## **Councils**

### [WVU University Assessment Council](#)

The University Assessment Council is responsible for the ongoing development and monitoring of WVU's comprehensive assessment plan and reports to the associate provost for academic programs.

### [Council on Residency](#)

The Council on Residency considers appeals of residency decisions made by the director of admissions and records and reviews University admissions policies and procedures in light of state and national trends. For more information, call 304-293-2124 x 1513.

### [Social Justice Council](#)

The charge of the Social Justice Council is to provide advocacy for social justice on campus; advise the Executive Officer for Social Justice with respect to social justice issues; and assist the Executive Officer for Social Justice in the development of social justice initiatives and the assessment of the University's social justice climate. For more information, contact the Executive Officer for Social Justice in the President's Office for Social Justice, Stewart Hall.

### [Commission for LGBTQ Equity](#)

The Commission for LGBTQ Equity seeks to assess and improve the climate for diversity, equity and inclusion within the WVU community by highlighting the contributions and

concerns of lesbian, gay, bisexual, transgender, and queer (LGBTQ) students, faculty and staff.

[Council for Women's Concerns](#)

The Council for Women's Concerns (CWC) advocates equity for women in the academic and local communities by promoting action on women's issues. It is an affiliate of the President's Office for Social Justice.

[Advisory Council on Alcohol and Other Drugs](#)

The Advisory Council on Alcohol and Other Drugs (ACAOD) is charged with evaluating and supporting alcohol and drug awareness efforts that impact the University community. The ACAOD makes recommendations for future educational efforts and has the ability to make policies for the University regarding alcohol and other drugs. The ACAOD reports to the president through the vice president for student affairs for authorization to execute its proposals.

Revised **October 2015**