

SHEPHERD UNIVERSITY

Faculty Handbook



2018-2019

A Handbook for Faculty
and
Academic Administrators

Handbook for Faculty and Academic Administrators

The Faculty Handbook is intended to serve as an orientation resource for new faculty members and as an ongoing reference guide for current faculty members and academic administrators. It provides information about Shepherd University and the conditions of employment, benefits, and policies that are essential to the faculty experience. These policies are intended to support our faculty, who are an innovative, collaborative, and diverse group of scholars and educators.

The policies referenced in this handbook, as well as the [handbook](#) itself are available in full through the [Academic Affairs](#) webpages, under “faculty resources.” You will notice that hyperlinks to full and additional web resources are indicated by [blue](#) and [underlined](#) words.

Shepherd University embraces its mission as a public liberal arts university and embraces a diverse community of learners, with Shepherd as a gateway to a world of opportunities and ideas. Our core values of learning, engagement, integrity, accessibility and community shape our students’ educational experience and prepare our students to be contributing citizens globally, in their communities and professions.

We intend for this handbook to help each faculty member and academic administrator find and make use of the many opportunities and supportive programs the University offers. With best wishes for a success year!

A handwritten signature in black ink that reads "Scott Beard". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Scott Beard
Provost

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Preface

The Shepherd University Faculty Handbook is intended to provide general guidance for meeting the institution's expectations of the faculty. Some specific information on rights, privileges, security, benefits, opportunities, and responsibilities has been included. It is hoped that the Handbook will enable the faculty and academic administrators to fulfill their professional role with confidence and consistency. The Handbook is not a legal document.

This Faculty Handbook is effective August 20, 2018. The policies and provisions herein are subject to modification at any time. Updates with revisions of policy text will be distributed as necessary and appropriate throughout the academic year, if possible, as well as in future years.

I. Organizational Governance and Management

A. Charter as a Public Institution

Incorporated as a private college in 1871, Shepherd University was designated as a state institution by the West Virginia Legislature in 1872. Since its inception, the University has continuously served the State and region as a public, coeducational undergraduate institution.

The University is approved to award eight distinct degrees at the baccalaureate level. Degrees awarded are: Bachelor of Arts, Bachelor of Science, Bachelor of Arts in Secondary Education, Bachelor of Arts in Elementary Education, Bachelor of Fine Arts, and Regents Bachelor of Arts.

In addition, the University is approved to award a Master of Arts Degree in Curriculum and Instruction.

The University is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools. Specialized program accreditations are held from the National League for Nursing, the Council on Social Work Education, West Virginia State Department of Education and West Virginia State Board of Nurse Examiners. In addition, the College is a member of the American Assembly of Collegiate Schools of Business, American Association of Colleges for Teacher Education, American Council on Education, American Association of State Colleges and Universities, and the American Association of Community and Junior Colleges.

B. Historical Highlights

Chronology

- 1871** Shepherd College was chartered as a private college, September 2. The present McMurran Hall housed the first classes and administration.
- 1872** West Virginia State Legislature established Shepherd College as a state normal school, February 27. Joseph McMurran, who is considered the founder of Shepherd College, was the first chief administrative officer of the College.
- 1889** Reynolds Hall was constructed adjoining McMurran Hall.

- 1918** Thomas C. Miller became the ninth President of the College.
- 1920** Dr. W. H. S. White became the tenth President of the College.
- 1930** Shepherd State Normal School was authorized as a four-year college with the authority to award degrees.
- 1931** Eighteen graduates received the first degrees granted by the College. The State Legislature changed the institution's name to *Shepherd State Teachers College*.
- 1943** Approval was given to return the institution's name to Shepherd College and to broaden the curriculum.
- 1947** Dr. Oliver S. Ikenberry was became the eleventh President of Shepherd College.
- 1949** Authority was granted to award the Bachelor of Science degree.
- 1950** North Central Association of Colleges and Secondary Schools accredited the College for the first time.
- 1953** Teacher education programs were accredited by the American Association of Colleges for Teacher Education.
- 1954** Successful racial integration of the student body was accomplished.
- Accreditation from the National Council for Accreditation of Teacher Education was earned.
- 1955** The West Virginia Athletic Conference Football Championship was won for the first time as the football team completed an undefeated season.
- 1968** Dr. James A. Butcher was appointed twelfth President.
- 1969** The West Virginia Board of Regents was established as the governing agency for public higher education.

- 1989** Michael P. Riccards became the thirteenth President.
- 1996** David L. Dunlop became the fourteenth President.
- 2003** The college began its first free-standing graduate program, a Master of Arts in Curriculum and Instruction (C. & I.).
- 2004** Shepherd College became Shepherd University. The Community and Technical College became an independent higher education institution.
- 2005** The University added masters programs in Business Administration, Music and Teaching.
- 2006** The University added a master's program in College Student Development and Administration
- 2007** Dr. Suzanne Shipley became the fifteenth President of Shepherd University.
- 2012** The Higher Learning Commission re-accredited the University for the maximum period of ten years.
- 2013** Shepherd University opens at additional location in Martinsburg to serve adult learners.
- 2015** Shepherd University begins offering its first certificate at the graduate level in Appalachian Studies.
- Shepherd University begins offering its first doctoral program, the Doctor of Nursing Practice.
- Shepherd University begins offering a Bachelor of Music in Performance degree.
- 2016** Dr. Mary J.C. Hendrix became the sixteenth President of Shepherd University.
- 2017** Shepherd University added three graduate certificates: Health Administration Certificate, Public Management Certificate, and Sport Management Certificate.

2018 The University added its first Master of Science in Data Analytics and Information Systems.

The Professional Education Unit at Shepherd University is granted Accreditation with Stipulation from the Accreditation of Educator Preparation (CAEP).

C. Shepherd University Mission Statement and Statement of Core Values

Shepherd University, a West Virginia public university, is a diverse community of learners and a gateway to the world of opportunities and ideas. We are the regional center for academic, cultural and economic opportunity. Our mission of service succeeds because we are dedicated to our core values: learning, engagement, integrity, accessibility, and community.

Core Values

Committed to excellence, Shepherd University embraces the following five core values:

Learning

Shepherd University creates a community of learners who integrate teaching, scholarship, and learning into their lives. In order to create challenging, relevant experiences, inside and outside of the classroom, the University continually evaluates and assesses student learning. We recognize and accommodate diverse learning styles and perspectives necessary for global understanding.

Engagement

Shepherd University fosters environments in which students, faculty, staff, and members of the community engage with each other to form mutually beneficial relationships. We believe that meaningful engagement, with ideas and with people, promotes deep learning and nurtures critical thought.

Integrity

Shepherd University strives for an environment of honesty and fairness in its actions. University officials seek input from students, faculty, and staff and make informed and objective decisions. We expect all members of the community to act in accordance with this value.

Accessibility

Shepherd University provides services to all qualified students. Our staff and faculty are available to students and are committed to respecting and meeting individual needs. University governance and budgeting structures reflect our commitment to transparent processes and public access to information.

Community

Shepherd University comprises a community that includes students, faculty, staff, alumni, and involved citizens. We meet the needs of this community through assessment, development, and implementation of innovative programs and initiatives. We strive to create a safe environment based on mutual respect and acceptance of differences.

D. Statements of Philosophy

The President's Leadership Philosophy

Shepherd University today reflects a rich history of shared governance. The University, as a thriving community of learners and creators of knowledge, illustrates the benefits of inclusive decision-making. Today, the Board of Governors, the faculty, the classified and non-classified staff, and the students all contribute to the positive working and learning environment that is Shepherd University. The university president safeguards this environment through collaboration and a leadership approach that is respectful of the individuals who comprise the Shepherd University family. The president recognizes and protects the importance of placing the needs of the university before individual or programmatic priorities.

The president's role is strengthened by timely notice of key issues and open communication about matters pertaining to the university. Once major issues or requests have been clearly articulated, the executive staff is delegated the authority to respond as fitting the area of oversight. Through continuous consultation and civil communication, ongoing issues may be addressed in a timely and responsive manner. In instances where governance policy has not been established, the president will seek the counsel of appropriate persons and groups. In appeals of such policy or processes, the president acts as final arbitrator.

Each individual faculty member, employee, and student contributes to a successful learning and working environment at Shepherd University. Students are guided by faculty and staff to attain their fullest personal and intellectual development, just as faculty and staff can achieve their fullest development in a working environment that is welcoming and enriching. The Shepherd University president safeguards and nourishes these important processes and relationships, thus supporting and embracing Shepherd's progress toward its fullest potential.

The University's Academic Philosophy

Because the Faculty of Shepherd University believe in:

- the dignity and value of human personality,
- encouraging and aiding students to understand and seek their highest development,
- the cooperative and democratic process, and
- complete freedom to search for and to reach the truth, without restraint from political creeds, religious doctrines, economic pressures, or personal biases, the University accepts the responsibility to:
 - offer all qualified high school graduates the opportunity to pursue a college education as long as they measure up to high intellectual, moral, and social standards.
- search for truth;
- develop an understanding of science and the scientific method;
- improve skills in oral and written communication;
- acquire and integrate knowledge;
- develop analytical and critical thinking;
- cultivate creative activity;
- develop an understanding and appreciation of literature, music, art, the institutions, and

diverse cultural heritage of mankind in order that they might enjoy their responsibilities in the family, community, state, nation, and world in accordance with the best practices of good citizenship;

- help each student develop needed competencies and skills in a chosen vocation, occupation, or profession;
- aid each student in building mental health and a sound body; and
- a. provide for the students a staff and faculty with training and skills, competent administrative leaders who operate within a framework of democratic and sound administrative practice and procedures provided cooperatively.

The University's Athletic Philosophy

At Shepherd University, athletes shall be treated as all other students in reference to admissions, scholarships, programs of study, part-time employment, eligibility, and participation in activities representing the University. Shepherd University provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, sexual orientation, religion, age, national origin, or disability.

The purposes of the University's Athletic Program are to:

- provide friendly competition and cooperation with other colleges and universities in a sportsmanship-like game environment;
- develop the physical, mental, emotional, social and moral well-being of each participant;
- stimulate participants to a high caliber of citizenship;
- furnish recreational value to University students, faculty, and community;
- provide practical experiences for careers in coaching and teaching; and
- provide opportunities for community engagement between athletes, Shepherd University and the greater Shepherd community.

In order that the University may continue to carry on intercollegiate athletics programs pursuant to policies recommended by the Higher Learning Commission, the following minimum standards have been specifically approved by the University.

- a. The conduct of the intercollegiate athletics program is exercised by the President upon the recommendation of the Athletics Committee, which is composed of representatives of the faculty, staff and the student body.
- b. Students who plan to participate in athletics, like all other students, are admitted by the Office of Admissions subject to policies set by the Committee on Admissions and Credits. Athletes are required to maintain the same academic standards as non-athletes.
- c. The award of any student aid, student loan, or student employment to an athlete is made through the regular agency of the University for aid to all students. Such aids are awarded on a basis, which will not discriminate for or against presumed or recognized athletes. An athlete is required to give full and honest return for aid received.
- d. All athletic funds are controlled by the Vice President for Finance. An audit of the receipts and disbursements of these funds is made annually by the auditors of the State and a report made to the President and to the Board of Governors.
- e. An effort is made to compete with colleges having similar educational and athletic policies.
- f. Shepherd University is a member of the Mountain East Athletic Conference and the National Collegiate Athletic Association (NCAA) - Division II. As a member, the University is committed to the principles of sportsmanship and ethical conduct, rules compliance and amateurism. All eligibility rules from these associations govern the intercollegiate program.

Principles of Academic Freedom

The University subscribes to principles of academic freedom as promulgated by the [American Association of University Professors](#).

The purpose of this statement is to promote public understanding and support of academic freedom and agreement upon procedures to assure it in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its

teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Academic Freedom

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

College and University teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

E. Organizational Governance

The Board of Governors

Established by Statute effective July 1, 2001, the Shepherd University Board of Governors is responsible for the control, supervision and management of the financial, business, and education policies and affairs of the University. Subject to the advice and consent of the Policy Commission, the Board selects the President of the University, who serves at its pleasure. The Board is composed of one student, one faculty, and one staff, each elected by their constituencies, and by nine appointees of the Governor.

The President

The President of the University is ultimately responsible for the governance of the institution. The President is empowered by the Board of Governors to control and direct the formulation

and administration of institutional policies and is assigned the responsibility to act as the Board's representative in carrying out delegated tasks. In addition, the President is responsible for the effective operation of the University assuring compliance with the Board of Governors' policies and State and Federal laws.

The President establishes internal policies to provide action guidelines for all members of the campus community directing the activities of the total institution toward common goals. In formulating institutional policy, the President seeks to involve those members of the campus community who will be most directly affected by the policy and those to whom responsibility for administration of the policy has been delegated. Policies are effective upon authorization by the President.

The President expects major administrators to recommend policy and performance guidelines in their respective functional areas. In the development of policies, the President seeks the advice of major administrators who will be responsible for overseeing the implementation of the policy, as well as the campus community. Recommendations regarding the administration of a policy afford the President information on the impact of the policy on the resources of the institution.

Institutional Affiliates

a. The Foundation

Incorporated in 1965, the Shepherd University Foundation was established to provide Shepherd with a means of developing a viable, fiscal relationship with the graduates and friends of the University. The primary purpose of the Foundation is to add to, strengthen and further, in every proper and useful way, the work and service of Shepherd University. The corporation is authorized to accept, hold, administer, invest and disburse funds and property in order to achieve its objectives.

Historically, the Foundation has emphasized a commitment to direct student assistance through a program of extensive scholarships and student aid. The Foundation assists deserving students in their attendance at Shepherd University, contributing the majority of its funds to direct student aid. The Foundation also funds other projects directed at its broader goals of educational research, improvements and additions to university facilities and the promotion of general education purposes.

As a fiduciary agent, the Foundation has the power to receive contributions. It also serves as the legal trustee for persons who desire to establish on-going memorials, scholarships, grants, legacies, awards, and gifts. The policies of the Foundation include that all student aid will be distributed through the Shepherd University Scholarship and Financial Aid Committee.

This independent corporation is managed by a board of directors, the majority of whom are not within the immediate employment or authority of the University. Despite the chartered fiscal independence, the Foundation's interdependence with the University is acknowledged in it by laws. The President of Shepherd University serves as a permanent member of the board of directors. In addition, four faculty members are appointed by the University to serve as members of the board of directors.

Liaison with the University is the responsibility of the Vice President for Advancement. This person also acts as an officer of the Foundation.

b. The Alumni Association

Incorporated in 1984, the Shepherd University Alumni Association exists to provide aid, support, and assistance to Shepherd University, its educational programs, alumni, students, and faculty. As the primary agent for communication with the University's alumni, the Association develops and disseminates a variety of publications concerning its activities and purposes. In order to achieve its chartered objectives, the association solicits, receives and administers donations, contributions and endowments. It also collects membership dues.

The Alumni Association has traditionally emphasized its role in providing a forum for communication among the alumni and the University. By fostering a continuing relationship between the University and its graduates, the Association has sought contributions both in volunteer services and financial gifts. Through such activities as the alumni news, the emeritus club, the outstanding alumnus awards, homecoming, luncheons and reunions, the association has sought to build alumni identity with the University.

Through a well-organized program of promotion and solicitation, the Alumni Association now receives significant funds to invest on behalf of the institution. The funds are used by the association in achieving its broader objectives of support for the entire university, its programs, faculty, and students. Support for major projects was given in such areas as a new carillon system, leadership scholarships, the piano fund, athletic recruiting, faculty minigrants, and the interior restoration of McMurrin Hall.

As an independent corporate entity, the Association is administered by a board of directors elected from its active membership. As University liaison with the Alumni Association, the Vice President for Advancement is a member of the board of directors.

F. Management and Administration

The President

As chief executive officer of Shepherd University, the President is empowered by the Board of Governors and charged with the following duties:

- a. Ultimate responsibility for total institutional governance and administration.
- b. Implementation of all Board of Governors' policies and regulations, as well as state and federal laws.
- c. Leadership for the immediate future and long-range development of the University to meet future needs.
- d. Selection of all instructional and administrative staff.
- e. Employment, promotion, demotion, and dismissal of all members of the faculty, administration, and staff, stipulating salary and other personnel considerations.
- f. Preparation and administration of the annual budget of the University.
- g. Representation of the University to its constituencies, to the general public, and in educational groups.
- h. Direction of the public relations activities of the University and interpretation of the University program to the community.
- i. Compilation and distribution of reports to the Board of Governors to the accrediting agencies, and to the constituencies of the University.
- j. Promotion of the activities of the Shepherd University Foundation and the Alumni

Association.

- k. Codification and publication of institutional policies in an administrative manual.

In implementing these responsibilities, the President delegates to major administrators specific authority for the management of the administrative divisions of the University. Each major administrator serves as chief advisor to the President in matters of policy for the units within the assigned division.

The Provost

As chief academic officer, the Provost has ultimate supervisory responsibility for the College of Arts and Humanities, the College of Business, the College of Behavioral and Social Sciences, the College of Natural Sciences and Mathematics, the College of Education and Professional Studies, the Center for Teaching, Learning, and Instructional Resources, the Division of Graduate Studies and Continuing Education, the Libraries and Information Sciences, International Affairs, Study Abroad, Co-operative Education, the Martinsburg Center, the Civil War Center, RBA program, Institutional Research, and the University's Honors Program. The Provost is responsible to the President for the direction of the instructional program of the University including the following specific duties:

- a. Formulation of educational policies and presentation of them to the President and faculty for consideration.
- b. Communication with faculty concerning new developments or trends in educational thought and practice particularly those which impact higher education.
- c. Supervision of faculty curriculums, courses, and methods of instruction at all locations, times, and academic terms.
- d. Recommendation to the President for the employment, promotion, demotion, or dismissal of members of the faculty.
- e. Supervision of all academic officers, including directors and deans, either directly or indirectly.
- f. Coordination of studies for accrediting agencies.

- g. Formulation of schedule of courses and final examinations for each semester and summer session.
- h. Assistance in editing the University catalog.
- i. Selection and installation of McMurren Scholars in accord with faculty recommendations.
- j. Liaison with public school personnel in the eight county service area.
- k. Implementation of academic policies and procedures such as those on absence, student grade appeal, probation and suspension.
- l. Study of the progress and academic welfare of students.
- m. Submission of reports on the status of the instructional program to the President and to the faculty.
- n. Representation of the University at meetings of educational associations.
- o. Acting for the President in his or her absence.
- p. Performance of other assignments as requested by the President.

The Vice President for Finance

As chief financial officer, the Vice President for Finance is responsible to the President for the direction of the fiscal and business affairs of the University, including the following specific duties:

- a. Administration of endowment and student loan funds held directly by the University, investment management, cash management, budgeting, auditing, costing, and calculation of the indirect cost rates for grants and contract programs.
- b. Coordination of all purchasing of goods and services by personnel of the University, including maintenance of complete record of orders, assistance in expeditious

procurement, and compliance with procurement policies and regulations promulgated by the Board of Governors, the State Department of Finance and Administration, and the State Auditor.

- c. Review and assistance with the fiscal aspects of the student-life auxiliary enterprise operations (residence halls, student center, cafeteria, faculty and staff housing).
- d. Development and maintenance of basic financial accounting and records systems.
- e. Preparation of all university financial reports and analyses that inform the President, other university administrators, the Board of Advisors of the Community and Technical College, and the Board of Governors of the financial status of the institution.
- f. Processing in a timely manner the University payroll.
- g. Disbursement and collection of student financial aid funds.
- h. Assurance of adequate insurance coverage on all buildings, equipment, and approved travel by university personnel including athletic teams and students.
- i. Inventory control of all state owned equipment and furnishings at Shepherd University.
- j. Administration of the fiscal aspects of sponsored research programs.
- k. Performance of other assignments as requested by the President.

The Vice President for Student Affairs

As chief student affairs officer, the Vice President for Student Affairs is responsible to the President for leadership and the development in implementation of activities and policies concerning student life outside the classroom including the following specific duties:

- a. Coordination of the counseling and guidance program for the campus.
- b. Administration of the Student Life Council and coordination of the activities of the subcommittees.

- c. Leadership in the development of university housing policies and implementation of such policies.
- d. Leadership in the development and implementation of campus policies and student discipline.
- e. Conducting of exit interviews with students withdrawing from the University.
- f. Recommendation to the President regarding personnel filling positions on the Student Affairs staff.
- g. Coordination of student organizations on campus including the maintenance of a file of their officers, advisors, constitution and/or bylaws, and financial reports.
- h. Maintenance of cumulative student personnel files
- i. Coordination and administration of the campus placement testing program for orientation.
- j. Administration of the Freshman Orientation program.
- k. Provision for staff leadership and liaison with Student Government, advisor to foreign students, and advisor to veterans.
- l. Development and printing of the Student Handbook, Residence Hall handbooks and other student life publications as needed.
- m. Handling of special housing and food service requests.
- n. Coordination with the Dining Hall caterer regarding campus food service.
- o. Provision of staff administration of Washington Gateway Program.
- p. Performance of other assignments as requested by the President.

The Vice President for Enrollment Management

The Vice President for Enrollment Management has direct administrative and operational responsibility for enrollment services. The Vice President supervises Admissions, Financial Aid, and the Registrar's Office. The Vice President is charged with developing recruitment and retention initiatives and financial aid policies, determining resource allocations for each enrollment management unit, collaborating with marketing and academic advising administrators, and becoming involved with other issues that influence the student experience.

The General Counsel

The General Counsel is an attorney working specifically for Shepherd University. The Counsel provides advice to officers, administrators, faculty and staff about their collegiate duties and responsibilities and coordinates legal services for the University, as needed. The Counsel supervises the Office of Human Resources and the Department of Public Safety.

The College Dean

The College Dean provides leadership for faculty and ensures an effective environment for learning and scholarship. In the spirit of cooperative and collegial governance College Deans may delegate responsibilities. A College Dean (1) is an administrator appointed by and serving at the will and pleasure of the president, (2) holds faculty rank and tenure, and (3) will normally have a teaching load per semester of three credit hours.

It is the responsibility of a College Dean consistent with University policy and practice to:

- i. Supervise and evaluate College faculty and make recommendations concerning retention, promotion, tenure, and salary.
- ii. Promote faculty development.
- iii. Conduct regular College faculty meetings.
- iv. Recruit full-time and part-time faculty.
- v. Review periodically curricula for program improvement.
- vi. Approve the College's schedule of course offerings.

- vii. Coordinate external accreditation reviews and Board of Governors program reviews.
- viii. Provide leadership in developing new curricula and programs.
- ix. Provide for College participation in registration procedures.
- x. Provide for College participation in open house and other student recruitment activities.
- xi. Provide for College representation at special events at night and on weekends as necessary.
- xii. Prepare catalog material and review copy for new editions of the catalog.
- xiii. Develop an annual budget for the College and administer the allocated budget according to institutional guidelines.
- xiv. Provide information and reports as requested by the Provost.
- xv. Approve all College purchase orders, personnel action requests, recommendations for hiring part-time faculty, travel request, vehicle requests, and work orders.
- xvi. Ensure a quality program of student advising.
- xvii. Promote effective use of appropriate technology in programs and instruction.
- xviii. Provide leadership in the development and utilization of library resources.
- xix. Promote professional and community outreach projects and activities.
- xx. Assist and encourage College faculty in pursuing additional graduate study and professional development as appropriate.
- xxi. Ensure that office and educational supplies and equipment are available when needed.
- xxii. Promote College programs, faculty, and activities, working particularly with the office of University Communications.

- xxiii. Provide support and guidance to new faculty.
- xxiv. Maintain personnel records of faculty and staff.
- xxv. Evaluate transcripts of transfer students.
- xxvi. Supervise the College administrative staff.
- xxvii. Collect and maintain data for assessment of students, graduates, and academic programs.
- xxviii. Uphold grade appeal and grievance policies.
- xxix. Supervise department and program heads.
- xxx. Perform other duties assigned by the Provost.

The Dean of Libraries and Information Sciences

The dean provides leadership for faculty, staff, and students and ensures an effective environment for learning, research, and scholarship. The Dean of Libraries and Information Sciences (1) is an administrator appointed by and serving at the will and pleasure of the president, (2) holds non-tenure faculty rank, and (3) will normally serve as the director of the library.

It is the responsibility of the Dean of Libraries and Information Sciences to:

- i. Supervise and evaluate library faculty and make recommendations concerning retention, promotion, and salary.
- ii. Promote faculty development.
- iii. Conduct regular library faculty meetings.
- iv. Recruit full-time and part-time faculty and staff.

- v. Review periodically resources that support curricula improvement.
- vi. Approve and change services offered by the library.
- vii. Coordinate external accreditation reviews and Board of Governors program reviews.
- viii. Provide leadership in determining new resources in support of the academic curricula.
- ix. Provide for library participation in orientation, registration, and graduation.
- x. Provide for library participation in tours, open house, and other student recruitment activities.
- xi. Provide for library representation at special events as necessary.
- xii. Prepare catalog material and review copy for new editions of the catalog.
- xiii. Develop an annual budget for the library and administer the allocated budget according to institutional guidelines.
- xiv. Provide information and reports as requested by the Provost.
- xv. Approve purchase orders, personnel action requests, recommendations for hiring part-time faculty and staff, travel requests, vehicle requests, and work orders.
- xvi. Oversee Media Services and supervise the Director of Media.
- xvii. Promote the effective use of appropriate technology in programs, research, and instruction.
- xviii. Provide leadership in the development and utilization of library resources.
- xix. Promote professional and community outreach projects and activities, particularly developing a close relationship with the Center for Legislative Studies.
- xx. Assist and encourage faculty and staff in pursuing additional academic study and

professional development as appropriate.

- xxi. Ensure that office and educational supplies and equipment are available when needed.
- xxii. Promote library programs, faculty and staff, and activities, working closely with University Communications.
- xxiii. Provide support and guidance to new faculty.
- xxiv. Maintain personnel records of faculty and staff.
- xxv. Encourage and support faculty input and feedback concerning library resources and work to provide resources through local, state, and nationwide collaboration.
- xxvi. Supervise library staff.
- xxvii. Collect and maintain data for assessment of the library.
- xxviii. Uphold grievance policies.
- xxix. Supervise library coordinators.
- xxx. Perform other duties assigned by the Provost.

The Dean of Teaching, Learning, and Instructional Resources

- i. Ensures continued development and utilization of university assessment.
- ii. Ensures development and oversight of learning communities.
- iii. Provides leadership in the use and enhancement of technology as teaching and learning resource.
- iv. Provides leadership in the development of the Center for Teaching and Learning.
- v. Provides leadership to enhance the working relationship between Academic Affairs and Student Affairs, with an emphasis on student learning as an integral part of the entire

college experience.

- vi. Supervises the Director of the Writing Center.

The Dean of Graduate Studies and Faculty Affairs

- i. The Dean of Graduate Studies and Faculty Affairs is the principal administrator for all graduate programs and continuing education. The Dean provides leadership in the development and implementation of graduate program goals and assumes ultimate responsibility for the quality, effectiveness, and progress of all graduate programs. The Dean also provides administrative training to chairs and deans.
- ii. The Dean, as appointed by the Provost, will serve as the chair of the University Graduate Council. In cooperation with this committee, the Dean will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs at Shepherd University.
- iii. The Dean reports to the Provost.
- iv. Specific duties of the Dean include, but are not limited to:
 - a. Coordinates all graduate programs and continuing education activities.
 - b. Chairs Graduate Council and develops consensus in the group.
 - c. Provides the Provost with short and long range plans for graduate programs and continuing education activities.
 - d. Serves as primary contact with the Higher Learning Commission for graduate programs.
 - e. Teaches at least one (1) graduate course per year.
 - f. Assumes final responsibility for preparing, submitting and monitoring all graduate and continuing education budgets.
 - g. Helps raise funds for endowment for and cost-sharing in graduate programs.

- h. Provides opportunities of professional development for graduate faculty.
- i. Coordinates academic appeals by graduate students.
- j. Maintains official recruitment records.
- k. Recruits qualified graduate and continuing education students.
- l. Schedules graduate courses and continuing education activities.
- m. Serves on the council of Deans.
- n. Serves as graduate liaison with other academic and administrative units within the University.
- o. Maintains appropriate local community and faculty contacts to gauge demand for continuing education programs, i.e., certificate and undergraduate credit-bearing offerings.
- p. Ensures appropriate planning for and implementation of continuing education activities.
- q. Provides leadership supports the University's diversity objectives.
- r. Coordinates review of faculty policy and procedures.
- s. Provides training for faculty administrators.
- t. Coordinates Title IX and Merit processes.
- u. Assumes such additional duties and responsibilities as required, under direction of the Provost.

The Department Chair

- A. The Department Chair acts on behalf of the faculty members of the department and consults regularly with all members of the department on all academic and faculty issues. A Department Chair also acts on behalf of the College Dean and the University in the administration and promotion of all affairs pertaining to the academic well-being and morale

of the department. The Department Chair's responsibilities are delegated to him or her by the College Dean, and the Department Chair acts in consultation with the College Dean.

The Department Chair thus plays an important bridging role between the faculty of the department and the administration, as well as a role in the development of the most critical academic unit of the university, the department.

A department's nominee for Chair is elected by a majority of the department's membership, subject to the approval of the College Dean, the Provost, and the University President. The term of service is one year, renewable for a total of three years, or whenever a vacancy occurs. The College Dean may recommend to the Provost that the President appoint a new Chair or that the department hold a new election whenever he or she deems it necessary.

The Department Chair:

- i. Serves in an administrative capacity and ensures that the policies of the University and the College are implemented and followed.
- ii. Provides academic and professional leadership to department, College, and University.
- iii. Provides leadership in the development and implementation of assessment policies.
- iv. Provides input to the College Dean in the annual evaluation of faculty.
- v. Meets regularly with students to solicit their views and concerns about the department's programs and faculty.
- vi. Encourages department fundraising efforts.
- vii. Conducts regular department meetings.
- viii. Assists in creating favorable rapport with outside agency personnel and ensures that all field-based students have proper supervision.

- ix. Mentors faculty development, professional activities, and grant writing.
- x. Assures that faculty utilize appropriate current technology in their classrooms.
- xii. Fosters university, community, and alumni relations.

Specific duties:

- xiii. Evaluate department faculty under the direction of the College Dean.
- xiv. Prepare course schedules, subject to the final agreement of the College Dean.
- xv. Prepare reports of department and faculty activity.
- xvi. Assures faculty representation at Admission events.
- xvii. Constitutes search committees for new faculty, under the direction of the College Dean.
- xviii. Recruit and aid in the mentoring, oversight, and evaluation of part-time faculty.
- xix. Collect and maintain department records as necessary according to state, federal, and, where applicable, accreditation guidelines.
- xx. Prepare budget requests and aid the College Dean in monitoring the department budget.
- xxi. Recommend new academic programs, program changes, and catalog revisions.
- xxii. Promote long-term department development through the strategic planning process.
- xxiii. Evaluate transfer student transcripts for awarding of credit.
- xxiv. Review inter-institutional (2+2) articulation agreements.

- xxv. Initiate and manage the three year pre-tenure and tenure review process, as appropriate.
- xxvi. Consult with candidates for pre-tenure review, promotion and or tenure as they put supporting documents together.
- xxvii. Ensure department representation occurs during registration, admission events, open houses, and other university events as appropriate.
- xxviii. Mentor of new faculty in cooperation with the Center for Teaching, Learning and Instructional Resources.
- xxix. Assure that successful assessment of student learning is maintained for all department programs.
- xxx. Other tasks as determined by the College Dean.

B. Procedure for Electing a Department Chair

- a. Every full-time, tenured or tenure track faculty member is eligible to be department chair.
- b. Only full-time, tenured or tenure track faculty members in a department are eligible to vote for department chair.
- c. All voting, including that for nominations, will be by secret ballot and will be conducted by the College Dean.
- d. A nomination ballot will be conducted first. The two persons receiving the most votes on the nominating ballot will be on the final ballot. If only one person is nominated and that person has been nominated by a majority of the department membership, then that person will be the department's choice; otherwise another vote will be taken.
- e. Balloting will continue until a person receives votes from a majority of the department or until the College Dean decides that further balloting would be fruitless. In the latter case, the College Dean will appoint a department chair.

- f. The name of the person selected will be forwarded by the College Dean to the Provost by April 1st.
- g. The appointment of a department chair is subject to the approval of the College Dean, the Provost, and the President.
- h. Terms are for one year, from the first Monday following spring commencement until the following spring commencement is concluded.
- i. If a Department Chair resigns before his or her term expires, then the new chair will be elected to complete the remainder of the term. After that term expires, the next election will be for a full three-year term.

C. Department Chair Stipends

Each department chair will receive an annual stipend of \$1,500. This stipend is provided as remuneration for duties of the department chair including responsibility for department participation in registration-related activities and other occasional duties as may occur during the summer.

D. Department Chairperson Reassigned Time

Academic Affairs historically has utilized a reassigned time from teaching (or release-time) model for department chairs. The model assigns chairs release time only for their work as a department chair. Other kinds of course releases, or releases necessary for accreditation, fall outside of the formula and must be negotiated directly with the Provost and the appropriate dean.

To calculate the reassigned time assignments, seven factors are considered and given different weights. The higher the weight, the greater the factor counted in the formula. Data is averaged over four full years. The relevant factors and weights are as follows:

Full-Time Faculty in Department	3
Part-Time Faculty in Department	5
Number of Majors	5
Credit Hours taught in Major	4

Credit Hours taught in Gen Studies	3
Number of Minors	1
Budget Size	3

For each of the above seven factors, each department's relative position is determined by computing a z-score. The weighted average of the seven z-scores is then computed using the above weights. Finally, the departments are ranked based on the number of standard deviations of the weighted z-score from the mean. These figures are updated at the beginning of every year and Academic Affairs uses the most recent four years (eight semesters) of data to calculate assignments. As the University grows, it is anticipated that department chair reassigned time will increase based on the above factors.

*Accredited programs may have specific requirements for release time for department chairs, program director, and other administrative positions.

The Director of Academic Advisement

The Director of Academic Advisement reports to the Dean of Teaching, Learning, and Instructional Resources. The individual holding the position is given three hours release time each semester and is paid a stipend during the summer as compensation for directing all advisement/registration sessions conducted by the university during the academic year: During Orientation I held for all new students prior to the fall semester and in January prior to the spring semester; the two advisement/registration sessions for new transfers and readmitted students currently held in June and July; and the first-year summer advisement/ registration program held as Orientation I, currently in June.

The responsibilities of directing the advisement/registration sessions of Orientation I include, but are not limited to, the following:

1. To see that each academic department has a departmental advisor to assist all new students during the general advisement/registration sessions held in August and January and the two sessions for new transfers and readmitted students held in June and July of each academic year.
2. To work with the department chairs and the deans of each college prior to each session to see that adequate spaces are available in all core curriculum classes offered by each

academic department in order to handle the number of new students expected for each registration session.

3. To conduct an academic briefing prior to each of these sessions for departmental advisors in order to provide them with current information regarding the availability of all core curriculum classes, a list of new students expected in each department, an updated schedule of classes, and any other special instructions and information that will assist advisors during each advising session.
4. To be present in the registration arena during each registration period to authorize and process all necessary overrides for students and work with the Registrar to handle all issues and problems, and to see that the registration session runs smoothly and efficiently.

The responsibilities of directing the first-year student summer advisement/registration program include, but are not limited to, the following:

1. To work closely with the New Student Taskforce in planning and completing all preparations for the Orientation I.
2. To coordinate and assume the responsibility for all academic procedures involved in the Orientation I.
3. To select and train faculty advisors and other members of the staff who will work with students during Orientation I.
4. To see that all academic areas are covered and to assign specific responsibilities for each academic area to specific faculty advisors.
5. To provide an updated and annually revised edition of *The Shepherd University Faculty Advisor's Manual* to be used by Faculty Advisors during Orientation I, which incorporates all changes in academic policies, procedures, the current catalog, or requirements for first-year students selecting any academic major offered by the University.
6. To work with the department chairs and deans of each college prior to each session of Orientation I to see that adequate spaces are available in all classes that first-year students will need to take during their first semester at Shepherd University.

7. To work directly with the Registrar prior to each session to see that all increases in class size and all additional sections needed for each session are created and incorporated in the schedule of classes used for each session of Orientation I.
8. To be present in the registration arena during each registration session to authorize and process all necessary overrides and to make all adjustments to the schedule of classes needed to accommodate all new first-year students registering during each session.
9. To work with the Registrar during each registration session to handle all issues and problems and to see that each registration session runs smoothly and efficiently.

In addition, the Director chairs the following committee and is responsible for selecting the membership, scheduling and establishing the agendas of the meetings, and determining the scope of the concerns, activities, and initiatives:

The Committee on Academic Advisement is responsible for determining, implementing, and assessing the effectiveness of the Academic Advisement Program at the university. The committee meets monthly to discuss current issues in academic advisement, plan and conduct assessment activities, plan and provide developmental training sessions and workshops for faculty and students, and other activities and programs in an on-going effort to improve the effectiveness of the academic advisement program on our campus. This committee is responsible for selecting the “Outstanding Faculty Advisor” each year and for working with the faculty in the Advising Assistance Center in order to help keep the advising website updated.

The Director of Academic Advisement is an ex officio (voting) member of the Admissions and Credits Committee, and an ex officio (non-voting) member of the Curriculum and Instruction Committee. Also, the Director is a presidential appointee and voting member of the Calendar Committee and the Enrollment Management Committee. The Director of Academic Advisement has no supervisory duties.

Allocation of New Full-Time Faculty Positions

Through the annual budget process, departments, academic programs, and academic support units may request continuing positions due to vacancies, or new positions using the [position request template](#). The pool of position requests is vetted by the Deans’ Council and with the Executive Leadership Team for final budget considerations and recommendation.

II. Policies and Procedures

A. Faculty Personnel Policies

1. Definition of Faculty

The faculty are employed by the Board of Governors upon the recommendation of the President. Faculty fall into one of the following classifications:

Tenured: those faculty members who have attained the tenure status by official action of the President or the Board of Governors.

Tenure-Track: those faculty members who have been appointed by the President on a full-time basis and have been designated by the President as being in a tenure-track position.

Temporary: those faculty who have not been appointed in a *tenure-track* or tenured status. Their appointment may be full-time or part-time.

a. Distinction on the Basis of Full-Time/Part-Time

To be classified as full-time faculty, an individual must meet as a minimum the following conditions of employment as determined by the President:

1. Employment is in a specific position as delineated on a current and approved State expenditure schedule(s) as contrasted to casual or part-time help.
2. Employment for faculty is on a full academic year (at least nine months) contract basis for at least six semester credit hours teaching per semester or the equivalent in research, public service, and/or administrative responsibilities, and expressly designated on a Faculty Appointment Notice as “full-time.”

Part-time faculty appointments are limited by Human Resource and IRS regulations, generally set at nine (9) credit hours per semester. Each department has an approved policy and process for the oversight and evaluation of part-time faculty members.

It is the responsibility of the department, under the guidance of the respective Department Chair, Dean and the Provost, to ensure that this policy and process is maintained.

Term: Those faculty members who have been appointed as instructional faculty for a specified term of semesters or years as defined in the appointment agreement. The appointment may be full-time or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. Such full-time appointments will not exceed ten percent of the total number of full-time faculty at the institution.

b. Tenure-Track Status

When a full-time faculty member is appointed on other than a temporary or tenured basis, the appointment is tenure-track. During the tenure-track period, the terms and conditions of every appointment will be stated in writing with a copy of the agreement furnished the individual concerned. Generally the appointment letter may be expected between June 10 and June 30 each year.

In order to aid and to evaluate tenure-track status faculty, the President or any academic administrator with supervisory responsibility may conduct classroom observations.

The maximum period of tenure-track status shall normally not exceed seven years. Before completing the sixth year of a probationary appointment, any non-tenured faculty shall be given written notice of tenure or offered a one-year written terminal contract of employment. Generally, any applications for tenure prior to the 6th year of service will be premature and will not be granted. Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure or promotion, nor will it result in any de facto award of tenure.

Upon a written request by a tenure-track faculty member, and following review initially by the Department Chair and the Dean, the Provost may approve a suspension in the seven-year

tenure track period. Upon approval, the tenure clock shall be tolled for one year. Generally, the circumstances for which a suspension of the tenure-clock may be granted would be: i) significant responsibilities with respect to elder or dependent care obligations, ii) disability, iii) chronic illness, iv) childbirth or adoption, or v) circumstances beyond the control of the faculty member when those circumstances significantly impede progress toward achieving tenure. Where a leave of absence or extension of the probationary period is granted, the individual's tenure track time frame shall be extended by the same period as the leave or extension. There is a very strong presumption against the approval of more than one request, but if the faculty member's initial employment is after the beginning of the Fall Semester but prior to the start of the Spring Semester, the faculty member may also request that the initial semester of service not be counted as a year of service for tenure or promotion purposes. If a suspension of the tenure clock is granted prior to the pre-tenure review, the tolling of the tenure clock also tolls the timeframe for pre-tenure review.

During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract period. During this tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented recommendations of administrators relating to the decision for nonretention or dismissal shall be provided promptly to the faculty member upon written request.

After the decision regarding retention has been made by the President, she or he shall notify the tenure-track faculty of the decision as soon as practicable. In cases of nonretention of faculty who began service at the start of the fall term, formal notification shall be given:

1. not later than **March 1** of the first academic year of service
2. not later than **December 15** of the second academic year of service, and
3. at least one-year before the expiration of an appointment after two or more years of service with the University.

Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudice further continuation after that additional year.

Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.

Following receipt of the notice of nonretention decision, the tenure-track faculty member may appeal such nonretention decision by following the grievance procedures.

c. Temporary Status

All full-time appointments to the faculty that are neither tenured nor tenure-track shall be classified as temporary. All temporary appointments shall be appointments only for the periods and for the purposes specified, with no additional interest or right obtained by the person appointed by virtue of such appointment. The employment of part-time faculty is made pursuant to the approval and supervision of the Provost, with the advice and recommendations of the respective department and Dean. Each Dean and the Provost review the qualifications and experience of prospective adjunct faculty. The appropriate balance in each department between the number of courses taught by full-time faculty and part-time faculty is also assessed. Department Chairs, under the direction of the respective College Dean, are responsible to ensure that adjuncts receive information regarding duties, responsibilities, and curricular issues. Deans provide an annual assessment of the teaching performance for adjunct faculty either directly or through the Department Chair.

All part-time faculty appointments are for a written, contractually agreed upon defined period of employment, with no credit toward "seniority," academic tenure, or other regular employment, unless otherwise expressly specified. A salary scale is used for adjuncts, which differentiates on the basis of highest degree held.

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

Faculty who hold temporary appointments, which may be part-time or full-time, are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments.

Temporary full-time faculty appointments may be used if one or more of the following conditions prevail.

1. The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.
2. The appointment is for temporary replacement of an individual on sabbatical or leave of absence. Such appointments outside tenure-track status may not exceed three years, and are subject to annual renewal.
3. The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments outside tenure-track status may not exceed three years and are subject to annual renewal.
4. The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. Such appointment outside tenure-track status may not exceed six years and is subject to annual renewal.
5. The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary and renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.
6. Shepherd University will employ visiting faculty at all ranks on a temporary basis. These positions will usually be filled at the assistant professor level on the basis of a year-to-year contract with a general maximum of three years per individual filling a visiting position. Visiting faculty will not participate in the third year tenure review process, but will be evaluated during the annual review process in the same manner as all other full-time faculty members. Visiting faculty will be eligible for insurance and other fringe benefits provided to full-time members of the faculty as part of the State benefits program. A visiting faculty member may apply for a probationary position or tenure-earning position for which he or she is qualified, if a search for such a position is conducted by the university. A visiting faculty member will not, however, receive

special consideration for such a position apart from consideration given to all applicants.

2. Expectations of Faculty

The following are expected of those who are employed as faculty at Shepherd University, especially those employed on a full-time tenured or tenure track appointment. New faculty will be mentored within their home departments.

a. Effective Teaching

Effective teaching is the product of such elements as: (1) competency in one's field which engenders the respect of one's colleagues; (2) interested effort and enthusiasm on the part of the instructor toward the students and their work; (3) demonstrated progress on the part of the students, as seen in their interest in learning, their desire for scholarship, and their effective effort toward self-improvement and cooperative endeavor; (4) utilization of effective teaching tools and best practices as outline in resource from the Center for Teaching, Learning, and Instructional Resources.

b. Professional Growth

In addition to the actual accumulation of graduate credits, professional growth may be judged by evidence of scholarly interests such as active membership in societies of interest and pertinence, and including attendance and active participation at meetings of such societies at the state, regional, and national level.

Philosophy, Guidelines and Procedures for the Allocation of Professional Development Monetary Support

Continued professional development is a reasonable expectation of full-time university faculty and faculty should actively seek opportunities for such development. Shepherd University has an institutional responsibility to encourage the continued professional development of its full-time faculty through the allocation of funding to help to defray costs related to involvement in activities which will enhance the abilities of its faculty to engage more effectively in the primary mission of undergraduate instruction.

Such development support may be directed to reimbursement of the costs of travel, lodging, meals and/or registration fees associated with participation in professional meetings or other

formal activities of the individual academic disciplines. Any other proposals for which support may be solicited (e.g. for research) should be clearly and directly related to the primary mission of each full-time faculty member as an instrument of undergraduate instruction.

It is both appropriate and necessary that procedures and policies be developed and adopted to provide the necessary elements of "quality control" and "quality assurance" for the benefit of faculty among all of the diverse disciplines and to be accountable to agencies external to the faculty of the several diverse disciplines. If it is true that the faculty of a particular department or discipline can easily recognize and evaluate the appropriateness and validity of professional development activities within that department or discipline, that department faculty should be able to explain, describe and justify such professional activity to external interests as well, including faculty of other disciplines.

At the beginning of each fiscal year, every academic department should be allocated, as a part of its operating budget, an amount of money designated for Professional Development. Generally, this amount will be proportional among departments with regard to the number of full-time, continuing faculty assigned to that department. Faculty on sabbatical leave will be included in any determination of this proportional allocation. Several academic departments have Educator Preparation Program Council (EPPC) faculty affiliated with them. Since these faculty are expected to participate in professional development as EPPC members as well as in professional development for their chosen academic discipline, academic departments with EPPC faculty will receive a supplementary allocation to support EPPC-related professional activity. The level of such supplementary support will be determined by negotiation among the chairs of departments with EPPC faculty, the Director of Teacher Education and the Provost.

Each academic department will establish a prioritized list and detail specific activities, which are recognized as being legitimate for enhancing or promoting undergraduate instruction within the discipline. This department list will include any recommendations regarding the proportion of total individual project costs (e.g. all, one half, travel only, up to a specified amount, etc.) which ordinarily should be funded and clearly state that department's criteria for constructing its priority. Copies of this prioritized list will be provided to the Chair of the Professional Development, the Provost and the President of the University. These individuals will review the departmental documents and, if necessary, negotiate changes, which would insure institutional consistency.

Faculty wishing to obtain funding to support professional development activities will consult their departmental prioritized listing and will complete and submit a Professional Development Project Proposal form to the appropriate department chair. The chair will review the proposal and, after consultation with the faculty member making application, make a recommendation for support to the College Dean. The Provost may accept the recommendation of the College Dean and authorize the recommended level of support. If the Provost chooses to reject or modify the support level recommended it must be following consultation with the College Dean in question. It is expected that the Provost would reject or modify the Dean's recommendation only due to the depletion of that College's budget allocation for professional development.

Any faculty member receiving money for reimbursement of approved professional development activities shall be required to prepare a brief (1-2 page), but informative summary of the activity that took place, outlining the degree of success with which the activity met the anticipated goals or ends specified in the project proposal document. This brief report shall be submitted to the Department Chair and College Dean no later than one calendar month following the completion or conclusion of the supported project or activity. The respective Chair and Dean will maintain a file of such reports and will provide a copy of each report to the Provost prior to the end of the academic year. Failure to submit such a report may jeopardize a faculty member's access to future professional development support.

c. Service to the University and Community

Members of the faculty are encouraged to take an active part in the professional and social life of the communities and area served by the University. Because the University is interested in maintaining constantly the good will and confidence of its constituencies and the public at large, it is expected that each faculty member will contribute something to the sum total of community goodwill. Areas where such contributions may be made are excellence in instruction, off-campus professional appearances, and membership/participation in civic or service organizations.

Demonstrated evidence of University service is expected and may be judged by willingness to:

1. participate actively in administrative and faculty projects, such as committee assignments, curriculum revisions, etc.;
2. accept and fulfill educational responsibilities outside the classroom, such as identification with movements of genuine educational character or those activities by which the

University and the teacher come to greater prestige and usefulness in the community, state, and nation;

3. participate in forums, conferences, in-service work, addresses, etc., all of which play a part in public relations.

d. Earned Doctorate

All full-time faculty members employed at Shepherd University who do not have the doctorate from a recognized regionally accredited institution of higher education at the time of employment are expected to work progressively toward the doctorate unless there is a specific written agreement to the contrary at the time of their employment.

3. Academic Freedom and Responsibility

Shepherd University supports the principles of academic freedom as espoused by the American Association of University Professors.

In accordance with the [Board of Governors Policy 19](#), the University adopts the following tenets regarding academic freedom.

Academic freedom at West Virginia state colleges is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The Shepherd University Board of Governors recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as a citizen outside the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at Shepherd University is a citizen, a member of a learned

profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution.

4. Distribution of Workload

For a full-time teaching faculty member without administrative duties, the normal teaching load is twelve (12) credit hours per semester and twenty-four (24) credit hours per academic year (defined as fall and spring semesters), which is commensurate with the recommendations of the University's accrediting agencies and the Board of Governors. In determining semester-hour loads, consideration is given to laboratory assignments, private music lessons, supervision of student teaching and coaching duties. It is also expected that a certain student credit hour production will be maintained in addition to the established credit hour load.

In addition to an assigned teaching load, each professor is expected to schedule a minimum of six (6) office hours per week for student consultation, except during advisement week and before and after exams. Service to the University is also an expected part of each faculty member's workload. Service load may consist of advising a student organization, committee service, and assisting at athletic events.

Off-campus and evening/weekend classes will be offered, when sufficient demand exists, as a part of the University's mission to the service area. Faculty members are expected to share in a fair and reasonable manner in these teaching obligations which are often at other than preferred times and locations. Evening classes and instruction at additional locations will, in general, be considered a part of the regular teaching load. When off-campus teaching is by necessity in excess of the normal teaching load, additional compensation may be provided with the approval of the President and the Provost.

A report of teaching loads, office hours, and service assignments is submitted at the beginning of each semester. The office of the Provost distributes forms for the collection of these data. A report on plans for outside consulting requires prior approval by the Provost. Changes must be updated as they occur. In addition to this official report, each faculty member is expected to post office hours on his or her office door or bulletin board for student use, as well as other

faculty. A directory of faculty schedules and office hours is published by the Office of the Provost each year.

5. Overloads

The limitation of faculty teaching loads to 12 semester hours is very strongly supported. Students need and deserve the guidance and counseling which professors can give them as they progress through the undergraduate programs. Professors are encouraged to enrich their teaching through professional reading, continuing graduate study, and taking trips, which provide experiences, related to teaching assignments. Additional time should also be spent in service to the University and the community.

There may be circumstances where the Department Chairs may need to recommend additional hours for a faculty member. Established reasons for approval of recommended overloads include: the teaching of a course when other qualified personnel cannot be identified; the distributing of more equitable student credit hour loads among faculty; and the opportunity to teach a graduate course in the professor's specialized field.

Recommendations for faculty to teach beyond the normal 12-hour load are to be made according to the following guidelines.

- a. The respective Department and College Deans will make recommendations to the Provost on requests for extra courses to be taught.
- b. Faculty who hold the doctorate and/or who have special preparation in particular fields will receive first consideration for extra teaching assignments, especially those assignments which are remunerative.
- c. Faculty should use professional discretion in assuming any extra teaching assignments.

6. Summer Session

Shepherd offers a limited number of classes during the summer session. Determining who will teach in the summer sessions will depend upon a number of factors. It shall be the responsibility of the Provost and college Deans to prepare a list of courses to be offered in the summer sessions. Chairs will recommend qualified faculty to teach the courses. A rotation plan for faculty members in the respective departments for summer teaching assignments is very

strongly encouraged. Priority will be given to faculty holding terminal degrees.

Since summer enrollment is much lower than the regular academic year, the number of faculty used in the summer sessions is limited. Therefore, faculty not returning for the academic year following a summer session generally will not be offered summer employment. If a faculty member has signed a contract for summer teaching and resigns from Shepherd employment effective in August, the summer contract is terminable at the discretion of the University. In summary, summer employment is dependent upon a faculty member fulfilling his or her contract for the academic year following the summer teaching assignment.

All appointments for faculty members teaching in the summer session are subject to rescission if the classes do not meet minimum enrollment requirements, as determined by the Provost.

Courses with low enrollments (less than five (5) students) will be canceled by close of business the day before summer classes start in a given session, subject to the following condition. If the enrollment is less than five (5), the instructor will be contacted by the respective College Dean or his/her designee and asked if he/she wants to teach the course on a per student basis (one-twentieth of full rate per student, based on the student count at the conclusion of the add/drop period). The course will remain only if the instructor opts to teach the course on the pro-rated salary basis. The College Deans will then notify the Registrar and the Provost. The Registrar will, after the 4:00 p.m. closing of registration on the first day, notify each College Dean of the courses with low enrollment.

Faculty members will be provided compensation for supervision of summer internships under the following conditions:

1. A faculty member will be paid at the full prevailing summer course rate per credit hour taught comparable to other faculty members with like degrees if ten (10) or more students register for summer internship credit under his or her direction.
2. If fewer than (10) students register for a given internship course, the faculty member will be paid on a pro-rated basis of 10% of the base pay rate per credit hour per student.
3. A faculty member will be paid for only one internship course section per summer session (Session I, Session II, or the entire summer session.)
4. The Curriculum and Instruction Committee offers the following guidelines of documentary materials expected for departments offering summer internships courses:
 - i. A written contract specifying the responsibilities of the faculty supervisor, student and internship in-site supervisor.

- ii. A course syllabus and learning agreement.
- iii. Documentation of student work (i.e., a journal, term paper, portfolio, or other form of documentation appropriate to the discipline.)
- iv. The faculty supervisor and internship on-site supervisor communicate via paper or e-mail to ensure that the student is working satisfactorily, working the appropriate number of hours (i.e., 200 on-site hours is equivalent to 3 credit hours), and that the student's grade is based on the above.
- v. The student's grade is to be awarded after completion of the internship (using the university-established rules for granting the grade of I (Incomplete) when necessary, in accordance with the rules established by The Admissions and Credits Committee.

7. Independent Study and One-on-One Teaching Under Restricted Conditions

Should a class section be removed from the course schedule in a given semester because of low registration, the department in which the class is housed may ask a faculty member or adjunct faculty member to provide an independent study course for a student in the closed class section. The faculty member will be paid \$150 per three (3) credit hour independent student course that he or she teaches under this policy. This course will be designated on the student's transcript as equivalent to the canceled course.

The following condition must be met for a contract to conduct an independent study course to be issued under this policy: The student is scheduled to graduate in the semester in which the class was to be offered and no substitute course is available that semester to meet the graduation requirement.

Reference here is made only to those courses that are usually taught in the standard class (10 or more students at the undergraduate level) arrangement and not to coops, internships and the like which must be considered as constituting a different topic. Assuming this, it seems clear that one-on-one teaching is demanding, requires as much if not more preparation than the usual classroom assignment, and should be considered an unusual demand upon any faculty member's time and course assignment. However, some unavoidable circumstances make it necessary that this type of course offering be an option. Given these understandings, the following are conditions under which such a course offering may be made:

In instances when a student is certifiably in his/her final year of study and the course is:

- a. required for graduation or,
 - b. cannot be substituted for with another course which is available,
- and**
- c. A course is canceled by the university due to low enrollment
- or**
- d. A course will not be offered, due to the department's sequence of course offerings until after the proposed (realistic) graduation date of a student. (This could happen in the case of transfer student from another institution or one changing majors and/or minors.)
- or**
- e. An unavoidable conflict (university created) arises which precludes a student's
 - i. taking a required course at the time it is available (i.e. requirement in the major
 - ii. offered at the same time as one in the minor or no space available in a multi-
 - iii. section required course except in one which is a conflict.)

8. Internships, Co-ops and Supervision of Experiential Learning

Certain courses for academic credit require faculty supervision of a student experience rather than teaching a course that meets the standard number of hours per week. Internships and co-ops are not calculated as part of a faculty member's load or overload if the number of students supervised is fewer than ten. In those cases, faculty will be compensated at the rate of \$150 per student for such supervision. Departments may assign a course section in an internship or co-op as a regular course that is part of a faculty member's standard teaching load if the enrollment is ten or more.

Practicums, clinical experiences, student teaching and other internships specific to Nursing Education and Teacher Education are governed by accrediting board standards regarding the number of supervisions equal to one course in-load credit and thus not subject to the minimum of ten described above.

9. On-Line Teaching Policy

Online Review Committee (ORC)

The Online Review Committee, composed of one elected voting member from each College (A&H, B&SS, E&PS, NS&M, Library, and Graduate Council) and the Dean/Director of Instructional Technology (voting member who chairs the ORC), oversees online course approvals and policy regarding fully online courses.

Faculty teaching a fully online course for the first time at Shepherd University must have previous online teaching experience or training prior to teaching. All on-line course offerings are subject to review as described below.

Training Process & Requirements:

Faculty teaching a fully online course for the first time at Shepherd University, or faculty who have not taught a fully online course in the past two calendar years, will need to become certified to do so. In order to do this, they may take a six-week “Online Certification Course” (OCC) at Shepherd, or they may take another certification course of their choosing outside of Shepherd as long as it meets the nine criteria described later in this document. The OCC is currently taught at different times throughout the year by the Shepherd University Director of Instructional Technology.

Online Technology Policy:

Training Waivers: (Please Note: These waivers apply only to faculty who have not taught a fully online course at Shepherd University within the past two calendar years. Faculty who have already taught a fully online course at Shepherd, or who have successfully completed the OCC or another certification course covering the required competencies* are only subject to periodic course review as described later in this document).

Previous Online Teaching Experience	Faculty members who have taught online at another institution within the past two calendar years may be eligible to waive some or all of the faculty training requirements. They will need to arrange a meeting with either Shepherd’s Director of Instructional Technology or their College elected member of the Online Review Committee to review their experience and present a course (or courses) that they have taught online. Courses should include all of the required elements for an
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	online course from the <i>Shepherd Online Course Assessment Rubric (SOCAR)</i> . [*] After the review, it may be recommended that the faculty member either complete Shepherd's Online Certification Course ^{**} or another certification course of their choosing that covers the required competencies [*] , or that the faculty member complete one or more selected self-paced refresher tutorials through Magna Commons before being approved to teach online.
Previous Online Training/Certification	Faculty members who have not taught online but have taken the equivalent certification coursework (course(s) that cover similar material ^{**} as Shepherd's OCC), within the past two calendar years, may be eligible to waive some or all of the Shepherd University training requirements. Proof of certification completion is required. However, the faculty member will also need to arrange a meeting with either Shepherd's Director of Instructional Technology or their College elected member of the Online Review Committee to review his or her experience and present a course (or courses) he or she plans to teach online at Shepherd University. Courses should include all the required elements for an online course from the <i>Shepherd Online Course Assessment Rubric (SOCAR)</i> . [*] After the review, it may be recommended that faculty members either complete Shepherd's Online Certification Course ^{**} or another certification course of their choosing that covers the required competencies [*] , or that they complete one or more selected self-paced refresher tutorials through Magna Commons before being fully cleared to teach online.

*See attached rubric and scoring. ** Shepherd's OCC covers all material on the Shepherd Online Course Assessment Rubric - SOCAR (attached).

The Dean of Teaching, Learning and Instructional Resources and College elected members of the Online Review Committee will use the following form to review courses created by faculty teaching a fully online course for the first time at Shepherd University:

Online Teaching Training Waiver Application for Faculty Teaching a Fully Online Course for the First Time at Shepherd University:

Faculty Member:

Meeting Date with Instructional Technologist or College Elected Member of the Online Review Committee:

Course Title(s):

Number of Credits:

Requirements fulfilled by this course: (Major or Core Curriculum)

Is this part of a fully online program?

Semester in which the course will first be taught:

Describe your experience teaching online or your certification training (if you have not yet taught online). What year did you do this teaching or training?

Proof of Certification? Yes No N/A

Does course meet the Shepherd Online Course Assessment Rubric (SOCAR) standards?

Yes No

If the SOCAR standards have not been met, what training is recommended? (Circle one)

Shepherd University Online Certification Course

Magna Commons Online Teaching Self-Paced Refresher Courses (please list specific ones).

One-on-one meetings with the Director of Instructional Technology

Date for next course review (if SOCAR standards have not been met):

This section to be completed by the Dean of Teaching, Learning or Instructional Resources or College elected member of the Online Review Committee:

Instructor currently approved to teach online? Approved _____ Not Approved _____

Signature and Date _____

Shepherd Online Course Assessment Rubric (SOCAR)*

Nine Essential Standards

Please note that these standards are not used to evaluate course subject content but rather best practices in terms of navigability, structure, clarity, technology and community.

___ Presentation of materials uses more than one sensory mode (e.g. print, visual, experiential).

___ In addition to clearly stated learning outcomes, each activity, assignment, exercise, and assessment clearly indicates what students need to do, how they should submit results, and any special instructions.

___ Lessons/modules are clearly organized and easily navigable.

___ Course requirements clearly state that students are required to interact with each other and with the instructor, a specific time period for the interaction is stated, directions for how to participate in the interaction, standards for the quality or expectations of the interaction are set, and the outcomes of those interactions are noted (i.e. the student receive points for the interaction).

___ Policies and procedures are in place in the course site, are easily located, provide clarity to the reader regarding their responsibility, and reflect the institution's policies to ensure the integrity of student's work.

___ Student's achievement of stated learning outcomes is documented and provided to the student as feedback on their learning activities and assessments, and is documented in the course site where it is accessible to both instructor and student.

___ The tools and media used to deliver the content of the course are appropriate (accessible, functional, learner-centered).

___ Instructor provides clear information regarding his or her availability for assistance.

___ Course fosters a sense of community in some way (i.e., instructor and student introductions, pictures, chat room accessibility, etc.).

**Adapted from Michigan Community College Virtual Learning Collaborative*

Online Teaching Assessment Measures - Protocol

1. Initial Course Review - The Final Project of the OCC or the SOCAR analysis.

In order to meet SOCAR standards, a course must meet each of the 9 essential standards.

See assessment rubric above.

2. Initial Assessment of Subsequent Courses

After a faculty member has been initially approved to teach a fully on-line course at Shepherd and has had an initial course approved, subsequent fully on-line courses may be offered by that faculty member without prior approval. Assessment of subsequent courses would take part in the two-year cycle for re-evaluation described below in the cyclic assessment section.

3. Cyclic Assessment

In addition to the initial course review for Shepherd University professors teaching a fully online course for the first-time, online courses will be re-evaluated by the Director of Instructional Technology and College elected faculty members of the Online Review Committee every two years (or more if issues are brought forth) to make sure the courses are meeting the required standards outlined in the SOCAR.

4. Student Evaluations

Student evaluations of the online courses will need to be given every time the course(s) are offered.

10. Academic Rank

Faculty eligible for advancement in rank or award of tenure for tenured rank positions shall be advanced to one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. Yearly contracts will indicate a faculty member's specific rank as one of the four listed above and years in rank will also be recorded on the same contracts.

Faculty members contracted by Shepherd University may receive up to two years of credit towards tenure or promotion if they have taught four or more years as a full-time faculty member at a recognized accredited institution of higher education. If a member has taught at least two years but less than four years at another institution, that individual could receive one year of credit. If a member has prior, non-tenure track teaching experience at Shepherd, any application of service credit toward promotion or tenure will likewise be reflected in the initial tenure track appointment. The recommendation for awarding of credit toward tenure or promotion must be brought forward by the hiring department with the agreement of the College Dean, and is subject to approval by the Provost.

Minimum qualifications for advancement to each of four ranks are established as follows:

Professor

- a. Earned doctorate from a regionally accredited institution of higher education or the highest academic degree in the field of specialization or achievement of professional eminence.
- b. Ten (10) years of satisfactory full-time higher educational teaching or professional experience at a regionally accredited institution. After ten (10) years of higher education teaching experience, four (4) years of which must be at Shepherd University as an Associate Professor, a candidate may apply for promotion to Full Professor.
- c. Evidence of continuous professional growth throughout the term of Associate Professor rank. Additional evidence prior to advancement or appointment to Associate Professor shall be submitted only when supported by the faculty member's explanation of the need for such additional support materials in order to document a long term continuous professional growth process.
- d. Outstanding teaching effectiveness.

- e. Scholarly work accomplished during the term of Associate Professor rank as evidenced by refereed publications, funded refereed external grants, juried performances, or juried exhibitions. Academic and professional work must be within the candidate's field or fields of specialization or university-level teaching areas. Grants alone are not sufficient for meeting this standard, but an externally funded refereed grant in combination with a refereed publication or juried exhibition or performance may satisfy the standard.
- f. Excellence in institutional service.
- g. Excellence in community service.
- h. Reputation as a person of good character.

Associate Professor

- a. To be eligible for promotion, the faculty member must meet one of the following three professional requirements:
 - 1. Hold an earned doctorate or the highest academic degree appropriate to the teaching field; or
 - 2. Master's degree plus 30 hours of graduate work, appropriate to the teaching field, toward the doctorate from a regionally the teaching field, toward the doctorate from a regionally accredited institution of higher education; or
 - 3. Hold an advanced degree, masters appropriate to the teaching field, and a national certification. The appropriate national certification will be identified at the College level and will be subject to approval by the Faculty Senate.
- b. Five (5) years of satisfactory full-time higher educational teaching experience at a regionally accredited institution. After five (5) years of higher education teaching experience, three (3) years of which must be at Shepherd University as an Assistant Professor, a candidate may apply for promotion to Associate Professor.
- c. Excellence in teaching.

- d. Professional activities that might include: Some publication exhibition, or performance activity in the form of research papers, creative writing or participation in juried exhibitions, concerts, or other professionally rendered services.
- e. Evidence of interest in the University through rendered services.
- f. Evidence of interest in community through rendered services.
- g. Reputation as a person of good character.

Assistant Professor

- a. Master's degree plus 15 hours of graduate study in the field.
- b. Three years of excellence in teaching or professional experience. This experience requirement may be waived at the time of employment for holders of an earned doctorate.
- c. Excellence in teaching.
- d. Evidenced interest in the profession of university teaching and in professional growth.
- e. Reputation as a person of good character.
- f. In cases where an individual is hired as an Instructor because he or she had not completed work on the doctoral degree prior to signing an initial Notice of Appointment with Shepherd University, promotion to the rank of Assistant Professor will be granted automatically in the next Notice of Appointment should the doctoral degree be received during the term of the initial Notice.

Instructor

- a. Master's degree except in certain specialized fields.
- b. Interest in university teaching.
- c. Reputation as a person of good character.

The formal education requirements stated for each rank may be waived by the President in cases of those faculty involved exclusively in associate degree programs, or cases where a national search cannot secure the most qualified candidates because of non-competitive salaries or candidate shortages.

Temporary faculty appointments (both full-time and part-time) will be designated by the title, lecturer, or other appropriate title. Academic rank may be awarded to qualified administrative personnel in addition to any administrative or staff title. The rank to be awarded will be on the basis of the same criteria, which are applied to the award of rank to the teaching faculty. Administrative personnel shall be informed at the time of appointment whether the rank is awarded as a tenured, tenure track, or temporary member of the faculty. Administrative personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided those designated as faculty.

11. Tenure

Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. **Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities.** Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.

The Board of Governors requires that the University demonstrate evidence that the guidelines for the award of tenure be based upon a wide range of criteria such as: excellence in teaching; accessibility to students; professional and scholarly activity and recognition; significant service to the university community; experience in higher education and at the institution; possession of the doctorate; special competence, or the highest earned degree appropriate to the teaching field; publications and research; potential for continued professional growth; and service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the University according to the Board of Governors' policy.

In making tenure decisions, careful consideration shall be given to the tenure profile of the institution; projected enrollment patterns; staffing needs of the institution; current and projected mission of each academic unit; specific academic competence of the faculty member; and preservation of opportunities for infusion of new talent. The University, while not maintaining tenure quotas, shall be mindful of the dangers of losing internal flexibility and institutional accountability to the citizens of the State as the result of an overly tenured faculty. Tenure may be granted only to people in positions funded by monies under the Board of Governors' control.

Tenure shall not be granted automatically, or for years of service, but shall result from action by the President following consultation with appropriate academic units.

Tenure may be granted at the time of appointment by the President, following consultation with the Provost. Faculty of the academic department in which an individual would be assigned, or tenure may be granted at the time of appointment by direct action of the Board of Governors. In the case of tenure track appointees, tenure may be attained by faculty who hold the rank of Assistant Professor or above. Years in term of tenure track period are to be recorded on each of the faculty member's yearly contracts.

12. Guidelines and Criteria for Promotion in Rank and Tenure

In order to fulfill the charge of the Shepherd University mission it is necessary to establish a procedural system of high standards to maintain and evaluate continuously the faculty of Shepherd University for the purpose of promotion and tenure.

a. General Statement

Promotion and tenure of faculty are the prerogatives of the President, who will base his or her decision primarily upon the guidelines and the recommendation(s) of the Provost, the College Dean, and the appropriate University Promotion and Tenure Committees.

Promotion in rank and tenure will not be granted routinely nor automatically because of length of service. Neither will promotion or tenure be denied capriciously. Requests for granting of promotion or tenure will be evaluated on the basis of the following five areas of performance:

1. The possession of the terminal degree from a recognized regionally accredited institution of higher education and/or the requisite number of graduate hours toward the doctorate.

Requests for exceptions will be entertained only for unusual circumstances;

2. Excellence in teaching as evidenced by recent and regular evaluation;
3. Professional growth as evidenced by scholarly research or creative work appropriate to the discipline or field of appointment. Such evidence may include publication; presentation of scholarly papers at professional forums; participation and recognition in juried shows, concerts, recitals; or other achievements of significant professional stature;
4. Evidence of excellence in professional service, manifested in activities that add to the efficiency and positive image of the discipline, the department, or College, Shepherd University, and the State of West Virginia, including involvement in professional organizations at the national, regional, and state levels;
5. Attainment of the minimum educational and experience requirements as established in policy defining rank. Tenure may be attained only by faculty who hold the rank of Assistant Professor or higher. Tenure evaluation by the President and Provost may also be affected by the institution and projections for future needs.

b. Procedures for Making Promotion and Tenure Recommendations

1. Each College shall maintain a standing committee, called the Promotion and Tenure Committee (PT Committee), to consider promotion and tenure applications from faculty within its College. Each PT Committee shall consist of a tenured faculty member from each department within the College, elected for a three-year term by the faculty in the department. Colleges with three (3) or fewer departments may, with the agreement of the majority of the faculty in the College, elect to have two (2) members from each department serve on the PT Committee. Each PT committee will elect a chair and a vice chair, who will serve as the College's representatives on the Professional Status Committee. The primary purpose of the PT Committee is to review applications for promotion or tenure and submit its recommendations to the Provost.

(Sample forms for application for promotion and tenure are included in this manual.)

2. A person initially appointed as a professor, associate, assistant professor, or instructor/lecturer will undergo a pre-tenure review no later than the third year of

employment at Shepherd University. Faculty who are hired with two years of service credit toward tenure will undergo pre-tenure review in their second full year of Shepherd employment. Participation by a tenure-track faculty member in the pre-tenure review process, in the appropriate year, is mandatory. The Dean shall expressly address the necessity of initiating the pre-tenure review process in the annual evaluation of the faculty member in the spring prior to the year of the pre-tenure review. The College's PT Committee will conduct a review using the same criteria used for a tenure review and will submit, in writing, the results of that review to the faculty member under review.

A similar review will be conducted by the faculty member's Department Chair, then each Department Chair involved submits his or her review recommendations to the respective College Dean and the PT Committee; the College Dean will then provide a written review to the faculty member. In cases where a non-tenured Department Chair is asked to conduct a pre-tenure review or a tenure review the Department Chair will inform the respective College Dean of this situation. The College Dean will then select a tenured member of the department or a tenured member of the same College to serve in this capacity in lieu of the Department Chair. The College Dean or the Provost may also ask the Department Chair for a written pre-tenure evaluation or tenure evaluation statement. This pre-tenure review is conducted to give the faculty member an opportunity to improve in those areas that are deemed weak. A favorable review at this stage does not assure the faculty member of tenure at a later date. To receive a review, the faculty member must submit a "Pre-tenure Application" in the same manner as a tenure application is provided for here.

3. A person initially appointed as a professor, associate professor, or assistant professor must be reviewed for tenure no later than the completion of the sixth year of service at Shepherd University or in the sixth year of tenure-credited at the University. Applications for tenure should therefore be made during the first semester of the faculty member's sixth year of service at Shepherd University, and tenure, if approved, will begin with the seventh year. If tenure is not awarded, the seventh year contract will be a terminal contract. In extraordinary circumstances following the review of the appropriate faculty committees, the Department Chair, the College Dean, the Provost, the President of the University may award tenure before the seventh year of a faculty member's employment at the university. A person serving under a terminal contract is not eligible for review for tenure or promotion.

4. The candidate for promotion or tenure or both will submit an application to the College's PT committee. The application must contain all supporting materials that the candidate wishes to be considered by all parties in the review process, including a letter of review and recommendation for or against promotion or tenure and/or both from the Department Chair. Each candidate must consult with the department chair during the process of putting supporting documents together. Letters from appropriate persons outside the University are encouraged. The application must address the candidate's competencies in the following areas:
 - a. Excellence in teaching;
 - b. Committee service at the University;
 - c. Professional activities such as research, publishing, public performance;
 - d. Significant service to the candidate's profession;
 - e. Professional service to the community and to the State;
 - f. Attainment of necessary education and experience;
 - g. Character reputation that reflects positively on the institution.

The department chair, upon receiving an application for tenure or promotion, shall call a meeting of the tenured faculty to discuss and vote on the application. The meeting shall include the department chair, if tenured. The chair may vote, if tenured. The meeting will exclude the candidate. The chair will forward the department's recommendation and vote count to the College Dean, the candidate, and the College PT Committee. If a department has no tenured members, the chair's letter of review shall serve as the department's recommendation.

5. The College PT Committee will forward its recommendation, the applicant's folder and all supporting material to the respective College Dean. The College Dean will then evaluate the merits of the request for promotion or tenure according to appropriate guidelines. The

College Dean may request additional supporting material from the faculty member and may consult with other faculty and the Department Chair before making his/her recommendation.

6. After the College Dean has formulated his/her recommendations he/she shall ensure that each candidate for promotion and/or tenure shall receive a copy of the recommendations made by the College PT Committee and the College Dean.
 - a. The College Dean shall then forward the candidate's promotion and/or tenure file, with the College PT Committee recommendation, to the Provost.
 - a. If the College Dean and the PT Committee do not concur, the Provost will send both recommendations to the Professional Status Committee, which shall review the application and recommendations. It may consult with the College PT Committee and the College Dean. Each promotion or tenure candidate shall have the right to respond in writing to the Professional Status Committee. The candidate will have ten (10) working days after receiving the recommendations of the College Dean or the College PT Committee to respond. It shall then submit its recommendation to the Provost, along with the candidate's complete application and the recommendations of the College PT Committee. It shall also notify, in writing, the chairman of the College PT Committee and each candidate. Each candidate may respond, in writing, to the Provost within ten (10) working days after receiving the recommendation of the Professional Status Committee.
7. The Provost shall consider the recommendations of the College PT Committee, the Department Chair, the College Dean, and, if applicable, the PSC. The Provost will forward these along with his or her recommendation, along with the candidate's application and all relevant documentation to the President and will consider all recommendations and render a decision regarding request for promotion and tenure as soon as possible after receiving these recommendations. After the review process has been completed, each faculty member requesting promotion or tenure will receive a letter from the Provost regarding approval or disapproval of the application for promotion or tenure. The Provost will personally counsel each person who has gone forward for promotion and/or tenure.
8. After receiving such a letter from the Provost, the faculty member requesting promotion or tenure shall have access to all recommendations which have been a part of the faculty

member's review process, other than those letters from off campus persons which the candidate indicated that he or she did not wish to read.

9. In all cases, it is to be understood that actions by individuals and committees are recommendatory and are not final until the Provost has informed the candidate in writing of the decision.

c. Standardized Application Portfolio

1. Each candidate must consult with the department chair during the process of putting supporting documents together. Faculty are encouraged to submit their application in digital format through Sakai.
2. The documentation submitted for promotion and tenure, as well as the pre-tenure review, must be included in a three-ring binder folio which shall be divided into the following sections:
 1. "The University Professional Status Committee Request for Promotion Form" (or to be re-designated as "Request for Tenure Form," or "Request for Promotion and Tenure Form," or "Request for Pre-Tenure Review Form," as presented under Faculty Handbook, section II)
 2. A copy of the candidate's curriculum vitae
 3. Appendix A. Student Evaluations – course syllabi, other related course materials, and all university administered student evaluations for the last five years
 4. Appendix B. Evaluations by Supervisors and College Deans
 5. Appendix C. Copies of publications, or appropriate documentation of publications, professional creative work, and/or artistic work of a professional nature (A supplementary appendix document or filing may be utilized where numerous articles, books or other creative work are sent forward with the folio)
 6. Appendix D. Letters of Support

7. Appendix E. Miscellaneous Documentation of Service
8. Appendix F. Required Promotion or Tenure or Pre-Tenure Recommendation by the Department Chair
9. Appendix G. Required Promotion or Tenure or Pre-Tenure Recommendation by the College Promotion and Tenure Committee (Shall be placed in the folio by the chair of the P & T Committee and sent to the College Dean)
10. Appendix H. Required Promotion or Tenure or Pre-Tenure Recommendation by the College Dean
11. Appendix I. Required Promotion or Tenure Statement by the University Professional Status Committee (if necessary)
12. Appendix J. Required Promotion or Tenure Statement by the Provost.

Each candidate's promotion, tenure or pre-tenure review portfolio will remain in the possession of the office of the respective College Dean once it has left the home department. The promotion, tenure or pre-tenure portfolios will be sent directly to the office of the Provost by the respective College Dean once all of the sections through Appendix H have been completed.

13. Distinguished Professor

Shepherd University may award the title of Distinguished Professor to honor a faculty member who has achieved a record of publication, or performance, or creative activity at the highest levels of professional accomplishment and peer recognition of that accomplishment. Candidates must meet all (*a through e*) of the criteria below to be considered for the title of Distinguished Professor.

I. Criteria

- a. Excellence in teaching and service to academia
- b. Evidence of current professional activity in the area of expertise through peer reviewed publications or juried performances at the regional and national or international level

- c. A record of current activities with professionally related groups in the area of expertise
- d. Receipt of awards or recognition in the area of expertise from national or international professional organizations
- e. Hold the rank of Professor with tenure

II. Nominations

- a. All nominations will be made to the Provost and the Deans/Provost Council
- b. Nominations for faculty may be made by the faculty member's department chair or College dean
- c. Nominations for faculty may be made by another faculty member to the nominee's department chair or College dean
- d. Faculty members may make a self-nomination to their department chair or College dean
- e. Nominations of a dean will be made by the Provost
- f. After consultation with the academic deans the Provost will make a recommendation to the University President
- g. The University President will inform the faculty member and the Provost of the decision made in each case

III. Recommendations

- a. Faculty applications for Distinguished Professor require letters of recommendation from the department chair in which the faculty member is housed, and the College dean. Faculty within the home department of an applicant may submit letters of recommendation for the applicant. These letters must include approval or disapproval of the nomination.
- b. Application for Distinguished Professor by a department chair will require a letter from the

department faculty and the dean of the College. These letters must indicate approval or disapproval of the nomination.

IV. Recognition

- a. Recognition of individuals awarded the title of Distinguished Professor will be made at the fall semester tenured faculty reception at Popodicon and at the spring University Assembly Meeting.

14. Annual Evaluation

The evaluation process is subject to revision upon the recommendation of the Faculty Senate and the Provost and the approval of the University President.

- a. General Statement: All faculty members will be given the opportunity to respond in writing to any evaluation and have that response included in the faculty member's evaluation documents. In addition to the procedures described below, each year the Director of EPPC or designee submits an annual evaluation report on each EPPC member to the respective College deans. Copies of all evaluations are forwarded to the Provost.

b. Non-tenured Faculty:

- i. Non-tenured Faculty Evaluations: All non-tenured full-time teaching faculty shall be evaluated annually by the College Dean in consultation with the faculty member's Department Chair; this evaluation process will include classroom visitation. This annual evaluation serves as a basis for decisions concerning retention.

By March 1, each non-tenured faculty member shall submit, to the College Dean and the Department Chair, an annual report of professional activities in the areas of performance as outlined under "Criteria". This report, accompanied by a cover letter, are also the basis of the application for merit by the non-tenured faculty member.

ii Non-tenured Faculty Criteria

The following criteria, standards and procedures will be considered in evaluation of non-tenured faculty for retention. These criteria are consistent with those applied in

promotion and tenure consideration.

1. Progression toward the possession of the terminal degree and/or the requisite number of graduate hours toward the doctorate and experience requirements. Requests for exceptions will be considered only in unusual circumstances, and must be made at the initial employment. (see section II, A, 8 for academic rank qualifications)
2. Excellence in teaching as evidenced by recent and regular evaluations and classroom visitations. Each semester the non-tenured faculty member will have at least two courses evaluated by the students. The Department Chair shall choose one course and the faculty member shall choose one course. The Department Chair will provide the College Dean with a list of all the courses that will be evaluated. If either the faculty member or Department Chair fail to designate a course and more than two instructional days have passed from the published deadline for designating courses, the Dean may designate the undesignated course(s). The faculty member may request that all of the courses being taught be evaluated.
 - a. By March 1 annually, a scheduled classroom visitation shall be conducted in the following manner: year 1, by a faculty peer as determined by the department, year 2, by the Department Chair, and year 3, by the College Dean. This rotation shall be repeated one time or until the faculty member earns tenure. The evaluator shall contact the faculty member to schedule this visit at a time convenient for the evaluator and the faculty member. The classroom evaluator shall prepare a written evaluation of the observed teaching effectiveness. (Classroom Visitation Evaluation Form) This teaching evaluation will be shared with the faculty member in a face to face conference prior to being included in the faculty member's annual evaluation documents. If at any time it is deemed that the faculty member is in need of mentoring beyond what the College and/or department can provide, the Dean of the College may call upon the Dean of Teaching, Learning and Instructional Resources as an additional resource.
3. Professional growth as evidenced by scholarly research or creative work appropriate in the discipline or field of appointment. Such evidence may include publication, presentation of scholarly papers at professional forums, participation and/or recognition in juried shows, recitals, or other achievements of professional stature.

4. Evidence of professional service, manifested in activities that add to the positive image of the discipline, the department, the College, Shepherd University, and the State of West Virginia, including involvement in professional organizations at the national, regional, and state level.
 5. Plans for next year. The faculty member shall comment on plans and goals for next year, including courses to be taught, service assignments, and any plans for research and creative activities.
- iii. Evaluation conference. By April 30, after the collection and consideration of the evaluation data, the College Dean will formally conference with the non-tenured faculty member. This discussion will be the basis of a report and/or recommendation made to the Provost. The faculty member will sign the annual evaluation agreeing or attach a rejoinder.
- c. Tenured Faculty Evaluation Process:

An annual report of activities shall be prepared by all tenured faculty members and submitted to the Department Chair and the College Dean by March 1. This report is also the basis of the faculty member's application for merit.

Student evaluations: Each Fall semester, a minimum of two classes, chosen by the faculty member, will be evaluated by the students. If the faculty member fails to designate the courses and more than two instructional days have passed from the published deadline for designating courses, the Dean may designate the undesignated course(s) or may ask the Department Chair to do so. The results of these evaluations shall be provided to the faculty member, the Department Chair and the College Dean.

After earning tenure, evaluations are conducted in the following manner:

The first year after earning tenure, the faculty member conducts student evaluations in at least two classes being taught and submits a self-evaluation via an annual report of professional activities to the College Dean and the Department chair. These are archived by the Department Chair and the College Dean.

The second year after earning tenure, the faculty member conducts student evaluations in at

least two classes being taught and submits an annual report of professional activities to the College Dean and the Department Chair. The Department Chair will prepare a written evaluation of the department members based on the student evaluations and the annual report. The College Dean will prepare an evaluation of the Department Chair. This written evaluation is shared with the Department Chair. Each faculty member will be given opportunity to respond in writing to the Chair's or Dean's evaluation. This evaluation is archived by the College Dean and the Department Chair.

The third year after earning tenure, the faculty member conducts student evaluations in at least two classes being taught and submits a self-evaluation via an annual report of professional activities to the Department Chair and the College Dean. This report is archived by the College Dean and the Department Chair.

Fourth Year Evaluation by the College Dean: Every fourth year after earning tenure each full-time tenured faculty member will be evaluated by the College Dean. In the fall semester prior to the spring semester evaluation by the College Dean, the faculty member shall conduct a student evaluation in at least two classes being taught. Additionally in this same semester, a classroom visitation will be conducted. The College Dean, Department Chair and faculty member will come to mutual agreement as to who will visit the classroom and what class is to be visited. The Dean, the Department Chair or a peer evaluator may be selected to visit the classroom. Subsequent to the visit, a written evaluation shall be prepared by the evaluator, (Classroom Visitation Evaluation Form) and a face to face conference between the classroom evaluator and the faculty member will be conducted prior to the fourth-year evaluation by the College Dean. This evaluation form, and any rebuttal by the faculty member, will be forwarded to the College Dean and may be included in the faculty member's evaluation documents. The College Dean will archive this evaluation.

After initial implementation of this evaluation policy, one half of the current tenured faculty will be evaluated after two years and the remaining one half of the tenured faculty shall be evaluated four years after implementation of the policy. Then the four-year rotation will begin for all the tenured faculty. The College Dean shall determine the faculty members in each of the two initial rotation periods. Should a faculty member receive sabbatical leave, or any extended leave, the four-year rotation is suspended for the period of the leave and will resume when the faculty member returns from leave.

Special Provision relating to Deans, Department Chairs, and all Faculty Personnel Policies

Effective July 22, 2016, notwithstanding any other provision of the Faculty Handbook, in relation solely to the Department of Nursing Education and faculty assigned to it at the undergraduate or graduate level:

1. The Department Chair/ Director of Nursing Education shall be the immediate supervisor of all department faculty.
2. Promotion and Tenure and pre-Tenure processes are not modified in any manner by these Special Provisions.
3. Each full time faculty member in the department shall submit a copy of the Annual Report to the Department Chair/ Director contemporaneous with submission to the Dean.
4. The Department Chair/ Director of Nursing Education shall complete the performance review of every faculty member each year after the submission date for the Annual Reports and prior to April 10. The performance review will be submitted to the faculty member, with copies to the Dean and the Provost.
5. The Dean of the College shall complete a “Dean’s Evaluation” of faculty in the department consistent with provisions of the Handbook providing for evaluations by the Dean. These will be completed following the Chair’s Annual Evaluation. Copies of the Dean’s Evaluation will be submitted to the faculty member evaluated, the Chair, and the Provost.
6. In the instances of part time or full time faculty who are not evaluated by the Dean under the provisions of the Handbook, after receiving the Annual Performance Evaluation by the Chair/ Director, the faculty member may request a Dean’s Evaluation to be completed also, at the faculty member’s discretion. Such a request should be submitted in writing to the Dean within two weeks of receipt of the Annual Performance Evaluation, and the Dean shall be expected to complete the Dean’s Evaluation before July 1. In the case of graduate-status faculty of the department, the references in this section shall include an option to request a Dean’s Evaluation by the Dean of Graduate Studies.

SEE APPENDIX D FOR “PROCESS, TIME-LINE, AND FORMS FOR ANNUAL EVALUATION”

15. Merit Process (Excerpt from Board of Governors Policy 26 – Salary Policy)

- 2.1 Each year, or from time to time as deemed appropriate, the President shall present to the Board a plan for the distribution of general salary increases to employees of the University. This plan shall address increases for all employees other than the President.
- 2.2 The general salary increase plan shall be developed after state-wide salary mandates have been accounted for. Statewide salary mandates shall include salary increases for faculty promoted in rank and required incremental funding of the classified employee 'entry rate', if applicable.
- 2.3 After the cost of state-wide salary mandates has been separately accounted for, the President's general salary increase plan shall be submitted to the Board for approval.
 - 2.3.1 The plan shall reflect separately the total projected costs of aggregate salary increases for faculty, for non-classified employees, and for classified employees.
 - 2.3.1 The plan shall reflect the aggregate percentage increase in salary to be paid to faculty, non-classified, and classified employees.
 - 2.3.2 The percentage of aggregate increase in salary for each of the three groups of employees shall be comparable, but not necessarily equivalent; provided, that the President may present in the plan a proposal for non-comparable percentage increases among the three groups, for good cause shown.
- 2.4 The Board shall act, in response to the plan submitted, to establish the aggregate dollars to be allocated each year for general salary increases for each of the three groups of employees. The aggregate increase in dollars shall be distributed in accordance with Sections 3, 4 and 5 of this Policy.
- 2.5 Temporary salary enhancements which were distributed in fall 2010 shall not expire on June 30, 2011. For classified and non-classified staff, the enhancements shall be in all respects a part of base salary. For faculty, the enhancements shall expire on September 30, 2011 and effective October 1, 2011 faculty salaries shall be adjusted as provided in Section 2.6.
- 2.6 Effective only for October 1, 2011 salary increases, after the salary increase pool for the three categories of employees are established, the University shall integrate the faculty salary increases amounts that were distributed to faculty in October 2010 into the fall 2011 faculty salary pool, and the faculty salary increases shall be calculated from the September 30, 2010 salaries.

SECTION 3. FACULTY SALARY POLICY

The total dollars for this increase in aggregate faculty salaries shall be distributed among full-time faculty as follows:

3.1 The Distribution of Faculty New Pay Monies Each Fiscal Year

3.1.1 Salary Inequities Distributions: The Provost shall distribute Ten (10) per cent of the faculty salary increase pool at the discretion of the Provost to address salary compression, market and experiential disparities.

3.1.2 Cost of Living Allocations: Of the remaining 90% of the salary increase pool after Section 3.1.1 is implemented, Forty (40) per cent of the remaining amount shall be distributed among all returning full-time faculty, in equal amounts per person.

3.1.3 Merit Pay Allocations: Of the remaining 90% of the salary increase pool after Section 3.1.1 is implemented, Sixty (60) per cent of the remaining amount shall be distributed on the basis of merit pay.

3.1.3A The Merit Evaluation Committee.

- i. The merit evaluation committee will consist of 14 members.
- ii. Three faculty members will be elected by their respective Colleges/departments, plus 1 coach and 1 librarian elected by the athletics department and the library faculty. The coach and the librarian will consult with each merit subcommittee as to how candidates in their departments fit into the merit award categories.
- iii. New committee members will be elected before February 1st.
- iv. The Merit Evaluation Committee members serve a three year term and are not eligible for Merit Evaluation committee membership for one year following that term. The terms are staggered.
- v. Not later than February 15, the Merit Evaluation Committee will be convened for an initial meeting for the election of a Chair and Vice Chair. A candidate for the Vice Chair must have a minimum of one additional year, beyond the current year, remaining in the term. The initial meeting is convened by the former Chair, if still a committee member; otherwise, by the former Vice Chair. If both the

former Chair and Vice Chair have left university employment or are otherwise unable to convene the meeting, the initial meeting shall be convened by the joint direction of the Provost and the President of the Faculty Senate.

3.1.3B Description of Merit Awards.

- i. There will be three separate areas in which merit pay will be awarded, instructional performance, professional/institutional service, and professional development. The 14-member committee will break into three subcommittees to evaluate proposals in each of the aforementioned areas. The librarian and the coach will consult on the application of any member of their departments who applies for merit.
- ii. An applicant will not qualify for merit in one area unless he/she is deemed to be meeting expectations in the other two areas. In the process of the evaluation, if a subcommittee does not find that an individual has exceeded expectations in the award area and has met expectations in the non-award areas, the committee, with at least 2/3 membership present, will review the application and make the final recommendation.

3.1.3C Application for Merit Awards.

- i. Applying for a merit award is voluntary.
- ii. Any full-time faculty member including librarians and coaches can apply for merit.
- ii. To apply for merit, each candidate must comply with the following to be eligible for merit evaluation:
 - a. Submit a single-spaced letter of application, not to exceed one page.
 - b. The letter of application must expressly designate the merit award area (one of three) for which he or she is applying in a memo-style header at the top of the page.
 - c. Within the one-page limitation, the application letter may describe why the applicant deserves merit.
 - d. A full and true copy of the annual report must be submitted to the applicant's College dean. The annual report is the substantive basis for

making the merit evaluation as to any applicant. Therefore, applicants for merit pay should be very liberal in the quantity and quality of the information included in their annual report.

- e. Other than an exact copy of the annual report, as submitted to the Dean, the applicant may only submit the one-page application letter. These two documents constitute the entire application for merit pay. No additional document of any type may be submitted to the Merit Evaluation Committee beyond the annual report and the one-page application letter.
- iv. Merit award applications will be submitted to the Merit Evaluation Committee Chair at the same time as the Annual Report as stated in the faculty handbook. The mandatory deadline for submission of merit applications is 4:30 p.m. on the date that Annual Reports are due. No amendment of an application may be made by an applicant after that deadline.
- v. The committee may ask for additional materials, including student evaluations, to support a merit application.
- vi. A candidate must apply for merit, meet all deadlines, and supply any supporting materials requested by the committee in order to be awarded merit pay.

3.1.3D Responsibilities of the Merit Evaluation Committee.

- i. The Merit Evaluation Committee shall be responsible for evaluating and determining merit awards for faculty who apply and are deemed to be meritorious in the specified area.
- ii. The Merit Evaluation Committee may propose amendments to the merit process.

3.1.3E Categories of items to be considered under each of the three separate categories of merit pay:

Instructional performance, professional/institutional service, and professional development are critical parts of faculty life. Meeting expectations in these areas is not the same as performing these tasks meritoriously. Those with faculty status have many alternatives in fulfilling these requirements. The following is a list of the types of items that should be considered by those for

making merit decisions. Candidates may include these areas in support of their merit proposal, but should not limit themselves to these areas.

- i. Instructional Performance
 - student and other evaluations
 - course development and/or revision
 - course materials
 - assessment activities (course-related)
 - teaching strategies and techniques
 - advising
 - supervision of individualized study
 - deemed to be meeting expectations in professional/institutional service
 - deemed to be meeting expectations in professional development
- ii. Professional/Institutional Service
 - service to professional organizations
 - discipline-related community service
 - public service in support of the university mission
 - campus in-service presentations
 - program coordination/academic leadership
 - service to on campus committees
 - deemed to be meeting expectations in instructional/professional performance
 - deemed to be meeting expectations in professional development
- iii. Professional Development
 - publications (peer reviewed)
 - juried art/music and other creative activities
 - grant activity
 - presentations at learned forums
 - attendance at workshops, seminars, and learned forums
 - consulting and contracted research
 - on-going research
 - academic awards and honors
 - deemed to be meeting expectations in professional/institutional service
 - deemed to be meeting expectations in instructional/professional performance

3.1.3F Evaluation Procedures.

For those applications which meet the mandatory eligibility requirements, the primary principle guiding the performance evaluation of faculty for merit awards will be the quality of work produced as well as the quantity.

The following rubrics are meant to provide general guidelines, but do not provide all-inclusive descriptions of the three faculty performance areas. These descriptors should not be considered a checklist. They are intended to guide faculty in general terms about performance expectations of the University.

i. Instructional/Professional Performance Descriptors	
Exceeds Expectations	Outstanding teaching ratings; very active in improving teaching effectiveness (such as submission of a teaching grant, workshop attendance, etc.); extensive contribution in curriculum review/revision; new course development, developing and teaching a web based course, and being a guest lecturer in another class, creative intellectual engagement outside the classroom.
Meets Expectations	Competent teaching; achieves course objectives; active efforts to improve teaching effectiveness; appropriate design and delivery of course materials; appropriate course content; upgrades individual courses as necessary; makes positive contributions to curricular review/revision as necessary; maintains appropriate office hours (punctual and available), work in curriculum review/revision as necessary.
ii. Service Descriptors	
Exceeds Expectations	Active state, regional, or national professional service related to the profession, significant university service, significant community service related to the profession; service award recipient. Professional leadership in area of interest; strong community service related to the profession, or active participant in professional meetings.

Meets Expectations	Active contributor in University/College/department committee work. Active in service to the profession and in the community.
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iii. Professional Development Descriptors

Exceeds Expectations	Publications in refereed national/international journals; publication of invited review papers in peer reviewed journals; published book or monograph; recipient of faculty, regional or national research award; designation as a scholar lecturer at regional level or above in a professional organization, invited symposium speaker at a regional or national professional meeting, or invited research seminar speaker at another department or University. State or National/international refereed publications and/or book chapter(s); award of external grant or active external grant. Presentations at the national level. A refereed publication plus or an award of an internal research grant, submission of an external research grant which was not awarded.
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Meets Expectations	Presenting a workshop on campus, Creative activities (juried art, music and other creative endeavors or attending professional conferences).
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3.1.3G Awards.

- i. The Merit Evaluation Committee shall prepare a written evaluation of each application for merit pay which describes the specific meritorious accomplishments or deficiencies which prevent merit award and shall make a written recommendation of who will receive the merit awards.
- ii. For applicants recommended unfavorably, the evaluation and recommendation against merit pay shall be copied to the applicant when sent to the Provost.
- iii. The entire files of the applications and the Committee's evaluations and recommendations shall be forwarded to the Provost within 40 days of the

application deadline. Applicants who are not recommended favorably by the committee may submit to the Provost a one-page response to the committee recommendation within 10 days of receipt of the recommendation.

- iv. Within 30 business days of receipt of the files, the Vice President shall forward his recommendations together with the entire Committee files to the President for a final decision.
 - v. All merit award recipients, regardless of category, will receive the same dollar amount per award.
 - vi. In the event that there is no money in a given year for merit awards, the merit awards will roll over to the next year and they will split the money with the recipients from the next year.
 - vii. The merit awards will be made public. A newsletter will be sent to all faculty members listing the award recipients in each category.
 - viii. All of the timelines set forth in this subsection 3.1.3G are guidelines; when special circumstances occur these guidelines may not be achievable. These timeline guidelines do not extend any right to any applicant. No applicant becomes entitled to merit pay by default, nor does any applicant have any right to compel action by any particular date, due to any failure of either the Committee or an administrator to meet a timeline provided for in this subsection.
- 3.2 Salaries of faculty in phased retirement shall be set as provided for in the applicable policy. The adjustment of faculty returning from leave of absence and exigent cases in the interest of retaining current faculty shall be at the discretion of the Shepherd President.
- 3.3 The President may, by written designation, exempt up to five percent of all full-time faculty from the provisions of this policy. The purpose of this provision is to allow for special cases, such as faculty funded by external soft-money, whose increases might sometimes be smaller, or none at all, based upon the external support.

16. Appeals/Grievances/Hearings

a. Statutory Grievance Process

Any faculty member may initiate a grievance pursuant to [WV Code 6C-1, et seq](#), for resolution of work-related disputes excepting pension or insurance matters. The statutory process requires initiation of the grievance within 10 workdays of the occurrence or action giving rise to the grievance. Details and forms are available at the Office of Human Resources.

b. Internal Grievance Process

The following University procedures are available for all faculty grievances not related to dismissal, termination, nonretention and denial of promotion. This faculty grievance recourse is a systematic method whereby individual faculty grievances can be reasonably presented and reviewed, and action taken related thereto. Grievance action shall be resolved at the earliest possible stage. This process is an alternative to the Statutory Grievance process and is not used if the employee elects to pursue a statutory grievance process.

Level One: The faculty member will first seek a resolution of the grievance through informal discussion with the Department Chair. If informal discussion does not lead to resolution then the faculty member shall seek a formal resolution by conveying in writing to the College Dean the grievance and the remedy sought. Within fifteen (15) working days of receiving the written grievance the College Dean, after appropriate consultation with all involved parties, including the faculty member and the Department Chair, will respond in writing to the grievant.

Level Two: If not satisfied with the resolution at level one, the faculty member shall forward a copy of the grievance, within fifteen (15) working days, to the Provost. The faculty member shall notify the Chair and College Dean, in writing, that this step has been taken.

Within fifteen (15) working days of having received notice from the faculty member that the grievance is being taken to level two, the Dean shall submit a written report concerning the disposition of the grievance at level one to the Provost. Within fifteen (15) working days of receipt of the report from the Dean, the Provost shall render a decision in writing. Copies of the Provost's decision shall be provided to the faculty member and the Dean. In no case shall informal discussion or attempts at informal resolution of the grievance be precluded at level two.

Level Three: If not satisfied with the resolution at the Vice President's level, then the faculty member should forward to the President a copy of the grievance, along with the response of the Provost, and supporting documents.

In reaching a decision, the President may hold a meeting of the concerned parties and/or may refer the issue to an appropriate committee for its recommendation. The President shall notify the grievant of the decision within fifteen (15) working days of receipt of the recommendation of the committee, or of the receipt of the appeal at level three, whichever is longer.

If the aggrieved faculty member is a department chair, then the appeal would be initiated at level two.

If there is substantial evidence that the grievance is the result of action taken solely by the President, and that the President therefore cannot remain disinterested or objective in the final resolution of the issue, if evidence of injury is provided, and if a remedy is feasible, then a faculty member may so state in a petition to the Chair of the Board of Governors requesting that the issue should be addressed by him or her.

17. Sabbatical Leave

a. Purpose

Sabbatical leave may be granted to a faculty member for the purpose of research, writing or other activity calculated to contribute to professional development and the usefulness of the faculty member to the University.

b. Eligibility

Any person holding faculty rank of Professor, Associate Professor, or Assistant Professor is eligible for sabbatical leave after the completion of at least six years of full-time employment at Shepherd University. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year.

c. Conditions Governing the Granting of Sabbatical Leave

The awarding of sabbatical leave is not automatic but is contingent upon the merits of the request, availability of funds and the instructional needs of the university.

d. Compensation

A faculty member on sabbatical leave shall receive full salary for no more than one half of the contract period or half salary for no more than the full contract period.

e. Procedures and Selection Process

Any eligible faculty member may apply for a sabbatical leave by submitting a written proposal to the Professional Development, Faculty Salary, and Welfare Committee using a Sabbatical Leave Request, Summary Sheet. Acceptable proposals will be those for substantial research, writing, continuing education, or other activities or professional growth and development for the faculty member, which will also be of benefit to the University. Such proposals must include in detail the statement of purpose, objectives or goals, rationale with explanation of how leave would assist you professionally, program design and activities, timetable, supporting documents and a letter from the faculty member's Department Chair, or, if the applicant is a Department Chair, a letter from the faculty member's College Dean or, if the applicant is a College Dean, a letter from the Provost supporting or not supporting the proposal.

To apply for a sabbatical leave for a particular academic year, a faculty member must submit a proposal by November 15 of the preceding academic year. Exceptions to these deadlines may be granted by the Committee only in rare circumstances.

The Professional Development, Faculty Salary, and Welfare Committee will consider all eligible applications for three one-half academic year sabbaticals at full pay, and three full academic year sabbaticals at one-half pay for the academic year. Each sabbatical applicant should clearly note in his/her application which type of sabbatical he/she is applying for. The Committee, in writing, will forward its sabbatical recommendations to the Provost. Taking the recommendation of the Committee into consideration, the Provost will review all of the proposals recommended by the Committee and make a recommendation to the President. Within three weeks of the deadline for submitting applications, the President shall receive from the Committee and the Provost, their recommendations.

f. Obligations of the Faculty Member

An applicant for a sabbatical leave shall submit in writing a detailed plan of activity, which he or she proposes to follow.

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

While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.

Upon completion of a sabbatical leave, a faculty member shall file with the chair of the “Professional Development Committee,” the Provost, and the President a written report of scholarly activities while on leave.

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

g. Obligations of the University

A faculty member's position, status, and rank shall not be adversely affected solely by his or her absence.

18. Faculty Professional Development Reassignment

The College Deans and the Provost have agreed to reallocate resources necessary for faculty professional development. The release time will include four courses per academic year. The Professional Development Committee has established the following criteria that a faculty member must meet to be eligible for one of these award.

1. Purpose

Priority for approval should be given to proposals that provide and advance value in the applicant's field and will have a tangible outcome, e.g., a manuscript, a performance, or exhibition, etc.

2. Eligibility

Any person holding faculty rank of Professor, Associate Professor, or Assistant Professor is eligible to apply for a Faculty Professional Development Reassignment after completion of at least four years of full-time employment at Shepherd University. After completion of a faculty

Professional Development Reassignment, the faculty member shall not again be eligible until the third subsequent year.

3. Conditions Governing the Granting of a Faculty Professional Development Reassignment

Prior to the end of the first semester of each year, a faculty member must request, and both the Department and the College Deans must affirm in writing to the Committee, that the faculty member who is requesting release time is eligible. The candidate must submit a final proposal on the first day of classes in the Spring Semester of the preceding academic year. The candidate will specify the academic semester for which this award shall apply.

If the proposal involves human subjects or otherwise needs clearance through the Research Ethics Committee, the faculty member must obtain this clearance prior to submitting the proposal for consideration.

4. Procedures and Selection Process

Each College will be allocated one three-hour release time per year. If a College has no qualified candidates, that College's allocation shall be awarded to the next most qualified candidate from a College that has already been awarded a position.

All proposals shall be submitted to the Chairperson of the Faculty Development Committee. The Committee will forward all final recommendations to the Provost.

Acceptable proposals will be those that provide and advance value in the applicant's field and will have a tangible outcome. Evidence for value in the applicant's field must be included within the supporting letters from both the candidate's Department and College Deans. Both letters must affirm the value of the project to be undertaken. Proposals must include a detailed statement of purpose, objectives or goals, and rationale. A detailed explanation of how this release time will assist the candidate professionally must also be included.

Upon completion of a Faculty Professional Development Reassignment, the faculty member shall file a brief written report of scholarly activities while on Reassignment to the Department Chair, College Dean, Professional Development Committee, and Provost. The faculty member is also encouraged to make a presentation before the Faculty Colloquium Series.

19. Master Faculty Professor

Designation of “Master Faculty Professor” shall be at the discretion of the Provost. This position shall be a part time, non-benefits employment status for one academic year. To be eligible for “Master Faculty Professor,” an individual must meet the following criteria:

- a) have served Shepherd University as a full-time, tenured faculty member for a minimum of five years.
- b) have tendered a letter of resignation from the full-time, tenured position held.
- c) have a supporting recommendation by the department chair.
- d) have a supporting recommendation by the College dean.
- e) have an established Shepherd University record of achievement that meets the University’s Merit Pay criteria.*
- f) have a record of excellence in teaching.**

Persons who meet the above criteria shall be reviewed and assessed by the academic deans and the Provost for candidacy as “Master Faculty Professor.” This review and assessment will include the candidate’s merit record and other criteria as appropriate. During a given academic year, the position of “Master Faculty Professor” shall only be issued in a department where the teaching assignment of a given appointee effectively replaces the equivalent of a department’s necessary adjunct faculty teaching load of nine credit hours. The “Master Faculty Professor” position will not be used as part of the justification for reducing faculty lines in a given academic department.

The “Master Faculty Professor” will teach a minimum either of; a) nine credit hours during the fiscal year, i.e., fall, spring, or summer terms; or b) six credit hours during the fall and/or spring semester, i.e., the entire six credit hours maybe taught in one semester. After consultation with the department chair, the candidate may teach a maximum six-hour load in fall or spring term and a maximum three-hour load during one summer term. However, tenured and tenure-earning full-time faculty members are to be given priority in the assignment of summer courses.

Exceptions to this assignment will occur only under extraordinary circumstances and only upon the recommendation of the department chair and the College dean, with the approval of the Provost.

As a regular member of an academic department, the “Master Faculty Professor” shall have full and equal voting and participation rights as to all affairs of the department, unless otherwise expressly provided for in this Handbook. The “Master Faculty Professor” will be expected to perform non-instructional service that is generally at or near 30% of the standard non-

instructional duties of full-time faculty. This service might include one or more of the following: advisement, departmental business, or campus committee work. The specific allocation of non-instructional service shall be coordinated with the department chair and dean. The College dean shall administer institutional commitments of office space and other support for the “Master Faculty Professor”.

The nine-month salary for a “Master Faculty Professor” shall be \$12,000.00. The six credit hour salary for a “Master Faculty Professor” shall be \$8,000. Renewals following the first year shall be at the discretion of the Provost. Generally, the maximum period of service as a “Master Faculty Professor” shall be five years.

After consultation with the department chair and the “Master Faculty Professor,” the College dean shall perform an annual review of the appointee’s completed work effort. If the appointee seeks an additional contract, the dean shall draft an agreement of specific duties to be performed by the appointee during the next contract year, should that contract be renewed. The written review and statement of duties, if applicable, shall be forwarded to the Provost for examination and appropriate action.

*The University Merit Evaluation Committee recommendation for the applicant will be utilized in the assessment of the candidate meeting this criterion.

** For the purpose of establishing “excellence” in teaching, the department chair, dean, & Provost will review the three immediate past years of the candidate’s student evaluations of teaching as a part of the review. To further support “excellence” in teaching, the candidate may submit additional materials.

20. Emeritus Status

The title emeritus may be conferred upon members of the professional staff at the time of retirement. Such title does not, however, automatically entitle its bearer access to institutional resources, but emeriti may be granted limited uses of such resources upon the approval of the President.

To be eligible for appointment to emeritus status, retiring faculty and staff must have completed at least a total of ten years of service at Shepherd University.

21. Personnel Actions and Procedures

a. Notice of Appointments

The President makes all appointments of full-time personnel at the University after consultation with appropriate major administrators and reports those actions to the Board of Governors. Negotiations for an appointment are not binding on the University unless offered in writing by the President.

Every appointment is for one fiscal year or part thereof, in accordance with and in compliance with the annual budget of the Board of Governors, or supplementary actions thereto, as provided by law.

Every appointment will be in writing. A copy of a notice of appointment will be furnished to the person appointed. Such notice will contain terms and conditions of the appointment.

Notices of appointment for each fiscal year will be furnished to appointees following receipt of the Board of Governors' budgetary allocations or approved expenditure schedule. Provisions for the signature of the President and the employee will be included on the notice of appointment. The President's signature will constitute an offer of employment subject to the stipulations in the notice. The employee's signature signifies acceptance of the appointment. The employee should return the signed form to the Office of the Provost within fifteen (15) days from the date on the form, which appears below the President's signature. Failure to return a signed appointment form within 30 days of receipt shall constitute an abandonment of position unless an advance written notice of a commitment to continue employment has been received from the faculty member.

b. Personnel Records

Upon employment by the University, all new employees must complete or submit documentation to begin their permanent personnel file. Faculty personnel files are located in the Office of the Provost and the Office of Human Resources.

As a minimum each file will include official verification of the educational qualifications of each professional employee; official certification of any additional credits earned; and a personnel record on forms provided by the University.

The file of all employees hired subsequent to November 6, 1986 must include a completed Employment Eligibility Verification form. In compliance with the Simpson-Rodino Immigration law, the University requires the supervisor recommending the employee's appointment to assure completion of the form published by the Immigration and Naturalization Service. The

supervisor may ask the Office of Human Resources to conduct the employee review and verification.

Copies of the form are available from the Office of Human Resources.

c. Access to Personnel File

An employee may have access to his or her personnel file when the University is normally open for business. An employee may examine his or her personnel file and the contents therein with the following exceptions: materials, which are gathered with the employee's prior agreement to forfeit his or her right of access such as references.

Routine identification of the employee must be established prior to providing access to the personnel file. A representative of the Office of the Provost shall be present with the employee during the review of the record. The date, the time, and location of each review shall be recorded in the personnel file.

A copy of any material in the file, except as noted above, shall be provided to the employee upon request. A small copying fee may be charged. Documentation may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents in his or her own personnel file. The Provost may require employees to schedule an appointment to see the personnel file.

d. Outside Inquiries Regarding Personnel

All requests for employment verification must be received in writing. Such inquiries should be directed to the Payroll Accountant. For the protection of University employees, salary information and employment status will not be released over the telephone.

e. Notification of Changes in Personnel Information

It is the exclusive responsibility of each employee to report promptly changes in personal data, which impact personnel actions such as insurance coverage, payroll deductions, etc. Information is to be reported to all appropriate persons, agencies and parties. Examples of information updates, which should be reported immediately, are changes in address, name, state or number of dependents, marital status, and the individual to be notified in case of emergency.

Notification must be in writing and a copy of such notification will be placed in the employee's personnel file as a permanent record that notification was made.

It is also the responsibility of the employee to provide official copies of transcripts or records certifying the award of additional educational diplomas or degrees. These records should be sent to the Office of the Provost for inclusion in the employee's personnel file.

f. Affirmative Action, Equal Opportunity

Shepherd University is an affirmative action employer and extends equal employment opportunities regardless of color, race, sex, physical disability, age, religion, or national origin. These actions govern the work conditions, hiring, retention, promotion, and the fringe benefits and salaries of employees.

The review of applicants for faculty positions shall be made without regard to race, color, sex, religion, physical disability, age or national origin. The final employment recommendation that is made to the President shall be accompanied by a report on the total field of applicants considered, and in the case of women and minority applicants specifically commenting on why the chosen applicant was the preferred person for the position. The Affirmative Action Officer will also monitor those reports.

The consideration of applicants for non-teaching positions shall also be made without regard to race, color, religion, sex, physical disability, age, or national origin. The Affirmative Action Officer will also monitor the applications for non-teaching positions, compiling applicant flow data which makes special reference to the disposition of applications received from women and from members of minority groups.

Hiring officers shall recruit, hire, train, and see that persons are promoted in all job classifications without regard to race, color, religion, sex, physical disability, age, or national origin. Only valid requirements will be imposed for qualification of employees for promotion opportunities. All personnel actions such as compensation changes, benefit changes, transfers, layoffs, return from layoff, training, education tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, physical disability, age, or national origin.

Shepherd University is in specific compliance with Title IX of the Higher Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational program, employment program, activities, or admissions.

The University Affirmative Action Plan is described in its totality in a document, which is available in the Scarborough Library, the President's Office and the Office of Human Resources. Appeal and Grievance Procedures for persons with complaints of unlawful discrimination or harassment are set forth in the EEO/AA Plan.

g. Employment of the Disabled

Shepherd University has executed an Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as amended. The University assures nondiscrimination in regard to disabled persons. This policy extends to the areas of employment, program accessibility, admission of students, accessibility of physical facilities, treatment of students, academic adjustments, housing, financial aid and employment assistance to students, and non-academic services. No qualified, disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefit of, or otherwise be subject to discrimination under the program sponsored by Shepherd University.

The Director of Human Resources shall coordinate compliance efforts under this policy. Inquiries concerning the program should be referred to the Director. Specific questions concerning compliance in student programs and services should be directed to the Dean of Students. Similarly, inquiries related to the instructional programs should be directed to the Provost or the campus ADA Coordinator.

h. Sexual Harassment

Sexual harassment is prohibited sex discrimination under Section 703, Title VII, Civil Rights Act of 1964. It is contrary to the policies of Shepherd University for any employee to sexually harass another employee or student of the University by (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employee's continued employment or a student's progress toward completing course requirements, or (b) making submission to or rejection of such conduct a basis for employment decisions or academic progress decisions, or (c) through such conduct creating an intimidating, hostile, or offensive working environment for an employee or unreasonable interference in a student's educational progress.

Shepherd University non-student employees who are victims of sexual harassment while on the job, whether or not the incident is perpetrated by a university employee, should report the

incident immediately to their supervisor, or the affirmative action director if the alleged perpetrator is the employee's supervisor. Shepherd University student employees who are victims of sexual harassment while on the job at Shepherd University, whether or not the instance is allegedly perpetrated by a University employee, should report the instance immediately to their supervisor, or if the alleged perpetrator is their supervisor, the report should be made either to the Provost or to the Dean of Students, as appropriate. Instances of sexual harassment alleged by nonemployee students may be reported to the supervisor of the accused, if the accused is an employee of the University, or to the Student Affairs Office. In order to allow a formal investigation, a complaint must be written and signed, and the complainant must furnish his or her mailing address.

Any University employee who has been found by the University, after appropriate investigation to have sexually harassed another employee or student of the university will be subject to appropriate sanctions depending on the circumstances, from a warning letter in his or her file up to and including termination. Any student who is found guilty of sexual harassment of a university employee while on the job at Shepherd University or another Shepherd University student will be subject to the established student disciplinary process.

The University recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory effect requires a factual determination based on a thorough investigation of the alleged action or incident.

The University recognizes the delicate balance situation of faculty whose presentations of subject matter may unavoidably broach topics with implied or explicit sexual overtones. Given the nature of this type of discrimination, the University recognizes also that false accusations of sexual harassment can have serious effects on innocent women and men.

Shepherd University Procedures in Sexual Harassment Complaints

Response to sexual harassment complaints is to be speedy and confidential. The steps in the procedure of processing sexual harassment complaints are as follows:

Official Process: Informal Resolution of Harassment Complaints

Informal resolution of complaints, when possible, can be an effective way of correcting misconduct. The process is as follows:

1. A victim or third party submits a complaint to the campus Ombudsperson. An initial meeting between the Ombudsperson and complainant takes place. All options are explained by the Ombudsperson.
2. If the Informal Resolution option is chosen, the complainant may engage in the following actions:
 - a. Opt for a meeting with the alleged harasser and the Ombudsperson. All parties are permitted to bring support persons (friend, family member, colleague, etc.). The Ombudsperson can limit the number of support persons present to a reasonable number. The Ombudsperson will serve as mediator, listening to all views and establishing a resolution document or mediation agreement as appropriate.
 - b. Opt for the Ombudsperson to meet with all parties separately. The Ombudsperson listens to all views, presents views of opposing parties to each other, and establishes a resolution document or mediation agreement as appropriate.
3. The resolution document or mediation agreement may include a "no-contact arrangement" and/or other provisions. The outcome of the informal resolution should meet the satisfaction of all parties to the fullest extent possible. If the complainant is not satisfied, the Ombudsperson will review other options available.
4. Records, including the resolution document, are submitted to the office of Ombudsperson for filing.
5. The Ombudsperson will follow-up with parties within two weeks of the resolution if one was reached. Additional follow-up contacts will be made as needed.
6. Proceedings and records will be confidential to the fullest extent possible. If additional complaints arise subsequently as to the same employee, the earlier records may be evidence of a continuing practice of misconduct.

7. Complainants should act in a timely fashion. The Ombudsperson will, in all cases, attempt to resolve informal complaints within two weeks of notification of the complaint.

Official Process: Formal Resolution of Harassment Complaints

Any student who feels that informal resolution of a complaint will not be or has not been satisfactory should file a formal written complaint with the Ombudsperson.

1. Since the passage of time makes the resolution of complaints more difficult, it is recommended that the written complaint be filed as soon as possible from the date of the incident(s).
2. A complaint filed against a professor by a student currently enrolled in the professor's class should be made as soon as possible. The student may choose to have the complaint held confidentially until the end of the semester, at which time the complaint will be resolved. But some situations may require immediate action on the part of the University.
3. A complaint against another student will be referred to the Assistant Dean of Students for management as a student disciplinary matter.
4. The President shall annually designate an eight-member body made up of four faculty and four staff. The Ombudsperson will randomly select two panelists from the same group as the person accused and one panelist from the other group to investigate each formal complaint. Immediate supervisors of the accused or the accuser, or any person with a specific, known bias, will be excluded from serving on the three member panel. The formation of the panel will be completed within two weeks of the submission of the written complaint, except where extenuating circumstances require additional time.
5. When a formal written complaint against an employee is received by the Ombudsperson, a three-member panel will be selected (as noted in number 4) and copies of the complaint will be given to panel members. Panel members will conduct such investigation into the facts and circumstances of the complaints as may be deemed appropriate by any of the panel members.

6. The panel may meet with the accuser, accused, and any witnesses relevant to its investigation, but shall at all times act collectively as a group and not individually. The investigation will be completed within four weeks of the formation of the panel, except where extenuating circumstances require additional time.
7. The panel shall prepare a written report of its factual findings and conclusions regarding the merits of the complaint. This report may, if applicable, include dissenting conclusions. If the report finds any part of the complaint to be meritorious, then the report will designate appropriate action with respect to the perpetrator. The panel will complete the written report within one week of the close of the investigation, except where extenuating circumstances require additional time.
8. The panel shall direct its written report to the Ombudsperson and to the executive officer who supervises the accused. The Ombudsperson shall then provide a copy of the report to the accused and the accuser and notice of whether the executive officer implemented some form of adverse action as to the employee-perpetrator.
9. Appeals on the part of the accuser may be directed to the President. The accused may appeal any adverse action by following the established grievance procedures of the University.

Action To Be Taken Against Perpetrators

Any supervisor, agent, or other employee who is found, after appropriate investigation, to have engaged in the sexual harassment of another employee or student will be subject to appropriate sanctions depending on the circumstances, up to and including termination.

i. Consensual Amorous Relationships

The appearance of a compromising conflict of interest, or of coercion, favoritism or bias in educational or academic evaluation is prejudicial to the interest of Shepherd University, its members, and the public interest, which it serves. Amorous relations between faculty members and students with whom they also have an academic evaluation role create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role,

make voluntary consent by the student suspect. Even when both parties initially have consented, the development of such a relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty and students.

Therefore, faculty members are advised against participating in amorous relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise. Similarly, faculty members should avoid situations requiring them to evaluate, grade, or supervise students with whom they currently have an amorous relationship. Whenever such a situation arises or is foreseen, the faculty members shall report the situation promptly and seek advice and counsel from an appropriate administrative superior. That superior shall take effective steps to insure unbiased supervision or evaluation of the student.

For purposes of this policy, "faculty" shall include all full- or part-time university personnel who teach or carry out research, including graduate students and administrators with faculty status. Evaluative situations may include, but are not limited to the following: supervising instruction; evaluating academic performance; supervising independent study; or serving on committees for awards or prizes.

j. Drug-Free Workplace Policy

The purpose of this policy is to comply with the Drug-Free Workplace Act of 1988 (Pub L. 100-690, Title V, Subtitle D) federal statute enacted by Congress.

All Shepherd University employees, including faculty, classified and non-classified staff, and student employees are covered by this policy.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the workplace.
2. Reporting for work under the influence of a controlled substance is prohibited.
3. Violation of any of the prohibitions may result in immediate dismissal.
4. An awareness program for Shepherd University employees will be established. Recommended means of communication is the *Shepherd University Record*. The

program will inform employees about:

- a. The dangers of drug abuse in the workplace.
 - b. Shepherd University's policy regarding a drug-free workplace.
 - c. Consequences of violation of the policy.
 - d. The Faculty and Staff Assistance Program.
5. Each current employee will receive a copy of the policy and certify receipt thereof. Each new employee will receive, and certify receipts of, a copy of the policy as part of employment processing.

The certification shows that the employee:

- a. has received a copy of the policy.
 - b. agrees to abide by the terms of the policy.
 - c. understands that under federal law and as a condition of employment, if the employee is convicted for violation in the workplace of any criminal drug statute, he or she must report said conviction to his or her supervisor and the Director of Human Resources no later than five days after such conviction.
- k. Smoke-Free Environment

The United States Environmental Protection Agency released a report and findings regarding cigarette smoke, which is relevant to the health of every student and employee of Shepherd University. The EPA's findings establish a new understanding of how dangerous exposure to tobacco smoke really is. It is now clear and scientifically established that non-smokers suffer serious exposure to unnecessary health risks on account of so-called "second-hand smoke."

Traditionally, Shepherd University and its sister institutions of higher education have tried to find a reasonable accommodation between the interests of smokers and non-smokers. Now, however, the findings of the federal agencies indicate that there is little room for balance in this difficult question.

Smoking or burning of any tobacco product (cigarettes, cigars, pipes, etc.) is prohibited within any administrative, academic, or any other building of Shepherd University. Except as described below, there will be no exceptions to this smoke-free policy.

The no-smoking policy is effective July 1, 1993 in all buildings. Residence halls shall be classified into "smoking floors" or "non-smoking floors" by the Vice President of Student Affairs.

The use of tobacco products, such as snuff and like substance, is prohibited in all buildings. Smoking of any tobacco product is also regulated in some outdoor areas, as marked by signage.

I. Non-Discrimination and Civility

Shepherd University is committed to developing and implementing appropriate strategies to achieve greater awareness, appreciation, and human understanding, both in the classroom and throughout the campus. We promote a campus culture that celebrates multiculturalism and diversity. We demonstrate this commitment through our acceptance and appreciation of all groups and individuals. We commend those individuals on our campus who practice civility daily by actively supporting and fostering differences at Shepherd University.

The university's Mission Statement demonstrates that it is our shared duty to create an inclusive culture where all members of the campus community are accepted. Therefore, as members of the Shepherd University community, we have agreed as a community on a common set of values:

- we are committed to the establishment of an open-minded campus that accepts and honors every one of its members;
- we work to support and enhance an environment that respects and endorses all efforts that celebrate the uniqueness of each individual;
- we continually strive to create a welcoming community in which educational, social, and recreational activities and opportunities are available to all of our members;
- we strive to avoid any actions, attitudes, or behaviors that disrespect, degrade or dehumanize any member or guest of this university; and
- we continually link academic inquiry and knowledge to meaningful values, thereby deepening human understanding and promoting the appreciation of culture, race, sexual orientation, age, religion, gender and gender identity.

The University provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual orientation, gender identity, religion, age, national origin, or ability. The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual orientation, gender identity, national origin, or ability, as defined by applicable laws and regulations and the University does not tolerate any such acts or policies of discrimination and/or harassment by any person or entity. This commitment is expressly confirmed in the Shepherd University Board of Governors Social Justice Policy. Timely and effective resolution of such issues is an important value of the University community.

Any student who feels that they have been discriminated against by the University or by any person has a wide array of options to seek redress, and that is encouraged. The implementation of the formal investigative review processes of the Social Justice Policy is coordinated by the University Ombudsperson, Karen Green [x5458], and the Equal Opportunity/ Affirmative Action Officer (EO/AA), Marie DeWalt [x5299]. Informal review of concerns of discrimination can also be directed to either of those persons, as well as members of the Civility Response Team, the Dean of Students [x5214], or to the Vice President who supervises the office or employee(s) of concern. Cases of gender discrimination in any form, including interpersonal violence, may be directed to the Title IX Officer, Ms. Anne Lewin [x5067].

Students who have been discriminated against by another student may address complaints to the Dean of Students, located in the Student Center. In cases of gender discrimination in any form, including interpersonal violence, complaints may be directed to the Title IX Officer. Such complaints are handled through the Student Conduct Policies. Students who have been discriminated against on campus or at a campus event by persons not part of the Shepherd academic community should direct their complaint to the Dean of Students or the Title IX Officer as applicable. The Dean and the Vice President for Student Affairs will take such action as is appropriate and possible, to prevent ongoing discrimination in any form which affects students.

Employees who feel they have been discriminated against can seek informal or formal review of the issue by their supervisor, their area vice president, the Ombudsperson, or the EO-AA Officer, and in cases of gender discrimination the Title IX Officer.

The University is committed to prompt resolution of complaints of discrimination. Persons responsible for discriminatory conduct will be sanctioned. Depending upon the circumstances, remedial measures may include mandatory training or, in some cases, expulsion of students or dismissal of employees.

External agencies can be a resource for any individual who feels their complaint of discrimination has not been fairly addressed by the University. The West Virginia Human Rights Commission and the Office of Civil Rights at the U.S. Department of Education each would have jurisdiction over such issues. Employees also have an option of utilizing the processes of the State Employees Grievance Act.

As our society struggles with the challenges of pluralism and civility, please know that everything you do to advance this effort is an important contribution to our university community and to our greater society.

22. Attendance and Absence

a. Punctuality

Promptness in being on the job, at the specified time, as well as completing the contracted work week is expected. When an employee cannot for any reason report to work on schedule or when an employee will be absent from work it is the employee's responsibility to notify the supervisor. Advanced notice will enable the supervisor to make arrangements to meet the obligations of the unit in the absence of the employee.

b. Leave of Absence Without Pay

A full-time regular employee upon application in writing and upon written approval by the President may be granted a continuous leave of absence without pay for a period of time not to exceed one year.

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

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

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

Petitions for leave without pay should be submitted prior to the eighth of the month in which leave is requested. In order for the University payroll not to be delayed in processing at the state capital, an employee who requests leave without pay will be removed from his or her salary position and placed on the hourly category on the payroll records. No reduction in pay will result from this procedure, but the employee will not receive his or her check on the same date as those employees on the salaried payroll. Hourly paychecks will be distributed one pay period in arrears.

If a faculty member submits a request of leave of absence for an entire semester, then the following deadlines should be observed. Requests for leaves during the fall semester should be submitted no later than March 1 of that calendar year. Requests for the following spring semester should be made on or before October 1 of the preceding fall. Leaves of absence granted for requests submitted after these dates will be contingent upon the ability of the University to make satisfactory arrangements to fulfill responsibilities for the absent faculty members.

c. Illness and Other Absence

Faculty on nine-month appointments do not accrue sick leave days. Arrangements are to be made with the Department Chair for coverage of classes or other duties. Under extraordinary circumstances arrangements to cover classes or other duties because of faculty absence due to sickness may be made after consultation between the Department Chair, the College Dean, and the Provost.

Faculty members should notify their Department Chair promptly concerning all absences from instructional duties. Notification is to be given even if arrangements have been made by the faculty member to cover responsibilities.

The Shepherd University form, Class Arrangements for Faculty Absences and Faculty Sick Leave Report, must be filed for each occasion of absence. Forms on which the cause for absence is

indicated as personal illness or cause charged as sick leave must be filed with the Department Chair.

The University makes no deductions from salary for faculty absence from classes or other responsibilities because of illness unless: (1) the absence continues for more than a few days, or (2) in case of protracted illness, a substitute is employed. Such cases will be handled on an individual basis as they arise. If a substitute is employed, the President must approve the temporary appointment. A Department Chair shall report his or her absence from class or other duties to the Dean.

d. Parental Leave for Faculty

All full-time faculty (tenured, tenure-track, and non-tenure-track faculty) on 9-, 10-, or 11-month contracts who do not accrue sick/annual leave are provided parental leave benefits from Shepherd University with full pay and full benefits, as specified herein; specifically, these faculty will be released from teaching and other responsibilities upon any of the following (for which documentation is required):

- Birth of a child (including surrogacy)
- Guardianship of a child
- Adoption of a child

Faculty covered by this benefit who become parents, regardless of gender, are able to request and be granted paid parental leave during the regular academic year through a modification of assigned duties for one semester with no reduction in salary or benefits. The modification of assigned duties shall in no way be equivalent to less than half of an academic semester's release from duties (approximately seven weeks), and every effort will be made to address the unique needs of the faculty member while addressing the needs of the department and the University in planning such modifications of assigned duties. The faculty member will consult with their department chair and/or program coordinator, dean and/or graduate dean, and the provost to arrange for the modification of assigned duties under this policy. Modifications could include, but are not limited to, a simple seven weeks of leave during the given semester; a reduction of 50% of faculty workload responsibilities over the course of a full semester; opportunities for the faculty member to cover at least 50% of their workload or 50% of the semester employing an online or blended delivery format rather than in-person or a

compressed course format; and opportunities to cover half of a faculty's member's full semester workload in the semester(s) before and/or after the leave is taken, allowing for a full semester of leave.

The modification of, or release from, a faculty member's traditional duties would occur for the semester in which the birth/guardianship/adoption occurs. If the birth/guardianship/adoption occurs near the end of a semester, faculty may be released from or modify duties for the following semester in accordance with the policy outlined in the previous paragraph; if it occurs mid-semester, faculty will consult with their department chair and/or program coordinator, dean and/or graduate dean, and the provost to determine when and how to best assume leave, taking into account the faculty member's anticipated needs. It is expected that regardless of timing, faculty will be granted and will take the equivalent of a half semester of release. Exigent circumstances may require extended release time beyond the half-semester timeframe (ie. associated medical emergencies of parent and/or child, etc.), in which case, faculty will consult with their department chair and/or program coordinator, dean and/or graduate dean, and the provost to establish arrangements that adhere to the equanimous spirit of this document, while simultaneously addressing the needs of the department, the institution, and the students it serves.

Faculty should request the modification of duties as soon as possible for the birth/guardianship/adoption of a child. The HR Office should be contemporaneously notified and will be engaged in the discussions to ensure equitable treatment of the faculty member. Department chairs of faculty on parental leave are expected to address the teaching needs of their departments when faculty request leave.

This parental leave benefit is provided to all faculty covered by the policy. In all cases, whether parental leave is used pursuant to this policy or by 12-month faculty using sick-leave/annual leave, no person may discriminate against the faculty member or make any adverse judgment or action as to the faculty member on the basis of use of parental leave. A participating faculty member will not be asked to teach extra course(s) before or after the leave, as an "offset" for the released/modified time.

The use of parental leave does not impact a tenure-track faculty member's path toward tenure. However, the faculty member may choose, at their sole personal discretion, to apply for an extension of "Tenure Clock", pursuant to the procedures specified in the Faculty Handbook for extension of the tenure-track period.

Justification for a parental-leave policy at Shepherd University:

- An established policy ensures that faculty across different departments and schools/colleges are treated equitably.
- An established policy protects faculty members from “punishment” for their parental responsibilities.
- An established policy protects the University from possible legal challenges arising from inequitable treatment of faculty and/or discrimination based on a faculty member’s parental responsibilities.
- An established policy enhances our ability to both attract and retain high-quality faculty, especially in an era of limited resources.

e. Witness and Jury Leave

Upon application in writing, a permanent, tenure-track, provisional or temporary employee of Shepherd University may be granted leave as a witness or juror. Annual leave will not be charged under the provisions of this policy.

When, in obedience to a subpoena or direction of proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period for required absence.

When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.

When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty for such period of required absence.

f. Military Leave

An employee who is a member of the National Guard or any Reserve Component of the Armed Forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by

proper authority, or for field training or active service for a maximum period of thirty (30) calendar days in any one calendar year ordered or authorized under provisions of state law.

Without loss of pay shall mean that the employee shall continue to receive normal salary or compensation notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution.

An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. The terms of this policy shall not apply under the provisions of any Selective Training and Service Act, or other such Act whereby the President may order into active duty the National Guard and the Reserve Components of the Armed Forces of the Federal Government.

23. Faculty Recruitment and Hiring Procedure

a. Announcing the Position/Recruiting:

1. Dean receives permission from the Provost to recruit for a position after the Provost receives permission from the President. Rank and salary range are agreed upon.
2. Dean notifies the Department Chair of agreement to seek new faculty hire with rank and salary range agreed upon.
3. Department Chair sets up Search Committee in compliance with the University, College, Department and/or EPPC policy. The search committee chair, after consultation with the College Dean and the Provost, will ensure that the candidate(s) will be interviewed by personnel impacted by the hire.
4. Search Committee/Department Chair writes Position Announcement which includes tenure status, starting date, what to include in application package- statement of teaching philosophy, letter of application, unofficial transcripts, reference letters, curriculum vitae.
5. Search Committee schedules the Human Resources Director to attend the first

committee meeting to review AA/EEO requirements.

6. Department Chair/Search Committee contacts Human Resources to begin a job posting through the online HR system indicating salary range and advertisement venues. Search budget is established. Search committee ensures that the

Department Chair, the College Dean, and the Provost each have a copy of the curriculum vitae for each candidate who is brought to campus for an interview.

7. Chair of Search Committee sends Position Announcement to such sources as may maximize racial and ethnic diversity and gender representation on the faculty.
8. Human Resources places the ads in publications indicated on the job posting after discussion with appropriate Dean and send the notice of position opening to colleges and universities with large minority enrollments.
9. Applicants apply through the online HR system. They receive confirmation that their application was received.
10. Applicants may provide affirmative action information when they apply.
11. Electronic applications go directly to the Search Committee.

b. Selecting Candidate:

1. The College dean establishes the search budget in consultation with the Search Committee Chair.
2. Search Committee reviews application packages, conducts telephone interviews, if appropriate, and selects applicants to be interviewed on campus. Up to three (3) applicants may be invited to the campus for an interview without prior permission of the Provost. [Search Manual Faculty](#)
3. Search Committee arranges interview schedule for on-campus interviews with the Provost, Dean, Department Chair, and Search Committee.

4. Search Committee invites applicants to campus for interviews and provides applicants with state regulations regarding travel arrangements, reimbursable expenses information (hotel, airline tickets, travel expenses, settlement form, etc.).
 5. Search Committee sends applicant schedule for visit/interview. Makes reference checks before each candidate comes for interview. Should also send applicant information about Shepherd University, Shepherdstown, the region, hotels, map of the campus, etc.
 6. Search Committee conducts interviews and completes reference checks as necessary. The College dean, after consultation with the Provost, shall either directly or through a designee, discuss salary with each candidate prior to the candidate leaving campus. The dean, or the dean's designee shall, after consultation with the Provost, also discuss any special conditions of employment, e.g., time towards tenure that may be granted to the candidate consistent with University policy.
 7. Search Committee/College administrative staff works with the candidates for travel reimbursement, and ensures verification of highest degree earned.
- c. After the Interview/Selection:
1. The committee determines and recommends all suitable candidates from the finalists brought to campus for an interview. The committee sends a memo listing the strengths and weakness of all acceptable candidates to the department chair (ranked or unranked).
 2. The department chair recommends suitable candidates from the list of acceptable candidates forwarded by the search committee and brought to campus for an interview. The Chair sends along with the committee's memo, a memo listing the strengths and weakness of all acceptable candidates to the College dean.

Some departments may choose to vet candidates through a vote at a faculty meeting. In those particular instances the department chair's memo should reflect the spirit of the department vote but does not preclude the chair from making a different recommendation.

In the event that the chair does not recommend a candidate forwarded by the committee, a meeting will be held between the department chair and search committee chair, and members of the search committee to explain the decision.

3. The College dean determines and recommends all suitable candidates from the list of acceptable candidates forwarded by the search committee and brought to campus for an interview. The College Dean sends along with the department chair's memo and committee's memo, a memo listing the strengths and weakness of all acceptable candidates to the Provost.

In the event that College Dean does not recommend a candidate forwarded by either the department chair or the search committee, a meeting will be held between the department chair, search committee chair, and members of the search committee and the dean to explain the decision.

4. The Provost determines and recommends all suitable candidates from the list of acceptable candidates forwarded by the search committee and brought to campus for an interview. The Provost sends along with the memos from the College dean, department chair and search committee, a memo listing the strengths and weakness of all acceptable candidates to the President.

In the event that the Provost does not recommend a candidate forwarded by the College dean, chair or the search committee, a meeting will be held between the Provost, the College Dean, the department chair, search committee chair, and members of the search committee to explain the decision.

5. The Provost obtains the President's approval by email or by hard copy, signed memorandum of acceptable candidates.

6. Provost notifies the Dean of hiring decision. Should the candidate wish to have the terms of the original offer reconsidered, the College dean, or the dean's designee, after consultation with the Provost, will enter into such discussions.
7. Dean makes offer to candidate and informs candidate that official offer letter from the University President will be sent by the Provost and is reminded of necessity to send official transcripts to the Provost. Dean informs candidate that first paycheck will be available four weeks after start date of contract.
8. Dean informs the Provost of candidate's response by email or by hard copy, signed memorandum.
9. President's Office prepares offer letter with details of hiring secured from the Provost, i.e. salary, rank, title, tenure status, acceptance of previous teaching experience, starting date, and reimbursable expenses.
10. The Provost in consultation with the department chair and College dean prepares a letter of hire that outlines expectations. This letter details the specific initial expectations developed by the department (program development, service needs, outreach, special projects, research/grants) outlined for the candidate. This letter should be reviewed annually for evaluation purposes by the Department Chair and the College Dean.
11. President's letter is sent by the Provost to the candidate setting forth the hiring details and including a contract to be signed and returned if the offer is accepted along with a form authorizing a background check.
12. Once a signed letter is returned to the Provost, a copy of offer letter and letter of hire is sent to the Dean and Department Chair. The Dean informs Department Chair/Search Committee of the candidate's acceptance. The Dean informs the College administrative staff so information is ready to be entered into Human Resources System.

d. Completion of Hire:

1. Upon return of signed contract to the Provost's Office, the Dean is notified by

Provost. The Dean notifies the Department Chair and Chair of the Search Committee.

2. Department Chair submits Hiring Proposal through the online HR system through approval hierarchy (Department Chair, Dean, Provost, Administration and Finance, and Human Resources).
3. Chair of Search Committee notifies Human Resources to generate “rejection” email messages to all applicants who were not called for interviews. Chair of search committee calls all candidates who were interviewed.
4. Files of all candidates are sent to the Dean who shall maintain them for three years.
5. When new hire arrives on campus, an appointment will be made with Human Resources to sign up for benefits, fill out state and federal tax forms with local address (if not done previously), complete I-9 form, complete drug and alcohol prevention form, be given paperwork to elect pay check disposition (direct deposit, mailing, etc.). and be sent to the Rambler Office for I.D. Card and Public Safety Office for parking permit. New employees may not work beyond three days without completing the Federal I-9 form. If they have not completed it by their third day they may not return to work until it is done.
6. Chair of Search Committee compiles record of search and, in writing, explains final decision if protected minority or female candidates were interviewed and not hired, and sends to the Provost.

24. Searches for Academic Deans

1. External searches for academic deans will be conducted under the auspices of the Office of the Provost. The composition of the search committee will be determined by the Provost in consultation with the personnel to be affected by the search. In the case of College deans, each College department will elect a member or members to serve on the search committee.
2. A representative of the Provost will be designated to serve as a member of all academic deans search committees. This individual will initially convene the committee and

conduct the election of a search committee chair. This individual will serve as a voting member of the committee.

3. The search committee members will elect a chair from among the tenured faculty members of the committee. Departments are strongly urged to have tenured faculty members serve on the committee.
4. The candidate(s) brought to campus will be interviewed by personnel selected by the search committee after consultation with the Provost's representative on the committee and the Provost.
5. The search committee members will ensure that a written record of all committee meetings, votes, and recommendations is maintained and, once the search is completed, is placed on file in the office of the Provost.
6. The search committee members will provide the Provost with a statement that will indicate the committee's prioritized list of recommended candidate(s) for the position, as well as the strengths and weaknesses of all candidates interviewed for the position.
7. In the case of an internal search for an academic dean or in the conversion of an interim appointment to a regular appointment, the President may adapt these processes as appropriate to the circumstances of the specific position to be filled.

25. Outside Employment

a. Outside Activities on University Time

Appointments to a full-time position at the University are subject to the following conditions:

1. The employee shall render full-time service to the University. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of duties. Periodic review of outside services will be conducted by supervisors.
2. If outside employment or service interferes with the performance of regularly assigned duties of the employee, the University has the right to make such adjustments in the compensation paid to the employee as are warranted by the employee's services lost to the

University, and by the employee's use of institutional equipment and materials.

3. Any professional or faculty employee of Shepherd University is required to obtain institution approval from the President for any outside work done for profit in the employee's field of expertise.
4. Faculty and all employees must avoid any outside employment or for-profit enterprise which might create any form of professional conflict of interest.

b. Consulting

The University encourages personnel to serve as consultants to area College systems, industries, and organizations. Naturally, the employee's responsibilities to the University will take precedence over requests from others for services, but if satisfactory arrangements can be made and approved by the employee's supervisors, the individual is encouraged to accept a request from a party desiring specified services.

The employee who accepts an invitation to serve as a consultant with supervisory approval will not receive a reduction in salary for the period of absence from work. For this reason, any person serving as a consultant while in the employ of the University is requested not to accept an honorarium for services. One exception to this policy will be if the requesting agency is willing to pay expenses for mileage, meals, and lodging. Then, the employee is encouraged to accept such payments, thus realizing a savings of university funds.

Requests for other exceptions to this policy should be directed to the employee's supervisor and to the respective major administrator, who will make a recommendation to the President. Extra compensation for teaching off-campus classes or classes outside the regular workday (non-faculty personnel) is not subject to this policy; nor are assignments accepted by employees on annual leave. All such outside employment must have the prior approval of the President.

26. Termination of Employment

a. Voluntary Termination

Shepherd University accepts the [AAUP](#)'s positions that faculty mobility in higher education is desirable and that institutions and individuals both have responsibilities for ensuring that mobility is minimally disruptive to both. Upon accepting an appointment elsewhere, the faculty member should inform the Department Chair promptly and in writing.

Upon notice of resignation, the employee's supervisor will file the Request for Personnel Action Form.

b. Voluntary Phased Retirement

A Phased Retirement System (PRS) shall be available for tenured full-time faculty. The Phased Retirement System shall include all of the following elements:

1. Beginning effective in the contract year immediately following an individual's 60th birthday, the individual may elect to contract with the University to enter the PRS. The period in which an individual may enter the PRS shall last until the conclusion of the fourth contract period within which the individual would have been eligible to enter the PRS, and thereafter the eligibility will expire.
2. To enter the PRS an individual must notify in writing his or her Dean and secure the written agreement of the Provost. Generally, notice must be given at least 6 months in advance of the proposed effective date. If such permission is granted, an individual who opts to enter the PRS will be offered continued employment by the University as a faculty member until the end of the fourth regular academic semester (i.e., fall and spring semesters) of participation. Employment during the summer semesters while in the PRS would be subject to the mutual agreement of the faculty member, the Department Chair, the College Dean and the Provost. At the end of the designated period of phased retirement employment, the faculty member will have no vested employment rights with the University.
3. An individual who is in the PRS may, without penalty, at the end of any academic semester, opt to terminate his or her employment with the University as a phased retirement employee. If this option is taken, at the termination of employment in the PRS the individual will have no vested employment rights with the University.
4. The University will continue to provide an individual on phased retirement with all rights and privileges which are normally extended to faculty or staff who hold full-time status,

except that benefits other than insurance benefits will be provided in proportion to the faculty or staff member's contract time during the semester in which he or she is employed by the University. Base Salary during the period of participation in the PRS shall be reduced to either 75% or 50%, as of the effective date of the PRS contract, based upon the faculty member's agreement to teach a 75% or 50% load. The faculty member's subsequent pay increases during the remainder of participation in the PRS will be exactly the across-the-board pay increases provided to faculty in each contract year, and no merit pay.

5. A PRS member may, in either contract year, opt to work with either a three-fourths time (75%) or a one-half time (50%) annual faculty academic year contract. The appropriate allocation of teaching and other assignments during the academic year will be determined by discussion between the PRS participant and the department chair, with the approval of the College Dean; provided that if an individual chooses to teach full-time in the spring semester, all pay will be received during the spring semester.
6. It is the responsibility of the individual who enters the Phased Retirement Plan to contact the Director of Human Resources, TIAA/CREF and other appropriate agencies to assure that the appropriate health insurance and other retirement options are properly maintained.
7. Notwithstanding the provisions of Paragraph One of this policy, any faculty member who is 60 years of age or older as of the effective date of the revised PRS policy shall have a minimum period of eligibility to enroll in the PRS of up to May 15, 2008.

c. Dismissal of Faculty

The dismissal of a faculty member shall be affected only pursuant to the procedures outlined herein and only for one or more of the following causes:

1. Demonstrated incompetence or dishonesty in the performance of professional duties.
2. Personal conduct which substantially impairs the individual's fulfillment of institutional responsibilities.
3. Insubordination by refusal to abide by legitimate and reasonable directions of administrators or of the Board of Governors.

4. Physical or mental disability, for which no reasonable accommodation can be made, making the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties.
5. Substantial and manifest neglect of duties.
6. Failure to return after a leave of absence; and
7. Maintenance of an unethical relationship with a current student by faculty or staff, sexual harassment, or acts of unlawful discrimination.

In dismissal for cause, the President shall institute proceedings by giving the faculty member a written notice by registered or certified mail, return receipt requested. The dismissal notice shall contain:

1. Full and complete statements of the charge or charges relied upon; and
2. A description of the appeal process available to the faculty member.

d. Termination of Faculty Due to Reduction or Discontinuance of an Existing Program

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

If a faculty member is to be terminated as a result of program reduction, then the President shall institute proceedings by giving a faculty member written notice of such nonretention by certified mail, return receipt requested. The dates of formal notification shall be those specified in the policy on nonretention during tenure-track faculty status.

e. Termination Due to Financial Exigency

1. Declaration

Should the West Virginia Higher Education Policy Commission, the Board of Governors, or the President, determine, define, and declare that a state of financial exigency does exist, then the University shall have the right to take extraordinary action, including a selective reduction in personnel and a selective elimination or curtailment of units or programs in either the instructional or non-instructional areas of the University, or both. Such action shall be and for reasons consonant with the long-range educational mission of the University.

2. Presentation of the Plan

A specific plan for the reduction of personnel and programs or units in either the instructional or non-instructional areas, or both, shall be presented by the President in consultation with the major administrators. This plan, including the rationale used in determining the financial exigency and the rationale used by the University in recommending termination, shall be presented to Faculty and Staff. A reasonable period of time will be allowed for written comment on the plan, subject to circumstances of the exigency.

3. Criteria

In considering where terminations should occur, the following factors, among others, shall be taken into consideration:

- role and contributions of the academic program or administrative unit within the University's mission.
- dependence of other programs or units upon the program or unit proposed for termination.
- quality and relative costs of programs or units.
- qualifications and performance of personnel within the program or unit.
- organizational arrangements which might serve as alternatives to termination.
- arrangements for phasing out the program or unit as an alternative to abrupt discontinuance.
- the effect on the institution's affirmative action compliance.

The conclusions reached ultimately remain at the sole discretion of the President and/or the governing board.

4. Termination of Personnel

When an employee terminates service with the University (voluntarily or involuntarily), the employee must surrender all keys issued to him/her and must account for all other property held in his or her custody.

A checkout form must be completed with appropriate signature assuring compliance and filed with the Vice President for Administration and Finance before the last paycheck will be issued to the employee. The checkout forms for faculty are available in the Office of the Provost.

B. Instructional Administration

1. Schedules

a. Schedule of Classes

The schedule of classes for each semester and summer session is recommended by each of the Colleges and submitted to the Provost and the Registrar. It is the duty of the Registrar to see that a workable master schedule of all classes is prepared from these recommendations. The schedule of classes for any regular semester includes a listing of planned course offerings for the following regular semester.

Schedules are duplicated well in advance of each semester or summer session. They are distributed by the Registrar's Office. Changes after the schedule is circulated to the public are made only in unusual circumstances by authorization of the Registrar.

b. Class Periods

Class instruction time is regulated to meet federal compliance definitions of the [credit hour](#). The normal daytime class period is 50 minutes on Monday, Wednesday, and Friday; and 75 minutes on Tuesday and Thursday. Classes may be scheduled for periods of different duration when meeting in the evenings, on Saturdays, and in the summer sessions. All classes should begin on time and end promptly. Any change in the time and place set for the class meeting must be approved by the College Dean and the Provost.

c. Class Enrollments

Classes which do not meet minimum enrollment requirements are subject to cancellation. Small classes may be scheduled in the event of special circumstances, with the approval of the College Dean and the Provost. The Graduate Dean approves for graduate courses.

d. Classroom Assignments

Classes are assigned in buildings and rooms by the Registrar, based upon recommendations of College Deans and with the approval of the Provost.

If after registration is completed the classroom assigned for any class is insufficient in size or needed equipment, the instructor should request a change in classroom from the registrar.

e. Final Examinations

University policy requires that final examinations, when included as part of course requirements, be given at the end of each semester and summer term. A schedule prepared by the Office of the Registrar establishes each semester's final examination period; the final day or days of each summer term are reserved for final examinations. All final examinations are to be administered at the published time, unless other arrangements are approved by the Provost.

f. Syllabus Checklist

In accordance with federal compliance and accreditation guidelines, a course syllabus is to be provided to each student, at the beginning of the semester in which the course is held, for each course taught by a faculty member. The [Syllabus Checklist](#) is available through the Center for Teaching, Learning and Instructional Resources.

2. Grading

a. Grading System

The following uniform grading system has been adopted for all state colleges and universities in West Virginia, according to state code.

A - Superior

P - Pass

B - Good

I - Incomplete

C - Average

W - Withdrew

D - Below Average

IF - Failure due to irregular withdrawal from University or from a single class

F – Failure

No grade, except I, given by an instructor may be changed following the report of the grade to the Office of the Registrar except under Grade Appeal procedures or when the instructor initiates an appeal because a mistake was made in computing or recording the grade. In the latter case, the instructor concerned is asked to address the request for the change in writing to the Registrar with a copy to the Provost. Any adjustment of a final grade shall be subject to review of the Provost.

An exception to the above is the appeal to the Admissions and Credits Committee to change a grade to **W**. This committee is authorized to change these grades upon appeal by a student or instructor. The chair of the committee should submit the grade change in writing to the Registrar.

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course but because of illness or other extenuating circumstances has not completed all of said requirements. All incomplete grades must be filed with the Registrar and accompanied by the form, Grade of Incomplete - Shepherd University. When work has been completed, an appropriate grade is indicated and recorded with the Registrar's Office on the same form.

Incomplete grades issued during the fall semester must be made up ten (10) days prior to the date final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be made up ten (10) days prior to the day final grades are due for the following fall semester. Incomplete grades issued during either summer session must be made up ten (10) days prior to the date final grades are due for the following fall semester.

If the incomplete is not made up according to this schedule, it automatically becomes an **F**. When an incomplete is made up, or an **F** is given, the student's grade point average will be recomputed. See Appendix J for graduate student process.

b. Quality Points

The quality-point average is computed on all work for which the student has registered except
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for the courses with grade of **W**, and is based on the following quality-point values for each semester hour of credit: A-4.0, B-3.0, C-2.0, D-1.0, F-0.

c. Grade Reports

Student achievement reports are required from each member of the teaching faculty for each student enrolled. Reports are to be turned in on the dates indicated on the University calendar, for both mid-term and finals.

Information on grading is also provided in the [Shepherd University Catalog](#).

3. Attendance

Students are expected to attend class and to know and understand the specific attendance policies established by each of their professors. Attendance policy for a given class is established by the professor. The professor will state the attendance policy in the course syllabus. Professors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Professors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their professors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones.

Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or verifiable instances of the following:

- a. Death in the immediate family;
- b. Incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times);
- c. Field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Shepherd University;
- d. Seriously hazardous, weather-induced driving conditions (for commuter students only).

A student's evaluation in a course is the professor's responsibility. A grade decision in a course

must be made by the professor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by a professor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Special Circumstances

- a. A student who has a documented medical **disability** or **chronic illness** that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g. exams, oral reports, lab assignments) should confer with his/her professors as soon as possible after the semester begins. In consultation with the student (and with doctors or Shepherd staff when appropriate), the professor can thus develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the professor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students.
- b. In rare instances, a student may suffer an unanticipated **medical problem** or **military-service obligation** requiring **complete absence from University over an extended period** (i.e., weeks rather than days). Such a situation will create the need to confer with professors as soon as is feasible - possibly through a relative or other responsible surrogate. A professor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered.

In such circumstances, the Admissions and Credits Committee will generally be agreeable to any necessary waivers regarding institutional deadlines regarding Withdrawals or Incompletes so long as 1) the student's petition clearly and fully explains the situation calling for the waiver, 2) appropriate documentation is presented, 3) the request is supported in writing by both the professor and the student's advisor, and 4) the student's request is made in a timely manner (i.e., as soon as possible given the circumstances and not substantially after the fact).

4. Faculty Advisors

Faculty members will serve as advisors to students and will be available to students during regularly scheduled office hours.

Designated faculty advisors and peer advisors are expected to be present during the periods set aside for registration according to assignments made by Department Chairs, subject to confirmation of the College Dean and the Office of the Provost.

5. Interdisciplinary Majors and Minors

Creation of a new interdisciplinary program (minor or major) requires approval of the C&I committee and the Board of Governors (majors also require approval of the HEPC). These programs may originate from a department, if the impetus for the program and many of the courses originate in a single department. In that case, the program proposal should advance through normal channels from department to College to the Curriculum and Instruction Committee (C&I).

Programs that are more interdisciplinary in nature will propose an interdisciplinary program board that will function as the program's curricular home. The program board will function in ways similar to an academic department with regard to activities, planning, and program reviews. Initial proposals of interdisciplinary programs should include the membership of the board and should be endorsed by the Provost, the College dean, and the College most appropriate to the curricular area. Make-up of the board should reflect the interdisciplinary nature of the program and a student member and a community member may be included. Changes in membership of interdisciplinary program boards should be approved by the Provost and the appropriate dean. The board should elect a coordinator for a three-year term subject to approval by the appropriate dean and Provost. Future curricular items will emanate from the interdisciplinary program board, then go through the College (or College curriculum committee) and College dean, and come to C&I for final approval.

In both cases, chairs whose departments will serve the new program must approve their departments' involvement and provide documentation of approval that will be submitted with the proposal.

C. Academic Rights and Appeals Procedures

[Undergraduate Academic Rights and Responsibilities](#)

See Appendix J for graduate student procedures.

D. Student Services Administration

1. Role of Advisors to Campus Organizations

Although campus organizations vary in their needs and requirements, the following guidelines represent a general set of operating procedures for an advisor to a typical campus organization.

Facilitating decision-making procedures for achieving organizational purposes and objectives, an advisor to a campus organization provides guidance, information, general expertise, and leadership training.

Guidance. The advisor should help guide the organization:

- toward articulating and striving to achieve their purposes and objectives
- by meeting with the officer(s) of the organization
- toward helping define the respective duties and responsibilities of leadership
- in the decision-making process
- by providing aid and guidance toward achieving minimum University, regional, and national standards when information is available

Information. The advisor provides information:

- concerning various campus, State, and national rules, regulations, and obligations; however, the advisor is not responsible for the actions of the organization or its individual members.
- toward comprehending and interpreting pertinent rules, regulations, and laws

potentially affecting the organization.

Expertise: The advisor lends expertise:

- as an intermediary between the organization and the University administration; for some groups this might also apply for State, and national affiliations.
- by aiding and assisting individual members when this is necessary, but representing the interests of the entire organization.
- to better define organizational purposes for achieving stated objectives within the administrative framework of the University and where applicable with regional and national affiliations.
- by avoiding being just one of the members of the group.
- by focusing on critical issues and concerns to better promote the goals and purposes of the group.
- through diplomacy, tact, and discretion, assist the group to resolve various contingencies as these arise.`

Leadership. The advisor encourages leadership:

- by encouraging individual members' involvement in organizational, campus, and community leadership activities.
- by trying to assess potential leadership skills of individual members and, when possible, attempt to promote meaningful involvement within the organization itself, campus, regional, and national leadership roles.
- by limiting personal authority over the organization, so as to encourage the development of leadership skills within the membership.

2. Response to Student Instigated Threats

A student who has damaged, or has threatened to damage, the person or property of a university employee has both violated state law and university regulations established in accordance with Board of Governors' policy. An injured or threatened employee possesses the right, and in most instances, has the responsibility to inform university authorities and/or law enforcement officials.

In order to initiate university disciplinary procedures in such matters, the employee must submit a written complaint to the Dean of Students, or designee, and Campus Police. This complaint should be made as specific and thorough as possible. It should cite potential witnesses' testimony and other corroborating evidence whenever available. The complaint should be submitted within a reasonable time after the offense has occurred.

Whether to inaugurate university disciplinary procedures, legal procedures, or both, depends on factors such as the nature, severity, and location of the student act and the evidence available. A threat or injury that occurs on university property is subject to the University disciplinary process, and simultaneous resort to the Campus Police. For off-campus incidents, the jurisdiction of the University is less clear; thus appeal to other law enforcement officials would seem an appropriate first step in such cases. Nonetheless, the University may assume jurisdiction over students' off-campus actions, for discipline, when the institution's interests as an academic community are involved. Therefore, an employee should notify the Dean of Students who will explore the desirability, feasibility and suitability of pursuing university disciplinary action.

3. Reporting Student Accidents

If a student is injured in an accident on campus or in an official, university-sponsored off-campus activity, the university employee supervising the activity and/or the employee in the proximity of the accident should help secure medical attention for the student. The employee should seek full details as to the nature of the incident.

It is the employee's responsibility to complete the Accident Report form and the Notification of Injury form. Accident Report forms are available in the Student Affairs Office; copies of the completed form should be returned to the Office of Administration and Finance. Completed forms must be submitted to the appropriate offices not more than ten days following the accident.

E. University Services

1. Library

Services and resources for the Scarborough Library are available on their [webpage](#).

2. Computer Services

a. General Guidelines

The coordination of institutional computer services is the responsibility of the Director of Information Technology. Any contemplated use of computers or computer programs are to be coordinated with the Information Technology department in advance of purchase or implementation.

All facilities, hardware, software, and the data stored there are University property. The use of any hardware, software or data shall be limited to the official business of the University.

The proper care and handling of equipment and software is the responsibility of the authorized user. The destruction, defacing, damage, misuse, or abuse of facilities, property, equipment, or supplies is prohibited. Persons responsible will be billed by the university for repair and/or replacement.

The disruption or interference with the normal use of computers, computer-related equipment, data, or programs of individual users, or the University is prohibited. The use of a computer account or microcomputer software for any purpose other than that for which it was assigned shall be subject of the maximum sanctions.

The security of data, both in stores and hard copy format, shall be the responsibility of the authorized users. Each individual who holds a University computer access account is personally responsible for all activities and charges on that account.

Detailed policies are published by the Information Technology department. All faculty should become familiar with them.

b. Computer Applications Work Requests

All application requests for computer services through the Computer Center must be placed in writing on the Computer Services Work Request form. Requests should be submitted as far in advance as possible to provide adequate time for processing and scheduling among other requests. At least one week of lead time is required for commonly requested reports; more time is required for proper processing/scheduling of other applications.

All requests are reviewed by the Director of Information Technology. In consultation with the staff and appropriate others, the Director determines if the request can be accommodated at the time. Only requests made on the work form and approved by the organization administrator of the budget unit to whom charges are to be made will be considered.

All work requested by student organizations must be signed and approved by an organization administrator.

3. Bookstore

a. General Sales

The Shepherd University Bookstore is operated by Follett Bookstore management. In addition to merchandising books and supplies required for course work, the Bookstore offers other services and merchandising programs for students and faculty. These include general books and supplies, stationery, souvenirs, imprinted sportswear, rings, and other items related to college life.

b. Textbook Orders

All textbook orders for courses offered by Shepherd University must be Ordered through the Shepherd University Bookstore. Follett has a “Faculty Services” section on the [webpage](#) which includes the [online adoptions page](#).

Instructors should notify the Bookstore when discontinuing the use of any textbook. Early notification enables the Bookstore to return surplus books for credit when permitted by publishers.

c. Textbook Returns

The Bookstore will, when possible, accept books for credit. To receive full credit, the following conditions must be observed.

- 1) Books must be returned during the second full week of each semester or summer term. Deadline for returning books will be posted and customers must present the cash register receipt. Used books are not returnable.
- 2) There will be no cash refunds. A state warrant will be issued for all credits. However, credit may be applied towards the purchase of another item in the store if it is done at the time the merchandise is returned.
- 3) Books must bear the Bookstore price tag or mark. Books may not be marked in any way.
- 4) To return a textbook the student must present his class schedule, his I.D., a receipt of purchase, and certified copy of the Withdrawal form or notice of administrative change (ADD/DROP SLIP). (If the student has not dropped the class for which the text was purchased or notice of administrative change is not available, a ten percent service charge will be imposed upon the credit given for the returned merchandise.)
- 5) Defective Books - Any book defective in composition or with an entire section missing will be replaced without charge and without regard to time elapsed since purchase.

d. Sales to Students

Faculty and staff members are not permitted to engage in the sale of any commodity or service to students, or act as an agent of any organization engaged in such sales. Textbooks, duplicated and mimeographed materials, and other supplies must be offered for sale only through the University Bookstore. This also applies in those instances in which a faculty member may be the author of textbooks or other materials offered for sale.

When College supplies and resources have been used to produce educational materials for sale to students through the Bookstore, the faculty member and the chair of the respective department must file a completed form, Re-Sale of Educational Materials, with the Manager of the Bookstore. This form assures compliance with copyright laws. All net profits earned from

the sale of such materials shall be transferred from the Bookstore Account to the account of the respective department.

4. Health Services

The University provides a [Student Health Center](#) where services are available for all currently enrolled undergraduate students.

Once each year the staff of the Student Health Center conducts testing for tuberculosis. It is suggested that all employees be tested every two years. Dates for the administration of the test and other health notices and services will be announced in the Student Affairs Digest.

6. Parking

All faculty, staff and students who park a motor vehicle on University premises must have a permit for the designated area in which they park. A schedule of vehicle registration and associated fees is distributed at the beginning of the academic year. Decals for all vehicles registered are purchased from the Campus Public Safety Office at posted times.

7. Campus Safety and Security

a. Department of Public Safety

Police Officers and some security officers are employed for the protection of student welfare and general security of personnel and facilities. Their duties include patrol of the campus, checks of all campus buildings and monitoring/intervention of any improper or illegal behavior.

b. Building Security

- 1) Persons responsible for locking doors should also insure that windows accessible from ground level are locked. The maintenance staff will provide locks for windows, which do not have them.
- 2) Faculty members may continue to use academic buildings after closing times. They will be responsible for keeping doors locked at all times and locking windows before leaving.
- 3) Students found in building after closing times, unaccompanied by a faculty or staff member,

will be charged with unauthorized entry or use of university facilities; the case will be handled through university disciplinary channels. Anyone breaking into a building will be prosecuted.

- 4) Students will not have the use of building keys at any time.

- c. Fire Drills

Fire drills are required periodically by the State Fire Marshall. Detailed instructions have been provided and posted for individual buildings. When the alarm sounds, each faculty and staff member should see that all students leave the building orderly, quietly, and quickly. It is the instructor and staff member's responsibility to see that all windows and doors in his/her room and area are closed. Building supervisors will be responsible for monthly drills.

8. Other Services

- a. Office Services

Faculty should consult with the department chair or college dean for the assigned services provided by the unit administrative staff. During the summer, faculty who are not teaching summer College should consult the Provost regarding requested assistance.

- c. Calendar of Events

A calendar of campus activities is maintained by the University of Communications and is available on the [website](#). Submissions to the calendar may be made through the [Web site](#).

F. Compensation and Fiscal Administration

1. Salaries

- a. Full-Time Faculty

Starting salaries are set at the discretion of the President, with market factors, salaries of current faculty, and availability of funds all being factors. The processes for salary increases are explained earlier in this Handbook.

- b. Other Faculty Rates of Pay

The following rates of pay have been established for adjunct faculty and overloads:

- Doctoral Degree Holders and Terminal Degree Holders
 - 1 credit = \$812
 - 2 credits= \$1624
 - 3 credits= \$2437
 - 4 credits= \$3249
 - 5 credits= \$4061
 - 6 credits= \$4874
 - 7 credits= \$5686
 - 8 credits= \$6498
 - 9 credits= \$7311

- Master's Degree Holders
 - 1 credit = \$656
 - 2 credits= \$1312
 - 3 credits= \$1969
 - 4 credits= \$2625
 - 5 credits= \$3281
 - 6 credits= \$3938
 - 7 credits= \$4594
 - 8 credits= \$5250
 - 9 credits= \$5907

- Baccalaureate and Associate Degree Holders and those with No Degree
 - 1 credit = \$433
 - 2 credits= \$866
 - 3 credits= \$1300
 - 4 credits= \$1733
 - 5 credits= \$2166
 - 6 credits= \$2600
 - 7 credits= \$3033
 - 8 credits= \$3466
 - 9 credits= \$3900

- Nursing clinical faculty will be paid at the rate of \$35.00 per contact hour.
- Applied music faculty will be paid at the rate of \$640.00 per student credit hour.

Exceptions to the stated rates of pay may be authorized by the Provost when extraordinary circumstances justify additional compensation. Factors which will control such determination include: (1) extraordinary credentials or experience; (2) unique qualifications for a critically needed course; and (3) market factors which create extreme difficulties for the University in acquiring needed part-time faculty.

For summer College, the rates of pay have been established as follows:

- Doctoral Degree Holders
\$847 per semester hour credit
- Master's Degree Holders
\$724 per semester hour credit
- a. Baccalaureate Degree Holders
\$602 per semester hour credit

Full-time faculty the rates are as follow:

- Doctoral Degree Holders
\$1102 per semester hour credit
- Master's Degree Holders
\$979 per semester hour credit
- b. Baccalaureate Degree Holders
\$857 per semester hour credit

2. Pay Checks

a. Issuance

The Payroll Office prepares all documents for payment and submits them to the State Auditor's Office in Charleston for payroll processing. There are two options to receive your paycheck, 1) direct deposit or 2) West Virginia pay card (Visa prepaid card).

Pursuant to State law, employees are paid in arrears every other Friday. If a holiday falls on a payday, paychecks will be processed the previous Thursday.

b. Direct Deposit of paychecks

Electronic deposit of paychecks directly to the employee's checking or savings account is available for most banks in the United States. New employees are encouraged to use direct deposit. Enrollment forms are available at the Human Resources Office or the Business Office and on the Human Resources and Payroll websites. Employees not signed up for direct deposit will be automatically enrolled in the West Virginia Pay card program. More information on the pay card can be found on the State Auditors website at www.wvsao.gov.

3. Check Cashing

The University does not cash checks nor make advances on salary.

4. Fringe Benefits

In addition to the fringe benefits described under payroll deductions, the University provides employees with the following benefits.

a. Employee Education

The university encourages career development and self improvement. The faculty may be granted consideration for special scheduling by a chair if pursuing doctoral study or other advanced education. Only full-time regular employees are eligible for time-off or adjusted teaching schedules to attend classes.

Course work may be taken on a tuition waiver basis at the University or any other West Virginia state college or university. The Registrar coordinates information about and processing of tuition waivers.

Before the semester in which classes are to be taken, the employee is required to provide her or his chair a written request for schedule adjustment. The chair will then recommend approval or disapproval of the request. The Provost will provide the employee with a written statement of the decision.

b. Staff Development

Upon the recommendation of the Provost, the President approves certain courses as staff development opportunities. These courses are designed to enhance the job performance of University employees. The topics are suggested by both employees and supervisors.

These courses are offered each semester during the workday. A list of courses, times, and dates are published by the Provost each semester. Enrollment is administered through the Registrar's Office as a component of the tuition waiver policy. Since these classes are available under tuition waiver, enrollment by employees is limited to one course.

c. Workers' Compensation

The West Virginia Workers' Compensation Fund protects employees against financial loss resulting from on-the-job injuries or death caused by certain work-related injuries. Workers' Compensation pays claims involving medical, hospital and related bills; disability; loss of body members, such as an arm or leg; death; and dependent benefits. The University pays into Workers' Compensation monthly for each employee.

Injuries or disease on the job that result from mischief, drunkenness, or other forms of misconduct by the injured employee are not covered.

Any on-the-job injury for which the employee intends to file a workers' compensation claim should be reported in writing to the Business Office as soon as possible but no later than 24 hours after the injury. On-the-job injuries or occupational illnesses, which involve no more than 3 days of disability, leave or absence from work shall not be charged against the employee's accumulated sick leave. If on-the-job injuries or illnesses require a leave beyond the three-day period, the employee has the option of either of the following: (1) Using earned and accumulated sick and annual leave until both may be exhausted and receiving any additional benefits adjudged to be due under the West Virginia Compensation Law; (2) reserving for future use any earned and accumulated sick and annual leave and receiving only Workers'

Compensation benefits for which they are adjudged eligible.

It is the employees' responsibility to notify the Human Resources Office in writing no later than 3 work days after the injury as to which of the options listed above (1 or 2) is selected. If the Human Resources Office does not receive notification, it will be assumed that option (1) is selected and the employee will be removed from the payroll when accumulated sick and annual leave are exhausted.

d. Employment Security (Unemployment Compensation)

Employees are covered for unemployment compensation as prescribed by the West Virginia Workers' Compensation and Employment Security.

5. Travel

a. State Regulations and Procedures

Travel regulations and reimbursements are governed by regulations of the Board of Governors and the Governor's Office. [The Office of Procurement Services](#) should be consulted for up-to-date details on travel regulations and requirements.

b. [Travel Authorization](#):- It is the responsibility of the individual traveler to submit to the Office of Procurement Services a completed Travel Authorization form no later than five business days prior to the departure date of the travel when the following conditions occur:

c. University Procedure for Processing a Travel Request

- 1) Use the Travel Authorization form for all travel requests. Copies of these forms are available from the Service Center and from departmental offices.
- 2) In submitting the request, all pertinent information must be completed, budget coding affixed, and the form must be signed by the employee, and the executive officer.
- 3) The form is submitted to the Office of Procurement Services.
- 4) Employees who travel in connection with the regular performance of their duties are entitled to reimbursement for their expenses as provided for in the West Virginia travel regulations.

- 5) Faculty members must concurrently submit a copy of the form Shepherd University Class Arrangements for Faculty Absences to their respective department chair when a request for travel is filed.
- 6) Instructors who file travel requests for field trips must submit a list of students going on the trip. This list is filed with the request when submitted to the department chair. Faculty should advise students to make arrangements with their instructors to be excused from other classes for field trips.
- 7) Planning for travel to attend a professional development activity shall be in accordance with state and college travel regulations.

If funds are available, faculty and administrators may plan to attend one national meeting related to his or her field of work. Academic and administrative personnel may attend as many professional meetings within the state as funds permit and take an active role in the support of the planned activities sponsored by the different groups. Expenses incurred attending state meetings, as well as out-of-state meetings, will be charged to the respective unit budget.

- 8) Requests for reimbursement for travel expenses should be submitted immediately (within three days) upon return from the trip. Expenses should be reported on the Travel Expense Account Settlement forms provided by the Service Center.

6. Insurance

a. Life, Accidental Death and Dismemberment Insurance

Life insurance, accidental death and dismemberment insurance, and disability insurance programs are available to employees through TIAA and the PEIA. Interested or participating employees should direct questions to the Director of Human Resources.

b. Vehicle Accident Insurance

The State Board of Insurance has purchased a Comprehensive Liability Insurance for state-owned vehicles to cover authorized travel for bodily injury liability and property damage liability of \$25,000/\$100,000/\$300,000. This coverage is applicable only to other vehicles,

passengers, and property; it does not cover damage to university vehicles nor injury to the driver.

Repair/Replacement of a university vehicle must be absorbed by the University or a claim against the other driver if the latter is at fault.

Persons who are authorized passengers who incur bodily injury in a single car accident can recover costs, etc., through their personally owned accident insurance. The State of West Virginia considers the purchase of insurance for our driver and passengers prohibitive in cost. A settlement through the Court of Claims is used for remedy to the injured.

For insurance purposes as set forth by the State Board of Insurance, only an employee of the university can drive a university vehicle. An employee of the university is considered a person appearing on our payroll. The employee can either be full-time, part-time, or student assistant. Also, the vehicle can only be used for official and approved university business.

All employees of the university are covered under Workers' Compensation and can have medical and hospital bills paid provided other kinds of payment are not made for the same expenses. This would only apply to injuries while on university approved business.

c. Liability Insurance

A \$100,000 comprehensive automobile liability insurance policy covers bodily injury liability and property damage liability. Volunteer workers are protected in the same manner as state employees when the volunteer work is being performed on behalf of the state.

Private property which is stolen or damaged while stored in a university building is covered to a limit of \$100,000 for each occurrence. Coverage includes both personal effects and valuable papers and records. There is a \$2,000 deductible.

7. On-the-Job Injuries/Accidents

On-the-job injuries/accidents should be reported to the supervisor as soon as possible after they occur. The employee must submit a written report of the accident to the designated supervisor no later than 24 hours after the injury occurs. All accidents must be reported, regardless of whether they result in a Workers Compensation claim.

The Shepherd University Accident Report Form is to be completed when any accident or injury occurs on the campus or during an approved off-campus function. The staff member in charge should assume responsibility for completion of the form. A copy of the form is filed in the Business Office, the Office of Human Resources, and the University Health Center and with the employee.

The following procedures should be followed for all work-related injuries:

- The staff/faculty member present should obtain immediate medical assistance for the injured employee. If the injury is critical, an ambulance should be called. Use of the 911 emergency number is suggested.
- If the injured employee is not critical, the employee should be taken to the Health Center for medical assistance (after regular Health Center hours, call ahead for nurse coverage to be available on arrival).
- A determination is made by the nurse on duty if further medical attention is warranted. Additionally, the mode of transportation is determined (ambulance, personal vehicle, or state vehicle).
- If transportation for further medical assistance is needed, and an ambulance is not necessary, the following will apply:
 - a. Injured employees will provide their own transportation to the hospital if:
 - 1. The employee is capable of driving without any impairment from the injury.
 - 2. A personal vehicle is readily available.
 - b. If personal transportation is not possible due to either of the conditions above, the staff/faculty member (or an appointee employed by the University) will transport the employee for further medical assistance in a state vehicle.

During regular office hours, vehicles may be obtained from Physical Plant Department; outside of regular hours, security may be able to provide a vehicle. If a state vehicle is not available, the injured employee or other person should arrange for private transportation.

After first aid and necessary medical assistance, the staff/faculty member present will complete the Accident Report Form. Be sure to record all conditions leading to the accident and forward all copies to the offices identified for distribution.

The Office of Human Resources will contact the family of the injured employee when such a call is appropriate. If the person completing the Accident/Injury Report is unable to reach the Office of Human Resources, and a serious accident has occurred, then the staff/faculty member in charge should notify the employee's family regarding the nature of the injury/accident.

Special rules apply to leave-related on-the-job injuries and are specified under the policies on leave.

8. Grants and Contracts

The University strongly encourages faculty and staff to apply for grants and external funding to enhance the basic educational mission of the institution. The following policy should govern such submissions.

- a. Those fellowship applications, which require release time, sabbaticals, and institutional matching funds, should have the prior approval of the Provost.
- b. Those grant proposals, which require institutional approval, should be processed according to the following steps.
 1. The grant proposal should be discussed with the chief administrative officer in that area. In Academic Affairs, the College Dean and the Provost should be consulted for review and approval prior to final submission to the Office of Sponsored Programs. The draft of a budget should be discussed with the Vice President for Finance, or designee, as soon as possible, and always prior to any commitment of the University. The University sets overhead rates annually. Those organizations or agencies not paying overhead rates should be identified to the Vice President for Finance.
 2. The routing sheet shall be used for each grant proposal indicating who has received the same.

3. The Vice President for Finance shall review all funding and institutional data submitted in the proposal for accuracy of the same. In the absence of the Vice President for Administration and Finance, the Comptroller shall review and sign the proposal; in the absence of the Vice President of Student Affairs, the Dean of Students shall review the proposal and sign off; in the absence of the Provost, the Assistant Provost shall review and sign off.
4. The President shall sign off on behalf of the institution. In the absence of the President, the Provost or designee shall have the authority to sign off.

9. Soliciting of Funds and Gifts

a. Soliciting in the Name of the University

The University has granted permission to the Shepherd University Foundation and the Shepherd University Alumni Association for solicitations of donations in the name of the University. The purposes of solicitation and uses of the funds so collected are established by the University. All other solicitations, explicit or implied, in any announcement, advertisement, publication or report of any other agency using the name of Shepherd University are strictly prohibited. Any need for external solicitation of funds should be referred to the President. All fund-raising activities on behalf of the University must have the prior authorization of the President.

b. Gifts to the University

Whenever a gift is offered to the University (the institution or any of its organizational units) by an external donor, the President should be consulted. The President, in consultation with appropriate major administrators, will determine:

- if the gift should be accepted;
- to whom the gift should be directed (the University, the Foundation, the Alumni Association); and
- the legal and financial implications and consequences in accepting the gift.

Only the President can authorize the acceptance of a gift to the University.

G. General Administration

1. Standard Workweek

The business workweek is a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four periods. It begins at 12:01 a.m. on Saturday and ends at 12:00 p.m. (midnight) the following Friday.

2. Hours of Work

a. Definition

A work schedule of 37.5 hours will be established within the standard workweek for all non-faculty personnel. Office hours for administrators and staff are established as follows unless an exception has been authorized by the respective major administrator.

Monday through Friday 8:00 a.m. - 4:30 p.m.

[illegible]

b. Saturday Coverage

For students and other members of the University community, as well as prospective students and the general public, the University will provide certain services on Saturday. Each organizational unit should be contacted to ascertain what services are available on Saturday.

3. Office Regulations

a. Professional Environment

Shepherd University is a professional and progressive business organization. Office and workspaces are furnished and equipped for maximum employee productivity. Employees are expected to contribute to a professional work environment in their choice of dress, language and respect for the rights of co-workers and students.

The work of the University and service to students are to have primacy in the designated work areas. Lounges and commons or public areas are to be used for rest breaks. Group meetings on university business should be scheduled in designated conference or meeting rooms or offices. Radio playing for recreational listening during business hours is not permitted in open areas. Eating at desks or workstations also should be avoided.

Within the organizational units mutual support and teamwork are expected of all employees. Employees should cooperate at all times with the organizational administrator, advising him or her of the status of unit activities and peak work periods, resource needs, and anticipated leaves. Likewise, administrators need to keep employees informed concerning goals, procedures and budgetary constraints. In particular, administrators should inform their secretaries when they will be out of the office, when they can be expected to return and how to reach them during their absence.

b. Treatment of Students and Visitors

Shepherd University exists for the students. The welfare of the students shall have primacy in administrative decision-making.

The employee represents the University in his or her contacts with students and the general public. Courtesy and etiquette are expected and required, as is promptness in service.

Confidential student information is divulged only in accordance with the Right to Privacy section of Student Life Policies.

Inconsistency in the administration of regulations governing students should be avoided. When circumstances warrant the granting of an exception to a regulation, careful documentation of the reasons and events shall be chronicled.

c. Conduct of Personal Business

When the University employs an individual in a specific capacity, the University purchases one hundred percent of the individual's time and service for the stipulated period and terms of employment. The University expects each employee to commit full individual resources to the

accomplishment of the job responsibilities for which the employee has contracted with the University.

Therefore, employees are not to conduct personal businesses during their regular work hours including personal phone calls. No solicitation of other employees in sales effort is permitted. Employees are prohibited from soliciting organizational memberships in working areas on University property. Employees are not to permit a sales presentation on a personal matter of business at any time.

d. Use of Telephones

The University telephone system is dedicated to official University business. All calls and forms of service are billed to the University and paid from University funds. The use of business phones for personal calls not charged to the University is not permitted as such calls preempt lines dedicated and needed for official business. Employees are expected to use pay phones and/or off-duty hours for personal calls.

The use of long distance lines should be restricted to more urgent business. No collect calls will be accepted by the University. Advanced approval must be requested prior to making business calls from private phones, which are charged, to the University.

Each employee is totally responsible for any call made from the station/extension assigned to him or her. The Call Accounting System records and stores the detail of every telephone call placed outside the campus system. Reports are printed and submitted to each organizational administrator for review at the end of each month.

Incoming calls are received at the University console during the following hours on scheduled workdays: Monday through Friday 8:00 a.m. to 4:30 p.m.

e. Smoking

University policy prohibits smoking and the use of other tobacco in all University buildings.

4. Public Relations/University Communications

a. With the Board of Governors and Other State Agencies

Official communication with the Board of Governors, the Higher Education Policy Commission, Shepherd University, Faculty Handbook 2018-2019

and the Chancellor is the purview of the President. University employees are generally expected by the Board office to direct communications through the President, a major administrator of the University, or through a recognized constituency group.

When corresponding with staff of the Policy Commission, major administrators and other employees should direct a carbon copy of the letter to the President.

A copy of each official institutional report completed is to be sent to the President's Office at the same time the report is made to the requesting agency.

b. With the Media and the General Public

The University is interested in maintaining constantly the goodwill and confidence of its constituencies and the public at large. To this end, it is expected that each faculty and staff member will contribute something to the sum total of the goodwill enjoyed by the University through the excellence of instruction, off-campus professional appearances and social contacts on the campus and in the community.

All publicity for mass circulation media (either print or broadcast) is to be coordinated by the Executive Director of University Communications. Persons contacted directly by the media should inform the Executive Director or, where appropriate, refer the caller to the Executive Director.

c. With Alumni

The Office of Alumni Affairs is to be notified concerning changes in alumni addresses. Use of alumni address records is not permitted except in the official work of the University or at the discretion of the President.

d. General

Confidential student information is made available only in accordance with the Right to Privacy section of Guidelines and Policies Affecting Student Life. These are printed in the appendix of the Student Handbook. Additional information is available from the Dean of Students.

Directories of employee names and addresses shall be released only to official governmental agencies. Such requests shall be properly documented in writing and release authorized by the appropriate major administrator.

Official investigators who wish to examine university records are to be referred to the President's Office.

5. Miscellaneous

a. Emergency Operations

Generally, Shepherd University does not cancel operations because of inclement weather. Unlike other public schools and colleges in this area, the University has a resident population of more than 1,000 students living in University residence halls and eating meals on campus. Regardless of the weather, their needs must be met. In addition, many other students, as well as University employees, live in close proximity to the campus and are able, on most occasions, to reach the campus for classes and for work. Furthermore, the University has an ongoing responsibility to safeguard and maintain the campus facilities.

If severe weather conditions render it dangerous for students to reach the University, those who fail to travel to campus on that particular day will not be put at serious disadvantage. Individual students who have encountered severe travel conditions should notify their instructors of their absence prior to the next class meeting and should request appropriate arrangements for the makeup of course work.

Faculty encountering severe travel conditions should notify the office of their Dean of such absence and discuss coverage of the class by other faculty or rescheduling of the class meeting.

In the event an extreme weather emergency or power or water failure should warrant the closing of offices and/or canceling or altering the schedule of classes by the President, then public notification will be made via area news media. Should the University offices be closed by order of the President, leave will not be charged to employees.

Normally, no public announcement will be made if the University is remaining open.

Procedures for Making a Timely Decision

In the event of inclement weather or other emergency the following procedures will apply.

Emergency conditions are confirmed through the review of the Provost, Director of Facilities,

Vice President for Administration, and the Assistant Vice President for Student Affairs and Director of Community and Congressional Relations, in consultation with campus and local law enforcement. If it is determined that a weather closure will occur, the Executive Director of University Communications will telephone the media with the official University weather related statement. The media list includes the following:

WEPM (1340 AM), WKMZ (97.5 FM) Martinsburg
WXVA (1550 AM, 98.3 FM) Charles Town
WRNR (740 AM) Martinsburg
WSCST (1010 AM, 93.5 FM) Berkeley Springs
WQCM (96.7 FM) Hagerstown
WJEJ (1240 AM), WWMD (104.7 FM) Hagerstown
WINC (1400 AM, 92.5 FM) Winchester
WHAG-TV (Ch. 25) Hagerstown

Announcements of emergency plans will be communicated through radio stations of this region as early as possible (presumably 6:00 a.m.) when the emergency condition precedes the start of the work and/or instructional day. When the emergency arises during the day, the announcement will be relayed through the heads of those units which may be affected.

Announcements concerning evening classes will be communicated by area radio stations by 4:30 p.m.

In addition to a statement of class cancellations or delays, the announcement will state which other activities of the University are canceled or delayed and also state which employees are excused and which are required to report for work.

Any delayed start of scheduled classes will begin classes at one of the standard meeting times, i.e., 9:10, 10:10, etc. for MWF classes and 9:35, 10:50, etc. for TR classes. A delay for evening classes will be such that they will begin on the hour or half-hour, but not later than 7:00 p.m.

On campus, communicators, principally switchboard operators and secretaries must be advised in order to answer questions about the availability of individual instructors.

b. Emergency Decisions

In the absence of the President, if immediate action is needed on a matter, which requires a

decision, by the President, then the Provost should be consulted.

c. Academic Procession

An academic procession is a significant event in the commencement ceremony and a limited number of other university convocations. The faculty, administration and professional staff who hold degrees are required to participate in academic processions and to wear appropriate dress or academic regalia. In the event that caps, gowns and hoods are not owned, the University will make arrangements to obtain such on a rental basis.

In academic processions, the President, Provost, appropriate administrators, members of the West Virginia Board of Governors, and other special guests will lead the procession.

If members of the academic community who are expected to participate in the commencement are unable to do so, then a request to be excused must be approved by the employee's supervisor who will forward the request for approval to the President. In the case of faculty members, the Provost must also approve the request to be excused.

d. Use of Official University Symbols

The name of the University, the official seal, the motto, the Ram mascot, replicas and facsimiles of campus buildings or any logo or graphic representation of these symbols are all registered trademarks of Shepherd University. These symbols are for the exclusive use and official representation of the University.

No person or organization may use the University name or other official symbols without the expressed written consent of the President. Requests to use the registered trademarks shall be communicated to the Executive Director for University Communications who will make a recommendation to the President. In the case of student organizations, the request must first be authorized by the Dean of Students. Specifically prohibited is the use of the University's name or other insignia in fundraising campaigns, which have not been authorized by the President. In general, no solicitations in the name of the University are permitted except those coordinated by the Vice President for Advancement.

e. Internal Collections and Gifts

Donations for flowers for instances of illness or death of an employee's spouse or other relative may be solicited from university employees. Solicitations should be confined, in general, to the organizational unit in which the employee works. Faculty donations may be solicited for faculty members and their relatives in the same instances as for non-teaching employees. The Department Chair or Dean will designate an administrative staff person or faculty member to make the collection.

f. Naming of Buildings

In establishing the official name of a building, room or area, the University will give consideration to the names of persons who have rendered distinguished educational or other service or assistance to the University. Nominations will be accepted from persons both inside and outside the University Community. In accordance with Board of Governors' policy, an individual nominated for this honor must not have been employed at the University during the three years previous to the selection of the name. Additional information is available from the Shepherd University Foundation.

g. Contracting for Professional Services

Any purchase orders procuring professional services of individuals or partnerships should have complete accounting information on the purchase order or attached contract. Any question relating to types of payments covered by this policy should be directed to the Office of Procurement. The department maintains records of all such payments and completes the necessary reports for mailing to the government. Information copies are mailed to recipients for their personal tax records after the end of the calendar year.

The institution is required by the Internal Revenue Service and the State of West Virginia to report non-payroll expenditures to individuals and partnerships.

The government requires name, address, and taxpayer identification number (Social Security or Partnership) for each individual or partnership receiving payments.

These payments are reported to the Internal Revenue Service on form 1099. A copy of the form is furnished to the taxpayer.

Appendices

Appendix A: CONSTITUTION OF SHEPHERD UNIVERSITY

[Constitution of Shepherd University \(as amended\)](#)

**Appendix B: SHEPHERD UNIVERSITY
BOARD OF GOVERNORS
POLICY 19**

[Academic Freedom, Professional Responsibility, Promotion and Tenure](#)

Appendix C: STATE GRIEVANCE SYSTEM

[The following information was provided by the Grievance Board and was valid as of September 24, 2007 and may be subject to change during the 07-08 year]

FOR NEW GRIEVANCES AFTER JULY 1, 2007

LEVEL ONE - STEPS AND TIME FRAMES:

- Days are always calculated on a standard work week, that being Monday through Friday, excluding Saturday, Sunday, official holidays or any day the employee's work place is legally closed by authority of the Chief Administrator due to weather or like cause. See W. Va. Code §6C-2-2 (c).
- An Employee must start their grievance at Level 1 unless the Chief Administrator agrees to skip Level 1 and go to either Level 2 or 3 directly, OR an Employee may file directly at Level 3 if the grievance involves discharge from employment, a suspension without pay, or a demotion or reclassification which results in a loss of compensation or benefits. See W. Va. Code §6C-2-4 (a)(2).
- An Employee has 15 days from an incident to file their grievance by submitting a completed form requesting Level 1 to the Chief Administrator, and sending a copy to the Grievance Board. State employees must also send a copy of the request to the Division of Personnel. The Employee must request either a hearing (which is recorded) or a conference (which will not be recorded). See W. Va. Code §6C-2-4 (a) (1).
- After filing your request for Level 1, the Grievance Board will send out an acknowledgment letter that will provide both the Employee and Chief Administrator with a case name and number which will use to track and reference this grievance from beginning to end.
- The Chief Administrator will notify the employee of the date, time and location of the conference or hearing.
- The Chief Administrator, or their designee, must meet with the employee within ten days of receiving the Request for Level 1. After the meeting, the Chief Administrator has 15 days to issue a written decision concerning the grievance. The decision will be on the Chief Administrator's letter head, signed and dated and will be sent to the Employee and a copy to the Grievance Board. See West Virginia Code §6C-2-4 (a) (2).

- The Grievance Board will acknowledge by letter to both the Employee and the Chief Administrator that they have received a copy of the decision.
- The Employee must file for Level 2 within ten days after the employee receives the written decision from the Chief Administrator at Level 1 if they desire to continue the grievance process. See W. Va. Code §6-2-4 (b) (1)
- The Employee and Chief Administrator may agree to extend or enlarge any of the time lines. See W. Va. Code §6-2-3 (a)
- The Employee and Chief Administrator have a duty to try to resolve the grievance at Level 1 if at all possible. They also have the authority and power to agree not only to extend time frames, but at Level 1 can by agreement pursue almost any lawful means of resolving the grievance before going to Level 2, which would include not only having more than one meeting, or conference, having a hearing of witnesses, or negotiating settlements. See W. Va. Code §§ 6C-2-1 (c); 6C-2-3 (a) (2) and 6C-2-4-(c) (2)

LEVEL TWO - STEPS AND TIME FRAMES:

- Days are always calculated on a standard work week, that being Monday through Friday, excluding Saturday, Sunday, official holidays or any day the employee's work place is legally closed by authority of the Chief Administrator due to weather or like cause. See W. Va. Code §6C-2-2 (c).
- The Employee must file for Level 2 within ten days after the employee receives the written decision from the Chief Administrator at Level 1 if they desire to continue the grievance process. See W. Va. Code §6-2-4 (b) (1)
- The Employee and Chief Administrator may agree to extend or enlarge any of the time lines. See W. Va. Code §6-2-3 (a)
- When filing at level 2 you must use the form provided by the Grievance Board. The first part of the form asks for the Case name and number, which is the Name and number that was provided to the Grievant and Employer at level 1. This name and case number will be used to track and reference this grievance from beginning to end.
- You must select one of the three options available for level 2.

- Mediation by an Administrative Law Judge of the Board, which service is free of charge and which is automatic if the parties do not agree to use one of the two following options.

- Mediation by a third party who is selected by the Chief Administrator and the Employee - both must agree on who the third party will be, and how they will pay for the services of the mediator. Both parties must sign and date the form agreement for a private third party mediator which must also be signed by the mediator. This agreement must be completed before the mediation takes place and must be sent to the Grievance Board.

- Mediation-Arbitration - under this option, both the Chief Administrator and the Employee must agree to mediation-arbitration. In mediation-arbitration an Administrative Law Judge of the Board is assigned to attempt to mediate the grievance, but if mediation fails the parties agree that the Administrative Law Judge may use the presentations of the parties during the meeting and rule on the grievance and enter a binding arbitration order resolving the grievance. This means that the grievance will end at level 2 and both parties will be bound by the ruling, and have no appeal to level 3. In order to use this option the parties must sign and date an agreement for Mediation-arbitration prior to the mediation-arbitration session. Once the mediation-arbitration session begins the parties cannot withdraw from the agreement, and will be bound by the final ruling of the mediator-arbiter.

- After you have submitted your request for level 2, the Board will acknowledge the request and if you are using an Administrative Law Judge of the Board for either mediation or mediation-arbitration the Chief Administrative Law Judge will send an Order out assigning one of the Administrative Law Judges to the grievance. (This Administrative Law Judge assigned at level 2 will have no further involvement with the Grievance if it proceeds beyond level 2)
- The assigned Administrative Law Judge will then contact all of the parties, discuss how mediation or mediation-arbitration works, and schedule a time, date and location for a session for Mediation or Mediation-Arbitration.

- If the session is for Mediation the parties will be required to appear in person, or by a representative with complete authority to resolve the grievance. Mediation is a process of attempting to find a way to bring the parties together and resolve their differences by agreement. If there is an agreement, the agreement will be reduced to writing and recorded, and is then enforceable. If there is no agreement then the Administrative Law Judge will provide the two parties with a neutral evaluation of the grievance, and will discuss discovery with the parties and enter an order for discovery in the event the grievance is taken to level 3.

- If the Session is for Mediation-Arbitration the parties will start with mediation, but if the Administrative Law Judge determines that no agreement is likely to be obtained, then the Administrative Law Judge will allow the parties to make an argument for their positions and

submit some limited evidence. If it is possible then to rule on the grievance the Administrative Law Judge will do so and enter a binding order ruling on the grievance, and the parties will have no appeal of that order. If the Administrative Law Judge cannot make a ruling then they will provide a neutral evaluation of the grievance and enter an order of discovery in the event the grievance is taken to level 3.

- You have 10 days to file for level 3 after receiving the written result at level 2. The only time you cannot go to level 3 is if there has been a resolution by agreement or if there has been an arbitration ruling from mediation-arbitration.

LEVEL THREE - STEPS AND TIME FRAMES:

- Days are always calculated on a standard work week, that being Monday through Friday, excluding Saturday, Sunday, official holidays or any day the employee's work place is legally closed by authority of the Chief Administrator due to weather or like cause. See W. Va. Code §6C-2-2 (c).
- The Employee must file for Level 3 within ten days after the employee receives the written result at level 2 where the result is neither an agreed or arbitrated resolution. See W. Va. Code §6-2-4 (c) (1)
- The Employee and Chief Administrator may agree to extend or enlarge any of the time lines. See W. Va. Code §6-2-3 (a)
- When filing at level 3 you must use the form provided by the Grievance Board. This is a three page form. The first part of the form asks for the Case name and number, which is the Name and number that was provided to the Grievant and Employer at level 1. This name and case number is used to track and reference this grievance from beginning to end. (NOTE: if you did not file a grievance at level 1, but rather proceeded directly to level 3 then you will not have a case name and number. In this case skip the first part of the form and fill out the rest)
- The last page of the form is only required if you are filing directly to level 3 without first filing at level 1.
- You must provide a copy of the request for level 3 to the Chief Administrator, and file a copy with the Grievance Board. State employees must also send a copy of the request to the Division of Personnel.

- The Employee and the Chief Administrator will be sent an Order from the Chief Administrative Law Judge assigning an Administrative Law Judge of the Board to the Level 3 case. That assigned judge will contact all parties and have a scheduling conference either in person or by telephone to discuss the grievance case, schedule hearings, review the procedures to be used and set procedures for resolving any issues such as untimeliness, or motions by any party.
- You will be required to provide all other parties with a list of your witnesses, along with their contact information, and copies of any documents or evidence you intend to use or introduce at the hearing.
- A hearing will be set at a location, and on a date and time determined during the scheduling conference.
- After the hearing parties will generally be given an opportunity to submit proposed findings of fact and law for the Administrative Law Judge to consider in preparing a written decision.
- If you wish to appeal the level 3 decision you must do so within 30 days of receiving the decision of the Administrative Law Judge at level 3, and you may only file an appeal in the Circuit Court of Kanawha County. See West Virginia Code, §6C-2-5.

Appendix D: Process Time-Line and Forms for Annual Evaluation

By March 1

- Each faculty member submits a written annual evaluation report to his/her Department Chair and to his/her College Dean*
- Each faculty member may submit to the College Dean a written evaluation of his/her Department Chair
- Director of PEU or the Director's designee submits an annual evaluation of each PEU member to the member's College Dean
- Each Library faculty member submits a written annual evaluation report to the Dean of Libraries and Information Sciences

March 1 to April 30

- College Dean consults with Department Chair about the annual evaluation for each faculty member in the department
- College Dean and Department Chair meet with faculty members to discuss the faculty member's written evaluation following the annual review cycles outlined in section II.12. "Annual Evaluations."

By April 30

- College Dean submits annual evaluation to Provost
- Each faculty member may submit to Provost a signed, written statement regarding the administrative evaluation of the faculty member's College Dean
- Each faculty member may submit to the faculty member's College Dean a written evaluation of the Provost
- Each member of PEU faculty provides to the Provost a written evaluation of the Director of the PEU

* Note: The annual evaluation is also undertaken for Library faculty members. The Library faculty annual evaluation process is stated in the *Library Faculty Handbook*.

- Faculty members of the Honors Committee may submit administrative evaluation of the Honors Director to the Provost
- The Athletic Director submits to the Provost an evaluation of each athletic faculty member who holds an appointment as lecturer
- The Dean of Libraries and Information Sciences submits to the Provost an evaluation of each Library faculty member

By May 15

- Provost meets with each Dean to review the Dean's annual evaluations of the faculty
- Provost meets with each Dean to discuss the Dean's annual evaluation

By May 22

- Provost submits annual evaluations to the President

By May 30

- The Deans meet with the President to review the performance of the Provost

Annual Faculty Report

The following form identifies areas to be summarized in reporting your activities to your Department Chair and College Dean. This report should encompass all activities completed during the current academic year (summer through spring semesters) and in conjunction with all student course evaluations will be used as part of your annual review. Copies of this report are due in the offices of your chairperson and Dean no later than March 1st.

Name _____

Department _____

Academic Year _____

Current Rank _____

Year Rank Granted _____

Year Eligible for Promotion _____

Tenure

Year Tenured _____

If not Tenured,

Year Eligible for Tenure _____

Teaching Activities

1. List all courses taught, new courses developed, and supervisions of any independent studies, cooperative education projects, internships, honor theses, or research reports and other activities related to your teaching responsibilities.

2. Committee Service, Advisement Responsibilities, and Administrative Duties

List all committee memberships, advisement responsibilities, and administrative duties and other service to the University.

3. Professional Development

List all professional development activities including grants, publications (clearly identify publications in refereed professional journals), research projects, presentation of professional

papers, participation in panel discussions, juried shows, exhibits, music performances, creative activities, and attendance at conferences, workshops, seminars, and symposiums.

4. Community Service

List all community service related to the mission of the University.

5. Plans for Next Year

Please comment on your progress toward last year's goals and plans for next year, including courses you would like to teach, new courses you would like to develop, service assignments you would like to have and your plans for research and creative activities.

SHEPHERD UNIVERSITY
Department Chair
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of Department Head: _____

Academic Rank: _____ Department: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports department initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive department:
- VII. Generally gets the necessary organization and bureaucratic work of the College accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the department:

All faculty who evaluate the Department Chair should follow these criteria in writing their evaluations and submit a signed, written statement to the College Dean in accordance with the Time-Line.

SHEPHERD UNIVERSITY
College Dean
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of College Dean: _____

Academic Rank: _____ Department: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports division initiative and development:
- V. Supports department initiative and development:
- VI. Supports faculty initiative and development:
- VII. Supports the development of a cohesive College:
- VIII. Generally gets the necessary organization and bureaucratic work of the College accomplished in a timely manner:
- IX. Generally has a broad perspective of the needs of the University while working for the good of the department:

All faculty who evaluate the College Dean should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
PEU Director
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of PEU Director: _____

Academic Rank: _____ Department: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports department PEU initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive PEU:
- VII. Generally gets the necessary organization and bureaucratic work of the PEU accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the PEU:

All faculty who evaluate the PEU Director should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
Honors Program Director
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of Honors Program Director: _____

Academic Rank: _____ Department: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports Honors Program initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive Honors Program:
- VII. Generally gets the necessary organization and bureaucratic work of the Honors Program accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the Honors Program:

All faculty who evaluate the Honors Program Director should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
Provost
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

In narrative form, please provide your perception of the effectiveness and administrative style of the Provost. Your statement must be signed and submitted to your College Dean. The College Deans will share the faculty comments with the President.

Appendix E: THE UNIVERSITY PROFESSIONAL STATUS COMMITTEE REQUEST FOR PROMOTION FORM

To candidates, committees, and administrators:

There is inadequate space for direct use of this form. Rather it is intended that it be followed as an outline in the presentation of each case. Please adhere to the organization herein.

- I. Name:
Rank held:
- II. College and Department:
Date of employment at Shepherd University:
- III. Rank sought:
Years in rank since last promotion:
- IV. Earned graduate degrees and granting institutions:

Degrees:

Fields:

Institutions:
- V. Do you have an earned doctorate or other earned terminal degree appropriate to your discipline, College, and assignment?

_____ yes, _____ no.
- VI. Evidence since last promotion in rank of continuing excellence in professional teaching as evidenced by regular and recent evaluations.
 - A. Student Evaluations
 1. Date of evaluation
 2. Class and section
 3. Number of students in class
 4. Please attach a copy of the instrument used and results. Indicate as Appendix A.

B. Supervisor Evaluation

The College Dean (s) and the Provost will attach their evaluations to each file when it reaches them, indicating Appendices B and C, respectively.

- VII. Evidence since last promotion in rank of continuing excellence in professional, scholarly or creative work appropriate to the discipline or field as evidenced by publications in vehicles of significant professional stature, and presentations of scholarly papers at learned professional forums; or, inclusions in juried or reviewed shows, concerts, and recitals; or, other outlets of significant professional stature.

A. Scholarly Publications of Significant Professional Stature

Publication #01

Title of Publication Number of Pages

Journal

Volume Number

Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?
____ yes, ____ no.

Is this a journal dealing with your area of specialization?
____ yes, ____ no.

Publication #02

Title of Publication Number of Pages

Journal

Volume Number

Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?
____ yes, ____ no.

Is this a journal dealing with your area of specialization?
____ yes, ____ no.

Publication #03, #04, #05, #06, etc.

B. Creative Activities of Significant Professional Stature

Activity #01

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #02

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #03, #04, #05, #06, etc.

C. Scholarly Presentations to Learned Forums

Title of Paper

Learned Forum

Date

Place of Meeting

D. Other Achievements of Significant Professional Stature

(Give details)

VIII. Evidence since last promotion of continuing excellence in professional service activities as evidenced by contributions to student advisement, College committees, membership on collegiate committees, sponsorship of student organizations, involvement in grants and contracts activities, and other such professional, non-teaching, non-scholarly activities that serve the university community and state such as membership, participation, and office holding in national or regional professional organizations appropriate to the area of

appointment.

Please give the following information (indicate any office held).

Student Advisement Number of Advisees: _____

College Committee

 Name of Committee #01

 Name of Committee #02

University Committee

 Name of Committee #01

 Name of Committee #02

Sponsorship of Student Organizations

 Name of Organization #01

 Name of Organization #02

Grants and Contract Activities

 Name of Grantor and Dollar Value of Grant

 Type of Grant

 Your Involvement

Other Professional Activities

 Membership in State Professional Organizations

 Organization #01

 Organization #02

 Membership in Regional Professional Organizations

 Organization #01

 Organization #02

 Membership in National Professional Organizations

 Organization #01

 Organization #02

- IX. Other. (Here, indicate any other information you consider relevant to consideration for your promotion.)

Appendix F: THE UNIVERSITY PROFESSIONAL STATUS COMMITTEE REQUEST FOR TENURE FORM

To candidates, committees, and administrators: There is inadequate space for direct use of this form. Rather it is intended that it be followed as an outline in the presentation of each case. Please adhere to the organization herein.

- I. Name:
Rank held:
- II. College and Department:
- III. Date of first contract:
Years in uninterrupted service at Shepherd University as of the previous contract period:
- IV. Degrees held:

Degrees:

Fields:

Institutions:
- V. Professional experience:
- VI. Evidence of continuing excellence in professional teaching as evidenced by regular and recent evaluations.
 - A. Student Evaluations
 - 1. Date of evaluation
 - 2. Class and section
 - 3. Number of students in class
 - 4. Please attach a copy of the instrument used and results. Indicate as Appendix A.
 - B. Supervisor Evaluation

The College Dean (s) and the Provost will attach their evaluations to each file when it reaches them, indicating Appendices H and J, respectively.

VII. Evidence of continuing excellence in professional, scholarly or creative work appropriate to the discipline or field as evidenced by publications in vehicles of significant professional stature, and presentations of scholarly papers at learned professional forums; or, inclusions in juried or reviewed shows, concerts, and recitals; or, other outlets of significant professional stature.

A. Scholarly Publications of Significant Professional Stature
Publication #01

Title of Publication Number of Pages

Journal

Volume Number

Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?
____ yes, ____ no.

Is this a journal dealing with your area of specialization?
____ yes, ____ no.

Publication #02

Title of Publication Number of Pages

Journal

Volume Number

Date

Is this a "refereed" journal? ____ yes, ____ no.

Is this an international, national, regional, or state journal?
____ yes, ____ no.

Is this a journal dealing with your area of specialization?
____ yes, ____ no.

Publication #03, #04, #05, #06, etc.

B. Creative Activities of Significant Professional Stature

Activity #01

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #02

(Give details)

Date

Location

Award received

Was the activity invitational _____ competitive_____?

Was this activity local, state, regional, national, or international in scope?

Activity #03, #04, #05, #06, etc.

C. Scholarly Presentations to Learned Forums

Title of Paper

Learned Forum

Date

Place of Meeting

D. Other Achievements of Significant Professional Stature

(Give details)

VIII. Evidence of continuing excellence in professional service activities as evidenced by contributions to student advisement, College committees, membership on

collegiate committees, sponsorship of student organizations, involvement in grants and contracts activities, and other such professional, non-teaching, non-scholarly activities that serve the university community and state such as membership, participation, and office holding in national or regional professional organizations appropriate to the area of appointment.

Please give the following information (indicate any office held).

Student Advisement Number of Advisees: _____

School Committees

 Name of Committee #01

 Name of Committee #02

University Committee

 Name of Committee #01

 Name of Committee #02

Sponsorship of Student Organizations

 Name of Organization #01

 Name of Organization #02

Grants and Contract Activities

 Name of Grantor and Dollar Value of Grant

 Type of Grant

 Your Involvement

Other Professional Activities

 Membership in State Professional Organizations

 Organization #01

 Organization #02

 Membership in Regional Professional Organizations

 Organization #01

 Organization #02

 Membership in National Professional Organizations

Organization #01

Organization #02

- IX. Other. (Here, indicate any other information you consider relevant to consideration for your grant of tenure.)

INFORMATION BELOW TO BE PROVIDED BY INDICATED ADMINISTRATORS

Area of specialization: Information to be provided by the Department and College Dean in consultation with the Provost.

- A. Does this person hold a terminal degree? ____ yes, ____ no.
- B. Is this degree appropriate to the area of appointment?
____ yes, ____ no.
- C. Number of tenured faculty holding terminal degrees in this area of specialization? ____.

Comments by Chair:

- D. The Professional Status Committee

The Chair and Vice Chair of each College's PT Committee shall constitute the Professional Status Committee, which, when convened in early November, shall elect a Chair and a Secretary from its membership to serve a one-year term.

- (1) During its deliberations, the Professional Status Committee shall be empowered to interview any individual directly concerned with the case before it; it shall have access to all documentation accumulated during the review process of the faculty member, and it shall be empowered to request from either the faculty member or from any individual or group passing judgment on the faculty member any additional documentation that it feels may be helpful or necessary to its deliberations. Any of these individuals or groups shall also have the right to submit additional information or documentation to the committee.

- (2) During its deliberations concerning a candidate's application, the representatives to the Professional Status Committee from the candidate's College shall excuse themselves from the deliberations and shall not participate in the formulation of the Committee's recommendation.
- (3) The findings of the Professional Status Committee shall be sent, in writing, to the Provost, within ten (10) days of reaching its recommendation.

E. General Schedule for the Review Process

The following deadlines will be observed for presentation, review, and movement of all requests for promotion or tenure:

October 15: Candidate will have submitted an application for promotion or tenure, with all supporting documentation, to his or her Department Chair.

November 15: Candidate will have submitted an application for promotion or tenure, with all supporting documentation, to his or her College PT Committee.

January 15: The College PT Committee will submit the applicant's application file, with its recommendation included, to the College Dean.

January 30: Each College Dean will submit any and all applicant's application files, with a signed recommendation included for each applicant, to the Provost.

February 15: The Provost will inform the College PT Committee and the College Dean if there is any disagreement between the PT Committee and the College Dean concerning any applications for promotion or tenure. If there is disagreement concerning a candidate's application, the recommendations of all participants and all documentation will have been submitted to the Professional Status Committee.

March 15: The Professional Status Committee, if required, will have submitted its recommendations to the Provost. Recommendations from the College Deans and College PT Committees will have been submitted to the Provost.

April 15: The Provost will have submitted his or her recommendation to the President.

May 1: The President will render his or her decision in writing to the candidate and to the Provost.

Delays on any date for action by any reviewing group or decision-maker do not give rise to any default or presumption for or against the applicant.

Appendix G: Program Review Procedures

Each university program will undergo a formal program review. This review will include the submission of program review materials by the home department to the Shepherd University Program Review Committee (SUPRC). The SUPRC consists of a chair, appointed by the Provost, and one member selected by the dean of each college. Membership is to be selected on a year-by-year basis. The Program Review Committee shall provide to all academic departments guidance concerning format for the program review and the program review schedule. The schedule for program review is set forth below. The forthcoming rotation of program review is also set forth below.

Process:

The evaluation process, using the unit's self-study report, consists of two parts. The first is an internal review committee consisting of senior faculty members from the academic schools and an academic administrator who serves as the coordinator (chair). The second part involves external reviewers with specific expertise and experience who will complete a review during a one-day campus site visit. There is a SAKAI site allowing programs to upload PDF files. There are also sample program reviews available as resources. This electronic process allows committee members to view the documents more readily. Please be aware that external reviewers and SUPRC committee members *may* request additional information.

Campus Visit:

The external reviewer meets with the chair of the SUPRC, college dean, department chair of the program being reviewed, faculty of the department, students in the program, Provost, and others as requested. This has also included the Dean of Library, the Dean of Teaching, Learning & Instructional Resources, as well as faculty from outside the department, and community members.

Following the campus visit, the external reviewer submits a final report to the SUPRC chair. The report of the external reviewer is attached to the department's self-study report, as is the final summary report of the SUPRC. Copies of the complete review are provided to the respective department chairs and the college dean to share with faculty members. Copies are also provided to the President and the Provost for presentation to Executive Staff and to the Board of Governors (BoG). In their evaluation, the SUPRC and the external evaluator review outlines the strengths, concerns (if any) and recommendations for enhancing the program.

Board of Governor's Information:

Pursuant to the Board's statutory responsibilities and also under HEPC Series 10, the Board is required to cause cyclical reviews of all academic programs. Under the provisions of Series 10, the Board should make one of five determinations regarding each program reviewed:

- 5.1.1. Continuation of the program at the current level of activity, with or without specific action; or
- 5.1.2. Continuation of the program at a reduced level of activity (e.g. reducing the range of optional tracks) or other corrective action; or
- 5.1.3. Identification of the program for further development; or
- 5.1.4. Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, a no the like; or
- 5.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

TIMELINE FOR PROGRAM REVIEWS

June 1	Each program scheduled for review in the following academic year will receive information from the SUPRC chair, as well as a PDF file of information from Institutional research. Information will be loaded into the program's folder located on the SUPRC Sakai site.
September 15	Each department will submit at least 3-4 qualified names with their e-mail addresses, phone numbers and the name of qualified professionals to be considered as an external evaluator. The Shepherd University Program Review Chair (SUPRC) will contact the recommended external evaluators and will invite one to come to campus for a day.
November 1	<p>Departments scheduled for review will submit the self-study document to the Shepherd University Program Review Chair (SUPRC).</p> <ul style="list-style-type: none">• Prior to submitting the self-study to the SUPRC, all departments must have their program reviews proofed by the Executive Director of University Communications. The Executive Director requires a minimum of two weeks to read all of the program reviews.• The file is to be submitted to the SUPRC as a PDF document, plus two bound copies for the external evaluator and for archival purposes.
November 5	The SUPRC will distribute reviews to SUPRC members and will send the program reviews to the external evaluators. Committee Members will review all submitted documents and provide a written evaluation to the SUPRC. The external evaluator will also read the specific self-study documents sent to them. Each external evaluator will submit a written report after the scheduled site visit.
Late Nov. - Early Dec.	Campus visit by external reviewers.

January 25	Evaluation reports due from committee members and also from the External Reviewer. All reports are submitted to the SUPRC chair.
February (TBD)	A meeting will be arranged with the committee members and the SUPRC chair to discuss the committee reports. The SUPRC will summarize the findings from the committee members and from the external reviewer. A report will be prepared for the Provost that will later be submitted to the institutional Board of Governors (BoG)
March 1-15	The final program review summaries are turned in to the Provost. Information will be shared with the Executive Staff. A summary report will also be provided to the department chair of the program being reviewed, along with the college dean.
April (TBD)	The SUPRC chair and Provost present the cyclical program reviews to the BoG. Deans and chairs of the departments being reviewed are requested to attend the Academic Affairs committee meeting prior to the overall BoG meeting in order to answer any questions that may arise.
May 31st	Submission of institutional program reviews to the West Virginia Higher Education Policy Commission (WV-HEPC)

Program Review Rotation Cycle - Revision (February 12, 2019)

AY 2018-2019

Education (Elementary, Early & Secondary)*
Nursing Education*
Social Work*
Honors Program
HPEX (Health Promotion and Exercise Science)
Sociology
*Graduate: DNP (Doctor of Nursing Practice)**

AY 2019-2020

Computer Information Science
Mass Communications
Math (includes Data Analytics)
Psychology
RBA (Regents Bachelor of Arts)
*Graduate: MBA (Master of Business Administration)**

AY 2020-2021

Music*
Art*
Contemporary Theater Studies
Global Studies
English
Modern Languages
Engineering Science
*Graduate: MAT (Master of Arts in Teaching)**

AY 2021-2022

Accounting
Business Administration*
Chemistry
Family and Consumer Sciences
Institute of Environmental & Physical Sciences
History
Recreation and Sport Studies*
*Graduate: MACI (Master of Arts in Curriculum & Instruction)**

AY 2022-2023

Biology
Economics & Finance
Political Science
Computer Information Technology
Computer Engineering
Graduate: CSDA (College Student Development & Administration)
Graduate: DAIS (Data Analytics & Information Systems)

AY 2023-2024

Education (Elementary, Early & Secondary)*
Nursing Education*
Social Work*
Honors Program
HPEX (Health Promotion and Exercise Science)
Sociology
*Graduate: DNP (Doctor of Nursing Practice)**
Graduate: APST (Appalachian Studies)

AY 2024-2025

Computer Information Science
Mass Communications
Math (includes Data Analytics)
Psychology
RBA (Regents Bachelor of Arts)
*Graduate: MBA (Master of Business Administration)**

*Indicates nationally accredited programs.

- The program review rotational cycle may be adjusted as changes occur at the University.
- Graduate programs have a separate program review panel and use one or two external reviewers.
- While accredited programs may use their most recent self-study to substitute for the program review, essential current data such as enrollment, retention, graduation and career placement rates should be provided and summarized for the program review committee at both the undergraduate and graduate level.

Appendix H: Application for Supplemental Funding Faculty Professional Development

A faculty member may submit an application for supplemental funding if he/she has been selected to give a refereed/peer-reviewed presentation or a juried exhibition/performance. The application form and its supporting materials are to be routed in advance of the event to the Department Chair, Dean, and Provost.

Faculty Information

Name: _____
Last First MI

Department: _____ Campus Address: _____

E-mail Address: _____ Campus Phone: _____

Date of Initial Full-Time Status: _____ Tenured Not tenured

Summary of Professional Development Activity

Title of Activity, e.g. conference: _____

Sponsoring Organization: _____

Level of Organization: State Regional National International

Location of Activity: _____ Dates: _____

Reason for Attendance

Meeting Presentation: Paper Poster Other _____

Title of Presentation: _____

*Type of Selection: Refereed Juried Exhibition/Performance

*Refereed publications and juried exhibitions/performances are those that are peer reviewed, i.e. competitively judged and selected by your peers.

Documentation Required:

1. A copy of the acceptance notification or event program.
2. An abstract of the presentation.

Estimated Expenses

Registration: _____ Transportation: _____
Meals: _____ Lodging: _____
Other: _____ **TOTAL:** _____

Sources of Funding

	Amount Requested	Amount Approved	Date
Department	_____	_____	_____
College	_____	_____	_____
Provost	_____	_____	_____
Other	_____	_____	_____

Required Signatures:

The information above is complete and accurate and the required documentation is attached.

Faculty Member: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____

Date: _____

Provost: _____

Date: _____

Applications for supplementary funding for professional development (above the \$500 available from department funds) should be submitted prior to the event date. The form must be complete, include all required signatures, and be submitted either in hard copy or electronically with the specified supporting documentation. Submissions are to be routed from the faculty member to the Department Chair, Dean, and Provost.

Original receipts are required for reimbursement of expenses. All receipts and travel expense forms must be submitted within ten days of the completion of travel.

Appendix I: Shepherd University Faculty Absence Form Class Arrangements for Faculty Absences and Faculty Leave Report

For faculty absences from class/instructional duties, complete the form and submit it electronically to your department chair with a copy to the dean. These are to be submitted in advance of a planned absence and after you return for an unplanned one.

Name: _____ **Date Submitted:** _____

Reason for cancellation, rescheduling, or absence:

Course	Date of Class	Arrangements

Signatures:

Instructor: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Dean: _____ **Date:** _____



APPENDIX J: 2018-2019

Graduate Studies Information and Policies

for Faculty, Students & Staff

Appendix K: International Academic Study Tour Policies and Forms

International Academic Study Tours Policy and Procedure Approved April 2014

Introduction

For the past two years Shepherd University has been engaged in conversations regarding campus internationalization, and through those conversations goals have been identified for study abroad, supporting infrastructure, programming, faculty research abroad, and the recruitment of international students and faculty. The Internationalization Committee, with guidance from the American Council on Education (ACE) Internationalization Collaborative, completed a 10-year Internationalization Strategic Plan, 2012-2022, drawing input from all areas of the campus. Study tours are an important component of the internationalization plan and an area where Shepherd has seen considerable activity over the past several decades. In addition to internationalization, recent campus discussions on “workload to credit issues” for online and hybrid courses have prompted similar questions regarding study abroad experiences.

Liability, state compliance, and workload to credit issues were the major driving forces behind the creation of the Study Abroad Task Force by Dr. Ames, Provost, in the fall of 2013. Specifically, the Task Force was asked to research, discuss, and compose a set of recommendations pertaining to workload to credit ratio, class time prior to trip, compensation, security and risk issues, approval of annual offerings, support by the Study Abroad Office, and the collection of deposits and funds. This document is the result of several Task Force meetings, online research, input from the business, procurement, legal counsel, Registrar’s, and Continuing Education offices, feedback from the Study Abroad Board chaired by Ann Henriksson, and review by Deans’ Council, Faculty Senate, and Executive Staff. The Task Force consists of Ann Henriksson, Study Abroad Director; Dr. Keith Alexander, Assistant Professor of History; Dr. Denis Berenschot, Associate Professor of Spanish; and Dr. Ann Marie Legreid (Chair), Professor of Geography and Dean of the School of Business and Social Sciences.

Definition of International Academic Study Tour

An international academic study tour is a short-term (one month or less), faculty/staff-led, university-sponsored academic course involving group travel outside of the United States. It is intended to build international and intercultural knowledge and appreciation.

Annual Offerings of Academic Study Tours

Recommendations for academic study tours will come from academic departments. Tour proposals must be approved by the appropriate chair, dean, and Provost prior to recruitment and enrollment of students into the tour (The proposal form is downloadable from the Office of the Provost website as well as the Study Abroad website). The Procurement Officer and Study Abroad Director must receive a copy of the approval form from the tour leader. Courses with study tour components are subject to the normal schedule and course approvals from the college dean and Provost. Departments are encouraged to be strategic in their planning to avoid schedule conflicts and undue competition.

Course Integrity

Study tour courses bear academic credit; therefore, these courses are to uphold the same standards of rigor and workload to credit ratio as any traditional credit-bearing course. Shepherd University has professional standards and expectations for course syllabi and the same standards shall be applied to courses with study tour components. In addition to items on the syllabus checklist, the syllabus must include the tour itinerary, required travel arrangements, and a link to the Study Abroad webpage where students can get details on application procedures and information on international travel. Syllabi will undergo normal review by department chairs and deans, and the Provost if needed, to assure course integrity.

Departments are encouraged to develop dedicated catalog courses that could be used for short-term study tours. Once in the catalog, the study abroad course may be used in fall, spring, and summer sessions. It is left to the departments and faculty leader(s) to decide on any additional requirements for study tour participants, e.g., pre-requisites, grade point average, and accumulated credit hours. In the case of graduating seniors all academic work, including the study tour, must be completed prior to commencement.

In cases where a dedicated course does not exist for study tours, the course creation form must be completed for a special topics course. The department chair, in consultation with the department, will review the syllabus before moving the course creation form forward. The course and its syllabus must receive approval via the course creation form from the department chair, college dean, and Provost. The course creation form is delivered to the Office of the Registrar for proper processing into the system.

Student learning should be supported by appropriate disciplinary readings, e.g., journal articles, essays, book chapters, and scholarly web resources. Pre- and post-study classroom sessions with substantive academic content are a professional expectation. The syllabus should clearly articulate what class sessions are mandatory, and if the tour component is also mandatory. It is the responsibility of the tour leader's departmental colleagues, chair or supervisor, and dean to monitor the academic integrity of the proposed study tour.

Coordination and Leadership of Academic Study Tours

All international academic study tours sponsored by Shepherd University must be coordinated through the campus Study Abroad Office. The Study Abroad Office will assist the tour leader with details pertaining to the study tour and serve as the repository for the appropriate documents for each participant. The Study Abroad Office will work with each tour leader to provide guidance and information for pre-departure orientation, including information on crisis management.

Each study tour must have a leader-instructor of record who is a Shepherd University faculty or staff member and who has been approved by the department chair and college dean. In cases where the department chair is the tour organizer, approval must come from the college dean and the Provost. If a dean is the tour organizer, approval must come from his/her department chair and the Provost. Staff members intending to lead study tours must be approved by their immediate supervisor as well as their supervising vice president, in addition to the appropriate department chair and dean.

Study tours may include co-leaders who receive some form of compensation, e.g., airline tickets, meals, lodging, and/or a stipend. When there are co-leaders, those individuals should have legitimate roles in the study tour, e.g., course planning, logistics, instruction, and evaluation. They should be appropriately approved as co-leaders (see above), and have their duties clearly outlined in advance of the study tour and on file with the department chair and dean.

Contracts with the University

The contract and/or itinerary and other submissions to the Study Abroad Office must include full tour details, compensation by the university (if applicable), and full disclosure of compensation from external providers (if applicable). Cancellation and refund policies are to be clearly articulated in the documentation. It is understood that the students will remain the first priority of the tour leader(s) and that the tour leader(s) will be available to the students for the duration of the tour as specified in the syllabus. All contracts associated with a study tour will

be in the name of the University and will be signed by an authorized administrator from the Office of Administration and Finance. This applies to self-planned tours as well as packaged and customized tours by a tour company. Participants are not to be enrolled until the contract-approval process is complete.

Items required by the Study Abroad Office

A draft syllabus with a study tour component and preliminary tour details, approved by the department chair and/or dean, must be delivered to the Study Abroad Office with the contract(s) and at least 6 months prior to the date of departure.

In addition, the study tour leader(s) must provide passport and emergency information; a detailed itinerary, including all flight information; names of hotels with phone numbers; and the tour leader(s)' cell phone number(s). All required travel information must be completed online on the Study Abroad website no later than three weeks in advance of departure for fall and spring semesters, and by the last full week of spring classes for summer tours. Any faculty member failing to submit required information by the deadline will not be permitted to lead a tour the next year. The appropriate dean and Provost will review violations on a case-by-case basis.

Marketing and Enrollment in Academic Study Tours

The Study Abroad Office will post information about upcoming academic study tours to its website. Both university and non-university marketing outlets and strategies may be utilized for recruitment. All tour participants must be properly registered as “students” at Shepherd University before commencing the tour. Shepherd University students are to enroll in study tours for academic credit through the normal RAIL registration system. Any student dropped for non-payment/financial aid issues has the normal right to file a petition for re-instatement with the Admissions and Credits Committee.

Community participants will enroll through the Shepherd University non-credit bearing Continuing Education Study Tour. In the event that minor children under the age of 18 wish to enroll in a study tour, special risk management strategies must be handled through the university's legal counsel.

Tour participants are required to complete their paperwork online on the Study Abroad website; this constitutes the formal application. The tour leader accepts them into the program. An automatic acceptance e-mail is then sent to the participant who is asked to complete the emergency information online, i.e., one or two emergency contacts, release form, and passport information.

Release Form

Academic study tour participants are required to complete/sign an online release form (Study Abroad website) with the university prior to tour departure. In the interests of maintaining flexibility with these tours, students may request to stay longer than the specified time for the tour. Any deviation from the scheduled tour itinerary, including departure/return dates, should be approved in advance of travel. If the tour leader(s) or the University's Study Abroad Office determine that a tour participant has significantly disrupted the successful administration of a study abroad tour, for this or any other reason, the Office may suspend such person from future participation. Violators will be dealt with according to established university policy.

Insurance Coverage for Academic Study Tours

For university-sponsored international travel, all participants must purchase the insurance policy approved by the university in advance of travel. Tour leaders' insurance costs will be included in the participants' Shepherd program fees. The refund policy, if applicable, must be clearly articulated in the documentation.

Collection of Deposits and Funds

The Shepherd University business office will handle all deposits and funds related to a study tour, posting them to the respective student accounts. Tour companies that direct bill will be allowed to do so. Arrangements with tour companies that do not direct bill participants will be made on a case-by-case basis. Tour leaders may receive cash advances through the Office of Procurement or, if appropriate, from the Shepherd University Foundation. The West Virginia state procurement cards may not be used for cash advances either domestically or internationally.

Course and tour revenue must cover all expenses unless arrangements have been made and approved to use supplemental funds from the department, college, or other university account. Faculty leaders are encouraged to budget an extra 5% into the cost of the tour as a contingency.

Travel Orientation

A detailed, pre-departure orientation is required for all tour participants. Tour leaders are expected to contact the Study Abroad Office and/or governmental websites for travel advisories and pertinent country information to be shared with tour participants.

Tour Leader's Expenses and Faculty Load

The tour leader's (and co-leader's) travel expenses may be covered by a tour company or, in the case of a self-planned tour, be incorporated into the participants' tour fees. In other words, the

faculty member developing the study tour may build the travel costs into the overall budget, with each student paying his/her share of the tour leader(s)' expenses. Compensation, travel expenses, and other benefits must be approved by the university.

Academic study tours may be counted in the faculty member's course load during the academic year with approval by the appropriate dean and the Provost. For summer sessions, faculty will be compensated using the current summer rate, and if the course is under-enrolled, the compensation will be pro-rated. The Provost establishes the summer enrollment minimums.

Compensation from Travel Companies and Other External Providers

Compensation in any form from tour companies and other external providers will be reported to and, consistent with state policy, becomes the property of Shepherd University and must be directed to the office of the Vice President for Administration and Finance for management. Bonus points and other incentives resulting from these tours may be used for approved business travel by the tour leader/co-leader and/or to the benefit of the tour leader's academic department for University business. These benefits may be used by the tour leader for his/her university-approved professional development activities.