SHEPHERD UNIVERSITY

Faculty Handbook

2017-2018

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!

Scott Beard
Acting 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 18, 2017. 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.

2016 Dr. Mary J.C. Hendrix became the sixteenth President of Shepherd University.

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
• 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 Administration and 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](http://www.aaup.org). 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 McMurran 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 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, 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. Executive supervision of the Library.

g. Coordination of studies for accrediting agencies.

h. Formulation of schedule of courses and final examinations for each semester and summer session.

i. Assistance in editing the University catalog and summer session bulletin.

j. Selection and installation of McMurran Scholars in accord with faculty recommendations.

k. Liaison with public school personnel in the eight county service area.

l. Implementation of academic policies and procedures such as those on absence, student grade appeal, probation and suspension.

m. Study of the progress and academic welfare of students.

n. Submission of reports on the status of the instructional program to the President and to the faculty.

o. Representation of the University at meetings of educational associations.

p. Acting for the President in her absence.
q. Performance of other assignments as requested by the President.

**The Vice President for Administration and Finance**

As chief financial officer, the Vice President for Administration and 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. Supervision of the physical plant (planning, design, construction, operation and maintenance), environmental health and safety, and motor pool operation.

e. Development and maintenance of basic financial accounting and records systems.

f. 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.

g. Executive supervision of the Office of Auxiliary Enterprises and the Information Technology Services.

h. Processing in a timely manner the University payroll.

i. Disbursement and collection of student financial aid funds.
j. Assurance of adequate insurance coverage on all buildings, equipment, and approved travel by university personnel including athletic teams and students.

k. Inventory control of all state owned equipment and furnishings at Shepherd University.

l. Administration of the fiscal aspects of sponsored research programs.

m. 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 secretaries and other 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
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.

vi. Oversee Media Services and supervise the Director of Media.

vii. Promote the effective use of appropriate technology in programs, research, and instruction.

viii. Provide leadership in the development and utilization of library resources.

ix. Promote professional and community outreach projects and activities, particularly developing a close relationship with the Center for Legislative Studies.

x. Assist and encourage faculty and staff in pursuing additional academic study and professional development as appropriate.

xi. Ensure that office and educational supplies and equipment are available when needed.

xii. Promote library programs, faculty and staff, and activities, working closely with University Communications.

xiii. Provide support and guidance to new faculty.

xiv. Maintain personnel records of faculty and staff.

xv. Encourage and support faculty input and feedback concerning library resources and work to provide resources through local, state, and nationwide collaboration.

xvi. Supervise library staff.

xvii. Collect and maintain data for assessment of the library.

xviii. Uphold grievance policies.

xix. Supervise library coordinators.

xx. 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 Continuing Education

i. The Dean of Graduate Studies and Continuing Education is the principal administrator for all graduate programs. 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.

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 Graduate 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 of the North Central Association of Schools and colleges 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 and advising records.

k. Recruits qualified graduate and continuing education students.

l. Oversees advisement and assessment for all graduate programs.

m. Schedules graduate courses and continuing education activities.

n. Serves on the council of Deans.

o. Serves as graduate liaison with other academic and administrative units within the University.

p. Maintains appropriate local community and faculty contacts to gauge demand for continuing education programs, i.e., certificate and undergraduate credit-bearing offerings.

q. Ensures appropriate planning for and implementation of continuing education activities.

r. Supports the University’s diversity objective.s

s. 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. Ensures that the policies of the University and the College are implemented and followed.

ii. Provides academic and professional leadership.

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. Provides input to the College Dean in the awarding of merit pay, as applicable.

vi. Meets regularly with students to solicit their views and concerns about the department’s programs and faculty.

vii. Encourages department fundraising efforts.
viii. Conducts timely department meetings.

ix. Assists in creating favorable rapport with outside agency personnel and ensures that all field-based students have proper supervision.

x. Encourages faculty development, professional activities, and grant writing.

xi. Assures that faculty utilize appropriate current technology in their classrooms.

xii. Fosters university, community, and alumni relations.

Specific duties include:

xiii. Evaluating department faculty under the direction of the College Dean.

xiv. Preparing course schedules, subject to the final agreement of the College Dean.

xv. Preparing reports of department and faculty activity.

xvi. Assisting in the recruitment of students.

xvii. Constituting search committees for new faculty, under the direction of the College Dean.

xviii. Recruiting and aiding in the mentoring, oversight, and evaluation of part-time faculty.

xix. Collecting and maintaining department records.

xx. Preparing budget requests and aiding the College Dean in monitoring the department budget.

xxi. Recommending new programs, program changes, and catalog revisions.

xxii. Promoting long-term department development.

xxiii. Evaluating transfer student transcripts.
xxiv. Reviewing inter-institutional articulation agreements.

xxv. Initiating the three year pre-tenure and tenure review process, as appropriate.

xxvi. Consulting with department candidates for pre-tenure review, promotion and or tenure as they put supporting documents together.

xxvii. Ensuring department representation occurs during registration, open houses, and other university events.

xxviii. Mentoring of new faculty.

xxix. Assuring 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 May 1.
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 nomination.

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 utilizes 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.

Assistant Dean of Teaching, Learning, and Instructional Resources, and the Director of Academic Advisement

The Assistant Dean of Teaching, Learning, and Instructional Resources, and the Director of Academic Advisement is appointed by and reports to the Dean of Teaching, Learning, and Instructional Resources. The individual holding the position is given three (3) 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: the two general Advisement/Registration sessions held for all new students in August at the beginning of the new academic year and in January at the beginning of 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 in July.

The responsibilities of directing the general Advisement/Registration sessions include, but are not limited to, the following:

a. 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.

b. To work with the Deans of each College prior to each session to see that adequate spaces are available in all General Studies classes offered by each academic department to handle the number of new students expected for each registration session.

c. To conduct an Academic Briefing during each of these sessions for departmental advisors to provide them with current information regarding the availability of all General Studies 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.

d. To be present in the registration arena during each registration period to authorize and process all overrides for students and work with the Registrar and her staff to handle all issues and problems to see that the registration session runs smoothly and efficiently.

The responsibilities of directing the First-Year Summer Advisement/Registration Program include, but are not limited to, the following:

a. To work closely with the Assistant Dean of Students and the staff of the Office of Students Affairs in planning and completing all preparations for the Summer Program.

b. To coordinate and assume the responsibility for all academic procedures involved in the Summer Program.

c. To select and train Faculty Advisors and other members of the staff who will work with students during the Summer Program.

d. To see that all academic areas are covered and to assign specific responsibilities for each academic area to specific Faculty Advisors.

e. To provide an updated and annually revised edition of The Shepherd University Faculty Advisor’s Manual to be used by Faculty Advisors during the Summer Program, which incorporates all changes in academic policies, procedures, or requirements for first-year students selecting any academic major offered by the University.

f. To work with the Deans of each College prior to each session of the Summer Program to see that adequate spaces are available in all classes that first-years students will need to take during their first semester at Shepherd University.

g. To work directly with the Registrar and her staff 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 the Summer Program.

h. To be present in the registration arena during each registration session to authorize and process all overrides and to make all adjustments to the Schedule of Classes needed to
accommodate all new first-year students registering during each session.

i. To work with the Registrar and her staff 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 two standing committees and is responsible for selecting their membership, scheduling and establishing the agendas of their meetings, and determining the scope of their concerns, activities, and initiatives.

**The Summer Advisement/Registration Committee** determines the dates for all advisement/Registration sessions held by the University each academic year. It is responsible for establishing the Program used in each of these sessions and for assessing the success of each Program.

**The Committee on Academic Advisement** is responsible for determining, implementing, and assessing the effectiveness of the Academic Advisement Program of 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, especially new 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. Through its three sub-committees, it produces *The Shepherd University Advisor’s Handbook*, which it revises every other year and distributes to all faculty concurrent with the distribution of the new *Shepherd University Catalog*.

**Allocation of New Full-Time Faculty Positions**

Shepherd University will target a ratio of, on average, 20 FTE students per FTE equivalent faculty members. In addition, the University will strive to maintain, and possibly even decrease, the current proportion of credit hours taught by adjunct faculty members. There may be financial or other conditions that do not allow for this to occur in a given academic year, e.g., cuts in state funding, overall student enrollment declines, decrease in retention rates, etc.

For every 25 to 29 FTE students added to the University rolls, the University will, if possible, add one full-time faculty member and additional adjunct faculty members as needed to maintain the 20 to 1 FTE student-to-faculty ratio. This will allow Shepherd to maintain the current 20 to 1 overall student-to-faculty ratio without increasing the proportion of credit hours taught by adjunct faculty.
The Provost, after consultation with the academic deans, will make recommendations to the President about the allocation of new faculty lines. This allocation will be based on such factors as enrollment growth, or decline, in programs, University programmatic needs, etc. The appropriate process for positions shall be developed by the Provost after consultation with the academic deans.
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 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 not distinguished by any maximum number of credit hours. 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 prejudge 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 tenureearning 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.

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, 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, Faculty Salary and Welfare Committee of the Senate, 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 a 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, 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 off-campus teaching 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.

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, however, where the Department Chairs may need to recommend additional hours for a faculty member on a semester basis. Established reasons for approval of recommended overloads include: the teaching of an off-campus 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
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.

d. Extra compensation for overload teaching will be authorized in a limited number of cases.

6. Summer Session

Each year, if the budget permits, there shall be a summer session consisting of one or two summer terms. Determining who will teach in the summer sessions will depend upon a number of factors. It shall be the responsibility of the Provost to prepare a list of courses to be offered in the summer sessions. Chairs will recommend faculty they believe are qualified to teach the courses. A rotation plan for faculty members in the respective departments is very strongly encouraged. Priority will be given to faculty holding the doctorate. Individuals who have not earned the doctorate should use the summers to further their education.

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 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 5:30 p.m. 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-tenth 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. Instructors must be available from 4:00 p.m. to 5:30 p.m. on that day if they wish to be considered for the per-student rate. 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:

a. 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.

b. 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.

c. A faculty member will be paid for only one internship course section per summer session (Session I, Session II, or the entire summer session.)

d. 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 on-site supervisor.

ii. A course syllabus.

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) 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 his/her 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 $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 College) and the 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.
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).

<table>
<thead>
<tr>
<th>Previous Online Teaching Experience</th>
<th>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 online course from the Shepherd Online Course Assessment Rubric (SOCAR).* 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.</th>
</tr>
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<tbody>
<tr>
<td>Previous Online Training/Certification</td>
<td>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. <strong>Proof of certification completion is required.</strong> 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 Shepherd Online Course Assessment Rubric (SOCAR).* 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.</td>
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*See attached rubric and scoring. ** Shepherd’s OCC covers all material on the Shepherd Online Course Assessment Rubric - SOCAR (attached).

The Director of Instructional Technology 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 Director of Instructional Technology 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 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.

b. Evidence of interest in the University through rendered services.

c. Evidence of interest in community through rendered services.

d. 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 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
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 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.

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, and shall forward these along with his or her own recommendation, along with the candidate's application and all relevant documentation, to the President.

(8) The President will consider all recommendations and render a decision regarding request for promotion and tenure as soon as possible after receiving these recommendations.

(9) 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.

(10) 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.

(11) 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.

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
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 PEU or designee submits an annual evaluation report on each PEU 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
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.

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, accompanied by a cover letter, 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:

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.

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.

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.

2.3.2 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.

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.

Meets Expectations  Presenting a workshop on campus, Creative activities (juried art, music and other creative endeavors or attending professional conferences).

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 29-6A-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 5 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.

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

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

At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights unless the position is no longer available due to 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. 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.

e. 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 PEUC 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.

(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 Secretary 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 chairs 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 Secretary so information is ready to be entered into Human Recourses System.

d. Completion of Hire:

(1) Upon return of signed contract to the Provost’ 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) 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 an ex-officio 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.

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.

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. Syllabus Checklist information is generally expected to include:

- Name of instructor
- Office hours, location, telephone number(s), e-mail address
- Course number, title, section, location
- Prerequisites and corequisites
- Semester and year
- Text (full name of author, title of text, publisher, year of publication, edition) and Supplements Texts or Materials
- Course description, objectives and student learning and program outcomes. (The syllabus course description statement should correlate with the description as it appears in the present catalog. Objectives are the expectations of what the student should know at the completion of the course. Student outcomes are what the student should actually be able to do at the completion of the course.)
- Course requirements (exams, quizzes, individual projects, papers, etc.) and
proportion each counts toward the final grade. Content and format of each requirement. Explanation of how class participation or the like will be evaluated.

- Grading scale and standards (*Explain how the final grade in the course will be determined*).

- Attendance policy must be consistent with the university catalog.

- Policy on late work and make-up exams

- For each class meeting, or topical cluster of meetings, indicate subject matter or topics; pre-class readings; other assignments

- Due dates for graded assignments

- Exam dates (including final exam)

- A statement regarding academic integrity/plagiarism

- Unique or unusual class procedures/structures such as cooperative learning exercises, panel presentations, case study methods, class journals or learning logs, use of technology, etc.

2. Grading

a. Grading System

The following uniform grading system has been adopted for all state colleges and universities.

A - Superior  
P - Pass
B - Good  
I - Incomplete
C - Average  
W - Withdrew
D - Below Average  
IF - Failure due to irregular withdrawal from College 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.

b. Quality Points

The quality-point average is computed on all work for which the student has registered except for the courses with grade of W, and is based on the following quality-point values for each semester hour of credit: A-4, B-3, C-2, D-1, 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 College 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

1. Academic Rights and Responsibilities

   a) All students, faculty, and staff are responsible for understanding and complying with the university’s stated academic requirements.

      (1) Student grades are based solely on academic performance as measured by the standards set forth in the course syllabus.

      (2) Students should feel free to express their thoughts and opinions in an academic forum.
(3) Assignments must be completed by the student for whom the work is assigned and in the absence of unauthorized aid of any kind.

(4) Instructors shall encourage honest effort by exercising care in planning and supervising academic work.

(5) A student who does not comply with the University's honesty standard may be subject to appropriate penalties imposed by the instructor, and even to academic probation, suspension, or dismissal.

(6) The policies regarding both academic standing and academic dishonesty are outlined in the Shepherd University Catalog.

b. Students who choose to enroll at Shepherd have the following academic rights.

(1) The right of access to the Shepherd University Catalog, that describes all academic program requirements including: required courses, total credit requirements, residence requirements, special program requirements, minimum grade point average requirements, probation standards, professional standards, and other pertinent information.

(2) The right to a written syllabus containing the academic requirements of, and the instructor's expectations for the course.

(a) Course syllabi will be distributed by instructors of record, and should contain information pertaining to: attendance policies, grading procedures, course information, special requirements including field trips, extra costs, and other pertinent matters.

(b) Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender, familial or associational status, disabilities, religion, or sexual orientation.

2. Academic Actions Imposed by the University

a. Shepherd University will take appropriate academic action when a student fails to maintain the academic standards of the university, or when there is evidence that a student has violated an academic policy. Students also have the right to appeal
academic actions.

b. Examples of situations requiring academic action would include the following.

(1) Infraction of institutional academic standards, rules, and regulations (required grade point averages, etc.) as stated in the Shepherd University Catalog.

(2) Final grade challenges.

(3) Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)

(4) Failure to meet the standards required for continuing in a program of instruction, thus leading to dismissal from that program.

c. For failure to maintain academic standards, the University may impose the following student sanctions.

(1) Instructor Imposed Sanctions: Sanctions such as the reduction of a grade, or the failure of a course, all of which may be applied by an individual instructor. The maximum penalty a professor may impose is a grade of F in the course.

(2) Academic Probation is a sanction imposed for failure to meet academic standards (see the Catalog).

(3) Academic Suspension is the exclusion from all institutional activities for a definite stated period of time not to exceed one calendar year (see the Catalog).

(4) Academic Dismissal is the termination of student status from some or all programs, including any right or privilege to receive a benefit, recognition, or certification.

3. Academic Actions Concerning Admissions and Credits

a. Institutional procedures for administering admission policies are detailed in the Shepherd University Catalog.

(1) The Office of Admissions shall be responsible for administering admissions policies outlined in the Shepherd University Catalog.
(a) Prospective students who fail to meet the academic standards necessary for admissions will be notified of their deficiency.

(b) Prospective students who wish to challenge or seek an exception to an admissions policy may petition the Admissions and Credits Committee for an exception to the rules in particular cases.

(2) The Office of the Registrar is responsible for administering the institutional academic standards as outlined in the *Catalog*.

(a) The University Registrar will notify a student who has deficiencies and thus fails to meet the minimum academic standards necessary for remaining in a given program.

(b) Students wishing to challenge or seek an exception to an University policy may petition the Admissions and Credits Committee for an exception to the rules in particular cases.

(i) All petitions shall include required signatures on the appropriate petition.

(ii) All petitions will include a written statement of the reason that an exception to a policy should be granted.

b. Decisions of the Admissions and Credits Committee may be appealed to the University President whose decision is final.

4. The Academic Appeal Committee

a. “The faculty pool” utilized in this process consists of sixteen tenured faculty members nominated by the Curriculum and Instruction Committee.

b. At its last meeting of the academic year, the Shepherd University Faculty Senate shall confirm the Committee’s nominees to serve in the following year, for a term from July 1 to June 30.

c. The faculty pool shall be selected annually.
d. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals.

5. Student Grade Appeals

a. In any grade appeal procedure, the student has the burden of proof in establishing “good cause” for changing a final grade.

b. Unless the student can offer convincing arguments to the contrary, good faith on the instructor’s part is presumed.

c. When supported by sufficient evidence, any of the following reasons shall constitute "good cause" for challenging a final grade.

(1) The grade was the result of discrimination (as defined in C. 1. b. (2). (b))

   a) A successful appeal must demonstrate that the instructor did not apply a consistent standard to all students in the classroom.

   b) The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course.

(2) The grade was awarded in an arbitrary or capricious manner.

(3) The grade was the result of an error on the part of the professor in calculating, recording, or reporting a final grade.

d. None of the following shall constitute "good cause" for appealing a final grade.

(1) Disagreement with the course requirements established by the professor.

(2) Disagreement with the grading standards established by the professor.

(3) Disagreement with the instructor’s judgment when applying grading standards, assuming that the instructor has made a reasonable effort to be fair and consistent in exercising that judgment.
(4) The desire or need of the student to attain a particular grade.

(5) Consequences that a student might face as the result of a grade award.

e. What constitutes standing in a grade appeal case?

(1) In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.

   (a) Those parties who have standing include: The instructor, the student desiring a grade change.

   (b) Those parties who do not have standing include: Classmates, other instructors, other administrators, and family members.

(2) Parties with standing shall be allowed to present oral testimony to the appeals committee in the grade appeal process.

(3) Relevant testimony from parties who do not have standing in the grade appeal process should be presented in the form of written statements that shall be made part of the official appeal file.

   (a) Committee members may invite other parties to be interviewed or to give testimony based on the written statements.

   (b) All written statements shall become part of the appeal file.

6. Grade Appeal Procedures

a. Step I: Scheduling a Faculty-Student Conference.

(1) A student wishing to appeal a grade shall first confer face-to-face with the instructor of record (hereafter referred to as instructor) who assigned that grade.

   (a) The instructor-student conference shall take place within the first 10 class days of the regular semester immediately following the semester that the disputed grade was assigned (summer sessions are not considered as regular semesters).
(b) At the request of the student or the instructor, the Department Chair shall assign another departmental faculty member to witness the conference.

(c) The reasons for questioning the grade shall be stated by the student, and the reasons for assigning that particular grade shall be explained by the instructor.

(2) In a case where the instructor is not available for this conference (non-reappointment, retirement, death, extended absence from the area, or other debilitating circumstances), the instructor’s Department Chair shall act as the instructor of record.

(3) Outcome of the conference between instructor and student.

(a) If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference.

(b) If the instructor does decide to change the grade, the instructor shall complete a Change of Grade form and file it with the Registrar within five class days from the time that the conference occurs.

b. Step 2: The Student Appeals to the Department Chair.

(1) Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor’s Department Chair.

(a) The appeal to the Department Chair must be in writing and filed within five class days of the instructor-student conference, or within the first fifteen class days of the semester that the grade is eligible for appeal.

(b) If the student fails to contact the Department Chair within 15 class days of the beginning of the appropriate semester, the instructor’s grade award shall be considered final.

(2) The student’s grade appeal to the Department Chair must be in the form of a written memo or letter.

(a) The appeal memo or letter must be copied to the instructor.
(b) The student’s written statement must include a justification that should conform to at least one of the criteria listed above for making a grade appeal.

(c) The appeal must include all completed assignments that have been returned to the student.

(3) The instructor shall submit a written justification for the assigned grade with supporting documentation that includes any assignments that have not been returned to the student.

(4) In order to make an equitable decision, the Chair may hold a hearing between the instructor and the student desiring a grade change.

(5) If the instructor is the Dean then the following procedures shall be followed:

   (a) Following the faculty-student conference, Step II shall occur.

   (b) If applicable, Step III will be skipped and the case will proceed to Step IV.

(6) Within ten class days of receiving the student’s appeal, the Department Chair shall provide both the student and the instructor with a written notice of the Chair’s decision.

   (a) The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail.

   (b) Following notification of the Chair’s decision to all parties, the Department Chair shall forward the original grade appeal file to the Dean.

      (i) The file should include a copy of the decision and all written materials including notes from oral investigations that were used for reaching the decision.

      (ii) The Department Chair shall retain a copy of these files for five years.

(7) Both the student and the instructor have the right to appeal the Department Chair’s decision to the Dean of the College in which the original course was taught.

(8) If the Department Chair’s review decides that a change in grade is warranted, and the instructor agrees with the decision, the instructor shall file a Change of Grade form with the
Registrar’s Office within ten class days of the date of the decision.

(9) If the Department Chair’s review decides that a change in grade is warranted, but the instructor does not consent to the change, the department chair shall automatically forward the appeal to the Dean of the College in which the course is taught.

c. Step 3: The Student Appeals to the Dean.

(1) A student or an instructor may appeal the Department Chair’s decision to that Chair’s Dean within five class days of being notified of the Department Chair’s decision.

(a) The appeal memo or letter must be copied to the Department Chair and the instructor.

(b) The appeal shall be in writing and shall contain the student’s reasons for appealing the Department Chair’s decision.

(2) Upon receiving an appeal, the Dean shall review the appeal file.

(a) In arriving at a decision, the Dean should consider the written appeal, the instructor's written response, and the Department Chair's written report.

(i) The Dean may also consider the student's written work for the course in question.

(ii) In order to make an equitable decision, the Dean may hold a hearing between the instructor and the student desiring a grade change.

(b) The Dean shall communicate the reasoning for the decision and the decision to the student, the instructor, and Department Chair within ten class days of receiving the student's appeal directly or by certified mail.

(3) Both the student and the instructor have the right to appeal the decision of the Dean to the Academic Appeal Committee.

(4) If the Dean’s review decides that a change in grade is warranted, and the instructor is in agreement, the instructor shall file a Change of Grade form with the Registrar’s Office within ten class days of the date of the decision.
(5) If the Dean’s review decides that a change in grade is warranted, but the instructor does not consent to the change, the dean shall automatically forward the appeal file to the Appeal Committee.

d. **Step 4: Petition to the Academic Appeal Committee.**

1) A student or instructor may appeal the Dean’s decision to the Academic Appeal Committee, by filing a written statement with the Academic Affairs Office within five class days of receiving the Dean’s report.

   (a) Within five class days of receiving the written appeal, the Provost shall notify the Dean, Department Chair, and the instructor that an appeal has been filed.

   (b) Within five class days of receiving an appeal, the Provost shall:

      (i) Provide the student with a list of seven faculty member chosen from “the faculty pool” as described in Section 4.

      (ii) The student shall be instructed to strike two names within three class days.

   (c) Next, the Provost shall submit the five names to the instructor asking that the instructor strike two names within three class days.

      (i) The three remaining names shall constitute the Academic Appeal Committee for the current grade appeal.

      (iii) The Provost shall appoint one of these three faculty members as chair for this appeal process.

2) The Academic Appeal Committee may consider all materials in the appeal file constructed by the Dean, i.e., the student’s original appeal, the instructor’s written justification, the Department Chair’s written report, the Dean’s written report, the student’s written work for the course, and all other documents the Dean may have used in reaching a decision.

   (a) The student and the instructor shall each be entitled to submit additional written statements for consideration by the Academic Appeal Committee.
(b) The Academic Appeal Committee shall hold a formal hearing, including all parties having standing (see above), and should address the following:

(i) Questions from members of the Academic Appeal Committee.

(ii) Cross examination of witnesses by both parties.

(iii) Additional inquiries that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.

3) The Academic Appeal Committee shall reach a decision no later than the last day of regular classes before the final exam period of the semester when the appeal was filed.

(a) Within three days following the decision, the student, the instructor, the Department Chair, the Dean, and the University President shall be given written notice of the Committee's decision.

(b) If the Academic Appeal Committee decides that a grade change is justified, and with the instructor's agreement, the instructor shall complete and submit a Change of Grade form to the Registrar's office within five class (or business) days following this decision.

If the Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Appeal Committee will meet in discussion with the instructor with regard to its decision. If the instructor again will not consent to the grade change, the Appeal Committee Chair will instruct the Registrar to make the appropriate grade change.

4) A decision of the Academic Appeal Committee may be appealed to the President of the University, whose decision will be regarded as final.

e. Step 5: Unusual Circumstances in Processing Grade Appeals.

1) Some grade appeal cases may present practical obstacles for pursuing the procedures precisely, as outlined above.
(a) An instructor may be absent from campus during the applicable appeal period or the student may have an overwhelmingly compelling reason for a rapid decision.

(b) A last semester senior's qualification to graduate may depend upon the outcome of a currently received grade.

2) In such circumstances, the Provost or the Provost's designee has the discretion to modify the procedures, as little as possible, to accommodate the special requirements of the situation.

(a) In exercising this discretion, the Provost must attempt to adhere to the spirit of the procedures outlined above.

(b) The Provost shall commit to writing and distribute these exceptional rules to parties having standing.

7. Academic Integrity Procedures

A. Academic dishonesty includes, but is not limited to, cheating on examinations, falsifying records, submitting plagiarized work of any kind, or providing or receiving assistance in course work in a manner not authorized by the instructor. Plagiarism is defined in the Shepherd University Catalog as "the act of stealing and using, as one's own, the ideas of another or the written expression of the ideas of another."

B. Any student, administrator, staff, or faculty member may bring charges of academic dishonesty against a student.

1. A student charged with academic dishonesty shall be accorded the presumption of innocence.

2. Consistent with the stated process articulated below, all willful incidents of academic dishonesty are to be reported by the faculty member to the Assistant Dean of Student Affairs/Student Conduct Administrator, and to the Department Chair. Generally, any second offense of academic dishonesty will be grounds for suspension or expulsion from the University.

3. The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student.
a. The instructor of record should make a charge of academic dishonesty directly to the student involved and decide on the sanctions to be imposed.

i. Instructor-imposed sanctions for academic dishonesty include requiring work to be rewritten and resubmitted; lowering a grade; reducing the grade on the assignment, assigning a zero on the assignment; advising the student to withdraw from the class; and assigning a student a failing grade for the course in which the academic dishonesty occurred. Additionally, the instructor may recommend institutional action to the Assistant Dean of Student Affairs/Student Conduct Administrator.

ii. For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.

iii. If an instructor believes that a student penalty greater than a failing course grade is warranted by a particular case of academic dishonesty, the instructor should:

1. Arrange a conference with the student, the Department Chair, and the instructor, and thereafter,

2. Submit a statement, in writing, to the Assistant Dean of Student Affairs/Student Conduct Administrator, to report the policy violation under the Student Code of Conduct, which may result in suspension or expulsion.

b. The instructor should inform the student, in writing, of the sanctions to be imposed, the reasons for those sanctions, the availability of the appeal process, and the need to file an appeal within five days.

i. If the student admits responsibility and accepts the instructor-imposed sanctions, the instructor should submit a written description of the offense and the sanctions to the Department Chair, the Registrar, and the Assistant Dean of Student Affairs/Student Conduct Administrator.

ii. If the charges are denied, the accused student has five class days to contact the instructor’s Department Chair to request a conference.
iii. If the student does not respond to the instructor’s charges of academic dishonesty by contacting the Department Chair within five days, the instructor-imposed sanctions shall be imposed, and the reported charge is thereafter maintained on the student’s record in the office of the Assistant Dean of Student Affairs/Student Conduct Administrator.

c. When dealing with a case of academic dishonesty, the instructor may request a conference with the Department Chair and the student charged with the offense.

d. A student who accepts a failing grade because of academic dishonesty, shall not be permitted to withdraw from that course, even if the failing grade is given prior to that semester’s official withdrawal deadline.

e. A student who receives a failing grade in a course as the result of a charge of academic dishonesty and chooses to appeal the grade shall not be allowed to withdraw from the course unless the appeal is resolved in the student’s favor.

f. A student who is in the process of appealing a charge of academic dishonesty has the right to remain enrolled in the class in which the charge was made until the completion of the appeal process.

4. When brought by anyone other than the instructor of record, a charge of academic dishonesty involving a student or students in a specific course should be made to the instructor’s Department Chair who may take one of two actions.

a. The Department Chair may refer the matter to the course instructor for appropriate action following the procedures outlined in Section VII, B, 3.

b. The Department Chair may contact the student and the instructor directly and initiate a conference as outlined in Section VII, C.

5. A charge of academic dishonesty that does not involve a regular academic course (e.g., falsifying records, cheating on a standardized test) should be made to the Assistant Dean of Student Affairs/Student Conduct Administrator, who will either contact the appropriate academic units or initiate action as a policy violation under the Student Code of Conduct.

6. Separate from instructor imposed sanctions, the Assistant Dean of Student
Affairs/Student Conduct Administrator has jurisdiction to potentially take institutional action under the Student Code of Conduct policies and procedures, which may include suspension or expulsion, in response to any willful academic dishonesty. In the case of a first offense, substantial deference is accorded to the intent of the faculty member. In the case of a second offense, suspension or expulsion is presumed to be an appropriate institutional sanction.

7. Separate from instructor imposed sanctions, some academic programs at Shepherd are limited enrollment programs and/or have specific standards of professionalism associated with the program. If the student is enrolled in such a program and is found culpable of academic dishonesty under this policy, the Assistant Dean of Student Affairs/Student Conduct Administrator shall give notice of the incident to the Department Chair of the student's program. The program may choose to proceed with Academic Action, as provided for in Section VIII.

8. Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.

C. Charges of academic dishonesty in a specific course that cannot be resolved by the instructor and the student involved should be referred to the instructor’s Department Chair.

1. A Department Chair conference can be initiated by a request from either the student or the instructor involved or by the Department Chair acting on a complaint from any member of the academic community.

a. The conference should take place in person within 10 days of the Department Chair first receiving a request from either a student or an instructor to hold it.

b. This conference does not constitute a hearing on the student’s responsibility for academic dishonesty.

2. The purpose of the Department Chair conference shall be to clarify procedures and possible sanctions at this level and to coordinate further appeals.

a. The Chair may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor.
b. The Chair may not overturn an instructor-imposed sanction without the instructor’s consent.

c. The Department Chair conference cannot result in any course-specific penalties being imposed on a student beyond those previously described as instructor-imposed sanctions.

3. If, at the end of the conference, the student admits responsibility for the act of academic dishonesty and agrees to accept the sanctions proposed by the instructor and the Department Chair, those sanctions will be implemented.

a. The Department Chair should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.

b. The Department Chair shall forward copies of this written statement, along with a description of the offense and the instructor-imposed sanctions, to the Registrar and to the Assistant Dean of Student Affairs/Student Conduct Administrator.

4. If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the Chair shall contact the Provost to schedule a hearing by the Academic Appeal Committee.

a. The student may only appeal the charge of academic dishonesty itself and not the instructor’s sanctions imposed for academic dishonesty once responsibility has been established.

b. A student who admits responsibility in a case of academic dishonesty but disagrees with the instructor-imposed sanctions cannot appeal under the Academic Integrity policies.

i. A student must appeal a disagreement with an instructor-imposed sanction under the grade appeal procedures detailed in Section VI.

ii. The student’s initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy.

5. At the end of the conference if either the faculty member or the Department Chair deems that the case warrants further disciplinary action, the Chair shall contact the Assistant Dean of Student Affairs/Student Conduct Administrator to ascertain
procedures for a violation under the Student Code of Conduct. However, all willful incidents of academic dishonesty are to be reported to the Assistant Dean of Student Affairs/Student Conduct Administrator to establish the centralized record of such offenses.

6. If the instructor involved in the academic dishonesty dispute is a Department Chair, the Dean shall act in the capacity of a Department Chair for the purposes of the conference.

D. Academic dishonesty disputes that are not resolved by the conference with the Department Chair should be referred to the Provost.

1. Upon receiving a request for a hearing, the Provost shall constitute a three-member hearing board from the pool of faculty members composing the Academic Appeal Committee following the procedure outlined in Section VI, D, 1.

2. The chair of the Academic Appeal Committee shall present, to the student and to the person making the charge of academic dishonesty, written notification of the charges, including at least the following items:

   a. A written enumeration of the charges.

   b. A statement that a hearing will be held together with a notice of the date, time, and place of the hearing.

   c. A clear statement of the information, data, and evidence directly supporting the proffered charges.

   d. A statement advising the student of his or her due process rights, which include:

      i. The student's right to the presumption of innocence until responsibility can be established through a preponderance of evidence.

      ii. The student's right to bring witnesses, to question the accuser, and to question any of the accuser's witnesses.

      iii. The student's right to bring an advisor to the proceedings to monitor due process.

1. The advisor may consult with the student but may not speak on behalf of the
2. The advisor may not otherwise participate directly in the proceedings unless given specific permission to do so by the Academic Appeal Committee.

3. The Academic Appeals Committee shall review all relevant evidence in the case to determine if the student is “responsible” or “not responsible” for the act of academic dishonesty.

   a. The Committee shall interview the original instructor and the student against whom the charges have been brought.

   b. The Committee may seek additional information and may interview witnesses whose testimony is relevant to the charge of academic dishonesty.

   c. The student and the instructor have the right to bring witnesses and to question witnesses brought by the other party or by the Committee.

   d. All proceedings in the hearing must be tape-recorded, and either party in the dispute may request a copy of the tape recording at his/her own expense.

4. Within ten days after the conclusion of the hearing, the Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the Provost, and the appropriate Department Chair.

   a. If the Committee determines that the student is “responsible” for the act of academic dishonesty, the following will occur:

      i. The instructor-imposed sanctions shall be imposed.

      ii. The Committee chair shall send written notification to the Registrar and to the Assistant Dean of Student Affairs/Student Conduct Administrator.

   b. If the Committee determines that the student is “not responsible,” then the instructor shall be required to reevaluate the student’s work with the assumption that it is not the result of an act of academic dishonesty.

      i. An instructor who has awarded the student found “not responsible” a lowered
or failing grade based on the charge of academic dishonesty shall be instructed to reevaluate the student’s final grade and, if necessary, submit a grade-change form.

ii. A student found “not responsible” for an act of academic dishonesty shall be permitted to withdraw from the course in which the charge was made, even if the withdrawal deadline has passed or a final grade has been awarded.

iii. The hearing may only rule on the factual question of whether or not an act of academic dishonesty has occurred.

1. The Committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student’s responsibility has been established.

2. The Committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor. Either the student or the faculty member may appeal the decision of the Committee to the President of the University, whose decision shall be final.

8. Procedures for Dismissing Students from Academic Programs

a. Several departments at Shepherd University (which include, but are not limited to, teacher education and nursing) offer programs requiring a student to meet certain academic and professional standards in order to continue enrollment in the program.

b. When a point is reached in the programmatic study when a student might not qualify to continue in the program, the following procedures shall be followed.

(1) The student shall be counseled about his or her lack of progress by one or more faculty members responsible for the program.

(2) When it appears to one or more instructors that a student has failed to meet the standards for continuing in the program, that instructor or those instructors shall notify the Department Chair and a formal review of the student’s status shall be conducted by the department members, who shall determine whether the student may continue in the program.

(a) If the department decides upon programmatic retention, the student shall be
advised in writing of the necessary steps, if any that will be required as a condition of retention.

(b) If the department decides upon programmatic dismissal, the following procedures will be followed:

(i) The student will be informed of the department’s decision in writing.

(ii) The student will be notified of the available procedures for appealing the decision.

(iii) The student will be allowed to complete coursework begun before the programmatic dismissal but will not be permitted to enroll in any further courses in the program unless permitted to do so by a successful appeal.

(c) The Student Appeals to the Dean.

(1) The student may appeal the decision of the department to the Dean of the College in which the program is offered, following the steps outlined in Section 6. c. (1).

(2) Upon receiving an appeal, the Dean shall follow the steps outlined in Section 6. c. (2).

(3) Both the student and the department have the right to appeal the decision of the Dean to the Academic Appeal Committee.

(d) Petition to the Academic Appeal Committee.

(1) A student or the department may appeal the Dean’s decision to the Academic Appeal Committee, following the steps in Section 6. d. (1).

(2) Upon receiving an appeal, the Provost and the Academic Appeal Committee shall follow the steps outlined in Section 6. d. (1). (a). through 6. d. (4).
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. 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 the Director of Public Safety. 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 law Office of Public Safety. 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

New faculty are automatically provided with copies of the Scarborough Library Faculty Handbook, which describes all the service provided by the library. The Handbook is updated annually and any faculty member may obtain a copy by requesting it at the Library.

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 a self-supporting auxiliary enterprise that exists solely to serve the campus community. In addition to merchandising books and supplies required for course work, the Bookstore 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. Faculty are to order textbooks on the Shepherd University Bookstore Textbook Request form. This form is submitted to the Department Chair for approval and transmittal to the Bookstore Manager. The order form must be filed for fall semester and summer terms by March 15; for spring semester by October 15.

Similarly, orders for supplies for course work should be placed with the Bookstore Manager by March 15 for all and summer terms; by October 15 for spring semester.

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.

e. Sales of Textbooks for Off-Campus Classes

It is the student's responsibility to obtain the appropriate textbooks for the classes in which the student enrolls. To serve the needs of students enrolled exclusively off-campus, the Bookstore will mail books to the student for the retail price plus postage and handling. Instructors are also permitted to deliver books to classes.

A faculty member may, at his discretion, take textbooks on consignment from the bookstore to the first meeting of classes located away from the main campus. It is the faculty member's responsibility to return all funds received along with any books not sold to the Bookstore on the next business day immediately following the class meeting.
For classes which meet in the South Branch Valley, books are delivered to the Center in Petersburg for purchase by students. Books are also taken to the first class meeting by Center personnel. The same return policy applies to the South Branch as to the Shepherdstown campus.

4. Duplicating and Printing

a. General Guidelines

The University Service Center is equipped with a photocopier, an offset printing press, and related printing equipment. Spirit process duplicators are also available in secretarial offices. Smaller copiers are available at other locations.

All duplicating and printing equipment and supplies shall be used only for work directly related to the mission and the official business of the University.

All work to be reproduced on University duplicating equipment located in the Service Center must show the authorship of the work and/or the signature of the person who takes responsibility for the work and the related costs. Only the official work of the University will be accepted by Service Center personnel for reproduction.

Photocopying and printing work to be done in the Service Center should be scheduled as far in advance as possible. Employees trained by the Service Center Operator are authorized to use the spirit processing equipment without prior scheduling. Only the Service Center Operator is authorized to use the offset press.

The artwork/mechanicals from which promotional materials are to be printed are to be submitted to the Executive Director of University Communications prior to ordering the duplication work. Copy submitted to the Publications Office must be typewritten and in final form. Material sent out for typesetting that costs more than $30 will be paid for by the originating office.

b. Offset Printing

1) Work should be requested as far in advance of need as possible. Confer with the Service Center Operator or University Communications when the job is in the design state. The
Operator can facilitate the preparation of masters and schedule the work. Requests for offset printing should:

a. Limit the number of colors used to two. Limit the number of photos to four (except as explained in point 3 below). There is no limitation with line art. Choice of color is limited as is the size of paper.

b. Order all paper for projects, which is not standard office duplicating. Obtaining paper is the responsibility of the originator of the printing job.

The Service Center is to be contacted regarding availability of paper on the Shepherd University contract. Paper ordered from the State's central stockroom in Charleston may take months to arrive.

c. Present the job in finished art form, ready for camera, with photographs sized. Poorly done art will not be accepted. Art is not camera-ready until it is complete in the last detail.

2) A job is not ready to print until the camera-ready art and paper have been delivered to the Service Center. All jobs must be accompanied by a written printing order, including number of copies, color of ink, type of paper, and finishing instructions.

3) A job with more than four photographs may be accepted on the condition that the negatives for the job are furnished, stripped up, opaqued, and of a size and proportion suitable for printing on plates used for the offset press.

c. Photocopying

A schedule of allocated times for photocopying in the Service Center is published, at least annually. Usage is charged by account number to each approved organizational unit and billed at the end of each month.

College Coordination

The Service Center Operator is responsible for photocopying and related processing of instructional materials submitted by academic offices. Faculty members request photocopying services through the College Secretary who must complete a photocopy request form for each job that is transmitted to the Service Center. During the absence of the Service Center Operator
and during the summer terms, the photocopying becomes the responsibility of the individual Colleges or departments. The Service Center staff is willing to help out when time permits.

Administrative

During assigned times of administrative usage, personnel who have been trained in the use of the copier and who are authorized to use an organizational unit's account number may photocopy on a first come basis. If the copier is in use, secretaries and other users should check back later rather than wait in line.

Because of limited space in the Service Center, any collating and stapling not done on the photocopier should be completed in user offices. Single copies or short runs should be completed on smaller machines located elsewhere on campus.

5. Health Services

The University provides a Student Health Center where services are available for all currently enrolled 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 will be announced in the Weekly Bulletin.

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 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 Supplies

Office supplies are stocked by the Service Center and are issued to the secretary or administrator of organizational units. Supplies must be signed for by authorized personnel and costs will be charged back to the organizational unit.

Faculty members should request supplies through their organizational unit. If the request is appropriate, the unit secretary will order the supplies from the Service Center. The Service Center Clerk will process the order and send the supplies to the unit office with the Maintenance Courier.

Other supplies are stocked in the University Bookstore and are issued upon approval by the
organizational administrator as the cost will be charged to the budget of the unit.

b. Other Office Services

Faculty should consult with the department chair or college dean for the assigned services provided by the unit administrative secretaries. 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 Web at www.shepherd.edu. Submissions to the calendar may be made through the Web site.

d. Shepherd University Weekly Initiatives

Weekly Initiatives are sent via email by University Communications.

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 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

- **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

- **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.

**National Travel Service:** The State of West Virginia has consolidated all its commercial air travel. All commercial air travel, as well as charter aircraft, **MUST** be booked through National Travel Service or American Express

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 Vice President for Advancement. The draft of a budget should be discussed with the Vice President for Administration and 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 Administration and Finance.

2) The routing sheet shall be used for each grant proposal indicating who has received the same.

3) The Vice President for Administration and 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 Controller 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 Vice President for Enrollment Management 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
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.

College offices are open during the academic year,

Monday through Friday 8:00 a.m. - 12:00 noon
1:00 p.m. - 4:30 p.m.
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, 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 Vice President for Administration and Finance and of the President, 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 program 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, 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 Vice President for Advancement 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, mother, father, son, daughter, mother-in-law, father-in-law, step-mother, step-father, step-son, step-daughter 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 a secretary 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.

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 Purchasing Department. 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.

h. Policy Development/Modification

All official administrative policies and procedures will appear in the Shepherd University Administrative Manual. Any policy, which does not appear in that Manual, shall be construed as an institutional practice, which is subject to amendment, by administrators at their discretion.

Copies of the manual will be provided to each administrative officer, College or department chair. A copy for general reference will be placed in the Library.

The publication and distribution of new policies or revisions to existing policies shall be the responsibility of the President's office. The official notebook containing master copy original policy and procedure documents will be maintained by President's office. It shall be the responsibility of the each administrator to place all new or replace revised policies in the Administrative Manual assigned to that office.

The President's office will conduct an annual audit of the policies in the Administrative Manual. Any policy determined to warrant review and/or revision will be referenced for the major administrator responsible for procedural implementation. A written recommendation will be returned by the major administrator to the President's office regarding each policy so referenced. A report of all official changes to policies will be annually distributed by the President to all administrative officers and deans.
Appendices
Appendix A: CONSTITUTION OF SHEPHERD UNIVERSITY

(as amended)

A.

Preamble

The faculty and the staff of Shepherd University, responsible to the President of Shepherd University, who, in turn, is responsible to the University’s governing board, meeting as a University Assembly, do hereby ratify and adopt this constitution.

ARTICLE I: NAME

The name of the organization is the Shepherd University Assembly.

ARTICLE II: UNIVERSITY ASSEMBLY

Section 1. The purposes of the University Assembly include:
   a. electing representatives to external bodies,
   b. providing a forum for communication between and among the administration, faculty, and staff,
   c. establishing and reviewing actions of the Faculty Senate, Classified Employees Council, Student Life Council, and the various councils,
   d. processing constitutional revisions, and
   e. certifying graduates by the Assembly faculty.

Section 2. The membership of the University Assembly includes all full-time regular employees of Shepherd University. A current list of the University Assembly membership is maintained in the Office of the University President and by the Assembly Secretary.

Section 3. The first meeting of the academic year is scheduled by the University President. A second meeting convenes at 4:10 p.m. on the second Monday of April.

Section 4. At the April University Assembly meeting, elections are conducted to choose the Moderator, who presides at these meetings, a Secretary, and a Parliamentarian.

Section 5. All meetings of the Assembly, including constitutional Assembly meetings, may
consider only items specified by the agenda of such meetings.

a. The Assembly Cabinet may call special Assembly meetings to consider constitutional amendments.

b. Other special meetings may be called at the request of the University President or the Assembly Cabinet.

c. A special meeting of the University Assembly must be called by the Assembly Cabinet when:
   i) one-third of the Assembly faculty petitions the Assembly Cabinet for referenda to be considered solely by the Assembly faculty,
   ii) one-third of the classified employees petitions the Assembly Cabinet for referenda to be considered solely by classified employees, or
   iii) one-third of the entire Assembly membership petitions the Assembly Cabinet to consider other issues.

Section 6. A quorum shall consist of those present and voting.

Section 7. The University Assembly votes by secret ballot except on congratulatory or commendatory motions, or on those expressing thanks; such motions may be disposed of in the manner chosen by the Assembly.

Section 8. The Assembly Moderator will designate three Assembly Cabinet members to collect and count all ballots.

Section 9. The Faculty Senate, the Classified Employees Council, Student Life Council, the various councils, committees, and subcommittees created by this constitution shall determine their own rules and procedures. Unless otherwise specified, bylaws, rules, and procedures must be consistent with Robert’s Rules of Order.

Section 10. When specificity is not prescribed within this document, the Faculty Senate and each council will determine the manner and method that shall be used to select membership to the various bodies created by this constitution.

Section 11. The Assembly and all of its constituent bodies shall meet in open session consistent with the State of West Virginia Open Meeting Law.

Section 12. On odd numbered years, at the April Assembly meeting, faculty elect one of its members to serve on the Advisory Council of Faculty and one to serve as an
alternate member. The alternate member represents the faculty on the council in the absence of the elected member. The term of the representative and the alternate is for two years and begins on July 1. Members and alternates elected to this council may succeed themselves.

Section 13. At the April Assembly meeting, faculty elect one of its members to serve a two-year term as its representative to the Shepherd University Board of Governors. That faculty member may serve three successive terms. The term begins on July 1.

ARTICLE III: ASSEMBLY CABINET

Section 1. The University Assembly creates the Assembly Cabinet. The functions and responsibilities of the Cabinet include:

a. to facilitate internal communication,
b. to set the agenda for, and call special meetings of the University Assembly, and
c. to notify the University President and Assembly members of such meetings.

Section 2. The membership of the Assembly Cabinet shall include:

a. the Assembly Moderator,
b. the Assembly Secretary,
c. the President of the Faculty Senate

d. a representative of the Student Life Council who is a member of the Assembly,
e. the Chair of the Classified Employees Council, and
f. the Chair of the Strategic Planning Committee.

Section 3. The Assembly Moderator is chair of the Assembly Cabinet and conducts Cabinet meetings. The Cabinet meets to set agenda items for the Fall and Spring Assembly meeting. The Moderator communicates directly to Cabinet members whenever amendments to the Constitution are proposed, or when a Cabinet member feels a special meeting is needed. The Assembly Secretary records and distributes minutes of these meetings to Assembly members.
Section 4. A petition for a special meeting of the Assembly must be presented to the Moderator of the University Assembly, who must act upon the request at the next Assembly Cabinet meeting as the first order of business.

Section 5. The Assembly Cabinet sets the agenda for University Assembly meetings.

Section 6. The Assembly Cabinet establishes the Strategic Planning Committee.

a. The committee recommends policies concerning long-range planning that will strengthen and support the University’s mission.

b. Membership includes:
   i) two faculty elected from each school,
   ii) President of the Faculty Senate,
   iii) each Dean,
   iv) five Vice Presidents,
   v) one classified employee representative from the following offices, selected by the President: Admissions, Student Affairs, and Registrar’s Office,
   vi) two classified employees selected by the Classified Employees Council,
   vii) Chair of the Classified Employees Council,
   viii) two students selected by the Student Government Association,
   ix) one representative from the Board of Governors
   x) one community representative, designated by the President,
   xi) classified employee representative to the Advisory Council, and
   xii) faculty representative to the Advisory Council
   xiii) two members appointed by the President of Shepherd University to ensure ethnic minority and gender representation,
   xiv) Registrar and Director of Admissions

The chair shall be elected from its membership.

ARTICLE IV: FACULTY SENATE

Section 1. Acknowledging the principle of faculty self-governance and recognizing the critical role faculty perform in the internal affairs of this institution, the University Assembly establishes the Faculty Senate.
Section 2. Meeting in open session, the Faculty Senate provides an opportunity for faculty to express their concerns, formulate policy, forward proposals to the University administration, and review policies developed by the University administration on matters pertaining to:

a. instruction, research, service, and students,
b. requirements for the granting of degrees,
c. curricula requirements for general education,
d. additions and deletions of courses and programs,
e. students’ admission, selection, and retention standards,
f. professional development including criteria and faculty selection for sabbaticals and leaves of absence,
g. academic freedom and tenure, and
h. faculty evaluation for tenure and promotion.

Section 3. The Faculty Senate establishes and communicates to the administration faculty positions pertaining to:

a. development of library, laboratories, computer facilities, telecommunications, and other aids to promote instruction, research, and experimentation,
b. faculty salaries, retirement, fringe benefits, teaching loads, and
c. such other academic and professional affairs that are in the interest of the University community.

Section 4. The constituency of the Faculty Senate includes all University Assembly members who are issued teaching contracts. Those holding administrative contracts are ineligible for membership in the Senate and as chairs of all Senate committees.

Section 5. The membership of the Faculty Senate includes one faculty representative elected by majority vote from each administratively recognized department, the faculty representative to the Advisory Council of Faculty elected by the Assembly each odd year, and one representative of the Library faculty. The officers of the Faculty Senate shall be the President, Secretary, and Parliamentarian.

Section 6. Any member of the University community may place items on the Faculty Senate agenda by informing the Faculty Senate President four business days in advance of the meeting.

Section 7. The Shepherd University Assembly establishes two permanent committees that
report directly to the Faculty Senate. At the first meeting of the academic year, the Faculty Senate elects chairs from among its own membership for the Committee on Curriculum and Instruction and the Admissions and Credits Committee.

a. **The Curriculum and Instruction Committee** considers changes in course offerings and curricula programs that have been forwarded to the committee by the various schools or by the General Studies subcommittee. Policies that are approved by a 2/3 majority vote in committee, or otherwise as prescribed by the Senate Bylaws, shall be forwarded directly to the Provost. Other policies shall be forwarded to the Faculty Senate for further action. Membership consists of two voting faculty from each school serving staggered two-year terms and a chair. No academic department will have more than one representative on this committee. Non-voting-*ex-officio* members include:
   i) the Provost,
   ii) the Registrar,
   iii) the Director of Admissions,
   iv) the Director of the Honors Program, and
   v) the Dean of Libraries and Information Sciences or designee.
   vi) the Assistant Dean of Teaching, Learning and Instructional Resources (Director of Academic Advising)

b. **The Admissions and Credits Committee** formulates admission and credit policies and supervises the enforcement of approved policies adopted by the Faculty Senate. The committee establishes its own meeting time. Committee membership consists of two voting faculty from each school serving staggered two-year terms and a chair. *Ex-officio* members are:
   i) the Provost,
   ii) the Registrar,
   iii) the Director of Admissions, and
   iv) the Director of the Honors Program,
   v) the Director of Academic Support Services.

Section 8. The Faculty Senate establishes additional permanent committees directly responsible to it, at its discretion and in accordance with its bylaws. A description of the responsibilities, operational procedures, and membership will be found in the Bylaws of the Senate. The Faculty Senate selects chairs for these committees.
at the first meeting of the academic year. Chairs serve terms for one academic year. The Faculty Senate may also establish temporary committees which serve at the will of the Faculty Senate.

**ARTICLE V: ADMINISTRATIVE COUNCIL**

**Section 1.** Established by the University Assembly, the purpose of the Administrative Council shall be to provide college-wide coordination of information and recommendations as requested by the President.

**Section 2.** The chair shall be the University President. The Administrative Council’s membership shall include:

a. such members of the Assembly as the University President may designate,
b. one school dean,
c. the Registrar, or designee,
d. the Director of Admissions, or designee,
e. a representative of the Public Information Office,
f. a representative from the Athletics Committee,
g. a representative of the Strategic Planning Committee,
h. the Chair of the Classified Employees Council,
i. the Chair of the Student Life Council,
j. two members chosen by Student Government Association,
k. the Faculty Senate President,
l. the Assembly Secretary, who records and distributes minutes of this council to Assembly members, and
m. a representative from the Scholarship and Financial Aid Committee.

**Section 3.** The recommendations of the Administrative Council shall be directed to the University President or his or her designee.

**Section 4.** The Administrative Council establishes the following committees. The University President will determine membership for each committee and will provide operational procedures for these permanent committees.

a. **The Academic Convocations Committee** is in charge of all academic convocations not otherwise specified within this constitution.
b. **The Diversity and Equity Committee** makes recommendations regarding
policy and issues concerning race, ethnicity, culture, and gender. The committee advances the University’s goals of achieving and maintaining a diverse staff and student body.

c. **The Athletics Committee** shall be concerned with the development of athletics policies and other matters in conjunction with the intercollegiate athletics program.

d. **The Calendar Committee** prepares academic calendars for review and reactions by the Administrative Council, the Faculty Senate, and the University President. The chair shall be the Registrar.

e. **The Commencement Committee** coordinates all activities associated with commencement, including arrangements, publications, and social affairs that may be sponsored by the University as part of the ceremony.

f. **The Enrollment Management Committee** makes recommendations regarding recruitment, retention, and student enrollment policy.

g. **The Scholarship and Financial Aid Committee** oversees awarding of financial aid.

h. **The Technology Oversight Committee (TOC)** is responsible for developing a strategic plan for campus technology and for making recommendations to the University in accord with the technology plan. The TOC actively seeks input from all constituencies of the University campus. TOC recommendations for expenditure of the technology fee revenue are made to the Provost for presentation to and approval of the President’s Executive Council. The TOC monitors the use of the funds to ensure that they are expended as approved by the TOC.

The Chair of the TOC is a School Dean appointed by the Vice President of Academic Affairs. Beginning in the academic year 2001-2002, half of the membership—selected by lot by the TOC Chair—shall serve a one-year term; all other members shall serve a two-year term. Thereafter, all newly-appointed or elected members shall serve two-year terms. Terms are effective at the beginning of the academic year. There is no limit on the number of consecutive terms served. All members are voting members.

The membership shall be:

a) two full-time, tenure-track faculty elected from each School
b) a Faculty Senate representative appointed by the Senate
c) the Director of Admissions, or designee, ex officio
d) the Vice President of Student Affairs, or designee, ex officio
e) the Dean of Libraries and Information Sciences, or designee, ex officio
f) the Registrar, or designee, ex officio

g) the Vice President of Finance and Administration, or designee, ex officio

h) two students chosen by the Student Government Association

i) the Director of Information Technology, or designee, ex officio

The Shepherd University Program Review Committee is responsible for reviewing all baccalaureate academic degree programs. A degree program is an area of study approved as such by the institution and the Higher Education Policy Commission on the official inventory of degree programs. The Program Review Committee will put into place an evaluation procedure and set criteria for an on-campus program review process consistent with the West Virginia Higher Education Policy Commission “Policy Regarding Program Review.” Comprehensive institutional self-studies conducted in compliance with accreditation or institutional processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body. The committee shall review each college program at least once during a five-year cycle. The committee review process for a given program will be initiated and completed during an academic year. As part of its review process, the committee will utilize a minimum of two outside consultants for each program who shall have expertise in the program they shall review. The committee, per the Commission policy statement, ‘will develop a recommendation for action and present it to the institutional Board of Governors for action and referral to the Policy Commission.” The Provost shall bring the Committee’s recommendations to the University President and the Board of Governors.

The Chair of the Shepherd University Program Review Committee is a Dean appointed by the Provost. Beginning as of July 1, 2001, half of the membership-selected by lot by the Program Review Committee Chair shall serve a one-year term; all other members shall serve a two-year term. Thereafter, all newly elected members shall serve two-year terms. Terms are effective as of July 1 of each year. There is no limit on the number of consecutive terms that an individual may serve. All members are voting members.
The membership shall be:
 a) one full-time faculty member elected from each School
 b) the Dean of Teaching, Learning and Instructional Resources; ex officio
 c) such members as the Provost may deem appropriate, with the agreement of the committee.

g. The Shepherd University Graduate Council, beginning in the academic year 2001-2002 will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The council will report to the Provost.

As part of its charge the Graduate Council will develop specific policy criteria by which graduate studies will be conducted on campus. Among others these include:

Review and recommend faculty qualified to teach graduate courses;

Review and recommend graduate courses to be taught and notify the Curriculum and Instruction Committee and/or any other appropriate university committee;

Recommend programs to pursue and the best forum for their Implementation;

Recommend student admission and retention standards and policies;

Membership of the Graduate Council:

The chair of the Graduate Council will be a School Dean appointed by the Provost. Other members of the Council will include:

two members elected from each School within the university; and

the Director of Teacher Education, or designee, ex officio.

The Graduate Council also reserves the right to add or eliminate additional members that they deem necessary for the development and
implementation of new graduate programs at Shepherd University.

Term of Service:

As determined by the members, half of the membership will serve a two-year term, while the remaining members will serve a three-year term.

There is no limit on the number of consecutive terms served.

All members are voting members.

ARTICLE VI: STUDENT LIFE COUNCIL

Section 1. Established by the University Assembly, the purposes of the Student Life Council include:
   a. establishing campus-wide student life policies,
   b. providing for extracurricular programming,
   c. developing policies and procedures for the Campus Judicial System,
   d. setting standards for and recognizing student organizations in conjunction with the Student Government Association (SGA), and

Section 2. The Chair and the Secretary are elected from the voting membership of the Student Life Council. The Student Life Council’s membership includes:
   a. the Dean of Students,
   b. four members of the Student Affairs staff appointed by the Dean of Students,
   c. three faculty, elected by the Assembly, each for a two-year term without succession,
   d. eight students:
      i) the SGA President,
      ii) the Chair of the Campus Program Board, and
      iii) six students elected at large in a campus-wide election for one-year terms, each of whom may serve two successive terms.

Section 3. Student Life Council recommendations are communicated to the Administrative Council and/or the President.

Section 4. If a faculty representative elected by the Assembly is unable to fulfill the two-
year term on the Student Life Council, the remaining Student Life Council faculty members will appoint another faculty member to fill the vacancy. At the next regularly scheduled Assembly meeting, a new representative will be elected. A faculty member serving as an appointed member under the conditions described above would be eligible for election to a two-year term.

ARTICLE VII: CLASSIFIED EMPLOYEES COUNCIL

Section 1. Established by the University Assembly, the Classified Employees Council:
   a. serves as a representative body of the classified employees of Shepherd University,
   b. provides a forum for discussion of classified staff concerns,
   c. encourages the improvement of working conditions for classified staff to increase the operating efficiency of the University,
   d. facilitates staff input into decisions which affect classified staff by making recommendations to the President and appropriate administrators,
   e. conveys classified employee concerns to the Shepherd University Board of Governors and to the Advisory Council of Classified Employees.

Section 2. The Council shall consist of the classified employee representative to the Shepherd University Board of Governors (non-voting; the classified employee representative to the Advisory Council of Classified Employees; the Staff Council Chair (non-voting); two classified employees from the administrative/managerial sector (EEOC 1); two classified employees from the professional/non-teaching sector (EEOC 3); two classified employees from the secretarial/clerical sector (EEOC 4); two classified employees from the paraprofessional sector (EEOC 5); and two classified employees from the physical plant/maintenance sector (EEOC 6/7). There shall be one alternate for each Classified Employees Council member in categories 1, 3, 4, 5, 6/7.

Section 3. The Council maintains minutes of its proceedings and distributes copies to interested Assembly members.

Section 4. Actions taken by this council are communicated to the Administrative Council.

Section 5. The Council conducts its business in compliance with the Shepherd University Classified Employees Council Constitution.
ARTICLE VIII: AMENDMENTS

Section 1. Any Assembly member may submit a typewritten proposal for amending this document to the Secretary of the Assembly Cabinet.

Section 2. The Secretary of the Assembly Cabinet shall read the proposed amendment to the Cabinet membership. The Assembly Moderator shall then call a Constitutional Assembly meeting.

Section 3. At least 10 class days prior to a called Assembly meeting, the Cabinet Secretary shall distribute to all Assembly members the precise wording of the proposed constitutional amendment, incorporating these changes into those portions of the existing document that will be affected by the proposed changes.

Section 4. At the called meeting of the Assembly, the Cabinet Secretary shall read the proposed amendment to the Assembly. This will be followed by formal discussion by Assembly members.

Section 5. On the fifth class day after the called meeting, the Assembly Cabinet will prepare and distribute ballots for each Assembly member in accordance with Robert’s Rules of Order. All ballots must be returned within five class days after the initial distribution. The Assembly Moderator will designate Assembly Cabinet members to count the ballots on the sixth day after distribution. The results will be recorded and distributed to all Assembly members.

Section 6. Passage of the amendment will require a two-thirds majority of the returned ballots.

ARTICLE IX: CUSTODIANSHIP

Section 1. This constitution and all amendments appertaining thereto, shall be maintained in the Office of the President of Shepherd University, by the Dean of Libraries and Information Sciences, and by the Assembly Secretary.

Section 2. All amendments must be listed numerically and by date of adoption under this article.
TITLE:  ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE

SECTION 1. GENERAL
1.1 Scope - This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment or dismissal of faculty, and grievance procedures for matters pertaining to faculty.
1.2 Authority - W. Va. Code § 18B-1-6 and §18B-2A-4
1.3 Effective Date – January 10, 2002

SECTION 2. ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY.

2.1. Academic freedom at this institution of higher education is necessary to enable the institution to perform its societal obligation as established by the Legislature. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in institutions of higher education. Faculty members and students must always remain free to inquire, study, and evaluate.

2.2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the appropriate administrators of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

2.3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. A faculty member is a citizen, a member of a
learned profession, and a representative of the 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 has the responsibility of contributing to institutional and departmental missions in teaching, research, and service as defined by the institution. 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.

2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

2.5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

2.6. As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes.

SECTION 3. FACULTY: RANKS AND DEFINITIONS.

3.1. The faculty shall be those appointees so designated by the President. The faculty may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities.

3.2. Faculty may fall into one of the following classifications:

3.2.1. Tenured: Those faculty members who have attained tenure status as determined by the institutional procedures. Normally, tenured appointments are full-time (1.00 FTE or the equivalent, as determined by the institution) for the academic year.
3.2.1.1. Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment or, if the faculty member chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.

3.2.2. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position.

3.2.2.1. 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 nor will it result in any de facto award of tenure.

3.2.3. Clinical-Track: Those faculty members who have been appointed and have been designated as being in a clinical-track position. Their appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time.

3.2.4. Librarian-Track: Those faculty members who have been appointed and have been designated as being in a librarian-track position. Their appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time.

3.2.5. Term: Those faculty members at the community and technical college who have been appointed for a specified term as defined by the institution. The appointment may be full-time (1.00 FTE or the
equivalent, as determined by the institution) 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.

3.2.6. Non-tenure-Track: Those faculty members who have not been appointed in a tenure-track, clinical-track, librarian-track, term, or tenured status. Their appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of Non-tenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

3.3. Faculty appointed to tenured, tenure-track, or term positions shall be appointed in one of the following ranks:

3.3.1. Professor;
3.3.2. Associate Professor;
3.3.3. Assistant Professor; or
3.3.4. Instructor

3.4. Faculty appointed to clinical-track positions may be appointed to one of the following ranks:

3.4.1. Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN);
3.4.2. Associate Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN);
3.4.3. Assistant Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN); or
3.4.4. Instructor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN)

3.5. Faculty appointed to librarian-track positions may be appointed to one of the following ranks:

3.5.1. Librarian or Professor/Librarian;
3.5.2. Associate Librarian or Associate Professor/Librarian;
3.5.3. Assistant Librarian or Assistant Professor/Librarian; or
3.5.4. Staff Librarian or Instructor/Librarian

3.6. Clinical-track, librarian-track, and term faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time
accumulated in such appointments. Clinical-track, librarian-track, and term faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

3.7. Other appropriate titles which more accurately indicate the nature of the position may be used.

3.8. Persons assigned full-time or part-time to administrative or staff duties may appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, librarian-track, term, or non-tenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.

3.9. Clinical-track, librarian-track, term, and Non-tenure-track faculty at all institutions hold non-tenurable appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.

3.11. Non-tenure-track appointments shall have one of the following titles:

3.11.1. Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;

3.11.2. Lecturer or senior lecturer;

3.11.3. Assistant, designated as graduate, research, clinical, or adjunct, as applicable to describe the connection or function.

3.12. Non-tenure-track full-time (1.00 FTE or the equivalent, as determined by the institution) faculty appointments may be used only if one or more of the following conditions prevail:

3.12.1. 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.

3.12.2. The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
3.12.3. 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 are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

3.12.4. 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. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.

3.12.5. 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, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.

3.12.6. Appointment or reappointment to a Non-tenure-track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

3.13. All tenured, tenure-track, clinical-track, librarian-track, term, and Non-tenure track appointments will be made with consultation of appropriate faculty and other collegiate units.

3.14. Every faculty contract shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.

3.15. Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.

SECTION 4. FACULTY: TYPES AND CONDITIONS OF APPOINTMENT.

4.1. Full-time appointments to the faculty of the institution, other than those designated as clinical-track, librarian-track, term, or Non-tenure-track, shall be either tenured or tenure-track.

4.2. All clinical-track, librarian-track, term, and other Non-tenure-track appointments,
as defined in Section 3 of this policy shall be neither tenured or tenure-track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

4.3. The appointment of a person to a full-time position is made subject to the following conditions:

4.3.1. The appointee shall render full-time service. Outside activities, shall not be restricted unless such activities or employment interfere with the adequate performance of institutional duties. The institution expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member’s contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one’s institutional office when it interferes with institutional duties and responsibilities. The institution shall maintain a program of periodic review of outside services of appointees to guide faculty members.

4.3.2. If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the institution has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee’s services lost to the institution and by the appointee’s use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.

4.3.3. The University may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member’s duties and responsibilities of employment by and for the institution, provided such activity: (1) further develops the faculty member professionally and (2) does not interfere with duties and responsibilities to the institution.

4.4. If the status of a faculty member changes from Non-tenure-track, clinical-track, librarian-track, or term to tenure-track, the time spent at the institution may, at the discretion of the President, be counted as part of the tenure-track period.

SECTION 5. JOINT INSTITUTIONAL APPOINTMENTS.

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

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

5.3. Full-time faculty members of Shepherd University appointed under joint or contractual appointments shall continue to be considered full-time employees of Shepherd University.

SECTION 6. EMERITUS STATUS.

6.1. Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service. The criteria, procedures and emoluments shall be set forth with other faculty personnel policies.

SECTION 7. PROMOTION IN RANK.

7.1. Within the following framework, the baccalaureate college and the community and technical college shall each maintain, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for promotion in rank for tenured, tenure-track, clinical-track, librarian-track, term, and non-tenure track faculty:

7.1.1. There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established in conformance with this document and appropriate to the mission of the institution. Examples might be: excellence in teaching; publications and research; professional and scholarly activities and recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, university, or department; significant service to the community; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and
service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the President.

7.1.2. There shall be demonstrated evidence that, in the process of making evaluations for promotions, there is participation of persons from several different groups, such as: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division chairperson, and students.

7.1.3. There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.

7.1.4. The institution shall provide copies of its institutional guidelines and criteria for promotion to the Policy Commission and shall make available such guidelines and criteria to its faculty.

7.2. Promotion shall not be granted automatically, but shall result from action by the institution, following consultation with the appropriate academic units.

SECTION 8. FACULTY RESIGNATIONS.

8.1. A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline re-appointment, shall give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

SECTION 9. TENURE.

9.1. 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 duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. The baccalaureate university and the community and technical college shall each maintain, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for the award of tenure. There shall be demonstrated evidence that tenure is based upon a wide range of criteria such as: excellence in teaching; publications and research; professional and scholarly
activity and recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, university and department; significant service to the community; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; 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 President.

9.2. In making tenure decisions, careful consideration shall be given to the tenure profile of the institution, projected enrollment patterns, staffing needs of the institution, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The President and academic officers 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.

9.3. For the community and technical college, in order to be fully responsive to the changing needs of their students and clients, the goal in the appointment of faculty is to limit the number of tenured and tenure-track faculty to no more than twenty percent of full-time faculty employed by the community and technical college.

9.3.1. Full-time term faculty are eligible for reappointment, although no number of appointments shall create any presumption of the right to appointment as tenure-track or tenured faculty. A single appointment shall not exceed three years.

9.3.2. The employment standing of tenured and tenure-track faculty holding appointment at the community and technical college at the time of the implementation of this policy shall not be affected.

9.4. Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the institution, following consultation with appropriate academic units.

9.5. Tenure may be granted at the time of the appointment by the President, following consultation with appropriate academic units.

9.6. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.

9.7. A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.
SECTION 10. TENURE-TRACK STATUS.

10.1. When a full-time faculty member is appointed on other than a clinical-track, librarian-track, term, or non-tenured-track or tenured basis, the appointment shall be tenure-track.

10.2. During the tenure-track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished the individual concerned.

10.3. The maximum period of tenure-track status normally shall not exceed seven years. Before completing the penultimate year (the “critical year”) of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the tenure-track period, faculty members may be granted tenured appointment before the sixth year of service, such appointment to be based upon criteria established by the institution and copies provided to the Policy Commission.

10.4. 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 year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision for non-retention or dismissal shall be provided promptly to the faculty member upon request.

10.5. After the decision regarding retention or non-retention for the ensuing year has been made by the President or designee, the tenure-track faculty member shall be notified in writing of the decision:

10.5.1. By letter post-marked and mailed no later than March 1 of the first academic year of service;

10.5.2. By letter post-marked and mailed no later than December 15 of the second academic year of service; and

10.5.3. By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.

10.5.4. Notice of non-retention shall be mailed "Certified Mail-Return Receipt Requested."

10.5.5. 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.
10.6. 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.

10.7. Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the President or designee within ten working days of receipt of the notice of non-retention.

SECTION 11. FACULTY EVALUATION.

11.1. All faculty shall receive a yearly written evaluation of performance directly related to duties and responsibilities as defined by the institute.

11.2. Evaluation procedures shall be maintained and published with other faculty personnel policies and a copy sent to the Policy Commission and filed in the Central Office. Such procedures must be multidimensional and include criteria such as peer evaluations, student evaluations, and evaluations by immediate supervisors.

SECTION 12. DISMISSAL.

12.1. Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more of the following causes:

12.1.1. Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;

12.1.2. Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;

12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

12.1.4. Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;

12.1.5. Substantial and manifest neglect of duty; and

12.1.6. Failure to return at the end of a leave of absence.
12.2. **Notice of Dismissal for Cause:** The institution shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which 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.

12.3. Prior to giving the faculty member a written dismissal notice, the President or designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the institutional designee prior to the effective date to refute the charges.

12.4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

**SECTION 13. TERMINATION BECAUSE OF REDUCTION OR DISCONTINUANCE OF AN EXISTING PROGRAM.**

13.1. A tenured or tenure-track faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at the institution as a result of a review of the program, in accordance with the appropriate rule 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 institution shall make every effort to extend first refusal to the faculty member so terminated.

13.1.1. Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member's training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the institution. Faculty development programs and funds should be used to facilitate such reassignments.

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

13.3. Notice of Non-retention Because of Program Reduction or Discontinuance: The institution shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.

13.4. The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

SECTION 14. TERMINATION DUE TO FINANCIAL EXIGENCY.

14.1. Termination of Employment Due to Financial Exigency: A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Board. Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the Board, and reported to the Policy Commission prior to implementation. Institutions should utilize appropriate program change policies.

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

14.2.1. A delineation of the rationale used for the determination of financial exigency;

14.2.2. A copy of the implementation procedures used by the institution related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and

14.2.3. A description of the appeal process available to the faculty member.

14.3. To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

SECTION 15. FACULTY GRIEVANCE PROCEDURE.

15.1. A faculty member wishing to grieve or appeal any action of the institution or Governing Board may utilize the procedures set out in W. Va. Code §29-6A.

SECTION 16. INFORMAL PROCEDURES FOR CONFLICT RESOLUTION.

16.1. The President may provide alternative procedures to those set out in West Virginia Code §29-6A for the resolution of conflicts.
SECTION 17. NOTIFICATION OF TERMS AND CONDITIONS OF FACULTY APPOINTMENTS

17.1. When an initial appointment is made, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. Therefore, a formal contract will be utilized each year to notify faculty about their appointments.

17.1.1 The community and technical college may offer each year to their full-time term faculty contracts of up to three years duration, subject to the conditions stated in Sections 3, 4 and 9 of this policy.

17.2. The letter of appointment or contract should state the following:

17.2.1. That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the institution's faculty handbook.

17.2.2. That the appointment is tenured, tenure-track, clinical-track, librarian-track, term, or Non-tenure-track as defined in this policy.

17.2.3. That the rank (in case of a tenured, clinical-track, term, or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor, including a clinical-track designation, as appropriate, or

17.2.4. That the rank (in case of a librarian-track appointment) is Librarian or Professor/Librarian, Associate Librarian or Associate Professor/Librarian, Assistant Librarian or Assistant Professor/Librarian, or Staff Librarian or Instructor/Librarian.

17.2.5. That the appointment is full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time with the FTE identified.

17.2.6. That it is a terminal contract (whenever appropriate).

17.2.7. That it is a joint appointment with another institution (whenever appropriate), with the home institution specified.

17.2.8. The beginning and ending dates of the appointment.

17.2.9. For tenure-track appointments, the academic year in which tenure must be awarded (the "critical year").

17.2.10. The total salary for the appointment.

17.2.11. That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.

17.2.12. That the specific assignments of the position will be determined by the institution.

17.2.13. That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the President.
17.2.14. That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the letter or contract to the designated representative of the institution within a reasonable time, which should be specified.

17.3. Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.
[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 the 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.
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.
Appendix D  D-8

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.
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

<table>
<thead>
<tr>
<th>Publication #01</th>
<th>Title of Publication</th>
<th>Number of Pages</th>
<th>Journal</th>
<th>Volume</th>
<th>Number</th>
<th>Date</th>
<th>Is this a &quot;refereed&quot; journal?</th>
<th>is this an international, national, regional, or state journal?</th>
<th>is this a journal dealing with your area of specialization?</th>
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Publication #02

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<tr>
<th>Publication #02</th>
<th>Title of Publication</th>
<th>Number of Pages</th>
<th>Journal</th>
<th>Volume</th>
<th>Number</th>
<th>Date</th>
<th>Is this a &quot;refereed&quot; journal?</th>
<th>is this an international, national, regional, or state journal?</th>
<th>is this a journal dealing with your area of specialization?</th>
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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
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.
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.

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

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>June 1</td>
<td>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.</td>
</tr>
<tr>
<td>September 15</td>
<td>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.</td>
</tr>
<tr>
<td>November 1</td>
<td>Departments scheduled for review will submit the self-study document to the Shepherd University Program Review Chair (SUPRC).</td>
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<td></td>
<td>- 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.</td>
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<td>- 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.</td>
</tr>
<tr>
<td>November 5</td>
<td>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.</td>
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<tr>
<td>Late Nov. - Early Dec.</td>
<td>Campus visit by external reviewers.</td>
</tr>
<tr>
<td>January 25</td>
<td>Evaluation reports due from committee members and also from the External Reviewer. All reports are submitted to the SUPRC chair.</td>
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<tr>
<td>February (TBD)</td>
<td>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)</td>
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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 cikkege 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)
AY 2016-2017
Accounting
Business Administration*
Chemistry
Institute of Environmental & Physical Sciences
*History (delayed from 2015-2016)
HPERS (Health, Physical Education, Recreation & Sports)*
Graduate: MACI*

AY 2017-2018
Biology
Economics & Finance
Political Science
Honors Program
HPEX (Health, Promotion and Exercise Science)
Graduate: CSDA

AY 2018-2019
Education*
Nursing Education*
Social Work*
Family and Consumer Sciences
Sociology
Graduate: DNP*

AY 2019-2020
CIS (Computer Information Science)
Mass Communications
Math (includes Data Analytics)
Psychology
RBA (Regents Bachelor of Arts)
Graduate: MBA*

AY 2020-2021
Music*
Art*
History
Global Studies
English
Modern Languages
Graduate: MAT*
*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 levels.
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**

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<tr>
<th>Source</th>
<th>Amount Requested</th>
<th>Amount Approved</th>
<th>Date</th>
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<tr>
<td>Department</td>
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<td>College</td>
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<td>Provost</td>
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<td>Other</td>
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**Required Signatures:**

The information above is complete and accurate and the required documentation is attached.

Faculty Member: ______________________________  Date: ________________

Department Chair: _____________________________  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:

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<tr>
<th>Course</th>
<th>Date of Class</th>
<th>Arrangements</th>
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Signatures:
Instructor: _______________________________ Date: __________

Department Chair: _______________________________ Date: __________

Dean: _______________________________ Date: __________
APPENDIX J: 2017-2018
Graduate Studies Information and Policies for Faculty, Students & Staff
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Welcome from the Dean of Graduate Studies

Welcome to the Division of Graduate Studies at Shepherd University! We deeply appreciate your interest and commitment to our graduate programs. The information in this handbook will be a valuable resource in answering your questions about graduate studies and continuing education at Shepherd University.

The primary concern for all individuals associated with Shepherd University Graduate Studies is our ongoing refinement and improvement of our Graduate Culture. That culture is based on the following:

• Cultivate in students a lifelong desire to learn through commitment to and appreciation of knowledge and cultures of the past, civic knowledge and engagement, respect and understanding for cultures and societies of the world, and the development of professional and personal ethics.

• Promote a student-centered environment available to individuals of diverse ages, cultures, and socioeconomic backgrounds and uphold a personalized approach to education. There is a strong commitment to provide graduate programs that allow students to achieve the best education for each individual’s particular talents, interests, and goals in an environment that emphasizes service to students.

• Stimulate creativity, scholarship, and individual enterprise in our students and faculty. The impact of this creativity and scholarship is found in the classroom as faculty and students integrate new ideas and alternative approaches into their teaching and learning activities and professional development activities for faculty.

• Educate diverse populations locally, regionally, nationally, and internationally. Courses and curricula are designed to meet the educational needs of student groups across geographic boundaries.

• Enrich students and their communities through service to social, civic, cultural, corporate, and educational organizations.

If you have further questions, please contact me at 304-876-5313 or rstevens@shepherd.edu.

Sincerely,

Richard A. Stevens, Jr., Ph.D.
Acting Dean, Graduate Studies and Continuing Education
**Vision, Mission and Core Values of Graduate Studies**

The Graduate Studies and Continuing Education mission of Shepherd University embraces the general mission statement of the university, with emphasis on the core values of: learning, engagement, integrity, accessibility and community.

Development of our graduate programs and continuing education offerings aims to educate students to be lifelong learners in a global community increasingly characterized by interdependence and great complexity in civic, ethical and social challenges.

**Mission Statement:** (Approved by the Graduate Council 11/17/11)
Shepherd University Graduate Studies is a diverse community of educators, scholars and learners committed to promoting accessibility and excellence in higher education, leading to advanced mastery of disciplinary knowledge and skills.

**Vision Statement:** (Approved by the Graduate Council 11/17/11)
Shepherd University Graduate Studies aspires to be a responsive and accessible provider of quality educational programs. We are committed to continually broadening the scope of learning, academic discourse, discovery and innovations, while increasing global connections for scholars, researchers and practitioners.

The Divisions of Graduate Studies and Continuing Education embraces the core values of Shepherd University:

**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.

*GSCE cultivates in students a lifelong desire to learn, with respect and understanding at an ever-increasing level for knowledge and cultures of the past, civic engagement, professional and personal ethics, and place in today’s global society.*
**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.

*GSCE is committed to engaging students in creative and scholarly endeavors both inside and outside the classroom. This is exemplified by faculty in the integration of new ideas and alternative approaches in their teaching, innovative learning activities, and continued professional development.*

**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.

*GSCE fosters a strong commitment to provide programs that allow students to achieve the best education for each individual's particular talents, interests, and goals in an environment that emphasizes service to students.*

**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.

*GSCE will identify and develop opportunities for the financial support of student learning and opportunities that meet the needs of adult learners, certified professionals, and community members.*

**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.

*GSCE will identify and develop opportunities for creating community partnerships to enhance the educational experience of our students.*
History of Graduate Programs

Shepherd University was founded in 1871 as a normal school and has become a university with graduate studies at the master’s and doctoral level. Since 2003 with the initial graduate program, the Division of Graduate Studies at Shepherd University has offered multiple programs. The newest programs enrolled students for fall 2017. The addition of graduate studies at a university with a long history of undergraduate programs requires a dedication toward creating a graduate culture that is fostered by faculty, staff, and students.

Graduate Studies was granted at Shepherd University because of:

1. The need for graduate education in the Eastern West Virginia Panhandle that was based on a liberal arts education and at a public university price,

2. The need for current professionals in education and business to improve their skills sets,

3. To help improve the economic development in the region with advanced degrees for those in specific professions, and

4. Provide a graduate level education for those seeking life-long learning and re-certification.

The emphasis of graduate studies at Shepherd has remained focused on those four primary reasons with the development of specific master’s degrees in education and business, and graduate level continuing education for those who require re-recertification. Plans for additional graduate programs maintain this similar focus.

Shepherd University’s emphasis still remains with a liberal arts undergraduate mission as indicated its member in the Council of Public Liberal Arts Colleges (COPLAC), where traditionally less than 10% of all students at each of the member institutions are graduate students. At Shepherd, graduate students remain less than 5% of the total student population. Therefore, creating a graduate culture throughout the University has and will continue to be a significant transformational process in the structure of the organization that is still predominately undergraduate oriented. New policies and procedures that help guide graduate studies are continuously in development to ensure graduate studies operations run effectively and efficiently within the undergraduate culture.
Graduate Studies were originally administered from what is now the College of Education and Professional Studies since the Master of Arts in Curriculum and Instruction was the original graduate program. From that first graduate program housed in a specific school, the configuration of graduate degrees, graduate courses for re-certification, and non-degree graduate certificates has grown and supported by multiple disciplines. The current configuration for graduate studies includes the Division of Graduate Studies for graduate degree programs, and the Division of Continuing Education that includes graduate courses for re-certification. The leadership for all graduate studies at Shepherd has also grown from a part-time Graduate Director to a full-time Dean of Graduate Studies and Continuing Education.

Current graduate programs at Shepherd University are the following in their order of student enrollment and current graduate degree research requirements:

1. The Master of Arts in Curriculum and Instruction (MA-CI) started enrolling students in 2003-2004. Current research requirements include research papers, comprehensive exam and fieldwork with a required thesis.

2. The Master of Business Administration (MBA) started in 2005-2006 with research requirements that include research papers and group research projects.

3. The Master of Arts in Teaching (MAT) was originally a collaborative program with Marshall University until 2005-2006. In 2006-2007, Shepherd started a separate MAT with research requirements in the field, a culminating portfolio project, and required national examinations for teacher certification.

4. The Master of Arts in College Student Development Administration (MA-CSDA) began enrolling students in fall 2006 and requires research in the field, as well as an e-portfolio and capstone project.

5. The Doctor of Nursing Practice (DNP) began enrolling students in fall 2015 and requires a DNP project, multiple research courses, and 1,000 or more clinical hours.

6. The Master of Science in Data Analytics and Information Systems (MA-DAIS) will enroll students for the first time during the 2017-2018 academic year. The program includes an extensive internship or capstone project.
7. Several non-degree certificates including Appalachian studies (2014), Business Management (2017), Health Administration (2017), and Sports Management (2017).

The Division of Graduate Studies – Overview & Governance

A. The Office of Graduate Studies administers all stand-alone graduate programs, collaborative graduate programs with other institutions, and post-baccalaureate non-continuing education courses, offered at Shepherd University.

B. Dean, Graduate Studies & Continuing Education (hereafter Dean)
   
a. The Dean is the principal administrator for all graduate programs. 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, as appointed by the Provost, will serve as the chair of the University Graduate Council. In cooperation with this Council, the Dean will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs at Shepherd University. The Dean reports to the Provost.

b. Specific duties of the Dean include, but are not limited to:

   - Coordinating of all graduate programs
   - Assuming final responsibility for the preparation, submission, and administration of all graduate budgets;
   - Coordinating all academic appeals by graduate students;
   - Recruiting qualified graduate students;
   - Setting admissions standards for graduate admissions after consultation with the Graduate Council;
   - Advising for all graduate programs unless otherwise agreed upon by the Dean and the Program Coordinator;
   - Scheduling graduate course offerings;
   - Serving as the graduate representative on the Deans’ Council;
   - Serving as graduate liaison in a working relationship with other academic and administrative units within the University;
   - Final approval of graduate faculty recommended by the Graduate Council Committee, in consultation with the Department Chair, School Dean and the Provost.
C. The Graduate Council

a. The Graduate Council Responsibilities overall include making recommendations to the Dean on the development and implementation of an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The Council will report to the Dean.

b. Members of the Graduate Council shall be constituted as follows:

- The Dean, who serves as the chair;
- Any assistant(s) to the Dean;
- Two members chosen from each school, either through election or through selection by the Dean;
- The Dean, with the agreement of the Graduate Council and the Provost, may add or eliminate members deemed necessary for the development and implementation of new graduate programs at Shepherd University;
- The Director of Admissions, or designee, and
- The Registrar.

All members of the Graduate Council are voting members.

c. Terms of Service:

- Half of the membership will serve a two-year term, while the remaining members will serve a three-year term.
- There is no limit on the number of consecutive terms served.

d. The Specific Responsibilities of the Graduate Council are as follows:

- To approve new graduate programs and to review intents to plan documents, proposals, and accreditation documents for new graduate programs;
- To approve additions, deletions, and changes to existing graduate programs or graduate courses;
- To make budget recommendations concerning graduate programs;
- To approve proposals for stand-alone graduate courses not connected to existing graduate programs;
- To set university-wide graduate policies and approve additions, deletions, or changes to those policies;
- To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs;
- To recommend student admission and retention standards and policies;
- To recommend the termination of graduate programs;
- To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the GSCE Dean;
• To approve proposals for stand-alone graduate courses not connected to existing graduate programs;
• To set university-wide graduate policies and approve additions, deletions, or changes to those policies;
• To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs;
• To approve proposals for stand-alone graduate courses not connected to existing graduate programs;
• To set university-wide graduate policies and approve additions, deletions, or changes to those policies;
• To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs;
• To recommend student admission and retention standards and policies;
• To recommend the termination of graduate programs;
• To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the GSCE Dean.

D. Graduate Program Coordinators

a. The Graduate Program Coordinator (GPC) is directly responsible to the Dean. The GPC provides support for operations of the Division of Graduate Studies and the respective graduate program.

b. Position Requirements

- Graduate Faculty Status
- One year graduate teaching experience

c. Reimbursement and hours worked each week

- Each GPC provides approximately 25% of their faculty load time per semester for graduate education activities.
- Each GPC receives a one-course release time per semester.
- A summer stipend is provided for meetings, office hours, as well as recruitment and retention efforts.

d. The Specific Duties and Deliverables of the GPC include, but are not limited to:

- Attend Open Houses in order to market the Graduate Program at least one time per semester;
- Assist in development of the program on a continual basis in order to refine the Graduate Program;
- Assist in course and curricular development on a continual basis in order to refine the Graduate Program;
• Advise students in the program on a daily basis or as needed;
• Attend Graduate Council Meetings on monthly basis in order to advise the Graduate Council;
• Coordinate Accreditation Documents on a continual basis, where applicable;
• Coordinate Accreditation Research and produce required documents on a continual basis;
• Coordinate final graduate student admission on continual basis to admit students;
• Attend to Graduate Fair Research for Enrollment on a continual basis to market the program;
• Provide advice to Enrollment Management Office on a continual basis to assist with advertising the program;
• Maintain official recruitment and advisement records of graduate students;
• Coordinate program review process every 5 years.
Admissions Information: Applying for Graduate Programs

General Information

Admission to graduate study at Shepherd University is processed on a rolling basis. Students are eligible to register for courses once their applications have been processed and they have been accepted. Applications are considered complete when this form, the application fee, and all supporting materials are on file with the Office of Graduate Admissions. Specific requirements for each program are accessible by clicking on the individual programs below. Program Coordinators in conjunction with the Dean of Graduate Studies and Continuing Education make final decisions on all applications. Please feel free to contact the Office of Graduate Admissions in order to ensure that your application is complete.

Admissions Requirements and Application – Degree Programs

(Please click on hyperlinked degree titles for specific information.)

**Doctor of Nursing Practice**

An alternative to research-focused doctoral programs, the DNP advances professional nursing roles in clinical practice (Family Nurse Practitioner), and nursing leadership (administration). The program is designed to produce leaders who embrace health care reform and are advocates for vulnerable populations. Graduates will integrate theory and practice in areas of health policy and law, administration, business, evaluation, systems, population health, and evidence based practices.

**Master of Arts in College Student Development and Administration**

The Shepherd University Master of Arts in College Student Development and Administration prepares individuals who demonstrate interest in and commitment to college students and their development and learning as professional administrators in student affairs and enrollment management within post-secondary and tertiary education. Graduates of the program will demonstrate depth and breadth of knowledge of the profession through integrated coursework and supervised practice.

**Master of Arts in Curriculum and Instruction**

The Master of Arts in Curriculum and Instruction is designed to help teachers and professional educators enhance their professionalism, improve their quality of instruction, and better prepare them for leadership roles within their school districts. By integrating theory, practice, and research, the Master of Arts in Curriculum and Instruction provides teachers and professional educators with opportunities to enhance their levels of professional knowledge,
discover innovative and effective approaches to teaching and learning, and at the same time gain greater competency within their disciplines. The primary purpose of the MACI program is to advance knowledge and increase skills for education professionals in instructional or leadership contexts.

**Master of Arts in Teaching (MAT)**

The Master of Arts in Teaching is a 39-credit hour program designed to provide initial teacher certification for those with bachelor’s degrees in selected fields. Students choose either an elementary or secondary content strand according to their area of emphasis.

**Master of Business Administration**

Graduates from M.B.A. programs are able to pursue a number of career pathways. This skill set includes areas such as entrepreneurship, management, human resources, marketing, financial planning and analysis, accounting and economics. These basic business skills and principles can be applied across disciplines and industries and can lead to careers in government, healthcare, commerce, information technology, leadership roles in the public, private and nonprofit sectors.

**Master of Science in Data Analytics and Information Systems**

Shepherd’s Data Analytics program is designed to develop students who have advanced capacity to derive knowledge from data and to communicate an understanding of that knowledge. This includes skills in data collection, preparation, representation-using mathematics, and storage and retrieval. It involves selection of and processing with appropriate methods, development and analysis of algorithms, and implementation in computer programming languages.

*The Master of Science in Data Analytics and Information Systems has been recommended for approval (with no areas for followup) by the Higher Learning Commission Change Panel, with final approval forthcoming by the HLC’s Institutional Action Council.*

*Note: make sure you download Adobe XI (11.0.02) of Adobe Reader to fill in the form: [http://get.adobe.com/reader/](http://get.adobe.com/reader/)*

**International Applicants** – Shepherd University welcomes students from around the world for graduate degree study. A test of language proficiency is required for international graduate students except in the case of a diploma or degree from an accredited college or university in which the primary language of instruction is in English.
Veterans Applicants – All veterans, regardless of rank, branch, or active versus reserve/guard, are encouraged to take advantage of graduate courses at Shepherd University.

Non-Degree and Transient Applicants

Shepherd University Undergraduate Students

Admissions Requirements and Application – Graduate Certificates (Non-degree)

(Certificate programs as non-degree programs are not eligible for financial aid.)

Appalachian Studies

Health Administration

Public Management

Sports Management

Admission Statuses

Shepherd University grants full, conditional, and provisional admission status for graduate students.

Full Admission

Conditional Admission

Provisional Admission

Deferred Admission – Applicants who cannot enroll in the term for which admission was offered may request to have their admission deferred for up to one year. Such requests must be in writing and will be considered only once. Because enrollments are limited and competition for admission may vary from year to year, such requests may not be granted. Applicants who have received approved deferment of their admission cannot register for graduate coursework at the University during the period of deferment.

Applicants Not Admitted – Applicants who are denied admission may have their applications reconsidered if they furnish additional material that was not available at the time of the original decision, such as evidence of further academic achievement or more recent and improved standardized test scores.
Policies Governing Student Status

Academic Advising
The first point of contact for graduate studies advising is the graduate coordinator. Each graduate program may have specific graduate faculty advisors as well for specific content areas. At any time a student believes he/she needs additional advising and the graduate faculty advisor or graduate coordinator is not available, the student can contact the office of the dean of graduate studies and continuing education for advising.

Academic Probation
When a graduate student's cumulative grade point average falls below 3.0 the student will be placed on probation. Students on probation must maintain a grade point average of 3.0 during the first six credit hours of their probationary status and must return their cumulative graduate GPA to 3.0 during the first 12 hours of their probationary status. Students who do not meet these criteria will be dismissed.

Progression
All graduate students are expected to complete their degrees in an appropriate time and manner. All incompletes must be completed by the next respective fall or spring semester (i.e., incompletes in fall must be complete the following spring semester, incompletes in spring must be complete in the following fall semester. Incompletes in the summer must be complete by the following fall semester).

Graduate students in good academic standing who must discontinue their studies for a brief time will be considered eligible to re-enroll in future semesters, as long as they return after an absence of no more than two consecutive regular semesters (not including summer sessions). Graduate students who are suspended (see suspension/dismissal policy,) or who are absent from studies for more than two consecutive regular semesters (not including summer sessions) must re-apply through the Office of Admissions. Graduate students wishing to return after a brief absence, and who do not need to re-apply through the Office of Admissions, should contact their program coordinator for advisement.

Sunset Clause
Students enrolled in graduate studies at Shepherd University must complete the program within seven years, based on the date of admission to the degree program. Students may apply for renewal by submitting a letter to the Graduate Council with justification for continued studies in the program. Note: The DNP program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the DNP handbook for more information.
Suspension/Dismissal
A student on probation will be dismissed when:

- The student’s GPA in the first six credit hours of probation falls below 3.0
- The student fails to achieve a minimum cumulative GPA of 3.0 after 12 credit hours of probation

Once a student is dismissed from a graduate program, the student may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.

Appeals of Student Status
Students placed on provisional status, probation, or suspension may appeal that status to the Graduate Council by writing a letter to the dean of graduate studies and continuing education outlining the rationale for the appeal. Appeals denied by the Graduate Council may be appealed to the Provost. The Provost will only consider appeals that deal with substantial procedural errors in the decision of the Graduate Council.

Appeal of Grades in Graduate Classes.
A student grade appeal should begin with a student-initiated conference with the instructor, which should be scheduled within ten days of receipt of the grade to be appealed.

If an instructor declines to change a disputed grade, the student may appeal, in writing, to the Graduate Council.

- In ruling on a disputed grade, the Graduate Council should consider only whether or not an instructor has applied grading standards uniformly to all members of a class. The Council should not attempt to make subjective judgments on those standards themselves.
- The Council may request any relevant documents in the course of their deliberations and may request to interview any party in the dispute or relevant witness.

Either the original instructor or the student may appeal the decision of the Graduate Council to the Dean and if no solution is achieved with the Dean, to the Provost.

Transfer of Credit
Graduate courses from other institutions or other Shepherd University graduate programs will be evaluated, at the time of admission, by the dean and/or the coordinator of the program to which the applicant is applying, or the department chair in which the course is offered.

- Up to nine credit hours may be transferred to a Shepherd graduate program from
another institution or program, either prior to starting the program or during the program, at the discretion of the program coordinator in consultation with the department chair and the dean. Exceptions can be made on a case-by-case basis by the dean if it would inappropriately prolong the graduation of a student.

• Courses transferred to a Shepherd graduate program must have a minimum grade of "B," and must have been taken within seven years based on the date of admission to the degree program (see sunset clause). Note: The DNP program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the DNP handbook for more information.

Graduate Student Status and Academic Load

Full-Time Students
Graduate students registered for 9 or more credits are classified as full-time students. Students holding assistantship appointments must register for a minimum of 6 credits each semester to qualify for financial aid.

Maximum Load
The maximum graduate load allowed is 16 credits during the fall or spring semester. Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student’s advisor and graduate program coordinator and the approval of the Graduate Dean.

Maximum Load, Summer Session
The maximum graduate load allowed is 10 credits for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student’s adviser, graduate program coordinator, and the approval of the dean of the Graduate School.

Dropping and Adding Courses
Graduate students may add or drop courses in accordance with the procedures and deadlines published by the Registrar’s Office at: http://www.shepherd.edu/registrar

Non-registration

Leave of Absence
Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. Students should send a letter to the Graduate Dean, advisor and the graduate program coordinator requesting a leave of absence. The Graduate Dean, upon recommendation of the student’s advisor and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately.
Withdrawal from the University
A student may withdraw from their graduate program during any semester by obtaining a withdrawal form found on the Office of the Registrar’s web page: http://www.shepherd.edu/registrar/registrar-forms. This form should be signed by the student’s advisor. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Readmission
Students who withdraw, take a leave of absence or do not enroll for a full academic year or more, and desire to resume their academic program, are required to apply for readmission. Readmission forms are available at: http://www.shepherd.edu/graduate-studies/apply-graduate.

Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program. Students in the DNP program must complete a letter addressed to the GSCE Dean and DNP program director outlining a case for readmission to the program.

Change in Degree: Transferring from one graduate program to another
Students who wish to pursue a degree program other than the one for which admission was originally granted must meet the admissions criteria and complete the appropriate application for the new degree program. The Academic Change form is available at: http://www.shepherd.edu/graduate-studies/graduate-studies-forms. The Graduate Dean and Office of the Registrar will notify the student of the decision after consulting with the appropriate graduate program coordinator.

*Note: Students in the DNP program must complete a letter addressed to the GSCE Dean and DNP program director outlining a case for a change of track or concentration.

Academic Dishonesty
Academic dishonesty in all its forms, including plagiarism on written or visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of F in that course. Such action shall be taken by the instructor, with written notification to the Provost. Repeated offenses shall subject the student to suspension or dismissal from the university. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own academic dishonesty in a course. Plagiarism is "the act of stealing and using as one's own the ideas or the expression of the ideas
of another." Whether that other is another student or a published author, plagiarism is cheating.

Guidelines and policies affecting dishonesty and most other aspects of student life may be found in the *Shepherd University Student Handbook* ([www.shepherd.edu/students/studenthandbook.pdf](http://www.shepherd.edu/students/studenthandbook.pdf)).

**Summary of Withdrawal Dates**

**Action:** Dropping a class.

**Form required:** None--drop course on RAIL

**Date:** First five class days.

**Resulting Grade:** Dropped course does not appear on the transcript.

**Action:** Withdrawing from a class.

**Form required:** Course Withdrawal Slip--obtain from advisor

**Date:** Sixth class day through Friday of the 12th week of classes.

**Resulting Grade:** W.

**Action:** Complete withdrawal from the university.

**Form required:** Semester Withdrawal Form--obtain from Registrar

**Date:** From the sixth class day through the last class day of the semester.

**Resulting Grade:** W

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to the Office of the Registrar and the Office of Graduate Studies by the specified time stated in the current academic year calendar.

Any counseling provided to a student from any employee of the university that is at a variance with established university policies must be confirmed by the Provost. Although a student may receive advice from any agent of the university, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor, and in accordance with university policies.
## Grading System

### Summary of Grading System for Graduate Programs

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Point value per semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Minimum grade accepted for credit in graduate programs.</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Unacceptable; credit not accepted towards graduation.</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure; credit not accepted towards graduation.</td>
<td>0</td>
</tr>
<tr>
<td>IF</td>
<td>Irregular withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*; must be completed by date specified on the grade of incomplete form**.</td>
<td>--</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw without grade-point penalty*.</td>
<td>--</td>
</tr>
</tbody>
</table>

*Not used in computation of grade point average

**Incomplete grades must be made up within one semester or the grade of I becomes a grade of F.

### Graduate Student Code of Conduct

The student code of conduct was enacted primarily to set forth in a clear and concise manner the rules and regulations expected of those who join the university campus and/or participate in any university-sponsored activity. Keeping the core missions of the university in mind, the code is

- to foster the scholarly and civic development of the university's students in a safe and secure learning environment,

- to protect the people, properties, and processes that support the university and its missions, and

- to preserve academic freedom and free and open exchange of ideas and opinions for all members of the university.
All graduate students are subject to the provisions of the Shepherd University Guidelines and Policies as outlined in the *Shepherd University Student Handbook*. The handbook includes sections on academic code of conduct, community expectations, and the judicial process. Copies of the handbook are available from the Student Affairs Office in the Student Center. Guidelines and policies are also available in pdf format at: [www.shepherd.edu/students/studenthandbook.pdf](http://www.shepherd.edu/students/studenthandbook.pdf).
Graduate Faculty Status and Qualifications

Graduate faculty play an essential role in graduate education. They are responsible for program content, serve on graduate student committees, and, they assure the quality of preparation of Shepherd University’s graduates. Service as a graduate faculty member, member of the graduate council or other graduate faculty committee should be recognized in the faculty member’s annual report, as well as any applications for pre-tenure, tenure, and promotion.

Schools and graduate program coordinators should develop an appropriate timeline for recommending graduate faculty. Faculty applications are reviewed by the department chair for recommendation, and upon approval are submitted to the school dean, dean of graduate studies and finally approval by the Provost.

Graduate Faculty Qualifications

a.) Hold a terminal or earned doctoral degree.

b.) Hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.

c.) Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer’s Model for Scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, graduate faculty status. These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.

d.) Duties & privileges: (Graduate faculty may participate in any or all of these privileges.)

• Propose, design and teach graduate-level courses, including thesis research, scholarly research projects, as well as supervision of other graduate projects and internships.
• Serve on or chair thesis committees and comprehensive examination committees.
• May serve on the Graduate Council, and may vote in elections pertaining to Graduate Council and graduate education.

e.) Review & Continuance: Membership as a graduate faculty member is to be reviewed for renewal every five years. The result of this review may be: Continued status as
graduate faculty or revocation of graduate faculty status.

f.) Appeal Process: In the case of removal from the Graduate Faculty list, or drop in rank, a faculty member may appeal the decision in the following manner:

• Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both the Graduate Dean and the Provost.
• A final decision will be made by the Dean of Graduate Studies and Continuing Education and the Provost. All decisions are final.
Affiliate Graduate Faculty Qualifications

Schools and graduate program coordinators should develop an appropriate timeline for recommending affiliate graduate faculty. Faculty applications are reviewed by the department chair for recommendation, and upon approval are submitted to the school dean, dean of graduate studies and finally approval by the Provost.

a.) Hold a masters, terminal or earned doctoral degree.

These may include the following individuals who hold the necessary degree qualifications:

• Faculty or staff holding non tenure-track appointments.
• Emeritus faculty members may remain as affiliate graduate faculty, subject to review.
• Off-campus professionals willing to participate in graduate education may be affiliate graduate faculty, but may not chair student committees (exceptions require approval of the graduate program coordinator and graduate dean).

b.) Do not hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.

c.) Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer’s Model for scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is found in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, affiliate graduate faculty status. *These initial criteria and any subsequent amendments or changes are subject to approval of the Graduate Council.*

d.) Duties & privileges: *(Affiliate graduate faculty may participate in any or all of these privileges.)*

• May teach graduate-level courses, excluding thesis research.
• May in consultation with the appropriate Graduate Program Coordinator, Graduate Dean and Graduate Council, participate in curricular proposals.
• May serve on, but not chair thesis committees and comprehensive examination committees.
• May direct internships.
• May not serve on Graduate Council or its committees, but may serve on programmatic faculty groups and advisory councils.
e.) Review & Continuance: Membership as an affiliate graduate faculty member is to be reviewed for renewal every two years. The result of this review may be: continued status as Affiliate Graduate faculty or revocation of Affiliate Graduate Faculty Status.

f.) Appeal Process: In the case of removal from the Affiliate Graduate Faculty list, a faculty member may appeal the decision in the following manner:
   • Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both that Dean and the Provost.
   • A final decision will be made by the Dean of Graduate Studies and Continuing Education and the Provost.
   • All decisions are final.

g.) Degree Candidates: Normally, no candidate for a degree at Shepherd University may be a member of the graduate faculty. Individuals seeking exceptions to this policy must submit a graduate faculty application and petition to the graduate dean.

h.) Exceptions: The dean of school will justify qualifications for related field and post-doctorate experience for each teaching assignment through supporting documentation of related field experience specifically related to the course(s) the faculty member will teach, as well as supporting documentation of high-level professional or noncredit academic experience.

Promotion & Tenure for Graduate Faculty

A candidate for pre-tenure review, promotion or tenure will submit an application by the established deadline to the department chair, who will forward it to School PT committee. If the candidate holds graduate faculty status, the department will notify the graduate dean of the application, giving him or her an opportunity to provide any information that he or she may have bearing upon tenure.

Graduate Faculty Workload

• Graduate courses wherever possible should be taught in load as part of the full-time faculty member’s teaching load for the fall or spring semesters.

• Exceptions or justifications for graduate courses taught as an overload may be granted under the following circumstances:
  - The overload is an independent study or low-enrolled course. For the graduate program, this is defined as a course with less than 4 students.
  - The course is part of the core curriculum for a graduate program and will ensure students’ progression towards degree completion in a timely manner.
  - The course is an internship, study-abroad or other course where the role of the faculty member is administrative.
• In determining the workload for the semester, the faculty member should work with the department chair to determine reassigned time for curricular development, assessment models, and research initiatives. Upon approval by the graduate dean, a recommendation for reassigned time will be forwarded to the Vice President of Academic Affairs for approval.

• Graduate faculty members may supervise up to six theses projects in a semester. The graduate dean and Vice President for Academic Affairs must approve exceptions to this policy.
Application for Graduate Faculty Status

Applicant’s Name:________________________________________Shepherd ID ______________________

Highest Degree: _______ Date/Institution: ___________________________________________________

Faculty Rank: ____________ Department: ___________________________ School: ______________

F-mail address: ______________________ Status: Tenure-track ______ Clinical ______ Other ______

External applicants: Please list institutional or company affiliation:

Name: __________________________________________________________

Address:

______________________________________________________________

Membership categories: ________Graduate Faculty ________Affiliate Graduate Faculty

Explanation of Scholarship Qualifications

To remain current and adept in the discipline, graduate faculty must demonstrate evidence of currency (defined as within the last five years), in the area of scholarship and creative activities. While criteria for promotion and tenure for full-time tenure-track faculty are outlined in the faculty handbook (http://www.shepherd.edu/employees/senate/documents/handbook.pdf), the expanded definition of scholarship as outlined by Boyer in the 1997 text Profile of a Quality Faculty Member covers outcomes in four basic areas: discovery, integration, application, and teaching. This flexible framework allows for all forms of scholarship to be recognized, evaluated and rewarded for graduate and affiliate graduate faculty. This flexibility allows for a more personal approach to each faculty member’s individualized professional development.

In addition to the traditional research in the area of discovery, there is the possibility to make connections across disciplines with integration, societal and professional connections in application, and finally teaching as being at the heart of scholarship.

*Please attach a copy of your latest annual report and/or curriculum vitae to your application.
<table>
<thead>
<tr>
<th>Type of Scholarship</th>
<th>Purpose</th>
<th>Performance outcomes</th>
</tr>
</thead>
</table>
| DISCOVERY           | Build new knowledge through traditional research. | • Publishing in peer-reviewed forums.  
• Producing and/or performing creative work within established field.  
• Creating infrastructure for future studies. |
| INTEGRATION         | Interpret the use of knowledge across disciplines. | • Preparing a comprehensive literature review.  
• Writing a textbook for use in multiple disciplines.  
• Collaborating with colleagues to design and deliver a core course. |
| APPLICATION         | Aid society and professions in addressing problems. | • Serving industry or government as an external consultant.  
• Assuming leadership roles in professional organizations.  
• Advising student leaders, thereby fostering their professional growth. |
| TEACHING            | Study teaching models and practices to achieve optimal learning. | • Advancing learning theory through classroom research.  
• Developing and testing instructional materials  
Mentoring graduate students.  
• Designing and implementing a program level assessment system. |
<table>
<thead>
<tr>
<th>Membership</th>
<th>Qualifications</th>
<th>Duties &amp; Privileges*</th>
<th>Review and Renewal</th>
</tr>
</thead>
</table>
| Graduate Faculty        | • Hold a terminal or earned doctoral degree.  
• Hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.  
• Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer’s Model for scholarship. | • Propose, design and teach graduate-level courses, including thesis research, scholarly research projects, and supervision of other graduate projects and internships.  
• May serve on or chair thesis committees and comprehensive examination committees.  
• May serve as a graduate student advisor.  
• May serve on the Graduate Council, and may vote in elections pertaining to Graduate Council and graduate education. | Membership as a graduate faculty member is to be reviewed for renewal every five years. The result of this review may be:  
• Continued status as Graduate faculty.  
• Revocation of Graduate Faculty Status. |
| Affiliate Graduate Faculty | • Hold an earned masters, doctoral or terminal degree and/or specialized certifications.  
• Hold an adjunct appointment at Shepherd University, or is a professional in the field with specialized knowledge or experience.  
• Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer’s Model for scholarship. | • May teach graduate-level courses, excluding thesis research.  
• May in consultation with the appropriate Graduate Program Coordinator, Graduate Dean and Graduate Council, participate in curricular proposals.  
• May serve on, but not chair thesis committees and comprehensive examination committees.  
• May direct internships.  
• May not serve on Graduate Council or its committees, but may serve on programmatic faculty groups and advisory councils. | Membership as an affiliate graduate faculty member is to be reviewed for renewal every two years. The result of this review may be:  
• Continued status as Affiliate Graduate faculty.  
• Revocation of Affiliate Graduate Faculty Status. |
I. **DISCOVERY & INTEGRATION:** List scholarship outcomes in the area of research, publications and grants during the last *five* years, as well as cross disciplinary or collaborative efforts in your course development, assignments or other presentations. You may also attach these as a separate document.

II. **APPLICATION & TEACHING:** List service to professional and/or community organizations, committee membership, advisement or mentoring of students, and assessment or efforts that have led to innovative teaching practices during the last *five* years. Please attach these as a separate document.
III. Summary and appraisal of recommendation by Department Chairperson:


Signature  Date


III. Summary and appraisal of recommendation by School Dean:


Signature  Date
IV. Summary and appraisal of recommendation by Graduate Dean:

[Blank space for signature and date]

__________________________________________
Applicant Name (print)                       Applicant Signature

__________________________________________
Provost                                       Date approved
Forms for Prospective and Current Students

Students may access fillable PDF forms to address a variety of needs on the forms page located here: [http://www.shepherd.edu/graduate-studies/graduate-studies-forms](http://www.shepherd.edu/graduate-studies/graduate-studies-forms)

Orientation Guide (PDF) for newly admitted graduate students.

Academic Change Form (PDF)
Use this form to change concentrations or degree programs. Requires signature of the program coordinator, and chair of the graduate council, and approval of the graduate council.

Course Substitution or Waiver (PDF)
Use this form to substitute courses within your degree program. Requires signature of the academic advisor and graduate program coordinator.

Transfer Approval Form (PDF)
Use this course to take graduate courses at another institution. Requires signature of the program coordinator and Dean of Graduate Studies.

Plan of Study Form (PDF)

Next Steps Guide (PDF) Now that you’ve been accepted, it’s time to get registered! Here’s a short checklist to help you get started.

Non-Degree Form (PDF)
Students who are not in a degree program may use this form. Requires approval of the Dean of Graduate Studies.

Undergraduate to enroll in Graduate Class (PDF)
Qualifications apply. The form also requires approval by the graduate council.

Petition to the Graduate Council (PDF)
Use this form to add/drop classes, withdraw from classes or to apply for graduation beyond posted deadlines. Requires signature of the program coordinator, advisor and Dean of Graduate Studies.

Employee/Graduate Student Researcher Waiver Form (PDF)
This form is an application for employees of Shepherd University to take graduate courses with remission of tuition, or for current student to receive a Graduate Research Assistant waiver.

Student Affairs Scholarship Recipient Waiver Form (PDF)
Financial Aid options for CSDA students.

**Student Tuition Waiver Form (PDF)**
This form is an application for non-obligatory tuition waiver assistance.

**Request for Withdrawal from Shepherd University (PDF)**
Use this form for a complete withdrawal from the university.

**Graduation Application (PDF)** Please fill out this form and obtain the appropriate signatures. You may also FAX or email this form to the graduate studies office (304-876-5390 or rstevens@shepherd.edu). The graduation fee ($50) may be paid in person at the Cashier’s office or by contacting them during regular business hours at: 304-876-5284 or via fax: 304-876-5002. Instructions are found HERE.

**Graduate Student Awards Application (PDF)** Please fill out this form and submit required materials to apply for the Distinguished Graduate Student Awards in Scholarship, Professionalism and Professionalism-Case Study.

**Graduate Studies Faculty Forms**
Faculty and staff may access fillable PDF forms to address a variety of needs on the forms page located here: [http://www.shepherd.edu/graduate-studies/graduate-studies-forms](http://www.shepherd.edu/graduate-studies/graduate-studies-forms)

* **New Course Creation Form (PDF)** Use this form to create new courses for the graduate program. Be sure to fill in all areas before submitting to the department chair and dean. Please print this on yellow paper. All 599 or 699 courses must have the signature of the Provost.

* **Graduate Course Deletion, Change Form (PDF)** Use this curricular form to create, delete or change a course. This form must be submitted to the graduate council for approval. Please print on goldenrod paper.

* **Graduate Program Change Form (PDF)** Use this curricular form to change, delete or add courses within an existing graduate program or to create a new program within an existing degree. This form must be submitted to the graduate council for approval. Please print on light blue paper.

* **Graduate Faculty Status Application (PDF)** Faculty members may use this application form to become graduate faculty members. Please be sure to submit all appropriate documentation and to indicate in the area of publications, grants and professional development the scope of the project: local, state, regional, national or international. Submitted documents should be current and reflect scholarship within the last eight years.
*For additional information on university policies regarding faculty members, please consult the faculty handbook.
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). Cancelation 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.