

**WEST VIRGINIA
STATE UNIVERSITY**

**Faculty Development
Handbook**

2007-2008

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FACULTY DEVELOPMENT HANDBOOK
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FACULTY DEVELOPMENT PROGRAM, 2007-2008

I. GRANTS TO FACULTY

It is the policy of West Virginia State University to encourage and promote the professional development of its faculty. Ten basic grant programs (in addition to sabbaticals and leave of absence activities) have been established at the University to support faculty development in the following areas: professional development, scholarly research, instructional development, faculty exchange, advanced degree study, international study, instructional technology, administrative development, guest consultants, and curriculum development. Last year (AY 2006-2007) almost half of the WVSU faculty members received Faculty Development grants and totaling over \$30,000.00. WVSU faculty attended conferences and workshops in 18 states and the District of Columbia.

Faculty are also encouraged to apply for resources from the University to support their development as scholars, teachers and professionals in their disciplines. These grant categories are intended to invite proposals in a variety of areas. Faculty whose activities don't readily "fit" within a particular grant program are encouraged to contact the Faculty Development Coordinator or the Office of Academic Affairs.

Funds to support faculty development at West Virginia State University come from a variety of sources including state-appropriated moneys and federal grants. Over the past two decades, the college has been fortunate to receive Title III funds from the U.S. Department of Education. One of the major grant activities in Title III has continued to emphasize faculty development. The exact amount of funds available this year has not been determined at the time of publication of this document.

The basic conditions of each grant are similar and require written agreements between faculty and the Office of Academic Affairs. These conditions and application requirements include:

- All faculty members applying for faculty development funds must have a completed a Faculty Annual Plan (copy included in this handbook). These plans are submitted to department chairs in the fall.
- All faculty using any grant funds to travel must complete a Faculty Development Grant Form (copy included in this handbook).
- All recipients of faculty grants must include a "dissemination plan" in their proposal which specifies in what manner information gained or results discovered will be

disseminated to the faculty (such as written report, workshop, etc.).

- All grant recipients must complete their proposed activities within a specified time. (Time limits are specified when the grant is awarded).
- All applicants must secure approval signatures and/or letters of support from department chairpersons and college deans.
- All grant activities involving travel must adhere to state travel regulations. Please note that there have been significant changes in these regulations in recent years. These changes include:
 - Privately owned automobiles are to be used when a state owned vehicle is unavailable.
 - All reservations for lodging must be handled through National Travel at the lowest rate possible. (If you use a conference hotel, you may need a waiver form from National Travel. Their phone number in Charleston is 357-0808.)
 - Meal allowances have been increased for certain areas of the country.
 - There is no longer a \$100/night maximum for lodging.
 - Mileage reimbursement is now .445/mile and is subject to change during the year.
 - **Travel settlement forms must be submitted along with receipts within 60 days of travel or faculty will not be reimbursed.**

Please familiarize yourself with the State of West Virginia Travel Rules, reprinted at the end of this handbook. These regulations may change during the school year, so it is important to check the state travel website (www.state.wv.us/admin/purchase/travel/TMRegs.htm) to make sure you have current information.

- International travel requests should be submitted 6 months in advance. (Some requests must be approved by the U.S Department of Education as well as by the University and the State of West Virginia.)

Note: Because of recent budget cuts, the demand for faculty development funds (especially for travel) almost always exceeds the supply. Faculty are encouraged to plan their development activities as far ahead as possible so that the chances for available funding will increase. It is probable that more partial grants will be made in the upcoming year and that faculty will be expected to contribute more towards their professional development activities.

FACULTY TRAVEL GRANTS

Faculty travel grants are available to full time faculty members each academic year and are distributed through each academic college by deans. These funds are extremely limited, however, so application should be made as early in the academic year as possible. Some colleges hold a portion of their funds back for use later in the year. Faculty travel grants are given to support such activities as:

- Travel to attend a professional conference in one's discipline.
- Travel to present a paper or participate in a workshop or conference.
- Travel as an officer in a professional organization.

The funds are distributed on a priority basis:

- Presenting papers at professional conferences.
- Participating on the program at a professional meeting or conference (chairing a session, acting as a respondent, etc.).
- Fulfilling a commitment as an officer of a professional organization.
- Fulfilling a commitment as committee or task force member at a professional conference or workshop.
- Skills development in one's own discipline or information gained to share with colleagues.
- Attendance at a professional meeting or conference.

Those persons who have not been funded within two years are given priority, all other factors being equal.

Ordinarily, because of funding limitations, only one trip outside the state per person per academic year will be granted from College travel funds.

Guidelines for funding have been established in order to support as many faculty as possible:

- Those who travel east of the Mississippi will usually be funded at 2/3 cost.
- Those who travel west of the Mississippi will usually be funded at 1/2 cost.

- Those who travel at institutional request will usually be funded at 100%.
- Those who travel within the state will usually be funded at 100%.
- Requests for funds to travel outside the country will be considered on a case by case basis and must be submitted to deans at least six months in advance.

To apply for a faculty travel grants, complete a faculty development grant form (a copy is included in this handbook) as well as a state travel authorization form, secure your department chair's signature and send to your dean (copy to faculty development coordinator). **Decisions on faculty travel grants are made by college deans.**

Deadline (for early consideration): October 1.

Average award: \$500.00.

For further information, contact your dean.

FACULTY RESEARCH AND PUBLICATION GRANTS

The Committee on Research and Faculty Development (a committee of the Faculty Senate) recommends grant awards from its annual fund for faculty research. These recommendations go to the Vice-President for Academic Affairs for final approval. Funds are granted to faculty whose activities are clearly research oriented and may result in a tangible end product (i.e., a paper, article, book, conference presentation, research finding, film, performance, etc.). Funds may be used for travel, materials and supplies, certain equipment and other items that may be considered justifiable.

Examples of faculty research grants include:

- Funds for equipment to measure air quality in Kanawha County.
- Funds for supplies and travel to produce a documentary film.
- Funds to travel to Boston to work on a research paper.

Faculty publication grants are recommended by the Committee on Research and Faculty Development to support the writing of academic articles and books to be submitted for publication. Normally, such grants are made as summer travel reimbursements or for expenses directly related to research such as books, copying, supplies and equipment.

Applications for faculty research and publication grants are available from the Chairperson of the Committee on Research and Faculty Development (elected in August or September) or from the Faculty Senate Executive Committee. Proposals should include:

- An abstract or outline of the proposed project that includes a clear indication that the faculty member will be able to complete the project. Publication grant proposals should indicate a description of specific journals or publishers likely to consider the work for publication.
- How the research will benefit students.
- An estimate of the time needed for completion.
- A complete budget for the project, including costs of travel, supplies, stipends, etc.
- A plan for disseminating the results of the project.
- A letter of support from department chairperson and school dean.
- A state travel form, if out-of-state travel is involved.

Applications are sent to the Chair of the Research Committee with copies to the Vice President for Academic Affairs and the Faculty Development Coordinator.

Deadline: Oct. 15

Average Award: \$1,000.00

INSTRUCTIONAL DEVELOPMENT GRANTS

Instructional Development grants come from Title III funds and are used to support faculty whose proposed activities are concerned mainly with instructional growth and development and interdisciplinary development projects. (Activities which are associated with scholarly research or professional development within one's own discipline are normally funded through school travel funds but when these funds are exhausted, Instructional Development funds may be utilized.) Activities which are clearly associated with improving instruction in one's discipline are normally eligible for funding at 2/3 reimbursement. Some examples of Instructional Development Grants include:

- Funds to attend a conference on "critical literacy"
- Funds to attend a workshop on "improving instruction in sociology."
- Funds to attend a short course in the summer on "teaching utilizing graphing calculators"

Applications for Instructional Development grants are made in the form of a letter to the Faculty

Development Coordinator, with a copy to the Vice-President for Academic Affairs. Letters should include:

- A detailed description of the proposed activity, including justification and appropriateness. (Applicants should clearly demonstrate that the activity is interdisciplinary in nature or focuses on instructional growth and development).
- A complete budget, including the amount requested and support from other sources, if any.
- A plan for disseminating information at the conclusion of the activity.
- Letters of support from department chairperson and school dean.
- Travel forms should accompany the letter, if travel involved.

Decisions on Instructional Development grant proposals are made by the Vice President for Academic Affairs in consultation with the Faculty Development Coordinator and college deans.

Average award: \$800.00 (full reimbursement for interdisciplinary activities; 2/3 reimbursement for instructional activities in one's own discipline.)

Deadline: None, apply anytime

INSTRUCTIONAL TECHNOLOGY GRANTS

This program is designed to assist faculty members interested in learning about new teaching technologies. These technologies may include, but are not limited to, computer-assisted instruction (multi-media application, Internet/web utilization, networking, etc.), distance learning, and video/computer applications. Funds available through this program may be utilized for travel to conferences and workshops specifically focused on instructional technologies, travel to exemplary sites, and consultant visits to the University. Some examples of Instructional Technology Grants include:

- Funds to attend a conference on Web-based course development
- Funds to attend a workshop on distance learning

Applications for Instructional Technology grants are made in the form of a letter to Instructional Technology Coordinator, with a copy to the Faculty Development Coordinator and the Vice President for Academic Affairs. Letters should include:

- A detailed description of the proposed activity, including justification and appropriateness. (Applicants should clearly demonstrate that the activity is intended

to develop faculty expertise in new teaching technologies).

- A complete budget, including the amount requested and support from other sources, if any.
- A plan for disseminating information at the conclusion of the activity.
- Letters of support from department chairperson and school dean.

Appropriate travel forms should accompany the letter, if travel is involved.

Decisions on Instructional Technology grant proposals are made by the Vice President for Academic affairs in consultation with the Instructional Technology Coordinator, the Faculty Development Coordinator, and college deans.

Average award: \$700.00.

Deadlines for preliminary applications: None, apply anytime.

CONSULTANT GRANTS

This activity will fund consultants to come to West Virginia State University for a limited period of time to conduct workshops, meet with departments, administrators, groups of faculty, etc. on a particular issue or topic which is significant to the University as a whole.

Preliminary applications for Consultant Grants are made in the form of a letter to the Faculty Development Coordinator, with a copy to the VPAA. Letters should include:

- A detailed description of the proposed consultancy, including justification and appropriateness. (Applicants should clearly demonstrate that the activity has significance to the faculty as a whole and indicate how it will benefit WVSU)
- Resumes of proposed consultants.
- A complete budget, including the amount requested and breakdown of costs.
- A plan for insuring faculty involvement in the consultant's visit (a schedule of open workshops, meetings with faculty, etc.).
- Letters of support from department chairs and college deans.

After initial approval, a contract will be drawn between the consultant(s) and the University specifically stating the nature of the activity and the University's expectations. (All activities must include a final written report made to the college by the visiting consultant.)

Decisions on Consultant Grants are made by the Vice-President for Academic Affairs in consultation with the Faculty Development Coordinator and college deans.

Average award: \$800.00.

Deadline: None, apply anytime.

ADMINISTRATIVE DEVELOPMENT GRANTS

This program supports professional development activities for academic administrators (department chairs, college deans, and program chairs) who wish to attend conferences and workshops or participate in short-term study focusing on leadership skills and administrative planning.

Preliminary applications for Administrative Development grants are made in the form of a letter to the Faculty Development Coordinator, with a copy to the Vice President for Academic Affairs. Letters should include:

- A detailed description of the proposed activity, including justification and appropriateness. (Applicants should clearly demonstrate that the activity has significance to their own development as academic administrators and indicate how it will benefit West Virginia State University.)
- A complete budget, including the amount requested and breakdown of costs.
- A dissemination plan for sharing information gained with other administrators at the University.

Decisions on Administrative Development grants are made by the Vice President for Academic Affairs.

Average award: \$800.00.

Deadline: None, apply anytime.

FACULTY EXCHANGE GRANTS

This program is designed to facilitate faculty exchanges between instructors at WVSU and other colleges and universities. These exchanges may be in the United States or abroad but should be arranged by faculty themselves. The exchange should be for a minimum of one semester and should be principally for teaching purposes. WVSU faculty members will receive up to \$2,000 for supplemental support for the exchange in addition to their regular salaries and benefits.

(Continuation of salary and benefits for participating faculty members from other institutions involved in the exchange must be guaranteed.

In order to apply for this grant, faculty should write a letter of intent to the Faculty Development Coordinator (copy to the VPAA) indicating:

- Details of the exchange, justification, etc.
- Resume of other faculty member
- Proposed budget, including travel and lodging expenses
- Letters of support from chair and dean

Successful applicants will be asked to submit a final application which should detail the complete arrangements with the partner institution . Once the faculty members and the participating institution agrees to the exchange, letters of understanding and agreement between respective Chief Academic Officers must be signed.

Decisions on Faculty Exchange Grant proposals are made by the Vice President for Academic Affairs in consultation with the Faculty Development Coordinator and the Academic Deans.

Deadlines for preliminary applications:

For fall exchanges: January 15

For spring exchanges: September 15

Average award: \$2,000

CURRICULUM DEVELOPMENT GRANTS

Curriculum Development grants are generally given in the form of released time to faculty for the purpose of working on specific courses or programs. Grant proposals should clearly demonstrate that funded activities will result in the improvement and/or revision of specific courses or academic programs.

Examples of curriculum development grants are:

- Released time to a faculty member revising the requirements in the Criminal Justice Major.
- Released time to faculty working on an interdisciplinary business ethics course.

Requests for curriculum development grants are made in the form of a letter to the Faculty Development Coordinator, with a copy to the Vice President for Academic Affairs. Letters should:

- Describe the proposed activity, the time and resources required (including released time or funds).
- Describe the expected result of the activity.
- Include appropriate letters of support from department chair and school dean.

Decisions on Curriculum Development Grants are made by the Vice President for Academic Affairs in consultation with the Faculty Development Coordinator and college deans.

Average award: 3 hours released time/semester

Deadline: January 20 for fall, October 1 for spring

SABBATICAL AND ACADEMIC LEAVES

Tenured faculty members who are completing their sixth year of full-time employment at West Virginia State University are eligible to apply for a sabbatical leave. The granting of such leave is contingent upon the availability of funds, the instructional needs of the college, and the plan of study, which the faculty member advances.

Pursuant to state guidelines, the privilege of a sabbatical carries with it the obligation to return for a full year of service upon completion of the leave. Sabbatical leaves may be granted for three major purposes:

- Study toward a doctoral degree;
- Study which will provide one with academic preparation in a new area seen as important to the present and future needs of the institution;
- Project oriented non-degree activities embracing study and/or research, preferably on a post-doctoral level and preferably in one's field.

Of these three purposes, one and two are given priority consideration.

Requests for sabbaticals for (1) and (2) made in the form of a letter to the Vice President for Academic Affairs and must include recommendations from department chairperson and college deans. The deadline for these types of sabbatical requests is **March 1**.

Requests for (3) project oriented sabbatical leaves are made in the form of a letter to the Chairperson of the Research Committee and should also include recommendations from department chairperson and college deans. (Deadline: **February 15**.) The Research Committee reviews these sabbatical requests and forwards a ranked list to the Vice President for Academic Affairs for further consideration. The Vice President for Academic Affairs reviews all sabbatical requests and makes appropriate recommendations to the President.

The University reserves the right to deny a request for sabbatical leave if it does not seem to be in the best interests of the institution.

Faculty members who are granted a sabbatical leave normally receive one-half of their annual salary for two semesters. In a few selected instances, faculty may receive full salary for one semester. Unless special circumstances warrant, faculty members applying for doctoral study are expected to be on leave for two semesters at half their annual salary.

Before the expiration of a sabbatical, the person on leave must file a letter requesting a continuance without pay or indicating the intent to return to faculty duties at the time specified in the sabbatical request. The letter must be filed in accordance with the following schedule:

Continuance—by March 15.

Return from a one semester sabbatical taken during the second semester of an academic year—by March 15.

Return from a one semester sabbatical taken during the first semester of an academic year -- November 15.

A request for continuance will not be automatically granted but will be evaluated in accordance with institutional need and the reason that the request is being made.

For further information on sabbaticals, consult the WVSU Board of Governor's policy at:

http://www.wvstateu.edu/shared/content_objects/exclusive/user-581_objects/user-581_BOG31-SabbaticalLeave.pdf

LEAVE WITHOUT PAY

Leave without pay may be granted by the President for a specific period of time for reasons of illness, study, or pursuit of other professional growth opportunities. The University reserves the right to deny the request for leave without pay if the reasons for it are not considered adequate or if satisfactory arrangements cannot be made to replace the faculty member during the leave. For further information concerning leave without pay, see the Institutional Policy on leave without pay in the Faculty Handbook.

II. OTHER FACULTY DEVELOPMENT ACTIVITIES

FACULTY RECOGNITION CEREMONY

Faculty members who have distinguished themselves through their scholarly achievements will be recognized at the Honors Convocation in March 2008. Faculty who have presented papers at conferences, published books or articles or received grants will be honored. Department chairpersons submit names of faculty in their departments to be recognized according to the following criteria:

- National or regional publications, exhibitions or performances.
- Scholarly papers presented at national or regional conferences.
- Recipients of competitive (peer or jury reviewed) national or regional grants, awards, honors, or fellowships.

“Regional” is defined as being more than one state, i.e., Southeast, Midwest, etc. A presentation at a state conference would not be eligible, nor would a grant from the state Humanities Council or Arts Commission. The time period covered is March 16, 2007 through March 15, 2008. (The date of publication is utilized to honor faculty who have written books or articles.) Further details on the recognition ceremony will be sent to department chairs/program chairs in February.

COMPUTER UTILIZATION FOR FACULTY RESEARCH

The University has a limited number of notebook computers (PC's) available to faculty to wish to use them for research and writing. They may be checked out for specific (and limited—no longer than two weeks) time periods. For further information, contact college deans.

CAMPBELL CONFERENCE CENTER

The Campbell Conference Center is the site of various academic meetings and discussions and is reserved mainly for the use of faculty for academic functions. The Office of Academic Affairs handles the scheduling of the Center in cooperation with the Assessment Office.

The Center may be used for informal meetings, seminars and discussion groups of up to 25 persons, and for receptions of no more than 30-35 persons. Examples of appropriate use of the Center include: Faculty Lecture Series, Book of the Semester discussions, small academic receptions, special department events, small faculty workshops and seminars, faculty development activities.

The Center has a kitchen that is equipped with a refrigerator, microwave oven, coffee urn, cutlery, dishes and serving trays. Guests using the Center are expected to provide their own supplies of coffee, disposable cups, plates and napkins and are responsible for clean-up. The serving of alcoholic beverages is not permitted.

The second floor of the Center serves as the location of the University Assessment Center and the Faculty Development Library. The Library contains periodicals, books and other materials (including video tapes), which relate to curriculum development, instruction, teaching methodologies, etc. Faculty wishing to check tapes or books out should make arrangements with the University Assessment Coordinator.

NEW FACULTY ORIENTATION

Orientation sessions for new faculty are conducted in the fall semester and include workshops and presentations on a variety of subjects, including syllabi development, student assessment, grading policies, faculty development, faculty governance, health benefits, retirement funds, college rules and procedures, and curriculum orientation

GEAF SPONSORED PROGRAMS

The General Education Committee occasionally sponsors workshops, forums and programs annually which focus on a variety of issues and concerns. These programs are widely publicized and have included workshops on: writing across the curriculum, international education, critical thinking, cultural literacy, race and gender issues in higher education, and curriculum development.

In addition, the committee sponsors a “Book of the Semester” discussion each spring and fall. Faculty are encouraged to utilize the selected book in their classes and bring their students to the discussion. (The books chosen are announced at the beginning of each semester.

For further information, contact Dr. Jeff Pietruszynski, Coordinator of General Education, at 766-3075.

FACULTY LECTURE SERIES

The faculty lecture series sponsors weekly presentations by faculty in an informal setting, usually in either Room 103 or the Della Brown Taylor Gallery in the Fine Arts Building during lunch hour on Thursdays. Presentations are scheduled at least 3 months in advance. Past lectures have included poetry readings, presentations on remedial education, genetics, Soviet History, Africa, etc. A complete schedule of all lectures is published at the beginning of each semester. For further information, contact Dr. Chuck Smith, the coordinator of the lecture series, at 766-3044.

CULTURAL ACTIVITIES

The college sponsors many cultural events throughout the academic year, both on campus and at the WVSU Capitol Center in downtown Charleston. These activities include concerts, films, art exhibits, drama performances, debates, forums, and a convocation series. A complete listing of activities is published and distributed at the beginning of each semester. Most cultural events are funded directly by student activity fees. While most of them are free to faculty and students, some require an admissions fee for non-students (including faculty). For information on cultural activities, contact Dr. Charlotte Giles at 766-3194.

PERSONAL DEVELOPMENT PROGRAMS

From time to time, the Office of Academic Affairs sponsors programs that focus on the personal development of faculty. These activities have included workshops on retirement, medical and life insurance, computer utilization, leadership training, and fitness. These events are well-publicized and offer excellent opportunities for faculty to share concerns and improve our academic environment. In addition, faculty workshops are sometimes held at the beginning and end of each academic year, concentrating on selected topics of interest to faculty.

The University also supports faculty development by committing other resources toward professional, instructional, curriculum and personal development. The programs described in this handbook are by no means definitive or inclusive. As always, suggestions for new activities and programs are welcomed and encouraged. Contact Dr. David Wohl at 766-3186 or the Office of Academic Affairs at 766-3145 if you have any questions concerning faculty development at WVSU.

FACULTY DEVELOPMENT GRANT FORM

NAME _____ PHONE EXT. _____

DEPARTMENT _____ BOX # _____

FUNDS REQUESTED FOR:

- _____ Faculty Travel Grants
- _____ Research/Publication Grants
- _____ Curriculum Development Grant
- _____ Instructional Technology Grant
- _____ Faculty Exchange
- _____ Instructional Development Grant
- _____ International Study Grants
- _____ Administrative Development Grant
- _____ Consultant Grant
- _____ Other

(refer to Faculty Development Handbook for appropriate category)

DATES OF PROPOSED TRAVEL/ACTIVITY _____

PLACE _____

PURPOSE _____

If your activity involves travel, Please check appropriate the category:

- 1) Professional Meeting, Conference, Convention, Workshop
 - A) Presenter (Paper, panel, workshop) _____
 - B) Participant as panelist, respondent, workshop or program participant _____
 - C) Participation as officer, or board member _____
 - D) Participation as committee or task force member _____
 - E) Attendance _____
 - F) Other _____
- 2) Other Category of Travel (Please describe): _____

JUSTIFICATION/DISSEMINATION (Please indicate how your proposed activity will benefit the University, its programs or departments and/or yourself in terms of professional development. Also describe how the information/knowledge gained will be disseminated to other faculty at WVSU. Attach separate sheet, if necessary):

Attach any appropriate documentation (invitations, letters, conference program, etc.)

Have you been awarded faculty development funds in the past two years? _____

If yes, describe your activity and how much you received:

BUDGET INFORMATION

Registration Fees _____ Lodging _____

Transportation _____ (circle: automobile commercial air other:)

Meals _____ Other _____

TOTAL _____

Approved by: _____ (Signature, Department Chair)

Approved by: _____ (Signature, College Dean)

1. All travel arrangements must be made through National Travel Service in Charleston. If you don't use them, you may not be reimbursed for expenses.
2. This form does **not** replace the official state travel forms. These are available in Fiscal Affairs (or downloaded from <http://www.state.wv.us/admin/purchase/Travel/TMforms.htm> and must be completed and attached to this proposal. Please refer to the Travel Regulations handbook available in the Fiscal Affairs Office. Please note that you must also complete a state travel expense report as soon as you return.
3. It is anticipated that most funding for faculty development activities in AY 2007-2008 will come from Title III Funds. Since these funds are administered by the West Virginia Research and Development Corporation, faculty should be aware that, in many instances, the forms that need to be completed are different than the ones used by the college's Fiscal Affairs Office. Faculty should check with chairs and deans on the correct forms to complete.

All completed Faculty Travel Forms must be signed by department chairs and college deans. (Department Chairs and Deans: Keep a copy for your records.)

FACULTY ANNUAL PLAN

AY 2007-2008

Note: Use extra sheet of paper if necessary.

Faculty Member _____

Reviewed by _____, Department Chair _____
(name) (date)

I. Identify specific goals for the coming academic year in the following areas:

A. Professional (Goals which relate to your development as a scholar, in your discipline, etc.)

B. Instructional (Goals which relate to teaching.)

C. Personal (Goals which relate to morale and general well- being.)

D. Other (Goals which do not easily fit into A, B or C.)

II. Strategies for accomplishing these goals. (Be specific: What activities are you planning?)

III. Identify a means of assessing your accomplishments.

IV. Identify institutional resources needed, if any.

RETURN THIS FORM TO YOUR DEPARTMENT CHAIRPERSON BY SEPTEMBER 14.

SUMMARY OF WVSU FACULTY DEVELOPMENT GRANT PROGRAMS, 2007-2008

(See page 12 for information on sabbatical requests)

Grant	Purpose	Av. Award	Deadline	Application Process
Faculty Travel Grant	Present paper, attend professional meeting	\$500	Oct. 1 or later if funds remain	Letter to Division Dean, copy to Faculty Development Coordinator (FDC)
Research/Publication	Faculty Research	\$1000	Feb. 1	Letter to Chair of Research Committee, copy to VPAA & FDC
Instructional Development Grant	Interdisciplinary Activities, Instructional Improvement Activities	\$800*	None, apply anytime	Letter to FDC, copy to VPAA
Instructional Technology Grant	Assist faculty in learning about new teaching technologies	\$700	March 1 for fall, October 1 for spring	Letter to Instructional Technology Coordinator, copy to FDC & VPAA
Consultant Grant	Utilization of off-campus consultant(s)	\$800	None, apply anytime	Letter to FDC copy to VPAA
Administrative Development Grant	Leadership skills and activities for academic administrators	\$800	None, apply anytime	Letter to FPC copy to VPAA
Curriculum Development Grant	Improvement and revision of courses/curriculum	3 hours release time	January 20 for fall, Oct. 1 for spring	Letter to FDC copy to VPAA
Faculty Exchange Grant	Facilitates faculty exchanges between WVSU and other Institutions	\$2,000	January 15 for fall, Oct. 1 for spring	Letter to FDC copy to VPAA

* 2/3 reimbursement for activities in one's discipline.

WV STATE TRAVEL . RULES

SECTION 1. General

1.1 Scope:

This rule governs in-state, out-of-state and international travel, hereinafter referred to as "travel," for state officials, employees and non-employees, except those in the legislative and judicial branches of state government and except the Attorney General, Auditor, Secretary of State, Treasurer, Board of Investments and Commissioner of Agriculture and their employees traveling on behalf of the state of West Virginia.

1.2 Authority- *West Virginia Code*, §12-3-11

1.3 Filing Date- March 26, 1998

1.4 Effective Date- July 1, 1998

SECTION 2. Delegation of Authority and Responsibilities

2.1 Authority to manage, approve or disapprove travel and travel-related expense is delegated exclusively to the administrative head of a state agency. Authority may be revoked by the Travel Management Office.

2.2 The spending officer may delegate authority to others within the respective state agency to act as designee(s) for authorizing and approving travel and travel-related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of these regulations.

2.3 Travel may be authorized only for official business and only if the state agency has the financial resources to reimburse the traveler for travel expenses.

2.4 The spending officer may develop administrative policies and procedures for the state agency, consistent with these regulations, to provide additional guidance to employees and others traveling on behalf of the state agency.

2.5 The responsibility to audit a traveler's expense account settlement lies with the state agency. Approval of a traveler's expense account settlement by the state agency means that the expense account settlement meets all criteria established by this rule for reimbursement. The state agency shall audit and submit an accurate expense account settlement for reimbursement to the Auditor's Office within 15 days after completion of travel.

SECTION 3. Travel regulations applicable to all employees, board and commission members, and non-employees

3.1 Employees

3.1.1 Approval to travel shall be secured in advance by the employee in accordance with these regulations and, if applicable, the administrative policies and procedures of the state agency. Under no circumstances should an employee travel without proper approval of the spending officer.

3.1.2 Employees are responsible for submitting a travel expense account settlement form, with all required attachments, to the travelers spending unit. The form should be submitted within the time prescribed by the Travel Management Office or spending unit, after the last day of the approved travel to qualify for reimbursement of expenses or for payment.

3.1.3 Consultants, contractors and non-employees are not required to use these rules and regulations, at the spending unit's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

3.1.4 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

3.2 Board and Commission Members

3.2.1 This rule shall govern reimbursement of travel expenses to board and commission members when legislation requires such members to follow this rule.

SECTION 4. Transportation

4.1 Air Transportation

4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare. [See Section 11]

4.1.1.2 Travelers are expected to make advance bookings through the contracted travel service vendor to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made through the contracted travel services vendor requires authorization from the Travel Management Office before reimbursement will be made. Reimbursement may be made to the traveler in advance for airfare purchased between 45 and 180 days before the trip begins.

4.1.1.3 In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed before the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit/refund.

4.1.1.4 Commercial airline tickets may be direct billed to the spending unit and paid before the travel if allowed by the spending units' administrative policies and procedures. The traveler must attach a copy of the travel agency's itinerary or other proof of travel to the expense account settlement.

4.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending unit officer to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

4.1.1.6 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits, is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is prohibited. Any credits, rebates or refunds resulting from these actions must be returned to the state of West Virginia. [See Section 11]

4.1.1.7 All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard and are issued automatically unless the traveler specifically requests a paper ticket. The e-ticket will be sufficient for traveling and reimbursement. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

4.1.2 Non-Commercial Aircraft Service.

4.1.2.1 For any state-owned or private aircraft service, please contact the Aviation Division at (304) 558-0403 for policies, procedures and instructions.

4.2 Ground Transportation

4.2.1 The traveler may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a stateowned vehicle will be determined by the Fleet Management Office and/or the spending units' administrative policies and procedures.

4.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.

4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Roadside assistance services, if needed for a state vehicle, may be reimbursed at actual cost if deemed appropriate and reasonable by the spending officer.

4.2.5 State-Owned Vehicles

4.2.5.1 State-owned vehicles may be requested from a spending unit's motor pool in accordance with the spending unit's administrative policies and procedures. Stateowned vehicles are for "official business use" only and must be operated by an employee of the spending unit.

4.2.5.2 Receipts/documentation is not required for use of state-owned vehicles. When the gas card is not used a receipt is required for fuel.

4.2.6 Privately-Owned Vehicles/Courtesy Vehicles

4.2.6.1 Privately-owned and courtesy vehicles may be used when traveling on state business. Reimbursement will be made at the prevailing rate per mile established by the Travel Management Office, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.

4.2.6.2 Receipts are not required for reimbursement of mileage for using privatelyowned/ courtesy vehicles.

4.2.7 Commercial Rental Vehicles

4.2.7.1 Commercial rental vehicles may be used when traveling on state business with the contracted car vendor. Reimbursement for rentals not made with the contracted car vendor requires authorization from the Travel Management Office. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full-size vehicles if more than three (3) people are traveling together on spending unit business and for larger vehicles if a group of five (5) or more is traveling together.

4.2.7.2 Collision damage insurance for automobile rentals of seven (7) days or less are reimbursable, and should be taken, unless the rental has been made using the State Travel Credit Card, which provides collision damage coverage at no cost for rentals up to 60 days.

The program does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars or vans that seat more than 15 occupants. Collision damage insurance for rentals of more than seven (7) days is not reimbursable and should not be taken. The state of West Virginia insurance program automatically covers collision insurance for vehicle rentals more than seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

4.2.7.3 It is not mandatory to reserve rental vehicles through the contracted travel agency vendor. However, in the case where a third party booking incurs a service fee, that fee will not be reimbursed (i.e. some internet sites charge a service fee for booking cars). Travelers may use car rental services from another company in the following situations:

- Rental car vendor does not have a location in the specific area.
- Rental car vendor does not have the appropriate vehicle at the time needed. b)
- Rental car vendor does not have the appropriate vehicle for the duration needed.

Travelers must note these exceptions on the travel expense settlement form.

4.2.7.4 Receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts should be attached, if available. Travelers must return rental cars with a full tank of fuel; refueling costs charged by rental agencies are not reimbursable.

4.2.8 Rail Service

4.2.8.1 Travelers are expected to make advanced bookings through the contracted travel services vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

4.2.8.2 Receipts/documentation is required for reimbursement of rail service expenses.

4.2.9 Miscellaneous Ground Transportation

4.2.9.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use their service.

4.2.9.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the Travel Management Office.

SECTION 5. Lodging

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expenses for overnight accommodations and all applicable taxes and surcharges.

5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate available.

5.1.3 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.

5.1.4 If a change in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the appropriate agency officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler to notify the facility will be considered the personal expense of the traveler.

5.1.5 It is not mandatory to reserve hotels through the contracted travel agency vendor.

However; in the case where a third party booking incurs a service fee, that fee will not be reimbursed (i.e., some internet sites charge a service fee for booking hotels).

5.2 Receipts

5.2.1 Receipts are required for lodging reimbursement. The hotel/motel invoice or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Direct Billing

5.3.1 Lodging may be direct billed if allowed by the spending unit's administrative policies and procedures. The traveler must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.

SECTION 6. Meals

6.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates as established by the U.S. General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

6.2 State employees will be reimbursed the actual cost of meals when there is an overnight stay. Employees will be reimbursed actual costs not to exceed the established GSA meal rates.

6.2.1 Exceptions may be granted to these rates in situations when authorized by the cabinet secretary/agency head. If reimbursement is made in excess of the GSA rates, receipts are required and the cabinet secretary/agency head must approve the expense voucher.

6.3 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount. To determine the amount of deductions for meals, allowances for meal expenses shall be deducted accordingly:

- Breakfast 20% of the maximum daily rate
- Lunch 20% of the maximum daily rate
- Dinner 60% of the maximum daily rate

6.3.1 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the GSA per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount as indicated in 6.3 from the 75% of the GSA Authorized Daily Rates.

6.4 Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay. Travel without an overnight stay will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel [see Section 6.5.1].

6.5 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.

6.5.1 Travelers transporting or accompanying clients, patients, students or others entrusted to a spending unit for their care, education or placement, referred to as Guardian Travel, may be reimbursed the actual cost of meals, not to exceed the ADR. Receipts (or the student signature form) per the state's current guidelines are required.

6.5.2 Employees in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction of the spending officer/designee, may be

reimbursed for their actual expenses. These cases must have the approval of the cabinet secretary or agency head. Agencies should keep appropriate documentation on file.

SECTION 7. Registration Fees

7.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event-related materials, are reimbursable expenses to the traveler. Reimbursement for registration fees at meetings or conference is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference before the conference. Registration fees should be charged to the employee's corporate travel card, 'ghost account' or ATM cash advance.

If this is not possible, the registration can be direct billed. An agency purchase order may be issued, if necessary. The traveler must attach a copy of the registration invoice or other proof of attendance to the expense account settlement.

7.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are reminded to adjust meal reimbursement requests for meals included with the registration fee.

7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.

7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer/designee to change her or his travel plans, or if other extenuating circumstances arise and are approved by the spending officer/designee. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

SECTION 8. Other Expenses

8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer/designee may require any and/or all receipts at their option, as a means of cost control.

An agency may allow an employee to file a copied, faxed or duplicate invoice if the original receipt is lost; however, the Auditor's Office requires two original signatures, in addition to the traveler's. One signature must be the chief financial officer, or the agency/department administrator, and the other must be a delegated agency staff person, who has a signature card on file with the Auditor's Office. Such expenses and reimbursement may include, but are not limited to:

- a.** Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
- b.** Baggage storage between appointments, and between hotels and meeting places;
- c.** Tolls, garage and parking fees, including gratuities;
- d.** Communication expenses, such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; and (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges;
- e.** Currency conversion;

f. Guides, interpreters, and visa fees; or,

g. For trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed \$3.00 a day. This call must not be made on the state telecommunications or travel cards.

8.2 Non-reimbursable travel-related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the spending unit), interest on late payment of individually held travel cards, and personal flight or baggage insurance. Exceptions must be approved by the spending officer.

8.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

SECTION 9. Form of payment for business travel

9.1 Corporate Travel Card

9.1.1 Travelers should use the corporate charge card issued by the state of West Virginia for business related travel expenses. No personal purchases are permitted. The state and its agencies expect their employees to observe a standard of conduct which will not reflect discredit upon the integrity of their employees. Delinquency may result in suspension or cancellation of charging privileges. The employee is responsible for all purchases and cash advances charged to his or her card. Reimbursement from the state must be forwarded to the Corporate Travel Card Company. Employees may be requested to sign an acceptance of responsibility form, at the agency's discretion.

9.2 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Travel Card

9.2.1 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. Cash advances are limited to the maximum amount authorized by the spending unit. However, the minimum cash advance is \$100, with a maximum of \$350 in a seven-day period.

A cash advance is for business purposes only. No cash advance for personal purposes is permitted.

The preferred method of obtaining a cash advance is to use the state corporate travel card at an ATM or bank lobby. ATM cash advances should be obtained at a bank location as convenience stores may limit the amount of cash it dispenses.

The employee will be reimbursed for only one (1) ATM cash advance transaction fee and associated fees per trip, unless authorized by the Travel Management Office.

9.2.2 For employees ineligible to receive a state corporate travel card or those who have applied and have not yet received their card, the cash advance procedure in 9.3 applies.

9.2.3 The receipt ticket from the ATM machine is required for reimbursement of the ATM transaction fee.

9.3 Cash Advances from the Auditor's Office

9.3.1 Cash Advances for Employees

9.3.1.1 Cash advances may be received by employees for business travel for the payment of registration fees and/or daily miscellaneous expenses where the state corporate charge card is not

accepted. Cash advances may be issued for: (a) out-ofstate travel; (b) a minimum of four (4) days and a maximum of the number of days approved for travel at the rate of \$50 per day for miscellaneous expenses; (c) the exact amount of registration fee which is \$100 or more; (d) the total estimated expenses for a student or student group; and (e) other circumstances approved by the spending officer/designee.

9.3.2 Settlement of Cash Advances

9.3.2.1 All cash advances must be settled by the individual traveler and spending unit within thirty (30) days after completion of travel. Such settlement shall be submitted by the spending unit to the Auditor's Office for final settlement within the time frame prescribed by the Auditor's Office.

9.3.2.2 Failure to settle a cash advance within the time frame prescribed by the Auditor's Office may result in suspension of cash advance privileges.

9.4 Direct Billing

9.4.1 Direct billing may be authorized by the spending officer according to the spending unit's travel guidelines. The traveler is responsible for attaching to the expense account settlement copies of receipts, invoices, etc. for any direct billed fee.

SECTION 10. Reimbursement Forms

The form(s) used for reimbursement of travel expenses shall be those promulgated by the Travel Management Office and the Auditor's Office.

SECTION 11. Other Provisions

According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

SECTION 12. Exceptions

Any exceptions to this rule must be documented in writing and approved by the Travel Management Office.

