

**WEST VIRGINIA STATE UNIVERSITY**

**Part-time Faculty Handbook**

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## **PART-TIME FACULTY HANDBOOK**

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

West Virginia State University, Institute, West Virginia 25112, is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, religion, color, national origin, ancestry, gender, age, marital status, or physical challenge.

This policy extends to all West Virginia State University activities related to the management of its educational, employment, financial, business, and other affairs.

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# HISTORY OF WEST VIRGINIA STATE UNIVERSITY

Founded in 1891, West Virginia State University has entered its second century of service. An historically black institution, WVSU has its origins with federal legislation known as the Second Morrill Act passed by the U.S. Congress in 1890. The Act provided that no land grant institution of higher education could enjoy the benefits of federal funds provided by the Act unless adequate provision was made for the education of black and white students. At the time, West Virginia University, a land grant institution, had been in existence for more than two decades. Therefore, to ensure federal funds for West Virginia University, the West Virginia Legislature enacted legislation to create a new land grant institution in Kanawha County for black students. The Legislation was signed on March 17, 1891 by Governor Fleming. March 17 is celebrated annually on the campus as Founder's Day.

The new institution was known initially as West Virginia Colored Institute. Land was purchased by the state and the first building erected of red brick and stone was a three-story structure costing \$9,456. During its first year, the primary purpose of the institute was to teach agriculture, horticulture, mechanical arts, and domestic science. Teacher training was added the second year and has remained an important emphasis throughout the school's history. In the early years, students came to school by train or by packet boats on the Kanawha River and were primarily residential students.

In 1915, the name was changed to West Virginia Collegiate Institute. While training was offered in subjects such as agriculture, blacksmithing, brick laying and plastering, dress making, and millinery, there was an increased emphasis on music, military instruction, mathematics, literary subjects, and science. The first college degrees were awarded in 1919. The institution was first accredited by the North Central Association of Colleges and Secondary Schools in 1927 and has remained accredited to the present.

In 1929, the legislature changed the name of the institution to West Virginia State College. Throughout the decades, the institution has grown under the dynamic leadership of talented administrators and faculty, and from the 1920's onward it has been recognized nationally as one of the premier institutions in the education of black students.

In 1954, when the U.S. Supreme Court in *Brown vs. Board of Education* ruled that segregated schools were unconstitutional, WVSC had an enrollment of 837 students. Within the next few years, the enrollment increased dramatically and WVSC was transformed into a racially integrated institution. It gained nationwide recognition as a "living laboratory of human relations." Today, as a university, WVSU maintains its reputation for academic excellence, and its racially and generationally diverse student body continues to be a model for human relations.

In 1978, the Community College Division was added to administer a variety of associate degrees and Continuing Education and Community Service programs. Priority continues to be given to planning and cooperating with business, industrial, governmental, labor union, educational, and professional leadership. In Fall 2004, the WV State Community & Technical College became an independently accredited institution, administratively linked to West Virginia State University, and in 2010 the former WVSCTC was renamed Kanawha Valley Community and Technical College; currently it is an institution completely separate from the University.

The college achieved a significant milestone in 2003 when it received approval from the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools to offer graduate programs for the first time. Two masters-level programs (in Biotechnology and Media Studies) were implemented in 2003; a third masters-level program (in Law Enforcement and Administration) was added in 2011. On April 7, 2004, Governor Bob Wise signed Senate Bill 448 which changed the institution name to West Virginia State University. The West Virginia Higher Education Policy Commission had conferred on West Virginia State College university status on December 5, 2003.

West Virginia State alumni can be found in positions of leadership and public trust throughout West Virginia, most other states, and some foreign countries. Future graduates will join alumni well-grounded in the liberal arts, skilled in their chosen occupations or professions, and sensitive to and appreciative of people of all races and ethnic backgrounds.

## ADMINISTRATION

### Administrative Officers

The Higher Education Policy Commission of West Virginia through its Chancellor delegates to the Board of Governors of West Virginia State University the authority to govern the institution. The Board of Governors delegates to the President of West Virginia State University the authority to manage the day-to-day operation of the institution.

A selected list of administrative officers follows:

#### President's Cabinet

President	Dr. Brian O. Hemphill
Chief of Staff and Special Assistant to the President	Ms. Ashley Schumaker
Executive Assistant to the President	Ms. Crystal Walker
Provost and Vice President for Academic Affairs	Dr. R. Charles Byers
Vice President for Research and Public Service	Dr. Orlando McMeans
Vice President for Enrollment Management & Student Affairs	Ms. Katherine McCarthy
Vice President for Business and Finance	Mr. Melvin Jones
Vice President for University Advancement	Ms. Patricia Shumann
Vice President for University Relations	Ms. Kimberly Osborne

#### Academic Affairs Office Staff

Associate Provost & Associate Vice President for Academic Affairs	Dr. Kimberly Whitehead
Assistant Provost & Assistant Vice President for Academic Affairs	Dr. T. Ramon Stuart
Executive Secretary to the Provost	Ms. Megan Norman

#### College Deans

Arts & Humanities	Mr. Scott Woodard (Interim)
Business & Social Science	Dr. David Bejou
Natural Sciences & Mathematic	Dr. Katherine Harper
Professional Studies	Dr. J. Paige Carney (Acting)

#### Other key administrative staff

Director of Student Financial Assistance	Ms. Joann Ross
Director of Collegiate Support Services and Counseling	Ms. Kellie Toledo
Director of Drain-Jordan Library	Dr. Willette Stinson
Director of Public Safety	Mr. Joseph Saunders

## **Organizational Chart**

The organizational chart of West Virginia State University may be obtained from the President's Office located in 103 Ferrell Hall.

## **Administrative Offices**

Most administrative offices are located on the first floor of Ferrell Hall and are open from 8:30 a.m. until 5:00 p.m., Monday through Friday.

The office of Academic Affairs is located in room 101 of Ferrell Hall; the telephone number is 766-3146. The office is open from 8:30 a.m. until 5:00 p.m., Monday through Friday.

## **Faculty Mailboxes**

Each part-time faculty member has a mailbox in the office of the department in which they teach. Faculty members should locate their mailboxes at the start of the semester and check them on a regular basis for items from students and for University communications.

## **Faculty Email Accounts**

Each part-time faculty member has been issued an email account. Faculty members should check their email account each day as this is the primary mechanism for communicating information from Academic Affairs. Students also email faculty members to communicate through this method to seek assistance and to convey concerns and challenges.

## **CONDITIONS OF EMPLOYMENT**

### **Definition of Part-time Faculty**

Part-time faculty members are those instructional personnel who are appointed on a semester-by-semester basis and who normally are teaching one to six hours per semester. While part-time faculty members may teach several consecutive semesters, the institution incurs no commitment to rehire them at the close of the semester for which they are appointed.

### **Conditions of Appointment**

Part-time faculty members are recommended by Department Chairs through College Deans to the Provost and Vice President for Academic Affairs. They are issued letters of appointment for one semester or a fraction of a semester. An appointment as a part-time faculty member does not count toward tenure nor does it obligate the University to the part-time faculty member for any right or interest not specified in the letter of appointment. Part-time faculty members do not hold academic rank.

### **Required Academic Records**

All baccalaureate part-time instructors must file an official transcript of all undergraduate and graduate work with the Academic Affairs Office, 101 Ferrell Hall. These transcripts should be sent directly to the Academic Affairs Office from the institution(s) attended as soon as the initial letter of appointment is issued. Part-time faculty who serve on a regular basis should file updated transcripts if additional graduate work is taken.

### **Required Payroll Deductions**

Upon receipt of letters of appointment, those part-time faculty members who are new to the University and those continuing part-time faculty who wish to make new financial arrangements should report to the Payroll Office in 130 Cole Complex to file required information. This office is open from 8:30 a.m. until 5:00 p.m., Monday through Friday. Upon request, such transactions also can be made by mail.

### **Pay for Part-time Faculty**

Part-time faculty are paid \$500 per credit hour with a master's degree and \$600 per credit hour with a terminal degree. WVSU pay dates are at the middle and end of each month, the starting date depending on the date when the individual contract with all signatures reaches the Payroll Office. Once payment has been started, persons contracted for a full semester will be paid semi-monthly until the contracted salary is paid. Persons appointed for less than one semester will be paid at the end of the appointment.

Paychecks are distributed by the State of West Virginia either by direct deposit or by mail to the home address provided by the employee. Direct deposit is the preferred method for payroll disbursement. Information on direct deposit is available from the WVSU Payroll Office at 304-766-3151. Persons using direct deposit will receive pay stubs from the State of West Virginia at the home address. Checks for persons not using direct deposit are sent directly from the State of West Virginia to the home address. No paychecks are distributed on campus.

### **Supervision of Part-time Faculty**

Basic responsibility for the supervision of part-time faculty lies with Department Chairs. A faculty mentor also may be designated to aid the part-time faculty member through classroom observation and positive suggestions related to teaching. A class observation report (Appendix A) is used by Department Chairs. Part-time faculty members are expected and encouraged to consult regularly with their Department Chair or mentor about matters related to instruction, course content, syllabi, college policies, and other information.

### **Evaluation**

Each part-time faculty member will be evaluated each semester by students and by the Department Chair or his/her designee.

## **TEACHING RESPONSIBILITIES**

### **General**

Each part-time faculty member is expected to meet classes on time and to hold them for the full scheduled period. No change in the time or place of classes is to be made without the approval of the Provost and Vice President of Academic Affairs upon recommendation of the Department Chair and the College Dean.

### **Break Schedule**

Classes scheduled from 7:00 - 9:45 p.m. should normally take a 15 minute break from 8:30 to 8:45 p.m. Classes scheduled from 5:30 - 6:45 p.m. and 7:00 - 8:15 p.m. on Mondays and Wednesdays or on Tuesdays and Thursdays do not have a break.

### **Schedule Changes and Withdrawals**

Students may add courses up until the end of the add/drop period as posted on the academic calendar. All classes are closed after this period. Any additions made to the student's class schedule after this period class must be approved by the dean of the college which offers the class and must be made through that dean's office.

Students may drop classes through the 10th week of the semester with a grade of W. Students may drop classes online through the add/drop period. Student may withdraw from classes from the end of the add/drop period through the Friday of the 10th week of the semester by submitting an official Change of Schedule - "Add/Drop" – form to the Registrar's Office.

Class lists are made available to faculty online. PIN numbers and instructions for accessing class lists are available from the department. The instructor is expected to check the roll to make sure that the name of each student in the room appears on the roster. Students whose names do not appear on a class roll are not registered for that class. These students should be advised that they will not be admitted to the next class session unless their registration status is corrected. They should be directed to the Registrar's Office, 128 Ferrell Hall, for assistance. If such students attempt to return to class, they must show proof of registration for that class from the Registrar's Office.

## Course Syllabus

Every faculty member is required to have a syllabus for each course taught. Each student must be provided a class syllabus during the first week of class. The part-time faculty member should contact his or her Department Chair for departmental syllabus requirements and for sample syllabi. Copies of syllabi must be filed with the Department Chair.

Among items to be included in a syllabus are:

- Title, department, course number, section of course and prerequisites
- Name, department and telephone number of instructor
- Title, author and publication information of textbook(s)
- List of collateral readings or other materials to be used in class
- Description of content of course
- Learning outcomes and course objectives
- Indication of general course requirements, e.g., field trips, projects, term papers, etc.
- A schedule of class sessions and assignments
- Class policies: attendance/tardiness; grading (method, weight of various components of class work), examinations (frequency, method of grading); policy for making up missed examinations or assignments; academic dishonesty.

## Student Class Attendance

Punctual, regular attendance in all classes is required. If a student misses a class, he/she is responsible for missed work. Individual faculty members may have additional specific policies regarding class attendance, missed assignments, and missed examinations. These specific policies **must** be included in the syllabus and presented to students at the beginning of the semester.

## Academic Dishonesty

Academic dishonesty includes plagiarism, cheating, falsifying records, etc., and may be punished by instructor-imposed sanctions ranging from verbal or written reprimand to a grade of "F" and/or suspension. For the complete policy on academic dishonesty, refer to the current WVSU Catalog (on the WVSU web page at [wvstateu.edu](http://wvstateu.edu)).

## **Student Misbehavior in the Academic Setting**

Disruptive behavior during class will not be tolerated. This behavior includes, but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property, and any other interference with classroom activity as defined by the instructor.

Immediately upon occurrence, instances of student misbehavior in the academic setting should be referred to the Department Chair who will report to the Office of Academic Affairs. For complete college policy on student misbehavior, refer to the WVSU [Catalog](#) (on the WVSU Web page at [wvstateu.edu](http://wvstateu.edu) under the “Admissions” tab).

## **Office Hours**

Part-time faculty are not expected to keep office hours; however, they are expected to make themselves available to students before and after class.

## **Faculty Absences**

It is expected that all faculty will meet all classes as scheduled. If a part-time faculty member must miss a class, he or she should notify the **Department Chair** immediately. If possible, another faculty member or the Department Chair will make arrangements to cover the class. In case of absences caused by unanticipated emergencies occurring just prior to the beginning of an evening class, the part-time faculty member should notify the Academic Affairs Office at (304) 766-3146 if the Department Chair cannot be reached.

Under no circumstances should a class be expected to wait for an instructor who neither appears nor sends a message.

## **Inclement Weather**

WV State University rarely closes because of inclement weather. Students travel from varying distances, and the university strives to hold classes as scheduled unless roads are officially closed. When the University does close, announcements will be posted on the WVSU website ([wvstateu.edu](http://wvstateu.edu)), or you may call 304-766-3181 for detailed operational hours. Information may also be available on local radio and television stations, but note that stations sometimes confuse information about WVSU with information about other entities whose names begin with “West Virginia.” The WVSU website should be your primary source of information. **Unless the University is officially closed, part-time faculty members are expected to hold classes as scheduled.**

## **The First Class Meeting**

During the first class meeting, the instructor should introduce herself or himself, give each student a copy of the syllabus, and discuss:

1. The requirements of the course
2. The method of evaluation
3. The grading scale
4. Attendance policy
5. Student expectations and responsibilities
6. Other general requirements
7. Make first assignments
8. Let students introduce themselves

### **Classroom and Laboratory Safety**

Part-time faculty members who teach laboratory classes should check with their Department Chair for specific safety instructions.

If an accident occurs in a classroom laboratory, contact the Health Center or the Public Safety Office in Wallace Hall (304) 766-3353. An accident report must be filed with the Office of Academic Affairs within 24 hours after the accident has occurred. Accident report forms are available in Department, College Deans, or the Academic Affairs offices (See Appendix H).

### **Children in the Classroom**

Children of students or faculty should not be in the classroom except in cases of emergency. See Appendix I for the complete WVSU statement of practice on children in classrooms.

### **End of Semester**

At the conclusion of the semester, each part-time faculty member is expected to:

- a. Report all grades to the Registrar in a timely manner
- b. File a duplicate set of grades with the Department Chair
- c. Return grade book and other university material to the Department Chair
- d. Return library books to the Library

# GRADING SYSTEM, GRADES AND EXAMINATIONS

## Grading System

The University uses the following grading system, which has been approved by the West Virginia Higher Education Policy Commission:

A	Superior	F	Failure
B	Good	W	Withdrew
C	Average	I	Incomplete
D	Below Average		

Grades of **A, B, C, D, and F** are directly assigned by the faculty member as appropriate.

The grade of W is not assigned directly by the instructor. A grade of W is automatically assigned by the Registrar when a student withdraws during the first ten weeks of the semester. The grade of W will then be preprinted on the final grade sheet.

Request for a Grade of Incomplete must be initiated by the student. An official Incomplete Form must be completed by the instructor, signed by the instructor and the student, approved by the department chair and sent to the College Dean for final action. The Incomplete Form indicates that valid reasons such as serious illness or other circumstances beyond the normal control of the student prevented the completion of all course requirements. The form also specifies the work which must be completed and indicates the grade that will automatically be entered if the work is not completed by a specified date. In most cases, the student should have completed 70% or more of the course work to be eligible for a grade of Incomplete. Questions regarding the appropriateness of a grade of Incomplete should be directed to the Office of the College Dean.

## Quizzes and Examinations

Quizzes and examinations should reflect the learning outcomes and material taught in the class and should be given frequently so that students may have knowledge of their progress.

The practice of basing grades solely on the results of a mid-term examination and a final examination is discouraged.

## Advisory Grade Reports

By the end of the 7th week of each semester, advisory grade sheets will be available online for each class. Advisory grades for students who have earned grades of "D" and "F" at that point must be reported on these forms. **Even if there are no advisory grades being reported, the forms must be completed and submitted online to the Registrar's Office by the required date.**

## Faculty Referral Program

The Faculty Referral Program has been implemented to positively impact retention efforts on campus and to provide an avenue for faculty to identify underperforming students. Callers contact the students to determine their needs, guided by faculty-provided reasons as the cause for the intervention. Instructors will get critical information on why students are not attending class and students can receive timely assistance so issues can be dealt with early.

The Faculty Referral Program is also useful for faculty teaching online courses (Web-50 and above). WVSU Online provides a tool to instructors called "Site Statistics" which shows where and how often a student has accessed the online course site. This information, along with a student's overall participation in online course work, can be used as the basis for a referral.

The form is available on the WVSU MyState page. Go to *Faculty & Advisors* then select **Faculty Referral**. It is very easy to use and results of the student contact info can be accessed on the **AmeriCorps Results Report** link which is also located on the *Faculty & Advisors* page.

Please contact Mrs. Kellie Toledo or Mrs. Rebecca Berga with any questions or concerns about the Faculty Referral Program:

Kellie Toledo, Director  
Counseling and Academic Support Services  
304-766-3262  
125 Sullivan Hall, East  
[toledoke@wvstateu.edu](mailto:toledoke@wvstateu.edu)

Rebecca Berga  
Student Success Coordinator  
304-766-3278  
Ferrell House  
[rberga@wvstateu.edu](mailto:rberga@wvstateu.edu)

## Final Examinations

A final examination or appropriate evaluative instrument is to be given in all classes. The examination schedule for all classes is available with the current semester's schedule of course offerings on the WVSU web page at [wvstateu.edu](http://wvstateu.edu). All final examinations are to be given at the time and place scheduled.

Grades of graduating seniors **must** be reported within hours after the final exam **on the special form provided by the Registrar's Office**.

## **Final Grade Reports**

Final grades are reported electronically over the Internet. New part-time faculty will be supplied with a PIN and instructions through their Department. Grades are due within 48 hours after the final examination is given.

## **Appeal of Final Grades**

In accordance with institutional policy, a student has the right to appeal a final grade if he or she believes that the grade has been arbitrarily, capriciously, or prejudicially awarded. The student must begin the appeal no later than 30 days after the beginning of the following semester with an oral discussion with the instructor who awarded the grade. If this is not successful, the student may continue the appeal through written requests to the Department Chair.

The complete grade appeal procedure is outlined in the WVSU [Catalog](#). Part-time faculty may request a copy of the grade appeal policy from their Department Chair.

## ACADEMIC SUPPORT SERVICES

### The University Library

Drain-Jordan Library (<http://library.wvstateu.edu/index.html>) has been a center of educational activities on the West Virginia State University campus since 1951. Its purpose is to support the educational mission of the University by advocating the University's intellectual inquiries and scholarship. Some of Drain-Jordan's resources include books and journals (in both print and electronic formats), an electronic teaching lab, and a variety of technological and pedagogical tools.

Faculty members are encouraged to use the Drain-Jordan Library and to foster their students' information-seeking and discovery by supplementing classroom activities with reading and research assignments in the library. To optimize the library experience, please contact the reference librarian to ensure that pertinent information is in the library and in sufficient amount to satisfy the requirements of the assignment. The most efficient means of doing so is to submit your class syllabus to the library prior to the start of the semester. Librarians can also be helpful in coordinating meaningful assignments.

The library faculty teach students, individually or in groups, to use standard research methodologies and introduce them to the proper use of resources such as catalogs, electronic databases, and internet search engines. They can provide in-depth information on topics such as plagiarism and the use of proper citation formats and schema. See [Library Instruction and Information Literacy](#), below.

### Borrowing Privileges

Please apply for borrowing privileges at the circulation desk. A valid faculty ID card, which will be activated as your library card, must be presented at the time of application. Faculty may check out books varying lengths of time, but all library materials are due at the end of the semester. Faculty members may check out Reference items and periodicals for 24 hours. If library materials become overdue, borrowing privileges will be blocked until all materials are returned. Faculty are responsible for all items checked out on their library barcode and for all costs involved in processing/replacing lost or damaged materials.

### Reserves

Faculty wishing to place items on Reserve should contact the Circulation Department (304-766-3116). Faculty are asked to submit Reserve materials for processing at least seven (7) days before the items are assigned to students. Forms for placing items on Reserve are available at the Circulation Desk or online at <http://library.wvstateu.edu/reserveroom/index.html>. Please contact the Circulation Department if items are to remain on Reserve through the following semester. Otherwise, items placed on Reserve must be picked up by the end of the semester.

Items not picked up or designated for on-going Reserve will be mailed to the faculty member's campus address.

### Reference Services

The Reference Department assists students, staff, and faculty with their reference and research needs all hours that the library is open. Limited technical support with library computers and software is also available. Reference assistance is available in person or by calling the Reference Desk at 304-766-3135. Additionally, the Reference Department provides information via email and "chat" Ask-A-Librarian services, accessible on the library's website from the homepage via the appropriate link or through <http://library.wvstateu.edu/askalibrarian.html> Email responses may take as long as 48 hours; chat service is completely interactive when a librarian is on duty.

The Reference collection includes current print materials (including government documents) to support the academic programs of the University. Electronic reference books make portions of it continually accessible. The Reference Room also contains the following special collections: Benin, Paradise Film Institute, and (circulating) Oversized Books. Reference materials are not checked out to students. Faculty may check out reference materials for 24 hours. Please stop by the Reference Desk to do so.

### Library Instruction and Information Literacy

Another major service provided by the Library faculty is the provision of orientation services and research instruction or "information literacy instruction" for your students. Studies indicate that students who are library literate are better equipped to handle information in college, in their everyday lives, and in continuing their research in other academic libraries.

Librarians offer a variety of instruction to introduce faculty and students to the Library's resources, including basic demonstrations in using the online catalog, online periodical indexes, library web pages and government resources. Librarians also prepare handouts and gather subject-related material for advanced classes. Most instruction classes include library tours and practice in database searching in the Library's Electronic Teaching Center (ETC). Additionally, librarians conduct instruction from non-library classrooms. Faculty, students, and staff can find instruction information under the link *Scheduling Library Instruction Classes* <http://library.wvstateu.edu/BibliographicInstruction.html> from the library's home page. Please schedule all classes meeting in the Library with the Instruction Librarian at least one week in advance. She may be reached at 304-766-3158.

### Interlibrary Loan

Books and journal articles not available in the Drain-Jordan Library may be requested from other libraries through the interlibrary loan (ILL) service. Interlibrary loan request

forms are available in the library handouts section near the Circulation Desk and online (<http://library.wvstateu.edu/illloan.html>). ILL forms must be turned in at the Circulation Desk or the Reference Desk. The Library presently absorbs all reasonable costs for borrowing and copying materials from other libraries. If the cost is too expensive, the patron is contacted by ILL staff before proceeding further. Failure to return items by the lending library's due date can hinder the library's access to ILL services and the patron will accrue fines from the lending institution.

### Instructional Materials Center

The Instructional Materials Center (IMC), located on the ground floor of the Drain-Jordan Library, offers a selection of K-12 teaching materials and resources to the University community and the area. The collection includes a variety of textbooks, juvenile literature (including Caldecott, Newbery and Coretta Scott King Award Winning Books), magazines, posters, photographs, puppets, and teaching kits. Patrons may use the Ellison Die Cut machine to produce perfectly-cut shapes and letters for various projects. There are also a comb-binding machine and laminating services available for reports. Lamination orders are usually available in 24 hours. Binding and lamination services are subject to a cost-recovery fee. Additionally, the Center has a Promethean ActivBoard similar to those currently used in West Virginia public school classrooms. The IMC and the ActivBoard may be reserved by faculty for instructional purposes by contacting the Instruction Librarian at ext. 3158. The IMC is open during regular library hours.

### Equipment

The library has nearly 100 desktop and laptop computers for use by University students and faculty. They are configured with standard MS and OpenOffice software for use of the internet, email, and standard productivity applications. The library also has two workstations and appropriate software for campus ADA needs. Laptop computers may be checked out with a University ID for in-house use only.

The library provides laser black and white and laser color printers networked for these systems. Additionally, the library has nine basic scanners and two microform scanners as a further service to our users. There are three copiers available in the lobby area; black and white computer printouts and photocopies are 10¢ per page; color computer printouts are 50¢ per page.

Library Hours: <http://library.wvstateu.edu/djlhours.html>

Normal library hours during the academic year are:

Monday - Thursday	8:00 AM - 10:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	10:00 AM - 5:00 PM
Sunday	1:00 PM - 9:00 PM

Holiday and summer hours are listed on the Library's homepage and are posted at the Library's entrance. The Library's telephone number is 304-766-3116.

### **Audiovisual Equipment**

If a classroom is not already equipped with audiovisual equipment, faculty should first check with the department chair or secretary to determine if the department has the needed equipment available. If not, faculty should fill out an audio-visual request form through the Computer Services link on the WVSU website. Once audiovisual equipment is borrowed from the department or delivered by Computer Services the user is responsible for the equipment until returned to its original location in the department or the Audiovisual Center in Hamblin Hall. Twenty-four hour advance notice is required for audiovisual equipment requests.

For evening or weekend classes, the user must also call security to lock doors to protect equipment until it is safely returned.

### **Center for Online Learning**

Located in Wallace Hall, the COL provides assistance in the use of the Sakai Learning Management System and other on-line instructional technology. Contact Ms. Bobbie Seyedmonir at 766-5702 or [bobbies@wvstateu.edu](mailto:bobbies@wvstateu.edu) for further information.

### **The University Bookstore**

The University Bookstore is located in the Wilson Student Union, which adjoins Sullivan Hall.

Regular hours of operation are:

Monday – Thursday	9:00 AM - 6:00 PM
Friday	9:00 AM - 4:30 PM

Information on extended Bookstore hours during the first week of classes is available with the current semester's Class Schedule online.

Part-time faculty should report difficulties relating to the supply of textbooks in the Bookstore to their Department Chair.

Part-time faculty may not request that the manager of the Bookstore order new texts or change a text that has already been ordered for the class to which they are assigned.

## **Desk Copies of Textbooks**

Desk copies of textbooks for classes to which part-time faculty are assigned will be supplied by their Department Chair.

## **Faculty Clerical Support**

Secretarial services are available to part-time faculty members in the Department in which they are employed. All requests for typing and duplicating college-related material should be submitted in ample time before the materials are to be used. Arrangements for pick-up and delivery points should be made with the Department Chair.

## **Facsimile Machine**

Part-time faculty have access to a facsimile (FAX) machine located in the Office of Academic Affairs and to those located in many departmental offices. The Academic Affairs FAX number is 304-766-4127; consult your Department Chair for other FAX numbers.

## **Parking on Campus**

Any person who parks on campus is required to obtain and properly display a parking pass. Parking passes are issued by the Parking and ID Office in 120 Ferrell Hall, and an automobile registration card must be presented in order to obtain a parking pass. Parking passes are \$45 for part-time faculty and a new parking pass must be obtained each semester the part-time faculty member teaches.

If guests are invited to class, advance arrangements for temporary parking permits can be made through the Public Safety Office in 113 Wallace Hall (304-766-3353).

Parking spaces are color coded:

Red	faculty and staff
White	student, faculty and staff
Blue	handicapped
Green	visitor
Yellow	no parking

## **Campus Security/Safety**

The WVSU Office of Public Safety is located on the first floor in Wallace Hall. Security hours are 8:30 a.m. - 5:00 p.m. Monday through Friday. Evenings and weekends, security officers may be reached by calling (304) 766-3181.

# **EMERGENCY PROCEDURES**

## **General**

Each building is equipped with an alarm system which is sounded whenever there is a need to evacuate a building. When the building alarm sounds, faculty are asked to have students leave the classroom quickly and exit the building by the nearest door or staircase. (There are absolutely no exceptions.) Faculty are to close classroom windows and doors. Elevators are not to be used.

If a handicapped student is in a class which is meeting on an upper floor, faculty are asked to escort the student to the landing of the nearest staircase and to remain with him/her until the emergency evacuation team comes to help students out of the building.

Once out-of-doors, faculty should move to a position at least 100 feet from the building and should ask students to do the same.

Faculty and students should remain out of the building until permission to reenter has been given by the building coordinator a staff member, physical facilities, or a security officer.

For additional information, please refer to the Emergency Response plan located on the website at: <http://www.wvstateu.edu/about-wvsu/emergency-response-plan.aspx>

## **Hazardous Toxic Gas Emission**

The following procedures are to be used by West Virginia State University personnel in the event that a hazardous toxic gas emission occurs as a result of an incident at a local chemical plant or a transportation accident. The plan is designed to sequentially provide information, shelter people, and evacuate if necessary.

### First Stage - Warning Alert

This stage indicates the possibility of a toxic gas or other emission and will be signaled by a continuous high tone signal from one or more local sirens. In the unlikely event that there is a sudden unexpected release without warning and personnel detect or have unusual physical reactions to toxic materials, they should immediately proceed inside the nearest assembly area and begin to execute the first stage of the warning alert.

People are to go inside, close windows and doors, and shutdown air conditioners and other ventilation equipment. Students in classrooms or residence halls will move to assembly areas in each of the main campus buildings. Designated supervisors will issue further instructions.

## Second Stage - Shelter-in-Place

In the event that evacuation is not necessary or feasible, personnel will be directed to remain indoors in the designated assembly area until the hazardous condition has been eliminated. The designated assembly areas for shelter-in-place are as follows:

<b>BUILDING</b>	<b>ROOM</b>
Cole Complex	Room 306/3rd floor
Davis Fine Arts	Auditorium
Ferrell Hall	Auditorium/2nd floor
Fleming Hall	Hallway by drink machine/1st floor
Hamblin Hall	Auditorium/1st floor
Hill Hall	Room 219/2nd floor
Library	Reading Room/2 <sup>nd</sup> floor
Wallace Hall	Room 122/1st floor

Supervisory personnel at all levels will assist in informing and directing people to seek shelter inside and remain there.

## Third Stage - Prepare to Evacuate

The third stage warning alert will be broadcast by radio and TV and indicates preparations for evacuation. People must remain calm, gather any needed items such as medications and clothing, and await further instructions.

## Fourth Stage - Evacuation

The evacuation order will be issued by radio and TV. Supervisory personnel will provide further instructions. People will be directed to proceed to automobiles in preparation for evacuation. People needing transportation should proceed to the closer of the two Emergency Pickup

Points where vehicles will be waiting:

- (1) the KRT bus stop on the west side of Ferrell Hall
- (2) the east side of the Student Union/Sullivan Hall parking

Emergency Personnel such as State Police, Sheriff's Department, etc., will be at points to direct traffic.

Traffic will be directed away from hazardous areas.

**APPENDIX A**  
**CLASS OBSERVATION REPORT**

**WEST VIRGINIA STATE UNIVERSITY  
CLASS OBSERVATION REPORT**

**Class** \_\_\_\_\_  
Department-Course & Section # & Title

**Date** \_\_\_\_\_ **Room Number** \_\_\_\_\_

**Meeting Time** \_\_\_\_\_ **# Students Present** \_\_\_\_\_ **Students on Roster** \_\_\_\_\_

**Instructor** \_\_\_\_\_ **Observer** \_\_\_\_\_

**1. Objective(s) for the Day's Class?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. What were the instructional Method(s) used in class?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Were these method(s) effective?** (e.g., students were interested, attentive, challenged, and understood the objectives of the session.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Preparation** (statement of objectives, provision of instructional resources or materials, evidence of planning and scholarship, and organization of class for lesson/activity):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Describe how the instructor makes the content (and/or activity) coherent, relevant, understandable, and interesting:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Did the teacher encourage questions and/or welcome a diversity of opinions?**

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7. **Describe the teacher's ability to communicate** (e.g., voice quality, articulation, enthusiasm, expression, clarity, mannerisms). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Rating of the OVERALL effectiveness of this class session, considering the observations noted for the items above (Circle one number):**

6                      5                      4                      3                      2                      1                      0  
Optimal \_\_\_\_\_ Worst

**Substantiate in a written summary the overall effectiveness rating selected in 8:**

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9. **Additional Comments:** (Attach a separate sheet if preferred).

**Instructor's Response: Provide any comments you wish to make in response to this Report. (Attach a separate sheet if preferred.)**

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Instructor's Signature

\_\_\_\_\_  
Date

\*The signature does not indicate agreement with the evaluation. It simply indicates that the instructor received and reviewed it.

**APPENDIX B**  
**REVIEW OF INSTRUCTIONAL MATERIALS**

## REVIEW OF INSTRUCTIONAL MATERIALS

Class \_\_\_\_\_ Date \_\_\_\_\_  
Department- Course & Section #-Title

Instructor \_\_\_\_\_ Evaluator \_\_\_\_\_

(At a minimum, the Evaluator should examine the course syllabus, a sample of course examinations, a sample of course handouts, and the course text.)

SYLLABUS: (Does it follow the guidelines from the Faculty Handbook? (Additional comments.)

QUIZZES AND EXAMINATIONS (Comment on appropriateness to course and level of students)

HANDOUTS (Comment on appropriateness of text of course)

OTHER (Lab Manuals, Computer software, etc.)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**APPENDIX C**  
**SMOKING POLICY**

# **WEST VIRGINIA STATE COLLEGE BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #8**

#### **Title: Smoking**

#### **Section 1. General**

1.1 Recognizing its obligation to provide safe and healthful surroundings for students, faculty, staff and visitors, West Virginia State will, to the extent possible, provide a smoke-free environment in all campus facilities. The Kanawha County Health regulations are a continuing guide in this regard.

1.2 Effective Date: December 4, 2003

#### **Section 2. Present Guidelines**

2.1 Smoking and the use of tobacco in any form is prohibited in all buildings and facilities of West Virginia State;

2.1.1 Smoking is permitted outdoors farther than twenty (20) feet from all entrances and exits to buildings;

2.1.1.1 At these locations, receptacles will be provided.

2.1.2 College facilities or properties which have been leased or rented may be exempted from this policy on the approval of the President, or his/her designee.

2.2 Smoking is prohibited in any motor vehicle owned, leased or otherwise operated by West Virginia State;

2.2.1 Privately owned motor vehicles used for college business are exempted from this policy;

2.3 Visitors are expected to comply with this policy;

2.4 Tobacco products will not be sold on campus.

**APPENDIX D**  
**SEXUAL HARASSMENT POLICY**

# WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

## WEST VIRGINIA STATE UNIVERSITY ADMINISTRATIVE POLICIES

### **Title: Sexual Harassment**

#### **Section 1. General**

1.1 Scope: This policy defines sexual harassment, provides guidelines for filing sexual harassment complaints and indicates what action will be taken against those found to have engaged in sexual harassment.

1.2 Authority: West Virginia Code §18B-1-6, a policy statement issued by the Office for Civil Rights of the U.S. Department of Education on the interpretation of the following: Title IX of the Education Amendments of 1972 and Equal Employment Opportunity Commission (EEOC) interpretative guidelines issued in March, 1980, and subsequent federal court decisions on the subject of sexual harassment.

1.3 Effective Date: October 6, 2005

#### **Section 2. Policy**

2.1 It is the policy of West Virginia State University (WVSU) and West Virginia State Community & Technical College (WVSCTC) to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment or student;

2.2 Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of each institution to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known;

2.3 Supervisors at every level are of primary importance to the implementation and enforcement of this policy.

#### **Section 3. Definition**

3.1 Sexual harassment is defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome

2

sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

3.1.1 submission to such conduct is an explicit or implicit condition of employment;

3.1.2 submission to or rejection of such conduct is used as the basis for

employment decisions; or

3.1.3 such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive work or educational environment.

#### **Section 4. Filing of Complaints**

4.1 The President of the University shall designate an Affirmative Action Officer who shall receive training in facilitating the proper resolution of complaints with the authority to investigate and report to the relevant President;

4.1.1 In cases involving either President, any accusation of sexual harassment shall be filed with the Chair of the West Virginia State University Board of Governors.

4.2 Employees - Any employee who feels he/she has been sexually harassed, and direct communication of such undesired activity has not resolved the situation, should follow one of these two formal procedures: 1) Section 4.2.1 if the immediate supervisor is not involved in the matter, or 2) Section 4.2.2 if the supervisor is involved in the matter:

4.2.1 Supervisors are to make every effort to ensure that such problems are resolved promptly and effectively. These formal procedural steps are to be followed until a successful resolution of the employee's accusation is achieved. For **WVSU**: Employee -> Supervisor if Staff; Department Chair if faculty -> Unit Head if staff; Dean if faculty -> Relevant Vice President -> Affirmative Action Officer -> President. For **WVSCTC**: Employee -> Supervisor if Staff; Program Chair if faculty -> Dean -> Affirmative Action Officer -> President;

4.2.2 If a supervisor, either staff or faculty, in the chain of procedural steps of Section 4.2.1 is involved with the employee's accusation of sexual harassment, the employee may choose to take the complaint directly to the Affirmative Action Officer as the initial formal procedural step for resolution;

4.2.3 If the Affirmative Action Officer is involved with the employee's accusation of sexual harassment, the complaint will be taken directly to the supervisor of the Affirmative Action Officer.

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4.3 Students - Any student who feels he/she has been sexually harassed, and direct communication of such undesired activity has not resolved the situation, is to follow these formal procedural steps: Student -> Counselor -> Student Affairs Vice President (WVSU) or Dean (WVSCTC) -> Affirmative Action Officer -> President.

4.4 Appeals to a decision rendered by either President shall be directed to the

Chair of the Board of Governors.

**Section 5. Sanctions**

5.1 Any student, supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in the sexual harassment of another employee or a student will be subject to appropriate disciplinary action;

5.1.1 Depending on the circumstances, sanctions may include termination or expulsion.

**APPENDIX E**

**DEALING WITH DISRUPTIONS**  
**and/or**  
**ACADEMIC MISBEHAVIOR IN THE CLASSROOM**

## **DEALING WITH DISRUPTIONS AND/OR MISBEHAVIOR IN AN ACADEMIC SETTING:**

### **A GUIDE FOR FACULTY (*revision, 6/16/03*)**

Misbehavior or disruptions in the classroom or other academic setting are possibilities that no faculty member looks forward to. However, this kind of student conduct is, at times, a reality at West Virginia State University. It is the responsibility and the right of all faculty members to make a professional judgment whether or not specific conduct in the classroom constitutes academic misbehavior. There are steps that you can take to deal with such conduct and proactively prepare for such an incident should it arise.

#### **1. Inform your students.**

We recommend that you state, in writing preferably (in the syllabus), your expectations of your students with regard to conduct in the classroom. You might let them know how the University defines academic misbehavior and what the consequences are for such conduct. Discuss with students and explain to them your own particular expectation with regard to their behavior in the class.

#### **2. What is Misbehavior in an Academic Setting?**

Our institutional policy defines misbehavior in an academic setting as instances, which defy ordinary means of classroom control. This may include (but is not limited to) disorderly conduct (fights, assaults or battery, public disturbances, including verbal abuse and/or profanity), destruction of institutional or placement agency property, or disruption – defined as interference with any institutional activity, interference with the rights of any member of the institutional community, injury or threats of injury to any member of the institutional community.

The WVSU Student Handbook (*The Buzz*) has categorized specific types of behavior that can result in various sanctions. These behaviors include: (a) public use of abusive or obscene language; (b) disrespect toward a university faculty or staff member or administrator (treats a university faculty staff or administrator with contempt or is disrespectful in language or deportment); (c) unauthorized occupancy of university facilities or buildings, (d) interference with the rights of students, faculty, staff to gain access to any University facility for the purpose of attending classes, going to work, participating in interviews and conferences , or any other authorized purpose; (e) interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance; (f) disorderly conduct or lewd, indecent, or obscene conduct of expression on University owned or controlled property or at University officials, police, and other law enforcement officers acting in performance of their duties. Sanctions for these behaviors may range from probation to expulsion from the University.

**APPENDIX F**  
**FACULTY REFERRAL PROGRAM**

## Faculty Referral Program

- The Faculty Referral Program helps both faculty and staff identify why students are having difficulty completing assignments or attending classes. Students are matched with appropriate resources and are urged to communicate with their professors immediately and throughout the semester.
- Faculty referral is an intervention program for students who, for any number of reasons, are not being successful. Please only refer students for whom you feel an intervention is needed.
- All faculty are encouraged to participate. The program can be used with any course, including online classes.
- Due to limited resources, the Faculty Referral program is unable to remind students to submit assignments on a regular basis.
- You may submit referrals at the end of every other week, starting with week 1:
  - First Week- August 23
  - Third Week- September 6
  - Fifth Week- September 20
  - Seventh Week- October 4
  - Ninth Week- October 18
- The form is available on the WVSU MyState page:
  - Faculty & Advisors
  - Faculty Referral (to submit a referral)
  - AmeriCorps Results Report (to see the outcome and comments concerning the referral)

### Questions or concerns

Kellie Toledo, Director  
Counseling and Academic Support Services  
304-766-3262  
125 Sullivan Hall, East  
[toledoke@wvstateu.edu](mailto:toledoke@wvstateu.edu)

Rebecca Berga  
Student Success Coordinator  
304-766-3278  
Ferrell House  
[rberga@wvstateu.edu](mailto:rberga@wvstateu.edu)

**APPENDIX G**  
**INCIDENT REPORT FORM**

**INCIDENT REPORT FORM  
FOR FACULTY INVOLVED IN A CONFRONTATIONAL INCIDENT WITH AN  
ADVERSARIAL STUDENT**

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

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

Date Filed: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Student: \_\_\_\_\_

**Names of witnesses and contact information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please use the back of this form or attach additional pages for the following:**

1. Factual description of the incident:
2. Assistance requested [e.g. personal briefing on your rights and responsibilities, further investigation, etc.]

**A copy of this form should be filed with the Chair of your department, the Dean, the Vice-President for Academic Affairs, and Public Safety.**

\_\_\_\_\_  
**XI. Signature**

**APPENDIX H**  
**ACCIDENT REPORT FORM**

## **ACCIDENT REPORT FORM**

Should an employee experience an accident in which he/she is injured, it should be reported to the supervisor within 24 hours and to the Department of Public Safety immediately or soon thereafter.

Public Safety will complete an accident report, which is submitted to the Director of Fiscal Affairs. The Director of Fiscal Affairs submits a copy of the accident report to Brickstreet to obtain a claim number so that the medical provider can be paid for the services rendered. Without the claim number being assigned by Brickstreet, the medical provider will bill and expect payment from the employee for the services rendered.

The Accident Form may be accessed directly at  
**<https://www.brickstreet.com/CUSTOMERSERVICE/Claim%20Forms/BI-3.pdf>**

**APPENDIX I**  
**CHILDREN IN CLASSROOMS OR MEETING AREAS**

## **CHILDREN IN CLASSROOMS OR MEETING AREAS**

West Virginia State University encourages nontraditional students to seek higher education. Further, the University employs a diverse staff, many of whom have special needs. These students, faculty and staff often have many responsibilities involving home, work, school, and children which at times can affect attendance at the last minute.

In the event that an emergency child supervision situation occurs, the University recommends the following in regard to child visitation in classrooms, office areas, or campus grounds. These procedures are designed to avoid disturbance of the regular activities of students, faculty, and staff and yet to provide for the safety of a child needing supervision:

- a. The presence of children in the classroom requires approval of the instructor. Children are not to attend classes with parents on a regular basis;
- b. The presence of children in the workplace requires permission of the supervisor. Employees are not to bring children to the workplace on a regular basis;
- c. Children are not to be left unattended in hallways, public areas, building, or University grounds.

Questions regarding the interpretation of these policies in particular cases should be addressed by faculty and students to the Assistant Vice President for Academic Affairs and by staff members to the Assistant Vice president for Administrative Affairs.

Finally, it should be noted that while the University is willing to accommodate the reasonable needs of a diverse staff and student body, the primary responsibility for the arrangements permitting regular work and class attendance lies with the individual employee or student.