

WEST VIRGINIA STATE UNIVERSITY

Yellow Jacket Connection
Faculty Handbook

WEST VIRGINIA STATE UNIVERSITY

YELLOW JACKET

CONNECTION

FACULTY HANDBOOK

Revised July 2018

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.

Contents

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION.....	1
HISTORY OF WEST VIRGINIA STATE UNIVERSITY	4
ADMINISTRATION	6
Administrative Officers	6
Organizational Chart	7
Administrative Offices	7
Faculty Email Accounts.....	7
CONDITIONS OF EMPLOYMENT	8
Definition of Part-time Faculty	8
Conditions of Appointment.....	8
Required Academic Records	8
Required Credentials	8
Required Payroll Deductions.....	9
Pay for Part-time Faculty.....	9
Supervision of Part-time Faculty	9
Evaluation	10
Site Visits	10
Orientation	11
Professional Development	11
TEACHING RESPONSIBILITIES.....	12
General	12
MyState.....	12
Break Schedule.....	12
Schedule Changes and Withdrawals	12
Course Syllabus.....	12
Student Class Attendance.....	13
Academic Dishonesty	13
Student Misbehavior in the Academic Setting.....	13
Office Hours.....	14
Faculty Absences.....	14
Inclement Weather	14
The First Class Meeting	14
Classroom and Laboratory Safety.....	14
Online Instruction	14
Children in the Classroom.....	15
End of Semester	15
GRADING SYSTEM, GRADES AND EXAMINATIONS	16
Grading System	16

Quizzes and Examinations.....	16
Final Examinations.....	16
Final Grade Reports.....	17
Appeal of Final Grades	17
ACADEMIC SUPPORT SERVICES	18
The University Library	18
Center for Online Learning.....	21
The University Bookstore	21
Desk Copies of Textbooks	21
Parking on Campus	21
EMERGENCY PROCEDURES	22
APPENDIX A: CLASS OBSERVATION REPORT	23
APPENDIX B:REVIEW OF INSTRUCTIONAL MATERIALS	26
APPENDIX C: DEALING WITH DISRUPTIONS and/or ACADEMIC MISBEHAVIOR IN THE CLASSROOM.....	28
APPENDIX D: TITLE IX	30
APPENDIX E :INCIDENT REPORT FORM.....	33
APPENDIX F: ACCIDENT REPORT FORM	41
Appendix G: NACEP Instructor Approval Policy	43
Appendix H: Letter of Appointment	46

HISTORY OF WEST VIRGINIA STATE UNIVERSITY

Founded in 1891, West Virginia State University has entered its second century of service. A 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. Anthony L. Jenkins
Chief of Staff and Special Assistant to the President	Dr. Deneia Thomas
Executive Assistant to the President	Ms. Crystal Walker
Provost and Vice President for Academic Affairs	Dr. Kumara Jayasuriya
Vice President for Research and Public Service	Dr. Orlando McMeans
Vice President for Enrollment Management & Student Affairs	
Vice President for Business and Finance	Mr. Melvin Jones
Vice President for University Advancement	Ms. Patricia Shumann
Director of University Relations	Mr. Jack Bailey

Academic Affairs Office Staff

Provost and Vice President for Academic Affairs	Dr. Kumara Jayasuriya
Interim Associate Provost and Vice President for Academic Affairs	Dr. Scott Woodard
Executive Secretary to the Provost	Ms. Fatiema Wilkerson

College Deans

Arts & Humanities (Interim)	Dr. Rob Wallace-766-4114
Business & Social Science (Interim)	Ms. Debbie Williams-766-3058
Natural Sciences & Mathematic	Dr. Naveed Zaman-766-3394
Professional Studies	Dr. J. Paige Carney-766-3313

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	Chief 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 101 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 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.

Yellow Jacket Connection is an Early Enrollment program which allows qualified high school students to earn college credit and fulfill high school credit by taking courses on their high school campuses from West Virginia State University (WVSU). WVSU employs high school instructors to teach in concurrent enrollment courses and employs adjunct instructors to teach early enrollment courses. These instructors are considered part-time faculty at WVSU.

Conditions of Appointment

High school instructors interested in becoming YJC Instructors must submit a resume and transcripts to the Office of Academic Educational Outreach. The Office of Academic Educational Outreach send the information to the appropriate Department Chairs for review. If approved, the Department Chair will send the application College Deans for review who will then send it to the Provost and Vice President for Academic Affairs. Approved instructors are issued letters of appointment for one semester or a fraction of a semester. Instructors not appointed are issued letters of denial of appointment. 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 part-time instructors must file an official transcript of all undergraduate and graduate work with the Office of Academic Educational Outreach, 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 Credentials

Per the West Virginia Higher Education Policy Commission §133-19-5, faculty teaching early enrollment courses must meet the minimum faculty credential requirements as specified by the college and as approved by the department and chief academic officer of

the college or university that will grant the credit. West Virginia State University requires persons appointed to the faculty to hold, at the minimum, a master's degree from a regionally accredited institution. However, in emergency situations and in the instance of highly talented and experienced persons in certain professional and technical areas, someone without a master's may be considered with appropriate written justification. Honorary degrees and those awarded from non-accredited institutions are not generally recognized for employment purposes. See Appendix G for Yellow Jacket Connection Instructor Approval Policy.

Required Payroll Deductions

Upon receipt of letters of appointment, *Yellow Jacket Connection* faculty members who are new to the University and will be receiving compensation 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. For graduate courses, the payment is \$2,500 with a terminal degree. WVSU pay dates are bi-weekly on Fridays, 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 bi-weekly 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.

Yellow Jacket Connection Concurrent Enrollment instructors are not compensated by West Virginia State University as they are paid through their employing high schools.

Supervision of Part-time Faculty

Basic responsibility for the supervision of part-time faculty lies with Department Chairs or Faculty Liaisons. 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.

Evaluations

Each part-time faculty member will be evaluated each semester by students and by the Department Chair or his/her designee. Each semester, students will evaluate the instructor using an online evaluation form. The Office of Academic Educational Outreach will provide the student evaluations near the end of each semester. Feedback from the student evaluation will be provided to the faculty liaisons after the close of the evaluation period. Faculty liaisons will disseminate the evaluation feedback to YJC Instructors. The overall effectiveness of the course is rated on a scale of 1-10. Any instructor who is rated a 6 or below by the students will be required to schedule a one hour conference with the instructor to review the student evaluations and provide instructional feedback. Any instructor who scores a 6 or below overall for three successive evaluations will no longer meet the requirements and be eligible to teach in the YJC program. Liaisons may also use the feedback from the evaluations to plan Professional Development each year.

Site Visits

Each semester, the Director of the Office of Education Outreach will inform faculty liaisons of any site visits that need to be performed during that semester. The Department Chair, or a designated content faculty member, will visit Yellow Jacket Connection classes for observation. The purpose of the site visit is to provide opportunity for on campus faculty to interact and build relationships with Yellow Jacket Connection faculty and to observe course delivery, student discourse, and rapport. Once the observation is complete, instructional feedback is provided to the instructor. During the observation, the observer utilizes the WVSU Class Observation Report (See Appendix A and B). Once the report is completed and the feedback is given to the YJC instructor, the Department Chair or Faculty Liaison will deliver the Observation Report to the Office of Education Outreach who will maintain the observation tracking and files. This observational data is tracked through the Office of Academic Educational Outreach by keeping an updated Excel spreadsheet with the timeline of the observational visits and feedback provided to the instructor. New Yellow Jacket Connection instructors will be observed in their first year. After the first evaluation, subsequent evaluations will occur every three years or sooner as needed.

The overall effectiveness of the class session is rated on the Class Observation Report on a scale of 1-10. Any instructor who is rated a 6 or below will be required to observe a session of that course taught on WVSU's campus by a faculty member. The faculty liaison for that course must also schedule a one hour conference with the instructor to review the observation and provide instructional feedback. The instructor must also be observed the following year. Any instructor who scores a 6 or below overall for three successive classroom observations will no longer meet the requirements and be eligible to teach in the YJC program.

Orientation

The Office of Academic Educational Outreach provides a part-time faculty orientation to instructors at the beginning of the academic year. The meeting is conducted in collaboration with college deans, chairs, and content faculty and takes place on the WVSU campus. During the orientation, there is a review of the *Yellow Jacket Connection* faculty handbook, review of the syllabi and assessment requirements, along with procedural components such as teaching responsibilities, grading system, grades, examinations, and academic support services. This orientation may occur concurrently with on-campus part-time instructors, or may be offered as a separate orientation. Instructors who do not attend the scheduled orientation may schedule a one-on-one orientation with the liaison prior to the beginning of the semester. Instructors who do not attend orientation by either method will not be eligible to teach the course and will be replaced by a West Virginia State University adjunct professor meaning the course will not be considered a YJC course for that semester. The orientation evaluation results are analyzed by the Office of Academic Education Outreach and the results are shared with the with faculty liaisons and used to continually monitor and improve the quality of orientations.

Professional Development

Professional Development will be offered each year and is mandatory for instructors who wish to continue their employment the following year. The training will be discipline specific and will regard issues including, but not limited to, best practices, assessment, curriculum, and advancements in the field. Professional development activities will be designed to best engage instructors and may be offered in person or through highly interactive online offerings.

Attendance at Professional Development trainings will be tracked through attendance reports and participant evaluations. The Office of Academic Educational Outreach will maintain these records. Instructors who do not attend the professional development activity will not be eligible to be an instructor the following year.

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. *Yellow Jacket Connection* faculty who are teaching a course approved for General Education requirements at WVSU must complete the approved gen ed assessment rubric in their course as appropriate to their content area. These rubrics will be detailed to the instructor by their Department Chair.

MyState

Faculty must use MyState for class rolls, midterm and final grades, and faculty referral. The link for MyState is available on the WVSU homepage (wvstateu.edu). Faculty will sign in using A# and password. If unsure of password, there is a link on the MyState home page to allow a user to reset a password. Access to WVSU email is required to obtain new pin number.

Break Schedule

Classes meeting once per week for 2 hours and 45 minutes should normally take a 15 minute break in the middle of class. Classes scheduled for 1 hour and 15 minutes do not have a break.

Schedule Changes and Withdrawals

Students may drop classes through the 10th week of the semester. Class lists are made available to faculty MyState. They are located in Faculty Services in Summary Class List. 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. Instructors should contact the Office of Academic Educational Outreach if a student is not listed on the roll, or if a student is listed but is no longer attending the course.

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., 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.

Courses with an online component (web 30, 50, 80, or 100) have additional requirements. Part-time faculty members should see their Department Chair for online course template.

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).

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 [University Catalog](#) (on the WVSU Web page at wvstateu.edu under the “Academics” tab).

Office Hours

YJC Instructors are not expected to keep office hours; however, they are expected to make themselves available to students as needed.

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 follow the policy of the hosting high school. If a long-term absence is expected, the instructor should contact the Office of Academic Educational Outreach as soon as possible so that alternative arrangements can be made.

Inclement Weather

Yellow Jacket Connection instructors must follow the inclement weather policy of the hosting high school.

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

Yellow Jacket Connection instructors should follow the classroom and laboratory safety plans of the hosting high school at which they are teaching.

Online Instruction

West Virginia State University uses Moodle as the learning management software for online courses. See Moodle Orientation Guide for further information. Additionally, see

the Online Institute for further instruction and training using WVSU Online.

Children in the Classroom

Children of students or faculty should not be in the classroom except in cases of emergency. YJC Instructors should refer to further policies of the hosting high school in terms of children in the classroom.

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 text 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.

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 WV SU web page at wvstateu.edu. All final examinations are to be given at the time and place scheduled.

Final Grade Reports

Final grades are reported electronically through MyState. These are located under Faculty Services in the category of Final Grades. 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](#) 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 [HERE](#). 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 directly access the link [HERE](#). 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 at the Reference Desk.

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* from the library's home page or the direct link [HERE](#). 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 [HERE](#). 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 (20¢ for front and back copy); color computer printouts are 50¢ per page.

[Library Hours:](#)

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.

Center for Online Learning

Located in 227 Wallace Hall, the COL provides assistance in the use of the Online Learning Management System and other on-line instructional technology. Contact Dr. Thomas Kiddie at 304-766-3170 or tkiddie@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.

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 the Visitor's Center (304-766-3353).

Parking spaces are color coded:

Red	faculty and staff
White	student, faculty and staff
Blue	

handicapped
Green
visitor
Yellow no
parking

EMERGENCY PROCEDURES

Early Enrollment Instructors should follow the emergency procedures of the hosting high school.

APPENDIX A: CLASS OBSERVATION REPORT

**WEST VIRGINIA STATE UNIVERSITY
FACULTY OBSERVATION**

Faculty Member _____ Observer _____

Class _____
Department – Courses & Section # & Title

Meeting Time _____ # Students Present _____ # Students on Roster _____

1. **Learning Goals and/or Objectives:** Discuss with the instructor the objectives and/or goals for the class.

2. **Instructional Methods:** List the instructional method(s) used in class.

3. **Effectiveness:** Were the instruction methods 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. **Learning Environment:** Describe the culture of learning established by the instructor.

6. **Student Interaction:** Describe the instructor's interactions with students, focusing especially on the communication between the instructor and students:

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

8. Rate: Rate the overall effectiveness of this class session, considering the observations noted for the items above. (Circle one number with one being the least effective and ten being the most effective):

1 2 3 4 5 6 7 8 9 10

Substantiate in a written summary of the overall effectiveness rating selected

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

10. 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 observation report. It simply indicates that the instructor received and reviewed it.***

APPENDIX B:REVIEW OF INSTRUCTIONAL MATERIALS

REVIEW OF INSTRUCTIONAL MATERIALS

Class _____ Date _____
Department- Course, Course #, & Section #

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: 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 D: TITLE IX

Title IX Compliance

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at WVSU. While compliance with the law is everyone's responsibility at the university, there are staff members who have primary responsibility for Title IX compliance.

Title IX Coordinators

For Complaints Against Faculty or Staff (or individuals who do business with WVSU):

If you have a complaint against a WVSU faculty or staff member for sexual harassment, sex discrimination, or sexual assault, please contact:

Justin Cherry

Title IX Coordinator
Director of Human Resources
105 Cole Complex
304-766-5224
justin.cherry@wvstateu.edu

For Complaints Against Students:

If you have a complaint against a WVSU student for sexual harassment, sex discrimination, or sexual assault, please contact:

Trina Sweeney
Director, Adult & Commuter Student Services
Student Affairs
100 Curtis House
304-204-4328
sweeneyt@wvstateu.edu

Gender Equity in Athletics

If you have a complaint about gender equity in WVSU athletics programs, please contact:

Kerri Blackwell
Assistant Athletic Director
210 Fleming Hall
304-766-3165
ablackwell1@wvstateu.edu

Additional Resources

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff or student) and you may also contact:

WVSU Public Safety
305 Barron Drive
304-766-3353 (non-emergency)
911 (emergency)
<http://www.wvstateu.edu/administration/public-safety>

To Report Confidentially

All of the individuals identified above will investigate and report all complaints. All employees, operating in their official capacity, are required to report alleged harassment and assault. If you desire that details of the incident be kept confidential, you may speak with on-campus counselors, campus health service providers or off-campus rape crisis resources, who will maintain confidentiality. Counseling and Academic Support Services (CASS) has campus counselors that are available to help you free of charge, and are located on the first floor of Sullivan Hall, East. In addition, you may speak off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

APPENDIX E :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 F: 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 G: Yellow Jacket Connection Instructor Approval Policy

Yellow Jacket Connection Instructor Approval Policy

- I. Qualified faculty members are identified primarily by credentials set forth in Series 19 §133-19-5 of the West Virginia Higher Education Policy Commission. However, additional factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree.
- II. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. At least five years of high school teaching experience in the content specific area; business and corporate experience; nonprofit experience; and artistic and performance experience, as well as other types of similar experiences, are all considered minimum equivalent credentials at West Virginia State University. As for the evaluation process, the Department Chair in the specific discipline will review the credentials, including equivalent experience, and make a recommendation to the Dean of the College on whether or not the credentials and/or experience meets this minimum threshold. The Dean will then make the final determination about the acceptability of the proposed faculty member's credentials and equivalent experience.
- III. Faculty teaching general education courses must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

IV. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

Appendix H
Letter of Appointment

Date
Name
Address

Dear

Having reviewed and approved your credentials, West Virginia State University's Office of Early Enrollment is pleased to offer you the appointment of Instructor in the *Yellow Jacket Connection* program at _____ school for the following course(s) _____ which is/are part of the _____ Department. Your appointment period is _____ to _____. See your contract for financial compensation details.

Requirements: As part of the *Yellow Jacket Connection* program, you are required to attend the part-time faculty orientation at the beginning of your first semester. Additionally, each academic year you are required to attend at least one Professional Development activity offered by West Virginia State University specific to your discipline. Finally, you will be required to participate in site visits which will occur during your first year, with follow-up site visits occurring no less than every three years after the initial visit.

Also, please note that if you are teaching a course approved for General Education requirements at WVSU, you must complete the approved gen. ed. assessment rubric in your course. These rubrics will be further explained by your WVSU liaison.

Additional Information: The WVSU liaison that will serve as your contact is _____. You're personal identification number for WVSU is A_____.

You will receive an electronic copy of the *Yellow Jacket Connection* Faculty Handbook at the email address you provided. Please review this handbook for further policies and procedures.

Sincerely,

James Taylor
Director of Academic Educational Outreach
Office of Academic Affairs