

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
FACULTY ASSEMBLY BY-LAWS**

ARTICLE I. Meetings

Section 1. Regular meetings of the Faculty Assembly shall be held each month during the academic year on dates to be announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each faculty member at least ten (10) days prior to the September meeting.

Section 2. The last regularly scheduled Assembly meeting of each academic year, which shall follow the annual Academic School Assembly elections, shall be held for the purpose of electing new officers for the next year. The meeting shall be called and chaired by the President of the outgoing Assembly.

Section 3. The Representatives present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

Section 4. Members of the Fairmont State University or Pierpont Community and Technical College community with a direct interest in the business of any Assembly meetings shall have the right to attend such meeting. They shall have the right, subject to the approval of the President of the Assembly, to plead their case if they feel that their interests have not been properly presented.

Section 5. The physical presence of at least fifty percent (50%) of the members or their representative shall constitute a quorum.

Section 6. A Representative unable to attend a particular meeting may send a substitute from the same academic School who meets the requirements for Faculty Assembly membership. The individual designated as the substitute shall assume the seat and vote for the absent member provided that notice of such substitution has been given to the Secretary of the Assembly prior to the call to order of the meeting.

Section 7. Meetings of the Assembly shall be conducted in accordance with the then current edition of Robert's Rules of Order, except as otherwise provided in the By-Laws.

ARTICLE II. Officers

Section 1. The Assembly shall, by secret ballot, elect annually or whenever a vacancy exists, a Vice President, a Secretary, and one Executive member from each School. The term of office for the Vice-President, Secretary, and Executive Committee members shall be one year except when an election is held to fill a vacancy in which case the period shall be for the unexpired part of the original term of office. These officers shall be eligible for re-election. The President shall serve a term of two years, and may serve no more than two consecutive terms as Assembly President (WV State Code §18B-6-3).

Section 2. The Executive Committee of the Assembly, composed of the President of the Assembly, the Vice President of the Assembly, the Secretary of the Assembly and one member elected by each School shall meet at least one time prior to each Assembly meeting to prepare an agenda and to designate items of business as major or minor. The Executive Committee of the Faculty Assembly and the Executive Committee of Fairmont State University's Faculty Senate will serve as a committee to coordinate relevant policies and procedures between Fairmont State University and Pierpont Community & Technical College.

ARTICLE III. Voting Procedure

Section 1. Policy recommendations shall be by majority vote of members present provided a quorum is constituted. Policy recommendations shall be effective after passage by the Assembly and approval by appropriate administrative authority.

Section 2. The President of the Community & Technical College may interpose a veto on any Assembly action, in which case, the Assembly may direct the President of the Assembly to invite the President of the Community & Technical College to present the rationale or reasons for the imposed veto. The President of the Assembly has the responsibility of reporting the veto action to the Board of Governors at their next meeting.

Section 3. The President of the Assembly is the presiding officer and as such shall not vote except in case of a tie vote.

Section 4. A written, secret ballot shall be used in all elections.

Section 5. A written, secret ballot shall be used to decide upon all major items of business unless there be a consensus to forego such procedure for a specific issue.

Section 6. On any matter before the Assembly, three-fifths ($3/5$) of those members present shall be empowered to end debate.

ARTICLE IV. Faculty Committees

Rules of General Application

Section 1. Committees shall be established by the Assembly as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Pierpont Community & Technical College.

Section 2. Each committee shall meet at least once a year. The schedule of the assigned meeting times may be found in the Appendices.

Section 3. Members of standing committees shall be notified of meeting dates electronically by the committee Chair.

Section 4. All committee meetings will be open to all interested persons, unless in the opinion of the committee, a closed meeting is necessary to protect personal rights of privacy.

Section 5. Each committee shall keep adequate records of committee business. Matters of general importance to the Community & Technical College shall be reported promptly to the President of the Assembly who will notify the President of the Senate when applicable.

Section 6. At the end of each academic year each committee shall send a written report of its activities in writing to the Executive Committee of the Assembly. The Assembly may request additional reports at any time.

Section 7. Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Assembly relevant to their charge. All procedural or policy changes recommended by a faculty committee that affect Community College instructional programs or Community College faculty welfare are subject to approval by the Assembly and the Community & Technical College President and others as appropriate. All procedural or policy changes recommended by a faculty committee that affect Pierpont Community and Technical College as a whole are subject to approval by the Assembly and the Community & Technical College President.

Section 8. Ex-officio members of standing committees shall not vote on committee matters.

Section 9. Whenever there is a joint meeting of committees of Pierpont Community and Technical College and Fairmont State University, each committee will have equal representation.

Section 10. Should there develop a difference of opinion, principles, or policy in an inter-institutional capacity, an ad hoc mediation committee will be formed in accordance with guidance from the State and accrediting bodies to encourage the prompt and equitable settlements of all controversies or claims between Pierpont Community and Technical College and Fairmont State University. Any dispute will first be submitted in writing to the committee, who shall promptly meet and confer in an effort to resolve such dispute through good faith consultations and negotiation.

This group will meet as a whole and select chairs or co-chairs of the group. They will discuss the situation and come up with possible resolutions to the situation. They will then take these resolutions back to each Institution and make recommendations. Faculty Assembly will then deal with the options presented and, after discussion, vote concurrence or modify them with approved changes. The approved proposals will then be placed into a special ballot and voted on by full-time faculty. If the vote fails to resolve the issue, the matter will be referred to the Presidents.

ARTICLE V. Faculty Assembly Committees

Purpose, Organization, and Function

Section 1. At least thirty (30) days prior to the last regularly scheduled Assembly meeting of the academic year, the President of the Assembly shall appoint a Nominating Committee consisting of one member from each School to provide a slate of proposed officers.

Section 2. At the regularly scheduled November Assembly meeting, the President of the Assembly shall appoint a Committee on Committees consisting of one member from each School designating one (1) of the nominees to serve as Chairperson. The Chairperson of the previous year's Committee on Committees shall be an ex-officio member of the Committee on Committees.

Section 3. Faculty members of the standing committees shall be nominated by the Committee on Committees or nominated from the faculty-at-large through elected Representatives with the exception of the following: Curriculum, Admissions and Credits, Faculty Development, and Academic Appeals. The first reading of the proposed committee assignments will be at the last regularly scheduled Assembly meeting of the academic year; the second reading, at the first regularly scheduled Assembly meeting of the following academic year.

Section 4. Student members who serve on Pierpont faculty standing committees shall have been elected as student representatives at-large from a Pierpont chartered student organization. Final selection will be determined by the Assembly Executive Committee. No student representative shall be selected for the following committees: Academic Appeals, Faculty Development, Faculty Harassment Complaint, Faculty Mediation, Faculty Welfare, and Faculty Personnel.

Section 5. The Committee on Committees shall nominate faculty members to faculty committees. When naming ex-officio members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

Section 6. The Faculty Standing Committees shall be nominated by the Committee on Committees (itself a standing committee) and approved by the Assembly. Other standing committees may be added at the discretion of the Assembly.

Section 7. All faculty committees, separate or joint, shall be authorized by and answerable to the Assembly as well as to the other bodies by which they are constituted. Faculty members serving on faculty committees shall be considered representatives of the general faculty or their designated constituents.

Section 8. Faculty Standing Committees

- A. Academic Appeals Board.** The student will follow the Academic Appeals procedure for the School in which they are enrolled. The Academic Appeals Board shall conduct an impartial investigation of any charges by students of prejudicial or capricious evaluation and recommend appropriate action. Grade appeals shall have been presented to the Program Coordinator, School Dean, and representative appointed from the President's office of the Community & Technical College prior to the presentation to the Academic Appeals Board and the written decision shall be sent to the Community & Technical College President, the instructor and the student involved.

The Academic Appeals Board shall be composed of twelve faculty members chosen by

the President of the Community and Technical College from a list of eight faculty nominees from the Faculty Assembly and eight faculty nominees from Phi Theta Kappa. These nominees are not to include Deans.

This Board shall judge all student grade appeals within the jurisdiction of the calendar year beginning September 1. At the start of each case, both the student and the instructor are entitled to dismiss two Board members from hearing their particular case. Board members may dismiss themselves from hearing a particular case with permission of the Board Chairperson. At least five Board members, after dismissals, must be present for a formal meeting of the Board.

The Academic Appeals Board will choose its Chairperson who shall preside at appeals during the year except where he/she is challenged, is a party to the appeal, or is otherwise unavailable. In such cases the Board shall elect a temporary Chairperson. Consonant with the rules of good order, the Board shall determine its own order of procedure and may call advisors if it desires. These rules shall afford the instructor the opportunity to respond to all charges made against him/her. In an appeal case both student and instructor shall submit a written statement to the Board no later than five class days in advance of the hearing. Each statement shall be made available to the other party. Each party may have one advisor (faculty or student) from the academic community and may call witnesses to present information directly related to the appeal case.

The Academic Appeals Board shall conduct its hearing and deliberation in private. The Board shall keep an audio tape of information presented by the parties involved. This tape shall then be submitted to the appropriate administrative authority to be stored in a secure place until final resolution. The written decision of the Academic Appeals Board shall be sent to the appropriate administrative office.

Academic Appeals involving inter-institutional issues between Pierpont Community and Technical College and Fairmont State University will be decided according to procedures determined by the respective Presidents of the Institutions.

- B. Admissions and Credits Committee.** The Admissions and Credits Committee shall serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review policies and procedures proposed by the Registrar and the Office of Admissions and recommend any appropriate changes. This Committee shall be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration.

The Admissions and Credits Committee shall consist of two representatives from each Pierpont Community & Technical College School elected at the April School meeting. The Registrar, the Director of Admissions and Recruiting, and the Representative from the President's office shall be ex-officio members of the committee.

C. Curriculum Committee. The Curriculum Committee shall:

1. review the initial decisions concerning curriculum changes as reported by the Representative from the President's office of the Community & Technical College;
2. hear any appeals from faculty concerning disposition of curriculum proposals;
3. undertake research into the successes and failures of the Institutional curriculum; and
4. develop policy guidelines that will assist the Institution in curriculum development. All four functions of the committee will result in recommendations reported to the Faculty Assembly for final action.

The Curriculum Committee shall consist of two members from each of the Pierpont Community and Technical College. Each School at its April meeting shall elect one member to the committee for a two-year term to begin the following semester. At the beginning of each academic year the President of the Assembly shall convene and preside over the first meeting of this committee, for the purpose of electing a committee chair from the membership to serve a one-year term. The Representative from the President's office of the Community & Technical College and the Registrar shall serve as ex-officio members of the committee.

D. Faculty Development Committee. The Faculty Development Committee shall:

1. publicize and solicit applications for Faculty Development grants and select the recipients for final approval by the Administration; and
2. coordinate with the Director of the Center for Teaching Excellence in seeking funds for these and similar activities.

The Faculty Development Committee shall consist of at least one member from each School. Each School at its April meeting of the academic year shall elect its member to the committee for a two-year term to begin the following semester; the odd years will be Academic Studies and Business, Aviation and Technology and the even years will be Human Services and Health Careers. In the event a committee member is unable to complete the two-year term, the Faculty Assembly Executive Committee will appoint a replacement from a recommendation from the School to fill the unexpired term. At the beginning of each academic year, the Assembly President shall convene and preside over the first meeting of this committee for the purpose of electing a chairperson to serve a one year term of office. In the event a committee member applies for a Faculty Development grant, the Executive Committee shall appoint a substitute from that academic unit during the period of deliberation. The Director of the Center for Teaching Excellence shall serve as an ex-officio member of the committee.

E. Faculty Harassment Complaint Committee. The Faculty Harassment Complaint Committee, a panel of twelve drawn from the faculty shall conduct a formal hearing and

make a recommendation to the Representative from the President's office in accordance with the Institutional Harassment Policy in any case in which a faculty member is the respondent.

The Faculty Harassment Complaint Committee shall consist of five faculty members drawn from a panel of twelve faculty members in accordance with the committee procedures that follow. This committee shall (1) conduct a formal hearing and (2) make recommendations to the Representative from the President's office.

Procedures

1. The Representative from the President's office of the Community & Technical College shall strike three faculty members from the panel of twelve members and then furnish the complainant and the faculty member who is respondent a list of nine faculty members with instructions that each strike two names and return the list to the Representative from the President's office within ten days.
2. If for any reason the faculty member and the complainant fail to strike or strike the same faculty, the Representative from the President's office shall, within five days, strike a sufficient number to reduce the members to five, who shall constitute the formal hearing committee.
3. The Representative from the President's office shall promptly notify the five members in writing that they have been selected to constitute a formal hearing committee and that they are responsible for selecting one of their membership to be chairperson. The Representative from the President's office shall designate a time and place for their meeting to make such selection and to set a date for the hearing.
4. The chairperson shall give notice by certified mail to the concerned persons of the time and place for the hearing. Notification of the hearing must be received by concerned persons at least ten days prior to the hearing date.
5. The hearing shall be conducted with as little delay as possible.
6. The hearing committee shall hear such proof of facts as may be deemed proper and reasonable. The complainant and the faculty member shall have the opportunity to submit evidence relevant to the complaint.
7. Witnesses shall be examined under oath in the manner and form and in the order designated by the Committee.
8. The complainant and the faculty member shall have the right to have an advisor or legal counsel at their own expense.
9. Formal rules of evidence shall not apply in such hearings.

10. Testimony shall be recorded.
11. As soon as practicable after the hearing, the hearing committee shall deliver to the Representative from the President's office the audio tape of the testimony, the summary of the hearing, and the findings and recommendations of the committee.
12. If the claim of harassment is considered to have been verified, the Representative from the President's office shall recommend an appropriate sanction or sanctions to the President.
13. Faculty grievance procedures set forth in the Faculty Handbook may be used to appeal imposed sanctions.
14. Faculty Harassment Complaints involving inter-institutional issues between Pierpont Community and Technical College and Fairmont State University will be decided according to procedures determined by the respective Presidents of the Institutions.

F. Faculty Personnel Committee. The Faculty Personnel Committee shall:

1. make recommendations directly to the President of Pierpont Community & Technical College concerning tenure, promotion in rank, and sabbaticals;
2. handle the business directed to it by the Community & Technical College Faculty Assembly Executive Committee.

The Faculty Personnel Committee shall consist of five faculty members. Only tenured faculty holding the rank of Professor shall be eligible to serve on the Faculty Personnel Committee. Deans will be eligible only if necessary. The Representative from the President's office of the Community & Technical College shall serve as an ex-officio member of the committee.

G. Faculty Welfare Committee. The Faculty Welfare Committee shall make recommendations for the welfare of the faculty to the Faculty Assembly.

The Faculty Welfare Committee shall consist of at least one member from each School, not to exceed eight total members. The Representative from the President's office shall serve as an ex-officio member.

H. General Studies Committee.

The General Studies Committee will review and recommend the appropriate courses of study to accommodate the requirements of WV State Code (§135-7) and program needs. This committee will be responsible for generating and updating a profile of a Pierpont graduate. The committee will consist of at least one member from each School.

I. Institutional Review Board. In compliance with all applicable Federal, State, and Institutional guidelines and policies, the Institutional Review Board shall:

- a. examine the effectiveness and progress of testing programs and recommend any needed alternatives
- b. function as the official institutional agency for reviewing and insuring the ethical and legal use of humans and animals in the normal course of conducting institutionally related research.
- c. The Institutional Review Board shall consist of five members who have completed the Responsible Conduct of Research (RCR) training. The Representative from the President's office shall serve as an ex-officio member of the committee.

J. International Education Committee. The International Education Committee shall investigate, promote, and coordinate all phases of international education among students and faculty and shall assist in their coordination.

The International Education Committee shall consist of at least three interested faculty members from Pierpont Community & Technical College Schools, The International Student Advisor, the Minority Coordinator, and one international student chosen by the International Student Advisor shall serve on the committee. The Director of Admissions and Recruiting shall be an ex-officio member of the committee.

K. Legislative Advocacy Committee. The Legislative Advocacy Committee shall:

- a. keep faculty informed concerning higher education legislation as it is proposed and as it proceeds through the legislative process
- b. disseminate membership lists of legislative committees and addresses of pertinent legislators
- c. work in cooperation with similar committees on the other state college and university campuses; and
- d. survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.

The Legislative Advocacy Committee shall consist of at least one from each School, and two ex-officio members: the current Advisory Council of Faculty representative and a representative from the President's office. Total membership of the committee is not to exceed ten (10).

L. Library Committee. The Library Committee shall:

- a. study library needs in view of the academic program;

- b. advise the librarian on matters of general library policy, the development of library resources, allocation of library budget, and upon means which may best integrate the library program with other academic activities of the College; and
- c. serve as a liaison group between the faculty and the librarian.

The Library Committee shall consist of one member from each School. The Director of the Library shall serve as an ex-officio member.

M. Student Financial Aid Committee. The Student Financial Aid Committee shall:

- a. Hear and review student financial aid appeals
- b. Review and recommend plans of action for any student not meeting financial aid guidelines.

The Student Financial Aid Committee shall consist of interested faculty, not to exceed eight (8) members. The Director of Financial Aid shall serve as an ex-officio member.

N. Student Hearing Board. The Student Hearing Board shall hear student discipline cases, as directed by the Vice President for Student Affairs in accordance with procedures outlined in the Student Handbook. A hearing panel consisting of the chairperson of the Student Hearing Board (who will not vote), three additional faculty and two students will be selected from the Student Hearing Board membership. After hearing all related evidence, the panel shall by secret ballot render a decision and, if guilty, recommend an appropriate penalty to be implemented by the Vice President for Student Affairs. The student may appeal the decision, following the procedure specified in the **Student Handbook**.

The Student Hearing Board shall consist of eight (8) faculty members from Pierpont Community & Technical College. The Student Hearing Board, in hearing a case, shall consist of the chairperson of the Student Hearing Board or a substitute, two faculty members from the Student Hearing Board, and two appointed students.

ARTICLE VI. Amendment of By-Laws

Amendments of By-Laws of the Faculty Assembly shall be made only at a regular meeting thereof, by a two-thirds (2/3) vote of the Faculty Assembly. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Assembly at least thirty (30) days prior to the meeting. A copy of such a proposition shall be embodied in the call for the next regular meeting, and a copy shall be sent to each Assembly member at least ten (10) days before the date of the next regular meeting at which time the amendment will be presented for Assembly action.

FACULTY ASSEMBLY RULES OF ORDER

I. The Executive Committee, established within the Assembly, shall be composed of the President of the Assembly, who shall be its chairperson; the Vice President of the Assembly; the Assembly Secretary, who shall be its secretary; and one member from each School, elected by the Assembly. These members shall be elected for a term of one year, and no elected member may serve more than three (3) consecutive terms. It shall be the duty of the Executive Committee to

- A. arrange the agenda for Assembly meetings;
- B. serve as a channel through which any member of the Faculty may introduce matters for consideration by the Assembly;
- C. assist in carrying into effect the rules, regulations, and actions of the Assembly;
- D. act for the Assembly on an emergency basis between meetings of the Assembly, such action to be reported for confirmation at the next Assembly meeting;
- E. recommend formation of such ad hoc committees within the Assembly as may seem desirable;
- F. recommend to the Assembly rules of procedure and interpretation of the Faculty Assembly Constitution;
- G. prepare and submit reports on the work of the Assembly to the President of the Community and Technical College and the Faculty;
- H. formulate amendments to the By-Laws and Constitution as warranted and present such amendments to the Faculty Assembly for ratification.

II. Any matter introduced in the Assembly will be classed as either major or minor legislation. This classification will be made by the Executive Committee for items placed on the agenda and by the chair for items introduced from the floor. However, a classification may be changed by a majority vote of the Assembly members present.

- A. An item classed as minor legislation may be discussed, amended, and disposed of at the meeting in which it is introduced.
- B. An item classed as major legislation will require two (2) meetings for final disposition.
 - 1. At the first meeting, major legislation may be discussed but not amended. Discussion shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting.
 - 2. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

III. Any duly elected representative of the Assembly who is temporarily appointed to an acting administrative position shall not be removed from voting membership in the Faculty Assembly unless the acting position of the title is made permanent. If said Assembly member is a member of the Assembly Executive Committee, he or she shall resign as a member of the Executive Committee.

FACULTY EMPLOYMENT PROCEDURES AND RESPONSIBILITIES

FACULTY EMPLOYMENT

POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

Also refer to [Series 9](#).

Appointments

Faculty appointments are made by the Pierpont Community and Technical College Board of Governors upon recommendations of the President for each academic year. The academic year begins in late August and extends to mid-May. Faculty members leaving at the end of the first semester are paid for four and one-half months.

Notices of employment, which indicate the terms of employment, are issued to each faculty member. A form is attached for the individual's signature if the appointment is accepted. This form must be returned to the President within ten days.

Faculty Employed Beyond Normal Nine-Months

Faculty members employed for more than a nine-month period, but less than twelve months follow the same schedule as regular faculty members when school is in session. When school is closed or during periods when they are not teaching classes, they follow the same schedule as that maintained by the administrative offices throughout the period of their official appointment.

Faculty members employed for twelve months follow the same work schedule at all times as that maintained by the administrative offices.

For some such faculty, the nature of the work requirements precludes the possibility of performing the necessary responsibilities within prescribed clock hours. For such persons a description of the deviation should be filed with the School Dean, or another individual to whom directly responsible, and approved by that person and the President of the Community and Technical College.

The minimum teaching load is 15 credit hours, or equivalent, each semester. As enrollments fluctuate, the teaching load may exceed the minimum. In addition, faculty are expected to contribute three hours of college and/or community service and three hours to scholarship and/or professional development activities each semester for a total of 21 credit hours

The 15-hour per week minimum for classroom instruction is based on the lecture-hour standard, not on credit or contact hours. Therefore, activities which may be classified as a form of instruction, but which differ in amount of time required for their accomplishment, are equated as follows:

1. **Laboratory.** Credit for laboratory time is given on a ratio of two hours to one lecture hour.
2. **Directing and Coaching College or Department Allied Activities.** Where college credit is not given, the ratio is two hours to one lecture hour. In practice, persons engaged in such activities have customarily devoted considerably more time than this formula suggests.
3. **Administration.** Time is allowed on a ratio of two clock hours to one lecture hour.
4. **Non-Credit Courses.** These are recognized on the same basis as credit courses with respect to time requirement

Assignment of Additional Academic Duties

Because the performance of duties beyond the regular classroom assignment plays a direct role in the faculty's opportunity for promotion, salary increases, and professional esteem, it is important that such assignments be made fairly and equitably.

To achieve this end, the following standards should be observed:

1. When the need for performance of additional duties arises, the President will announce the exact nature of the assignment, identify qualifications necessary for its accomplishment, and solicit expressions of interest from the faculty of the School.
2. In making selections, the President will do so on the basis of ability alone. Equal opportunity will be accorded to all faculty, regardless of their race, religion, sex, age, or ethnic origin.
3. In cases when more than one person has the necessary expertise to perform a particular assignment, the President will attempt to distribute extra duties equitably among members of the faculty.
4. The President is not obligated to make assignments to those faculty who have demonstrated their unwillingness or inability to perform such duties.

Off-Campus Instruction

Off-campus classes should be developed as an integral part of institutional programming following the academic standards set for campus instructions. Supervision of off-campus classes will be by full-time personnel.

I. Staffing

- A. As often as possible, full-time faculty should be assigned to off-campus classes as part of the regular teaching load.
- B. Academic qualifications of part-time faculty should be commensurate with those of full-time faculty.
- C. When staffing from "A" and "B" above cannot be provided, a full-time faculty member may be assigned one course on an overload basis excluding independent study projects.

II. Compensation

- A. Each institution shall establish a credit hour or course rate for off-campus instruction.

- B. Full-time faculty teaching off-campus as an overload assignment shall be paid at the rate for off-campus instruction.

Credentials

At the time of employment each faculty member must submit to the President's office an official transcript(s) of all undergraduate and graduate credits. Additional credits subsequently earned should be verified to the President by official transcript(s). To be acceptable, all credits and degrees must be earned at institutions accredited by nationally recognized regional or professional agencies.

Criteria and Guidelines for Promotion in Rank

In accordance with [Series 9](#), promotion in rank is granted to faculty by the President of the College. Faculty who are assigned administrative or staff duties and who hold rank may also qualify for promotion. Applications for promotion must be prepared and submitted according to established procedures. All education requirements for promotion must be completed prior to consideration of the application.

The Faculty Personnel Committee evaluates applications and supporting documentation and then submits its recommendations for promotion to the President. Evaluation for promotion is based on requisite academic preparation and experience and on appropriate levels of excellence in professional performance and service for each rank. In no case is promotion to a higher rank automatic when a faculty member fulfills the minimum requirements.

There shall be no practice of granting promotion routinely nor of denying promotion capriciously.

Procedure for Applying for Promotion

A faculty member seeking promotion in rank initiates the procedure by submitting the required application and relevant supporting documents to the School Dean on or before November 15. The Dean completes the evaluation form for the applicant and submits it, along with the application and supporting documents to the President's office by December 1.

Evaluations of the applicant by two peers within the Community College are required; one peer is to be chosen by the applicant and one by the School Dean. Each peer must submit his/her evaluation directly to the President by the first working day in December.

The President verifies that official transcripts support the applicant's qualifications and forwards the application and supporting documents to the Faculty Personnel Committee for its consideration and recommendation. After deliberation, the Committee sends its report directly to the President and the Committee chair notifies the faculty member that the

Committee has forwarded the recommendation. The President makes the final determination and notifies the applicant.

Supporting Documents

It is the responsibility of the faculty member to demonstrate evidence of teaching effectiveness, scholarship, and service. The following materials represent what the applicant should, as appropriate, include in a supporting portfolio:

- a. An evaluation of the faculty member's performance by his/her administrative head;
- b. An evaluation of the faculty member's performance by a colleague designated by the administrative head;
- c. An evaluation of the faculty member's performance by a colleague designated by the faculty member;
- d. Evaluations of teaching [based on classroom observation] completed by students, peers, and administrative head;
- e. A representative sample of course syllabi for courses taught;
- f. Reprints of published articles, copies of conference programs listing papers presented or abstracts of papers presented;
- g. Specialized course materials, particularly those that incorporate instructional technology (computer-based courseware, tutorials, laboratory exercises, etc.);
- h. Evidence of involvement in curriculum development and/or accreditation activities;
- i. Evidence of excellence in clinical, technical, or professional practice;
- j. Evidence of professional recognition (teaching, research, professional service awards);
- k. Record of instructional and research grants awarded;
- l. Any additional material the faculty member may wish to submit.

Professional Performance and Service

An applicant who successfully meets academic preparation and experience requirements will then be evaluated for promotion on the quality of professional performance and service appropriate for each rank.

Primary consideration will be given to that professional performance and service rendered since the attainment of the current rank. The evaluative criteria include:

- A. Excellence in teaching (classroom performance; development or revision of courses or curriculum; development of new or modified forms of instruction appropriate to course content and students)
- B. Accessibility to students, including advising
- C. Professional and scholarly activity and recognition
- D. Significant contribution and service to the college
- E. Significant contribution and service to one's School
- F. Evidence of continual professional growth
- G. Publications and research
- H. Service to the people of the state of West Virginia

These criteria are qualitative. The committee's expectations of the caliber and extent of professional performance and service will vary depending on the level of the promotion requested: the higher the rank the more substantive the performance and service.

The Faculty Personnel Committee will evaluate all aspects of the application and use objective and professional judgment to determine the merits of each application.

Standards for Academic Rank and Promotion

Academic Preparation and Experience

General Statement

Promotion in academic rank is granted on the basis of performance, but usually requires a minimum length of service. It is the responsibility of the applicant to have complete transcripts on file in the President's office prior to applying for promotion. All degrees and credits must be earned at institutions accredited by nationally or internationally recognized regional and professional agencies and must be verified by official transcripts. Deficiencies in academic preparation, professional experience, and/or applications procedures render one ineligible for consideration for promotion.

Faculty applying for promotion may pursue the Academic Track or the Technical Track. The Academic Track is designed for those faculty whose academic credentials and occupational experience reflect expertise in their specific field and who have more academic or teaching experience than occupational experience. The Technical Track is designed for those faculty whose professional, business and industry credentials and occupational experience reflect expertise in their specific field and who have limited academic or

teaching experience. Faculty may move from one track to the next when they seek promotion providing they meet the minimum criteria for the rank to which they are applying.

Faculty are encouraged to seek advanced degrees. Therefore, for faculty holding an earned doctorate and applying for promotion, a reduction in years of college teaching experience and years of teaching experience in previous rank will be considered.

The number of applicants who are approved for promotion in any given year will be determined both by the quality of the applications and by budgetary restrictions. Promotions in academic rank are permanent. A 10% raise will accompany each promotion in academic rank.

A. Senior Level Positions

Senior levels are designed to honor and reward veteran faculty members who have long held the highest rank open to them--Associate or Full Professor--and have continued and enhanced the exceptional teaching, scholarship, and service that they demonstrated in earning their earlier promotions. Since no faculty member can ever be promoted to both Senior Levels, Associate Professors who are or will be eligible for promotion to Professor may NOT apply for the Associate Professor/Senior Level.

To be eligible to apply for promotion to the rank of Professor/Senior Level, a faculty member must meet the following minimum requirements:

- To apply for the Professor/Senior Level, a faculty member must have 18 years of college teaching (or equivalent professional experience) AND have a minimum of 8 years of teaching experience as a Professor in the institution.
- To apply for the Associate Professor/Senior Level, a faculty member on the academic track must have 14 years college teaching (or equivalent professional experience) AND have a minimum of 8 years teaching experience as an Associate Professor at the institution. A faculty member on the Technical track must have 16 years of combined college teaching (or equivalent professional experience) AND have a minimum of 8 years teaching experience as an Associate Professor at the institution.

For the Professor/Senior Level and Associate Professor/Senior Level, the education requirements and the criteria for evaluation are identical to those in the corresponding academic rank.

The procedures to apply for senior level positions are as follows:

1) Eligible applicants must submit a detailed letter citing their achievements since their last promotion to the designated representative from the President's office and the Faculty Personnel Committee. They must demonstrate sustained excellence in teaching, service, and research/creativity. Applicants may submit whatever proof of excellence they wish (results

of student evaluations would be most useful) although the portfolios that applicants must generate for current ranks are not required.

2) The applicant's Dean must also submit a letter supporting the application and attesting to the applicant's eligibility for the Senior Level and his/her achievements. If a Dean applies for a Senior Level position, the letter must come from his/her superior.

3) The President will send the applications to the Faculty Personnel Committee, which will in turn send its recommendations to the President for final approval.

B. Professor:

To be eligible to apply for promotion to the rank of professor, a faculty member must meet the following minimum requirements:

1. Professional Preparation

Academic and Technical Tracks:

- a. Hold a master's degree in the discipline or related field; plus completion of an additional fifteen (15) graduate semester hours OR comparable professional training in the discipline or related field
- b. Have the appropriate national certification, specialist certification, professional training or equivalent*
- c. Have ten (10) years of college teaching experience or the equivalent occupational experience
- d. Have a minimum of three (3) years teaching experience at the Associate Professor rank acquired at Pierpont Community and Technical College or Fairmont State University. Normally, an application for promotion to Full Professor will be successful only after the candidate has completed six years in the rank of Associate Professor.** Promotion to Professor is granted on the basis of performance, not length of service.

AND

2. Demonstrate scholarly excellence. Scholarship will be broadly defined to include the scholarship of teaching (with recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; creative exhibits, performances, and/or presentations; as well as scholarship of discovery (e.g., publications in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, services as consultant to nationally or internationally recognized groups or agencies), which is not required but significantly contributes to demonstrating professional scholarly excellence.

3. In addition, promotion to Professor is granted on the basis of excellent performance in the areas of teaching, professional activities, and service for two (2) successive years prior to promotion.

C. Associate Professor:

To be eligible to apply for the rank of associate professor, a faculty member must meet the following minimum requirements:

1. Professional Preparation

Academic Track

- a. Hold a master's degree in the discipline or related field; plus completion of an additional nine (9) graduate semester hours OR comparable professional training in the discipline or related field
- b. Have the appropriate national certification, specialist certification, professional training or equivalent*
- c. Have six (6) years of college teaching experience or equivalent occupational experience
- d. Have a minimum of three (3) years teaching experience at the Assistant Professor rank acquired at Pierpont Community and Technical College or Fairmont State University. Normally, an applicant for promotion to Associate Professor will be successful only after the candidate has completed six years in the rank of Assistant Professor.** Promotion to Associate Professor is granted on the basis of performance, not length of service.

Technical Track

- a. Hold a bachelor's degree in the discipline or related field; plus completion of an additional nine (9) graduate semester hours OR comparable professional training in the discipline or related field
- b. Have the appropriate national certification, specialist certification, professional training or equivalent*
- c. Have eight (8) years of college teaching experience or equivalent occupational experience
- d. Have a minimum of three (3) years teaching experience at the Assistant Professor rank acquired at Pierpont Community and Technical College or Fairmont State University. Normally, an application for promotion to Associate Professor will be successful only after the candidate has completed six years in the rank of Assistant Professor.** Promotion to Associate Professor is granted on the basis of performance, not length of service.

AND

2. Demonstrate scholarly excellence. Scholarship will be broadly defined to include the scholarship of teaching (with recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; creative exhibits, performances, and/or presentations; as well as scholarship of discovery (e.g., publications in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, service as consultant to nationally or internationally recognized groups or agencies), which is not required but significantly contributes to demonstrating professional scholarly excellence.
3. In addition, promotion to Associate Professor is granted on the basis of a good performance in the areas of teaching, professional activities, and service for two (2) successive years prior to promotion.

D. Assistant Professor:

To be eligible to apply for the rank of assistant professor, a faculty member must meet the following minimum requirements for the Academic or Technical Track:

1. Professional Preparation

Academic Track

- a. Hold a master's degree OR
- b. Hold a bachelor's degree plus
 1. an additional nine (9) graduate semester hours OR
 2. comparable professional training in the discipline or related field AND
- c. Have the appropriate national certification, specialist certification, professional training or equivalent*

Technical Track

- a. Hold a bachelor's degree OR hold an associate's degree (in non-associate degree or certificate programs) in the discipline or related field AND
- b. Have the appropriate national certification, specialist certification, professional training or equivalent*

AND

2. Scholarly Excellence.

Scholarship will be broadly defined to include the scholarship of teaching (with recognition for the inclusion of educational technology into instruction), integration, and application; the development of new courses and/or laboratories; creative exhibits, performances, and/or presentations; as well as scholarship of discovery (e.g., publications

in nationally or internationally recognized professional journals, professional awards or honors, professional papers delivered at national or international conferences, service as consultant to nationally or internationally recognized groups or agencies), which is not required but significantly contributes to demonstrating professional scholarly excellence.

3. In addition, promotion from Instructor to Assistant Professor is granted on the basis of a satisfactory performance in the areas of teaching, professional activities, and service.

E. Instructor:

To be eligible to apply for the rank of Instructor, a faculty member must meet the following minimum requirements:

1. Professional Preparation

Academic and Technical Tracks

- a. Hold a bachelor's degree in the discipline or related field OR hold an associate's degree (in non-associate degree or certificate programs) in the discipline or related field
- b. Have the appropriate national certification, specialist certification, professional training or equivalent*

AND

2. Demonstrate potential in the areas of teaching, professional activities, and service.

*The appropriate national certification, specialist certification, professional training and occupational experience will be identified at the School level and will be subject to approval by the Faculty Assembly.

**Faculty hired prior to 1999 are expected to have three (3) years experience in the previous rank.

Guidelines and Criteria for Tenure

Tenure exists for the experienced faculty member to assure academic freedom, to provide professional stability, and to protect against capricious dismissal. Since tenure is awarded at an academic rank, faculty members, in qualifying for tenure, must demonstrate performance to the same criteria relating to teaching, scholarly activity, possession of terminal degrees, service to the college community, and potential for professional growth as are required for appointment to the appropriate academic rank. Tenure results from action by the President after consultation with the appropriate academic unit.

A faculty member is employed in one of three classifications: tenured, tenure-track, and temporary. Tenure-track faculty are full-time employees in a position designated by the College

as potentially leading to a tenured appointment; at the end of six years any non-tenured tenure-track faculty member will be given written notice of tenure, or offered a one-year written terminal contract of employment. In rare instances (see criteria below), tenure may be granted to a faculty member before the end of the sixth year. Generally, tenure-track faculty are not granted tenure appointment by the President before fulfilling six years of service at this institution.

Early Tenure

In accordance with [Series 9](#), the following criteria are used to determine qualifications for tenure prior to the end of the sixth year:

1. Exceptional achievement on a national level.
2. Outstanding teaching performance in a field for which there is both national demand and projected long-term demand.
3. Service which uniquely enables the College to fulfill its mission.

Evaluative Criteria

- A. Completion of appropriate terminal degree or equivalent
- B. Excellence in teaching (classroom performance; development or revision of courses or curriculum; development of new or modified forms of instruction appropriate to course content and students; the inclusion of instructional technology in teaching)
- C. Accessibility to students, including advising
- D. Professional and scholarly activity and recognition
- E. Significant contribution and service to the college
- F. Significant contribution and service to one's school
- G. Evidence of continual professional growth
- H. Publications and research
- I. Service to the people of the state of West Virginia

Tenure Application Procedure

Not later than December 1 of the academic year in which a faculty member is to be considered for tenure, an application for tenure is to be submitted to the office of the President. It is the responsibility of the faculty member to demonstrate evidence of teaching effectiveness, scholarship, and community service. The following materials represent what the applicant should, as appropriate, include in a supporting portfolio:

- A. An evaluation of the faculty member's performance by his/her administrative head;
- B. An evaluation of the faculty member's performance by a colleague designated by the administrative head;
- C. An evaluation of the faculty member's performance by a colleague designated by the faculty member;
- D. Evaluations of teaching [based on classroom observation] completed by students, peers, and administrative head;
- E. A representative sample of course syllabi for courses taught;

- F. Reprints of published articles, copies of conference programs listing papers presented or abstracts of papers presented;
- G. Specialized course materials, particularly those that incorporate instructional technology (computerized courseware, tutorials, laboratory exercises, etc.);
- H. Evidence of involvement in curriculum development or accreditation activities;
- I. Evidence of excellence in clinical, technical, or professional practice;
- J. Evidence of professional recognition (teaching, research, professional service awards);
- K. Record of instructional and research grants awarded;
- L. Any additional material the faculty member may wish to submit.

This information so gathered will be reviewed by the Faculty Personnel Committee. The committee may also consider the summary of evaluations of the faculty member's performance that have been prepared in prior years. The material before the committee must contain 'demonstrated evidence' that the applicant is qualified for tenure. For additional information, please see [Series 9](#). The committee will submit a summary of the full tenure evaluation to the President for a decision regarding tenure.

Classroom Equivalencies

The 15-hour per week minimum for classroom instruction is based on the lecture-hour standard, not on credit or contact hours. Therefore, activities which may be classified as a form of instruction, but which differ in amount of time required for their accomplishment, are equated as follows:

1. **Laboratory.** Credit for laboratory time is given on a ratio of two hours to one lecture hour.
2. **Directing and Coaching College or Department Allied Activities.** Where college credit is not given, the ratio is two hours to one lecture hour. In practice, persons engaged in such activities have customarily devoted considerably more time than this formula suggests.
3. **Administration.** Time is allowed on a ratio of two clock hours to one lecture hour.
4. **Non-Credit Courses.** These are recognized on the same basis as credit courses with respect to time requirement.

FACULTY RESPONSIBILITIES

IV. Teaching Faculty Functions and Responsibilities

The primary responsibility of a faculty member shall be to provide quality instruction to students. The major emphasis shall be on good teaching in classrooms and laboratories and through individual conferences and related activities. The goal of quality instruction is to help students develop their interests and abilities to fullest capacity to become better persons, responsibilities that include, but are not limited to, the following:

A. Teaching/Advising

- Meet assigned classes.
- Teach with adopted textbooks and adopted course materials
- Provide timely and appropriate feedback of student work
- Use current electronic delivery system according to college requirements
- Hold required office hours
- Conduct additional student conferences as necessary
- Submit required records and reports as scheduled
- Assess student learning
- Administer end-of-course evaluations
- Participate in ongoing assessments
- Provide academic support
- Advise students
- Recruit students
- Contribute to curricular and program development
- Serve on program and institution committees

B. Personal/Professional Behavior

- Adhere to the statement on professional ethics in accordance with college policies
- Abide by the Constitution of the State of West Virginia and avoid a conflict of interest between college obligations and non-college activities.
- Maintain current competence in the discipline or field of specialization
- Advise professional student organizations, as necessary and appropriate
- Submit annual self-evaluation
- Submit a review of Outside Services

Faculty members are expected to render full-time service to the College, as required by Section 4.3.1 of [Series 9](#). This policy also states that "outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties.

The administrators of each institution shall establish a program of periodic review of outside service of appointees to guide faculty members." There shall also be a periodic review of outside services of administrators at this college.

Procedure for Review of Outside Services

Prior to February 1 of each year, the President of the College and the support administrators will review the outside services of all faculty and administrators. The review will take place during a meeting with each appointee.

The reviewer will submit a memorandum to the President indicating those personnel who have and those who do not have outside activities or employment that interfere with the adequate performance of academic duties.

The President or designated representative will then meet with faculty or administrators who, in the opinion of the reviewer, have such activities or employment and provide appropriate guidance.

C. Faculty Absences

If a faculty member is absent from a class, one of the following must be done with the approval of the Coordinator:

1. Reschedule the class in advance of the absence.
2. Have a colleague teach the class.
3. Schedule instructional activities supervised by official college personnel at the time the class is to meet.
4. Provide virtual instruction.

In the case of a faculty member who is absent from teaching duties for reasons other than illness or other personal or family emergency, salary will not be paid unless classes have been arranged as prescribed above.

Policy Regarding Witness and Jury Leave: The witness and jury leave policy for employees in the Community and Technical College System of WV was approved by the Council for Community and Technical College Education, effective December 13, 2005. [Refer to Series 38](#), Section 12, "Witness and Jury Leave."

V. Student Advising

A. General Procedures

1. Students are assigned advisors by the dean of the school that houses their major.
2. Students are assigned an advisor on the basis of the best information available concerning their academic objectives. Students who are not sure who their advisor is should contact the Academic Advising Center.
3. When a student withdraws or graduates, the advisor may choose either to retain the credentials or to shred them.

B. Advising of Students with Disabilities

Students with a disability should register in the Office of Disability Services. If a student chooses to have information regarding a disability disseminated, the student is responsible for notifying advisors and instructors of any special need. Advisors should schedule pre-registration advisee meetings with students with disabilities as soon as the tentative class schedule becomes available.

C. Advisor-Advisee Meetings

Advisors should allot adequate time for individual appointments in order to provide academic counseling for students during each pre-registration period. In addition, advisees should be encouraged to consult with advisors as the need arises, whether during office hours or by special appointment. Advisors should refer to the [Faculty Advisee Responsibility Handbook](#) for procedures.

D. Office Hours

Faculty must schedule at least one physical or virtual hour each weekday, commensurate with their teaching schedule. No classes or office hours should be scheduled on Tuesday and Thursday from 12:30 to 1:30 p.m. No standard prescription is provided for the amount of time that faculty members need to spend on campus, whether in their office or in some other setting.

VI. Faculty Meetings

1. Faculty meetings are held at least two times during the year, and the Assembly or College President may call special meetings at any time. Faculty meetings are announced electronically. Faculty members are required to attend these meetings.
2. The following meeting times have been reserved for certain faculty groups; consequently, no classes or office hours should be scheduled on Tuesday and Thursday from 12:30 to 1:30 p.m.

Academic Affairs Council (quarterly)	First Monday	2:00
Academic Appeals	TBA	TBA
Admissions and Credits	Third Tuesday	12:30
Assembly	Second Thursday	12:30
Assembly Executive	First Thursday	12:30
Board of Governors	Second Tuesday	2:00
Curriculum	Fourth Tuesday	12:30
Faculty Development	Third Thursday	12:30
Faculty Harassment Complaint	TBA	TBA
Faculty Welfare	Fourth Thursday	12:30
Institutional Review	TBA	TBA
International Education	Second Thursday	12:30
Library	TBA	TBA
President's Council	2 nd and 4 th Monday	10:30
School Meetings	First Tuesday	12:30
WVCTC Council	TBA	TBA
Ad Hoc Committees	TBA	TBA

VII. Commencement

Commencement is on the last day of the spring semester. All full-time faculty and administrators are required to participate in the commencement ceremony or to attend in other capacities as designated by the Commencement Committee, the deans, or other appropriate officials. Regalia may be rented in the Bookstore.

VIII. Faculty Off-Campus Activities

It is the policy of Pierpont Community and Technical College to encourage the faculty to participate individually and collectively in the activities of the community. Faculty, however, should not undertake community activities to the extent of impairing effectiveness as faculty members, nor should faculty members force themselves to participate in activities without having an intrinsic interest in them. If faculty members find a place in the community where they can make a positive contribution, they may simultaneously be improving college-community relations.

IX. Completion of Degrees and Certifications

1. Faculty members are urged to continue their education. To be acceptable, all degrees, certifications and credits must be earned at institutions accredited by nationally recognized regional or professional agencies. Schools and programs will verify the status of professional licensure programs.
2. Full-time faculty members who are also engaged in part-time graduate study should be certain that such activity does not interfere with teaching effectiveness. Ordinarily six graduate credits should be the maximum load for those with full-time teaching contracts. Exceptions may be granted by the President.
3. Graduate Tuition Waiver Programs

a) Fairmont State University

Full-time faculty and staff, who have regular appointments and qualify for benefits, are eligible for a Fairmont State University graduate tuition waiver. Staff must have been employed for six months prior to waiver request submission. The Waiver Application Form and Waiver Taxation Form are available in the [Office of Graduate Studies](#).

b) West Virginia University

All full-time faculty members at Pierpont Community and Technical College are eligible to apply for free tuition at West

Virginia University for graduate work after being accepted into a program of study. However, West Virginia University determines the number of tuition waivers available. Faculty who are pursuing an advanced degree at WVU must contact the department in which they are enrolled, as each one has its own waiver system.

X. FACULTY BENEFITS

Faculty Benefits

Retirement Plans

- Basic Retirement
- Supplemental Retirement
- Roth 403 (b)
- Deferred Compensation Plan
- Phased Retirement Plan

Health Insurance Plan

- PEIA PPB Plan
- PEIA Managed Care Plans (HMO)
- The Health Plan

Life & Accident Insurance

- PEIA Life Insurance
- Personal Accident Insurance

Pre-Tax Premiums

- IRS Section 125 Cafeteria Plan

Mountaineer Flexible Benefit Plans

- Medical Care FSA
- Dependant Care FSA
- Health Saving Account
- Limited Use Medical Expense FSA
- Dental Care (WV #1058)
- Vision Care
- Group Legal Plan

Disability

- Long Term Disability
- Short Term Disability

Cobra Coverage

Additional Benefits

- Annual Employee Benefits and Health Fair
- Arrears Pay
- Employee Assistance Program (REACH)
- Vision Benefit Discount Plan
- SMART 529
- Wellness Program
- Metlife Long Term Care
- Childcare
- Educational Opportunities

XI. LEAVES OF ABSENCE

A. The Higher Education Policy Commission, upon the recommendation of the President of Pierpont Community and Technical College, will grant leaves of absence, without pay, to employees for:

1. Study of advanced degrees
2. Experience designed to improve teaching ability to include
 - a) Travel
 - b) Teaching and/or consulting in another institution
 - c) Government service
 - d) Other experience designed to benefit the institution
3. Illness
4. Involuntary service in the Armed Forces of the United States.

B. During the period of such leave, tenure will remain in effect. If the employee is without tenure, such leave of absence shall not preclude the extension of the leave for an additional year when special conditions warrant such an extension. The applicant is expected to furnish adequate notice of the decision to return or not by January 15 for the fall semester and by September 15 for the spring semester.

C. Medical Leave of Absence

Health insurance and other optional plan coverage shall continue while an employee is on an approved medical leave of absence provided a doctor's statement is provided. The faculty member is required to pay his portion of the health premium, and Pierpont Community and Technical College will continue to pay the employer portion. Faculty members will pay the full premiums for optional plans (life insurance, disability, etc.) on the same basis as an active employee by remitted payment to the Benefits Office.

D. Personal Leave Of Absence

The faculty member may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided all accrued annual leave has been exhausted. The employee is required to pay the full cost (employee and employer share) of the health insurance and basic life insurance premium during the leave, as well as any other optional benefit plan premiums.

E. Sabbatical

Benefit plans will continue the same as during active service during an approved “paid” sabbatical. Unpaid sabbaticals require the employee to pay the full amount of health (employee and employer) premium costs, as well as other optional benefit premiums to the Benefits Office on a monthly basis. The application procedure for sabbatical leave can be found below in a separate section.

XII. TERMINATION OF BENEFITS

Employee and dependent coverage shall terminate at the end of the month in which the employee ceases employment or goes off payroll. Nine-month employees whose contract ends in May will have only benefit coverage through May 31 (any escrow paid will be refunded). In addition, if pay is spread, it will be paid in a lump sum at the end of the appointment.

COBRA: Employees and their enrolled dependents may be eligible to continue current health coverage for a limited time under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). An election to continue coverage under COBRA must be made within 60 days of the end of coverage.

XIII. Additional Benefits PAYROLL

A. Arrears Pay

New hires will be paid two weeks in arrears. Employees hired on August 15 will receive their first pay September 15.

B. Pay dates

Pay dates are the 15 and 30 or 16 and 31 of each month. Pay stubs and W-2 forms are available on line.

C. Direct Deposit

Direct deposit of Pierpont Community and Technical College pay is required for new employees. Deposits to checking, savings, and credit union accounts are available.

D. Social Security

All employees must contribute to Social Security. Pierpont Community and Technical College matches employee contributions. Social Security questions should be directed to the Social Security Office 1-800-772-1213 or www.ssa.gov

E. Workers' Compensation

Pierpont Community and Technical College employees are covered against job-related injuries by the WV Workers' Compensation Fund. Employees who are injured on the job must report the injury to their supervisors within 24 hours. All accidents/injuries must also be reported to the Department of Public Safety 304-367-4277 within 24 hours.

F. Medicare

Medicare is available at the beginning of the month an employee turns age 65, whether the employee is retired or still working. As long as a faculty member is a full-time active employee with health coverage under his or her name and Social Security number, the faculty member needs to enroll only for Medicare Part A. When faculty prepare to retire, they must enroll for Medicare Part B. For current information, faculty should contact Social Security at 1-800-772-1213 or www.ssa.gov

XIV. Change of Name, Address, Beneficiaries, or Exemptions

A. A new Social Security card is required to change an employee's name on payroll and benefit plans. A change in address should be reported in writing to the Benefits or Payroll Office. It is important that this information be kept current in order to ensure that W-2 Wage and Tax Statements and other important mail reach the faculty member. To change beneficiaries, faculty should contact the Benefits Office for the necessary forms. Tax changes can be made in the Payroll Office.

XV. Supplemental Retirement Annuities

A. An agreement with the college provides employees the opportunity to save additional retirement dollars via supplemental retirement annuities (SRAs). The employee's contributions are tax sheltered and remitted to the vendor through payroll reduction. Employees may choose among vendors who offer investment opportunities.

XVI. Credit Unions

A. Credit union membership is available to Pierpont Community and Technical College employees with the convenience of payroll deductions. The participating credit unions are Fairmont Federal Credit Union, Marion County School Employees Federal Credit Union, and West Virginia Public Employees Credit Union. The wide range of services includes share/savings account and installment loans.

XVII. SABBATICAL LEAVE

Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, study, or other activity designed to improve teaching and usefulness to the College. Please see Pierpont Community and Technical College Board of Governors [Policy 3](#).

A. Eligibility

Anyone holding faculty rank is eligible for sabbatical leave after the completion of at least six (6) years of full-time employment at Pierpont Community and Technical College. The award of sabbatical leave is not automatic, but depends on the merits of the request and on conditions prevailing at the College at the time. After completing a sabbatical leave, the individual will not again be eligible until the seventh subsequent year.

B. Procedures and Criteria

Applicants for sabbatical leave will initiate the procedure by obtaining application forms from the school dean. Applications will include (1) personal professional data, (2) a typewritten proposal detailing the activity to be pursued, and (3) relevant supporting documents. Completed application forms will be submitted by applicants to the school dean on or before December 1 for a sabbatical leave to begin in the fall or spring semester of the following academic year.

C. Recommendation

The dean, in recommending the applicant for sabbatical, will verify that

1. The applicant's professional performance merits this award, the benefits to be derived from the sabbatical are of value to the academic program and/or to the community and technical college, and the applicant meets the eligibility requirements.
2. The teaching load of the applicant will be provided by the following: appointment of part-time personnel, temporary suspension of one or more classes, and/or coverage by colleagues.
3. It is possible to replace the applicant without additional cost to Pierpont Community and Technical College and without modifications of scheduling that would adversely affect students' normal progress toward degrees.
4. Sabbatical leave applications, recommendations, and supporting documents will be presented by the dean to the Vice President for Academic Affairs of Pierpont Community and Technical College on or before December 15 for a sabbatical leave to begin the fall or spring semester of the following academic year. The Vice President for Academic Affairs will forward the sabbatical leave file to the Personnel Committee. After thorough review, the committee will make its recommendations to the Vice President for Academic Affairs President of the Community and Technical College for final approval.

D. Duration and Compensation.

Sabbatical leaves at Pierpont Community and Technical College may be granted for a period of one semester or two consecutive semesters. A person on sabbatical leave will receive full salary for one semester (4 1/2 months) or half salary for two semesters (9 months).

E. Obligations of Recipient

1. The recipient of a sabbatical will sign and notarize a statement agreeing to all conditions of the leave, including the repayment provision.
2. While on sabbatical leave, the recipient will not accept remunerative employment without the written consent of the president of Pierpont Community & Technical College. (Fellowships, assistantships, and similar institutional stipends will not be considered remunerative employment).
3. After completing a sabbatical leave, the recipient will file with the Vice President for Academic Affairs of the college a written report of activities while on leave.

4. The recipient will return to full-time employment at Pierpont Community and Technical College for one year immediately after the sabbatical or repay the compensation received during the leave. If the period of employment after the sabbatical leave is less than one year, repayment will be prorated accordingly.

XVIII. OTHER

A. Annual Employee Benefits and Health Fair

The Benefits Health Fair offers health screenings, wellness information, and benefit plan information. The fair is held each April during the PEIA Open Enrollment period.

B. Pre-Tax Parking Deduction

Saves taxes on FICA, federal and WV state tax.

C. Picture Identification Cards

Issued to employees for access to the library, parking garage, sporting and other events.

D. Preschool

Pierpont Community and Technical College offers a part time laboratory preschool for three- and four-year-old children of students, faculty, and staff. The preschool is located in the Education Building. For more information, faculty should call (304) 367-4846.

E. Cultural and Recreational Activities

1. Faculty are invited to attend any or all of the fine art events on campus. For more information, please see the **Fairmont State University Fine Arts Department**.

2. Faculty, staff and their immediate families are admitted to all athletic contests free of charge with proper identification.

3. Faculty, staff, and their immediate families may purchase a membership to the student Falcon Center for a reasonable cost. Employee identification cards must be activated for admittance into the recreation/fitness areas. Daily guest passes are also available for use of the facility. Faculty should call 304-368-7222 for further information or visit the Pierpont website under the Student Life, Falcon Center links.

F. Gifts to Faculty and Personnel

Gifts to faculty and Pierpont Community and Technical College are subject to the guidelines set forth by the West Virginia Ethics Commission and can be found in the Pierpont Community and Technical College Policy 7.

G. Sponsored Grants and Contracts

1. External grants and contracts are sought to augment and enhance the educational program of Pierpont Community and Technical College. The purposes of the external support must be compatible with the overall mission and objectives of the community and technical college and must not obligate it beyond its capacity to conform to their terms.

2. It is the responsibility of each community and technical college school seeking a grant to prepare the appropriate proposal and application.

H. Travel

Faculty travel is encouraged for professional development with institutional support as funds are available. For guidelines, faculty should contact the travel representative in the Procurement office.

XIX. SUPPORT SERVICES

A. Bookstore

Faculty are expected to follow all textbook policies and procedures set forth by College, State and Federal regulations.

B. Identification Cards

Faculty may obtain identification cards at the main desk on the first floor of the Falcon Center and at the Caperton Center Library. For further information, faculty should contact the Card Center Manager.

C. **Information Technology**

Information Technology services are available to all college personnel for instructional, research, and administrative use. Instructional computing clusters are located across campus and at the remote centers in Clarksburg, Bridgeport, and the Workforce Education Center facility. In addition, Information Technology maintains and supports centralized servers, software, networking equipment, video distribution, and phone services. These resources are available to all faculty, staff, and currently enrolled students.

D. **Scheduling of Facilities.**

To schedule events in the Falcon Center (Main Street Area, gyms, pool, conference center and multi-purpose rooms), faculty should use the [Facility Reservations](#) link. Conference rooms located in other campus buildings can be scheduled through the department offices.

- E. Also, any faculty who are interested in promoting events or activities and would like this information displayed on the big screen in the Nickel area should send information to studentcenter@fairmontstate.edu at least two weeks before the scheduled activity.

XX. **Parking Permits**

- A. Parking space on the campus is limited. Therefore, all spaces are permit or special permit parking only. Certain parking areas are designated as parking for faculty and staff only. Students are not authorized to park in those areas.
- B. Permits must be purchased and displayed by the end of the first full week after the beginning of a semester. Should a parking decal be lost or stolen, it shall be the individual's responsibility to purchase a new parking permit. Parking permits are issued annually.
- C. Faculty, staff, and student permits will be hung on the rear view mirror.
- D. Faculty, staff, and students not attending the spring semester may present their permit for reimbursement for that period. Faculty, staff, and students beginning employment or attendance in January will be assessed half the annual rate for parking.
- E. The Regulation of Speed, Flow and Parking of Vehicles on Campus policy is in Appendix C.

XXI. Physical Plant Services

A. Services Available

1. Building maintenance and operations services.
2. Building custodial services.
3. Central receiving, supply, and delivery.
4. All Vendor Returns
5. Tagging and inputting of all inventory equipment
6. Equipment repair.
7. Grounds maintenance and upkeep. Lock/key service.
8. Refuse collection/recycling.
9. Sign making.
10. Vehicle Dispatch.

B. Requests for Services

All requests for work to be done should be submitted to the Director of Physical Plant by completing in duplicate the Physical Plant Work Request form, which must be signed by the school dean or designated representative. The time required to perform the service will depend upon the availability of materials, the budget constraints, and the work schedule.

XXII. Printing and Duplicating Services

- A. Pierpont Community and Technical College provides printing and duplicating services through Xerox and the Copy Center. This unit is under the supervision of the Vice President for Administration and Finance.
- B. Printing and duplicating services are provided for official campus business only. User organizations shall be billed for services rendered. When such services are performed for campus operating units or sanctioned student organizations, the organizations are to be billed accordingly, or under certain circumstances may be required to pay upon receipt of the completed order.
- C. Copyrighted materials may be reprinted or duplicated only in accordance with the Copyright Law of the United States.
- D. See Bookstore section in Appendix B for Printing Procedures for Bookstore Resale.

XXIII. Publicity

The Director of Public and Community Relations prepares and distributes news releases of college activities to appropriate media outlets. All news stories concerning the college and activities of college personnel must be released through the Director of Public and Community Relations. This is primarily to avoid the duplication of effort and to preserve smooth working relationships with media outlets.

Faculty members are asked to assist the Director of Public and Community Relations by reporting newsworthy ideas concerning college activities and achievements. Information should be submitted at least two weeks in advance of the desired release. If a photo is needed for the release, the faculty member should contact the College Photographer to arrange for the photo to be taken or for an existing photo to be copied. A minimum of six copies of the photograph should be submitted to the Director of Public and Community Relations for distribution to media.

XXIV. Advertising

Pierpont Community and Technical College works with a marketing agency. In consultation with the Director of Public and Community Relations, the agency places all college advertisements, with the exception of employment advertisements, and processes the invoices. Employment advertisements should be placed through the Human Resources Office.

The Director of Public and Community Relations must review and approve all copy and artwork for external advertisements.