Pierpont Community & Technical College

Faculty Handbook

2019-2020
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A MESSAGE FROM THE PRESIDENT

Dear Colleagues,

Welcome to Pierpont Community & Technical College. We are pleased that you have decided to join us in providing quality learning opportunities for the citizens in our service region. Your skills and expertise are irreplaceable commodities. No matter the location where you serve, we are invested in you. Your time, efforts, and dedication are critical to Pierpont’s success. As part of the Pierpont Community & Technical College family we are ready and willing to provide assistance to support your efforts in educating our students.

In preparation for the 2019 Higher Learning Commission visit, we encourage faculty to review and update syllabi and course Blackboard presence to reflect good practice and promote student learning and success. All faculty providing distance education must complete Quality Matters Rubric training, and we are in the process of Quality Matters reviewing all distance education courses.

Pierpont expects its students to become professional, globally aware citizens, able to communicate, and possess technical and quantitative literacy skills necessary for critical analysis. Students cannot accomplish this goal without the expertise of our full and part-time faculty and staff.

We thank you in advance for the time you commit to office hours and additional time outside of the classroom to prepare our students for the workforce and additional education.

This Handbook is a guide for you regarding the policies and procedures that faculty follow at Pierpont Community & Technical College. Please review the policies and responsibilities. The College Catalog is another valuable source of information with which you need to become familiar. If you have questions, contact your Program Coordinator and Dean. Please know as we want you to be comfortable in your teaching and you are a valued member of the Pierpont family.

Thank you again for your contributions and allegiance to Pierpont.

Sincerely,

Dr. Johnny M. Moore
FOREWORD

The Pierpont Community & Technical College Faculty Handbook contains information about the College, its organizations, governance, policies, rights, responsibilities, and services which are of specific concern to the faculty and to the campus community in general.

These Institutional policies are subject to ongoing reappraisal and change; therefore, they are subject to revision upon reasonable notification of the parties affected. The Faculty Handbook is edited by the Office of the Provost & Vice President for Academic Affairs, upon consultation with Faculty Senate, Human Resources, and other entities.

The Pierpont Community &Technical College Catalog provides academic and general information, and every effort has been made to avoid duplication. The Faculty Handbook, together with the Student Handbook, the Staff Handbook, and Board of Governors web site https://www.pierpont.edu/about/governance/board-governors provide a complete source of current information and institutional policies.

All career and technical education courses and programs are offered at Pierpont regardless of race, color, national origin and gender or disability.

Pierpont Community & Technical College is accredited by The Higher Commission of the North Central Association (HLC) [Standard Pathways (2014), next ten-year visit 2023].

The Higher Commission of the North Central Association (HLC)
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411 (800) 621-7440 https://www.hlccommission.org/

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability or sexual orientation, as identified and defined by law.

The College neither knowingly affiliates with nor grants recognition to an individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA coordinator, Cindy Curry, Room 324 Hardway Hall, telephone 304-367-4306.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Enrollment Management in Student Affairs.
PIERPONT COMMUNITY AND TECHNICAL COLLEGE
MISSION STATEMENT

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state. Pierpont Community & Technical College strives to enhance the quality of life for people of North Central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

To fulfill this mission, Pierpont Community & Technical College will:

- Provide a comprehensive selection of career/technical educational opportunities at the certificate and associate degree levels developed through interaction with employers, employees, and college personnel
- Offer transfer education opportunities enabling students to acquire an affordable general education background before matriculating to the college or university of choice
- Provide opportunities for seamless transition from certificates to associate and baccalaureate degrees
- Make available developmental educational opportunities to students who need assistance in improving academic skills to be successful in higher education
- Develop and deliver continuing and community educational opportunities throughout North Central West Virginia such as lifelong learning opportunities, occupational recertification programs, and higher education opportunities for students enrolled in secondary schools
- Provide workforce training and economic development activities for the citizens of north-central West Virginia based on needs of the community and region
- Focus on development of cognitive, affective, and psychomotor skills to foster individual growth, career development, responsible citizenship, and commitment to lifelong learning

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning to college or enrolling in higher education for the first time, and transfer students. The College, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success. To strengthen intellectual development, all students pursuing a degree at Pierpont Community & Technical College are engaged in a general education program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think about interrelationships among disciplines and prepare for a lifetime of learning. The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Pierpont Community & Technical College provides a broad spectrum of degree options in business and offers programs with specialized accreditation in engineering technology and health careers.

Pierpont Community & Technical College is closely identified with its communities. Partnerships with business and industry, public schools, government agencies, and other organizations contribute to economic development; the College fosters enlightened and productive citizenship in its immediate location, the region, and the world.
PHILOSOPHY AND OBJECTIVES

Pierpont Community & Technical College, an undergraduate institution operating under the authority of the Pierpont Board of Governors, is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Senate, Classified Staff Council, and Student Government.

The College offers programs for career/technical education and may grant Certificate in Applied Science degrees and the degrees of Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Applied Science after two years of study. Pierpont Community & Technical College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources, and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social, and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the idea of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Pierpont Community & Technical College degree represents a level of achievement respected throughout the nation.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return, it actively participates in community projects, shares its programs and facilities with the public, and serves the community as a center of information and culture.

Specifically, the mission of Pierpont Community & Technical College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State’s system of public higher education. This mission is accomplished by meeting these objectives:

- Providing a variety of career and technical center/occupational programs of two years duration or less.
- Providing opportunities for occupationally oriented study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- Bringing selected college study opportunities into communities in the College’s service region through the use of the mass media, regional educational centers, external degree programs, and other forms of nontraditional study.
• Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.

• Serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.

• Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial, and public service agencies in the College’s service area.

• Offering continuing education programs to provide career updating, cultural enrichment, and personal skill development.

• Providing advisory, counseling, and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.

• Offering a variety of cultural, recreational, and social activities to complement academic pursuits.
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

In 2008, the Pierpont Community & Technical College Board of Governors was established to comply with the legislative requirements of Senate Bill 653 enacted March 19, 2000, Article 6, §18B-6-1 which has been superseded by WV Code Chapter §18B-2A-1. The Board consists of twelve members, of which nine are lay members representing business, industry, labor, and other educational institutions and three representatives from the faculty, staff, and student body. The Board meets shall hold a minimum of six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers. The Board is responsible for review, prior to the submission by the President to its governing board, of all proposals of the institution in the areas of mission, academic programs, budget, capital facilities and such other matters as requested by the President of the institution or its governing board or otherwise assigned to it by law.

Before 2008, the Pierpont Board of Governors was combined with the Fairmont State Board of Governors.
COLLEGE ORGANIZATION

The following section contains brief descriptions of the duties and responsibilities of various College officers and administrative structures. It also contains descriptions of the channels of communication available to administrative personnel and to the faculty.

I. Administrative Officers

The President is responsible for assuming leadership for the coordination, development, and functioning of the community and technical college. The President is under the direction of the West Virginia Community and Technical College System (WVCTCS) Chancellor and is an employee of the Board of Governors, carrying out the day-to-day responsibilities of the college.

The President’s Cabinet Members include the President, the Provost/Vice President for Academic Affairs (hereafter Provost), Vice President for Finance and Administration, Vice President for Organization and Development, Vice President for Workforce and Economic Development, Assistant Vice President for Enrollment Management, Chief Information Officer, and the Executive Assistant to the President.

The President’s Council currently includes the President’s Cabinet, School Deans, Byrd Director, Advanced Technology Center Manager, Director of Strategic Enrollment and Marketing Liaison, Assistant Vice President for Enrollment Management, Faculty Senate President, and Classified Staff President.

The Provost/Vice President for Academic Affairs is the chief academic and administrative officer of and is directly responsible to the President. The Provost plans, develops, and coordinates the College’s academic policies and programs as well as provides leadership and vision to enhance teaching and learning.

Assistant Vice President for Enrollment Management is the liaison between Student Services, Academics, and student needs. This position coordinates student policies and provides leadership and coordination for student services including Advising, Admissions and Recruiting, Advising, Financial Aid, Registrar’s Office, Housing, and Safety. This position reports to the President.

School Deans are normally selected internally and serve at the will and pleasure of, and are responsible to, the President, and they are charged with implementing academic policies. Deans, who report directly to the Provost, have authority to supervise the academic functions of faculty members within their academic units. Deans consult with the President or Provost before decisions are made on major matters. The duties of the Dean include, but are not limited to:

1. reviewing annual faculty evaluations,
2. establishing and verifying faculty loads and assignments for academic year,
3. supervising unit budgets and expenditures, and faculty in their area,
4. representing their unit at functions outside the normal day,
5. documenting student learning and assessments and completing reports within their area.
6. approving faculty appointments and collection of credentials.
7. collaborating and working with business, industry, neighboring colleges, Career Technical Centers to expand student opportunity, programs of study and sector partnerships.

**School Assistant Deans** are selected internally from unit faculty and serve at the will and pleasure of and are responsible to the Dean and Provost. Duties include, but are not limited to:

1. coordinating, reviewing and assessment of data evaluation to determine next steps of action and following up on those steps, for their program and schools
2. collecting and reviewing assessment data and plans for programs in their area
3. meeting with Director of Assessment
4. filling in for the School Dean when necessary

**Program Coordinators** are responsible to School Deans, Provost and the President for implementing academic policies. They coordinate associate and certificate degree programs and supervise the academic functions of faculty members within their programs. They have an opportunity to influence academic policy through the Senate and committee structure. The duties of the coordinators include but are not limited to:

1. participating in contacting, interviewing, and recommending new personnel for appointment (and collecting credentials)
2. recommending assigning of faculty to classes, taking into consideration their specialization and abilities, as well as the needs of the College, to arrive at a balanced schedule
3. consulting with their faculty members and reporting to the Dean before decisions are made on major matters
4. supervising all expenditures of the program budget
5. reviewing and providing syllabi and assessment data
6. ensuring that substitute teachers are provided for the classes of absent faculty member
7. ensuring that all faculty members (full and part-time) are fulfilling their job duties and attending classes at assigned times.

Program Coordinators may be assigned through appointment or through an external or internal search process.

**Director of Advising, Assessment and Testing** is responsible for the campus-wide assessment plan, including program, general education/graduate and course assessment. The Director works with Assistant Deans and Program Coordinators during the year to provide admission and end of program testing, and coordinates the Student Services Advising Center.

**Other Positions**

1. The Registrar is responsible for the supervision of student records and the administration of the Registrar’s Office and for implementing all policies related to registration.

2. The Office of Financial Aid and Scholarships is responsible for supervising the financial aid operations.
3. **The Director of Human Resources** (shared with FSU) is responsible for all operations of the Human Resources office.

4. **The Director of Public Safety/Chief of Police** (shared with FSU) is responsible for the security of persons and property on the campus.

5. **The Director of Residence Life** (shared with FSU) is responsible for overseeing housing operations.

6. **The Coordinator of Student Disability and Counseling Services** is responsible for providing support to and facilitating services for students who need special assistance under the *Americans with Disabilities Act including psychological testing to determine a student’s disability* status.

7. **The Coordinator for Student Health Services** (shared with FSU) is responsible for providing medical and emergency services to students who have paid fees for this Service.

8. **The Coordinator of the Board of Governor’s Program (BOG) and Prior Learning Assessment (PLA)** reports to the Provost and is responsible for providing enrollment and advising services to prospective and enrolled students seeking the BOG degree and for monitoring their progress, and working with students interested in attaining prior learning credit.

9. **Chief Judicial Officer** is responsible for providing due process for student conduct issues for incidents involving a breach in student code of conduct.

### II. Faculty

Individual faculty members (both full and part-time) are responsible directly to the Program Coordinators and/or School Deans for standards of excellence and performance. They have authority to influence academic policies through the various committees and the Faculty Senate.

**Faculty Communication Channels**

Requests from faculty members should be presented first to the Program Coordinator, then to the School Dean, then to the appropriate administrative officer, and finally, if necessary, to the President.

**Faculty Senate Committees**

Committees originate and function as described in the Faculty Senate Constitution.

**Advisory Council of Faculty Representative**

The Faculty elects, in odd numbered years, one of its members to serve a two-year term as a member of the State Advisory Council of Faculty (ACF). This Council provides the Board of Governors with advisory assistance by serving as a liaison to the WV Council for Community and Technical College Education, Chancellor, and LOCEA. ACF represents the respective campus view of the faculties on matters of statewide concern, continuing communication and coordinating the competencies of the various institutions for the advancement of higher education in West Virginia. The ACF member serves as a non-voting ex-officio member of the Faculty Senate and presents an annual report to the Board of Governors.
Institutional Board of Governors

Pierpont Community & Technical College has an Institutional Board of Governors, consisting of twelve persons:

1. A full-time member of the faculty with the rank of instructor or above duly elected by the faculty of the respective institution

2. A member of the student body in good academic standing, enrolled for college credit work and duly elected by the student body of the respective institution

3. A member of the institutional classified staff duly elected by the classified staff of the respective institution

4. Nine lay members appointed by the governor by and with the advice and consent of the Senate. Of the nine members appointed by the governor, no more than five may be of the same political party. At least five of the members shall be residents of the state.

The terms of the respective Board of Governors members follow:

• The student member shall serve for a term of one year, beginning on the first day of July.

• The faculty member and the classified staff member shall serve for a term of two years, beginning on the first day July. Faculty and classified staff members are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

• The appointed lay citizen members shall serve term of four years each and are eligible to succeed themselves for no more than one additional term.

A vacancy in an unexpired term of a member shall be filled for the unexpired term within thirty days of the occurrence of the vacancy in the same manner as the original appointment or election. Except in the case of a vacancy, all elections shall be held and all appointments shall be made no later than the thirtieth day of June preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. No member may serve as chairperson for more than four consecutive years.

According to W. Va. Code § 18B-2A, the following persons are ineligible for appointment as a member of the Board of Governors of a community and technical college: a who is an officer, employee, or member of any other board of governors; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission. This subsection does not prevent the representative from the faculty, classified employees or students from being members of the governing boards.
Before exercising any authority or performing any duties as a member of a governing board, each member shall qualify as such by taking and subscribing to the oath of office prescribed by section five, article IV of the constitution of West Virginia and the certificate thereof shall be filed with the secretary of state.

No member of a governing board appointed by the governor may be removed from office by the governor except for official misconduct, incompetence, neglect of duty or gross immorality and then only in the manner prescribed by law for the removal of the state elective officers by the governor.

The president of the institution shall make available resources of the institution for conducting the business of its institutional board of governors. The members of the institutional board of governors shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their official duties under this article upon presentation of an itemized sworn statement of their expenses. All expenses incurred by the institutional board of governors and the institution under this section shall be paid from funds allocated to the institution for that purpose.
THE CONSTITUTION OF THE
FACULTY SENATE OF PIERPONT COMMUNITY & TECHNICAL COLLEGE

PREAMBLE

Acknowledging the principle of faculty self-government and recognizing the responsibility of the faculty for the internal affairs of this institution, we, the faculty of the Community & Technical College, do adopt this Constitution to establish procedures whereby this responsibility can be discharged.

We accept the fact that the Board of Governors is charged with the responsibility of establishing policy with respect to the operation of the institution. Further, we recognize that the Board of Governors has placed upon the President of Pierpont Community & Technical College full authority and responsibility for its operation. It is within these limits that the faculty accepts its role of advisement to the President of the Community & Technical College on matters of institutional policy.

ARTICLE I. Name, Purpose, and Jurisdiction

Section 1. The name of this society shall be the Faculty Senate of Pierpont Community & Technical College.

Section 2. The Faculty Senate shall act as the principal agent of the Faculty of Pierpont Community & Technical College in policy determination.

Section 3. The areas in which the Senate shall be concerned are enumerated in Article I, Section 2 of the Constitution of the Faculty Senate of Pierpont Community & Technical College.

Section 4. In the event that any provision of this Constitution shall conflict with the Rules and Regulations of the Pierpont Community & Technical College Board of Governors (BOG), the rules of the Pierpont Community & Technical College BOG shall govern.

ARTICLE II. Membership

Section 1. The President of Pierpont Community & Technical College shall serve as a non-voting ex-officio member of the Faculty Senate.

Section 2. Each School of the Community & Technical College shall elect Representatives according to the following distribution: two (2) at-large Representatives elected from each School by the entire Faculty of that School and one additional Representative for each five (5) Faculty members in that School. Each School shall determine its own policy for selecting those Representatives. The School from which the Senate President resides may elect one additional Representative. The Advisory Council of Faculty (ACF) representative from the Community & Technical College shall serve as a voting ex-officio representative.

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2 Approved by full faculty vote May 2007.
Constitutional Amendment approved by Senate January 2011.
Assembly to Senate name update September 2013.
member of the Senate (W. Va. Code § 18B-6-3) and the Chair of the Admissions and Credits Committee, and the Chair of the Curriculum Committee shall serve as non-voting ex-officio members of the Senate.

a. All Representatives shall serve a term of two years, with each term beginning on the first day of July of each even-numbered year after April 2006. Representatives of the Faculty Senate are eligible to succeed themselves.

b. In April of every even-numbered year the Executive Committee shall review the number and distribution of Faculty and make recommendations to the Faculty as to any adjustments to the total number of Representatives or the distribution thereof.

c. If a vacancy in an unexpired term of an elected Representative occurs, it shall be filled by a special election in the appropriate School.

d. The Senate President shall prepare a slate of candidates for the Community & Technical College ACF Representative and an alternate. The ACF faculty representative from the Community & Technical College shall be elected by the Community College Faculty of the whole in April of every odd numbered year (W. Va. Code § 18B-6-1a). The elected ACF member shall serve as the co-chair for the Legislative Advocacy Committee.

Section 3. Two (2) Pierpont Community & Technical College students may serve as non-voting members-at-large in the Faculty Senate.

a. One student will be an elected representative from the Non-Traditional Student Association, and one student will be an elected representative from Phi Theta Kappa, the honor society for the Community & Technical College.

b. Non-Traditional Student Association and Phi Theta Kappa will notify the Senate President of their selections at the beginning of the academic year.

c. The term of office for student members shall be, though not limited to, one academic year.

d. One representative must be a full-time student.

e. No students shall be eligible to become President, Vice President, or Secretary of the Faculty Senate.

f. A vacancy in an unexpired student term may be filled by appointment of the Non-Traditional Student Association or the honor society’s executive committee.
ARTICLE III. Officers

Section 1. The Senate shall annually elect from the body of its members the following officers: Vice President, Secretary, and one Executive Committee Member from each School. Each even numbered year, the Senate shall elect a President from among its members. The Senate President shall serve a term of two years, and may serve no more than two consecutive terms as Senate President (WV State code 188-6-3).

Section 2. The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, and serve as ex-officio member of all Community & Technical College and Joint Faculty committees. The President may select a Parliamentarian from the college faculty to serve with him/her during his/her term of office, but such Parliamentarian shall not vote in the Senate unless he/she is a member.

Section 3. The Vice President of the Senate shall preside in the absence of the Senate President and shall serve as a member of the Executive Committee of the Senate.

Section 4. The Secretary of the Senate shall maintain an up-to-date list of the Senate’s membership, distribute the Senate agenda, record the proceedings of each meeting of the Senate, and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty. The Secretary shall also maintain appropriate files for retaining Senate records.

Section 5. The Executive Committee of the Senate shall affix the agenda and designate items of business as major or minor.

Section 6. An Senate officer must have been full-time faculty for at least three years.

Section 7. Senate officers will be elected at the last Senate meeting of the academic year.

ARTICLE IV. Meetings

Section 1. Regular meetings of the Senate shall be held monthly at times to be decided by the Senate.

Section 2. Special meetings may be called by the President of the Community & Technical College, or the President of the Senate, or upon the written petition to the President of the Senate by any ten (10) members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each faculty member at least forty-eight (48) hours in advance of each meeting.

Section 3. Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.

ARTICLE V. Amendments

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.
ARTICLE I. Meetings

Section 1. Regular meetings of the Faculty Senate 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 Senate meeting of each academic year, which shall follow the annual Academic School Senate 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 Senate.

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 & Technical College community with a direct interest in the business of any Senate meetings shall have the right to attend such meeting. They shall have the right, subject to the approval of the President of the Senate, 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 Senate 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 Senate prior to the call to order of the meeting.

Section 7. Meetings of the Senate 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 Senate 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 Senate President shall serve a term of two years, and may serve no more than two consecutive terms as Senate President (WV State Code §18B-6-3).
Section 2. The Executive Committee of the Senate, composed of the President of the Senate, the Vice President of the Senate, the Secretary of the Senate and one member elected by each School shall meet at least one time prior to each Senate meeting to prepare an agenda and to designate items of business as major or minor. The Executive Committee of the Faculty Senate 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 Senate and approval by appropriate administrative authority.

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

Section 3. The President of the Senate 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 Senate, 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 Senate 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 Faculty Handbook.

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 Senate 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 Senate. The Senate may request additional reports at any time.

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

Purpose, Organization, and Function

Section 1. At least thirty (30) days prior to the last regularly scheduled Senate meeting of the academic year, the President of the Senate 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 Senate meeting, the President of the Senate 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 Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate 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 Senate 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 Senate. Other standing committees may be added at the discretion of the Senate.

**Section 7.** All faculty committees, separate or joint, shall be authorized by and answerable to the Senate 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 Provost prior to the presentation to the Academic Appeals Board and the written decision shall be sent to the Community & Technical College President, Provost, Dean, the instructor and the student involved.

The Academic Appeals Board shall be composed of twelve faculty members chosen by the Provost of the Community and Technical College from a list of eight faculty nominees from the Faculty Senate 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 three representatives from each Pierpont Community & Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the School of Business, Aviation, and Technology will elect two members to the committee to serve a two-year term beginning the following semester, and during its April meeting in odd years, the School of Business, Aviation, and Technology will elect one member to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education and Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education and Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester.

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 Senate for final action.

The Curriculum Committee shall consist of three representatives from each Pierpont Community & Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the School of Business, Aviation, and Technology will elect two members to the committee to serve a two-year term beginning the following semester, and during its April meeting in odd years, the School of Business, Aviation, and Technology will elect one member to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education and Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education and Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester.

At the beginning of each academic year the President of the Senate 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 three representatives from each Pierpont Community & Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the School of Business, Aviation, and Technology will elect two members to the committee to serve a two-year term beginning the following semester, and during its April meeting in odd years, the School of Business, Aviation, and Technology will elect one member to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education and Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education and Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester.

Each School at its April meeting of the academic year shall elect its one member to the committee for a two-year term to begin the following semester. In the event a committee member is unable to complete the two-year term, the Faculty Senate 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 Senate President shall convene and preside over the first meeting of this committee.
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. An Administrative Representative 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 Senate Executive Committee.

The Faculty Personnel Committee shall consist of five faculty members, with one representative from each school preferred. Only 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 Senate.

The Faculty Welfare Committee shall consist of at least one member from each School, not to exceed ten (10) 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:

1. examine the effectiveness and progress of testing programs and recommend any needed alternatives

2. 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.

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. Legislative Advocacy Committee. The Legislative Advocacy Committee shall:

1. keep faculty informed concerning higher education legislation as it is proposed and as it proceeds through the legislative process

2. disseminate membership lists of legislative committees and addresses of pertinent legislators

3. work in cooperation with similar committees on the other state college and university campuses; and

4. 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).

K. Library Committee. The Library Committee shall:

1. study library needs in view of the academic program;

2. 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

3. serve as a liaison group between the faculty and the librarian.
L. **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 ten (10) members. The Director of Financial Aid shall serve as an ex-officio member.

M. **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 Associate Vice President for Student Services. The student may appeal the decision, following the procedure specified in the *Student Handbook.*

The Student Hearing Board shall consist of ten (10) 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.

N. **Bookstore Advisory Board.** The Bookstore Advisory Board shall consist of two students, one from Pierpont and one from FSU, four faculty members, two from Pierpont and two from FSU, two administrators, one from Pierpont and one from FSU, two staff members, one from Pierpont and one from FSU, and a Bookstore employee. The Bookstore manager and FSU Vice President of Administration and Fiscal Affairs serve as ex-officio members.

Faculty serve two-year terms and are appointed in staggered years. Faculty may be reappointed to serve an additional two year term.

The purpose of the committee is to serve in an advisory capacity, and is responsible for the general oversight of the performance of the bookstore and general assessment of the degree to which the bookstore is meeting the needs of the institutions.

**ARTICLE VI. Amendment of By-Laws**

Amendments of By-Laws of the Faculty Senate shall be made only at a regular meeting thereof, by a two-thirds (2/3) vote of the Faculty Senate. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Senate 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 Senate member at least ten (10) days before the date of the next regular meeting at which time the amendment will be presented for Senate action.
I. The Executive Committee, established within the Senate, shall be composed of the President of the Senate, who shall be its chairperson; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; and one member from each School, elected by the Senate. 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 Senate meetings;

B. serve as a channel through which any member of the Faculty may introduce matters for consideration by the Senate

C. assist in carrying into effect the rules, regulations, and actions of the Senate;

D. act for the Senate on an emergency basis between meetings of the Senate, such action to be reported for confirmation at the next Senate meeting;

E. recommend formation of such ad hoc committees within the Senate as may seem desirable;

F. recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution;

G. prepare and submit reports on the work of the Senate 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 Senate for ratification.

II. Any matter introduced in the Senate 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 Senate 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. 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. 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 Senate who is temporarily appointed to an acting administrative position shall not be removed from voting membership in the Faculty Senate unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, he or she shall resign as a member of the Executive Committee.
I. FULL TIME FACULTY EMPLOYMENT

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


Appointments and Contracts
Faculty appointments are made by the Higher Education Policy Commission upon recommendation of the President each academic year. Every full time faculty contract shall be in writing and be for no greater than three fiscal years, but may be for part of year per, based on rank, Series 9, in accordance with and in compliance of annual institutional budget.

Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
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<tbody>
<tr>
<td>Academic Track (Promotion)</td>
<td>Promotion track designed for eligible faculty whose background is primarily academic.</td>
</tr>
<tr>
<td>Appointment</td>
<td>Length of position time granted to faculty personnel according to job advertisement, classification, position, performance and Series 9 description. Varies with classification.</td>
</tr>
<tr>
<td>Classification</td>
<td>Type of faculty position in job description, may be tenured, tenure-track, clinical track, instructional specialist, term, non-tenure-track. (Series 9)</td>
</tr>
<tr>
<td>Contract</td>
<td>Written document provided to full-time faculty personnel as required by Series 9 and in compliance with annual institutional budget, in regard to position description/detail.</td>
</tr>
<tr>
<td>Rank</td>
<td>Tenured/tenure track/term</td>
</tr>
<tr>
<td></td>
<td>Includes Professor, Associate Professor, Assistant Professor, or Instructor</td>
</tr>
<tr>
<td>Instructional Specialist</td>
<td>Includes Professor, Associate Professor, Assistant Professor, or Instructor/Instructional Specialist</td>
</tr>
<tr>
<td>Clinical-Track</td>
<td>Includes Professor, Associate Professor, Assistant Professor, or Instructor/Health Career designation</td>
</tr>
</tbody>
</table>
Non-tenure Track

Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Assistant

Technical Track (Promotion)

Promotion track designed for eligible faculty whose background is primarily technical

Appointment Lengths

<table>
<thead>
<tr>
<th>Tenured</th>
<th>Annual/Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure-track</td>
<td>Annual, not to exceed 7 years</td>
</tr>
<tr>
<td>Term</td>
<td>1-3 years, renewable; good standing</td>
</tr>
<tr>
<td></td>
<td>First Appointment 1 year</td>
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<tr>
<td></td>
<td>Second Appointment 1 year</td>
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<td></td>
<td>Third Appointment 2 years</td>
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<tr>
<td></td>
<td>Fourth Appointment 2 years</td>
</tr>
<tr>
<td></td>
<td>Fifth Appointment and beyond 3 years</td>
</tr>
<tr>
<td>Instructional Specialist</td>
<td>See term description</td>
</tr>
<tr>
<td>Non-tenure Track</td>
<td>Annual, variable limit in length</td>
</tr>
<tr>
<td>Grant funded</td>
<td>Variable, with terms of grant</td>
</tr>
</tbody>
</table>

(No number of term appointments shall create the presumption of a right to appointment of tenure-track or tenured faculty, or right to additional contract.)

Full-time faculty (1.00 FTE equivalent) appointments are made by the Pierpont Community & Technical College Board of Governors upon recommendations of the President for each academic year. The academic year begins in mid August and extends to mid-May. Faculty members leaving at the end of the first semester are paid for four and one-half months. Faculty are also expected to attend Professional Development Days that are held a week before fall and spring semester commence.

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 Office of Academic Affairs or President’s Office within ten days of receipt.

Full time faculty renewable appointments (other than tenured or tenure-track) appointments are issued based on Series 9 standards. Faculty in good standing may build on appointment time if considered for renewal.

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 (calendar) at all times as that maintained by the administrative offices, and are accountable for adhering to faculty responsibilities and administrative calendars.
However, 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, Provost or another individual to whom directly responsible, and approved by that person and the President of the Community & 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, but not limited to, as follows:

1. **Laboratory.** Credit for laboratory time is calculated on a ratio of two or three hours to one lecture hour.
2. **Administration.** Time is calculated on a ratio of two clock hours to one lecture hour.
3. **Non-Credit Courses.** Time is calculated on the same basis as credit courses with respect to time requirement.
4. **Non-Credit Related 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 more time than this formula suggests. (Grants, Accreditation, Student Associations, Clubs, etc.).
5. **Internship/Practica.** Credit for internship/practica time is calculated on a 1:40 – 1:60 ratio of credit hour to contact hour depending on the discipline.

**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 Provost or 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 appropriate School or Schools.
2. In making selections, the Provost or President may 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.

**Locust Avenue, Additional Location, Branch Campus and Distance Learning Instruction**
Classes offered located at multiple locations and/or as distance learning courses should be developed as an integral part of institutional programming following the same academic standards and instruction for all venues and instruction. Program Coordinators and Deans are responsible for consistent and quality
course and program offerings. Supervision, planning and administration of courses involve close coordination and communication of site administrators, program managers, School Deans, and Program and course Coordinators with input from the Associate Vice President of Enrollment Management, Provost and Director of Advising.

A. Staffing

1. Annually Deans and Faculty will determine and agree on load of work to be performed on each campus. Full-time faculty should be assigned to instruct courses at locations other than their primary location, as part of the regular teaching load when possible.

2. Academic qualifications of part-time faculty should be commensurate with those of full-time faculty and meet Higher Learning Commission standards (See HLC Guidelines for Qualified Faculty, http://download.hlcommission.org/FacultyGuidelines_2016.OPB.pdf)

3. When adequate course staffing cannot be provided, a full-time faculty member may be assigned one course on an overload basis excluding independent study projects, each semester. Dean and Provost approval is necessary for course overloads exceeding one.

B. Compensation

1. Annually the rate for payment of part-time instruction for campus instruction is reviewed and set for an academic year.

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

Credentials

At the time of employment each faculty member must submit to the Office of Academic Affairs an application, resume and an official transcript(s) of all undergraduate and graduate credits. Additional credits subsequently earned should be verified by official transcript(s) received by the Provost. To be acceptable, all credits and degrees must be earned at institutions accredited by nationally recognized regional or professional agencies. New resumes should be submitted every three years or upon promotion or degree attainment.

For full-time part-time faculty hired within Schools or by locations, the Administrative Assistants or Program Managers are responsible for securing the faculty resume, official transcripts and signed contract (part-time faculty only), preparing a folder and delivering the folder to the Office of Academic Affairs, before the start of term.

Completion of Degrees/Credential Expectations

General Education Faculty should possess credentials equivalent to a Master’s degree in the field or a Master’s degree plus 18 graduate credits in the field of study. Technical program faculty should possess a degree one level above the program in which they are teaching or in rare cases a degree at the level they are teaching, with additional approved national recognized certification and demonstration of expertise. Faculty
members who have not completed a Master’s or terminal degree are expected to do so within a reasonable
period of time and have a plan in place for completion.

Faculty teaching in terminal technical programs with less than a Masters or degree one level higher than the
program in which they are teaching will hold extensive licensure and certifications appropriate to the
position and demonstrate a high level of expertise in the area of study.

All credentials should be on file and approved by the Program Coordinator, School dean and Provost.

Criteria and Guidelines for Promotion in Rank

In accordance with WVCTCS Series 9, promotion in rank is granted to full-time 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 Chair of the Faculty Personnel Committee shall set up a meeting with interested faculty in
August or September to review the process and discuss the contents of a Promotion Portfolio.

The Faculty Personnel Committee evaluates applications and supporting documentation and then submits its
recommendations for promotion to the Provost who forwards the recommendations 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 including resume 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 Office of Academic Affairs by December 1. Forms can be found at
https://www.pierpont.edu/faculty-staff/academic-administration/faculty-forms

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 Provost by the first working day in December.

The Provost 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 Provost and the
Committee chair notifies the faculty member that the Committee has forwarded the recommendation. The
President in consultation with the Provost 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 selected 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 with professional, business and industry credentials and occupational experience reflecting 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 for advancement.

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. Each governing board will establish faculty salary rules upon promotion in rank, and receive at least a 10% increase upon promotion in rank. (W. Va. Code § 18B-8-2d).

**A. Senior Level Positions**

Senior level position is 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 Office of Academic Affairs. The Office of Academic Affairs will deliver the evidence to the Personnel Committee. Applicants 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. Applicants should submit adequate evidence to effectively demonstrate sustained excellence in teaching, service and scholarship since last promotion.

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 Provost will send the applications to the Faculty Personnel Committee, which will in turn send its recommendations to the Provost and 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 & 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.**

* 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 Senate and Administration for Accreditation purposes.

** Promotion to Professor is granted on the basis of performance, not length of service.
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 & 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.**

* 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 Senate and Administration for Accreditation purposes.

** Promotion to 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 & 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**

* 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 Senate and Administration for Accreditation purposes.

** 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, 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
      3. 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 Senate and Administration for Accreditation purposes.

   ** Faculty hired prior to 1999 are expected to have three (3) years of 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.

Currently, a faculty member may be employed in one of four classifications at Pierpont: tenured, tenure-track term and instructional specialist (previously FEAP). Currently there is a 20% cap of faculty that may possess tenure as state mandated and the classification of tenure-track is not active. As tenured faculty retire, and tenured positions may become available, term faculty with six or more years of service may
apply for a tenured slot that has been vacated. Annually, in August the President will announce if
tenured positions are to be offered. If promotion and tenure recommendations are equivalent, tenure
may be awarded to the faculty member with the greatest years of service to the institution.

**Evaluative Criteria for Tenure**

1. Current rank of Associate Professor or higher.
2. 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)
3. Accessibility to students, including advising
4. Professional and scholarly activity and recognition (Examples could be awards,
leadership activities, publications, presentations, research, etc.)
5. Evidence of continual professional growth (Advanced Degree Coursework, Professional
Certifications, Continuing Education)
6. Service (College, State Community, Profession)

**Tenure Application Procedure**

- The President will announce annually if tenured positions are to be offered no later than the
  first day of the Academic Year.
- If positions are available, the Chair of the Personnel Committee will distribute the rubric used
  for evaluation of tenure.
- 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 Academic Affairs. It is
  the responsibility of the faculty member to meet all evaluative criteria. The following materials
  represent what the applicant should, as appropriate, include in a supporting portfolio:

1. Number of years completed at institution (minimum of six).
2. Vitae
3. Three evaluations of the faculty member’s performance in the following areas:
   a. Teaching Performance
   b. Scholarly Activity
   c. Other College Related Activities
   d. Other Professional and Public Service Activities and Responsibilities
   e. Professional Attributes
   **Note: Seen Application for Promotion and Evaluation forms for representative
criteria in each of these areas.**

   To be completed by:
   a. Applicant’s administrative head
   b. A colleague designated by the administrative head
   c. A colleague designated by the faculty member

The Provost will confirm, years of service, credentials and current rank, and send the portfolio to the
Chair of the Faculty Personnel Committee.
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 WVCTCS Series 9. The committee will submit a summary of the full tenure evaluation to the Provost and President for a decision regarding tenure.

II. PART TIME FACULTY EMPLOYMENT

Terms of Employment
Part-time adjunct faculty are contracted only for the current semester in which they are teaching. Nine (credit) semester hours (max) is the limit for teaching in the Spring and Fall Semester and faculty may not schedule work over 29 hours per week (combined time at Pierpont & FSU). One (1) credit = three (3) hours work per week.

Although an individual may be employed to teach more than one semester, under no circumstances does the community college incur a commitment to rehire part-time faculty after a stipulated contract period is completed. All semester appointments and compensation are contingent upon the availability of funding and sufficient class enrollment. The position has no right to an additional contract, tenure or tenure track or term employment expectations.

Adjunct faculty may not hold other part-time or non-exempt positions at Pierpont or FSU. Additional information is available through Human Resources.

Contract signature acknowledges adjunct understanding that the appointment is considered “at will”, which means that it may be terminated at any time for any reason or no reason by the President. Resume, official transcripts and signed contract must be in place before the first day of teaching.

Adjunct Expectations
Adjunct expectations are no different than full-time faculty expectations, although full-time faculty have many additional expectations to complete.

1. Record class attendance
2. Meet assigned class(es) as scheduled in the course scheduler, and follow Pierpont and School policies for any absences
3. Utilize assigned institutional email address and systems for communication and coursework
4. Meet established deadlines for submission of student grades in FELIX
5. Participate in course evaluation and assessment process (to be provided by course or program Coordinators)
6. In conjunction with program/course coordinator:
   • Each semester submit a syllabus to Dean, coordinator, or his/her designee which follows course template and includes required departmental and institutional components/policies.
   • Meet/follow course outcomes, use required course components as determined by the school/program, use appropriate assessments and provide assessment data to program coordinator
• Utilize Blackboard for syllabus and gradebook (contact Robin.Strader@pierpont.edu for training and help)

7. Perform other appropriate duties as assigned and as necessary
8. Adhere to and comply with all relevant federal, state and local laws
9. If assigned a State purchasing card, abide by all purchasing rules and provisions and reports/balances account as required or directed
10. Adhere to all institutional policies and guidelines, including the provisions of the employees relevant employee handbook
11. Adhere to and comply with relevant provisions of the WV State Ethics Act
12. Adhere to all safety rules and provisions
13. Report any personal accidents/injuries or accidents/injuries of assigned staff to HR by end of work day or work shift
14. At the end of each semester hired, leave a copy of course grades, scores for all assignments, and the formula for grade calculation.
15. Complete required training such as Title IX, course orientation, Quality Matters, etc.

The following documentation should be collected by the School or program manager and sent in a folder for filing, to the Office of Academic Affairs prior to employment and the first day of class:

• Application
• Current resume/vita
• Original transcript(s) for each institution you attended
• Signed original adjunct/overload appointment

Evaluation of Faculty
Adjunct faculty including dual enrollment faculty are to be evaluated annually upon hire and then at least every three years after. The degree to which the adjunct meets the adjunct expectations is assessed during the evaluation. The evaluator may visit the course while in session and evaluate a lecture period without prior announcement. The purpose for the evaluation is for dialog for student success strategies, faculty improvement in teaching strategies, and assessment.
FACULTY RESPONSIBILITIES

The Family Educational Rights and Privacy Act/FERPA
(The Buckley Amendment)

Faculty may not share student information without a signed waiver from the student. An explanation of FERPA and a waiver form are provided below.

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, was adopted by Congress to ensure access to and the privacy of educational records. Although FERPA applies to all educational records including those kept concerning elementary and secondary education, this summary will focus on the application of FERPA to higher education.

*FERPA gives certain rights to the parents regarding their children’s education records.* These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called “eligible students.” *The Act ensures that students must be given the opportunity to inspect and review their own educational records. The institution must provide an opportunity for a hearing if a student wishes to challenge information which is “inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.” With specified exceptions relating to education needs, “personally identifiable” information cannot be released to third parties without the prior written consent of the student or without a judicial order or subpoena. The law allows schools to disclose education records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoena;
- Persons who need to know in cases of health and safety emergencies.

*Schools may also disclose, without prior consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell students of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible student to request the school not disclose that information about them. Finally, schools must adopt a written policy about complying with FERPA and must give the eligible student a copy of the policy, on request.*
AUTHORITY TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATION RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended,

I, ____________________________________________________________, give my consent to authorized representatives of Pierpont Community & Technical College for the release of my educational records and any and all personally identifiable information contained therein, including educational information, employment information, and information contained in the records of Pierpont’s Student Affairs Office to

________________________________________________________________________

for purpose of ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Date) (Signature)

________________________________________________________________________

(Student Identification Number)

NOTE: If a Pierpont student so requests, Pierpont shall provide him or her with a copy of the records disclosed.

________________________________________________________________________

1 Name of Pierpont student.
2 Identification of party or class of parties to whom the disclosure may be made.
3 Purpose of disclosure.
I. FACULTY RESPONSIBILITIES

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
1. Meet assigned classes at dates, times and manner as set in original course schedule published by institution
2. Teach with adopted textbooks and adopted course materials
3. Provide timely and appropriate feedback of student work
4. Use current electronic delivery system according to college requirements
5. Hold required office hours
6. Conduct additional student conferences as necessary
7. Submit required records and reports as scheduled (attendance, grades)
8. Assess student learning
9. Administer end-of-course evaluations
10. Participate in ongoing assessments
11. Provide academic support
12. Advise students
13. Recruit students
14. Contribute to curricular and program development
15. Serve on program and institution committees
16. Maintain gradebook and syllabus in Blackboard or current LMS.

B. Personal/Professional Behavior
1. Adhere to the statement on professional ethics in accordance with college policies, including intellectual property
2. Abide by the Constitution of the State of West Virginia and avoid a conflict of interest between college obligations and non-college activities.
3. Maintain current competence in the discipline or field of specialization
4. Advise professional student organizations, as necessary and appropriate
5. Submit annual self-evaluation with
6. 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 WVCTCS 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.

Faculty members who are advising are expected to be familiar with the “Core Coursework Transfer Agreement” from WVCTCS Series 17 “Transferability of Credits and Grades at WV Public Colleges and
Universities.” This agreement is updated annually and will be posted on the “Current Students” and “Faculty and Staff/Academic” web pages. The agreement will also be emailed annually to full-time faculty who advise.

C. Procedure for Review of Outside Services (see XXIII. Additional Information)

Prior to December 1 of each year, the Provost will review the outside services and annual workloads of all full-time faculty.

The Provost will submit a memorandum to the President indicating those personnel who have additional employment that interferes with the adequate performance of academic duties.

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

D. Faculty Absences
(See Board of Governo’s Policy #38)

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

1. Reschedule the class in advance of the absence.
2. Have a colleague teach the class.
3. Schedule instructional activities supervised by official qualified 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. Refer to the Board of Governo’s Policy #38, for all absences beyond five days in length. All absences exceeding beyond five days in length must be reported to Human Resources for FLMA purposes.

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 WVCTCS Series 38, Section 12, “Witness and Jury Leave.”

E. Teaching Loads of Deans

Deans occupy a special position and are considered full-time faculty with their time split between teaching and administration. Their teaching loads are established at a maximum of seven contact hours per semester (or approved equivalent) which may include lecture or lab/practica, and to be approved by the Provost.
F. Teaching Loads of Coordinators and Assistant Deans
Coordinators and Assistant Deans occupy a special position and are considered full-time faculty with the teaching and administrative duties. Coordinators and Assistant Deans are given a three (3) hour reduction in course load per semester.

G. Faculty Resignations
Faculty desiring termination of appointment or declining reappointment shall give notice in writing to the Office of Academic Affairs at the earliest opportunity (at least one semester in advance). Professional ethics dictate consideration of institutional need for full complement of faculty.

H. Intellectual Property
Course material created through grants and part of workload becomes property of the institution and ethically is to be retained by the institution.

I. Dismissal
Faculty may be dismissed due to demonstrated incompetence, dishonesty, academic misconduct, sexual harassment, racial, gender related or other discrimination, insubordination, physical or mental disability with no reasonable accommodation available, neglect of duty, abandonment of employment, reduction or discontinuance of program, or financial exigency.

II. STUDENT ADVISING
A. General Procedures
1. Students are assigned advisors by the Dean of the School that houses their major or may see the Director of Advising before a major is chosen.
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 Student Services.
3. According to Clery Regulations, when a student withdraws or graduates, the advisor should retain advising records for seven (7) years after the event and then may choose either to retain the credentials or to shred them.

B. Advising Students with Disabilities
Students with a disability/IEP should register in the Office of Disability Services. If a student chooses to have information regarding a disability disclosed, the student each semester is responsible for notifying advisors and instructors of any special need in writing from the Office of Disability Services. Advisors should schedule pre-registration advisee meetings with students with disabilities as soon as the tentative class schedule becomes available. (see Disabilities Handbook)

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. Student and advisor can discuss long term goals, progress on retention and completion, scheduling of courses for next semester, guided pathways for timely completion and other topics. Please send students to Financial Aid if there are financial aid questions. Academic advisors are not trained in this capacity.

D. Office Hours
Full-time faculty must schedule at least one physical or virtual hour each weekday, or the equivalent, 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; however, faculty should be available on campus for a portion of their advising time. Adjunct faculty should place hours of availability in their syllabi and methods of contact.

III. FACULTY MEETINGS
Faculty meetings are held at least two times during the year, and the Senate or College President may call special meetings at any time. Faculty meetings are announced electronically. Faculty members are required to attend these meetings. The following meeting times have been reserved for certain faculty groups. When you are choosing Committee work, please consider this matrix after a review of your course times.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Day</th>
<th>Meeting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Appeals</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Admissions and Credits</td>
<td>Third Tuesday</td>
<td>12:30</td>
</tr>
<tr>
<td>Board of Governors</td>
<td>Third Tuesday</td>
<td>2:00</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Fourth Tuesday</td>
<td>12:30</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Third Thursday</td>
<td>12:30</td>
</tr>
<tr>
<td>Faculty Harassment Complaint</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Second Friday</td>
<td>1:00</td>
</tr>
<tr>
<td>Faculty Senate Executive</td>
<td>First Thursday</td>
<td>12:30</td>
</tr>
<tr>
<td>Faculty Welfare</td>
<td>Fourth Thursday</td>
<td>12:30</td>
</tr>
<tr>
<td>General Education</td>
<td>Second Friday</td>
<td>12:15</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Library</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>President’s Council</td>
<td>2nd &amp; 4th Monday</td>
<td>10:30</td>
</tr>
<tr>
<td>School Meetings</td>
<td>First Tuesday</td>
<td>12:30</td>
</tr>
<tr>
<td>WVCTC Council</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Ad Hoc and Other Committees</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

IV. COMMENCEMENT
Commencement is on the evening of the last Friday of the spring semester. All full-time faculty are required to participate in the commencement ceremony in regalia. Regalia may be rented from the Bookstore. Adjunct faculty are encouraged to participate but are not required to rent regalia. Please contact the Registrar for additional information.
V. PROFESSIONAL DEVELOPMENT WEEK

Professional Development Weeks are held the week before classes are scheduled to begin in Fall and Spring. Full time faculty attendance is required and adjunct attendance encouraged, any mandatory sessions will be taped and shared with all faculty and staff.

VI. ASSESSMENT DAYS

An Assessment Day is scheduled near midterm in both the Fall and Spring semesters. All faculty are expected to provide an outside of class assignment and attend and participate in the sessions. Adjunct faculty are encouraged to attend.

VII. FACULTY REGIONAL ACTIVITIES

It is the policy of Pierpont Community & 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.

VIII. COMPLETION OF DEGREES AND CERTIFICATIONS

A. 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.

B. 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.

C. Tuition Waiver Programs:

1. Fairmont State University
   Full-time faculty and staff, who have regular appointments and qualify for benefits, may be eligible for a Fairmont State University or Pierpont 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.

2. West Virginia University
   All full-time faculty members at Pierpont Community & 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 and eligibility requirements; there is no reciprocity.
IX. TUITION AND FEE WAIVERS POLICY
(Faculty, Staff, Spouses & Dependents) JULY 1, 2017 – JUNE 30, 2018

- Effective for the academic year of fall through the following summer, or August through the following July.
- The institutions have a reciprocity agreement. FSU employees and their dependents may apply for waivers to PC&TC; and PC&TC employees and their dependents may apply for waivers to FSU.
- Eligible full-time employees/dependents must receive written approval (signature) from their immediate supervisors (if class is during working hours) no fewer than 30 calendar days prior to the beginning of the semester in which the classes will be taken. Books and other fees will not be covered.
- Tuition and fee waiver authorization forms are available in the Offices of Human Resources and Financial Aid. Completed forms should be submitted each semester/term to the Appropriate Director of Financial Aid by the required deadline.
- Admission to the institution and registration for classes will be by regular enrollment procedures.
- Tuition and fee waivers will be applied first to charges. Any federal, state, and/or private aid will be applied after that. Please note that if any employee, spouse, or dependent is receiving any other tuition and fee funding such as the WV Promise Scholarship, your fee waiver will be reduced to insure you are not receiving funding in excess of your tuition and fee charges, which is prohibited by State regulations.
- Spouses and dependents will be required to file a federal Free Application for Federal Student Aid (FAFSA) by the noted deadline. (Go to www.fafsa.ed.gov for more information.)
- A dependent shall be eligible for tuition waivers as a full- or part-time student provided that the dependent does not exceed twenty-six (26) years of age and meets eligibility guidelines for dependent status as established by the IRS.
- Tuition waiver recipients must maintain a minimum GPA of 2.0 as well as maintain Satisfactory Academic Progress as required by federal financial aid regulations and in accordance with institutional policy. Employees, spouses, and/or dependents on academic or social probation will not be eligible to receive tuition waivers.
- An eligible employee, spouse, or dependent may receive tuition waivers for no more than one hundred and thirty (130) total undergraduate hours, thirty-six (36) total graduate hours or degree completion (bachelor’s or master’s).
- Tuition Waivers will be $750.00 per term, with a maximum of $1,500.00 per year, including any summer sessions. Waivers are limited in number and will be granted on a first-come, first-served basis. Tuition waivers will not be guaranteed from one semester to the next.
- Each President may issue discretionary tuition waivers in support of institutional goals, as well as to assist with the recruitment/retention of personnel.
- These procedures will be closely monitored and will be re-evaluated for effectiveness after one year (or no later than June 30, 2018).
- The continuation of this program is not guaranteed from one year to the next.
• Forms will be sent out annually and available in both the Fairmont State Financial Aid Office and in Human Resources in 324 Hardway Building.
• The Employee Tuition and Fee Waiver Authorization Form follows:
Fairmont State University and Pierpont Community & Technical College
2017-2018 Employee Tuition and Fee Waiver Authorization Form
Maximum Waiver Amount $750/Term - $1500/Year (Waiver
Amount will not exceed Tuition and Fees)

THIS IS NOT A REQUEST OR APPROVAL FOR RELEASE FROM WORK TO ATTEND CLASSES.

Employee Name ______________________________  ID F00______________
Department ________________________________ Date of Employment ___/___/_____

You must complete one form for each person for whom you are requesting assistance. This program is on a first-come, first-served basis, and your completion and submission of this form does not guarantee that funding will be available or the waiver granted.

Please check one:

_____ I am requesting an employee tuition waiver for myself for the following semester:

Fall ___  Spring ___ Summer 1 ___ Summer 2 ___ Credit Hours Enrolled: _____ Major ________

_____ I am requesting a tuition waiver for my spouse:

Name of spouse ______________________________  Date of marriage ___/___/____ ID F00______________

Fall ___  Spring ___ Summer 1 ___ Summer 2 ___ Credit Hours Enrolled: _____ Major ________

_____ I am requesting a tuition waiver for my legal dependent (per IRS guidelines):

Name of Dependent ____________________________  DOB ___/___/____ ID F00______________

Fall ___  Spring ___ Summer 1 ___ Summer 2 ___ Credit Hours Enrolled: _____ Major ________

By signing below I understand that the waiver will pay for classes taken at Fairmont State University/Pierpont Community & Technical College. I understand that I must return the completed form to the Director of Financial Aid ten (10) working days prior to the beginning of term for which I or my dependent is enrolling. I also understand that the completed form must be signed by my supervisor thirty (30) days prior to the beginning of the term should I be requesting leave from work to attend class. I have completed a Free Application for Federal Student Aid (FAFSA) for the person who will be receiving the waiver. I understand that the recipient of this waiver must be in compliance with the federally required financial aid standards of “Satisfactory Academic Progress” or be eligible for aid based upon an approved appeal. The waiver will be utilized for a maximum of 130 hours for an undergraduate degree and/or 36 hours in a graduate program.

Employee Signature __________________________ Date  Supervisor Signature ________________ Date

<table>
<thead>
<tr>
<th>Office use only:</th>
<th>UG/GR</th>
<th>HRS earned</th>
<th>GPA</th>
<th>SAP</th>
<th>FAFSA received</th>
<th>Amt:</th>
<th>Emp</th>
<th>Sp</th>
<th>Dep</th>
</tr>
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</table>

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X. FACULTY BENEFITS
(Please contact the Benefits Office for most recent information as changes may occur periodically)

A. Retirement Plans

1. Basic Retirement
   The State of West Virginia requires participation in a tax-sheltered retirement program for full time faculty. Full time faculty is defined as an individual who is employed for a full academic year (at least a nine-month contract basis) for at least six (6) semester credit hours teaching per semester and/or administrative responsibilities. At present, West Virginia state law requires employees to contribute six (6) percent of their gross pay into the basic retirement plan 401(a) and a six (6) percent match is contributed by Pierpont. These funds are fully vested. The Higher Education Policy Commission (HEPC) makes decisions regarding the offered programs.

2. Supplemental Retirement
   Changes in tax laws now allow employees to contribute to both a 403(b) plan and a 457(b) plan. A supplemental savings and investment program enables employees to save additional retirement money through tax deferral. Participation is voluntary, and contributions are not matched. Maximum contribution amounts are limited by law.

3. Roth 403(b)
   The Roth 403(b) is an after tax plan with qualified earnings distributed as tax free for individuals 59 ½ or older or disabled, if withdrawal of funds is made five years after your first Roth contribution.

4. Deferred Compensation Plan 457(b)
   A nonqualified, tax-deferred compensation plan, that offers tax advantages to employees. Higher wage earners may benefit by having both plans. The 457(b) public plan has no triggering events; upon termination of employment, monies are available despite age with no penalties.

5. Phased Retirement Plan (PRP)
   A Phased Retirement Plan (PRP) is available for full-time employees who retire at age 55 or over with five or more years of service. Application must be made six (6) months in advance, and approved by Human Resources, the supervisor and administration. Details of this plan are available in the Office of the Human Resources Administrator.

Note: To continue PEIA Health Insurance at retirement, the minimum WV State Retirement age and years of service guidelines must be met.
**RETIREE BENEFITS**

**Health Continuation for Retired Faculty**
Faculty who retire under the WV State Teachers Plan, TIAA-CREF, or Great-West Retirement Services must meet the minimum State Retirement System eligibility requirements to continue the PEIA health and PEIA life insurance as a retiree.

- Age 60 and 5 or more years of WV state service, or
- Age 55 and 30 or more years of WV state service, or
- Any age and 35 years of WV state service
- Totally disabled for further service and with 10 years WV State service

**Continuation of Health and Life Insurance Coverage at Retirement for 9, 10, 11 Month Faculty Appointments. Faculty hired July 1, 2009 or after are not eligible for the credit (Senate Bill 492).**

*Service converts to premium credit as follows with no partial credit:*

- 3 1/3 years of teaching service = 1 year of single coverage
- 5 years of teaching service = 1 year of family coverage

**Continuation of Health and Life Insurance Coverage at Retirement for Twelve (12) Month Faculty Appointments:**
Faculty who retire and meet the eligibility guidelines may use their sick and or annual leave to pay for all or a portion of the health and basic life premiums depending on the effective date of coverage in the PEIA eligibility system. Employees in the State Retirement System can use their accrued leave to increase retirement benefits, rather than for insurance credit.

**Before July 1, 1988**
If you have been covered by health or life insurance plans offered through PEIA continuously, and before July 1, 1988, 100% of the premium in the Shopper’s Guide chart will be paid for you.

*Your days convert as follows with no partial credit:*

- 2 days of accrued leave = 100% of the premium for one month of single coverage
- 3 days of accrued leave = 100% of the premium for one month of family coverage

**After July 1, 1988**
If you came into a PEIA health or life plan after July 1, 1988, or if you have had a lapse of coverage since then, only 50% of the premium in the Shopper’s Guide chart will be paid for you, and you will be responsible for paying the balance each month.

*Your days convert as follows with no partial credit:*

- 2 days of accrued leave = 50% of the premium for one month of single coverage
- 3 days of accrued leave = 50% of the premium for one month of family coverage

*Twelve Month Faculty hired July 1, 2001, and thereafter, are not eligible to use leave accrued for a premium credit benefit.*
Expiration of PEIA Credit:
Retirees will be billed for the health insurance premium based on years of service. See the PEIA Shopper’s Guide for retiree health and optional life monthly premiums.

B. Health Insurance Plan
The WV Public Employees Insurance Agency (PEIA) offers a choice of a preferred provider benefit plan (PPB) and managed care plans (HMO) for employees and their dependents. Employee premiums are based on annual base salary, coverage type (single or family) and the plan selected. Premium discounts are also available.

New hires have the month of hire and the two following months to enroll in health, basic, optional and dependent life and Mountaineer Flexible Benefit Plans. Documentation for dependents is required for health coverage to be approved (marriage license/spouse; birth certificate/children).

Coverage is effective the first of the month following the month of enrollment in the plan. Example: if you are hired in May and enroll, coverage is effective on June 1.

In April of each year, during Open Enrollment, PEIA mails to each employee a “Shopper’s Guide”, which outlines the benefits for the plans offered, and the premiums for both health and optional life insurances for the plan year.

1. PEIA Preferred Provider Plans A and B
Preferred Provider Benefit Plan (PPB) premiums, annual deductibles and co-insurance amounts are based on the employee’s annual salary. Premiums are also based on employee and dependent Tobacco Status.

2. PEIA Preferred Provider Plan C
A High Deductible Health Plan, which can be paired with a Health Savings Account or a Health Reimbursement Arrangement. Single deductible is $1200; children or family $2400. Premiums for this plan are based on tobacco status but not on salary.

Premium Discounts for PEIA PPB Plans A, B, and C:
- Tobacco Free
- Advance Directive/Living Will
- Improve Your Score (health screen)

3. PEIA Managed Care Plans (HMO)
HMO’s manage health care for their members by coordinating the use of health care services through Primary Care Physicians. PEIA offers HMO plans with “The Health Plan”. Members must be referred by the PCP for specialty care within the network.
C. **Life & Accident Insurance**

1. **PEIA Life Insurance**
   PEIA Basic Health Plan includes $10,000 term life insurance paid by the institution. 
   *Employee’s not needing health coverage may elect life insurance only.*

2. **Optional Term Life Insurance**
   Optional term life insurance is available to new employees from $5,000 to $500,000. 
   Premiums are based upon employee Tobacco Status, Age and the principal amount selected.

3. **Dependent Life Insurance**
   *Optional dependent life insurance is available to cover the employee’s spouse and children.*

4. **Personal Accident Insurance**
   Active employees with Basic, Optional and/or Dependent Life Insurance are covered for 
   accidental death and dismemberment insurance.

D. **Mountaineer Flexible Benefit Plans**

During the annual Open Enrollment period, employees can enroll in pre-tax dental, vision, and medical 
and dependent care spending accounts. Also, employees enrolled in a high deductible health plan can 
 enroll in a Health Savings Account (HSA), and a Limited-Use Medical Expense account. A post-tax legal 
 *plan is also available. New booklets are sent to the employee’s home address each Open Enrollment.*

E. **Disability**

1. **Short Term Disability**

   The short term disability plan provides a nontaxable income benefit after seven (7) consecutive 
   days of illness or the end of sick leave, and up to 26 weeks of disability. The benefit is 60% of 
   basic salary (calculated on a 52 week work year of all employees) up to a maximum benefit of 
   $1,000 per week. New employees must enroll within the first month of hire; thereafter a 
   statement of health is required. Premiums are based on salary.

2. **Long Term Disability**

   The long term disability plan provides a nontaxable month income benefit to age 65 or the end 
   of total disability. New employees must enroll within the first month of hire; thereafter a 
   statement of health is required. This benefit begins after six (6) full months of continuous 
   disability or the end of sick leave (12 month employees). 
   The basic monthly income benefit replaces 60% of your monthly wage base up to a maximum of $10,000 per months before 
   offsets *(Social Security, Worker’s Compensation, sick leave, etc).* Rates are based upon age and 
   salary.
F. **Pre-Tax Premiums**

**IRS Section 125 Cafeteria Plan**
Federal Tax, WV State Tax, and Social Security tax are not withheld on premiums for PEIA Basic Health, PEIA Life Insurance up to $50,000, and Mountaineer Flexible Benefits Plans (except the Legal Plan). Changes to pre-tax plans are permitted only during the annual Open Enrollment in April, and within 60 days of an IRS approved qualifying event.

**Qualifying Life Event (coverage changes are allowed within 60 days of an event):**
- Marriage or divorce of the employee
- Birth or adoption of the employee's child
- Death of the employee's spouse or dependent
- Unpaid leave of absence taken by the employee or spouse
- Open enrollment for spouse
- Significant change in the health coverage of the employee or spouse to the spouse's employment
- Others may apply

**XI. MEDICAL LEAVES OF ABSENCE**
Faculty may request time off work due to personal illness, birth or adoption of a child, or care of a qualified family member with a serious health condition.

Faculty who are absent from work due to medical reason for more than five (5) consecutive days are **REQUIRED to provide a “Medical Verification” form to the Benefits Office (not the supervisor), with or without use of sick leave.** The purpose is to determine if the employee meets requirements to be placed on authorized medical leave of absence and/or if they are released to return to work status.

In addition, faculty and staff who have surgery are required to submit medical information BEFORE returning to work. Any limitations must be listed and addressed by HR and the work unit.

“**Medical verification** statement must provide information regarding the individual’s medical condition, diagnosis, prognosis, functional limitations, including anticipated duration and treatment plan, if any, and release to return to work date. The form must be completed by a licensed treating physician.

Faculty/staff will also be notified if they are eligible under the Family Medical Leave Act.

Medical leaves of more than five (5) consecutive days require the following documentation:

1. **Request for Leave of Absence form (all benefit eligible staff/faculty)**
   The form must be received prior to the expected last day of work. The forms must be signed by the employee and supervisor and submitted to the Benefits Office, Third Floor of Hardway Hall.
It is the responsibility of the employee and supervisor to ensure the Employee Leave Request is completed in a timely fashion.

2. Monthly Work Record completed (non-exempt employees)
   Must be submitted prior to the expected last day of work

3. Employee Leave Request forms (12 month faculty and exempt staff)
   Must be submitted prior to the expected last day of work

   Less than 12 month faculty will be paid according to the Board of Governors “Faculty Sick Leave” Policy 38. Faculty with an illness that lasts beyond fourteen (14) consecutive days will be removed from payroll on the 15th day.

4. Faculty who are members of the institutions Short Term Disability plan should contact the Benefits Office to obtain claim forms to apply for income benefits.

5. Employees who are off payroll for an entire month will be billed for their share of health premiums (the employer share will continue to be paid by FSU/Pierpont). Employees will also pay for other benefit plan coverage (Mt. Flex, optional and dependent life insurance, and disability premiums).

XII. LEAVES OF ABSENCE (other than Medical)

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

   a. Study of advanced degrees
   b. Experience designed to improve teaching ability to include
      • Travel
      • Teaching and/or consulting in another institution
      • Government service
      • Other experience designed to benefit the institution
   c. Involuntary service in the Armed Forces of the United States.

2. 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.
3. **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.

4. **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.

**XIII. 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. Employees and their enrolled dependents who wish to continue their current health coverage may do so under COBRA:

**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.

**XIV. ADDITIONAL BENEFITS**

1. **Payroll**
   a. **Arrears Pay**
      All hires will be paid two weeks in arrears. Employees hired on August 15 will receive their first pay after four weeks. Employees hired on January 15 will receive their first pay after four weeks.
   b. **Pay Dates**
      Pay dates are biweekly (every two weeks). Pay stubs and W-2 forms are available on line.
   c. **Direct Deposit**
      Direct deposit of Pierpont Community & Technical College pay is required for new employees. Deposits to checking, savings, and credit union accounts are available.

2. **Social Security**
   All employees must contribute to Social Security. Pierpont Community & Technical College matches employee contributions. Social Security questions should be directed to the Social Security Office 1-800-772-1213 or [www.ssa.gov](http://www.ssa.gov)
3. **Worker’s Compensation**

Pierpont Community & 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.

4. **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](http://www.ssa.gov).

5. **Change of Name, Address, Beneficiaries or Exemptions**

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 (there is a form, just changing it in FELIX is not enough). 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.

6. **Supplemental Retirement Annuities**

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.

7. **Credit Unions**

Credit union membership is available to Pierpont Community & 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.

**XV. 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 & Technical College Board of Governors Policy 3.

1. **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 & 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.
2. **Procedures and Criteria**
   Applicants for sabbatical leave will initiate the procedure by obtaining an application form. Applications will include (1) personal professional data, (2) a typewritten proposal detailing the activity to be pursued, and (3) relevant supporting documents. Completed, notarized 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.

3. **Recommendation**
   The Dean, in recommending the applicant for sabbatical, will verify that:
   
   a. 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.
   
   b. 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.
   
   c. It is possible to replace the applicant without additional cost to Pierpont Community & Technical College and without modifications of scheduling that would adversely affect students' normal progress toward degrees.
   
   d. Sabbatical leave applications, recommendations, and supporting documents will be presented by the Dean to the Provost of Pierpont Community & Technical College on or before December 15 for a sabbatical leave to begin the fall or spring semester of the following academic year. The Provost will forward the sabbatical leave file to the Personnel Committee. After thorough review, the committee will make its recommendations to the Provost and President of Pierpont for final approval.

4. **Duration and Compensation**
   Sabbatical leaves at Pierpont Community & 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).

5. **Obligations of Recipient**
   
   a. The recipient of a sabbatical will sign and notarize a statement agreeing to all conditions of the leave, including the repayment provision.
   
   b. 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).
   
   c. After completing a sabbatical leave, the recipient will file with the Provost, a written report of activities while on leave and present findings during the next academic year.
d. The recipient will return to full-time employment at Pierpont Community & 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.

XVI. OTHER ADDITIONAL BENEFITS

1. **Annual Employee Benefits and Open Enrollment**

   Benefits offers health screenings, wellness information, and benefit plan information. Each April – May the PEIA Open Enrollment period occurs.

2. **Pre-Tax Parking Deduction**

   Saves taxes on FICA, federal and WV state tax.

3. **Picture Identification Cards**

   Issued to employees for access to the library, parking garage, sporting and other events, and money can be placed on the card for food at the Falcon Center.

4. **Preschool**

   Pierpont Community & Technical College offers an accredited 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.

5. **Cultural and Recreational Activities**

   - Faculty are invited to attend any or all of the fine art events on Locust Avenue Campus. For more information, please see the Fairmont State University Fine Arts Department.

   - 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.

6. **Gifts to Faculty and Personnel**

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

7. **Sponsored Grants and Contracts**

   - External grants and contracts are sought to augment and enhance the educational program of Pierpont Community & 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.
• It is the responsibility of each Community and Technical College School and faculty seeking a grant to complete the appropriate form and notify and work with the Vice President for Finance and Administration before preparation of the proposal and application.

8. Travel
Faculty travel is encouraged for professional development with institutional support as funds are available. For travel guidelines, faculty should contact the travel representative in the Procurement office. For available funds, faculty should contact their Program Coordinator or School Dean.

XVII. SUPPORT SERVICES

1. Bookstore
Faculty are expected to follow all textbook policies and procedures set forth by College, State and Federal regulations. Please see Board of Governors Policy 54.

2. Identification Cards
Faculty may obtain identification cards at the main desk on the first floor of the Falcon Center, the Caperton Center Library, Pierpont at MTEC Center, Lewis County and the Advanced Technology Center For further information faculty should contact the Card Center Manager (304) 368-7227.

3. Information Technology
Information Technology services are available to all college personnel for instructional, research, and administrative use. Instructional computing clusters are located at Locust Avenue, in Clarksburg, Bridgeport, and the Advanced Technology 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. Questions may be directed to the Helpdesk at (304) 333-3731 or visit room 104 Colebank Hall at Locust Avenue.

For Pierpont Google Email and other Pierpont IT questions contact help@pierpont.edu.

XVIII. SCHEDULING OF EVENTS

To schedule events in the Falcon Center (Main Street Area, gyms, pool, conference center and multipurpose rooms), in the Colebank Building (Gym A and Gym B), the Library (Multi-media Rooms A & B), Education Building Room 3030 and conference rooms in the Hardway Building, faculty should use the Facility Reservations link. Conference rooms located in other campus buildings can be scheduled through the department offices. Note that costs are associated with some reservations.

www.pierpont.edu/falconcenter/facility-reservations/reservation-policies.

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.
XIX. PARKING PERMITS (BOG Policy 32)

- 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.

- 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.

- Faculty, staff, and student permits will be placed according to directions given out with the permit.

- Faculty, staff, and students beginning employment or attendance in January will be assessed half the annual rate for parking.

- The Regulation of Speed, Flow and Parking of Vehicles on Campus policy can be found on the Campus Police Link at [www.pierpont.edu/campuspolice/policies-and-procedures/parking-and-vehicle-regulations](http://www.pierpont.edu/campuspolice/policies-and-procedures/parking-and-vehicle-regulations).

XX. PHYSICAL PLANT SERVICES

1. Services Available

- Building maintenance and operations services.
- Building custodial services.
- Central receiving, supply, and delivery.
- All Vendor Returns
- Tagging and inputting of all inventory equipment
- Equipment repair.
- Grounds maintenance and upkeep. Lock/key service.
- Refuse collection/recycling.
- Sign making.
- Vehicle Dispatch.

2. Requests for Services

All requests for work to be done should be submitted to the Director of Physical Plant by completing the on-line Physical Plant Work Order Request for which must be approved 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. Please contact your administrative assistant for help with the request.

XXI. PRINTING AND DUPLICATING SERVICES

- Pierpont Community & Technical College provides printing and duplicating services through Xerox and the Copy Center. This unit is under the supervision of the FSU and
Pierpont Vice Presidents for Administration and Finance.

- 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.

- Copyrighted materials may be reprinted or duplicated only in accordance with the Copyright Law of the United States.

- The Bookstore should be consulted for current Printing Procedures for course packets to be available for student purchase.

**XXII. PUBLICITY**

All news stories concerning the college and activities of college personnel must be released through the Media department in order to avoid the duplication of effort and to preserve smooth working relationships with media outlets.

Faculty members are asked to report 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 provide or request for the photo to be taken or for an existing photo to be copied.

**XXIII. ADVERTISING**

Contact TBA to determine the current advertising policy for approval of all copy and artwork for external advertisements.

**XXIV. ADDITIONAL INFORMATION**

**A. The Libraries**

Students may find a link to electronic library resources through Blackboard. The Ruth Ann Musick Library is located on the Locust Avenue campus and may be used by all faculty, students, and staff who purchase a public borrower’s card. The Teaching & Learning Commons at the Caperton Center provides a number of services for faculty and students, including support for Blackboard, help with a variety of technology problems and issues, and assistance with on/off campus library requests and services. A library is also available at the National Aerospace Education Center (NAEC) at Bridgeport. Library personnel work closely with faculty and students to develop research skills and to provide a wide range of support services that enhance the learning experience. The library’s print and electronic resources are designed to support the curricular needs of the academic programs of study to encourage intellectual and personal growth.

The libraries provide easy access to over 400,000 items including books, electronic books, journals, government documents, compact discs, videos and other multimedia, and to electronic databases.
Subscriptions to over 50,000 journals and newspapers, available either in print or online full text, provide the latest information in all disciplines.

B. Emergency/Security Issues

On January 1, 2010, all employees received an updated Emergency Guide, which is to be kept in a location where it can be quickly accessed. The guide is viewable on the web, and print copies are available from the Department of Public Safety, located on the first floor of Wallman Hall.

Police/Fire/Rescue 911
Campus Police  (304) 367-4357 (HELP)

For locations other than Locust Avenue, the local 911 should be contacted first and then Campus Police.

Emergency Medical Procedures for Students and Faculty/Staff

If a student or faculty/staff member develops a medical problem or is injured at the Locust Avenue campus, a call may be made to Student Health Services (4155) if the nature of the problem appears minor. If the nature of the problem appears to be serious, the Marion County Rescue Squad should be called immediately (8-911) bypassing Student Health. Faculty/staff are not covered under care by the Student Health Service with the exception of an emergency situation. For Regional locations other than Locust Avenue, the local 911 should be contacted.

There will be no charge for the medical attention provided on Locust Avenue campus. If the problem occurs after 4:00 p.m. on weekdays or on the weekend, the Rescue Squad should be called and the person transported to the hospital. Faculty members are covered by the institution’s Worker’s Compensation. The injured faculty member should report the injury to the Dept. of Public Safety within 24 hours of the event. The Worker’s Compensation paperwork should begin at the emergency room or first treatment facility. A first report of injury form (Forms Repository) must be completed and the form will be sent to Worker’s Compensation along with information from the medical provider. All work related injuries must be reported to the Department of Public Safety.

When even a minor student accident occurs in a shop, laboratory, etc., it must be reported promptly to the Student Health and the Department of Public Safety. The administrative officer or Dean or Coordinator is responsible for reporting the accident. The faculty or staff member responsible for supervising the work must report the accident to the administrative officer or Dean or Coordinator. Attention to this detail is important both for treatment and liability.

The Student Health Service Center is located on the 3rd floor of the Falcon Center, and has regular hours during the academic year. The Center is staffed by two full-time nurses and a full time nurse practitioner. Only Pierpont or FSU students who have paid for the services may avail themselves of the medical services at the Center. Students may visit the office and expect to receive services such as they may receive at their own health care provider’s office. The office number is 367-4155. Call for current office hours.
C. Curriculum

All curriculum changes must be approved by the Curriculum Committee. Changes in curricula produce changes that may be far-reaching in their effects. It is, therefore, important that all proposed changes be studied carefully before they are made, and well in advance of the proposed date of implementation.

1. An academic unit that wishes to propose a change in its curriculum should begin by communicating the nature of the change to all the faculty of the unit. The opinions of the unit’s faculty should be reflected in the report of the proposed change, and proposals for curriculum changes should be forwarded only when they achieve the support of the faculty of the unit.

2. Proposals for change originating in academic units should next be forwarded to the Provost and Vice President for Academic Affairs, who will be responsible for initial evaluation and recommendation.

3. After evaluating and consulting with the proposal’s sponsors and other interested parties, the Provost and Vice President for Academic Affairs will recommend that the proposal be accepted, rejected, or modified; the proposal and recommendation are then submitted to the Curriculum Committee.

4. The Provost and Vice President for Academic Affairs may initiate proposals for curriculum change. The Provost and Vice President's proposals may be of two types: (a) those affecting existing instructional programs and academic units and (b) those bearing on the creation of new programs. Proposals of the first type should be submitted to the required unit for its approval. Proposals of the second type should be submitted to the President’s Council for its approval. New programs must also be approved by the Pierpont Board of Governors, the West Virginia Community and Technical College System (WVCTCS) requires notification for the creation of AAS and CAS programs, and WVCTCS Council approval for Associate in Arts, Associate in Fine Arts and Associate in Science programs. The Higher Learning Commission (HLC) should also be notified of any new programs for approval to plan. As the proposal moves through each agency the position of each body is then included in a report forwarded to the Curriculum Committee.

5. The Curriculum Committee then reviews the decisions of the Provost and Vice President for Academic Affairs, especially those of major importance to the College and those receiving negative recommendations. The Curriculum Committee also must hear appeals from any member of the faculty or any School of the College.

6. Virtual and hybrid courses and programs must be Quality Matters approved and HLC approved before implementation. Instructors must be Quality Matters trained for virtual and hybrid delivery.

7. All actions taken by the Curriculum Committee are to be reported at regular intervals to the Faculty Senate, where final decisions concerning all curriculum matters will be voted
upon. In the case of rejected proposals, reversals of the Provost and Vice President’s recommendations, or decisions that have been appealed, the Curriculum Committee must supply the Senate with detailed information. After the approval of Faculty Senate, additional paperwork and approvals may need to occur with the Higher Learning Commission, WVCTCS and US Department of Education. The Registrar, BANNER support personnel, financial aid staff and Associate Vice President for Enrollment Management should also be involved in new program planning.

When anticipating the start of a new program of study, involvement with the Higher Learning Commission, US DOE, Pierpont Budget Committee, and Pierpont Board of Governors and the appropriate approvals needs to occur and be finalized before a program can be offered. This process can sometimes take a year or more. All new programs of study need to have documentation supporting program need and justification as delineated in WVCTS Title 135 Procedural Rule - Series 11.

The West Virginia Community and Technical College System (WVCTCS) requires the Institution to inform the System in writing, as soon as the institution begins to plan for the addition or deletion of an academic degree program.

**PROVOST’S AND INSTITUTIONAL REVIEW OF CURRICULUM PROPOSALS AND START UP OF NEW PROGRAMS OF STUDY (11/2013)**

**For Courses and Established Programs**

Items 4-10 may take place concurrently and the proposal is not finalized with the Registrar for implementation until all steps are approved. A six-month window at minimum is needed for approval and in some cases may take longer. Items with a * may not need to be addressed for courses and established programs of study.

1. Discussion with Dean and program faculty
2. Discussion with Provost
3. Proposal must address Series 11, and demonstrate a plan for sustainability and need*
4. Clear with Chancellor*
5. Clear with HLC*
6. Clear with USDOE*
7. Clear with Budget Committee and President’s Council*
8. Clear with BoG*
9. Clear with DL Committee if (DL course, > 75% of the course is using a DL format)*; or hybrid course
10. Clear with Curriculum Committee
11. Clear with Faculty Senate
12. Send to Director of Assessment changes to Concrete General Education Assessment points and materials
13. Send to Provost for preparation of approval cover sheet
14. Send to Registrar when all items are met and meet with financial aid, Assistant VP of Enrollment Management, Veterans Representative and the BANNER team, for paperwork, admissions criteria, etc.

Formatting, accuracy, and clarity are reviewed as well as the following:

I. Proposal is clear like an executive summary, so that changes can be made easily in Catalog and other places. Change meets the mission of the college.

II. A. List course prefix, number, title and credit hours
B. List course prefix, number, title and credit hours
C. List course prefix, number, title credit hours and interchangeable program
D. New courses (1-4)
   - Check should have been done with Registrar for course prefix, number, title
   - Ownership
   - Elective or required course
   - Appendix- Course description in catalog form, with PR/CR, major restrictions
   - Appendix – Detailed course outline with 2 levels
   - Appendix- Incoming course expectations, Course outcomes, and methods of assessment, be specific in assessment, include rubrics and measure
   - State whether the course will be a general education assessment point, and what gen ed outcome it meets

E. Include prefix, number, title and credit or other change. List current and desired change
F. Appendix – Summary of proposed changes with gain or loss of hours
   - Appendix-
     - model schedule for the catalog (check gen ed credit hours),
     - check gainful employment contact hours for CAS,
     - any changes in program description that is suitable for cut and paste into catalog.
     - State dev ed required for program and if it required before entry in the program of study.

III. A. Justification of proposal
B. Anticipated results of curricular change
C. Costs associated with change, be as specific as possible. For new programs, note that cost will be incurred in general education benchmark courses, and Academic Studies should be notified. For new programs model for sustainability will need to be addressed. Remember currently tuition is capped at 12 credit hours when you address this section.
IV. School notification

V. Additional Comments- for clarity or extra space for new programs to include Series 11 information.

For New Programs of Study
Items 4-10 may take place concurrently and the proposal is not finalized with the Registrar for implementation until all steps are approved. A six month window at minimum is needed for approval and in some cases may take longer.

1. Discussion with Dean and program faculty.
2. Discussion with Provost
3. Proposal must address Series 11, and demonstrate a plan for sustainability and need
4. Clear with Chancellor
5. Clear with HLC
6. Clear with USDOE
7. Clear with Budget Committee and President’s Council
8. Clear with BoG
9. Clear with Curriculum Committee
10. Clear with DL committee if DL format (> 75% of the course is DL); or hybrid course
11. Clear with Faculty Senate
12. Send to Director of Assessment changes to Concrete General Education Assessment points and materials
13. Send to Provost for preparation of approval cover sheet
14. Send to Registrar when all conditions are approved and cover sheet attached.
15. Send to Registrar when all items are met and meet with financial aid, Assistant VP of Enrollment Management, Veterans Representative and the BANNER team, for paperwork, admissions criteria, etc.
16. Complete any USDOE, HLC and WVCTCS requirements

Series 11 Items to Check
General Ed Course hours (clearly identify benchmark courses (see core transfer list
CAS – 30 hr with 6 gen ed benchmark in Quantitative and Communication
AAS – 60 hr with minimum of 15 gen ed benchmark credits
AA, AS, AFA- 60 hr with minimum of 24 gen ed benchmark credits
Advanced Skill Set – 12-29 hr
Skill Set- 1-11 hr

1. Provided Location of Delivery:
   Delivery outside the service Area-or location of delivery of courses (must be approved by Chancellor and HLC).
2. Provide Format of Delivery (Face to face, hybrid, DL, practica/internship):
   DL Programs (50 % more of the course credit hours meet course distance learning definition (see above) must be approved using HLC form.
3. General Education benchmark courses and assessment points must be submitted.
4. Provide statement of how program ties in with the institutional mission
5. List similar programs in WV, why additional program desirable
6. Resources adequate- personnel, financial, equipment
7. Clientele to be served(demographics, institutions, industry
8. Employment opportunities with references and documents
9. Program impact
10. Cooperative agreements
11. Program administration
12. 5 year projection for growth and development (Form 1 and 2 Series 11)-include budget for facilities, faculty, support services, operating resources, source of operating resources.
13. Program evaluation, viability adequacy, necessity planned (qualitative and quantitative)

Formatting, accuracy, and clarity are reviewed as well as the following:

Proposal is clear like an executive summary, so that changes can be made easily in Catalog and other places. Change meets the mission of the college.

A. List course prefix, number, title and credit hours
B. List course prefix, number, title and credit hours
C. List course prefix, number, title credit hours and interchangeable program
D. New courses (1-4)
   • Check should have been done with Registrar for course prefix, number, title
   • Ownership
   • Elective or required course
   • Appendix- Course description in catalog form, with PR/CR , major restrictions
   • Appendix – Detailed course outline with 2 levels
   • Appendix- Incoming course expectations, Course outcomes, and methods of assessment, be specific in assessment, include rubrics and measure
   • State whether the course will be a general education assessment point, and what gen ed outcome it meets
E. Include prefix, number, title and credit or other change. List current and desired change
F. Appendix – Summary of proposed changes with gain or loss of hours
   • Appendix-
   • model schedule for the catalog (check gen ed credit hours),
   • check gainful employment contact hours for CAS,
   • any changes in program description that is suitable for cut and paste into catalog.
   -State dev ed required for program and if it required before entry in the program of study.
For new programs of study, include:
- CIP code
- concrete general education assessment points on model schedule
- if course meets gen ed outcome state which outcome and provide assessment

G. Justification of proposal
H. Anticipated results of curricular change
I. Costs associated with change, be as specific as possible. For new programs, note that cost will be incurred in general education benchmark courses, and Academic Studies should be notified. For new programs model for sustainability will need to be addressed. Remember currently tuition is capped at 12 credit hours when you address this section.

VIII. School notification
Additional Comments- for clarity or extra space for new programs to include Series 11 information.

The program of study is responsible for delineating admission requirements, program outcomes, end of program test and all catalog pages for the new or updated program of study, and for course descriptions including, course prerequisites, co-requisites, etc, and expected course grades.

D. General Education

PIERPONT QUALITY IMPROVEMENT PROJECT
Pierpont was a member of the Higher Learning Commission’s Pioneer Pathway Project. As a member of cohort two, the institution worked on an Academy Quality Initiative Project to update and refine the vision for students at Pierpont and the General Education expectations and philosophy as related to student learning and the mission of the institution.

PIERPONT GENERAL EDUCATION STATEMENT
General education outcomes lay a core foundation of learning and academic background for all Pierpont students and support specific degree programs by demonstrating a continual growth in student learning and knowledge. Requirements may include specific general education courses, embedded course outcomes, or extracurricular experiences that are global or specified for each program of study. In addition, the outcomes reflect current national accreditation and WVCTCS recommendations.

Pierpont faculty are dedicated to supporting the mission of the College and promoting the skills and attitudes that every graduate should possess, thereby enriching the quality of life of our students, and promoting the economic growth of our service region and state.

Each program of study is responsible for determining the appropriate platform for delivery of general education outcomes (specific courses broad in nature, embedded outcomes, and extracurricular experiences) and establishing assessment measures and improvement plans to benefit student learning in their discipline. The General Education Committee will be charged with evaluation of the quality and validity of the programmatic plans as related to student learning.
GRADUATE OUTCOMES AND GENERAL EDUCATION ESSENTIALS
Pierpont faculty, administration, the business community, and our graduates have worked together to identify the following qualities and outcomes that are essential for each Pierpont graduate to possess.

COMMUNICATION
Write effectively at college level expectations
Speak effectively at college level expectations

PROFESSIONALISM
Practice ethical behavior, including professional standards of behavior and time management.

CRITICAL THINKING
Analyze information from various sources in order to propose and justify solutions to problems.

TECHNICAL LITERACY
Demonstrate the ability to use and adapt to current and new technologies in the context of academic and workplace application.

QUANTITATIVE LITERACY
Demonstrate proficiency in using and applying mathematical/quantitative concepts and skills in personal and workplace situations.

GLOBAL AWARENESS/DIVERSITY
Demonstrate how issues of diversity both in our state and around the world affect us and our professional/service. Benchmark program and capstone course assessments will be used to monitor progress for each outcome and are available within your program of study.
<table>
<thead>
<tr>
<th></th>
<th>Service Course</th>
<th>Program Course(s)</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Context and Purpose for Writing</strong></td>
<td>Demonstrates awareness of context, audience, purpose, and to the assigned tasks(s) (e.g., begins to show awareness of audience’s perceptions and assumptions).</td>
<td>Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the assigned task(s) (e.g., the task aligns with audience, purpose, and context).</td>
<td>Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.</td>
</tr>
<tr>
<td><strong>Content Development</strong></td>
<td>Uses appropriate and relevant content to develop and explore ideas through most of the work.</td>
<td>Uses appropriate, relevant, and compelling content to explore ideas within the context of the discipline and shape the whole work.</td>
<td>Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer’s understanding, and shaping the whole work.</td>
</tr>
<tr>
<td><strong>Genre and Disciplinary Conventions</strong></td>
<td>Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation.</td>
<td>Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices</td>
<td>Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s) including organization, content, presentation, formatting, and stylistic choices</td>
</tr>
<tr>
<td><strong>Sources and Evidence</strong></td>
<td>Demonstrates an attempt to use sources to support ideas in the writing.</td>
<td>Demonstrates consistent use of credible, relevant sources to support ideas that are situated within the discipline and genre of the writing.</td>
<td>Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing</td>
</tr>
<tr>
<td><strong>Control of Syntax and Mechanics</strong></td>
<td>Uses language that generally conveys meaning to readers with clarity, although writing may include some errors.</td>
<td>Uses straightforward language that generally conveys meaning to readers.</td>
<td>Uses graceful language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free.</td>
</tr>
</tbody>
</table>
## ORAL COMMUNICATION

<table>
<thead>
<tr>
<th></th>
<th>Service Course</th>
<th>Program Course(s)</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td>Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is observable within the presentation.</td>
<td>Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation.</td>
<td>Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful and makes the content of the presentation cohesive.</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Language choices are mundane and commonplace and partially support the effectiveness of the presentation. Language in presentation is appropriate to audience.</td>
<td>Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is appropriate to audience.</td>
<td>Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience.</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable.</td>
<td>Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable.</td>
<td>Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident.</td>
</tr>
<tr>
<td><strong>Supporting Material</strong></td>
<td>Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that partially supports the presentation or establishes the presenter's credibility/authority on the topic.</td>
<td>Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that generally supports the presentation or establishes the presenter's credibility/authority on the topic.</td>
<td>A variety of types of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic.</td>
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<td>QUANTITATIVE LITERACY</td>
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<tr>
<td><strong>Service Course</strong></td>
<td><strong>Program Course(s)</strong></td>
<td><strong>Capstone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Interpretation</strong></td>
<td>Provides accurate explanations of information presented in mathematical forms, but occasionally makes minor errors related to computations or units. For instance, accurately explains trend data shown in a graph, but may miscalculate the slope of the trend line.</td>
<td>Provides accurate explanations of information presented in mathematical forms. For instance, accurately explains the trend data shown in a graph.</td>
<td>Provides accurate explanations of information presented in mathematical forms. Makes appropriate inferences based on that information. For example, accurately explains the trend data shown in a graph and makes reasonable predictions regarding what the data suggest about future events.</td>
</tr>
<tr>
<td><strong>Representation</strong></td>
<td>Completes conversion of information but resulting mathematical portrayal is only partially appropriate or accurate.</td>
<td>Competently converts relevant information into an appropriate and desired mathematical portrayal.</td>
<td>Skillfully converts relevant information into an insightful mathematical portrayal in a way that contributes to a further or deeper understanding.</td>
</tr>
<tr>
<td><strong>Calculation</strong></td>
<td>Calculations attempted are either unsuccessful or represent only a portion of the calculations required to comprehensively solve the problem.</td>
<td>Calculations attempted are essentially all successful and sufficiently comprehensive to solve the problem.</td>
<td>Calculations attempted are essentially all successful and sufficiently comprehensive to solve the problem. Calculations are also presented elegantly (clearly, concisely, etc.)</td>
</tr>
<tr>
<td><strong>Application/Analysis</strong></td>
<td>Uses the quantitative analysis of data as the basis for workmanlike (without inspiration or nuance, ordinary) judgments, drawing plausible conclusions from this work.</td>
<td>Uses the quantitative analysis of data as the basis for competent judgments, drawing reasonable and appropriately qualified conclusions from this work.</td>
<td>Uses the quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work.</td>
</tr>
<tr>
<td><strong>Assumptions</strong></td>
<td>Attempts to describe assumptions.</td>
<td>Explicitly describes assumptions and provides compelling rationale for why assumptions are appropriate.</td>
<td>Explicitly describes assumptions and provides compelling rationale for why each assumption is appropriate. Shows awareness that confidence in final conclusions is limited by the accuracy of the assumptions.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Presents an argument for which quantitative evidence is pertinent, but does not provide adequate explicit numerical support. (May use quasi-quantitative words such as &quot;many,&quot; &quot;few,&quot; &quot;increasing,&quot; &quot;small,&quot; and the like in place of actual quantities.)</td>
<td>Uses quantitative information in connection with the argument or purpose of the work, though data may be presented in a less than completely effective format or some parts of the explication may be uneven.</td>
<td>Uses quantitative information in connection with the argument or purpose of the work, presents it in an effective format, and explicates it with consistently high quality.</td>
</tr>
</tbody>
</table>
## TECHNICAL LITERACY

<table>
<thead>
<tr>
<th></th>
<th>Service Course</th>
<th>Program Course(s)</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge Attainment</strong></td>
<td>Demonstrates comprehension and use of foundational technical vocabulary and content.</td>
<td>Consistently demonstrates comprehension and use of technical vocabulary and content. Applies knowledge to new situations and to complete a relevant project.</td>
<td>Applies technical vocabulary and past knowledge to design solutions to complex problems. Identifies and analyzes a problem, completes a project or research, and reports results/solutions.</td>
</tr>
<tr>
<td><strong>Technical Skills</strong></td>
<td>Applies limited technical skills and demonstrates limited knowledge of emerging technology.</td>
<td>Consistently applies technical skills and adapts to emerging technology.</td>
<td>Consistently applies and synthesizes technical skills in authentic situations and extends skills to emerging technologies and problems.</td>
</tr>
<tr>
<td><strong>Problem Solving</strong></td>
<td>Conducts observations, identifies patterns of events or behaviors, formulates simple inferences, and incorporates technology with assistance. Identifies and analyzes a routine problem and implements a solution with occasional assistance.</td>
<td>Works independently and collaboratively in solving authentic problems and incorporates technology as appropriate. Identifies and analyzes a routine problem, recommends and implements a solution, and evaluates the solution’s effectiveness.</td>
<td>Works independently and collaboratively to investigate a complex authentic problem using multiple resources; generates solutions to the problem using appropriate technology and data to provide evidence of reasoning. Identifies and analyzes complex or routine problems, prioritizes and implements multiple solutions, and evaluates the solutions’ effectiveness.</td>
</tr>
</tbody>
</table>
WVCTCS TITLE 135 PROCEDURAL RULE SERIES 11
CURRENT GENERAL EDUCATION COURSE REQUIREMENTS

In addition to tracking graduate outcome progress across the curriculum, general Education course completion or the equivalent is expected for all degree and certificate programs.

STATEWIDE MINIMUM REQUIREMENTS
FOR CREDIT HOURS OF GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts</td>
<td>24 hours</td>
</tr>
<tr>
<td>Associate of Science</td>
<td>24 hours</td>
</tr>
<tr>
<td>Associate of Applied Science</td>
<td>15 hours</td>
</tr>
<tr>
<td>Certificate of Applied Science</td>
<td>6 hours (quantitative and communication course)</td>
</tr>
</tbody>
</table>

Check Core Transfer List for State General Education (www.wvctcs.org/images/stories/13-14_core_coursework-Transfer_Agreement.pdf)

COURSES IDENTIFIED TO MEET GENERAL EDUCATION OUTCOMES AT BENCHMARK LEVEL

COMMUNICATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1104</td>
<td>Written English I</td>
<td>3 hours (written)</td>
</tr>
<tr>
<td></td>
<td>(PR: ACT 18 OR ENGL 0097)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1108</td>
<td>Written English II</td>
<td>3 hours (written)</td>
</tr>
<tr>
<td></td>
<td>(PR: “C” OR HIGHER IN ENGL 1104)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1109</td>
<td>Technical Report Writing</td>
<td>3 hours (written, oral)</td>
</tr>
<tr>
<td></td>
<td>(PR: “C” OR HIGHER IN ENGL 1104)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(&quot;C&quot; REQUIRED IN ENGL 1108 OR ENGL 1109 for graduation)</td>
<td></td>
</tr>
<tr>
<td>COMM 2200</td>
<td>Intro to Human Communication</td>
<td>3 hours oral</td>
</tr>
</tbody>
</table>
TECHNICAL LITERACY
INFO 1100  Computer Concepts & Applications  3 hours
(or other approved course or demonstrated competency)

GLOBAL
INTR 2200  Race, Class, Gender and Sexuality  3 hours
HUMN 2200  Bridging Cultures, A Global Workforce Perspective  3 hours

QUANTITATIVE
MTH 1200*, 1203*, 1201*, 1207 or higher  3 hours
*may not be transferable

E. Final Examinations
The last week of each semester is scheduled in two-hour periods instead of the usual time periods to provide instructors an opportunity to make a final evaluation of their classes. The evaluation may take the form of the traditional final examination or it may take another form which is more appropriate to the discipline, but whatever the form of the evaluation, teachers and students will meet at the specified times and places for class activities. Any necessary changes in the scheduled periods or activities shall be made only at the discretion of the Dean after consultation with the instructor. They will then notify the Provost/Vice President for Academic Affairs of any such changes before the last week of the semester. Where programmatic requirements permit, faculty should refrain from giving a major examination during the last week of classes, the week preceding final exam week.

F. Blackboard
Pierpont has adopted Blackboard as our Online Course Management system. Blackboard is courseware LMS with which faculty may develop and deliver classes using Internet technologies. In addition to creating online classes, Blackboard may be used to enhance face-to-face classes. The campus expectation goal is to have all course syllabi and grade books in Blackboard. Flipped/Hybrid classes with less than or equal to 50% of the course on-line is encouraged. All hybrid and distance learning faculty must complete Quality Matters training before teaching those assignments.
Important Things to Know

**Blackboard Accounts:** Pierpont faculty and students have a Unified College Account (UCA). This account is used to access all electronic services including Blackboard. If you have not activated your UCA account, go to the Faculty and Staff Resources page, [https://www.pierpont.edu/portal](https://www.pierpont.edu/portal) to activate your account. Please note that your account will not be available for use in Blackboard for approximately 5-10 minutes after completing activation.

**Passwords in Blackboard:** You cannot change your password in Blackboard. All password changes must be made to the UCA through the Faculty and Staff Resources page, [https://www.pierpont.edu/portal](https://www.pierpont.edu/portal). Again, please note that the change will not be available in Blackboard for approximately 5-10 minutes.

**Training:** Blackboard training is offered throughout the academic year, and staff is also available for one-on-one consulting and training. Check our web site at [https://www.pierpont.edu/current-students/student-distance-learning](https://www.pierpont.edu/current-students/student-distance-learning) for training offerings or contact a staff member for more information.

**Documentation, Tutorials/FAQs:** Information concerning Blackboard 9.1 Designer and Instructor Reference Manual and series of tutorials for using various tools in Blackboard can be found by can be found on our web site [https://ilearn.pierpont.wvnet.edu](https://ilearn.pierpont.wvnet.edu). You will need your UCA and password to access the documentation.

For additional information on Blackboard, visit our web site contact a member of the staff at 304-333-3711, or after hours contact the WVNET help desk – 304-293-5129. Computer help can also be found at help@pierpont.edu.

**G. Grade Changes**
No grade except "I" given by an instructor may be changed following the report of the grade to the Office of the Registrar unless a mistake has been made in computing or recording the grades. In addition, no grades may be changed 60 days after the end of a term. Grade changes submitted 60 days after the end of a term must be accompanied by a written explanation of the reasons for the change. All grade changes must be submitted to the Office of Academic Affairs on a Grade Modification Form and must be signed by the instructor and the chair of the department. The Provost will review the change and send the form onto the Registrar’s Office.

**H. Grade Reports**
*Deadlines for turning in final grade reports are announced by the Registrar’s Office.* All members of the faculty must make the necessary effort to meet the deadlines specified for submitting grade reports. All grades are submitted via the Enrollment Center, Secure Area Log-in on the Pierpont webpage, not Blackboard.
I. Incompletes
A grade of "Incomplete" should be given only in those circumstances where it can be removed by some process such as taking an examination or submitting overdue papers. A grade of "Incomplete" may be given only if students fail to complete a portion of work due to circumstances beyond their control (less than 25% of a course). A grade of "Incomplete" should not be given if students are required to repeat all or a substantial part of a course in order to remove it. The instructor must submit a brief description of the course requirements not completed by the student.

The letter grade of "I" will be omitted from the calculation of the grade point average for a period of one-year following the issuance of the "I."

At the end of the one-year period, the instructor must submit a final grade for the student using the Registrar's Office Grade Modification Form. If no grade is received, the grade is automatically changed to "F".

Students with grades of "I" or "NR" on their transcript are not eligible for graduation, and their financial aid may be negatively affected.

J. Posting Student Grades
In accordance with current policy pertaining to the privacy of student academic records, faculty members must not display lists of student grades. Grades should be posted only in the instructor’s course space in Blackboard. When issuing the grade of F, please include the last date of attendance. Students who have never attended should be given a grade of F with the last date of attendance noted as first day of the course.

K. Repeating a Course
(Effective: August 2007)
Pierpont enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of ‘C’ or better may not be legally repeated.

Courses completed at Pierpont with a grade of "D" or "F" may be repeated at any West Virginia public institutions, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such course work. The transfer grade policy will apply to these grades.
Courses taken at other institutions of higher education that are legally repeated at Pierpont will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met.

If a student was on academic probation during the semester in which a course is repeated, the probation stands even if the GPA of the student improves.

L. Retaining Student Grade Records
Since students may employ prescribed procedures to appeal a grade after issuance within a stipulated period of time, all evaluations, tests, etc., should be retained for record purposes unless returned to the student. Faculty members whose employment at the Pierpont is ended or who will be away from campus for an extended period following any semester or summer term should leave their grade-books, evaluations, etc., with their Dean.

M. Scheduling of Classes (Regular Term)
The scheduling of classes each semester is the responsibility of each academic unit and is coordinated by the Registrar and the Provost and Vice President for Academic Affairs. A team including the Deans, Student Services, program and course coordinators, program managers, the Director of Advising and Provost will make final decisions about the courses to be offered, the number of sections, and the time and place of meeting. No instructor may change the place or time of the class meeting, or course format from that on the official schedule unless authorized by the Provost. Any section with less than ten students must be approved by the Provost or President.

N. Summer Session
A team including the Deans, Student Services, program and course Coordinators, program managers, the Director of Advising and Provost are responsible for planning the summer session schedule of courses with sufficient care to meet the interest and needs of students. They assign faculty for summer teaching assignments. Faculty on standard nine-month contracts are assigned summer session teaching duties on separate appointments; these additional appointments are not guaranteed, nor should it be assumed that they will be made automatically to any faculty member. In assigning summer schedules and teaching assignments primary consideration will be given to the probability of sufficient student enrollment to justify course offerings. Other factors which may be considered are faculty qualifications, equity among faculty members, and availability of funds.

O. Scheduling of Summer Classes
*It is Pierpont’s goal to establish a workable summer schedule that makes most effective use of institutional personnel and physical facilities of the College while at the same time provides students with access to courses needed to continue to make progress toward the realization of their academic goals.*

P. Summer Session Salary
Salaries for non-contractual summer teaching assignments will be calculated using a scale similar to that used for regular session adjunct faculty. The compensation model allows for Faculty salary to be adjusted based on enrollment. Faculty will have the ability to earn additional compensation as their
course enrollments grow. Compensation will be reduced for courses with enrollments fewer than 15 students, allowing courses that have been canceled in the past to be offered.

Base pay will be set using course enrollment data on the first day of the class and will not be reduced even if student enrollments decline. The Per Student Bonus amounts for enrollments above 15 students will be set on the last day to withdraw with refund and will be paid in full with the last payroll check for contract.

**Q. Syllabus Requirements**

Board of Governors Policy 18 (Section 3.1.3) mandates that a student be given a written copy of the academic requirements, a syllabus, for the course during the first scheduled class meeting. The syllabus should follow institutional requirements and include the following type of information:

- Course Meeting Dates, Times and Location
- General Education Outcomes
- Course Credit Hours
- Scheduled Hours per Week
- Pre-requisites
- Co-requisites
- Required Textbook Information
- Other Needed Materials
- Grading Scale
- Methods of Assessment
- Common Assessments
- Special Projects
- Attendance Policy/Requirements
- Classroom Conduct
- Class Participation
- Class Arrival/Departure
- Graded Materials Statement
- Missed Work/Late Work Statement
- Instructor Information

If the syllabus is available only electronically, it must still be discussed with students on the first day of class. **The policy statements are to be used on all syllabi are included on the link located on the [https://www.pierpont.edu/faculty-staff/academic-administration/academic-affairs web page and include:](https://www.pierpont.edu/faculty-staff/academic-administration/academic-affairs)**

**Additional Institutional Information**

Board of Governors Policy 18, Section 3.1.3, mandates that a student should receive during the first scheduled class meeting a written copy of the syllabus containing the academic requirements for the course. The syllabus should include attendance expectations, any penalty imposed for absences, evaluation criteria, special requirements, etc. Even if the syllabus is available only electronically, the instructor must still discuss the syllabus with students on the first day of class.

**Academic Dishonesty Policy**

Academic dishonesty is defined to include, but is not limited to, plagiarism; cheating and dishonest practices; and forgery, misrepresentation, or fraud.
**Plagiarism** is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual’s academic composition, compilation, or other product, or commercially prepared paper.

**Cheating and dishonest practices** in connection with examinations, quizzes, papers, and projects include, but are not limited to:

1. Obtaining help from another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments).
2. Knowingly giving help to another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments), taking an examination or doing academic work for another student, or providing one’s own work for another student to copy and submit as his or her own.
3. The unauthorized use of notes, books, or other sources of information (including cell phones) during examinations.
4. Obtaining an examination or any part thereof without authorization.

Forgery, misrepresentation, or fraud includes, but is not limited to:

1. Forging, altering, or causing to be altered the record of any grade in a grade book or other educational record.
2. Use of documents or instruments of identification with intent to defraud.
3. Knowingly presenting false data or intentionally misrepresenting one’s records for personal gain.
4. Knowingly furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation.
5. Knowingly furnishing false statements in any academic proceeding.

**Process to Initiate a Charge of Academic Dishonesty**

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing sanctions/punishment, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
2. Meet with the student to discuss the issue, to present evidence, to review all relevant materials, to give the student opportunity for rebuttal, and to complete the Notification of Academic Misconduct (NAM) form as soon as possible but no longer than five academic days following the discovery of the violation.
3. Responsibility/Resolution
   
a. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.

b. If the student does not accept responsibility as charged, he or she may appeal to the Dean of the academic school overseeing the course. If the student and Dean reach a resolution, the Dean should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.

c. If the student and the Dean do not reach a resolution, the student may appeal to the Academic Appeals Board. This appeal must be initiated within five academic days of the student’s meeting with the Dean.

d. If the student appeals to the Academic Appeals Board, the assigned panel will examine the case, and a decision will be reached.

e. If the student disagrees with the decision of the Academic Appeals Board, he or she may appeal to the Provost, whose decision is final. The Chair of the Academic Appeals Board will forward the paperwork to the Provost. The appeal must be initiated within five academic days of the student receiving the decision of the Academic Appeals Board Chair.

Assessments, Surveys, and Course Evaluations

Pierpont values student opinions. Student participation in special assessments, surveys, and course evaluations assists the institution in improving its services and the effectiveness of classroom instruction. Students should view these assessment tools as course requirements and complete them to the best of their ability and with full attention.

Attendance

Students are expected to attend regularly the class and laboratory sessions of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student’s educational experience. On the first day of class, the course syllabus will clearly state the attendance requirements and the penalties associated with nonattendance.

Non-Attendance during the First Two Weeks and Administrative Withdrawal

To comply with the Department of Education Financial Aid regulations, all faculty members are required to report non-attendance by the end of the second week of courses for each term. Students who have failed to withdraw will be administratively removed from courses the following week in order to adjust Title IV funding.

Campus Participation of Individuals with Felony and/or Sexual Offense Records

Please notify the instructor if an assignment or activity is given that you cannot complete, and an alternative arrangement will be offered. Students in Health Care, Early Childhood, and Criminal Justice are subject to criminal background checks while they are in the program of study. Results of the background checks may...
affect the ability of a student to complete certain courses and/or be eligible for employment after graduation.

Campus Safety

Upon activation of a building fire alarm, all building occupants must exit to a position safely away from the building. If you require assistance during an emergency, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with their locations and emergency exits. Information concerning emergency exits is posted at or by each classroom location. Please review the campus safety plan for additional information.

Copyright Notice

Material presented in this course may be protected by copyright law. You must not share, duplicate, transmit, or store the material of this course beyond the purpose and timeframe explicitly stated in the syllabus of your course. If you are unsure whether a particular piece of material is copyright protected, you should contact your instructor and obtain written clarification. Failing to observe copyright protection violates the law.

Counseling Service

The Counseling Center serves all students and provides professional assistance to students experiencing a variety of personal and social problems. Tuition and fees cover the cost of the services. The staff consists of professionals trained in clinical practice and counseling.

Students come to the Center for a variety of reasons, and studies have shown that speaking to someone if you are distressed or life is not working out the way you had planned is very beneficial to a person. Some common student concerns may include: adjusting to college life, transitioning in or out of college, stress, family problems, feeling sad or depressed, feeling anxious or overwhelmed, problems with drug or alcohol use, identity issues (sexuality, gender, race, religion, disability), or concerns about sexual assault. Benefits of counseling include increasing self-awareness, maximizing potential, and making the college experience more productive and meaningful. Contacts with the Counseling Services are confidential.

Appointments may be made by emailing access@pierpont.edu, calling (304) 534-7878, or going in person to 231-A Hardway Hall (Locust Avenue Campus). Go to the Counseling Services website (web address—https://www.pierpont.edu/current-students/student-services/counseling-center) for additional information.

Disability Services

Pierpont works closely with full- or part-time students to determine reasonable accommodations that will help students be successful in their schooling. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school should qualify for services, as will many other students who might not have received specialized services during K-12.

It is the student's responsibility to contact the Disability Services Office to discuss any disability that might interfere with the pursuit of an education and to learn what type of documentation of the disability is required. Approved accommodations are determined on an individual basis. After the student completes an intake with disability services and the appropriate accommodations have been determined, the Disability Services Office will give the student an accommodation letter for each course the student is taking. The
student must provide instructors with a copy of the accommodation letter in order to receive accommodations. Instructors are not required to allow any academic accommodations unless the student provides the instructor with a letter from the Office of Disability Services outlining the necessary accommodations. It is the student’s responsibility to discuss the logistics of each accommodation with each instructor to arrange for the most feasible service provisions. A student must request accommodations each semester in order to receive accommodation letters.

Students may make an appointment by emailing access@pierpont.edu, calling (304) 534-7878, or going in person to 231-A Hardway Hall (Locust Avenue Campus). Additional information may be found on the Disability Services website (web address: https://www.pierpont.edu/current-students/student-services/disability-services).

**Email Accounts**

All students are required to use their college-assigned email accounts for communication with the institution’s faculty and staff. If you are unsure how to activate your email account, notify your instructor.

**Equal Opportunity/Affirmative Action**

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action, Stephen Leach, 200L Advanced Technology Center, (304) 367-4692.

**Firearms Policy**

All members of the Pierpont Community & Technical College community, including faculty, staff, and students, as well as visitors to any campus, are prohibited from possessing firearms, explosives, or weapons (hereinafter collectively referred to as “weapons”) on the college premises or in any building under the separate or combined control of Fairmont State University and Pierpont Community & Technical College or at any College-sponsored event, without the express authorization of the Campus Chief of Police, whether or not the possessor has a federal or state license to possess the weapons.

**Incomplete Grades**

Incomplete grades are given only when students have completed most of the course (>75%) but are unable to conclude it because of unavoidable circumstance. An “I” will be omitted from the calculation of the grade point average for a period of one year following the issuance of the “I”.

At the end of the one-year period, the instructor must submit a final grade. If not grade is submitted the “I” will be changed to an “F”. Grades of “I” may affect the financial aid status of a student.
Practices for the Campus Community

*Promote inclusiveness of all cultures and views, and seek to create a safe place where members of different cultural and social backgrounds may feel welcome.*

*Require oneself to be ethically consistent, act with integrity, and follow the Student Code of Conduct.*

*Interact and conduct oneself with a sense of equality, respect, and dignity toward all students, faculty, and staff.*

*Demonstrate common politeness to all members of the campus community, without exception to race, national origin, religion, creed, gender, disability, or age, and seek to engage and improve civic organizations, goals, and values of the community.*

*Encourage honest communication be it speaking, writing, or listening, both in and outside of the classroom.*

Procedures for Emergency Closings/Cancelations

In accordance with the institutional policy on emergency closings and/or cancellation of classes, these procedures will be followed if it is necessary to alter the regular class schedules or work schedules due to an emergency situation and/or inclement weather. In such a case, the institution will notify area media listed below.

Employees and students are advised to read or listen to media announcements. Media outlets have occasionally released the wrong message or provided a limited message. For the official word and full details, you should check the Pierpont [website](https://www.pierpont.edu) or call the general number [(304) 367-4000](tel:(304)367-4000) for a message. You can also access the announcement toll-free at (800) 641-5678.

When public schools close in Doddridge, Preston, Barbour, Taylor, Randolph, Calhoun, Gilmer, and Upshur counties, Pierpont cancels the regional courses in that particular county and does not make a media announcement.

Pierpont classes offered in Monongalia, Lewis, and Braxton counties may operate even if the public schools are closed in those counties. Classes offered in Monongalia, Lewis, and Braxton counties follow the same closings/delay schedule as the main campus. The Robert C. Byrd National Aerospace Education Center and the Gaston Caperton Center in Harrison County also follow the same closings/delay schedule as main campus.

In the event of a two-hour delay, classes scheduled before 10 a.m. will be canceled. All classes starting at 10 a.m. or later will operate on their normal schedule. Staff members are to report as close to their normal start time as possible.

Students and employees must use good judgment in deciding if they can arrive to campus safely when weather is unfavorable. In compliance with state code, employees who do not report to work, or who report to work later than their normal start time, will be required to use annual leave or make other arrangements with their supervisor to make up the lost time unless a declared state of emergency exists.

Some personnel necessary to the operation of the institution, including Physical Plant employees, are considered essential employees and are required to report to work and/or make every effort to report for work.
Media to be notified:

- **Television stations**
  - WBOY
  - WDTV

- **Radio stations**
  - Fantasia Broadcasting -- WMMN 920 AM, WRLF 94.3 FM, WTCS 1490 AM
  - Froggy 102.7 FM, 92.7 FM, 103.7 FM
  - West Virginia Radio Corporation -- WKKW 97.9 FM, WVAQ 101.9 FM, WAJR 1440 AM
  - West Virginia Public Radio -- 90.9 FM Morgantown, 107.3 FM Clarksburg, 88.9 FM Buckhannon, 88.5 FM Elkins

- **Newspapers**
  These newspapers will be notified when the change is known in time to meet printing deadlines:
  - *Times West Virginian*
  - *The Dominion Post*
  - *The Exponent-Telegram*

**Professionalism**

Students and faculty are expected to act in a professional nature inside and outside of the classroom.

- Turn off cell phones or place on vibrate before class begins
- Arrive for class on time and stay for the whole session, if you must arrive late, sit in a spot to not disrupt others
- Arrive for class prepared for the session
- Be polite and respectful of others
- Come with a positive attitude and willingness to participate and be engaged

**Tobacco Free Campus Policy**

**Board of Governors Policy #60, Effective August 1, 2015**

The use of tobacco and tobacco-related products is prohibited on all premises owned, operated, leased, or occupied by Pierpont Community & Technical College, or on any street, road, or thoroughfare passing through Pierpont owned property. This definition includes regional campuses.

Prohibited tobacco and tobacco related products include, but are not limited to, cigarettes, e-cigarettes, chewing tobacco, dip, pipes, cigars, cigarillos, hookah or water-pipe smoking, snus, and snuff. The advertising, sale, or free sampling of tobacco or tobacco-related products and littering the campus with the remains of tobacco, tobacco-related products, or other related waste products are prohibited on Pierpont Campuses.

This policy applies to faculty, staff, students, contractors, vendors, and visitors, and it applies to all indoor and outdoor events. The President’s designees are responsible for the enforcement of this policy. Employees, students, and visitors who violate this policy may be subject to fines and/or disciplinary action.
Tutoring Program: Math and Writing Center

Tutoring is available for most basic skills courses and a variety of other courses each semester. **All students are entitled to free tutoring each semester.** Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available.

Professional tutors are available at the Tutorial Services Center on the Locust Avenue Campus and the Advanced Technology Center. Peer tutors are available through Tutorial Services on a drop-in basis and by appointment.

**Brainfuse** is an online tutoring service available available for free to all currently enrolled students. To access Brainfuse, access your Blackboard account. Once in Blackboard, select “Brainfuse HelpNow” under the “Tools” section.

For further information, contact the Director of Tutorial Services, Jeff Noel, in 207 Jaynes Hall or at (304) 333-3769.

Withdrawal from a Course

Students should speak with their advisor and financial aid before withdrawing from any course. Students withdraw from courses by logging into their Pierpont account. The Registrar’s Calendar contains the dates and deadlines for a student to withdraw from a course. After that deadline date, students may withdraw from the institution with grades of “W” being recorded prior to the last week of classes.

Students who fail to follow this procedure will receive grades of “F” for courses not attended or not completed. If you are withdrawing from the institution be sure to drop classes for which you have preregistered in the semester beyond the semester in which you are currently enrolled. Students are responsible for making printed copies of all transactions for documentation of their actions.

**XXV. Additional Resources to Aid Student Success**

**Counseling Service**

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. Its staff consists of professionals trained in clinical practice and counseling who are experienced in dealing with issues common to college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the Counseling Services are held in strict confidence.

**Tutoring Program**

Fairmont State University and Pierpont Community & Technical College provide an accredited tutoring **program, which has been certified by the College Reading & Learning Association’s International Tutor Certification program.** Tutoring is provided for most basic skills courses and a variety of other courses each semester. All students are entitled to free tutoring each semester. Students registered with documented academic accommodations through Disability Services can receive additional services as needed and available. Peer tutors are available through Tutorial Services at in the Library (2nd Floor) on a drop-in basis and by appointment. The office houses study carrels and support materials for one-on- one or small group tutoring sessions. For further information, contact the Director of Tutorial Services in the Library (2nd floor) or at 304-367-4081. Tutors may be available to travel to additional locations and branch campuses.
Math/Writing Center
The Math/Writing Center located in the Library, 2nd Level offers free drop-in tutoring for all students by professional math and writing tutors. Math help is available for all math courses and math related topics. Help is available with course content, study procedures, problem solving strategies and overcoming math anxiety.

The Writing Center offers walk-in consultation for all writing assignments including essays, research papers, technical documents and literary analysis. Professional tutors offer help with all stages of the writing process, and the software program Writers Workbench offers essay analysis and individual modules on grammar/mechanics/word choice and sentence structure. Tutors may be available to travel to additional locations and branch campuses upon request.

XXVI. Additional Policies and Forms

ACADEMIC DISHONESTY POLICY, NAM (2016 revision)

Academic dishonesty is defined to include, but is not limited to, any of the following:

1. Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual’s academic composition, compilation, or other product, or commercially prepared paper.

2. Cheating and dishonest practices in connection with examinations, quizzes, papers, and projects, include, but are not limited to:
   
   1. Obtaining help from another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments).
   
   2. Knowingly giving help to another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments), taking an examination or doing academic work for another student, or providing one’s own work for another student to copy and submit as his or her own.
   
   3. The unauthorized use of notes, books, or other sources of information (including cell phones) during examinations.
   
   4. Obtaining an examination or any part thereof without authorization.

3. Forgery, misrepresentation, or fraud includes, but is not limited to:
   
   1. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
2. Use of documents or instruments of identification with intent to defraud.
3. Knowingly presenting false data or intentionally misrepresenting one’s records for personal gain.
4. Knowingly furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation.
5. Knowingly furnishing false statements in any academic proceeding.

**Process to Initiate a Charge of Academic Dishonesty**

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing sanctions/punishment, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.

2. Meet with the student to discuss the issue, to present evidence, to review all relevant materials, to give the student opportunity for rebuttal, and to complete the Notification of Academic Misconduct (NAM) form as soon as possible but no longer than five academic days following the discovery of the violation.

3. Responsibility/Resolution

   1. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.

   2. If the student does not accept responsibility as charged, he or she may appeal to the dean of the program (the paperwork should be forwarded to the Dean by the instructor). If the student and dean reach a resolution, the dean should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.

   3. If the student and the dean do not reach a resolution, the student may appeal to the Academic Appeals Board (the paperwork should be forwarded to the Academic Appeals Board Chair by the Dean). This appeal must be initiated within five academic days of the student’s meeting with the dean.

   4. If the student appeals to the Academic Appeals Board, the assigned panel will examine the case, and a decision will be reached. All case information and case results should be held in strictest confidence.

   5. If the student disagrees with the decision of the Academic Appeals Board, he or she may appeal to the Provost, whose decision is final, (the Chair of the Academic Appeals Board will forward the paperwork onto the Provost). The appeal must be initiated within five academic days of the student receiving the decision from the Academic Appeals Board Chair.
STUDENT INFORMATION

Name: ___________________________ Email Address: ___________________________

ID Number: (F#) ___________________________

Phone Number: ______________________ Local Address: ___________________________

Permanent Address: ___________________________

LEVEL 1: MEDIATION WITH INSTRUCTOR

Name: ___________________________

Campus Address: ___________________________

Department: ___________________________

Phone: ______________________ Email: ___________________________

Date Alleged Misconduct Detected: ___________________________

Describe Alleged Violation (providing relevant details about the infraction)

Proposed Sanction:  ____ Assignment F (Instructor files appropriate grade at end of semester)
                    ____ Course F (Instructor files grade of ‘F’ at end of semester)
                    ____ Other acceptable sanction (describe sanction below)

RESULT

( ) Student Accepts Responsibility and Instructor’s Sanction [send form to Provost for file]
( ) Student Does not Accept Instructor’s Sanction [move to Mediation with Dean]

Student Signature and Date_____________________________________________________

Instructor Signature and Date_____________________________________________________

Dean Signature and Date_________________________________________________________

Provost Signature and Date_______________________________________________________
LEVEL 2: MEDIATION WITH DEAN

Decision after Mediation

RESULT
( ) Student and Instructor reach consensus [Send Form to Provost for File]
( ) Student and Instructor do NOT reach consensus [Charges brought to Academic Appeals Board]

Student Signature and Date____________________________________________________
Instructor Signature and Date____________________________________________________
Dean Signature and Date________________________________________________________
Provost Signature and Date_______________________________________________________

LEVEL 3: ACADEMIC APPEALS BOARD HEARING

Decision of Hearing

RESULT
( ) Student accepts the decision of the Academic Appeals Board [Send Form to Provost for File]
( ) Student does NOT accept the decision of the Academic Appeals Board [Charges brought to Provost, whose decision is final]

Student Signature and Date____________________________________________________
Academic Appeals Board Chair Signature and Date____________________________________
Provost Signature and Date_______________________________________________________
LEVEL 4: OFFICE OF PROVOST

Decision of the Provost

Provost Signature and Date________________________________________________________

Instructions for Completing the Notification of Academic Misconduct

1. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.

2. If the student does not accept responsibility as charged, he or she may appeal to the dean of the program. If the student and dean reach a resolution, the dean should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.

3. If the student and the dean do not reach a resolution, the student may appeal to the Academic Appeals Board. This appeal must be initiated within five academic days of the student’s meeting with the dean.

4. If the student appeals to the Academic Appeals Board, the assigned panel will examine the case, and a decision will be reached.

5. If the student disagrees with the decision of the Student Conduct Board, he or she may appeal to the Provost (whose decision is final), within five academic days of the student’s decision by the Academic Appeals Board.
EMERITUS STATUS FOR RETIRED PROFESSIONALS

This policy concerning Emeritus status has been established in accordance with the Procedural Rule, Title 135, Series 9 of the West Virginia Council for Community and Technical College Education (WVCCTCE), “Academic Freedom, Professional Responsibility, Promotion and Tenure”, §135-9-6, Emeritus Status.

The names of retired professionals who are eligible for membership in the Emeritus Program of Pierpont Community & Technical College shall be forwarded to the Faculty Personnel Committee by the Provost and Vice President for Academic Affairs for review and recommendation to the President of the College. The Faculty Personnel Committee may recommend Professor Emeritus, Faculty Emeritus, or Emeritus status, as appropriate. Upon receipt of a recommendation from the Faculty Personnel Committee, the President may confer Emeritus status.

Eligibility for membership in the Emeritus Program of the College is determined by the following criteria and guidelines:

(1) The retired faculty member must have held academic rank at Pierpont Community College for at least five years.

(2) The faculty member must have retired from active service according to the provisions of a retirement system approved by the WVCCTCE and/or Higher Education Policy Commission.

(3) A faculty member holding the academic rank of professor on retirement shall be confirmed as Professor Emeritus.

(4) A faculty member with at least 10 years of full-time equivalent teaching service at Pierpont Community & Technical College holding the rank of associate professor on retirement shall be confirmed as Professor Emeritus.

(5) Other faculty members shall receive the designation of Faculty Emeritus, providing they have at least five years of full-time equivalent teaching at Pierpont Community & Technical College at the time of retirement.

(6) The Faculty Personnel Committee may recommend waiving the criteria relating to academic rank or years of service for any retiring faculty member who, in the Committee’s collective judgment warrants special consideration.

(7) Members of the professional staff who do not hold academic rank may be designated Emeritus if such status is conferred by the President of the College.

A retired faculty member or other professional approved by the President for the title of Professor Emeritus, Faculty Emeritus, or Emeritus is entitled to the rights and privileges of full time faculty members with regard to campus activities. Retired faculty members are reminded to obtain a faculty ID in order to have access to campus activities. A retired faculty member may attend meetings of the faculty and the Faculty Assembly as a nonvoting member; be on the College mailing list for usual faculty and alumni bulletins; participate in academic processions; receive a suitable citation; and be listed in College publications as Professor Emeritus, Faculty Emeritus or Emeritus. Free parking is no longer available to retired faculty members.
MOVING OFFICE EQUIPMENT GUIDELINES FOR FACULTY

Faculty Guidelines for Moving Office Equipment
(Approved by Physical Plant -2016)

When moving material/equipment from offices, faculty should adhere to the following guidelines:
1. Move your own personal items such as pictures, plants, any small items.
2. All confidential and personal files must be removed from file cabinets before moved, or must remain in a locked file cabinet that is clearly marked with your name/contact information.
3. IT must be contacted by faculty or Program Assistants to move computers.
4. Put in a work order to move large furniture such as desks, cabinets, and bookshelves. Work orders are to be placed with the Physical Plant in a timely manner, as priority is given to imminent jobs.
5. Empty bookshelves before having Physical Plant move them.
6. Faculty can opt to move boxes that are clearly labeled, taped, or secured.

REFERENCES, PROVIDING FOR OTHERS

Only Human Resources should be providing references for former employees. There have been a number of cases in which an institution/employer and/or the individual providing the reference have been successfully sued by the former employee, either because negative information was conveyed, or because the former employee believed that negative information was being shared and preventing him/her from getting another job.

The safest practice is the one most employers now use, which is to forward all reference requests to Human Resources. Human Resources will respond with a neutral response: we confirm that the person did indeed work here, the dates of employment and the person’s job title. That is all we are obligated to provide, and this keeps us out of legal trouble.

Please protect yourself by not providing references or recommendations, even if you feel you can give a good one that will be helpful. We need to have a standard process for references.

Please note that this does not stop you from calling other institutions about their former employees, if you are considering a new hire. What other schools provide or not is not our concern. We ask only that, if you are asked to provide a reference for a former employee, you instead forward the request to Human Resources.