

The Office of the President

Bluefield State College

Bluefield, West Virginia

EXECUTIVE ORDER NO. 20 - 005

Currently, normal administrative procedures on the campus of Bluefield State College have been significantly disrupted due to the COVID-19 pandemic. Consequently, it is necessary to adjust these procedures in order to adapt to these disruptions.

In response to these disruptions, the College must automate its promotion and tenure process. As such, the Provost has requested that deadlines, policies and procedures be altered to reflect the need to adapt the promotion and tenure process to these extraordinary circumstances.

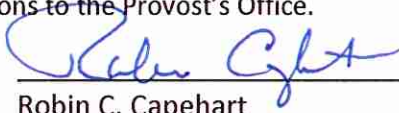
ACCORDINGLY, it is hereby ORDERED that following procedural deadlines be prescribed:

1. All applications for promotion and tenure must be received in the Office of Human Resources by 4:00 pm Friday, April 3, 2020 (current deadline: March 27, 2020).
2. The various Schools shall vote on these applications for their respective schools on or before April 19, 2020 (current deadline: April 12, 2020).
3. The Promotion and Tenure Committee will meet to consider all completed applications on April 20, 2020 (current deadline: April 13, 2020).

IN ADDITION, it is hereby ORDERED that the following procedure be prescribed:

1. Human Resources will create a Folder entitled P and T 2020 in the HR OneDrive space. Then under this folder create a Folder for each of the Schools.
2. Once Folders are created, HR will invite each School Dean to the appropriate School folder.
3. Human Resources will submit the applications to the shared OneDrive Folder. The deadline for applications is 4pm Friday, March 27, 2020.
4. Once confirmed and ready to be viewed by faculty, HR will invite the school faculty to the appropriate School folder.
5. Ballot fillable pdf form will be placed in school folder for each Faculty being reviewed.
6. Faculty will download the form and complete the ballot. They will email HR with the attached pdf before the submission deadline. All Ballots must be submitted on or before April 12, 2020.
7. A new folder entitled P and T committee will be created under the P and T 2020 folder. All Ballots will be moved to the P and T committee folder. The members of the committee will then be invited to access the folder and review the submissions.
8. Committee members will consider all completed and verified applications on April 13, 2020.
9. The committee will send via email their recommendations to the Provost's Office.

Entered this 25th day of March, 2020.



Robin C. Capehart
President