

**BLUEFIELD STATE UNIVERSITY
BOARD OF GOVERNORS
POLICY NO. FC-403B**

FACULTY APPOINTMENTS

SECTION 1. GENERAL

- 1.1 This policy relates to the classification and rank of faculty members upon appointment
- 1.2 Effective Date: August 4, 2022

SECTION 2. APPOINTMENT BY PRESIDENT

- 2.1 **Authority.** The President shall make all faculty appointments pursuant to the authority granted by the Board of Governors.
- 2.2 **Eligibility.** The President shall retain sole discretion as to the eligibility of an individual for appointment as a faculty member.
 - 2.2.1 Such appointees may include, but shall be limited to, such professional personnel as faculty equivalents, academic professionals and those involved in off-campus academic activities.
 - 2.2.2 The President may appoint as a faculty member those serving in full-time or part-time administrative or staff positions.
- 2.3 **Nature of appointment.** The President shall include in a faculty appointment (1) the classification of the appointment and (2) the rank to which the faculty member is assigned.
 - 2.3.1. **Classification of Appointment.** The President shall classify a faculty appointment as either tenured, tenure-track or fixed term.
 - 2.4.1 “Fixed term” appointments include clinical track, resident faculty, visiting faculty, adjunct faculty, executive-in-residence, research faculty or other title that is appropriate in relationship to the duties performed.
 - 2.3.2 **Assignment of Rank.** The President shall assign rank to all tenured and tenure track faculty and may assign rank to any full-time fixed term faculty member.

SECTION 3. TENURE AND TENURE TRACK

- 3.1 **Purpose.** Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member.
- 3.1.1 Tenure is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community.
- 3.1.2 Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system.
- 3.1.3 Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities.
- 3.1.4 Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability.
- 3.2 **Tenure.** The President may award tenure to a full-time faculty member who (1) has attained the rank of Assistant Professor and has demonstrated pursuant to the administrative procedures established by the university fulfillment of the criteria set forth in section 3.3 or (2) upon initial appointment, has been appointed to the rank of Assistant, Associate or full Professor and has demonstrated that in prior service that he or she has met the criteria set forth in criteria 3.3.
- 3.2.1. The President shall consult with the appropriate academic unit prior to award tenure under section 3.2(2)
- 3.3 **Criteria for tenure.** In order to qualify for tenure, a faculty member must demonstrate that they have met the following criteria:
- (a) excellence in teaching;
 - (b) distinctive professional and scholarly activities and recognition;
 - (c) adequate accessibility to students;
 - (d) adherence to professional standards of conduct;
 - (e) effective service to the University, college, school and department;
 - (f) active promotion of his or her field of study;
 - (g) active recruitment of students for his or her field of study;
 - (h) significant service to the community and the people of West Virginia;
 - (i) exemplary experience in higher education an at the University;
 - (j) possession of an earned doctorate, the highest earned degree in the faculty member's field or a special competence earned from professional experiences; and
 - (k) continuing professional growth.

- 3.4 **Application of criteria.** Ultimate authority regarding the application of the criteria and a determination of compliance with administrative procedures governing tenure shall rest with the President.
- 3.5 **Term of appointment.** Each appointment classified as tenured or tenure-track shall be for one year.
- 3.6 **Appointment renewals.** The President shall provide a tenured faculty member a yearly renewal of his or her appointment unless dismissed pursuant to sections 3.1, 3.3 and 3.4 of Board of Governors Policy FC-403C.
- 3.7 **Tenure-track.** A faculty member seeking to receive an award of tenure through progress in fulfilling the criteria set forth in section 3.3 shall be classified as tenure-track.
- 3.7.1 The President shall not provide a faculty member with a tenure track appointment for more than seven total years.
- 3.7.2 The President shall provide a tenure-track faculty member an annual contract which (1) shall set forth the terms of employment for the contract year and (2) may or may not be renewed at the end of the contract year for the subsequent year.
- 3.7.3 On or before the first day of March of each of the first five appointments, the President must provide a tenure-track faculty member with notice that he or she will or will not receive an appointment for the subsequent period.
- 3.7.4 A tenure-track faculty member serving a period of appointment equal to or greater than one-half of an academic year shall receive credit for a full year of service for purposes of determining his or her total service for tenure purposes.
- 3.7.5 During a faculty member's sixth year of a tenure track appointment, the President shall provide written notice of his or her "critical" (seventh) year, at which time, such faculty member may apply for tenure or be given a one-year terminal contract for the critical year.
- 3.7.6 The President may grant a tenured appointment to a tenure track faculty member prior to the sixth years provided that such faculty member has (1) satisfied the criteria set forth in Section 3.3 and (2) complied with any additional criteria established by the President.
- 3.7.7 The President shall offer a faculty member who is denied tenure a one-year terminal contract for the subsequent year in which tenure is denied.

3.8 **Conversion to part-time.** The President shall set forth special circumstances by which a tenured or tenure-track faculty member may convert to a part-time tenure or tenure-track appointment for a period not to exceed one year.

3.8.1 At the conclusion of a part-time appointment as set forth in section 3.7, a faculty member may return to a full-time tenure or tenure-track appointment; provided, that tenure-track faculty members may not receive credit for said part-time appointment towards any time requirements necessary for consideration of tenure.

3.8.2 Should any tenure-track faculty member whose appointment was converted pursuant to section 3.7 fail to return following such part-time appointment, his or her service to the University shall be considered terminated for all purposes associate with his or her employment.

3.9 **Research designation.** The President may further designate a faculty member receiving a tenure or tenure-track appointment as a research faculty member when under the terms of the appointment the faculty member is required to use a substantial amount of his or her time conducting research.

3.9.1 For a tenured or tenure-track faculty member designated as a research faculty, the criteria set forth in section 3.3 shall include publications and research.

3.10 **Establishment of administrative procedure.** The President shall establish by administrative procedure the process for tenure-track faculty members to seek an award of tenure.

SECTION 4. FIXED TERM APPOINTMENTS

4.1 **Appointment contract.** The President may enter into a contract by which a faculty member receives an appointment for a fixed number of years during which time the terms of appointment contained within the contract shall govern the relationship between the University and the faculty member.

4.2 **Classifications of fixed term appointments.** The President shall classify fixed term appointments, as follows:

4.2.1 **Clinical track.** The appointment of a full-time faculty member to a position within the College of Health Sciences shall be classified as a clinical-track faculty appointment.

4.2.2 **Visiting scholar.** The appointment of a full-time faculty member from another college or university pursuant to an agreement approved by the faculty member's primary place of employment shall be classified as a visiting faculty appointment.

- 4.2.3 **Executive-in-residence.** The appointment of a highly qualified professional as a full-time faculty member shall be classified as an executive-in-residence faculty.
- 4.2.4 **Adjunct faculty.** The appointment of an individual to serve as a part-time faculty member as determined by criteria established by the President shall be classified as an adjunct faculty.
- 4.2.5 **Research faculty.** The appointment of a full-time or part-time faculty member whose primary responsibility shall be the conduct of research shall be classified as a research faculty.
- 4.2.6 **Resident faculty.** The appointment of any full-time faculty member whose appointment is not described in sections 4.2.1, 4.2.2, 4.2.3 or 4.2.5 shall be classified as a resident faculty.
- 4.3 **Terms of appointment.** The terms of the contract for a fixed term appointment shall not exceed the following:
 - 4.3.1 Five years for a clinical track, executive in residence, research or resident faculty appointment.
 - 4.3.2 Two years for visiting faculty appointment.
 - 4.3.3 One semester for an adjunct faculty appointment.
- 4.4 **Contract renewal.** All faculty members receiving a fixed term appointment pursuant to a contract shall be eligible to renegotiate a new contract at any time during or upon the expiration of an existing contract.
- 4.5 **Establishment of administrative procedures.** The President shall establish by administrative procedure a process by which a fixed term faculty member included in either section 4.2.1, 4.2.3, 4.2.5 or 4.2.6 may seek to be assigned to the classification of tenure or tenure-track.

SECTION 5. ASSIGNMENT OF RANK.

- 5.1 **Assignment of rank; tenured or tenure-track.** Upon appointment, the President shall assign a tenured or tenured track faculty member one of the following ranks:
 - 5.1.1 Professor
 - 5.1.2 Associate Professor
 - 5.1.3 Assistant Professor
 - 5.1.4 Instructor.

- 5.2 **Assignment of rank; fixed term.** Upon appointment, the President may assign a tenured or tenured track faculty member one of the following ranks:
- 5.1.1 Professor
 - 5.1.2 Associate Professor
 - 5.1.3 Assistant Professor
 - 5.1.4 Instructor.
- 5.3 **Fixed term designations.** The President may assign a designation to a fixed term faculty member that recognizes the College to which they have been appointed.
- 5.4 **Criteria for rank of professor.** The President shall assign the rank of professor to a faculty member who has demonstrated that they have met the following criteria:
- (a) excellence in teaching;
 - (b) distinctive professional and scholarly activities and recognition;
 - (c) adequate accessibility to students;
 - (d) adherence to professional standards of conduct;
 - (e) effective service to the University, college, school and department;
 - (f) active promotion of his or her field of study;
 - (g) active recruitment of students for his or her field of study;
 - (h) significant service to the community and the people of West Virginia;
 - (i) exemplary experience in higher education an at the University;
 - (j) possession of an earned doctorate, the highest earned degree in the faculty member's field or has demonstrated exemplary competence in their field through their professional experiences; and
 - (k) continuing professional growth.
- 5.5. **Criteria for rank of associate professor, assistant professor.** The President shall assign the midlevel rank of associate professor and the entry level rank of assistant professor based upon the relative progress that the faculty member has demonstrated towards achieving the criteria set forth in section 5.4.
- 5.6 **Criteria for rank of instructor.** The president shall assign the rank of instructor to entry level faculty members who seek to fulfill the criteria set forth in section 5.4.
- 5.7 **Establishment of administrative procedures.** The President shall establish by administrative procedure a process for faculty members to seek promotion in rank.
- 5.8 **Emeritus status.** The President may award a retiring professor or administrator the honorary rank of professor emeritus for meritorious service to the University. The President shall establish an administrative procedure that sets forth the criteria for such award.

SECTION 6. JOINT INSTITUTIONAL APPOINTMENTS

6.1 **Eligibility.** Subject to the approval of the President, a faculty member may be appointed to perform academic duties at additional institutions of higher education.

6.1.1 A faculty members duties at an additional institution which may include teaching, research, counseling, or other services approved by the President.

6.1.2 Bluefield State University shall be considered the “home institution” for a faculty member undertaking a joint appointment. As such, Bluefield State University shall be responsible for granting promotions, raises in salary, and tenure to the respective faculty member; provided that when cause is presented at the visited institution, the appropriate counseling, disciplinary action, and other responsive action shall be the responsibility of the institution where the occurrence arose.

6.2 **Agreement required.** The conditions and the details of the faculty member's joint appointment, including the designation of the "home institution," and any other arrangements, shall be set forth in an agreement between the faculty member and the visiting institution subject to the approval of the President.

6.3 **Full-time status maintained.** Full-time faculty members of Bluefield State University appointed under joint or contractual appointments shall continue to be considered full-time employees of Bluefield State University.