

BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS MEETING
Bluefield, WV
4:00 p.m., June 23, 2022

AGENDA

- | | |
|---|--------------------|
| 1. GENERAL ORDER | INFORMATION |
| 1.1. Call to Order and Chair's Remarks | Chair Moore |
| 1.2. Minutes of Previous Meeting | Chair Moore |
| 1.3. Reports of Committees | President Capehart |
| 1.4. President's Report | President Capehart |
| 1.4.1. University Improvement Package | |
| 1.4.1.1. Notices of Rulemaking | |
| 1.4.1.2. Reorganization | |
| 1.4.1.3. Executive Action | |
| 1.5. Standing Reports | |
| 1.5.1. Finance and Budget | CFO Hypes |
| 2. SPECIAL ORDERS | ACTION |
| 2.1. University Improvement Package – Notices of Rulemaking | |
| 2.1.1. AC-201, Academic Objectives Policy (Rev.) | |
| 2.1.2. AC-204, Standards and Procedures for Undergraduate Admissions (Rev.) | |
| 2.1.3. AC-204A, Admissions into Colleges and Schools (New) | |
| 2.1.4. FC-403A, Academic Freedom and Professional Responsibility (Rev./New) | |
| 2.1.5. FC-403B, Faculty Appointments (Rev./New) | |
| 2.1.6. FC-403C, Faculty Evaluation (Rev./New) | |
| 2.1.7. HR-703, Staff Structure (Rev.) | |
| 2.1.8. HR-713, Recruitment, Promotion and Hiring (Rev.) | |
| 2.2. University Improvement Package – Reorganization (Rev.) | |
| 2.3. Election of Officers | |
| 2.4. Approval of Meeting Schedule – 2021-2022 | |
| 3. UNFINISHED BUSINESS (None) | |
| 4. NEW BUSINESS | ACTION |
| 4.1. Chancellor's Position | |
| 5. ANNOUNCEMENTS | INFORMATION |

6. COMMENTS

INFORMATION

- 6.1. Board Members
- 6.2. Public Comments

7. POSSIBLE EXECUTIVE SESSION

- 7.1. Discussion of Personnel Employment Issues
- 7.2. Discussion of Potential Real Estate
- 7.3. Discussion of Legal Matters
- 7.4. Discussion of Other Matters permitted under W.Va. Code §6-9A-4

8. ACTIONS EMANATING FROM EXECUTIVE SESSION

ACTION

9. ADJOURNMENT

ACTION

BLUEFIELD STATE COLLEGE BOARD OF GOVERNOR'S MEETING
CONLEY HALL, ROOM 201, Boyd Conference Room
4:00 PM., April 28, 2022

Members Present: The Reverend Garry Moore, Jr. (chair), President Robin Capehart, Mr. Bill Cole, Mr. Charlie Cole, Dr. Deirdre Guyton, Mr. Mike Hastings, Mr. Mike Lilly, Mr. Randall Price, Mr. Shannon Remines, Mr. Shane Reviello, Mrs. Rebecca Peterson

Absent: Mrs. Cathy Deeb; Mr. Anthony Tolley

Guests: Brent Benjamin, EVP/General Counsel; Dr. Ted Lewis, Provost; Ronnie Hypes, CFO; Angela Lambert, Dean of the School of Nursing and Allied Health; Melissa Haye, Professor/Director Radiologic Technology/Imaging Science

Welcome, Chair's Remarks, and Call to Order: Rev. Garry Moore:

Rev. Moore determined that a quorum was established, then he called the meeting to order at 4:00 PM in the Boyd Conference Room, Conley Hall, Bluefield State College.

Acceptance of Meeting Minutes: Rev. Moore received confirmation that Board members had reviewed minutes of the Board's meeting held on March 2022. Hearing no requests to correct or revise the minutes, the minutes of the March 2022 meeting were accepted by assent of the Board.

Board Committee Reports: Rev. Moore confirmed that Board members had reviewed reports of the most recent Board Committee reports. Hearing no requests to correct or revise the minutes, the minutes of the March reports were accepted by assent of the Board.

President's Report:

President Capehart presented information pertaining to updates:

- Academic Year – 2021 – 2022
 - Acquisition of MEC
 - First housing since 1968
 - Football returns
 - Launched 8 sports
 - 9% increase in enrollment
 - African-American students up from 3% to 25%
 - Approval of first graduate program
 - Record fundraising
 - Possible conference and university status
- Academic Year – 2022 – 2023
 - New programs
 - Foundation Reform
 - Expanded sports
 - Expanding our orbit
 - IMPACT: A Comprehensive Fundraising Campaign for Bluefield State College
 - Academic Integrity
 - Concerns – curriculum issues
 - Consultant report on School of Business will be distributed

Financial & Administrative Affair: Ronnie Hypes, CFO provided an overview of the financials.

- Shane Reviello, Student Representative - Discussion on fees and more transparency to the students. Mr. Hypes explained that this has been addressed and staff is aware of explaining fees to them in more detail.

Enrollment:

Dr. Lewis presented a brief overview of Enrollment for Spring of 2022. Total enrollment is up 4.57%

Special Orders:

Brent Benjamin presented his draft report on the Faculty Senate Investigation. President Capehart recused himself from the meeting.

- Justice Benjamin reported on his Investigation into matters related to actions taken by the faculty Senate and an election performed by the faculty Senate in April 2022. Justice Benjamin was asked by Chairman Moore and the Executive Committee to Investigate multiple complaints made by faculty members regarding the unnoticed removal of certain visiting instructors, alleged improprieties regarding the scheduling of elections by the faculty Senate, and other matters. Justice Benjamin reported:
 - The actions taken by Chair Malamisura, the faculty Senate Executive Committee (to the extent it was involved) and the Faculty Senate (to the extent it was involved) constitute a serious departure from, and total disregard for, West Virginia law, the Board of Governor's policies, the Faculty Handbook, and the Faculty Senate Constitution. The removal of visiting faculty, including one who less than a day prior became a challenger to the position of the one making the determination, constitute grossly arbitrary and capricious behavior and a shocking abuse of the faculty Senate Chair's power. It is recommended, that Vice Chair Cole, sitting by designation for President Capehart, pursuant to Section 2.6200 of the Faculty Handbook, reject approval of the actions taken by Chair Malamisura/faculty Senate with respect to visiting faculty and the election of faculty Senate Officers, that the affected Board Members be immediately reinstated, and that the purported election taken the week of April 18, 2022, be voided. Furthermore, in view of the gross disregard for legal and other standards, including contravention of the most basic notions of due notice, consideration by the Board of Governors should be given to what form of faculty input and participation is best suited for shared governance for Bluefield State College.
- Justice Benjamin advised that he will complete a detailed report of his Investigation for consideration by Vice Chair Cole and the Board. Justice Benjamin's verbal report was received by the Chair.
- Mike Lilly, Faculty Representative – stated that he was in attendance of the meeting, that the report presented by Justice Benjamin is one-sided, inaccurate and self-serving. And is opposed the to report that Justice Benjamin will be filing.

Unfinished Business: (None)

New Business:

- Approval of Tuition and Fees for FY 2022-2023
 - Rev. Moore brought forth the motion to accept the proposed Tuition and Fees for FY 2022-2023 presented by Ronnie Hypes, CFO. The motion was moved by Mrs. Rebecca Peterson and seconded by Mr. Randy Price. All in favor = 8 Nays= 0 2 – Abstained – Mike Lilly and Shane Reviello. The motion carried.
- Acceptance of Program Reviews
 - Rev. Moore brought forth the motion to accept Dr. Lewis' recommendations on each of the following programs.
 1. BS Criminal Justice
 - The motion was moved by Dr. Deirdre Guyton and seconded by Mr. Michael Hastings All in favor = 10 Nays= 0 The motion carried.
 2. BS Engineering Management
 - The motion was moved by Mr. Charlie Cole and seconded by Mr. Mike Lilly All in favor = 10 Nays= 0 The motion carried.
 3. BS Imaging Science
 - The motion was moved by Mr. Charlie Cole and seconded by Mrs. Rebecca Peterson All in favor = 10 Nays= 0 The motion carried.

Special Note: Charlie Cole would like updates on any of the improvements that were mentioned concerning these programs as they are corrected.

Announcements:

- Commencement will be held on Saturday, April 28th at Mitchell Stadium beginning at 7 PM. All those participating, please arrive by 6:30 PM

Comments:

Board Members:

Public Comments: N/A

Executive Session: (None)

At 5:30 PM, Rev. Moore made a motion to adjourn the Board meeting. The motion was seconded by Mr. Charlie Cole. The motion carried.

The next regularly scheduled BSC Board of Governors meeting will take place on Thursday, June 23rd at 4 PM.

BLUEFIELD STATE COLLEGE BOARD OF GOVERNOR'S SPECIAL MEETING
CONLEY HALL, ROOM 201, Boyd Conference Room
4:00 PM., May 19, 2022

Members Present: The Reverend Garry Moore, Jr. (chair), President Robin Capehart, Mr. Bill Cole (VIA Conference Phone), Mr. Charlie Cole, Dr. Deirdre Guyton, Mr. Mike Hastings, Mr. Mike Lilly, Mr. Randall Price, Mr. Shannon Remines

Absent: Mrs. Rebecca Peterson, Mr. Shane Reviello

Guests: Brent Benjamin, EVP/General Counsel; Dr. Sarita Rhonemus, Academic Affairs Administrator; Mr. Charlie Booth, Bluefield Daily Telegraph; Jessica Nuzzo; Bluefield Daily Telegraph

Welcome, Chair's Remarks, and Call to Order: Rev. Garry Moore:

Rev. Moore determined that a quorum was established, then he called the meeting to order at 4:00 PM in the Boyd Conference Room, Conley Hall, Bluefield State College.

overview of Enrollment for Spring of 2022. Total enrollment is up 4.57%

Special Orders:

Rev. Garry Moore explained that the special meeting was called due to the HLC approval of Bluefield State College to be a designated as a university. President Capehart read the resolution to the board.

“WHEREAS, on the 12th day of May, 2022, the Higher Education Policy Commission of West Virginia approved the request by Bluefield State College to be designated a university pursuant to section six, article two-a of Chapter eighteen-b of the West Virginia Code; and

WHEREAS, consistent with such section of the West Virginia Code, the Board of Governors wishes to designate a date and time for the adoption of such designation; and

WHEREAS, the Board of Governors wishes to establish the name that the college shall use pursuant to such designation.

THEREFORE, LET IT BE RESOLVED, that the Board of Governors of Bluefield State College HEREBY directs that effective at 12:00 a.m., Friday, July 1, 2022, and from such date and time forth, Bluefield State College shall be known as BLUEFIELD STATE UNIVERSITY.”

Rev. Moore brought forth the motion to accept the resolution and name change presented by President Capehart. The motion was moved by Dr. Dierdre Guyton and seconded by Mr. Charlie Cole. All in favor = 10 Nays = 0 The motion carried and the resolution was approved.

Executive Session: (None)

At 4:02 PM, Rev. Moore made a motion to adjourn the Board meeting. The motion was seconded by Mr. Charlie Cole. The motion carried.

The next regularly scheduled BSC Board of Governors meeting will take place on Thursday, June 23rd at 4 PM.

AD HOC OF BUSINESS EDUCATION COMMITTEE MEETING MINUTES



The meeting was called to order at 4:00 PM by President Capehart.

Date: Thursday, June 16, 2022

Time: 4:00 p.m.

Location: Boyd Conference Room

Committee Members:

William Cole | Charlie Cole | Dr. Deirdre Guyton | Anthony Tolley | Shannon Remines

Guests:

Robin Capehart, President

Michael Hicks, Consultant

The meeting was adjourned at 4:00 PM.

No.	Item
1	President Capehart introduced Michael Hicks to the committee
2	Mr. Hicks presented an overview of his findings to the committee and will be sending over his report for them to review.
3	Next Steps: <ul style="list-style-type: none">• Full report to the committee• Committee to review faculty evaluations then interview them.• Look at areas where they teach to review program scores• Recommendations to improve the school and technical skills• Community service is needed

ATHLETICS COMMITTEE MEETING MINUTES



The meeting was called to order at 3:04 PM by Mr. Shannon Remines. Mr. Remines turned the meeting over to Derrick Price, AD.

Date: Thursday, June 16, 2022

Time: 3:00 p.m.

Location: Boyd Conference Room

Committee Members:

Shannon Remines, Chair | Charlie Cole | Dr. Deirdre Guyton | Garry Moore -absent | Anthony Tolley

Guests:

Derrick Price, Athletics Director, Robin Capehart, President

The meeting was adjourned at 3:30 PM

No.	Item
1	Enrollment: <ul style="list-style-type: none">• 250 Athletics last year• 349 Student Athletics with a target of 431• Last Fall – GPA was 2.5 overall.• AD Honor Roll to be implemented – Goal: 6.0 GPA<ul style="list-style-type: none">○ Base on transcripts○ We are identifying the high schools that are ‘giving’ students the grades
2	Facilities: <ul style="list-style-type: none">• Bldg B is complete – training center<ul style="list-style-type: none">○ Naming rights?• Football practice field – City park softball area – temporary• Concern: Walking from MEC to Campus – Charlie has spoke with City Mgr about this. City is working on a sidewalk from MEC to the 52 Bridge
3	Hiring: <ul style="list-style-type: none">• 2 trainers• Women’s Wrestling Coach• A few assistance coaches for various sports• 22 total staff members
4	Fundraising: <ul style="list-style-type: none">• Golf Tournament – 25K
5	Conference Membership: <ul style="list-style-type: none">• CIAA Application has been received – 6/16 – to be completed and sent to them by President• SAC interested and a letter of interest is prepared and will be sent to them.<ul style="list-style-type: none">○ Good fit, easy travel – could be 2025 before playing conference



STUDENT LIFE COMMITTEE MEETING MINUTES

The meeting was called to order at 2:00 PM by Mrs. Deeb. Mrs. Deeb turned the meeting over to Ron Shidemantle, Dean of Students.

Date: Thursday, June 16, 2022

Time: 2:00 p.m.

Location: Boyd Conference Room

Committee Members:

Cathy Deeb, Chair | Mike Lilly | Dr. Deirdre Guyton | Randall Price – via phone | Anthony Tolley

Guests:

Ron Shidemantle, Dean of Students; Dr. Ted Lewis, Provost; Dr. Sarita Rhonemus, Academic Affairs Administrator

The meeting was adjourned at 3:00 PM.

No.	Item
1	Housing Occupancy Report <ul style="list-style-type: none">• Deposits received from 162 students as of 6/10• 34 sophomores have requested rooms
2	Freshman Orientation Program <ul style="list-style-type: none">• 9 sessions have been scheduled.• 20 to 40 students in each• Survey being conducted at conclusion of each session. Adjusting the presentation made on items to improve the sessions
3	Welcome Week 2022 <ul style="list-style-type: none">• Move in week of Friday, August 5<ul style="list-style-type: none">◦ Will have helpers to assist with move in• Matriculation scheduled for 8/5 at 4 PM in the BSB auditorium
4	CRM application <ul style="list-style-type: none">• Ellucian has one in conjunction with Banner• Training session are being offered• Rolling out in Fall 2023• Mrs. Deeb and Mr. Tolley would like to review CRM and its functions

Bluefield State College

Year End: June 30, 2022

Budget vs Actual by Group

May 31, 2022

Account	May 31, 2022	Budget 06/22
4000 Student Tuition and Fees	(11,298,952.00)	(11,930,000.00)
4001 Contracts and Grants - Federal	(2,475,540.00)	(2,247,461.00)
4002 Contracts and Grants - State	(2,841,329.00)	0.00
4003 Contracts and Grants - Private	325,436.00	0.00
4005 Auxiliary Enterprise Revenue	(1,527,365.00)	(965,000.00)
4006 Miscellaneous Revenue	(27,000.00)	0.00
4007 State Appropriations	(5,745,311.00)	(6,287,473.00)
4008 Cares Act	(1,857,046.00)	(3,865,537.00)
4010 Investment Income	(622.00)	0.00
5000 Salaries and Wages	10,821,592.00	12,388,093.00
5001 Benefits	2,505,818.00	2,893,945.00
5002 Supplies and Other Services	8,103,674.00	5,650,327.00
5003 Utilities	1,045,481.00	863,106.00
5004 Student Financial Aid - Scholarships and Fellows	1,670,356.00	3,500,000.00
	<u>(1,300,808)</u>	<u>-</u>

**% of
Budget**

95%

110%

#DIV/0!

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158%

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91%

48%

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87%

87%

143%

121%

48%

0

Cover Page

Prompts and Parameters

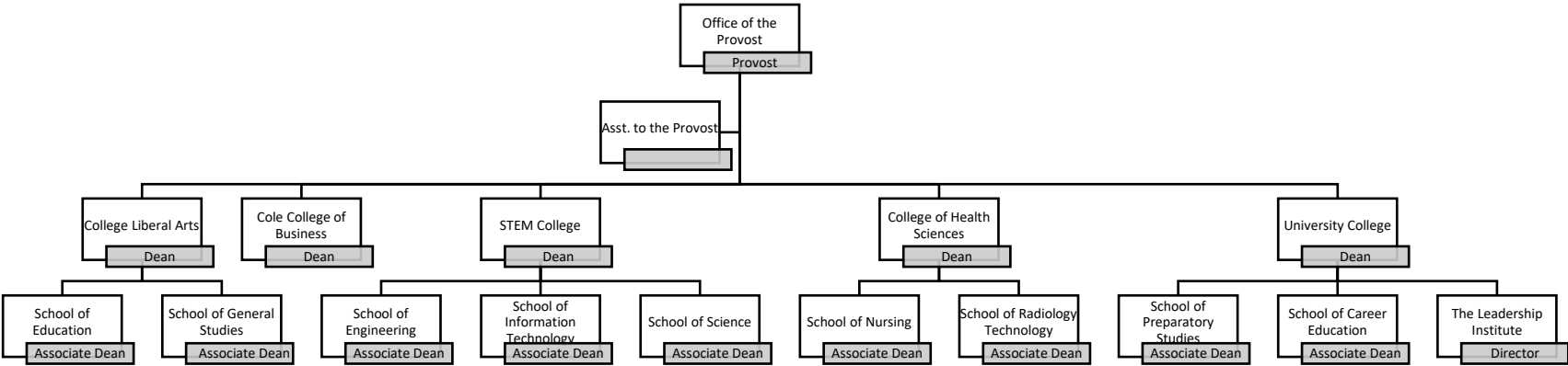
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 BFY: 2022
 Accounting Period: 11
 Department: 0482
 Cabinet:
 Fund:
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 Appropriation:
 Object:

Report Description

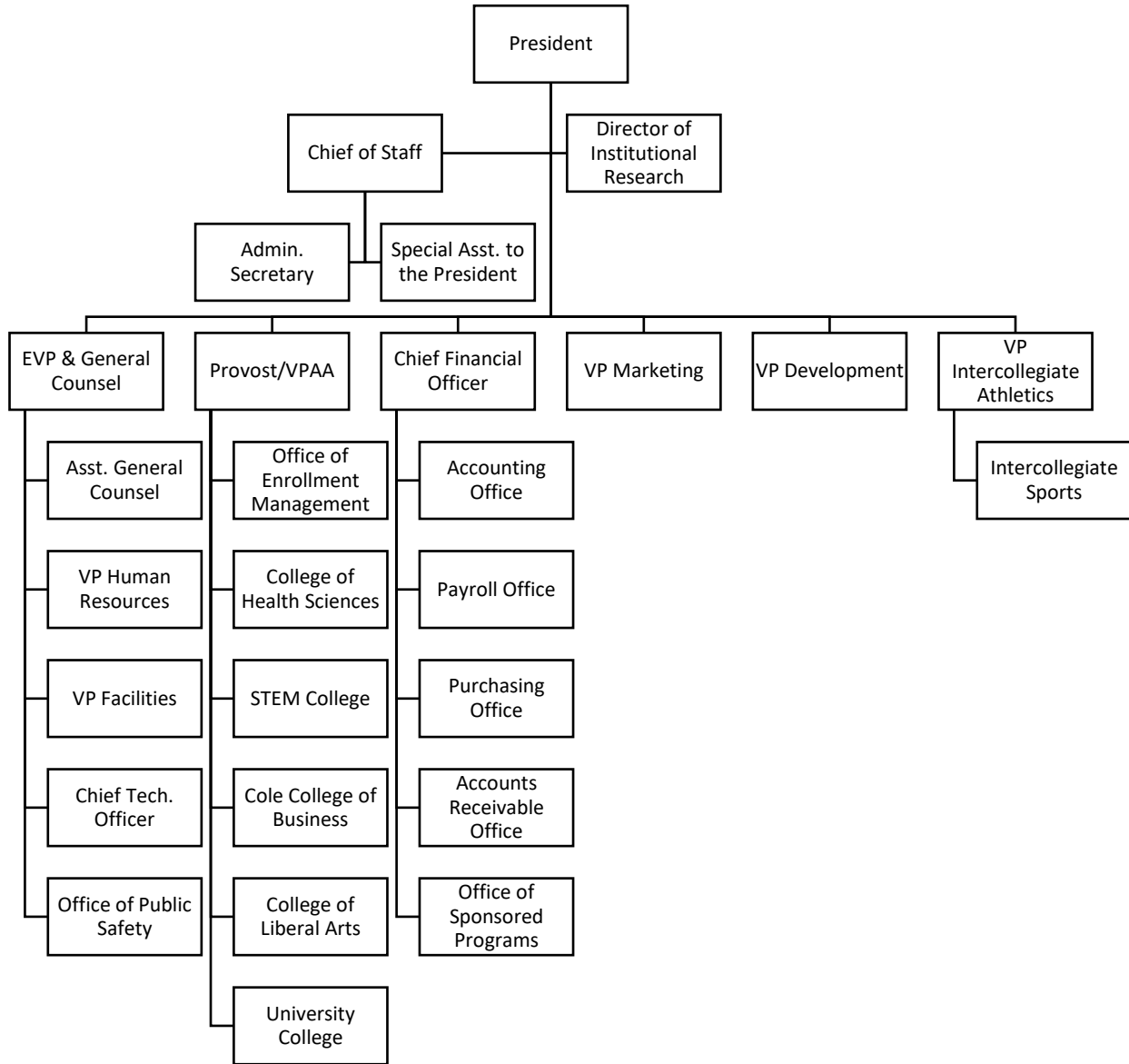
This report shows Budget and Actual amounts for the Central Budget Structure 92 Level 2. The information in this report can be located on the budget inquiry page BQ9:

BFY	Fund	Approp	Dept	Obj	Adopted	Amendments	Current Budget	Encumbered	Accrued Exp	Cash Exp	Uncommitted	Actual Exp	Unexp Cash	Unexp Accrued	% Unexpended	% Uncommitted
General Administration																
	354			Total Fund:	6,287,473.00	0.00	6287473	0	0	5649562.75	637910.25	5649562.75	637910.25	637910.25	10.15%	10.15%
Tuition and required fees																
	4371			Total Fund:	11,375,000.00	0.00	11375000	315301	125849.77	10374474.98	559374.25	10500324.75	1000525.02	874675.25	7.69%	4.92%
Auxillary and auxillary capital fees																
	4372			Total Fund:	965,000.00	1,004,100.00	1969100	0	50697.77	1840647.49	77754.74	1891345.26	128452.51	77754.74	3.95%	3.95%
Education and general capital fees																
	4373			Total Fund:	555,000.00	1,401,000.00	1956000	0	33881.99	1913403.18	8714.83	1947285.17	42596.82	8714.83	0.45%	0.45%
Gifts, Grants (Nonfederal) and donations																
	4375			Total Fund:	2,055,000.00	0.00	2055000	1	2285.55	1369728.69	682984.76	1372014.24	685271.31	682985.76	33.24%	33.24%
Federal grants and contracts																
	8767			Total Fund:	4,057,998.00	1,000,000.00	5057998	226262.28	96827.8	2906126.02	1828781.9	3002953.82	2151871.98	2055044.18	40.63%	36.16%
Grand Total:					25,295,471.00	3,405,100.00	\$28,700,571.00	\$541,564.28	\$309,542.88	\$24,053,943.11	3795520.73	\$24,363,485.99	\$4,646,627.89	\$4,337,085.01	15.11%	13.22%

Bluefield State University
Academic Organization



UNIVERSITY REORGANIZATION
Draft 6/9/2022



Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy AC-201, Academic Objectives (Revision)

Subject: This policy is being revised to transfer physical wellness and art, theater and music appreciation from a core competency to co-curricular activities. The policy also updates language and certain references.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

BLUEFIELD STATE ~~COLLEGE~~UNIVERSITY
BOARD OF GOVERNORS

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POLICY NO. AC-201

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ACADEMIC OBJECTIVES

1.0 IN GENERAL

1.1 **Student Preparation.** Bluefield State ~~College~~University (~~the College~~University) ~~University~~ ("the University") shall prepare its students for real world success by assuring that each graduate:

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- 1.1.1 is competent in their chosen field of study;
- 1.1.2 has the workplace skills necessary to succeed in the economic marketplace;
- 1.1.3 is capable of participating as a knowledgeable member of American civil society; and
- 1.1.4 possesses a solid ethical foundation.

1.2 **Roles and Responsibilities.** The roles and responsibilities for achieving these objectives are as follows:

- 1.2.1 Consistent with state law, it is the Board's role to set forth these academic objectives and hold the ~~College~~University responsible for achieving such objectives;
- 1.2.2 It is the role and responsibility of the academy to design and implement the course curriculum necessary to achieve the objectives set forth in Section 1.1.
- 1.2.3 It is the President's role and responsibility to assure that the necessary courses, faculty and methods of assessment will be created and implemented in order to achieve the academic objectives set forth in Section 1.1 of this policy.

1.3 **Accountability.** At each annual meeting of the Board of Governors, ~~The President is directed to~~ shall provide a report to the Board of Governors detailing the ~~college~~University's progress in achieving these objectives.

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1.3.1 For the purposes of this paragraph, the President shall report real results that relate to acquiring knowledge and skills and not traditional academic seat-time measures of compliance such as graduation rates, retention rates, progress towards graduation, number of hours or other time-related assessments.

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1.4 Minimum Requirements. The objectives set forth in Section 1.1 are the minimum objectives to be achieved in order to prepare our graduates for real world success. As such, it is within the role of the Academy to establish additional objectives that it believes will further prepare our graduates for real world success.

2.0 FIELD OF STUDY

2.1 Competent defined. A graduate shall be considered “competent in their chosen field of study” when he or she has mastered the content or the relevant body of knowledge required and possesses the skill necessary to apply such knowledge in a vocational environment so as produce a desired set of results.

2.2 Curriculum. The curriculum for each field of study must be rigorous, current and require student performance appropriate for the credential awarded.

2.3 Accountability. The ~~CollegeUniversity University~~ shall maintain a method to assess and demonstrate the competence of its graduates in their chosen field of study based upon external objective measures approved by the Board of Governors.

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2.3.1 “External objective measures” must measure results and may include, but are not limited to, job placement, major field tests, graduate admissions, licensure acquisition, comprehensive examination or other such data or information.

2.3.2 “External objective measures” may not include measures of process such as graduation rates, retention rates, number of graduates, credit hours completed or other such measurement that is based upon internally assigned values.

3.0 WORKPLACE SKILLS

3.1 Defined. “Workplace skills” include, but may not be limited to, critical thinking, creative thinking, problem solving, verbal communication, written communication, teamwork, leadership, intellectual rigor and discipline.

3.2 Curriculum. The ~~CollegeUniversity University~~ shall provide a curriculum in which all students shall obtain the workplace skills necessary to enable them to compete in a dynamic economic marketplace.

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3.3 Accountability. The ~~CollegeUniversity University~~ shall maintain a portfolio for each student that will demonstrate upon graduation that such student possesses the workplace skills necessary to compete in a dynamic economic marketplace.

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4.0 KNOWLEDGEABLE MEMBER OF AMERICAN SOCIETY

4.1 Defined. For the purposes of this policy, “a knowledgeable member of American society” means knowing and understanding:

- 4.1.1 The political, economic, philosophical and societal foundations for our country including the history of the United States and western civilization, in general;
- 4.1.2 The philosophical foundation, development and application of the American Constitution, Declaration of Independence and other founding documents to the operation of the American system of government;
- 4.1.3 The fundamentals of entrepreneurship and the free market economic system and a comparison to other major economic systems; and
- 4.1.4 West Virginia history that includes the development of the AfricanAmerican community and the role of historically black collegeUniversities and universities in advancing African-Americans politically, economically and societally.

4.2 Curriculum. The College-University shall provide a curriculum in which all students shall obtain the broad base of knowledge necessary to participate as a knowledgeable member of society.

4.3 Accountability. The CollegeUniversity University shall maintain a portfolio for each student that will demonstrate upon graduation that such student has the broad base of knowledge necessary to participate as a knowledgeable member of society.

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5.0 CORE COMPETENCIES. The core curriculum shall prepare each graduate to be competent in the following areas:

5.1.1 Associate’s Degree. All students receiving an associate’s degree shall be required to be competent in the following areas:

- 5.1.1.1 Western civilization and history to 1600 and American history
- 5.1.1.2 The U.S. Constitution and American system of government
- 5.1.1.3 Political economy focused on free market economics
- 5.1.1.4 Written and oral communications
- 5.1.1.5 Mathematics
- 5.1.1.6 Ethics in the student’s field of study
- 5.1.1.7 General Science

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5.1.2 **Bachelor's Degree.** In addition to the competencies required in Section 5.2.1, students receiving a bachelor's degree shall also be competent in the following areas:

- 5.1.2.1 ~~_____~~ Western history to 1600 and American history
- 5.1.2.2 ~~_____~~ The U.S. Constitution and American system of government
- 5.1.2.3 ~~_____~~ Political economy focused on free market economics
- 5.1.2.4 ~~_____~~ Written and oral communications
- 5.1.2.5 ~~_____~~ Critical and creative thinking
- ~~_____~~ 5.1.2.6 ~~_____~~ Physical wellness
- 5.1.2.67 ~~_____~~ Mathematics
- 5.1.2.78 ~~_____~~ Ethics in the student's field of study
- 5.1.2.89 ~~_____~~ General Science
- ~~_____~~ 5.1.2.10 ~~_____~~ Appreciation of music, art and/or theater
- 5.1.2.911 ~~_____~~ History of the student's field of study

5.1.3 **Honors Students.** In addition to the competencies required in Section 5.2.2, students receiving a bachelor's degree and enrolled in the Honors ~~CollegeUniversity~~ shall also be required to complete a senior capstone project and be competent in the following areas:

- 5.1.3.1 ~~_____~~ The Western philosophical tradition
- 5.1.3.2 ~~_____~~ World theologies with a focus on the Western theological tradition
- 5.1.3.3 ~~_____~~ Great books in the Western tradition
- 5.1.3.4 ~~_____~~ Speech and debate

5.2 ~~_____~~ **Co-curricular activities.** The University shall maintain a portfolio for each student that will demonstrate that by participation or engagement that the students has experienced frequent exposure to physical wellness activities and an appreciation of the arts including music, art and/or theater.

5.3 ~~_____~~ **Accountability.** The ~~CollegeUniversity~~ shall demonstrate that upon graduation that all students are competent in each area of the core curriculum. The ~~CollegeUniversity~~ shall maintain a method to assess and demonstrate the competence of its graduates in the areas within the core curriculum based upon objective measures approved by the Board of Governors.

5.34 ~~_____~~ **Competent defined.** A graduate shall be considered "competent" in all areas of the core curriculum when he or she has mastered the content or the relevant body of knowledge required and possesses the skill necessary to apply such knowledge in a vocational environment so as produce a desired set of results.

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6.0 COMMUNITY SERVICE

6.1 **Required service.** The CollegeUniversity shall require each graduate receiving an associate's or bachelor's degree to have performed a level of community service as approved by the CollegeUniversity.

6.2 **Defined.** For the purposes of this section, community service is defined as voluntary work performed by a student that benefits others in the community either individually or through organizations that support children, senior citizens, people with disabilities, animals, local parks, the arts, historic building preservation or other charities including faith-based organizations.

7.0 INTERNATIONAL CULTURES

7.1 **Opportunities Required.** The CollegeUniversity shall require each student receiving a bachelor's degree to have received an introduction to one or more international cultures through an appropriate curricular, co-curricular or extracurricular opportunity.

7.2 **Accountability.** The CollegeUniversity shall maintain a portfolio for each student that will demonstrate upon graduation that such student has received an introduction to one or more international cultures through an appropriate curricular, co-curricular or extracurricular opportunity.

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~~or more international cultures through an appropriate curricular, co-curricular or extracurricular opportunity.~~

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Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy AC-204, Standards and Procedures for Undergraduate Admissions (Revision)

Subject: This policy is revises current policy to change “College” to “University” and to reflect the changes in admission standards in regard to the use of standardized test scores.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

BLUEFIELD STATE ~~COLLEGE-UNIVERSITY~~
BOARD OF GOVERNORS
POLICY NO: AC-204

TITLE: STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes standards and procedures for undergraduate institutional admissions policies.
- 1.2 Authority: West Virginia Code §18B-1-1A; 18B-1-4
- 1.3 Repeal of Former Rule - State Repeals and replaces Series 23 which had an effective date of June 1, 2007.
- 1.4 Filing Date: December 16, 2013
- 1.5 Effective Date: March 8, 2013, December 12, 2013

SECTION 2. ADMISSIONS STANDARDS

- 2.1 As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of federal, state and community resources, Bluefield State ~~College-University~~ admissions policies shall incorporate the following basic standards.
- 2.2 Associate's Degree Program admission to Bluefield State ~~UniversityCollege~~ is open to any person who has a high school diploma or meets General Educational Development (GED) requirements and overall grade point average (GPA) of 2.00. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall not ensure the entry of applicants into specific programs.
- 2.3 Bachelor's Degree Program admission to Bluefield State ~~College-University~~ is open to any person who meets the General Educational Development (GED) requirements or has a high school diploma, overall grade-point average (GPA) of at least 2.0 ~~and a composite score of at least 18 on the ACT, or a 3.0 GPA may be admitted on a regular admission basis. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT), these scores may be substituted for the ACT. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the chancellor. These students will not be required to take the ACT at a later time.~~

2.3.1 Conditional admission may be granted in instances where GPA ~~or ACT~~ standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work.

2.3.2 In addition to GPA ~~and ACT~~ requirements, students must successfully complete the following minimum academic core unit requirements prior to admission:

Required Units (Years)

- 4 English (including English 12CR and courses in grammar, composition, literature)
- 3 Social Studies (including U.S. History)
- 4 Mathematics* (three units must be Algebra I and higher or Math I or higher; Transitional Math for seniors will also be accepted)
- 3 Science* (all course to be college preparatory laboratory science, preferably including units from biology, chemistry, and physics)
- 1 Arts
- 2 Foreign Language (two units of the same foreign language, sign language is also acceptable)

Elective Units

Remaining Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and typing/keyboarding.

2.4 Transfer Students. Students seeking transfer admission to Bluefield State ~~College~~University must be academically eligible to return to the institution from which they wish to transfer. Students seeking transfer admission or readmission to the ~~college~~University must meet the institution's basic admission standards: a completed application for admission, high school transcripts (if transferring fewer than 26 hours), official transcripts from all colleges attended, ~~copy of ACT, SAT or COMPASS test scores~~, record of measles, rubella immunization, students with more than 32 hours credit must have an overall 2.0 GPA on all coursework.

2.4.1 Students under disciplinary sanction at a college or university at the time of the application for transfer admission are also subject to other applicable rules of Bluefield State ~~College~~University.

2.5 Home-Instructed/Home -Schooled students who provide appropriate ACT composite scores as outlined above and meet institutional requirements may be admitted on a regular basis

~~2.6 All students who have graduated from high school with a GPA of 2.00 or higher or completed GED requirements more than five years prior to seeking admission to Bluefield State College may have the requirement for ACT or SAT scores exempted.~~

~~2.72.6~~ Non-Degree Students. Bluefield State ~~College~~University may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

~~2.82.7~~ It should be noted that the basic standards contained in this section are based upon current levels of funding. Should financial resources be limited, it may be necessary to establish additional standards and/or accept only those qualified students applying by a specified date.

SECTION 3 INTERNATIONAL STUDENTS

- 3.1 International students are required to abide by the same freshman and/or transfer admission requirements as previously stated in this policy.
- 3.2 International students are not required to present ACT or SAT scores for admission purposes.
- 3.3 International students must submit proof of successful completion of an ESL program or a TOEFL score of 500 or better, Computer TOEFL score of 173 or better, Internet TOEFL score of 64 or better, or IEL test band score of 6.0 or better.

SECTION 4. INSTITUTIONAL ADMISSIONS PROCEDURES

- 4.1 High school transcripts are required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.
- 4.2 Students who desire to enroll at Bluefield State ~~College~~University and who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT, SAT or COMPASS scores prior to admission.
- 4.3 ~~In accordance with Section 3.3, students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.~~
- 4.4 Transfer students must supply the institution with official transcripts reflecting all previous ~~college~~University work prior to admission.
- 4.45 In addition to the above, the ~~College~~University may use, but shall not be limited to the use of, the following information in determining admission to the institution and/or institutional programs:

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4.45.1 Records of traditional academic performance relative to the specific educational program to which the student seeks entry.

4.45.2 Record of nontraditional learning experiences.

4.45.3 Standardized examinations relative to the requirements of the program to which the student seeks entry.

4.45.4 College equivalency examinations such as the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP); also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program.

4.45.5 Recommendations and reports of interviews.

4.56 Health records may be required after admission into the institution. Immunization records are to be submitted at the time of initial enrollment.

SECTION 5. INSTITUTIONAL ADMISSIONS POLICIES

5.1 Institutional admissions policies shall be comprehensive and stated in specific terms and shall include the general admissions requirements of the institution, as well as additional requirements for entry into specific programs.

5.2 While it is not the policy of the board to exclude nonresidents from state institutions or their programs, preference shall be given to qualified West Virginia residents (as defined by Series 34) in cases where enrollments must be limited.

5.3 All institutional admissions policies shall be submitted to the Bluefield State ~~College~~University Board of Governors for evaluation in terms of their compatibility with stated board policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the Bluefield State ~~College~~University Board of Governors prior to their actual implementation.

5.4 All institutional admissions policies shall be consistent with applicable State and Federal regulations regarding nondiscrimination.

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy AC-204A, Admissions into Colleges and Schools (New)

Subject: This policy establishes guidelines for student admissions into the University's colleges and schools.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

**BLUEFIELD STATE UNIVERSITY
BOARD OF GOVERNORS
POLICY NO. AC-204A**

ADMISSIONS INTO COLLEGES AND SCHOOLS

SECTION 1. GENERAL

- 1.1 Scope: This policy sets forth the standards for admission into Bluefield State University's colleges and schools.
- 1.2 Authority: W. Va. Code §§ 18B-2A-4(a), 18B-8-1, 18B-8-7,
- 1.3 Notice of Policymaking Approved: June 23, 2022
- 1.4 Comment Period: June 24 – July 25, 2022
- 1.5 Board of Governors Approved: July 29, 2022
- 1.6. Effective date: For admissions in Fall 2023

SECTION 2. SCHOOL ADMISSION

- 2.1 **Classification.** Bluefield State University shall maintain a rigorous curriculum in each field of study offered through its colleges and schools. Applicants admitted to the University pursuant to Policy AC-204 shall be further admitted to the appropriate school based upon their ability to perform college level work.
- 2.1.1 The admissions requirements established by the President shall reflect the degree of expectation that students admitted into each school will be capable of performing well, academically.
- 2.2 **Direct admission.** High achieving students who have demonstrated their ability to excel in their college work may be directly admitted into a school in the STEM College, Cole College of Business, College of Health Sciences College of Arts and Sciences.
- 2.2.1 A student must be admitted into a school as a prerequisite to enrolling in any classes at the 200 level and above.
- 2.3 **Basic admission.** Applicants whose ability to perform college level work is problematic shall be admitted into the School of General Studies for one year in order to enroll in 100 level introductory courses as an opportunity to demonstrate their ability to perform college level work.

2.3.1 Basic admission students who demonstrate their ability to perform college level work through their performance in 100 level classes may then apply for admission into a school in the STEM College, Cole College of Business, College of Health Sciences College of Arts and Sciences where, once accepted, they may proceed to enroll in classes at the 200 level and above.

2.4 **Preparatory admission.** Applicants who lack the appropriate secondary education in preparation for college level work shall be admitted to the School of Preparatory Studies.

2.4.1 Students who satisfactorily complete the college preparatory curriculum developed to meet their own, special needs may apply for basic admission to the School of General Studies.

2.5 **Admissions committee.** The associate dean of each school within the STEM College, Cole College of Business, the College of Health Sciences, the College of Arts and Sciences and the University College shall appoint an admissions committee whose duties and responsibilities shall include:

- (a) Recommending admission requirements for their respective schools to the President;
- (b) Reviewing applicants seeking admission in their respective schools; and
- (c) Admitting applicants who meet the admission requirements for their school.

2.6 **Admission requirements.** Following a review of the recommendations by each school, the President shall establish requirements for admission to each school.

2.6.1 The admission requirements may include such criteria as grade point average, standardized test scores, performance in advanced placement courses, performance in honors courses, rigor of the high school curriculum, evaluation interviews, and others.

2.6.2 The admission requirements for transfer students shall include their demonstrated ability to perform college level work at their prior institution.

2.7 **Hardship admissions.** The admissions committee in each school may waive the requirements for up to ten percent of their admissions at the beginning and during any academic year for students who may possess extraordinary circumstances in which the admissions committee finds that their ability to satisfy the appropriate school admissions criteria does not reflect the applicants ability to perform college level work.

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy FC-403A, Academic Freedom and Professional Responsibility

Subject: This policy revises sections of current policy FC-403A as it relates to faculty responsibilities by maintaining most of the current language and refining the language that addresses faculty activity for pecuniary return.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

BLUEFIELD STATE COLLEGE UNIVERSITY
BOARD OF GOVERNORS
POLICY NO. FC-403A

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~~TITLE: ACADEMIC FREEDOM, AND PROFESSIONAL RESPONSIBILITY,
PROMOTION, AND TENURE~~

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SECTION 1. GENERAL

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1.1 Scope: ~~This policy relates to~~ defines academic freedom and responsibility, ~~as it relates to the roles and responsibilities of members of the faculty appointment, promotion, tenure, non-reappointment or dismissal of faculty, and grievance procedures for matters pertaining to faculty.~~

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1.2 Authority: W. Va. Code §§ ~~18B-1-6, 18B-1B-4 and 18B-7-4~~ 18B-2A-4(a), 18B-8-1, 18B-8-7.

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1.3 ~~Filing Date~~ Notice of Policymaking Approved: ~~November 16, 2006~~ June 23, 2022

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1.4 ~~Effective Date: June 20, 2013~~ Comment Period: June 24 – July 25, 2022

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1.5 Board of Governors Approved: July 29, 2022 ~~Effective Date: June 20, 2013~~

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SECTION 2. ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY

2.1 **Purpose:** Academic freedom at ~~this institution~~ Bluefield State University of higher education is necessary to enable the institution to perform its societal obligation as established by the Legislature. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in institutions of higher education. Faculty members and students must always remain free to inquire, study, and evaluate.

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2.2 **Privilege Granted:** Through the exercise of academic freedom, members of the academic community ~~freely~~ are free to study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution.

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2.2.1. **Responsibilities:** To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities.

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2.2.1.1. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties.

~~2.2.1.2. It should be noted, however, that such~~ The privilege of academic freedom does not automatically imply institutional support.

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~~2.2.1.3. Activity for pecuniary return that interferes with one's a faculty members~~ obligations to the institution as determined by the university should be based upon an understanding, reached before the work is performed, with the appropriate administrators of the institution.

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2.2.1.3.1. For the purposes of this section, "activity" shall include any work provided for pecuniary return through research, other activities associated with the university, the private sector, the public sector and any other fee, salary or other payment for work performed.

2.2.1.3.2. Pursuant to this section, any faculty member engaged in activity for pecuniary return shall receive institutional approval by written agreement prior to engaging in such activity. Engaging in such activity without such approval shall be cause for termination of current appointment and refusal to provide in subsequent appointments.

2.2.2. Classroom Freedom. ~~Further, Each~~ faculty member is entitled to freedom in the classroom in discussing the subject assigned to be taught.

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2.2.3. Public Activity. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

2.3 Academic Responsibilities. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. A faculty member is a citizen, a member of a learned profession, and a representative of the educational institution. As such, a faculty member, together with all other members of the academic community, has the following responsibilities: ~~ty for~~

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~~(a) P~~rotecting, defending, and promoting individual academic freedom for all members of the community;

~~(b) The faculty member has the responsibility of e~~Contributing to institutional and departmental missions in teaching, research, and service as defined by the institution; ~~and~~

~~(c) The faculty member is responsible also a~~As a teacher, for ~~S~~triving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking or writing only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution.

2.4 **Additional Responsibilities.** In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs.

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2.4.1. Student recruitment. The financial stability of a program and recruitment of an adequate number of students depends in part on the faculty. As such, all faculty shall be responsible for engaging in the recruitment of students for their programs and the college, in general.

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2.4.2. Quality. The common goal of quality must be nurtured and responsibility for it shared by all.

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2.4.3. Serving the institution's purpose and mission. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

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2.5 **Professional Development.** Faculty interests and skills change, disciplines evolve, and new professions or fields of study merge. All faculty members are responsible for remaining current in their disciplines. ~~All are encouraged to explore opportunities for further~~ as well as developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are ~~encouraged to~~ responsible for growth in competency in their own disciplines and strengthening their interests in related fields.

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2.6 **Participation in Program Review.** As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes.

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SECTION 3. FACULTY: RANKS AND DEFINITIONS

~~3.1 The faculty shall be those appointees so designated by the President. The faculty may include, but are not limited to, such professional personnel as faculty equivalents, academic professionals, and those involved in off-campus academic activities.~~

~~3.2. Faculty may fall into one of the following classifications:~~

~~3.2.1 Tenured: Those faculty members who have attained tenure status as determined by the institutional procedures. Normally, tenured appointments are full-time (1.00 FTE or the equivalent, as determined by the institution) for the academic year.~~

~~3.2.1.1 Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to~~

~~exceed one calendar year. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a fulltime tenured appointment or, if the faculty member chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.~~

~~3.2.2 Tenure Track: Those faculty members who have been appointed on a fulltime (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position.~~

~~3.2.2.1 Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure (exceptions are in the Faculty Handbook).~~

~~3.2.3 Clinical Track: Those faculty members who have been appointed and have been designated as being in a clinical-track position. Their appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or parttime.~~

~~3.2.4 Non-tenure Track: Those faculty members who have not been appointed in a tenure-track, clinical-track, or tenured status. Their appointment may be fulltime (1.00 FTE or the equivalent, as determined by the institution) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of nontenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.~~

~~3.3 Faculty appointed to tenured, or tenure-track positions shall be appointed in one of the following ranks:~~

~~3.3.1 Professor;~~

~~3.3.2 Associate Professor;~~

~~3.3.3 Assistant Professor; or~~

~~3.3.4 Instructor~~

~~3.4 Faculty appointed to clinical-track positions may be appointed to one of the following ranks:~~

~~3.4.1 Professor, with the designation of School of Nursing and Allied Health (SN);~~

~~3.4.2 Associate Professor, with the designation of School of Nursing and Allied Health (SN);~~

~~3.4.3 Assistant Professor, with the designation of School of Nursing and Allied Health (SN); or~~

~~3.4.4 Instructor, with the designation of School of Nursing and Allied Health (SN)~~

~~3.5 Clinical-track faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Clinical-track faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.~~

~~3.6 Other appropriate titles which more accurately indicate the nature of the position may be used.~~

~~3.7 Persons assigned full-time or part-time to administrative or staff duties may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, or nontenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.~~

~~3.8 Clinical-track and non-tenure-track faculty at all institutions hold non-tenurable appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.~~

~~3.9 Non-tenure-track appointments shall have one of the following titles:~~

~~3.9.1 Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;~~

~~3.9.2 Lecturer or senior lecturer;~~

~~3.9.3 Assistant, designated as graduate, research, clinical, or adjunct, as applicable to describe the connection or function.~~

~~3.10 Non-tenure-track full-time (1.00 FTE or the equivalent, as determined by the institution) faculty appointments may be used only if one or more of the following conditions prevail:~~

~~3.10.1 The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.~~

~~3.10.2 The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.~~

~~3.10.3 The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.~~

~~3.10.4 The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.~~

~~3.10.5 The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.~~

~~3.10.6 Appointment or reappointment to a non-tenure-track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.~~

~~3.11 All tenured, tenure-track, clinical-track, and non-tenure-track appointments will be made with consultation of appropriate faculty and other collegiate units.~~

~~3.12 Every faculty contract shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.~~

~~3.13—Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.~~

~~SECTION 4. FACULTY: TYPES AND CONDITIONS OF APPOINTMENT~~

~~4.1—Full-time appointments to the faculty of the institution, other than those designated as clinical track, or non-tenure track, shall be either tenured or tenure track.~~

~~4.2—All clinical track and other non-tenure track appointments, as defined in Section 3 of this policy shall be neither tenured nor tenure track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.~~

~~4.3—The appointment of a person to a full-time position is made subject to the following conditions:~~

~~4.3.1—The appointee shall render full-time service. Outside activities, shall not be restricted unless such activities or employment interfere with the adequate performance of institutional duties. The institution expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. The institution shall maintain a program of periodic review of outside services of appointees to guide faculty members.~~

~~4.3.2—If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the institution has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.~~

~~4.3.3—The College may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the institution, provided such activity: (1) further develops the faculty member professionally, (2) does not interfere with duties and responsibilities to the institution, and (3) does not utilize State property.~~

~~4.4—If the status of a faculty member changes from non-tenure-track, clinical-track, or to tenure-track, the time spent at the institution may, at the discretion of the President, be counted as part of the tenure-track period.~~

~~SECTION 5. JOINT INSTITUTIONAL APPOINTMENTS~~

~~5.1—Faculty members may be appointed to perform academic duties at two or more public institutions of higher education in West Virginia, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary, and tenure. However, when cause therefore shall occur, appropriate counseling, disciplinary action, and the like shall be the responsibility of the institution where the occurrence arose.~~

~~5.2—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 specified in the agreement between the faculty member and the institutions sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.~~

~~5.3—Full-time faculty members of Bluefield State College appointed under joint or contractual appointments shall continue to be considered full-time employees of Bluefield State College.~~

~~SECTION 6. EMERITUS STATUS~~

~~6.1—Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service. The criteria, procedures and emoluments shall be set forth with other faculty personnel policies.~~

~~SECTION 7. PROMOTION IN RANK~~

~~7.1—Within the following framework, the baccalaureate college shall maintain, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for promotion in rank for tenured, tenure-track, clinicaltrack, and non-tenure track faculty:~~

~~7.1.1—There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established in conformance with this document and appropriate to the mission of the institution. Examples include, but are not limited to: excellence in teaching; publications and research; professional and scholarly activities and recognition; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; significant service to the community; experience in higher education and at the~~

institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the President.

~~7.1.2 There shall be demonstrated evidence that, in the process of making evaluations for promotions, there is participation of persons from several different groups, such as: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division chairperson, and students.~~

~~7.1.3 There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.~~

~~7.1.4 The institution shall provide copies of its institutional guidelines and criteria for promotion to the Policy Commission and shall make available such guidelines and criteria to its faculty.~~

~~7.2 Promotion shall not be granted automatically, but shall result from action by the institution, following consultation with the appropriate academic units.~~

SECTION 8. FACULTY RESIGNATIONS

~~8.1 A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline re-appointment, shall give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.~~

SECTION 9. TENURE

~~9.1 Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. The College shall maintain, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for the award of tenure. There shall be demonstrated evidence that tenure is based upon a wide range of criteria such as: excellence in teaching; publications and research; professional and scholarly activity and recognition; accessibility to students; adherence to professional~~

~~standards of conduct; effective service to the institution, college and department; significant service to the community; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the President.~~

~~9.2 In making tenure decisions, careful consideration shall be given to the tenure profile of the institution, projected enrollment patterns, staffing needs of the institution, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The President and academic officers shall be mindful of the dangers of losing internal flexibility and institutional accountability to the citizens of the State as the result of an overly tenured faculty.~~

~~9.3 Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the institution, following consultation with appropriate academic units.~~

~~9.4 Tenure may be granted at the time of the appointment by the President, following consultation with appropriate academic units.~~

~~9.5 Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.~~

~~9.6 A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.~~

SECTION 10. TENURE TRACK STATUS

~~10.1 When a full-time faculty member is appointed on other than a clinical track, or non-tenured track or tenured basis, the appointment shall be tenure track.~~

~~10.2 During the tenure track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished the individual concerned.~~

~~10.3 The maximum period of tenure track status normally shall not exceed seven years. Before completing the penultimate year (the "critical year") of a tenure track appointment, any non-tenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the tenure track period, faculty members may be granted a tenured appointment before the sixth year of service, such an appointment is to be based upon criteria established by the institution and copies provided to the Policy Commission.~~

~~10.3.1 Institutions may establish policies to accommodate unusual situations, such policies to be approved by the Governing Board and reported to the Policy Commission.~~

~~10.4 During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision for non-retention or dismissal shall be provided promptly to the faculty member upon request.~~

~~10.5 For those appointed on or before March 8, 2003 after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision:~~

~~10.5.1 By letter post-marked and mailed at least no later than December 15 of the second academic year of service; and~~

~~10.5.2. By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.~~

~~10.6 For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter postmarked and mailed no later than March 1.~~

~~10.7 Notice of non-retention shall be mailed "Certified Mail-Return Receipt Requested."~~

~~10.8 Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudge further continuation after that additional year.~~

~~10.9 Faculty appointed at times other than the beginning of the academic year may request to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.~~

~~10.10 Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the President or designee within ten working days of receipt of the notice of non-retention.~~

SECTION 11. FACULTY EVALUATION

~~11.1 All faculty shall receive a yearly written evaluation of performance directly related to duties and responsibilities as defined by the institution.~~

~~11.2 Evaluation procedures shall be maintained and published with other faculty personnel policies and a copy sent to the Policy Commission and filed in the Central Office. Such procedures must be multidimensional and include criteria such as peer evaluations, student evaluations, and evaluations by immediate supervisors.~~

SECTION 12. DISMISSAL

~~12.1 Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more of the following causes:~~

~~12.1.1 Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;~~

~~12.1.2 Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;~~

~~12.1.3 Insubordination by refusal to abide by legitimate reasonable directions of administrators;~~

~~12.1.4 Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;~~

~~12.1.5 Substantial and manifest neglect of duty; and~~

~~12.1.6 Failure to return at the end of a leave of absence.~~

~~12.2 Notice of Dismissal for Cause: The institution shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:~~

~~12.2.1 Full and complete statements of the charge or charges relied upon; and~~

~~12.2.2 A description of the appeal process available to the faculty member.~~

~~12.3—Prior to giving the faculty member a written dismissal notice, the President or designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the institutional designee prior to the effective date to refute the charges.~~

~~12.4—Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.~~

~~SECTION 13. TERMINATION BECAUSE OF REDUCTION OR DISCONTINUANCE OF AN EXISTING PROGRAM~~

~~13.1—A tenured or tenure-track faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at the institution as a result of a review of the program, in accordance with the appropriate rule relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the institution shall make every effort to extend first refusal to the faculty member so terminated.~~

~~13.1.1 Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member's training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the institution. Faculty development programs and funds should be used to facilitate such reassignments.~~

~~13.2—Institutional policy for accommodating major reduction in, or discontinuance of, an existing program shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the Board, and reported to the Policy Commission prior to implementation.~~

~~13.3—Notice of Non-retention because of Program Reduction or Discontinuance: The institution shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.~~

~~13.4—The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.~~

~~SECTION 14. TERMINATION DUE TO FINANCIAL EXIGENCY~~

- ~~14.1 Termination of Employment Due to Financial Exigency: A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Board. Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the Board, and reported to the Policy Commission prior to implementation. Institutions should utilize appropriate program change policies.~~
- ~~14.2 Notice of Termination Due to Financial Exigency: The institution shall initiate proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:~~
- ~~14.2.1 A delineation of the rationale used for the determination of a financial exigency;~~
 - ~~14.2.2 A copy of the implementation procedures used by the institution related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and~~
 - ~~14.2.3 A description of the appeal process available to the faculty member.~~
- ~~14.3 To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.~~

~~SECTION 15. FACULTY GRIEVANCE PROCEDURE~~

- ~~15.1 A faculty member wishing to grieve or appeal any action of the institution or Governing Board may utilize the procedures set out in W. Va. Code §29-6A.~~

~~SECTION 16. INFORMAL PROCEDURES FOR CONFLICT RESOLUTION~~

- ~~16.1 The President may provide alternative procedures to those set out in West Virginia Code §29-6A for the resolution of conflicts.~~

~~SECTION 17. NOTIFICATION OF TERMS AND CONDITIONS OF FACULTY APPOINTMENTS~~

- ~~17.1 When an initial appointment is made, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. Therefore, a formal contract will be utilized each year to notify faculty about their appointments.~~
- ~~17.2 The letter of appointment or contract should state the following:~~

~~17.2.1 That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the institution's faculty handbook.~~

~~17.2.2 That the appointment is tenured, tenure-track, clinical-track, or non-tenure-track as defined in this policy.~~

~~17.2.3 That the rank (in case of a tenured, clinical-track, or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor, including a clinical-track designation, as appropriate, or~~

~~17.2.4 That the appointment is full time (1.00 FTE or the equivalent, as determined by the institution) or part time with the FTE identified.~~

~~17.2.5 That it is a terminal contract (whenever appropriate).~~

~~17.2.6 That it is a joint appointment with another institution (whenever appropriate), with the home institution specified.~~

~~17.2.7 The beginning and ending dates of the appointment.~~

~~17.2.8 For tenure-track appointments, the academic year in which tenure must be awarded (the "critical year").~~

~~17.2.9 The total salary for the appointment.~~

~~17.2.10 That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.~~

~~17.2.11 That the specific assignments of the position will be determined by the institution.~~

~~17.2.12 That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the President.~~

~~17.2.13 That a faculty member's appointment may be terminated because of a financial exigency.~~

~~17.2.14 That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the letter or contract to the designated representative of the institution within a reasonable time, which should be specified.~~

~~17.3—Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.~~

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy FC-403B, Faculty Appointments

Subject: This policy improves current policy FC-403B by (1) eliminating unnecessary language that resulted from the policy being copied verbatim from the legislation regulation; (2) organizing the sections regarding faculty appointments into a separate policy; (3) creates fixed term appointments; and (4) other minor changes.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

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

FACULTY APPOINTMENTS

SECTION 1. GENERAL

- 1.1 **Scope:** This policy relates to the classification and rank of faculty members upon appointment
- 1.2 **Authority:** W. Va. Code § 18B-2A-4(a), §18B-8-1 and §18B-8-7
- 1.3 **Notice of Policymaking Approved:** June 23, 2022
- 1.4 **Comment Period:** June 24, 2022 to July 25, 2022
- 1.5 **Board of Governors Approval:** July 28, 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.

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy FC-403C, Faculty Evaluations

Subject: This policy improves current policy FC-403 by (1) eliminating unnecessary language that resulted from the policy being copied verbatim from the legislation regulation; (2) organizing the sections regarding faculty evaluation into a separate policy; (3) creating post-tenure review; (4) providing for termination based upon deficient program performance; and (5) other minor changes.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

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

FACULTY EVALUATION

SECTION 1. GENERAL

- 1.1 **Scope:** This policy relates to faculty evaluation, post tenure review and grounds for dismissal
- 1.2 **Authority:** W. Va. Code § 18B-2A-4(a), §18B-8-1 and §18B-8-7
- 1.3 **Notice of Policymaking Approved:** June 23, 2022
- 1.4 **Comment Period:** June 24, 2022 to July 25, 2022
- 1.5 **Board of Governors Approval:** July 28, 2022

SECTION 2. FACULTY EVALUATION

- 2.1 **Annual evaluation.** Each year, every faculty member shall receive a written evaluation of his or her performance as it relates to their responsibilities. Such evaluation shall include the following areas:
 - (a) teaching;
 - (b) professional and scholarly activities and recognition;
 - (c) accessibility to students;
 - (d) adherence to professional standards of conduct;
 - (e) service to the University, college, school and department;
 - (f) active promotion of his or her field of study;
 - (g) student recruitment;
 - (h) service to the community and the people of West Virginia;
 - (i) other experience in higher education at the University; and
 - (j) professional growth.
- 2.2 **Post-tenure review.** At the end the third annual appointment following his or her award of tenure, using the same standards by which tenure is initially awarded, all tenured faculty members shall demonstrate that they have maintained or exceeded performance of the criteria set forth in section 3.3 of Board of Governors Policy FC-403B.
- 2.3 **Administrative procedures.** The President shall establish by administrative procedure the process by which (1) annual evaluations required under section 2.1 and (2) post-tenure review required under section 2.2 shall be conducted.

SECTION 3. TERMINATION

- 3.1 **Causes for termination.** The President may terminate the appointment of a faculty member during the course of the appointment for one or more of the following causes:
- 3.1.1 Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;
 - 3.1.2 Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;
 - 3.1.3 Insubordination by refusal to abide by legitimate reasonable directions of a supervisor or administrator;
 - 3.1.4 Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;
 - 3.1.5 Substantial and manifest neglect of duty;
 - 3.1.6 Failure to return at the end of a leave of absence;
 - 3.1.7 Failure to notify the President of activity for pecuniary return outside the scope of his or her appointment; and
 - 3.1.8 Failure of a tenured professor to maintain the standards set forth in section 3.3 of FC-403B.
- 3.2 **Nonrenewal.** It is a condition of all tenure-track and fixed term appointments that the faculty members serve at the will and pleasure of the President and that upon the expiration of the term of a faculty member's contract that the President possesses the discretion whether or not to renew such appointment for subsequent terms.
- 3.3 **Termination due to program reduction, elimination or deficient program performance.** Following a program review, the President may terminate the appointment of a tenured, tenure-track or fixed term faculty member due to a reduction or discontinuance of a program or a finding that such program's performance is deficient as measured by metrics required under section 2.3 of Policy AC-201, Academic Objectives.

- 3.4 **Termination due to financial exigency.** The President may terminate the appointment of a tenured, tenure-track or fixed term faculty member pursuant to a declaration of financial exigency under Board of Governors Policy BG-106.
- 3.5 **Contract payments required.** A faculty member who is terminated for reasons other than those set forth in sections 3.1 and 3.4 shall be entitled to payment for the balance of term of appointment.
- 3.6 **Administrative procedures.** The President shall establish by administrative procedure the process by which a faculty member may be terminated.

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy HR-703, Employees (Revised)

Subject: This policy improves current policy HR-703 by designating all staff employees as “critical” and other minor changes.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

BLUEFIELD STATE ~~COLLEGE~~ UNIVERSITY
BOARD OF GOVERNORS
POLICY NO. HR-703

TITLE: ~~CLASSIFIED~~ EMPLOYEES

SECTION 1. GENERAL

1.1 Scope: This rule establishes procedures related to West Virginia Code 18B.

1.2 Repeal of Former Rule -Repeals and replaces Series 31, effective September 5, 1996.

1.3 Replaces Title 133, Procedural Rule, Series 31.

1.4 Effective Date: March 21, 2002; amended July 25, 2017; ~~amended _____, _____, 2022.~~

1.5 Filing Date: ~~August 30, 2017 _____, _____, 2022.~~

1.6 BSUG Policy Monitor: Human Resources

SECTION 2. DEFINITIONS

~~2.1 Part-Time Regular Employee (PTR). An employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.~~

~~2.2 Temporary Employee. An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program.~~

~~2.3 Casual Employee. A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program.~~

~~2.4 Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program.~~

~~2.5~~ Classified Employee. "Classified employee" or "employee" means a regular

fulltime or regular part-time employee of an organization who: (i) does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and (ii) is not otherwise a nonclassified employee designated pursuant to subdivision (11) of WV Code Section §18B-9A-2: Provided, That any employee of an organization who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a nonclassified employee pursuant to the provisions of subparts (A) through (D) of subdivision (11) of WV Code Section §18B-9A-2. A classified employee is covered by the provisions of the classification program.

2.26 Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

SECTION 3. ~~PART-TIME AND TEMPORARY~~ EMPLOYEES CLASSIFICATION

3.1 Bluefield State University considers all employee positions to be critical to the institution. Therefore, all staff positions are nonclassified. While critical to daily operations, an employee may or may not be deemed essential to report for duty in emergencies or other special situations as identified by the President, or the President's designee.

3.2 The President or his/her designee shall design, develop and administer a fair and appropriate compensation management and classification system for faculty and other employees that is consistent with Bluefield State University's mission, vision, and values, taking into consideration the following principles:

3.2.1 Effectively and appropriately educating Bluefield State students;

3.2.2 Motivating and rewarding faculty and other employees for high levels of performance;

3.2.3 Attracting and retaining a high performing, competent, qualified and diverse workforce;

3.2.4 Competing within comparable job markets; and

3.2.5 Providing Bluefield State the flexibility to effectively and efficiently compete in the delivery of higher educational services.

3.3. The Vice President of Human Resources is responsible for analyzing and reporting to the President and the Executive Vice President relevant factors, emerging trends and changing circumstances which impact the employment environment and which impact compensation to keep Bluefield State's employment system consistent with best practices. The Vice President of Human Resources shall recommend to the President and the Executive Vice President appropriate changes in the operation of Bluefield State's employment system.

3.4 The Vice President of Human Resources shall develop and maintain job titles, job descriptions, and compensation records for specific positions consistent with Section 3.2, herein; provided that specific compensation decisions and levels for specific positions shall be determined by the President upon recommendations from those supervising and/or most familiar with a given faculty member's or employee's performance and value to the institution.

3.4.1 Individual job descriptions shall include a summary of the essential duties of that position.

3.4.2 Supervisors for given positions shall periodically review individual job descriptions and notify the Vice President of Human Resources of any changes in duties for a specific position.

3.4.3 Job titles and specific minimum compensation for a given position shall be determined by the President, in conjunction with the position's supervisors, the Chief Financial Officer and the Vice President of Human Resources.

~~3.1 Bluefield State College shall not hire part-time employees solely to avoid the payment of benefits or in lieu of full-time employees and shall provide all qualified classified employees with nine-month or ten-month contracts with the opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time employment. Consequently, institutions may only employ individuals into temporary positions when the function of the position is expected to require less than nine (9) consecutive months of employment (regardless of hours worked per week) to equal the fulltime equivalency of the position.~~

~~3.2 Classified employees who are employed in less than twelve-month positions and who meet the minimum qualifications of a position shall be provided with an opportunity to accept part-time or full-time summer employment before new persons shall be hired for those positions.~~

SECTION 4. WORK SCHEDULES

~~4.1 Bluefield State College shall establish a policy, with the advice and assistance of staff council and other groups representing classified employees, which shall: address any institution-specific procedures concerning the use of flexible work schedules, job sharing, and four-day work weeks; discourage temporary, nonemergency changes in an employee's work schedule; and provide a mechanism for changes in, and notification of, changes in work schedules. This policy shall also provide that, where possible, the institution shall provide the employee with a fifteen (15) day notice of such changes.~~

SECTION 5. PROBATIONARY PERIOD

~~5.1 Full-time regular classified employees shall serve a six-month probationary period beginning at the original date of employment.~~

~~5.2 At the end of three months and the end of the six-month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to system and institution rules and regulations.~~

~~SECTION 6. COMPENSATORY/OVERTIME PROVISIONS~~

~~6.1 Non-exempt employees may receive compensatory time off in lieu of overtime pay. All hours worked beyond 37½ and up to and including 40 hours are calculated at the employee's regular hourly rate. Time worked beyond 40 hours in a work week are to be calculated at a rate of one and one-half times the regular hourly rate.~~

~~6.2 A written agreement between the employee and the institution shall exist when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.~~

~~6.3 Employees may accumulate up to two hundred forty (240) hours of compensatory time and shall be paid for all hours worked above the maximum accrual.~~

~~6.4 Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred eighty (480) hours and shall be paid for all hours worked above the maximum accrual.~~

~~6.5 Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.~~

~~6.6 Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:~~

~~6.7 The average regular rate received by such employee during the first three years of the employee's employment; or,~~

~~6.7.1 The final regular rate received by such employee, whichever is higher.~~

~~6.8 An employee may not work overtime unless approved in advance per institutional~~

policy.

SECTION 7. POSTING

~~7.1 Bluefield State College shall develop a policy for posting of classified positions both internally and externally in order to provide employees adequate time to make application for positions.~~

~~7.2 Posting shall not apply to casual or temporary positio
I not apply to casual or temporary positio~~

Notice of Proposed Policymaking

Board of Governors
Bluefield State College

Policy HR-713, Recruitment, Promotion and Hiring

Subject: This policy improves current policy HR-713 by (1) relegating misplaced hiring procedures to an administrative procedure; (2) adding recruitment as a method of seeking highly qualified employees; (3) addressing long-term interims; and (4) other minor changes.

Board of Governors approval: June 23, 2022

Posted: June 29, 2022

Deadline for comments: July 29, 2022

Comments submitted to: officeofthepresident@bluefieldstate.edu

Contact information: Jeanne Moricle, Executive Secretary to the President
304.817.4717

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS**

POLICY NO. HR-713: RECRUITMENT, PROMOTION AND HIRING POLICY

SECTION 1. GENERAL

1.1 Purpose: The purpose of this policy is to assure that Bluefield State College employs the highest quality of faculty, staff and administrators to accomplish its mission.

1.2 Scope: This policy establishes the hiring procedures of faculty, non-classified employees and classified employees for regular positions within Bluefield State College.

SECTION 2. HIRING PROCEDURES

2.1 Because the success of Bluefield State College is directly dependent on the quality of its employees, the recruitment and hiring for all positions at Bluefield State College, below that of the President, shall be the responsibility of the President who is responsible to the Board of Governors for the success of the College. The President, at his or her discretion, or his or her designee shall retain the sole responsibility for the hiring of the College's full and part-time employees in compliance with state and federal hiring requirements. The President may designate an individual to perform this function.

2.2 The President shall by executive order issue a procedure or procedures for the hiring of all full-time and part-time regular vacancies to provide Bluefield State College the most qualified person for each position while promoting equal employment opportunity to all qualified individuals. Such hiring procedures may vary between different types of positions, and may ~~exclude such types of positions as employees who report directly to the president, adjunct faculty, visiting faculty, interim positions, temporary employees, independent contractors, casual employees, and student employees.~~ Such procedures shall not preclude the President or his or her designee from promoting an interim position to a fulltime position or from affirmatively recruiting a qualified person for a position. include the direct recruitment of qualified individuals, the promotion of any person holding an "interim" position for a period of a year or more to a fulltime position without further procedure, the use of traditional job postings utilizing a Hiring Committee, or by any combination thereof as the President determines to be appropriate. All hiring decisions recommended to the President shall be reviewed by the College's designated diversity officer to affirm that appropriate sensitivity has been given to the hiring of minority applicants and that equal employment opportunity has been afforded to all qualified applicants.

SECTION 3. PROCEDURES

~~**2.3 Procedures:**~~ **3.1** Relevant hiring procedures, resources and forms, as necessary to implement this policy, shall be posted electronically on the Bluefield State College, Office of Human Resources website.

Established: --/--/2022.

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS**

**MASTER MEETING SCHEDULE
2022-2023**

August 18, 2022	1:00 p.m.	Academic Affairs Committee
August 18, 2022	2:00 p.m.	Planning and Policy Committee
August 18, 2022	3:00 p.m.	Advancement Committee
August 18, 2022	4:00 p.m.	Student Life Committee
August 25, 2022	3:00 p.m.	Athletics Committee
August 25, 2022	4:00 p.m.	Executive Committee
September 1, 2022	4:00 p.m.	Board of Governors Regular Meeting
October 20, 2022	1:00 p.m.	Academic Affairs Committee
October 20, 2022	2:00 p.m.	Planning and Policy Committee
October 20, 2022	3:00 p.m.	Advancement Committee
October 20, 2022	4:00 p.m.	Student Life Committee
October 27, 2022	3:00 p.m.	Athletics Committee
October 27, 2022	4:00 p.m.	Executive Committee
November 3, 2022	4:00 p.m.	Board of Governors Regular Meeting
December 8, 2022	1:00 p.m.	Academic Affairs Committee
December 8, 2022	2:00 p.m.	Planning and Policy Committee
December 8, 2022	3:00 p.m.	Advancement Committee
December 8, 2022	4:00 p.m.	Student Life Committee
December 15, 2022	3:00 p.m.	Athletics Committee
December 15, 2022	4:00 p.m.	Executive Committee
January 5, 2023	4:00 p.m.	Board of Governors Regular Meeting
February 16, 2023	1:00 p.m.	Academic Affairs Committee
February 16, 2023	2:00 p.m.	Planning and Policy Committee
February 16, 2023	3:00 p.m.	Advancement Committee
February 16, 2023	4:00 p.m.	Student Life Committee
February 23, 2023	3:00 p.m.	Athletics Committee
February 23, 2023	4:00 p.m.	Executive Committee
March 2, 2023	4:00 p.m.	Board of Governors Regular Meeting
April 13, 2023	1:00 p.m.	Academic Affairs Committee
April 13, 2023	2:00 p.m.	Planning and Policy Committee
April 13, 2023	3:00 p.m.	Advancement Committee
April 13, 2023	4:00 p.m.	Student Life Committee
April 20, 2023	3:00 p.m.	Athletics Committee
April 20, 2023	4:00 p.m.	Executive Committee
April 27, 2023	4:00 p.m.	Board of Governors Regular Meeting
June 8, 2023	1:00 p.m.	Academic Affairs Committee
June 8, 2023	2:00 p.m.	Planning and Policy Committee
June 8, 2023	3:00 p.m.	Advancement Committee
June 8, 2023	4:00 p.m.	Student Life Committee
June 15, 2023	3:00 p.m.	Athletics Committee
June 15, 2023	4:00 p.m.	Executive Committee
June 22, 2023	4:00 p.m.	Board of Governors Annual Meeting

All meetings will be held in the Boyd Conference Room unless otherwise notified.

**A RESOLUTION
BY THE
BOARD OF GOVERNORS OF BLUEFIELD STATE COLLEGE**

WHEREAS, on the first day of July, two thousand twenty-two, BLUEFIELD STATE COLLEGE will be designated BLUEFIELD STATE UNIVERSITY; and

WHEREAS, at the time of this transition, the BOARD OF GOVERNORS of BLUEFIELD STATE COLLEGE wishes to assure that following said transition that BLUEFIELD STATE UNIVERSITY will continue to embrace its further designation as an Historically Black College and University (HBCU); and

WHEREAS, the BOARD OF GOVERNORS of BLUEFIELD STATE COLLEGE believes that maintaining our proud and rich heritage as an HBCU can best be served by creating a position of prominence directly reportable to the BOARD OF GOVERNORS whose responsibility will be to assure the BOARD OF GOVERNORS that BLUEFIELD STATE UNIVERSITY remains vigilant in maintaining its stature as an HBCU.

THEREFORE, LET IT BE RESOLVED, that the BOARD OF GOVERNORS hereby creates the position of CHANCELLOR of BLUEFIELD STATE UNIVERSITY whose duties and responsibilities shall be as follows:

1. To represent the University before organizations and at functions that are inherently, structurally or historically created and conducted for the specific benefit of historically black colleges and universities;
2. To represent the University in other situations as requested by the PRESIDENT;
3. To assist the PRESIDENT in fundraising including the acquisition of grants especially in situations in which prospective donors or grantors provide opportunities that are specifically for the benefit of historically black colleges and universities;
4. To assure that the University makes sufficient effort to maintain its heritage as an historically black college and university when conducting the hiring of faculty and staff and recruiting minority students; and
5. Perform other duties as may be directed by the CHAIR of the BOARD OF GOVERNORS.

The position of CHANCELLOR shall not be provided any supervisory or administrative duties or responsibilities nor shall any duties or responsibilities set forth above be interpreted as to supersede the executive authority of the PRESIDENT as set forth in the By-laws and by state law but such duties and responsibilities shall be confined to representing the University and assisting the PRESIDENT as set forth above.

It is understood that the PRESIDENT and the CHANCELLOR shall work together to support the intent of the BOARD OF GOVERNORS in creating this position.

The PRESIDENT is hereby authorized to negotiate the proper terms and conditions of the letter of appointment of the CHANCELLOR and that such agreement shall become effective upon the approval of the CHAIR of the BOARD OF GOVERNORS.

Approved this 23rd day of June, 2022.

Presiding Officer