

BLUEFIELD STATE UNIVERSITY
Bluefield, West Virginia

Faculty Handbook

This Handbook provides faculty and administrative staff members with information related to the internal policies, procedures and practices, as well as other matters of faculty interest at Bluefield State University. Pertinent West Virginia Higher Education Policy Commission and Bluefield State Board of Governors regulations, plus the faculty constitution, and other academic information comprise this Handbook. It portrays the expectations of the University administration and guides the actions of the faculty as related to the efficient and effective operations of the University. This handbook is viewed by the University administration as a working document which is revised periodically to reflect current policies, both statutory and institutional. As such, suggested changes, additions, and corrections are welcomed by the University administration. Bluefield State University is an Equal Educational Opportunity Institution and admits students and employs staff and faculty without regard to race, creed, or national origin. It neither affiliates knowingly with, nor grants recognition to, any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin or handicaps as defined by applicable laws and regulations.

BLUEFIELD STATE UNIVERSITY
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1.0000 INTRODUCTION

1.1000 FORWARD

The purpose of this Faculty Handbook is to present the policies, procedures, and regulations of the West Virginia Higher Education Policy Commission and Bluefield State University that are directly applicable, and are of specific interest, to faculty members. Many of the items in this faculty handbook are taken directly from the policies of the [West Virginia Higher Education Policy Commission](#).

1.2000 [PURPOSE AND MISSION](#)

The mission of Bluefield State University, a historically black institution, is to prepare students for diverse professions, informed citizenship, community involvement, and public service in an ever-changing global society by providing an affordable, accessible opportunity for public higher education through certificate, associate, bachelor, and master degree programs.

1.3000 [VISION OF BLUEFIELD STATE UNIVERSITY](#)

Bluefield State University is committed to being the region's leading institution of higher education. Embracing the diversity that shapes our world, the University strives to assist students from all walks of life to achieve their personal and professional goals. Using the expertise of faculty and staff, along with the commitment of its students and alumni, Bluefield State University will continue to strive for excellence in learning, service to the community, and advancements in research. Proficiency in these areas enables the Institution and its graduates to make important contributions at the community, state, national, and global levels.

1.4.000 [CORE VALUES OF BLUEFIELD STATE UNIVERSITY](#)

Excellence

We value and are dedicated to excellence in our faculty, staff, and students, programmatic offerings, support services, research, and service to our world.

Community

We value and are dedicated to the development and enhancement of a sense of community, mutual respect, and collaboration among our faculty, staff, students and the greater community we serve.

Diversity

We value and are dedicated to the diversity of our faculty, staff, and students, programmatic offerings, and co-curricular opportunities.

Growth

We value and are dedicated to the intellectual, personal, ethical, and cultural growth of our faculty, staff, and students and to providing those opportunities for growth and continuous improvement throughout our community.

1.5000 ACCREDITATION AND AFFILIATION

Bluefield State University is accredited by the [Higher Learning Commission](#).

The Engineering Technology programs Civil Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology are accredited by:

The Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET)
111 Market Place Suite 1050
Baltimore, MD 21202
(410)347-7700
<https://www.abet.org/>

The Associate Degree Nursing program is accredited by:

The Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326
<https://www.acenursing.org/>
(404) 975-5000

The Baccalaureate Degree Nursing program is accredited by:

Commission on Collegiate Nursing Education.
655 K Street NW
Suite 750
Washington, DC 20001
(202)887-6791
<https://www.aacnnursing.org/CCNE>

The Associate Degree Radiologic Technology program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

<https://www.jrcert.org/>

Programs in Educator Preparation are accredited by:

The Council for the Accreditation of Educator Preparation (CAEP)
1140 19th Street NW, Suite 400,
Washington, D.C. 20036
(202) 223-0077
<http://caepnet.org/>

West Virginia Department of Education
<https://wvde.state.wv.us/certification/approved-programs/?byschool>

BSU is a member of the American Association of Colleges for Teacher Education.
<https://aacte.org/>

Business Administration program is accredited by:

The Accreditation Council for Business Schools and Programs (ACBSP)
7007 College Boulevard, Suite 420
Overland Park, KS 66211
(913) 339-9356
<https://acbsp.org/default.aspx>

2.0000 UNIVERSITY GOVERNANCE AND MANAGEMENT

2.1000 WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Under West Virginia Law, the [West Virginia Higher Education Policy Commission](#) is the governing body for higher education in the state of West Virginia and has authority for control and management for institutions of higher education. The Commission consists of eight members, with five lay persons appointed by the Governor, the Secretary of Education and the Arts, a member of the State Board of Education, and one representative of private institutions (non-voting). The Chancellor is the chief executive officer of the Commission and oversees the policies of the higher education system. As a public institution, Bluefield State University comes under the authority of the Higher Education Policy Commission.

2.2000 BLUEFIELD STATE UNIVERSITY BOARD OF GOVERNORS

The Institutional [Board of Governors](#) is formed to determine, control, supervise and manage the financial, business, and education policies and affairs of the University. The Board of Governors consists of twelve members: nine lay members appointed by the Governor; one full time faculty member with the rank of instructor or above elected by the faculty (nonvoting) ; a member of the student body in good academic standing, enrolled for college credit and elected by the student body (nonvoting); and a member of the University staff elected by the staff (nonvoting). Duties of the Institutional Board of Governors include developing and updating master plans; submitting the budget to the Commission; conducting program reviews; administering personnel matters; appointing the institutional president; conducting presidential evaluations; delegating to the President; and establishing tuition and fees. See [WV Code 18B-2A](#) for complete discussion of Institutional Boards of Governors.

2.3000 ADVISORY COMMITTEES FOR SPECIALIZED PROGRAMS AND FUNCTIONS

Advisory committees for specialized programs, curricula, college publications, and functions aid in establishing and evaluating such programs, curricula, etc. Advisory

committee members are business professionals and other residents of the area who can provide advice and guidance on various program elements. Members of the advisory committees are appointed by the deans & directors of specialized programs with approval of the president.

2.4000 THE PRESIDENT OF THE UNIVERSITY

The President, appointed by the Institutional Board of Governors, is the chief executive officer of the University.

2.5000 UNIVERSITY MANAGEMENT

2.5100 University Policies

University policies are created under the authority of the University's Board of Governors and the President to facilitate administration and management within the University. Policies can be found on the [Board of Governors](#) website.

2.5200 The President's Cabinet

The President's Administrative Staff consists of those administrators who report directly to the President of the University. Specifically, its membership includes the President of the University as Chairperson, Executive Vice President and General Counsel, Provost/Vice President for Academic Affairs, Master Controller, Director of Communications, Vice President for Human Resources, Chief Technology Officer, Director of Athletics, Chief Marketing Officer, VP of Student Affairs and Dean of Students, Director of Research and Sponsored Programs, VP of Corporate Development, Chief of Staff, VP of University Development, Chief Administrative Officer of BSU Beckley Center, and VP of Capital Projects. The President's Cabinet serves in an advisory capacity to the President, deals with matters that cut across the lines of administrative units headed by staff level administrators, and performs other functions as determined by the President.

2.5300 University Council Rationale

The goal of this Council is to involve University personnel and students in formulation and/or review of policies having University-wide impact and/or those policies having significant impact which require the approval of the University President and the Board of Governors.

The University community is collectively responsible for the effective and efficient operation of Bluefield State University, likewise each person employed by the University is accountable personally for their stewardship in their designated position duties. Therefore, there is established a University Council composed of persons either appointed by position or elected by constituents to review resolutions and petitions related to University-wide matters and to forward recommendations on University-wide policies and procedures to the University President who will present those recommendations with his/her input to BSU's Board of Governors.

Functions of the Council

The University Council will formally review policy and procedural matters presented in an orderly and deliberative manner. Ordinarily new proposals or proposed revisions will be presented in written draft form to the University President, who will review all proposals to establish the agenda for Council meetings. Prior to each meeting, the agenda and related documents will be distributed to Council members to assure an opportunity for review and comment within the University community.

Proposals for review, resolutions and petitions are to be introduced by a Council member, and the University President may seek the advice of the Council on any matter. Should a Council member not agree with a particular point of view from a constituency represented, such disagreement may be entered in the record of minutes; however, initiatives of a University-wide nature are to be brought forward in a timely and orderly fashion.

The Council may recommend to the University President the remanding of any matter to an existing body or may recommend the formulation of a group specifically charged with reviewing and recommending a course of action. During the course of deliberations, it is expected that Council members will place the best interests of Bluefield State University above all other interests. Constituent representatives will confer with their colleagues on any matter before the Council, and when votes are taken, such communication and consultation as necessary and appropriate will have taken place.

Once actions have concluded, recommendations will be forwarded to the University President, who will present those recommendations with his/her input to BSU's Board of Governors. Once recommendations have been acted upon, the President's Office will be responsible for disseminating information to the University community.

Procedures of the Council

1. The University President will convene and chair the Council; however, the President will not vote and a tie vote is recorded as a nay recommendation.
2. Generally, Roberts' Rules of Order will govern formal proceedings.
3. Minutes of the meetings will be maintained by the President's Office and will contain a listing of those members present and absent, as well as information and action items. The minutes will be distributed, after approval to Council Members, the Bluefield State University library, and posted electronically on All-Users.
4. The Council meetings are open, and faculty, staff, administrators, and students are welcome as audience.

5. The Council will ordinarily meet at least twice per semester. Generally, the Council will not meet during the summer unless requested by the University President.

Membership on the Council

Membership on the Council is either by appointment due to the position held or by election from within a constituent body.

Membership Means of Seating on Council

1. Chair, Faculty Senate By Position
2. Faculty ACF Representative Elected by faculty
3. Faculty Elected by faculty
4. Faculty Elected by faculty
5. Chair, Staff Council By Position
6. Staff ACCE Representative Elected by staff
7. Staff Elected by staff
8. Staff Elected by staff
9. SGA President By Position
10. Student BOG Representative Elected by students
11. Student Representative Elected by students
12. Student Representative Elected by students
13. Provost and VP Academic Affairs By Position
14. Major Controller By Position
15. VP Student Affairs and Dean of Students By Position
16. President (Ex-Officio) By Position
17. Academic Affairs Administrator, IE (Ex-Officio) ByPosition

Constituent elections of faculty, staff, and student representatives will be conducted by their respective senates and councils during the spring semester of each year. The terms of office shall be July 1 – June 30 of each fiscal year. It is expected that those seeking and accepting seats on the Council will attend meetings and participate fully in the deliberations of the University Council.

2.5400 Staff Council

Members of the Staff Council will be elected from the following employment sectors:

1. Two employees from the administrative/managerial sector;
2. Two employees from the professional/non-teaching sector;
3. Two employees from the paraprofessional sector;
4. Two employees from the secretarial/clerical sector; and
5. Two employees from the physical plant/maintenance sector.

The purposes of the Staff Council:

1. To advise the President of the University and the Faculty Senate in matters of concern to employees;
2. To be a communication channel between the administration and employees.

2.6000 UNIVERSITY GOVERNANCE

2.6100 [Faculty Constitution](#)

The purpose of the Faculty Senate is to “provide for the participation of the faculty in the formation, implementation, and review of institutional policy and to provide the means by which the faculty may participate in the internal governance of the University and action on matters with which it is directly concerned.” (Article II, Section 1, Faculty Constitution.)

2.6200 [Faculty Senate](#)

The Faculty Senate is the vehicle for participation by representation of the faculty in the governance of the University. The Faculty Senate reports to the University faculty assembly. The Senate's decisions are subject to review and approval by the President.

The function of the Faculty Senate shall be to serve as an advisory body to the faculty and the President for matters relating to faculty governance and faculty and institutional wellbeing. The Chairperson of the Faculty Senate presides at faculty meetings and represents the faculty at all official functions.

2.6300 Standing Faculty Committees

Standing faculty committee structure, function, and duties are delineated in the [Faculty Constitution](#).

2.6400 Governance Role of Faculty at Off-Campus Sites

All full-time faculty employed under a Bluefield State University contract, holding the rank of instructor, assistant professor, associate professor, or professor, whether teaching on the Bluefield campus or at one of the off-campus sites, are faculty within the meaning of [BOG Policy FC-403B](#).

Full-time faculty members who teach at off-campus sites hold rank in a particular academic college of Bluefield State University; hence, they are eligible to vote with their respective academic college.

2.7000 ADMINISTRATION

The administrative officers are responsible for supervising the programs and implementing University policies. The President is the Chief Executive Officer of the University and, as such, delegates' authority and responsibility to the vice presidents, directors and academic deans, and to councils and committees to carry out those duties that assist the University in fulfilling its mission and accomplishing its goals. Administrative officers share the responsibility with the Institutional Board of Governors and the WV Higher Education Policy Commission for interpreting and implementing University and State policies. This responsibility requires that policies are to be

implemented and administered effectively in accordance with the purposes and standards of the University with due regard to the rights and privileges of all members of the University community.

2.8000 [ORGANIZATIONAL CHART](#)

The most current Organizational Chart can be found on the BSU Board of Governors webpage.

3.0000 INSTRUCTIONAL POLICIES AND PROCEDURES

3.1000 CLASSROOM CONTROL

The responsibility for, and the administration of, classroom discipline rests with the instructor. Instructors should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the class. Instructors experiencing such problems should request the Dean of Students to address the issues with the student. (Refer to student conduct policies and procedures in the [current student handbook](#).)

3.2000 Class Records

Daily attendance and grade records must be kept. This procedure applies to both credit and non-credit courses. The Moodle gradebook must be utilized for all courses with any online component. Attendance should be kept electronically within the faculty resources of myBSU. Faculty are required to utilize the early alert tools to notify students regarding areas of deficiency such as missed work, poor attendance, or potential failure.

Full-time and adjunct faculty are responsible for Attendance Tracking and Attendance Verification. If a student has not attended within the first two weeks of class, the faculty should not verify their attendance. At any time during a semester that a student should have excessive absenteeism, it is the responsibility of the faculty to notify the student of the deficiency and recommend withdrawal from the course. Students should attend at least 70% of the course time. Should this not be the case, the faculty may assign the student a failing grade for the course. See [BOG Policy AC-210](#).

3.2100 Tests and Final Examinations

Students are expected to take tests at the regularly scheduled time. No exceptions will be made without the permission of the instructor. Test security is the sole responsibility of the faculty member. Tests should be kept in a secure location by the instructor who is responsible for the direct supervision of the test. Exceptions must have prior approval by the College Dean. To ensure the student's right to objective grading, students must be given the opportunity to

review any graded or evaluated work and the right to an explanation of the grade or assessment.

If a student is unable to take a test because of illness or other emergency, it is the student's responsibility to document the absence to the satisfaction of the instructor and to arrange for a make-up test. Supervising a makeup test remains the responsibility of the instructor in charge of the class.

Each instructor is required to give either a final written examination or equivalent summative assessment during the designated final examination period. The instructor should provide a course content review opportunity in preparation for the final examination. In cases where an equivalent summative assessment is used, the faculty member must consult with the College Dean concerning the design of the summative assessment method to ensure that it is consistent with the nature and objectives of the course. Instructors must keep the individual student examination papers and summative assessment results on file for one calendar year in case any question arises concerning grades.

Testing Center: The Academic Testing Center is located in Room 405 of the Shott PE Building. Instructors may arrange for secure proctoring by completing the online request form available on its BSU website. Faculty are required to complete and submit via email the official Instructor Transmittal Form at least five working days prior to the test.

Phone: 304-327-4441. Hours: M-F 10 am – 6 pm.

Email: testing@bluefieldstate.edu.

Website: <https://bluefieldstate.edu/academics/technology-testing>.

Proctor Track: Instructors may utilize this testing security program available within the LMS (Learning Management System) Moodle course. This program will enable students to complete exams online. Onboarding procedures, technical requirements, and additional utilization details are available on the [Testing Center](#) website. Instructors review the recording for possible honor code violations.

3.2200 Assessment

Assessment of student outcomes of general education and programmatic competencies occurs throughout the academic year. Selected classes are used for administration of assessment instruments. Faculty will be notified if any of their classes have been selected for testing. Faculty are to provide full cooperation during any and all assessment activities. Providing assessment of courses is a requirement for all faculty and is necessary in order to provide data for course improvement, accreditation requirements, and possible course development. Faculty will be provided any necessary training on assessment procedures.

3.2300 Confidentiality of Student Grades

In keeping with the Family Educational Rights and Privacy Act of 1974, a student's grades within a course are to be treated as confidential and are to be disclosed only to the student personally. The public posting of student grades by name, social security number, or any form of student identification is prohibited. This applies to final grades as well as to scores on any one test, quiz, examination, or other evaluative instrument. Final assigned letter grades can be accessed online by the student.

3.3000 Absence of an Instructor from Assigned/Scheduled Duties

If an instructor must miss a class or other assigned duties for any reason, the instructor must seek prior approval of the University Dean by submitting a completed short leave form. In the case of classes missed, it is preferred that make-up classes be scheduled in advance of the absence. The short leave form must describe the provisions made for the continuation of student learning during the instructor's absence.

Absence because of unforeseen circumstances including illness must be brought to the attention of the College Dean at the earliest opportunity and a short leave form completed which reflects the disposition of classes or other assigned duties missed. If possible, a substitute instructor should be assigned to the regularly scheduled class.

3.3100 Delay of an Instructor in Meeting a Class

Instructors are responsible for notifying the College Dean and College Office of any delay and will ensure that, in each course, students understand the following procedures in the event that the instructor is not present at the beginning of a class. Students may not simply leave a class of their own volition. As soon as it is obvious that the instructor will be late for the class, it is the responsibility of the students to take the initiative to inquire at the College office as to any information concerning the instructor's absence in order to resolve the matter of waiting or not waiting. A representative from the College office will then inform the class how to proceed.

3.4000 SPEAKERS OR CONSULTANTS NOT AFFILIATED WITH THE UNIVERSITY

When an instructor wishes to have a guest speaker appear in class who is not a member of the faculty or staff, the instructor should confer with the College Dean well in advance of the proposed appearance date. Prior approval must be obtained from the Vice President for Academic Affairs when reimbursement is involved.

3.5000 CURRICULUM PROPOSALS AND APPROVAL PROCESSES

Course and curriculum development, evaluation, and change are the responsibilities of each faculty member in collaboration with the department faculty and Chair/Director. College Deans are expected to provide leadership.

A. Curriculum proposals must be initiated and approved at the College level. The College Dean must consult with and inform the Provost/Vice President for

Academic Affairs and other College Deans regarding curriculum proposals affecting more than one College.

B. In the case of course or curriculum proposals affecting any teacher education program, the proposal next goes to the Educational Personnel Preparation Advisory Committee (EPPAC), via the Office of the Dean of the College of Arts, Education and Social Sciences, for consideration and approval.

C. Proposals only affecting one College move directly to the Faculty Senate (E). Any proposals affecting more than one College are submitted to the Curriculum Committee for consideration and approval.

D. Upon approval by the Curriculum Committee, proposals are presented to the Faculty Senate for review and action.

E. Proposals positively recommended by the Faculty Senate are forwarded to the Provost/Vice President for Academic Affairs for consideration and approval by formal communication, along with the record of prior actions pertaining to the proposal. If a proposal is for a new program, it must be approved by the Provost/VP for Academic Affairs, then forwarded to the President.

F. Proposals for new programs approved by the President are sent to the Board of Governors for review and consideration.

G. All proposals with final approval are forwarded to the Registrar.

3.6000 Course Resources

3.6100 Textbooks

Textbook selection is the responsibility of the full-time teaching faculty in the appropriate discipline. Textbooks, once adopted, must be used for a minimum of two years (unless a new edition is released). Exceptions must be approved by the Provost/Vice President for Academic Affairs. Selected textbooks are to be used for all sections of a particular class at all campus sites. Exceptions are to be approved by the College Dean.

Each academic discipline will have its own textbook selection process. In cases of courses involving more than one instructor, the process will include all full-time faculty involved in that course. Textbooks should be continually evaluated, considering criteria such as compatibility with course objectives, illustrations, writing style, readability level, assumptions of prior knowledge, cost, general layout and design, and ready availability.

Faculty will submit orders for textbooks and materials directly to the [ecampus bookstore](#). The Bookstore Manager is responsible for maintaining and publishing a master list of textbooks and corresponding materials for the University. Desk copies of textbooks for faculty members shall be ordered directly from the publisher by each faculty member or the College Dean. In those cases where a publisher does not provide free desk copies of textbooks, the College shall

purchase the desk copies required following the desk copy policy. Purchased copies remain the property of the College. Textbooks should be ordered a minimum of eight weeks prior to the beginning of the appropriate semester.

3.6200 Syllabi

The essential purpose of a course syllabus is to serve as the primary guide for the instruction of a course. A course syllabus is required for each course offered by the University. Full time faculty are responsible for the preparation of all course syllabi that are to be used for all courses taught, regardless of campus location, as syllabi serve as a valuable source of information and guidance for new and adjunct instructors in their course preparation. The syllabus serves as permanent documentation for that particular course, is required for accreditation, is used to determine the courses parallel to ones offered in other colleges or universities, and is used in curriculum development.

The syllabus serves as a contract between the instructor and the student, and as such should not be changed once distributed. The course syllabus is the primary reference which relates pertinent class operational procedures and policies to students. A copy of the course syllabus will be posted on Moodle, and/or will be given to each student at the first class meeting each semester. Each College Dean shall maintain a file of course syllabi for each course offered. To be in compliance with state guidelines for assuring transferability and use of prior learning for credit, all syllabi are to be available electronically and accessible on the BSU web site.

The course syllabus should reflect the competencies that the student can expect to master in that class and is to contain the following:

- a. Course title and number
- b. Objectives of the course
- c. Departmental, Programmatic, and/or General Studies student learning outcomes
- d. Scope of material to be covered in the course
- e. Required readings
- f. Applicable learning resources
- g. The basis for awarding student grades, including exams, papers, quizzes, and projects, assignment deadlines, and the weight each will carry toward the final grade
- h. Student attendance requirements ([refer to BOG Policy AC-210](#))
- i. Instructor contact information (e-mail address, telephone number(s), and Office hours)
- j. [The University-approved link to University policies.](#)

3.6300 FIELD TRIPS AND STUDENT TRANSPORTATION

Trips related to classroom instruction are encouraged and should be used to provide more enriching experiences than the normal classroom activity can provide. Field trips for such instructional purposes involving students and/or instructional staff are planned and organized in the following manner:

- A. The instructor presents a recommendation for such a field trip to the College Dean. The recommendation presented should contain the class or group involved, the number attending, the faculty member or members in charge, the destination of the trip, the mode of transportation, estimated cost, and the purposes of the trip related to the instructional program, with expected values to be gained.
- B. The Provost/Vice President for Academic Affairs will have final approval authority for University-sponsored student travel, The Major Controller will be informed of the approval. If the use of private automobiles is approved, the instructor concerned must make certain that the owner provides the Vice President for Finance and Administrative Affairs proof of appropriate insurance coverage. If other transportation, such as buses, is required, notice should be given to the Administrative Assistant of the Physical Plant at least two weeks in advance of the trip.
- C. When an instructor wishes to take classes on a field trip, it is necessary to avoid conflict with student attendance in other classes and to secure proper approval prior to the trip as outlined in Items A and B above. If the trip will cause any student to miss class, arrangements should be made with the instructors by the student, prior to the trip.

3.7000 FACULTY LOADS

The primary responsibility of a faculty member at Bluefield State University shall be to provide quality instruction for the students. The major emphasis shall be on teaching by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to his/her fullest capacity in order to become a better person, a better worker, and a better citizen. To accomplish this goal, the following workloads are expected of faculty.

3.7100 Teaching Loads

The teaching load for full-time faculty is 12 credit hours per semester which usually comprise 12-20 contact hours per week in classes. As enrollments fluctuate, the teaching load may exceed the minimum. The contact hours include lectures, seminars, laboratories, workshops, supervised practice, and similar activities. The actual number of contact hours shall be determined by the type of classes, the number of students in the classes, and the variations in course preparations (number of new courses, number of different courses, and number of total courses.) Full-time faculty members teaching more than 12 credits in an academic term shall have the overload courses be paid at the adjunct faculty pay rate or flat fees as designated by the Provost/VP for Academic Affairs.

3.7200 Advising Students

Each regular student admitted to the University will be assigned an advisor from the Counseling and Advising Center. After completion of 30 credit hours, the student will be assigned faculty advisor who will be a member of the College responsible for the program in which the student has been enrolled and, because of his/her knowledge of the technical and academic requirements of the program, will become the student's academic point of reference within the University. If the student changes programs, a new faculty advisor will be assigned. Advisor assignments are made by the College Deans.

Registration for any class after completing 30 credit hours begins with a consultation with the assigned faculty advisor. The specific duties of academic advisors are to assist students in preparing schedules, prepare and maintain a cumulative file on each advisee's academic progress, and maintain an up-to-date degree evaluation. The student must consult with the faculty advisor to initiate the adding or dropping of a course. If the student contemplates a complete withdrawal from the University, the student should contact a counselor in addition to the advisor. Faculty advisors are responsible to ensure students who are completely withdrawing meet with the Registrar's Office to complete the exit paperwork.

3.7300 Office Hours

Each instructor is expected to maintain a schedule of posted office hours throughout the year to be accessible to advisees and students. Full-time faculty members must maintain a minimum of 10 office hours per week. Faculty may opt to do 2 of the required 10 office hours virtually. If this option is utilized, there must be clear notification to students on how to access faculty during the scheduled 2 hours. Faculty teaching within the MOODLE® LMS may conduct these via chat thus the time can be confirmed. Advisors are required to extend posted office hours during registration periods. Students may sign up on posted schedules during the registration period on faculty offices or communicate via email for an appointment.

3.7310 Registration Responsibilities

Working the periods of general registration of students for classes is a part of the professional responsibility of every full-time member of the faculty of BSU. Faculty are expected to post extended office hours during the designated times of pre and general registration. Signup sheets should be placed on faculty doors and/or sent electronically to advisees to schedule appointments.

3.7400 Professional Activities

It is estimated that approximately 2-10 hours per week may be needed for committee work and professional activities. Additional time may be needed for student activities and community activities.

3.7410 Committee Assignments

Service on University committees is one of the responsibilities of the faculty member. All full-time faculty are expected to participate on University-wide committees.

3.7500 Faculty Meetings

The President, Vice President for Academic Affairs and College Deans may schedule general faculty meetings during the year in addition to the regular meetings of the faculty. As the presiding officer and chief administrator of the University, the President will set the date and place of such meetings. Faculty members are expected to attend all such general faculty meetings, as well as meetings called by the Chairperson of the Faculty Senate.

3.7600 Convocation/Commencement

All faculty members are expected to attend convocation and commencement exercises.

Faculty members are responsible for providing and wearing appropriate academic regalia at each of these events. As a convenience to the faculty, the BSU Bookstore will assist any faculty member in making arrangements for the rental or purchase (8 weeks prior to ceremony) of academic regalia. Faculty who have conflicts with convocation or commencement should provide in writing the noted conflict to their respective College Dean for approval.

3.7700 Professional Associations

Membership in professional associations is not required of BSU faculty members, but is encouraged. The University does not defray the cost of such membership.

3.7800 Other Assignments

On occasion, faculty members may be given special assignments or may engage in special projects which warrant consideration for a reduction in teaching load. Requests for such adjustment will be considered on recommendation of the College Dean to the Provost/Vice President for Academic Affairs. Approval of such requests is based on the need for the activity or the project, the time necessary, and the academic impact on the institution. Reduction of teaching load may also be determined by the Provost/Vice President for Academic Affairs.

3.7900 Faculty Overload

3.7910 Definitions

- **Standard Load:** The typical teaching, research, or service load as defined by the faculty member's contract and department guidelines.

- **Overload Pay:** Additional compensation awarded to faculty members for duties performed beyond their standard contractual obligations.

3.7920 Eligibility for Overload Pay

Faculty members are eligible for overload pay when they take on responsibilities beyond their standard load, which may include additional teaching, administrative duties, research projects, or service roles. Approval for overload assignments is initiated by the department chair/director and approved by the dean. Submission request is then forwarded to the Office of the Provost for contract development and distribution.

3.7930 Calculation of Overload Pay

Full-time faculty are required to teach 12 credit hours per semester.

Full-time faculty members teaching more than 12 credit hours in an academic term shall be designated as overload credits.

Courses taught synchronously with a virtual section and a face-to-face section may be combined for calculation of faculty load. Courses with synchronous and asynchronous sections shall be considered separate sections for calculation of faculty load. Synchronous and asynchronous courses require different preparations and follow different pedagogical best practices, therefore requiring a significant amount of extra work and preparation by the faculty member. If a course has low enrollment in synchronous and asynchronous sections, serious consideration should be given to the necessity of both modalities in the same semester. “Low enrollment” shall be defined as less than eight (8) students for courses at the 100-200 level, and less than six (6) students for courses at the 300-400 level. One (1) credit hour will be deducted from a faculty member’s load for each low-enrolled course. This is inclusive of laboratory courses. Fully enrolled lab sections will count as 2 hours toward load while labs with low enrollment will be 1 hour toward load. If a laboratory or other section such as clinicals/student teaching, etc. is more than 2 credit hours it will be counted based on the number of credit hours in which it yields or by specified accreditation calculations.

If a faculty member falls below the required 12-credit teaching load due to low enrollment, a 2nd 8-week course should be added or additional duties for the term in which the faculty member does not meet load. A faculty member cannot “owe” credits to be made up in a future term, i.e., additional work cannot be assigned beyond the end-date of the faculty contract.

Teaching overload pay will be calculated on a per credit hour basis, considering the faculty member’s rank as verified by the Office of Human

Resources. Overload pay rates will be standardized across the institution as follows:

Calculation of Faculty Overload Pay

Rank	Pay per Credit Hour Overload*
Instructor	\$650
Assistant Professor	\$700
Associate Professor	\$750
Full Professor	\$800

Administrative, research, and service overload pay will be determined based on the additional hours required, the nature of the work, and the faculty member's expertise.

3.7940 Approval Process

Requests for overload assignments must be submitted in writing to the department chair/director, detailing the nature of the work, expected hours, and proposed compensation.

The department chair/director will review the request, considering the faculty member's current load, the need for the additional work, and budgetary constraints.

The dean must approve all overload assignments and associated pay.

3.7950 Payment Procedures

Overload pay will be disbursed in alignment with the institution's payroll schedule. Payments for teaching overloads will typically be made during the term in which the course is taught.

3.79600 Limits on Overload Assignments:

To maintain a balanced workload and ensure the quality of work, faculty members may not exceed 6 credit hours of overload hours per academic term. The institution and specialized accreditation requirements will determine this limit, which will, therefore, vary with each College.

Exceptions to this limit may be granted in extraordinary circumstances but require additional approval from the dean and the provost.

3.7960 Execution of Overload Work

Upon approval, faculty members undertake the additional duties as outlined in the request form.

3.8000 INSTRUCTIONAL ASSISTANCE

Secretarial assistance will be available in each College. Also, depending upon the courses and programs offered in the College, provisions will be made, when funds are available, for laboratory assistants, technicians, and other semi-professional faculty,

staff, and student workers. The College Dean is responsible for the assignment of such instructional assistance in the College.

3.8100 Library Services

The Library Staff works with the faculty, staff, and students providing information and educational resources. We provide both class, group, and individual instruction in all matters regarding research and maintain a current collection of electronic resources. We also provide students with tools necessary to conduct research. We encourage our students, faculty, and staff to contact the Director of Library Services, Dr. David L McMillan, dmcmillan@bluefieldstate.edu or at (304)327-4050 with any concerns or comments regarding library operations. Within the library we have various collections pertaining to Appalachia and African Americans in Appalachia. As a traditional HBCU we maintain records of our alumni with yearbooks. You can also call the circulation desk with any concerns at 304.327.4054.

Library Mission Statement: The mission of the [William B. Robertson Library](#) of Bluefield State University is a college leader in providing access to information that benefits the campus community. We also provide resources that facilitate research and encourage critical thinking. The Library also works collaboratively with faculty to develop resources that work with our students and faculty. We support the curriculum of the University and offer resources that encourage our students to think independently and acquire lifelong skills. We are major contributors to the mission of the University and we work to develop positive relationships with the citizens of Bluefield, West Virginia and the communities surrounding the University. This also extends to our alumni and friends of the University. In recognition of our proud heritage we maintain a collection of materials that the alumni have donated and keep a University archive charged with preserving the past. This includes primary source materials of our heritage of being an Historically Black University.

3.8110 Access to Information

The Library is a member of the WVER, the West Virginia Electronic Resources Consortia. We maintain a collection of Databases that can be viewed in the [Library Services](#) tab under myBSU.

Book Resources

To provide access to most library resources, the library is equipped with wireless internet access as well as a wired computer lab. Resources must be accessed through the myBSU portal. The Library's book collections contain approximately 72,622 print volumes and 150,988 e-books. Access to these items is available via the online library system. The Library is a member of the [Mountain Library Network \(MLN\)](#), which is a network of 34 academic and public libraries, primarily in the southern and western parts of the state. Individuals may register for an

MLN Library card at the circulation desk. This card is honored by all MLN libraries. BSU faculty have unlimited checkout privileges at the BSU Library. Other MLN libraries may restrict the number of checkouts. Interlibrary Loan (ILL) Books or articles not in the library's collection may be obtained via interlibrary loan from other libraries. Requests should be submitted to a librarian and there is no charge for the service. ILL services are restricted to BSU faculty, staff, and students who are registered users of the library.

Reserve Materials

Faculty who wish to place materials on reserve should contact the Circulation Desk at 327-4054, indicating the course for which the material is intended and the length of the checkout time. Personal copies of books may be placed on reserve, but they will be processed for protection by the security system. The library will make every effort to protect items on reserve. Careful consideration should be given regarding placing items that are no longer in print or that are particularly costly.

Electronic Reserves

Items that may be placed on electronic reserve include the following: an article from a journal; a chapter from a book or conference proceedings; a poem from a collected work; a short story from an anthology; a play or musical composition from a collected work.

Additional Materials

Professor-authored materials such as syllabi, lecture notes, and homework solutions. To place materials on electronic reserve and clarify the policy, contact the Library Director.

Book Orders/Magazine Orders

The library supports the academic programs of the University by developing collections that support and supplement the curriculum. Faculty members are encouraged to order books in their discipline and subject specialties. Order cards are available from the Library. Please include all bibliographical information on the card, including ISBN, and submit all requests to the Director of Library Services. Each request is evaluated for its support of the curriculum, availability of indexing and electronic access, and price. Journals are ordered once a year in the summer, but recommendations are welcome at any time.

3.8120 Education in Information-Seeking Skills, Library Orientation, and Instruction

Members of the faculty are invited to bring their classes to the library for orientation, instruction, and use of collections. Instructional sessions are conducted by a librarian and the instruction is developed to complement the subject and educational level of the student. Classes include library orientation,

basic library research methods, and workshops that focus on specific databases, subject areas, or types of sources. Librarians will work with the faculty to design a class that will best fit the needs of the instructor and subject matter. Please contact the Library at least 3-5 days in advance of the class visit to allow for preparation time. Instruction can also take place in the regular classroom or in any of the electronic classrooms. Faculty who wish to bring their classes to the library should contact the library to ensure that there is space for all concerned.

3.8130 University Archives Program

The BSU Archives were established in 1992. Its mission is to collect, care for, promote, and make available the unique historical resources of the University. These materials document the history of administrative and academic units, as well as the activities of our faculty, staff, and students. The collection is located on the second floor of the Library. The BSU Archives seeks papers from professors who have contributed significantly to Bluefield State University. Faculty papers document Bluefield State University's teaching and learning functions, provide insight into the professional concerns of our faculty, and show the wider influence of BSU professors. Bluefield State University has added several major donations to the archive's collections in recent years. In 2012 the archives added the West Virginia Intercollegiate Athletic Conference Archives and artist collections from BSU Art Professor Allen Jonas and the photography collection of Mr. William E. Hebert Jr, BSCAA Mr. Carl Boyd Collection in 2017, artist James S. Leedy collection and the Law Collections from Mr. John Lilly and Mr. John Shott and were added in 2020 and 2021. Please contact the BSU Archivist for further information and tours of the BSU Archives are available on request on normal business hours M-F.

3.8200 Academic Technology Center

The Bluefield State University Academic Technology Center provides academic technology for both students and faculty. Located in the Ned Shott Physical Education Building support for online courses via Moodle as well as classroom technology is provided. The BSU Testing Center provides a secure, quiet place for students to take proctored tests associated with their online course requirements.

3.8300 Institutional Computer Services (ICS)

Institutional Computer Services (ICS) maintains and provides all Administrative Computing services and many academic computing support services. These include the student information system, the finance system, the financial aid system, and institutional data reporting activities. ICS maintains campus servers, campus-wide electronic mail, the student portal myBSU, the Bluefield State website, and the computer network. A Help Desk (304-327-4090 or extension 4090 on campus) is available to provide a single point of contact for the majority of technology support. The Help Desk can be reached by phone, by submitting a

ticket at <https://helpdesk.bluefieldstate.edu>, emailing helpdesk@bluefieldstate.edu or if available, communicating via skype, MS Teams, or Google Meet to User: Help Desk Technician. A university-wide computer inventory is maintained as well as desktop microcomputer replacements. ICS maintains the network, servers, and many desktop computers at BSU's off-campus sites.

4.0000 ACADEMIC POLICIES AND PROCEDURES REGARDING STUDENTS

4.1000 ACADEMIC LOAD FOR STUDENTS

The standard academic load is 15-18 credit hours. To be considered a full-time student, a student must be enrolled for at least 12 credit hours per semester. BSU does promote 15 to finish, thus students should be advised to register for 15 credits each semester. During the summer term the maximum permissible load is 7 credit hours for a five week term and fourteen credit hours across a 10 week term. During Intersession the maximum permissible load is 7 credit hours. Students who have a 3.0 or better average overall may request permission from the Provost/Vice President of Academic Affairs to carry one or two additional credit hours. Although student credit- hour loads may exceed 18 in regular semesters, when justified and approved, students are not permitted to register for credit loads in excess of 21.

4.1100 Academic Standing of Students

A. Probation--A descriptive term for the student who is permitted to remain in school after having failed to meet the minimum standards for satisfactory academic performance as provided by the faculty.

1. Deficiency invoking probation:
 - a. The student whose cumulative academic record shows a deficit of 12 quality points but no more than 17 quality points shall automatically acquire probationary status.
 - b. The transfer student whose total record shows a deficit of 12 quality points, if admitted, shall be assigned a probationary status as though the deficit had been accumulated in residence.
2. Restrictions associated with probationary status:
 - a. The student who is on probation shall have his/her schedule restricted as long as the probation continues and in accordance with the scale which follows: 16 week term: 14 semester hours, 5 week term: 5 semester hours

- b. Termination of probation--the student who is placed on probation as a result of a grade point deficit shall remain on probation until his/her quality point deficiency is reduced to 11 or fewer.

B. Suspension - Temporary withdrawal of the privilege of enrollment and admittance.

1. The student with a cumulative deficit of 18 quality points or more shall be suspended for a period of one Fall or Spring semester. This rule shall not apply to first semester freshmen or students who have not been on academic probation for one semester. (Summer school shall not be required as being a semester as far as suspension is concerned.)
2. The application of a student suspended from any college shall not be considered for admission until his/her period of suspension has expired. Bluefield State University honors the suspension of any other college and such a suspension is treated as a prior suspension from Bluefield State University.
3. The student suspended for poor scholarship and subsequently readmitted shall be required to:
 - a. Register for a maximum of 14 semester hours;
 - b. Maintain no less than a 2.0 GPA each semester following his/her readmission; and
 - c. Reduce the deficit by no less than 6 quality points each 2 semesters. Gains made as a result of repeating to remove previous grades are excluded. Gain must be a result of maintaining above 2.0 average. Failure to comply will result in a second suspension.

C. Dismissal - Permanent withdrawal of the privilege of enrollment and attendance. A second suspension shall be regarded as permanent. A student may, however, request special consideration for readmission after one calendar year. It shall be the responsibility of the student to provide the Academic Appeals Committee with reasons why they should be given special consideration for readmission. Supporting evidence is required demonstrating why they should be given special consideration for readmission. To convene a meeting of the Academic Appeals Committee the student must complete the request form available in the office of the Provost and Vice President for Academic Affairs. They may do this by letter, by scheduled appearance before the committee, or both.

4.1200 Semester Hours

The basic unit of college credit at Bluefield State University is the credit hour. Generally, a credit hour is equivalent to one hour per week for a semester in a lecture section, or two fifty-minute periods per week for a semester in a laboratory.

4.1300 Classification of Students

Regular students are classified as follows:

Freshmen: those who have completed fewer than 30 semester hours credit.

Sophomores: those who have completed a minimum of 30, but fewer than 60 credit hours..

Juniors: those who have completed a minimum of 60, but fewer than 90 credit hours.

Seniors: those who have completed a minimum of 90 credit hours.

4.2000 ACADEMIC ADVISING

Each degree-seeking student who is admitted to the University is assigned a faculty advisor in her/her major field of study. The advisor is expected to provide the student with careful guidance in the pursuit of his/her degree. The duties of the advisor are to render academic assistance, prepare students' course schedules, explain academic regulations and degree requirements, and maintain academic records for each advisee. The student advisee is expected to consult with his/her assigned advisor for all academic issues. The advisee is expected to consult with the advisor during posted office hours at least two times per semester. The advisor is expected to give the advisee careful guidance in the pursuit of their studies at the University.

The method for changing an advisor is to consult with the College Dean and complete the change of major form. Any advisor changes are processed by the College Deans.

All students that have completed less than 30 credit hours are advised in the Counseling and Advising Center.

4.2100 Withdrawal from University

The withdrawal from the University process is found in the current University catalog. <https://bluefieldstate.edu/academics/academic-catalogs>

4.2200 Withdrawal from a Course

Students should be advised by the faculty member teaching the course if they are performing poorly. It is the responsibility of the student to request withdrawal from a course.

4.3000 ACADEMIC APPEALS

The academic appeals process is found in the current University catalog, available online at <https://bluefieldstate.edu/academics/academic-catalogs>

5.0000 FACULTY POLICIES AND PROCEDURES

5.0100 INTRODUCTION

The purpose of this section is to record the various personnel rules, regulations, policies, and procedures of the Federal and State governments, Higher Education Policy Commission (HEPC), and Bluefield State University (BSU).

5.0200 EQUAL EMPLOYMENT OPPORTUNITY

Bluefield State University is an equal opportunity institution, which recruits, employs, trains, and promotes based on merit and business needs, not on race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status, or on any other status or condition protected by applicable federal or state laws, except where a bona fide occupational qualification applies. (See [Board of Governors Policy GA-615](#)) BSU ensures that personnel programs, such as compensation, benefits, transfers, layoffs, return to work, training, education, tuition assistance, and other employment programs are administered without regard to race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status, or on any other status or condition protected by applicable federal or state laws, except where a bona fide occupational qualification applies. In furtherance of its policy prohibiting discrimination against individuals on the basis of physical or mental impairment or disability, the University will provide reasonable accommodation in the workplace for disabled employees. All inquiries regarding the rights of disabled employees, including the right to employment accommodations, should be directed to the ADA Coordinator. (See [Board of Governors Policy GA-605](#))

5.0210 HARASSMENT

It is the policy of the Bluefield State University Board of Governors that the work and educational environment will be free from all forms of harassment of any employee, student, applicant for employment, student workers or contracted employee. Illegal harassment in any manner or form is expressly prohibited. (See [Board of Governors Policy GA-605](#)).

Workplace Harassment Definition - Workplace harassment is any unwanted or undesirable conduct that demeans or shows hostility toward another person at the workplace. Workplace Harassment may include but is not limited to:

Hostile Work Environment, which consists of harassment based on race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status, and protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or status explicitly defined as protected under applicable state and federal law.

Bullying, which consists of outrageous behavior that deliberately causes extreme physical and/or emotional distress. Such conduct involves the repeated unwelcome mistreatment of one or more employees/students often involving a combination of intimidation, humiliation, and sabotage of performance. “Intimidation” means implied threats or acts that cause imminent fear of harm in another on the basis of actual or perceived membership in a Protected Category. “Retaliation” means any adverse employment action taken against a person who complained about harassment, supported a complainant involving harassment, or who participated in the investigation of a claim of harassment because of that person’s participation in filing the complaint of harassment, supporting a complainant involving harassment, or for participating in the investigation of a claim of harassment. “Hostile Environment” means an environment created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, or pervasive and objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

In 1980 the Equal Employment Opportunity Commission (EEOC) first published guidelines on sexual harassment. The EEOC defines sexual harassment as - unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment; or
2. submission to or rejection of such conduct by the individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Any acts of harassment by an employee may be a violation of Title VII of the Civil Rights Act of 1964.

An employee who feels that he or she is the victim of a workplace incident of sexual harassment is encouraged to discuss the matter promptly following the Harassment Policy procedures (See <https://pegb.wv.gov/forms/Pages/default.aspx>)

No form of retaliation is to be applied to any person making a complaint of sexual harassment. BSU supports the spirit and objectives of the EEOC guidelines on sexual harassment. It is our policy that anyone in our organization who is found to have engaged in such harassment of another employee will be subject to disciplinary action, up to and including termination. In turn, BSU recognizes that

the issue of whether sexual harassment has occurred requires a factual determination by the investigator(s) based on all the evidence found. The University also recognizes that false accusations of sexual harassment can have serious effects on innocent individuals and are subject to disciplinary action, up to and including termination. It is expected that BSU employees will act in a responsible and professional manner, remain sensitive to treating co-workers with dignity and respect, and help provide a productive work environment.

5.1000 ACADEMIC FREEDOM AND TENURE

Academic freedom and tenure guidelines are found in [HEPC's Series 9](#) and Bluefield State University [Board of Governors' Policy No. FC-403](#).

5.1100 Professional Ethics

Bluefield State University subscribes to the [Statement of Professional Ethics of the AAUP \(2009\)](#).

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The privilege of a faculty appointment brings with it commensurate responsibilities. Responsibilities to student, colleagues, and the College, as well as to academe and society, to hold one's self to high standards of teaching, research and service, and to adhere to high standards of professional integrity and conduct. Specific faculty responsibilities include, but are not limited to, the following:

1. To remain current in one's subject or subjects and to instruct assigned courses in a manner consistent with the scheduled time, course content, and course credit approved by the institution.
2. To complete in a professional, timely and responsible manner all other teaching and academic assignments that have been accepted or are a normal part of one's duties.
3. To give individual evaluations of student performance.
4. To refrain from committing or inciting acts of physical violence against individuals or property, or acts which interfere with the academic freedom of other persons with the College or interfere with the freedom of speech
5. To treat fairly, courteously, and professionally their students, colleagues, and other members of the academic community.

Also see [Board of Governors Policy No. HR-705](#).

5.2000 CONSULTING

University faculty are encouraged to assist business, industry, governments, and other

educational agencies. They may engage in consulting activities as long as such activities do not interfere with their regular responsibilities and duties for the College. Each employee should obtain the approval of the Dean of the College and the Vice President for Academic Affairs for any consulting activities that might take the employee away from the University during hours when they might normally be expected to be on campus.

[See BOG Policy HR-705](#) regarding outside employment and conflicts of interest.

5.2100 Employment Outside the University

University faculty may engage in outside employment when it does not conflict with their professional responsibilities to the University. Members of the faculty shall not engage in any employment at any time that prejudices their usefulness as members of the faculty of the University or which would compromise the University or create a conflict of interest. The faculty is responsible to ensure that they do not represent the University while involved in outside employment. The Vice President for Academic Affairs shall establish a program of periodic review of outside services of appointees to guide faculty members.

5.2200 Public Speaking

Faculty members are invited periodically to speak before community groups. This service is greatly appreciated by the community and provides a valuable public relations liaison between the University and the community. Faculty members are encouraged to participate in speaking engagements.

5.2300 Political Activities

The University recognizes and encourages the exercise of the right of University employees, as citizens, to engage in political activities on their own time.

5.2400 Personal Obligations

Employees of the University are expected to handle their personal and financial obligations in such a manner as to prevent the involvement of the University.

5.3000 PERSONNEL FILES

The official personnel file is kept in the Human Resource Office. Faculty members may have access to their personnel files when the institution is normally open for business to review their own file and the contents therein with the following exception: materials that BSU obtained with the employee's prior agreement to forfeit her/his right of access, such as some references.

The Human Resource Office requires that faculty members schedule an appointment to see the personnel file. A representative of the custodian of records will be present with the employee during the review. The date, time, and initials of the faculty member will be recorded for each review in the personnel file.

The following documents are basic documents to be found in each faculty member's

personnel file in the Human Resource Office.

1. letters of application (originals);
2. appointment, acceptance letters, and contracts (originals);
3. personal data (date of birth, marital status, etc.);
4. evaluations and other pertinent documents related to the employee's performance;
5. promotion and tenure decisions;
6. current official transcripts with an updated resume; and
7. additional information such as personnel development, class schedules, etc.

It is the responsibility of each faculty member to provide complete personal data, including biographical information; all applicable official transcripts, both graduate and undergraduate; letters of evaluations and recommendation from professional colleagues; documentation of professional growth; and copies of publications, as well as any other data which the faculty member may wish to have included in the file. A copy of any material in the personnel file, except as noted above, will be provided to the faculty member upon request. A small copy fee may be charged. Positive identification of the faculty member must be established before providing access to the personnel file. The faculty member may not remove documents from a personnel file. A faculty member may add documents to her/his own personnel file at any time.

The official personnel file will be kept in strictest confidence and will be available for confidential use only to the individuals directly involved in personnel decision-making. However, for a valid reason, the faculty member may authorize, in writing, access to her/his file by any other appropriate persons. Documents such as student evaluations and written communications that are not contained in the official personnel file are kept in a file in the Dean or Vice President of Academic Affairs Office.

5.3100 Addresses and Phone Numbers

It is important that the Human Resource Office and the Payroll Office maintains a current address and phone number for each member of the faculty and staff. Notice of change of address and/or telephone number must be completed in the Human Resource Office and the Payroll Office. The appropriate forms may be accessed in these offices.

5.4000 APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY

5.4100 Criteria for Appointment and Promotion

Promotion and Appointment Criteria are found in Appendix A. It should be noted that this may include any disciplinary letters involving violation of University, State, or Federal policy, or exemplary conduct.

5.4200 Academic Advancement

See [HEPC Series 9](#) (Academic Freedom, Professional Responsibility, Promotion and Tenure) and Bluefield State University [Board of Governors Policy FC-403B](#).

5.4300 Selection of Personnel

The President or designee has the responsibility for selecting new personnel and for recommending the change in status of personnel (including salary changes, promotions, dismissals, and retirements). The recommendation should be originated at the appropriate supervisory level. No financial commitments can be made until the personnel appointment is approved by the appropriate offices.

5.4400 Appointment of New Full-Time Faculty Personnel

All regular full-time teaching faculty shall normally be on nine-month appointments. All appointments shall be made on the basis of the qualifications of the faculty member at the time of the appointment.

Nine-plus-three-month Faculty Appointments-All faculty with responsibilities beyond the regular nine-month faculty appointment shall be employed on a nine-plus-three-month basis. All nine-plus-three-month faculty will be assigned a faculty rank for which they qualify.

5.4500 Summer School Appointments

Nine-month faculty may be assigned to teach summer courses at the discretion of the institution, and shall be employed on a temporary appointment.

5.4600 Salary Increases for Faculty Personnel

Each year, within the Legislature and/or Higher Education Policy Commission guidelines, the President and Provost, in consultation with the Major Controller, determine the distribution of available funds for salary increases. Provisions may be made for across-the-board increases, promotion in academic rank, and other adjustments.

5.4700 Years of Service

Years of service are defined as the number of complete academic years of full-time, University-level instruction as a faculty member under salaried contract holding the rank of instructor, assistant professor, associate professor, or professor. Time on unpaid leave of any kind does not count toward years of service. Time spent on authorized sabbatical leave or other paid leave counts towards years of service.

5.4800 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization. It is expected that faculty will fulfill the terms of their appointment. If the terms of appointment cannot be fulfilled, a formal letter of resignation should be submitted to the President.

Prior to the delivery of the final paycheck, it is necessary that an employee complete an Exit Interview to ensure that their departure is made as smoothly as possible and that the University will have information necessary for future

contacts with the employee, at the same time, clearing the employee's record in respect to books, equipment, etc.

5.4900 Faculty Evaluation

The faculty evaluation policy is found in Bluefield State University Board of Governors [Policy FC-403C](#).

5.5000 FACULTY EMERITUS

The awarding of Faculty Emeritus status is reserved as a very special honor for faculty who have served Bluefield State University with great distinction. Faculty Emeritus status recognizes significant contributions, meritorious service, the highest standards of professional integrity, and utmost professionalism by retired faculty in advancing BSC's mission and goals. The following guidelines establish eligibility criteria and the nomination process to be followed in awarding Faculty Emeritus status to retired faculty of Bluefield State University.

5.5100 Eligibility

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

1. The retired faculty member must have held academic rank at Bluefield State University for at least ten years.
2. The faculty member must have retired from active service according to the provisions of a retirement system approved by the Higher Education Policy Commission, or left the institution by a severance inducement program approved by the Higher Education Policy Commission.
3. A faculty member holding the academic rank of Professor on retirement shall be confirmed as Professor Emeritus.
4. A faculty member with at least fifteen years of full-time equivalent teaching service at Bluefield State University holding the rank of Associate or Assistant Professor on retirement shall be confirmed as Professor Emeritus.
5. Other faculty members shall receive the designation of Faculty Emeritus, providing they have at least ten years of full-time equivalent teaching at Bluefield State University at the time of retirement.
6. The Promotion and Tenure Committee may recommend waiving the criteria relating to academic rank or years of service for any retiring faculty member who, in the Committee's collective judgment, warrants special consideration.

5.5200 Nomination Process

The names of retired faculty who are eligible for membership in the Emeritus Program of Bluefield State University shall be forwarded to the Promotion and Tenure Committee by the University Cabinet Administrators for review and recommendation to the President of this University. The Promotion and Tenure

Committee may recommend Professor Emeritus or Faculty Emeritus status, as appropriate. Upon receipt of a recommendation from the Promotion and Tenure Committee, the President may confer Emeritus status.

5.5300 Rights and Privileges

A retired Faculty member approved by the President for the title of Professor Emeritus or Faculty Emeritus status is entitled to the following rights and privileges:

1. To have faculty library, bookstore, student center and recreational facility privileges;
2. To receive a parking permit for one vehicle free of charge;
3. To receive a University identification card;
4. To attend as a nonvoting member, meetings of the faculty and the Faculty Senate;
5. To attend home athletic contests free of charge;
6. To be on the University mailing list for usual faculty and alumni bulletins;
7. To participate in academic processions;
8. To receive a suitable citation;
9. To be listed in University publications as Professor Emeritus or Faculty Emeritus;
10. To receive a campus internet access account; and
11. To receive all additional privileges which may accrue to those enjoying this honor.

Responsible Office for the Faculty Emeritus Guidelines: Office of the President

5.6000 LEAVE

Policies and procedures regarding employee leave are addressed in Bluefield State University [Board of Governors' Policy HR-704](#). Policy regarding military leave, leave of absence without pay, and emergency leave are found in [HEPC Series 38](#).

Notification of an absence, prior to an employee's scheduled start time is required. If, for any reason, an employee is unable to report to work as scheduled, the employee should notify his/her supervisor at the earliest possible time with the reason and the expected duration of the absence. Failure of notification can result in discipline, including termination. Absence from work for three consecutive days without explanation or authorization may be deemed an automatic resignation.

5.6100 Medical Leave Verification

Medical leave verification/assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. BSU may require verification of an illness. See Bluefield State University [Board of Governors' Policy HR-704](#).

5.6200 Late Weather Schedule

BSU schedule change announcements:

1. "2 hour delay" This is an alteration of class meeting times. Its purpose is to provide time for college maintenance personnel to clear snow from campus sidewalks, steps, and parking lots. In this case, employees are to report at the regular times unless a specific change is announced through the media.
2. "Classes will not be held (or are canceled)." In this case, employees are to report at the regular time, unless a specific change is announced through the media.
3. "The University is closed." This means that all offices are closed and classes will not meet. Employees do not report for work that day. The exception to this is that the maintenance personnel and night watchman report at designated times. See Bluefield State University [Board of Governors' Policy HR-704](#).

5.6300 Holidays

Policies and procedures regarding holidays are addressed in Bluefield State University [Board of Governor's Policy GA-603](#). The Higher Education Policy Commission directs that the president of each University, or their designee, will determine six holidays which will be observed by the employees of that institution in addition to the six holidays specified in Bluefield State University [Board of Governors Policy GA-603](#). A list of these holidays will be distributed annually before each fiscal year begins.

5.6400 Sabbatical Leaves and Advanced Study

[HEPC Series 38](#) provides for leaves of absence without pay for the purpose of advanced study, medical reasons, and other approved by the President. Leaves must be recommended by the Provost and approved by the President. The University encourages advanced study and where possible will assist to that end.

5.7000 BENEFITS/PAY

Employee benefits significantly increase the value of the employee's total compensation. The exact amount varies with individual circumstances. Health insurance coverage includes basic health/hospital/surgical care, a major medical plan, prescription drugs, and \$10,000 life insurance coverage through an indemnity plan or Managed Health Care Plan. Eligibility for these benefits and other provisions concerning them are subject to change without notice.

Information regarding monthly premiums, copayments, deductibles, coverage and dependent eligibility are provided in the WV PEIA Shopper's Guide for the plan year. Enrollment information is provided during the employee's orientation time.

A brief overview of the benefits is provided. Any questions and/or changes should be directed to BSU's Human Resource or Payroll Office.

5.7010 Hospitalization

BSU employees are eligible for a hospitalization plan. Complete information about hospitalization plans are available at

https://peia.wv.gov/Forms-Downloads/Documents/summary_plan_descriptions/SPD_AB_D_2025_web.pdf

5.7011 Group Insurances

BSU employees are eligible to participate in a wide range of health insurance programs including PEIA plans and Managed Care plans which offers hospital, surgical, major medical, prescription drug and other medical care benefit coverage.

Information regarding the differences in plans, monthly premiums, co-payments, deductibles, coverage and dependent eligibility are provided in the WV PEIA Shopper's Guide for the plan year or online at

https://peia.wv.gov/Forms-Downloads/Documents/summary_plan_descriptions/SPD_AB_D_2025_web.pdf

The premiums for health care plans are withheld bimonthly, with half of the months premium being withheld from each pay period.

5.7012 Life Insurance Program

The basic life insurance plan includes \$10,000 term life insurance with an accidental death and dismemberment benefit. Employees' may elect life insurance only plans. Additional optional life insurance may be purchased by the employee for a monthly premium based on age and the principal sum. Dependent life insurance may also be purchased on eligible dependents. Enrollments under both options are subject to a statement of health thirty days after initial employment.

5.7013 Mountaineer Flexible Benefit Plans

Additional benefit plans are available on a pretax basis. These plans include dental, eye, long-term disability, short-term disability, flexible spending accounts, pre-paid legal, etc. Information on these accounts will be given during orientation and can also be obtained during the open enrollment period. These benefits are provided at group-rate costs and paid by the employee. The premiums for Mountaineer Flexible Benefits are withheld both pay periods.

5.7014 Section 125 Plan

Employees who contribute to the cost of their health insurance, basic life insurance, accidental death and dismemberment insurance, or optional life insurance may elect to pay these premiums on a pre-tax basis. Your tax savings are made up of Federal, State, and FICA (Social Security) taxes which are not paid until the premiums are paid.

5.7015 COBRA

Federal law entitles the employee and covered dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue medical coverage only in certain cases when coverage would otherwise terminate, provided the employee and/or

dependent(s) pay the full group premiums. Information regarding COBRA benefits may be obtained from BSU's Payroll Office.

5.7016 Retirement

Participation by benefits-eligible employees in a tax-sheltered retirement program is mandatory by West Virginia State law. Employees must contribute six percent of their gross pay to a retirement program. BSU matches the employee's contribution with an equal amount. Vesting is immediate and retirement may begin at any age upon termination of employment. Retirement income is based on age at retirement, amounts of dollars accumulated, and the income options chosen, i.e., single life or joint life. Additional information regarding the various plans and enrollment packets are distributed by the Human Resource Office.

5.7017 TIAA-CREF Total Disability Insurance

The TIAA-CREF disability insurance is a long-term disability plan providing a nontaxable monthly income to age 65 in the event of total disability. The income benefit is based upon the employee's base salary and begins after six months of total disability. The monthly income benefit, which includes any income payable from employee's sick leave, Social Security, Worker's Compensation, and any disability benefit payable under any insurance or retirement plan sponsored by BSU, is equal to 60 percent of the monthly salary to a maximum of \$5,000.

The minimum monthly benefit under this plan is \$100; there is a one year eligibility waiting period before new enrollees are eligible. The premium is based on the base salary and paid by the employee.

Employees enrolling for the disability income benefit are also included under the "Annuity Benefit" provision of the plan. The annuity benefit provides for the monthly payment of 12 percent of the employee's salary into a TIAA/CREF Annuity in addition to the disability income payments.

5.7018 Worker's Compensation

Worker's Compensation state laws provide replacement income and medical benefits if you become ill or injured as a result of your job and the illness or injury qualifies for benefits based on West Virginia state law. Coverage begins on your first day of employment and is provided at no cost to the employee.

All injuries under statutory coverage, no matter how minor, must be reported, in writing, immediately to the supervisor and the BSU Director of Human Resources. The BSU Director of Human Resources will prepare and submit to the State all reports required to establish the employee's claim for compensation once it has been received from the attending physician.

An employee is responsible for her/his portion of the health insurance premium when they are off of the payroll due to collecting Workers Compensation benefits.

5.7019 Unemployment Compensation

Wages at BSU are reported quarterly to the West Virginia Department of Employment

Security. For more information about this program, contact the local Job Service Office/Office of Employment Security.

5.7020 Credit Union

The West Virginia Public Employees Credit union is a member-owned financial cooperative serving employees of the State of West Virginia. An employee may sign up for membership with the BSU Human Resource or the BSU Payroll office at any time. For more information, contact the Human Resource or Payroll Offices or the Public Employees Credit Union's address is:

2200 Washington Street East

P. O. Box 50919

Charleston, WV

25305-0919

(304) 558-0566.

5.7021 U. S. Savings Bonds

U. S. Savings Bond Payroll Savings Plan is available to all employees. Payroll deductions for savings bonds must be withheld both pay periods. Forms are available through the BSU Payroll office.

5.7022 Faculty Development

Faculty development includes activities designated to provide professional knowledge and to improve credentials. Funding for faculty development activities may be secured by application for funds to the Professional Development Committee. Applications for Professional Development can be obtained from the office of the Provost. Guidelines for faculty development may be found in Bluefield State University [Board of Governors' Policy FC-402](#)

5.7100 Payday

Beginning July 1, 2002, as stated in H. B. 4012, all new full-time faculty will be paid one pay cycle in arrears except for elected officials or those transferring from one state agency to another with no break in service. Paychecks will be issued every other Friday. Transportation problems could cause occasional delays in paycheck distribution. Direct deposit is available to all employees.

5.7110 Required Deductions

State or federal law requires each institution to deduct State and Federal income taxes, social security, retirement premiums, unemployment and worker's compensation premiums from each employee's paycheck.

5.8000 TRAVEL

For complete regulations faculty are referred to the current State of West Virginia Travel Regulations. The [State Travel Policy](#) governs state employees who are conducting in-state, out-of-state, and international business travel with the State of West Virginia. This policy

addresses such areas as transportation, lodging, meals, registration fees, other expenses, and forms of payment.

The following is a brief overview of travel regulations.

Faculty members who travel in connection with the regular performance of their duties are entitled to reimbursement for their expenses. Approval must be obtained in advance, and funds must be available in the School or office budget. The following regulations will govern travel and subsistence allowances for college employees traveling on official business. The allowances set out herein shall be considered the maximum. Approved travel on official business is on the basis of reimbursement for actual and necessary expense incurred.

Travel may be undertaken for conferences, institutes, seminars and business trips considered necessary in the administration and operation of a college, such as, but not limited to, the following:

1. meetings of those associations in which the institution holds membership;
2. meetings of those associations in which the person--administrative, faculty, or staff--holds membership and no institutional membership is required;
3. meetings called by federal and/or state agencies;
4. meetings of a general educational nature which in the judgment of the administration the College should be represented; and
5. recruitment of faculty and staff.

Transportation reimbursement will be limited to the actual cost supported by ticket stubs or other appropriate documentation based on the most direct and practical route possible. Mode of transportation shall be that which is most efficient and economical to the state. When travel is by automobile, a state vehicle will be used unless the travel is to be charged to a grant. Prior approval by the Chief Financial Officer must be obtained in order to use a private car for College business.

State-owned vehicles: Reimbursement will be made for storage, toll charges, and other actual costs.

Privately owned vehicles: Maximum mileage allowance for use of privately owned vehicles engaged in State business will be that set by the State. Toll bridge and turnpike charges may be included. If more than one person travels in a private vehicle and the charge is less than would be required for transportation by commercial airline, necessary storage and garage fees will be reimbursed. Reimbursement for travel by car to a destination outside the State may not exceed the cost of commercial airlines.

The following local policies and regulations govern faculty travel:

1. The Dean of the School will be responsible for allocating travel funds to members of the campus. Expenditures for meals and room should be held to reasonable amounts, and will be limited by the maximum amount allowed by the State.
2. No travel expenses to a meeting will be paid unless the faculty member is a member of the organization sponsoring the meeting.
3. Where several members of the faculty are attending the same meeting, the transportation should be pooled if possible.
4. Each Dean of the School will maintain a record of expenditures of the various

members of the department from year to year to ensure equitable allocation of funds.
Procedure - Prior to the trip, approval must be obtained. After the trip, the in-state travel expense account form must be completed, to include attaching appropriate receipts, signing the form, and submitting to the appropriate office for reimbursement.

5.9000 APPEAL AND GRIEVANCE PROCEDURE

5.9010 Faculty Grievance Procedure

Effective July 1, 2007, the West Virginia Public Employees Grievance Board was established. The grievance procedure is outlined in West Virginia Code Section [6C-2](#) and [6C-3](#). A copy of the grievance procedures can be found at <https://pegb.wv.gov/forms/Pages/default.aspx>. Assistance in procedural matters should be directed to the Human Resource Office.

5.9020 Student Disciplinary and Appeal Procedure

Procedures are detailed in the current [Student Handbook](#).

6.000 FACULTY OF THE YEAR PROCEDURE

Nominations will be taken by each college during their respective meeting in March. The college will then vote on their single representative/ candidate for Faculty of the Year.

The Deans will govern over the college vote and turn the winner's names in to The Faculty Senate Chair and Vice-Chair. If the Faculty Senate Chair or Vice-Chair happens to be one of the candidates, the Parliamentarian and Secretary will be the persons to proceed with the voting.

During the University-wide voting process of the 4 candidates, the Deans will have the opportunity to provide input on each candidate and present that to the Provost. This input will be made available to the Faculty prior to the vote. In the event of a tie, the Faculty of the Year Award will have co-winners and the Financial award will be split.

The University wide voting process will use an online voting method that assures each faculty voter can only enter their vote once. It should also assure that only qualified faculty can vote (i.e. no adjunct faculty). It is to be noted that Department Directors and Chairs that carry a teaching load are eligible to be nominated for the award as well. This was voted on and agreed upon by all faculty on 8-13-25 in the general faculty meeting.

The voting process should be completed by the last week in April to assure time for the Foundation to prepare the award.

7.000 FACULTY HANDBOOK UPDATES

Every summer the Faculty Handbook should be reviewed and updated by the Provost/VP for Academic Affairs and the Faculty Senate.

APPENDIX A: PROMOTION AND TENURE REQUIREMENTS AND PROCEDURE

[Promotion and Tenure application](#)

[Promotion and Tenure Release Form](#)

[Promotion and Tenure Guidelines](#)

FACULTY APPOINTMENT AND PROMOTION CRITERIA

December 2, 2019

Objectives

1. To promote professional growth and development of each member of the faculty;
2. To promote and maintain a high standard of teaching;
3. To assure that all faculty have the knowledge and ability necessary to work with the most appropriate model of instruction;
4. To expand each faculty member's awareness and expertise in all academic and instructional competencies;
5. To motivate each faculty member to become actively involved in some aspect of research and scholarly activity and/or community and professional service.
6. To encourage faculty to exercise leadership in academic governance and fulfill responsibilities on appropriate committees.

Criteria for all Ranks and Divisions

The following requirements for promotion in academic rank are considered minimal. Consistent with Bluefield State University [Board of Governor's Policy FC-403B](#):

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.

Evaluation of faculty for appointment and promotion shall take into consideration the university's mission as defined by the BSU Board of Governors.

Ordinarily initial appointments are not made in the rank of Professor and initial appointments of Associate Professor are not common. In cases of merit and when it is in the interest of the mission of the University, the President may, upon the recommendation of the Academic Administration, make initial appointments in these ranks. Since promotion criteria such as experience at BSU cannot be met, initial appointments should be consistent with the intent of promotion criteria herein. Faculty should not be promoted on the basis of the Minimal Promotion Criteria alone. It is expected that at each successive step in academic rank progression the faculty member will present qualifications increasingly greater than the minimum.

MINIMAL APPOINTMENT & PROMOTION CRITERIA *

Baccalaureate or Higher Degree Programs	Certificate or Associate Degree Programs
<u>Visiting Faculty</u> Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years. The rank must be consistent with the requirements of each appointment. Years of service in these positions do not count toward time in rank or tenure requirements.	<u>Visiting Faculty</u> Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years. The rank must be consistent with the requirements of each appointment. Years of service in these positions do not count toward time in rank or tenure requirements.
<u>Adjunct Faculty</u> Such appointments are considered part-time, outside tenure-track status, and are subject to renewal each semester. Master's Degree with 18 graduate hours of coursework in the discipline in which the faculty is teaching.	<u>Adjunct Faculty</u> Such appointments are considered part-time, outside tenure-track status, and are subject to renewal each semester. Baccalaureate Degree with 12 hours of related coursework in the discipline in which the faculty is teaching. Full-time work experience of at least three years in a field related to the subject being taught.
<u>Instructor</u> Master's Degree with 18 graduate hours of coursework in the discipline in which the faculty is teaching.	<u>Instructor</u> Baccalaureate Degree with 12 hours of related coursework in the discipline in which the faculty is teaching. Full-time work experience of at least three years in a field

	related to the subject being taught.
<u>Assistant Professor</u> Master's or terminal degree with 18 graduate hours of coursework in the discipline in which the faculty is teaching. Three years of full-time college level teaching experience is required. With a terminal degree no college teaching experience is required.	<u>Assistant Professor</u> Master's or terminal degree with 18 graduate hours of related coursework in the discipline in which the faculty is teaching.
<u>Associate Professor</u> Master's or terminal degree with 18 graduate hours of coursework in the discipline in which the faculty is teaching. Three years in rank of Assistant Professor, a total of six years of full-time college teaching experience or three years of full-time college teaching experience with a terminal degree.	<u>Associate Professor</u> Master's or terminal degree with 18 graduate hours of related coursework in the discipline in which the faculty is teaching. Three years in rank of Assistant Professor, a total of six years of full-time college teaching experience or three years of full-time college teaching experience with a terminal degree.
<u>Professor</u> Master's with 18 graduate hours of related coursework in the discipline in which the faculty is teaching and professional registration/ certification/license, if such is available, or earned terminal degree with 18 graduate hours of related coursework in the discipline in which the faculty is teaching. Four years in rank as Associate Professor at BSC, with a total of ten years of full-time college teaching experience.	<u>Professor</u> Master's with 18 graduate hours of related coursework in the discipline in which the faculty is teaching and professional registration/ certification/license, if such is available, or earned terminal degree with 18 graduate hours of related coursework in the discipline in which the faculty is teaching. Four years in rank as Associate Professor at BSC, with a total of ten years of full-time college teaching experience.

*Exceptions can be made with Presidential approval

APPENDIX B: FACULTY EVALUATIONS

FACULTY EVALUATION PROCESS

Faculty assessment/evaluation is one component of the University's efforts to be accountable for the content and quality of its educational activities. The assessment/evaluative process is a method of gathering information concerning the faculty member's contribution to all phases of the institution's mission and goals. The major objectives of faculty assessment/evaluation are:

- 1) to determine strengths and areas for improvement regarding teaching, service, and professional development; and
- 2) to provide information for personnel decisions such as promotion, tenure, and merit pay. All full-time faculty (tenured, probationary, and temporary) and adjunct faculty, including librarians and administrators that may teach, are to be evaluated yearly.

The evaluation process has the following components: student evaluations of faculty, Dean's evaluation of faculty.

Student Evaluation of Faculty

Student evaluation of faculty will be conducted each semester, excluding summer school, two to three weeks before the end of the semester depending on the academic calendar and/or holiday break, but will not extend beyond the last day of classes for students. The Provost and Vice-President for Academic Affairs oversees the administration of the online process of student evaluation of faculty.

The procedure for the administration of the student evaluations is as follows:

1. Students login to myBSU portal.
2. Students select the "student evaluation of faculty" icon.
3. Students confidentially evaluate each course listed.
 - a. A response must be provided for each item with the exception of the comment box. Banner will repopulate the evaluation by the next day if all items did not receive a response.
4. At the end of the evaluation timeframe, data are extracted from Banner and imported into ClassClimate for report generation.
5. Reports are generated and distributed via email to full-time and adjunct faculty members typically prior to the beginning of the next semester.
6. Reports are also distributed to College Deans, Vice President for Academic Affairs, and upon request, the President of the University.
7. All courses are evaluated with the following exceptions:
 - a. those with less than 6 students,
 - b. labs (with the exception of School of Nursing and Allied Health labs)
 - c. internships,
 - d. independent studies,
 - e. student research, and

- f. student teaching.
8. Faculty should maintain evaluation data and information for future reference. Copies of all evaluation information are to be maintained and available in the Dean's office.

[Classroom Observation](#)

Direct classroom observation can provide a counterpoint to information gathered indirectly through student evaluations or comments made by others. Classroom observations can also assist a beginning faculty member with one's teaching. Classroom observation will be required for the first four semesters of an instructor's employment. Thereafter, the observation will be conducted annually for all non-tenured/clinical track faculty and every other year for tenured faculty. Classroom observations may be scheduled or unscheduled. They may also be recorded instead of a personal visitation.

[Faculty Evaluation Form](#)

The faculty evaluation form is the process that is to be completed by the Dean/Director annually by the end of the academic year. The form is adapted from the position description of faculty that accompanies the faculty contract. The original is to be submitted to the Office of the Provost/Vice President of Academic Affairs and a copy retained in the respective College office.

APPENDIX C - University Vehicle Regulations

Use of University Owned or Leased Vehicles

Vehicles are provided for use by the faculty and staff of Bluefield State University when participating in regularly scheduled and organized activities approved by the university as official trips. Passengers in state vehicles must be West Virginia state employees or students enrolled at Bluefield State University and whose specific office or employment conditions require they be transported on official business. The operation of and passenger requirements for Bluefield State University owned or leased vehicles by non-employees is restricted to persons working with Bluefield State University in conjunction with official school programs and must have prior approval from the Director of Financial and Administrative Services. All vehicle trips require approval of the department head and budget directors. State Vehicles will not be parked at the driver's home overnight. Insurance Coverage Liability insurance is provided for Bluefield State University owned or leased vehicles by the State Board of Risk and Insurance Management: Coverage is extended for the protection of Bluefield State University while an authorized operator is using a vehicle within the confines of this policy and all applicable laws, ordinances or rules.

Reporting of Accidents

Accidents or loss, involving a Bluefield State University vehicle, to any degree, must be reported to a law enforcement agency serving the area where the accident occurred and to the Bluefield State University Security. The operator must cooperate in any investigation of an accident at the scene and obtain necessary information to complete a State Board of Risk and Insurance Management form, "Report of Motor Vehicle Accident - State of West Virginia" (Form #RMJ-1), within two (2) calendar days of the accident and submit the form to the Bluefield State University Director of Security. All vehicles shall carry insurance information and insurance forms.