



Faculty Handbook

November 2024
SAM-2024.1

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to **Affirmative Action Officer**, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; **Title IX Coordinator**, Mr. Darrell Taylor, Chief Student Services Coordinator, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7432; or **Section 504 Coordinator**, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054.

PREFACE

Established traditions in the academic world dictate that faculties take an active part in the governance of their colleges. The faculty at Southern ~~do not fully recognize~~fully recognizes the legal authority for the guidance and reputation of the College which is placed by the West Virginia Legislature in the Board of Governors and the President of the College. However, the faculty also perceives a responsibility on its part to manifest the rights of academic freedom in providing to the administration its views and advice on matters relating to the academic program in general and to faculty specifically.

This Faculty Handbook provides an authoritative informational reference to policies and procedures, privileges, obligations, and responsibilities that affect faculty members. This handbook applies to all full-time and part-time faculty members, ~~full-time and part-time~~, of Southern.

This handbook has been prepared for your information and understanding of the policies, philosophies, and practices of Southern. The Rules of the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, and the policies contained in the Southern Policies (SCP's) Manual form the base documents for the College's operation. Information in this handbook is taken from and/or supports these directives.

Because such policies and procedures are subject to change, with or without prior notice, the information provided in this handbook is not intended to create a contract of employment nor should it be construed as terms and conditions of a contract of employment with Southern.

Acceptance of a faculty appointment at Southern necessarily includes acceptance of College policy and procedures, and of arrangements other emendation. The Faculty Handbook is, of course, one authoritative source among several other sources. Faculty will wish to consult other sources, such as the College catalog, policies, and procedures found on the Southern website. The Handbook is not intended to be exhaustive, as College employee policies applicable to faculty are set forth in the Southern Employee Handbook.

This Handbook supersedes all earlier editions. The official copy shall be maintained by the Office of the President, Office of Academic Affairs, and the Office of Human Resources, with copies made available to all faculty ~~electronical~~electronically via the College's website.

MISSION STATEMENT

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

VISION STATEMENT

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

CORE VALUES

We will accomplish our mission by

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

INSTITUTIONAL COMMITMENTS

As a comprehensive community and technical college, Southern is committed to providing:

- Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
- Programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree.
- Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.
- Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
- Support services that assist students in achieving their education and training goals.
- Community interest programs and activities that promote personal growth and cultural enrichment.

SECTION I – AUTHORITY OF HANDBOOK AND PROCEDURES FOR CHANGES

1. Authority of this Handbook

1.1. Authority Derived from the Board of Governors

The Faculty Handbook of Southern derives ~~it~~its authority from the Board of Governors of the College, and will be in effect continuously from the date authorized by the Chair of the Board of Governors (or the designated representative).

1.1.1. Copies of Handbook

An official copy of the current Faculty Handbook is on file in the Office of the President, Office of Academic Affairs, and the Office of Human Resources. Reference copies are available on the College website, and each faculty member receives a link to the online version at the time of employment and each time it undergoes ~~extensive~~ revisions.

1.2. Changes to the Handbook

1.2.1. Date Approved Items Are Binding

Additions and amendments to the Faculty Handbook are binding on all affected parties as of the date authorized by the Chair of the Board of Governors or a designated representative.

1.2.2. Changes Must Be Approved by the Board of Governors

Since Control of the College is vested in the Board of Governors, any changes to this Faculty Handbook must be approved by the Board of Governors.

1.2.3. Handbook Changes

In order to adjust to the business needs of the organization, Southern reserves the right to suspend, revise, or revoke any section of this handbook, with the exception of *Section II - Faculty Constitution*, at any time, with or without notice.

1.2.4. Conflict with State and Federal Laws

To the extent that any section of this handbook may conflict with federal, state, or local laws, Southern will abide by the applicable federal, state, or local law.

1.2.5. Procedures

- 1.2.5.1. Amendments or changes in the Faculty Handbook may be approved at an official Faculty Senate meeting by two-thirds majority of the Faculty Senate present and voting.
- 1.2.5.2. Following approval by the Faculty Senate, any changes or amendments shall be submitted to the Faculty Assembly for the purpose of voting upon the amendment or change.
- 1.2.5.3. Any amendment/change, with the exception of *Section I, 1.2.5.5*, proposed by the Senate shall be distributed to every member of the Faculty Assembly at least one month before a meeting of the Faculty Assembly for the purpose of voting upon the amendment or change.
- 1.2.5.4. Opportunity for discussion or debate at a regularly-regular or special meeting of the Faculty Assembly shall be provided for every amendment/change proposed by the Senate, with the exception of *Section I, 1.2.5.5*
- 1.2.5.5. In the event changes occur in titles of persons or committees, the Faculty Senate may amend the Faculty Handbook without full Faculty Assembly voting/approval.

1.2.6. Ratification of Amendments/Changes

Within one week following the meeting of the Faculty Assembly, ballots shall then be prepared and distributed electronically to all members of the Faculty Assembly. Voters shall return their electronic ballots to the Faculty Senate by the marked date. Ratification of the proposed amendment shall require a three-fourths majority of the responding to the vote.

SECTION II – FACULTY CONSTITUTION

1. Faculty Assembly

1.1. Composition

Members of the Faculty Assembly are those professors, associate professors, assistant professors, instructors, and lecturers holding appointments with full-time faculty contracts with Southern.

1.2. Function

- 1.2.1. The members of the Southern Faculty Assembly shall elect senators to represent the College as outlined in *Section II, 2.2*.
- 1.2.2. The Faculty Assembly has the right and responsibility to express its opinion on policies and administration of the College.
- 1.2.3. Members of the Faculty Assembly may review and/or challenge any action of the Senate. Members may submit a challenge in writing and present it orally directly to the Senate. If no action is taken by the Senate within 60 calendar days to meet the challenge, the members of the Faculty Assembly may, through a petition signed by fifteen of its members, present the challenge to the Faculty Assembly through the Senate's Vice Chair. The issue will be put to a ballot vote, and a simple majority of the returned ballots will decide the issue.

1.3. Meetings

- 1.3.1. The Faculty Assembly shall hold at least two regular meetings during the academic year. The first required meeting shall be during the week prior to the beginning of the Fall semester. The second required meeting shall be in the month of April. All scheduled classes, laboratories, and other college meetings involving faculty shall be dismissed during the meeting of the Faculty Assembly.
- 1.3.2. Those present at the Faculty Assembly shall constitute a quorum.
- 1.3.3. ~~Special~~ A special meeting of the Faculty Assembly may be called by the ~~Southern College's~~ President, the Faculty Senate chairperson, or the Faculty Senate Vice Chair on petition of fifteen members of the Faculty Assembly.

1.4. Presiding Officer

The Faculty Senate chairperson shall be the presiding officer at the Faculty Assembly meetings. In his/her absence, the Senate vice chairperson shall be the presiding officer. In the event both are absent, the Faculty Assembly shall elect a presiding officer.

1.5. Notice of Meetings

Except in the case of an emergency, the Faculty Senate Vice Chair shall notify by email each member of the Faculty Assembly at least two weeks in advance of the date of the regular or special meeting. Such notification shall include a copy of the proposed agenda.

2. **Faculty Senate**

2.1. Authority

The Faculty Senate shall be the representative body elected by the Faculty Assembly and shall advise and make recommendations to the President on all matters pertaining to the Senate's function.

2.2. Composition

Membership ~~on~~in the Faculty Senate is limited to persons who hold full-time faculty contracts. The Faculty Senate shall include those representatives elected by the Faculty Assembly at its April meetings on the following distribution basis:

Campus Representatives

- 1 Senator from the Boone/Lincoln Campus
- 1 Senator from the Logan Campus
- 1 Senator from the Williamson Campus

Departmental Representatives

- 1 Senator from Allied Health
- 1 Senator from Nursing
- 1 Senator from Arts & Humanities
- 1 Senator from Math & Sciences
- 1 Senator from Professional & Technical

The representative elected to represent the Faculty Assembly on the Advisory Council of Faculty (ACF) to the State College System and the Faculty Assembly representative on the Board of Governors shall be members of the Faculty Senate.

2.3. Elections

Elections for senators shall be held during the month of April. ~~In of every~~ odd-numbered years. The Faculty Assembly shall nominate and elect the ACF representative and the Faculty representative to the Board of Governors. In ~~even-numbered~~even-numbered years, the Faculty Assembly shall divide into groups according to Campus assignment and elect Senators to represent respective Campuses as outlined in *Section II, 2.2*. In addition, each Departmental group will elect a representative at their Division meeting as outlined in *Section II, 2.2*. All respective Senators and representatives are elected to two-year terms.

2.4. Vacancies

Vacancies on the Faculty Senate shall be filled through appointment by the Faculty Senate chairperson with approval of the Senate.

2.5. Meetings

- 2.5.1. The Faculty Senate shall meet a minimum of four (4) times during the academic year on Governance Days. Sufficient time for conducting the affairs of the Senate shall be provided.
- 2.5.2. A quorum at any regular or special meetings of the Faculty Senate shall be ~~one-half~~one-half of the elected Senators plus one.
- 2.5.3. Each senator shall attend the Faculty Senate meeting, and roll shall be taken and recorded in the official minutes of each meeting.
- 2.5.4. Written notification of meetings and an agenda shall be sent to each member of the Senate for receipt at least two calendar days before a meeting, except in emergency situations.
- 2.5.5. Any member of the Faculty Assembly, administration, or the general public may attend Senate meetings. This person's attendance will be recognized and recorded in the minutes.
- 2.5.6. There will be no closed meetings or meetings held in private residences.

2.6. Function

- 2.6.1. The Faculty Senate shall exercise its legislative power for the faculty subject to the limitations of Section II, 2. It shall recommend general policies to the Southern President, the Board of Governors, and the West Virginia Community and Technical College Council relative to, but not limited to, the following:
 - 2.6.1.1. The standards for admissions, selection, and retention of students.
 - 2.6.1.2. Requirements for granting of degrees.
 - 2.6.1.3. Curricula requirements for general education.
 - 2.6.1.4. Matters of concern to the students and/or faculty members as provided for in established policies or newly developed policies.
 - 2.6.1.5. Addition and deletion of all courses and/or programs.
 - 2.6.1.6. The academic calendar and scheduling of classes.
 - 2.6.1.7. Equipment and physical facilities.

- 2.6.1.8. The organizational structure of the College with reference to academic matters.
- 2.6.1.9. Issues concerning faculty members such as standards of appointment and conduct, academic freedom, tenure and /or promotion, salary, nature and conditions of their work, and all matters of faculty welfare.
- 2.6.1.10. Candidates for honorary degrees and other certificates.
- 2.6.1.11. Rules and regulations implementing any educational policy and/or program.
- 2.6.1.12. The Faculty Senate shall assume the responsibility (in cooperation with the Chief Academic Officer) for the periodic review and revisions of those sections of the Faculty Handbook that relate to academic/faculty issues. The Faculty Handbook shall include this constitution and state the established policies of Southern in all matters relating to the faculty. Such revisions will be submitted to the Southern President and the Board of Governors for approval.

2.7. Contact System

Members of the Faculty Senate shall keep faculty apprised of relevant Faculty Senate concerns. Communication channels shall remain open on all issues and ~~action~~ actions of the Faculty Senate. Individual faculty members have the responsibility to see that communication is flowing in both directions.

3. Committees

3.1. Creation and Classification

The Faculty Senate shall have the power to establish such committees as may be needed for the performance of its functions. Senate committees may be one of three kinds: (1) constitutional committees, established by the Constitution; (2) standing committees; and/or (3) special ad hoc committees, ~~;~~ created by action of the Senate.

3.2. Standing Committees

The Faculty Senate shall establish by resolution any standing committee which it deems necessary to carry out the functions of the Faculty Senate. Standing committees continue until abolished by the Faculty Senate.

3.3. Special or Ad Hoc Committees

The Faculty Senate shall establish by resolution any ~~AD~~ ad-hoc committee which it deems ~~se~~ sed necessary to carry out the functions of the Faculty Senate. A special committee expires at the end of one year, ~~;~~ unless renewed by the Faculty Senate. Any committee not specifically designated as a standing committee shall be a special committee.

3.4. Institutionally Established ~~College-Wide~~College-Wide Committees

3.4.1. The Faculty Senate has the responsibility to select representatives from the Faculty Assembly to those institutionally established committees with faculty representatives; if they are not elected by Divisions.

3.4.2. The Senate chairperson, or his/her designee, shall represent the faculty on the following institutionally established committees: Financial Exigency.

4. **Faculty Senate and Their Elections**

4.1. Elections of Officers

The election of officers will be conducted at the Senate's first Fall meeting. Only elected Senators may vote for or hold an office ~~on~~in the Senate. The ACF and the Board of Governors representatives can hold another office ~~on~~in the Senate.

4.2. Faculty Senate Officers

The elected officers of the Faculty Senate shall include the following: chairperson and vice-chairperson. Officers will be elected from the Faculty Senate membership.

4.3. Senate Chairperson

The chairperson of the Faculty Senate shall preside at the Faculty Assembly; and the Senate. The chairperson will serve as chief spokesperson for the Senate and serve in such liaison capacities as may be recommended by ~~Southern~~the College's President. The chairperson shall be granted one class release time (a 3- or 4-hour class) each semester for conducting Faculty Senate business, attending meetings, etc.

4.4. Senate Vice-Chairperson

The vice-chairperson of the Faculty Senate shall, in the absence of the chairperson, preside at the Faculty Assembly and the Faculty Senate. The vice-chairperson will, upon the request of the chairperson, perform any such duties and assignments that will promulgate the function of any of these groups

4.5. Senate Recorder

The recorder of the Faculty Senate is appointed from the Southern Staff. The recorder shall perform their duties in accordance with the Governance Handbook.

SECTION III – EDUCATIONAL PHILOSOPHY

1. Accessibility

As an institution with an "open-door" admissions policy, Southern is accessible to all citizens and provides an environment dedicated to serving those who desire to learn. Southern provides equal educational opportunities for ~~for, and actively seeks,~~ and actively seeks prospective students regardless of personal, economic, or social conditions. Students are encouraged to develop fully their capabilities and are assisted in setting realistic educational goals for themselves.

2. Comprehensiveness

The college is comprehensive, as demonstrated by a wide variety of study and career options for students, including university transfer programs, career and technical programs, immediate job entry, developmental, and community service programs. The offerings at Southern are determined by analysis of community needs and selection on a priority basis to the fullest extent of its available resources.

3. Flexibility

Southern maintains maximum flexibility in the determination of its programs, phasing out those that become less relevant and initiating new ones that meet the changing needs of the community. Each student has the flexibility to move from one level of study to another and from one career to another. Southern seeks to maintain flexibility to accommodate individual differences in learning rates, aptitudes, and prior knowledge.

4. Quality

Southern is dedicated to providing quality education through excellence in personnel, programs, and facilities. Such quality will be a determining factor in the accountability of all college personnel, programs, and facilities and will be judged against established performance criteria. Southern seeks to engender in each student an understanding of learning as a life-long process.

5. Accountability

The campuses of Southern accept accountability for the quality and quantity of their output in the belief that every student deserves the opportunity to succeed. The College is accountable for creating an environment in which each student may, through the student's own endeavors, be successful. Student learning objectives and performance criteria are established for each course. Objectives and performance criteria are established for each of the College's programs and employees and for the College itself. The success of students, employees, programs, and the College are evaluated against these objectives.

6. Affordability

The College is committed to maintaining quality educational programs at a cost that is within the reach of the average person who wishes to pursue an education beyond the high school level. Over the years, Southern has been able to keep its ~~cost~~ costs lower than other public and private colleges.

7. **General Education Philosophy and Goals**

The faculty of Southern dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate with the skills and knowledge necessary for professional and personal success.

7.1 Purpose

The purpose of general education at Southern is to produce generally educated students who contribute to their communities and country. A generally educated student is a life-long learner with a common academic canon of knowledge, concepts, and attitudes.

7.2 Philosophy

Southern is committed to providing general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

7.3 Goals

Southern's general education goals can be found in [SCP-3637, General Education Philosophy and Goals](#).

SECTION IV – FACULTY ORGANIZATION AND PROCEDURES

1. Hiring Policies

1.1. Equal Opportunity Policy

It is the policy of Southern to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, or national origin.

This nondiscrimination policy also applies to all educational programs, ~~to~~ admission, employment, and other related activities covered under Title IX, which prohibits sex discrimination in higher education.

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education.

Southern also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, or national origin.

[Southern's current Affirmative Action Plan and Equal Opportunity Statement may be located on Southern's website.](#)

Information on the implementation of these policies should be addressed to:

Debbie Dingess, Affirmative Action Officer
Southern West Virginia Community and Technical College
100 College Drive
Logan, West Virginia 25601
(304) 896-7408

1.2. Recruitment of Faculty

The process of faculty recruitment is carried out through the Office of Human Resources with the assistance of the Division in which the individual is to serve. The Search Committee is appointed by the Division Dean in consultation with Human Resources. The responsibility for verifying academic and professional credentials for faculty is carried out by the Office of Human Resources.

1.2.1. Faculty Credentials

Each full-time, part-time faculty, and dual credit faculty member will furnish the following at the time of application: application with resume/vita and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Chief Academic Officer. Faculty are responsible ~~to~~ provide for providing Human Resources with updated credential documents as necessary. Refer to SCP-2171, Establishing Minimum Standards and Qualifications for Faculty and Instructional Specialists.

The Faculty/Instructional Staff Credentials Certification Form (SCP-2171.A), has been designed to ensure all required credentials are part of the faculty member's official personnel file. The Division Chairperson will provide a list of all courses the faculty member is qualified to teach and the degrees and/or special certifications ~~which-that~~ meet Higher Learning Commission credentialing requirements for teaching these courses. The Division Chairperson will furnish the completed form with all documentation to the Human Resources Office for the employee's official ~~personnel~~ transcript file.

2. **Responsibility and Privileges of Employment**

2.1. Privileges of Faculty Appointment

2.1.1. Outside Employment and Consulting

The faculty member shall render full-time service to the institution. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The institution expects its faculty to give full professional effort to assignments of teaching and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. SCP-2562, Other Employment and Certain Volunteer Activities, -provides guidance regarding faculty and professional employee outside employment activities, and SCP-2562.A, Other Employment and Certain Volunteer Activities Report, is the a-mechanism used for reporting the same.

2.1.2. Political Activity

State law prohibits a State Government employee from holding office as a member of the West Virginia State Legislature.

Political activities on campus are also prohibited, as is the use of Southern resources for political activity, except as authorized by county, state, and national entities for voting purposes only, i.e., election days.

There is no prohibition of faculty involvement in political activities after working hours or on personal time.

2.1.3. Academic Freedom

Academic freedom at Southern, a public institution of higher education, is necessary to enable the institution to perform its societal obligation. Faculty members and students must always remain free to inquire, study, and evaluate.

Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their role at the institution. To all those members of the academic community who enjoy academic freedom, there are; ~~commensurate with such freedom~~, certain responsibilities commensurate with such freedom. All faculty members shall be entitled to full freedom in research and in the publication of the results of

such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, and with the ~~authorities~~authority of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at a public institution of higher education in West Virginia is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research, and service as defined by the institution. The faculty member is ~~responsible also~~also responsible as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and the recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured, and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

As members of an academic community, faculty members ~~also~~are also expected to participate in decisions concerning programs and in ~~program review~~program review processes.

2.2. Responsibilities of Faculty Appointment

2.2.1. Class Coverage and Faculty Absence

If an instructor is unable to meet classes for any reason, s/he must ensure classes are adequately covered and notify his/her immediate supervisor. Unexcused absences from scheduled classes may result in salary reductions. All faculty absences, whether full or partial days, must be documented according to institutional procedure, located on Southern's Intranet.

SIP-2484, Medical and Military Leaves of Absence, is the ~~controlling policy procedure~~ for long-term employee absences in compliance with the Family Medical Leave Act (FMLA), SCP-2006, Employee Leave, WV Council for Community and Technical College Education, Title 135 Procedural Rule, Series 38, Employee Leave, and the Americans with Disabilities Act of 1990 (ADA). The procedure (SIP-2484) and subsequent forms explains the limits, acceptable reasons for faculty absences, and discusses faculty responsibility when absence is necessary. Faculty employed after September 1999 are required to enroll in disability insurance as a condition of employment. Faculty members absent for 30 or more calendar days will be removed from the payroll. At the end of the thirty-day absence, faculty who have enrolled for the disability coverage may begin receiveing short-term disability payments.

The number of consecutive days of full or partial absence controls the type of paperwork required for the absence.

- For absences of five (5) or fewer consecutive (full or partial) days, the faculty member must complete a Faculty Absence Report, which can be obtained from Human Resources.
- For absence consisting of six (6) to ten (10) consecutive (full or partial) days – a faculty member must have a Return-to-Work Authorization/Medical Release Form in addition to the Faculty Absence Report.
- For absence consisting of ten (10) or more consecutive (full or partial) days, a faculty member must complete a Request for Medical Leave of Absence (SIP-2484). Upon return to work, the faculty member must present a completed Return to Work Authorization/Medical Release Form.

It is very important that faculty members familiarize themselves with SIP-2484 - Medical Leave of Absence. If you have questions about any policy and how it affects you, please contact the Office of Human Resources-Department.

2.2.2. Faculty Office and Class Schedules

Each full-time faculty member will complete an Office and Class Schedule Form, in accordance with SIP-3600, by the end of the first week of classes. Full-time faculty shall distribute an Office and Class Schedule in the following manner: one copy to the Division Dean; one copy to their respective Administrative Assistant; one copy to the Executive Assistant to the Chief Academic Officer; one copy posted in a conspicuous location near the faculty member's office entrance (on or near the door). This schedule is designed to provide general administrative information, a schedule of all classes, and a timetable of all class times, office hours, and released time (if applicable). The Division Dean has the responsibility to see that all faculty members in his/her division comply with this policy.

2.2.3. Workload Requirements for Full-Time Faculty

The West Virginia Council for Community and Technical College Education has established a 37.5-hour work week for all full-time employees. For full-time faculty members, a minimum of 22.5 hours shall be posted to indicate lecture, lab, clinical, and office hours. The remaining time will be used to fulfill other college obligations.

The required 100% course load shall be 15 credit hours or its equivalent. Each ~~3-credit~~3-credit hour course shall constitute a 20% load. Lab hours shall be calculated on a 3:2 ratio (every lab hour shall constitute 66.67% of a lecture hour). Detailed information on the class load formula and class sizes is contained in SCP-2875, Workload Requirements for Full-Time Faculty and Instructional Specialists.

2.2.4. Requests for Release Time

Full-time faculty members may, from time to time, be granted ~~released~~release time from all or a portion of their teaching workload for the purpose of performing special assignments. When ~~released~~release time is granted, the faculty member's total salary for both the released time assignment(s) and full-time teaching duties shall not exceed one hundred percent of the total remuneration for his full-time teaching workload. Detailed information on requesting ~~released~~release time is contained in SCP-2748, Request for Release Time for Full-time Faculty, and SCP-2748.A, Request for Release Time Form for Full-time Faculty.

2.3. Leave of Absence

2.3.1. Medical Leave - Faculty schedules are such that medical and other appointments for the faculty member and his/her dependents can be scheduled during times the faculty member is not scheduled for class, office hours, clinicals, or committee meetings. As such, employees classified as “faculty” do not accrue traditional sick ~~nor~~or annual leave. However, if it becomes necessary for a faculty member to miss work due to his/her own medical condition or that of his/her family, the following policies apply.

SIP-2484 Medical Leave - This policy covers absences mentioned above and addresses faculty responsibility for meeting scheduled work time ~~and contains the “Faculty Absence Request/Report” form to be completed for absences of 5 or less. It contains the “Faculty Absence Request/Report” form to be completed for absences of 5 or fewer~~ consecutive days and contains the necessary request forms and reports for absences of more than five consecutive days.

2.3.2. Sabbatical Leave - Sabbatical leave is available ~~is~~ to provide the faculty with the opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work, and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution’s academic and service programs strengthened. SCP-2810, Sabbatical Leave for Full Time Faculty and Instructional Specialists, and SCP-2810.A, Sabbatical Leave Request, contains ~~contain~~ eligibility criteria and applications ~~application~~ forms necessary to request sabbatical leave.

2.4. Grievance Procedure

Any grievance by a faculty member shall be handled expeditiously and fairly in order that good relations are maintained between the faculty and administration. Southern’s grievance procedure is contained in West Virginia ~~State~~ Code §~~29-6A-1-6C-2-1, et seq.~~ Nothing in this Handbook expands, limits, or seeks to replace the rights provided to all employees pursuant to the grievance procedure, or any other state or federal statute, policy, rule or regulation.

2.5. Conduct, Discipline, and Grievance

On the occasion that employee performance or behavior falls below expectations, the supervisor or division chair shall use a progressive approach to behavior modification or performance improvement. Progressive discipline is a flexible and graduated approach that gives the employee the choice and chance to correct behavior and performance. It includes counseling or discussion with the employee to resolve the problem. If counseling is not effective, the employee may receive a series of warning letters, then a period of suspension, and finally, if the conduct or performance does not meet expectations, dismissal. (SCP-2400, Employee Conflict Resolution Policy).

Immediate dismissal for cause is also possible under certain circumstances outlined in applicable policy (SCP-2900, Progressive Discipline).

An employee who believes he/she has been disciplined unjustly may use the grievance procedure (W.Va. Code §~~29-6A-16C-2-1~~, *et seq*) to seek remedy.

2.6. Termination of Employment

Issues of elimination of faculty positions and termination of employment of faculty members are addressed in rules and policies of institutional governing boards/councils and Southern-

Reduction-in-force policy and procedures for Southern West Virginia Community College are contained in SCP-2701, Reduction in Work Force Due to Financial Exigency/Faculty Personnel.

Program reduction or elimination policy and procedures for the College are contained in SCP-2000, Elimination of Faculty Positions Due to Program Reduction or Elimination.

The following information on retention was provided by Human Resources for publication in the faculty handbook.

2.6.1. Tenure Track Faculty

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the College, and the non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not ~~to reappoint~~, will be based upon a review of the specific conditions relating to the position. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

2.6.1.1. For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the President or his/her designee, the tenure-track faculty member shall be notified in writing of the decision; by letter post-marked and mailed no later than December 15 of the second academic year of services; and by letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service at Southern.

2.6.1.2. For those appointed after March 9, 2003, after the decision regarding retention or non-retention for the ~~ensuing~~ ensuing year has been made by the President or his/her designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

2.6.2. Tenured Faculty

Cause for discharge, termination of employment, or demotion in rank of tenured faculty members shall be affected only for cause. Causes for dismissal may include demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct; conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices; insubordination by refusal to abide by legitimate reasonable directions of administrators; physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties; substantial and manifest neglect of duty; and failure to return at the end of a leave of absence.

2.6.3. Term Faculty

Term faculty members are appointed for a specified term defined by the College. While a full-time term faculty member is eligible to receive reappointment to additional terms, no number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. These appointments are for a specified period of time as set forth in the notice of appointment. Appointment or reappointment to a term faculty position shall create no right or expectation of continued appointment beyond the period of appointment or reappointment. Employment of the term faculty member ends at the expiration of the term specified in the written appointment, and no prior notice by administration is required.

2.6.4. Financial Exigency

In the event Southern declares a state of financial exigency, which is verified by the West Virginia Council for Community and Technical College Education staff and the Council concurs in this assessment, the normal termination procedures described above will be suspended. In the event of a financial emergency, termination procedures and timetables for members of the academic community will be determined in accordance with the College policy addressing reduction in workforce for faculty, SCP 2701. The President will present this plan to the Board of Governors for final approval prior to its implementation.

2.6.5. Administrative Staff

Administrative staff members serve in their administrative positions at the will and pleasure of the President of the College.

2.7. Abandonment of Employment

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

2.8. Faculty Resignations

A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, should complete an academic term and provide forty-five (45) calendar days' written notice of resignation before the beginning of an academic term. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

2.9. Information for Part-Time Faculty

Instructional faculty teaching on a part-time basis is required to possess academic credentials and competencies comparable to the full-time instructional faculty. Classroom conduct, student expectations, preparation, and grading policies and procedures will likewise be comparable. Part-time and full-time faculty will be governed by the provisions of [the](#) Instructor Responsibilities section of this handbook. The principal difference between part-time and full-time instructional staff is the employment relationship between the faculty member and the College

2.9.1. Employment-Related Responsibilities of Part-Time Faculty

- 2.9.1.1. Submit a completed application with the required information. These documents (including official transcripts) must be on file in the Human Resources Office by the first day of actual employment with the College.
- 2.9.1.2. The Division Dean will complete and send to Human Resources the Faculty Credential Verification form together with the instructor's credentials.
- 2.9.1.3. Furnish a completed, signed W-9 form to the Accounting Office and all completed payroll documentation to the Payroll Office.

2.9.2. Contractual Information – Adjunct Agreements

Part-time teaching contracts are awarded on a course-by-course basis for a term not to exceed one semester per contract period. No continuation of employment, either part-time or full-time, is stated or implied under the terms of the Adjunct Faculty Agreement. The instructor signs an Adjunct Faculty Agreement each semester. This contract is contingent upon sufficient enrollment in the course(s). If there is not sufficient enrollment or if the College assigns or reassigns a full-time instructor to teach the courses covered by the contract, the Adjunct Faculty Agreement shall be canceled, and the instructor ~~so~~ notified. The Adjunct Faculty Agreement may be canceled by the College for reasons of professional incompetence or otherwise unsatisfactory service. Failure to meet College requirements, including time schedules for classes and the completion of all rolls and grades, will result in the withholding of any salary due until satisfactory completion of such responsibilities.

2.9.3. Payroll Information – Adjunct Faculty Agreements

Paychecks/direct deposit statements for teaching credit courses will be issued twice per semester, i.e., mid-term and the end of the semester. Paychecks/direct deposit statements for teaching non-credit atypical courses will be issued on the appropriate pay period following the end of the course.

The Payroll Office encourages direct deposit to faculty who are not utilizing this benefit. Funds are deposited into your checking account on payday. Contact the Human Resources office for information on direct deposit enrollment.

3. **Title IX Nondiscrimination Policy**

3.1. Title IX Nondiscrimination Policy Statement

The Southern does not discriminate on the basis of sex in the education program or activity that it operates. Southern, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 (“Title IX”) and 34 C.F.R. § 106 (“Title IX regulations”) not to discriminate in such a manner. The requirement not to discriminate in Southern’s education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to Southern may be referred to Southern’s Title IX Coordinator.

3.2. Title IX Coordinator

Southern has designated and authorized Darrell Taylor, ~~Director of Admissions and Student Activities~~Chief Student Services Officer, as Title IX Coordinator to coordinate Southern’s efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106,22 and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator’s contact information is as follows:

Campus office address: Logan Campus, Building B, Room 205, 100 College Drive, Logan, WV 25601

E-mail address: Darrell.Taylor@southernwv.edu

Title IX report/complaint email address: TitleIX@southernwv.edu

Office telephone number: (304) 896-7432

4. **Faculty Emeritus**

The institution may, at the time of a faculty member’s retirement, confer upon that individual the Emeritus Status. This honor is granted selectively in recognition of meritorious service. Southern’s Emeritus Policy is outlined in SCP-2901 and SCP-2901.A, Professor Emeritus Status and Nomination Form.

4.1. Definition of Entitlements

Emeritus faculty members shall be entitled to:

1. Maintain a Southern ID Card upon request.
2. Maintain their respective Southern e-mail account, if desired.
3. Full access to the Southern’s Library facilities.
4. A listing of this status in Southern’s Catalog.
5. Invitation to college events.
6. Invited to attend Board of Governor’s meetings and general sessions and lunch attended by all employees on Governance Day²s.
7. If rehired as part-time faculty, they shall receive a pay rate 10% above normal adjunct faculty pay rates.

4.2. Process

- 4.2.1. A recommendation is initiated by a member of the faculty, staff, or community of Southern by submitting form SCP-2901.A to Faculty Senate by December 31 of each year.
- 4.2.2. Faculty Senate will consider all nominations and provide their recommendations to the President by March 31.
- 4.2.3. The President will make a final decision no later than May 1.

4.3. Title

Titles using “Emeritus” (for males) or “Emerita” (for females) are constructed by placing the modifier after the rank and title held at the time of retirement: e.g., “Associate Professor Emeritus.”

SECTION V – FACULTY EVALUATION, PROMOTION, AND TENURE

The Southern is primarily a teaching institution. In order to be considered for retention, tenure, or promotion, a faculty member must demonstrate appropriate teaching performance, professional development, and service to the institution.

Faculty evaluation is a continuous process, and its purpose is to provide a climate for all instructional personnel to reach their maximum professional potential and improve their classroom performance. All full-time faculty are evaluated annually by their respective Dean or Director. All adjunct and dual credit faculty shall be evaluated each semester on the basis of their primary responsibilities in teaching and limited institutional responsibility. Evaluation of classroom performance shall be based on classroom visits and other appropriate observations. Details of the evaluation process and associated forms are found in [SCP-2218, Evaluation of Full-time, Adjunct, and Dual Credit Faculty, and SCP-2218.A, Evaluation and Goal Planning Document](#).

Southern has established [SCP-2686, Promotion and Tenure Policy, and SCP-2686.A, Promotion and Tenure Criteria and Forms](#), and associated forms for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern. This issuance applies to all full-time faculty members of Southern who hold faculty rank of instructor or above. Certain sections of the issuance apply to all full-time faculty while others may be specific to only tenure-track, tenured, or term faculty individually.

SECTION VI – SUPPORT SERVICES FOR FACULTY

1. What faculty members may expect from the college:

Southern recognizes its responsibility to assist instructors in meeting the goals of the institution. The College will:

- 1.1 Notify instructors of applicable College policies and procedures.
- 1.2 Provide orientation and professional development activities.
- 1.3 Provide access to appropriate technology and duplication services.
- 1.4 Provide all supplies needed for instruction.
- 1.5 Provide ongoing administrative support from the Division Dean and/or Directors of Campus Operations to ensure that instruction and support services of the highest quality are provided to all students.

2. Online Teaching Support

The Director of Distance Education is available to assist faculty with the use of technology in the delivery of instruction and provide an outlet for professional development in teaching practice and pedagogy.

Faculty are encouraged to contact the Director of Distance Education to assist with any instructional delivery method.

The Director of Distance Education and staff will:

- 2.1 Assist instructional personnel in the design and production of instructional materials and courseware to support curriculum needs.
- 2.2 Aid instructional personnel in integrating technology into the instructional process.
- 2.3 Apply learning theory to the design, development, and evaluation of technology for instructional use.
- 2.4 Assist instructional personnel in the selection of effective and efficient instructional strategies for computer-based teaching and learning.
- 2.5 Develop and maintain timelines for design, development, and evaluation of computer modules.
- 2.6 Aid in field-testing computer-based instructional modules.
- 2.7 Lead and/or coordinate faculty development seminars and workshops for those interested in developing computer-based instructional materials.

For more information on Distance Education, contact:

Tim Owens, Director of Distance Education
Williamson Campus
(304) 236-7642
Tim.Owens@southernwv.edu

3. Course Content

Southern's platform for delivering course material online for all course offerings is Brightspace. Any faculty member interested in developing a course for online, hybrid, or hyflex delivery or using Brightspace as a course supplement should contact Tim Owens, Director of Distance Education at (304) 236-7642.

4. Technology use at Southern

Faculty are encouraged to incorporate technology to assist with instructional delivery. Courses at Southern are taught ~~in-on~~ several platforms in addition to regular classroom instruction. Examples of these platforms include modular delivery, online courses, and courses delivered via Zoom.

5. Duplication Services

Reproduction equipment is available at various locations on campus for instructors to make copies of instructional material. This equipment should be used for small jobs. All work to be performed by the division secretary must be submitted one week in advance of the date needed to allow sufficient time for reproduction and handling.

6. Library

Southern students have access to a growing collection of books, periodicals, and other materials at both the Logan Campus and the Williamson Campus. Librarians are available on both campuses to aid the students and faculty members. Operational hours for each library are posted each semester, including summer and weekend hours (if applicable.)

The librarians on both campuses urge all faculty members, full- and part-time, to become involved in developing the library collections by regularly suggesting new ~~book-books~~ and periodical titles. Part-time faculty, where the part-time faculty member may be the only person teaching a particular subject, are also asked to become involved in library collection development.

Bibliographic instruction is available to both individuals and ~~to~~ groups. Faculty members are urged to request a general library tour for each of their classes or one that is tailored specifically to the needs of that class. Contact a campus librarian to arrange for one of these tours.

7. Textbooks

The college has established policies and procedures covering textbook selection and acquisition, which can be found in *SCP-5074, Selection, Adoption, Use and Sale of Textbooks and Other Course Materials.*