



FACULTY HANDBOOK

SUBJECT: FACULTY HANDBOOK

1. PURPOSE

To serve as an authoritative informational reference to policies and procedures, privileges, obligations and responsibilities that affect Southern West Virginia Community and Technical College faculty members.

2. SCOPE AND APPLICABILITY

This handbook applies to all faculty members, full time and part time, of Southern West Virginia Community and Technical College.

3. POLICY

This handbook has been prepared for your information and understanding of the policies, philosophies, and practices of Southern West Virginia Community and Technical College. 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 West Virginia Community and Technical College 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 West Virginia Community and Technical College.

4. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Southern West Virginia Community and Technical College 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 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, sex, religion, age or national origin.

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

Affirmative Action Officer
Southern West Virginia Community and Technical College
P.O. Box 2900
Mt. Gay, WV 25637
304.792.7160 x. 123

Title IX Coordinator
Southern West Virginia Community and Technical College
Armory Drive
Williamson, WV 25661
304.235.6046 x. 352

ADA Compliance Officer
Southern West Virginia Community and Technical College
P.O. Box 2900
Mt. Gay, WV 25637
304.792.7098 x. 225

5. HANDBOOK CHANGES

In order to adjust to the business needs of the organization, Southern West Virginia Community and Technical College reserves the right to suspend, revise, or revoke any section of this handbook at any time with or without notice.

6. CONFLICTS WITH STATE AND FEDERAL LAWS

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

7. RESPONSIBILITIES

It is expected that the Division Chairperson will become familiar with the contents of this handbook and the policies contained in the Southern West Virginia Community and Technical College Policy Manual so that they will be able to answer faculty questions as they arise and apply the appropriate policies and procedures as the occasion requires. Chairpersons are also responsible for ensuring that the faculty in his/her division are informed of these policies and procedures, understand them, and abide by them.

Each faculty member will become familiar with the contents of this handbook and will be guided by the information contained therein. Questions about application, interpretation, or clarification regarding any specific policies or procedures are to be directed to the Executive Vice President, the Vice President for Academic Affairs, or the Human Resources Administrator.

A hard copy of this handbook will be provided to each full-time faculty member. The most current version of this handbook will be available to the faculty and all employees via Southern West Virginia Community and Technical College's web page at <http://www.southern.wvnet.edu>.

Each faculty member will acknowledge receipt of this handbook by completing the "Handbook Acknowledgment Form." A reproduction of the acknowledgment appears at the end of the handbook.

cc: West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education
Board of Governors
Chair, Faculty Senate

HISTORY OF THE COLLEGE

Southern West Virginia Community and Technical College was established as an open-door, comprehensive community college on July 1, 1971 (named Southern West Virginia Community College) by combining two existing branches of Marshall University. Through legislation enacted in March 1995, the College's name was changed to Southern West Virginia Community and Technical College. Both the Williamson and Logan branches had been in operation since 1963 under the academic, fiscal, and administrative control of Marshall University, providing primarily the first two years of liberal arts, teacher education, and career programs in secretarial science, and radiologic technology.

The College's first permanent building was dedicated in Williamson in 1971. From 1971 to 1974 Southern expanded its program offerings and enlarged its community service offerings. In 1974, the College expanded its operation to off-campus sites in Mingo, Logan and Wyoming counties. This expansion continued until 1976 when the West Virginia Board of Regents established informal service boundaries for all the state's public colleges and universities. Southern West Virginia Community College was assigned a service area of 1,900 square miles to provide undergraduate education and community service.

In 1975 facilities were acquired in Wyoming County; in 1977 the Boone County Center was established; and in 1979 a permanent campus facility was dedicated in Logan.

In 1981 the College expanded its service area again, this time by interstate agreement. Students from Martin and Pike counties in Kentucky were permitted to attend Southern at in-state fees. This agreement was reviewed again in 1989 and 1995 with approval by the West Virginia State College System Board of Directors, the Kentucky Council on Higher Education, and the University of Kentucky.

In order to provide a variety of opportunities for our students, Southern has entered into various educational agreements with several colleges and universities. The "2+2" agreement provides a seamless transition leading to the last two years of a baccalaureate degree after completing the first two years of the specified program at Southern.

Southern is also exploring ways to provide access to degrees and programs using alternative delivery modes, including distance learning and on-line instruction. These agreements are currently being updated and initiated with higher education institutions throughout the state and across the nation.

In 1983 the President of Southern appointed a Logan Capital Development Planning Committee to determine if new or additional facilities were needed for the Logan Campus. The Committee determined that the current facility needed to be expanded. Because of the Committee's recommendations, a multi-purpose room was added, the library was expanded, a 500 seat theater was added, and offices were added at a cost of \$3,166,155.

In 1986 property was purchased at Saulsville, West Virginia, for the new site of the Wyoming County Center. Construction began in January 1989, and was completed in December 1989. The cost of the project was approximately \$1,963,035. In 1992, the Boone County and Wyoming County Centers were designated as campuses by the State College System Board of Directors.

As the student population increased, the need for larger facilities became evident. In 1982 the Southern West Virginia Community College Foundation purchased a building in Madison to house the Boone County Center. In 1983 the Board of Regents purchased the facility from the Foundation for \$190,000. Renovation, totaling \$384,498, was completed in 1987.

In March 1995, S.B. 547 defined eleven community and technical college districts throughout the state. The legislation also expanded Southern's service district. Southern's district now includes Boone, Lincoln, Logan, McDowell, Mingo, Wyoming counties and a portion of Raleigh County in West Virginia and Pike and Martin counties in Kentucky through a reciprocity agreement.

Construction for a new Boone/Lincoln Campus began in the fall of 1996. This project was unique in that it involved a cooperative arrangement between Southern and the Boone County Board of Education. The 15,000 square foot facility was built on Board of Education property adjacent to the Boone Career and Technical Center. The project, one of two model projects of this kind in West Virginia, allows for the sharing of programs and services by both institutions. The facility, which was built at a cost of approximately \$2 million, was funded through the West Virginia School Building Authority, the State College System Board of Directors and Southern. The facility opened in April 1998.

Southern has also made great strides in providing educational opportunities to isolated geographic areas in our service district not readily served by one of our four campus locations. These satellite sites located at the Charles Yeager Technical Center in Hamlin, West Virginia, Harts High School in Harts, West Virginia, and Big Creek High School in War, West Virginia, feature state of the art electronic interactive classroom equipment. The Division of Allied Health also has satellite sites on the campus of Eastern West Virginia Community and Technical College in Moorefield, West Virginia, as well as the Kanawha Valley location in Institute, West Virginia. These delivery sites offer many college-level courses to students who otherwise would be unable to further their education.

In October 1999, Southern opened the Earl Ray Tomblin Workforce Development Center and Administrative Complex adjacent to the Logan Campus. This facility houses the Central Administrative offices as well as modern training facilities for college and community use. The primary focus of this facility is business and industry training and instruction.

October 1, 1999, marked a culmination of a dream for the Williamson Campus and the surrounding communities. That Friday hosted the groundbreaking ceremonies for a new \$2.3 million state of the art library. The facility was funded by federal, state, and College dollars and serves as a vital link in providing improved educational options for citizens in southern West Virginia.

Higher education governance in West Virginia has undergone many changes over the years. In 1989 two governing boards were established to replace the Board of Regents. Southern was assigned to the Board of Directors of the State College System which has responsibility for governing the ten four-year colleges and two freestanding community colleges in the state. In January of 1992 the Board of Directors designated the centers in Wyoming and Boone counties as campuses. As a result of legislative action in March 1995 the name of the College was officially changed to Southern West Virginia Community and Technical College and the district was again increased to include all of Lincoln and McDowell counties as well as a portion of Raleigh County.

During the 2000 legislative session, S.B. 653 was passed and resulted in substantial changes in the administration of higher education in West Virginia. The State College System Board of Directors was dissolved, effective June 30, 2000. A Higher Education Policy Commission was created in July 2000, for policy development and other statewide issues. Each institution is now governed by a local Board of Governors effective July 1, 2001.

Senate Bill 448 was passed by the West Virginia Legislature on March 14, 2004 which identified the expectations and goals for the Comprehensive Community and Technical College System. Those goals include:

- I. Provide access to affordable comprehensive community and technical college education in all regions of West Virginia.
- II. Produce high quality graduates with the general education and technical skills to be successful in the workplace or subsequent education.

III. Provide high quality workforce development programs that meet the demands of West Virginia's employers and enhance the economic development efforts of the State.

IV. Collaborate with other providers in delivering education and training programs to the community and technical college district.

V. Collaborate with the public school system to increase the college-going rate in West Virginia.

The Wyoming Campus task force initiative began in 2004 and several new programs and improvements of the overall campus have been completed. An increase in marketing efforts to include Raleigh County was also implemented.

A ground breaking ceremony was held on April 19, 2005 for a new 55,000 square feet Allied Health and Technology Center which will be located adjacent to the Logan Campus. The four story facility is scheduled to open in the fall of 2007.

Southern currently occupies a wing at the new Lincoln County Consolidated High School which is scheduled to open in August of 2006. Southern is also a partner of the Beckley Higher Education Center set to open in 2007 in Beckley, WV.

In Williamson, a task force was initiated in 2005 to make recommendations concerning new programs in the Tug Valley area as well as uses for the National Guard Armory property located next to the Williamson Campus.

Southern's Workforce Development Office is in the process of establishing an Academy for Mine Training in southern West Virginia which will use technology simulators to train future coal miners.

BOARD OF GOVERNORS FOR
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
2005-2006

Ms. Linda Q. Akers, Chair

Mr. Rory Perry, Vice Chair and Ceremonial Representative

Mr. Dennis (Frost) Trader, Secretary

Mr. William Grizzell, Superintendent Lincoln County Schools

Ms. Shelley T. Huffman

Ms. Jada Hunter

Mr. George Kostas

Dr. David Pierce

Mr. James R. Sheatsley

Mr. Mike Baldwin, Classified Staff Representative

Mr. George Morrison, Faculty Representative

Ms. Julia Roberts Goad, Student Representative

VISION STATEMENT

Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century.

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region.

Southern will establish proactive partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

THE INSTITUTIONAL MISSION

Southern West Virginia Community and Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of southern West Virginia, its service area, and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

Our College provides high quality, affordable, student-friendly and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and in adapting to a global socio-economic system.

INSTITUTIONAL COMMITMENTS

Southern exists to fulfill its mission. To that end, the following institutional commitments are made:

1. To provide programs of study which can be effectively transferred to other institutions and applied toward the completion of a Baccalaureate degree.
2. To provide programs of study, which prepare and/or upgrade students skills in the occupation of their choice, especially those occupations, which help meet the needs of the colleges service district.
3. To provide students with the services necessary to assist them in successfully realizing their educational plans.
4. To provide developmental courses for students who enter through the open door policy and who lack the necessary academic background.
5. To provide continuing education opportunities for individuals in the service district who are interested in personal, cultural, or occupational improvement.
6. To provide workforce training and re-training as a mechanism for economic development through partnerships with business, industry, labor, education, civic clubs and organizations, community leaders and government.
7. To provide activities which are culturally enriching and entertaining for the entire district, as well as those enrolled at Southern.

Southern West Virginia Community and Technical College publicizes its mission and institutional commitment statements through the College Catalog, faculty and student handbooks, and all other major college documents. The administration, faculty, staff, students, and West Virginia Council for Community and Technical College Education are familiar with the published mission and commitments.

EDUCATIONAL PHILOSOPHY

ACCESSIBILITY

As an institution with an "open-door" admissions policy, the College is accessible to all citizens and provides an environment dedicated to serving those who desire to learn. The College provides equal educational opportunities for, 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.

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 of the College are determined by analysis of community needs and selection on a priority basis to the fullest extent of its available resources.

FLEXIBILITY

The College 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. The College seeks to maintain flexibility to accommodate individual differences in learning rates, aptitudes, and prior knowledge.

QUALITY

The College 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. The College seeks to engender in each student an understanding of learning as a life-long process.

ACCOUNTABILITY

The campuses of Southern West Virginia Community and Technical College 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.

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 West Virginia Community and Technical College has been able to keep its cost lower than other public and private colleges.

INSTRUCTOR RESPONSIBILITIES

The College's administrative policies and procedures are contained in Southern College Policy (SCP) Manual and cover all aspects of institutional management. SCP's are filed and complete, up-to-date sets are available to faculty members in the library, in the Human Resources office, and are available on the website at <http://www.southern.wvnet.edu/hr/hr/policies.htm>.

ORGANIZATIONAL ALIGNMENT

In terms of the campus organizational structure, the Division Chairperson is the immediate supervisor for all full time faculty members and part time instructors. The Campus Directors serve as the immediate supervisor for all part-time faculty serving the Boone/Lincoln and Wyoming/McDowell Campuses .

SUMMARY OF RESPONSIBILITIES

Each faculty member's major responsibilities are to provide quality instruction and accurate academic information to students. These responsibilities do not end in the classroom, however. The faculty member is also responsible for record-keeping details required by the College, attending the official College orientation session each semester, and developing a Plan of Action to support the division and College's planned objectives for the academic year. Additionally, faculty members are encouraged to stay "up-to-date" with what is happening in the College in terms of growth and expansion, services available to students, training and professional development opportunities. Faculty are encouraged to pursue opportunities for their personal growth, and are expected to maintain competency in their teaching areas. In addition to information provided in this handbook, faculty are expected to be familiar with the College Catalog, Advising Procedures, and Institutional Policies and Procedures.

From time-to-time, faculty members may be asked to participate in activities related to excellence in education or the advancement of the College. Such activities might include fund-raising events, commencement exercises, and assisting at national educational conferences. Southern West Virginia Community and Technical College employees, as individuals or as a group, will not be requested to participate in non-compensatory activities if their participation would in any way interfere with the quality or quantity of instruction at the College.

PROFESSIONAL AND EDUCATIONAL REQUIREMENTS

The following minimum professional and educational requirements for full and part-time teaching faculty are consistent with the requirements of Higher Learning Commission of the North Central Association of Colleges and Schools. All degrees and graduate educational requirements must be from accredited colleges or universities.

Additional information on professional and educational requirements for faculty and instructional staff is contained in SCP 2171.

FACULTY CREDENTIALS

Each full-time and part-time faculty member will furnish the following at 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 Vice President for Academic Affairs. Faculty are responsible to provide to Human Resources with updated credential documents as necessary.

The Faculty/Instructional Staff Credentials Certification Form, SCP 2171.A, has been designed to ensure all required credentials are part of 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 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 file.

ACADEMIC FREEDOM AND RESPONSIBILITY

Southern West Virginia Community and Technical College is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of his subject as he believes to represent the truth. The principle also includes the right of a member of the academic staff of the system to exercise in speaking, writing, and action outside the system the ordinary rights of an American citizen, but it does not decrease the responsibility and accountability which the member of the academic staff bears to the system, the state, and the nation.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

The concept of academic freedom is accompanied by an equally demanding concept of responsibility. Fundamental responsibilities of faculty members as teachers and learned persons include the maintenance of professional competence, the validation of course objectives, and the demonstration of teaching effectiveness by causing students to learn in accordance with those stated objectives. In the classroom, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material which has clear relationship to the subject field.

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 policy.

SCP 2484 Medical Leave of Absence is the controlling policy for employee absences. The policy *SCP2406 - Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Request for Leave Due to Illness* explains the limits, acceptable reasons for faculty absences, and discusses faculty responsibility when absence is necessary. Faculty members absent 30 or more calendar days will be removed from the payroll. At the end of the thirty-day absence, faculty who have enrolled for coverage may receive 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* (SCP2406.A)

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*. The *Return to Work Authorization/Medical Release Form* is SCP 2484.C.

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* and have his/her physician complete the *Treating License Physician Statement/Medical Leave Verification Form* (SCP 2484.B). Upon return to work, the faculty member must present a completed *Return to Work Authorization/Medical Release Form* (SCP 2484.C).

It is very important that faculty members familiarize themselves with both *SCP 2484 - Medical Leave of Absence*, and *SCP2406 - Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Request for Leave Due to Illness*. If you have questions about either policy and how it affects you, please contact the Human Resources Department.

EVALUATION OF FACULTY MEMBERS

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. Details on the evaluation process and copies of evaluation forms are contained in the Performance Evaluation Policy SCP 2218.

JOB DESCRIPTION- INSTRUCTIONAL FACULTY

1. Teach students in assigned classes in accordance with approved course syllabus and guidelines, texts, policies, and procedures provided by the Division Chairperson and/or Campus Director.
2. Obtain attendance sheets, class rosters, official rolls, and other materials.
3. Prior to the close of the "add-drop" period, distribute a copy of syllabus to each student. Explain the objectives of the course and provide information concerning the grading system that will be used, and College policy regarding attendance, withdrawal from class, etc.
4. Inform students that textbooks and other class materials are available through the College bookstores.
5. Meet all classes up to and including the final day of the semester. If an absence from class is necessary, coverage of the class must be made in accordance with the provisions of SCP 2875.
6. Be prepared for every class with the knowledge and materials required to teach the class and conduct class activities in such a manner as to communicate effectively with the students in the classroom (explanation of contents, answering of questions, lecturing, etc.).
7. Maintain accurate attendance and progress records and comply with all College regulations and deadline dates for reporting this information.
8. Begin classes on time and continue for the period scheduled. A one credit-hour class lasts fifty minutes. A three credit-hour class, therefore, lasts two and one-half hours.
9. Enforce the no tobacco usage, food, or drinks rule in the classrooms and labs. These areas cannot be cleaned between classes, so instructors should help keep rooms reasonably clean for the instructors and students who use the room after them.
10. Adhere to all timetables established by the College, particularly in regard to completing and returning class rosters, official rolls, graduation candidates' grades, and mid-term and final grades for all students.
11. Assume responsibility for the safe and proper use of equipment and supplies and allow adequate time each lab period for housekeeping purposes and to make sure equipment is secured.

12. Be available to students for academic advisement on a continuing basis and participate in pre-advisement and advance registration sessions established by the academic divisions prior to general registration dates each fall and spring session.

COURSE SYLLABUS

Each faculty member is responsible for developing a Course Syllabus for each course consistent with institutional and division procedures. Each course syllabus will contain the following information.

1. Title and Number of Course
2. Instructor
3. Office and Phone No. - Office Hours
4. Building and Room No. of Class
5. Time and Day of Class
6. Texts Needed
7. Prerequisites (if applicable)
8. Course Description (copied from catalog)
9. Course Goal (The goal should be one general statement of what the course is intended to accomplish.)
10. Course Objectives: You will be able to (Objective should say what it is that the student who has mastered the objective will be able to do. Use terms that are measurable.)
11. Course Outline (This is the course calendar or schedule of material to be studied.)
12. Instructional Learning Activities (In other words, your lesson plans. List all planned or possible activities for each session you have in the course outline.)
13. Safety Factors (This should include classroom safety regulations, if applicable, and safety precautions to be observed in the labs.)
14. Types of Assessment (This should include a listing of all measures used to evaluate student performance. For example: attendance requirements, types of tests, observation techniques, etc.)
15. Method of Grading (A breakdown of your grading system; for example: 90-100 = A, 80-89=B, etc. and Weighting factors of quizzes, tests, exams, etc. should be indicated.)

16. Addendum: College rules and regulations, and current academic calendar.
17. Resources in Southern West Virginia Community and Technical College Library
(List of books, periodicals, or other resources in library useful for this course.)

A copy of each Course Syllabus should be forwarded to the Division Chairperson within the first two weeks of class.

IF ANY DEVIATION FROM THE SYLLABUS IS MADE DURING THE SEMESTER, THE FACULTY MEMBER MUST NOTIFY STUDENTS OF THE CHANGES IN WRITING.

RESEARCH, GRANTS, AND CONTRACTS

Southern West Virginia Community and Technical College strongly encourages the preparation of applications, proposals, and requests for outside support for special projects. However, no proposal will be considered official or in any way binding on the College until it is signed by a person authorized to sign on behalf of the College.

A stipend may be paid to current employees who are assigned additional responsibilities under a grant. Additional responsibilities may include grant administration or special project work under the terms of the grant.

Persons hired whose salaries are funded by grants or other short-term special appropriations for the express purpose of working on the grant or project will have no retention or bumping rights at the end of the funding period.

PRODUCTS/INVENTIONS DEVELOPED BY SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE EMPLOYEES

If a Southern employee develops a marketable product while working on a grant, proceeds from that product are a part of the federal, state, or private funding source unless otherwise stipulated by the grant. Any inventions resulting from work carried on by, or under the direction of Southern West Virginia Community and Technical College personnel supported in whole or in part by state funds or facilities, will be subject to any and all rules of the West Virginia Higher Education Policy Commission and/or the West Virginia Council for Community and Technical College Education governing patents and shared royalties.

ACADEMIC ADVISEMENT

Advisement of individual students comprises a substantial part of the educational process, and each faculty member is expected to be available to students for academic advisement. In addition, counseling services are provided by trained counselors whose objectives are to assist students with vocational, personal, and social choices as well as academic advising. Advising guidelines and procedures for advising students entering or continuing their education at Southern will be given to the faculty by the Division Chair.

EMERGENCIES

Southern West Virginia Community and Technical College's current Emergency Plan, is available and contains procedures to be followed by employees, individually, and as members of specific emergency groups, in the event of an impending or actual emergency. The Emergency Plan is due to be posted throughout Southern's classroom during the Fall 2006 term.

FIELD TRIPS

Field trips sponsored by Southern West Virginia Community and Technical College complement classroom instruction and are considered an important part of the educational process. In planning a field trip, the following procedure should be followed.

Request for Field Trip, Form SC 1502/001 must be approved by the Division Chairperson and/or Campus Director at least one week prior to the scheduled event. Waiver, Form SC 1502/002 must be signed by each participating student prior to the trip. Overnight field trips require special approval of the Vice President for Academic Affairs. Safety should be emphasized at all times during field trips, in going to and from, and while touring the facility. Proper instruction should be given to the class prior to departure.

PRIVACY OF STUDENT RECORDS

Under the Federal Educational Privacy Act (FERPA), release of personally identifiable information concerning students cannot be made without the student's signed consent. Requests for or questions concerning the release of student information must be directed to the Registrar's Office.

STUDENT DISCIPLINE

Faculty members have authority in their classes over all academic matters affecting the conduct of the classes; matters of dress, grooming, and personal opinions are academic only if they affect the conduct of the class in instructional endeavors and activities.

Dishonesty and any other violations of the Code of Student Conduct as contained in the Student Handbook section of the College Catalog must be reported rather than dealt with as an academic deficiency.

SAFETY

Safety measures are designed to support and reinforce each operating unit's efforts to provide a safe and secure working and learning environment. The Finance and Facilities Committee provides overall direction for this program. The thrust of the program is to ensure safety policies and procedures are available to all operating units, to provide positive reinforcement to existing safety practices, to raise safety awareness at all levels, and to provide for training and inspection to ensure compliance.

Faculty members are expected to follow established safety procedures. They have direct responsibility for the personal safety and health of their students. Any hazardous conditions or equipment in the classroom as well as any safety precautions to be followed must be explained verbally and covered in written hand-outs to the students. In accordance with Federal "Right to Know" legislation, Material Safety Data Sheets (MSDS) will be made available to all persons handling hazardous products. Information on Material Safety Data Sheets is available from the Finance and Facilities Committee.

When students are working at odd hours or in isolated surroundings or with materials which might be even remotely hazardous, faculty members are responsible for ensuring these students have adequate protection and/or assistance.

STUDENTS WITH DISABILITIES

Southern West Virginia Community and Technical College provides a variety of services to students who may need special assistance to benefit from their educational experience at the College. Faculty members with disabled students in their classes are expected to make reasonable accommodations to support student learning. Assistance may be obtained from the ADA Compliance Officer.

INFORMATION FOR FULL-TIME INSTRUCTORS

FACULTY OFFICE AND CLASS SCHEDULES

Each full-time faculty member will complete an Office and Class Schedule Form, SCP 3600.A, 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 Chairperson; one copy to the Vice President for Academic Affairs; one copy to their respective records office; one copy to the switchboard operator on the campus where the faculty member is assigned; 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, regular and contract; a timetable of all class times, office hours, and released time (if applicable). The Division Chairperson has the responsibility to see that all faculty members in his/her division comply with this policy.

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, and office hours. The remaining time will be used to fulfill other college obligations.

A required 100% course load shall be 15 credit hours or its equivalent. Each 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.A and B.

REQUESTS FOR RELEASED TIME

Full-time faculty members may from time to time be granted released time from all or a portion of their teaching workload for the purpose of performing special assignments. When released 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 time is contained in SCP 2748.

PROMOTION-IN-RANK AND TENURE

The policy on Promotion-in-Rank and Tenure applies to full-time faculty members of Southern West Virginia Community and Technical College who hold faculty rank of instructor or above. Certain sections of this policy apply to all full-time faculty while others may be specific to only tenure-track, tenured, or term faculty individually. Faculty members should refer to the policy for sections specifically applicable to them. All degrees required for faculty members to be eligible for promotions-in-rank must be from accredited colleges or universities. Criteria and procedures for submitting requests for promotion-in-rank and tenure are contained in SCP 2686.

LEAVE OF ABSENCE

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 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.

SCP-2406 - "*Illness of Faculty Member, Responsibility for Meeting Classes, and Leave Request Due to Illness*" - This policy 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 consecutive days.

SCP-2484 "*Medical Leave*" - This policy covers absences mentioned above and contains the necessary request forms and reports for absences in excess of five consecutive days.

Sabbatical Leave

Sabbatical leave is available to provide the faculty with 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*" contains eligibility criteria and applications forms necessary to request a sabbatical leave.

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 West Virginia Community and Technical College grievance procedure is contained in West Virginia State Code §29-6A-1 et seq.

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. Immediate dismissal for cause is also possible under certain circumstances outlined in applicable policy.

An employee who believes he/she has been disciplined unjustly may use the grievance procedure (WV Code §29-6A-1 et seq) to seek remedy.

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 West Virginia Community and Technical College.

Reduction-in-force policy and procedures for Southern West Virginia Community College are contained in SCP 2701.

Program reduction or elimination policy and procedures for the College are contained in SCP 3650.

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

I. 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 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:

- 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 West Virginia Community and Technical College.
- For those appointed after March 9, 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 March 1.

II. Tenured Faculty

Cause for discharge, termination of employment, or demotion in rank of tenured faculty members shall be effected 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.

III. 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.

IV. Financial Exigency

In the event Southern West Virginia Community and Technical College 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.

IV. Administrative Staff

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

ABANDONMENT OF EMPLOYMENT

Faculty who 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 terms of such document do not waive their objections to such terms by signing or executing the document.

INFORMATION FOR PART-TIME FACULTY

Instructional faculty teaching on a part-time basis are 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 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.

EMPLOYMENT-RELATED RESPONSIBILITIES - PART-TIME FACULTY

1. Submit a completed application with required information. These documents (including official transcripts) must be on file in the Human Resources Office by the first day of actual employment by the college.

(Division Chairpersons and/or Campus Directors will complete and send to Personnel the Faculty Credentials Verification Form together with instructor's credentials.)

2. Furnish Accounting Office completed, signed W-4 form and Form 1a if eligible for deductions for the State Retirement System.

CONTRACTUAL INFORMATION - ADJUNCT FACULTY 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.

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. The direct deposit authorization form can be found on our web site, as follows:

<http://www.southern.wvnet.edu>. Click on Human Resources then: **forms; employment forms; direct deposit authorization form**. Send your completed form, along with a ***voided*** personal check to Southern's Payroll Office. Funds are deposited into your checking account on payday.

SUPPORT SERVICES FOR FACULTY

WHAT FACULTY MEMBERS MAY EXPECT FROM THE COLLEGE

Southern West Virginia Community and Technical College recognizes its responsibility to assist instructors in meeting the goals of the institution. The College will:

1. Notify instructors of applicable College policies and procedures.
2. Provide orientation and professional development activities.
3. Provide access to appropriate technology and duplication services.
4. Provide all supplies needed for instruction.
5. Provide on-going administrative support from Division Chairpersons and/or Campus Directors to ensure that instruction and support services of the highest quality are provided to all students.

TEACHING/LEARNING CENTER

The Teaching/Learning Center is designed 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.

The Teaching/Learning Center was created to serve as a resource for the faculty and instructional staff at Southern. Faculty are encouraged to use the center and its staff to assist with any instructional delivery method.

The staff of the Teaching/Learning Center can:

- assist faculty and instructional staff with the conversion of existing on-line courses to WebCT Vista
- assist instructional personnel in the design and production of instructional materials and courseware to support curriculum needs
- assist with the instructional development process
- aid instructional personnel in integrating technology into the instructional process
- apply learning theory to the design, development, and evaluation of technology for instructional use
- assist instructional personnel in selection of effective and efficient instructional strategies for computer-based teaching and learning
- develop and maintain time lines for design, development, and evaluation of computer modules
- aid in field-testing computer-based instructional modules

- lead and/or coordinate faculty development seminars and workshops for those interested in developing computer-based instructional materials

For more information on what the Teaching/Learning Center can do for you, contact:

Vinnie Kudva, Coordinator, Teaching Learning Center
Williamson Campus
304.235.6046 x. 351 (V)
304.235.6042 (F)

Timothy Owens, Instructional Technologist
Williamson Campus
304.235.6046 x. 306 (V)
304.235.6042 (F)

WEB DELIVERED AND WEB ENHANCED COURSES

Southern's platform for delivering course material via the web is WebCT. Any faculty member interested in developing a course for on-line delivery or using WebCT as a course enhancement, should contact Tim Owens, Instructional Technologist at 304.235.6036 x. 306.

TECHNOLOGY USE AT SOUTHERN

Faculty are encouraged to incorporate technology to assist with instructional delivery. Courses at Southern are taught in several platforms in addition to regular classroom instruction. Examples of these platforms include modular delivery, web-based courses, and courses delivered via television. Faculty incentives are available for developing a course in any of these deliveries or others that utilize technology.

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 a week in advance of the date needed to allow sufficient time for reproduction and handling.

LIBRARY

Southern West Virginia Community and Technical College 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.

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 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.

TEXTBOOKS

The College has established policies and procedures covering textbook selection and acquisition and they are available from the Division Chairperson or Campus Director.



Faculty Absence Report

Name: _____

Campus: _____

Date of Absence: _____
(If less than full day, indicate time also)

SECTION A: Planned Absence

Reason for Absence:

Class(es) missed:

Index	Dpt./Crs.	Course Title	Time

Class(es) missed will be covered by (check one):

Colleague	Dean	Guest Lecturer	Special Assign.	Make-up Time

Name of Colleague, Dean, Lecturer: _____

Duties missed (if less than a full day, please specify times):

Office Hours	Registration	Advising	Commencement	Scheduled Meeting

Other (specify): _____

SECTION B. Unplanned Absence

Reason for absence:

Was Division Chair OR Campus Director notified prior to absence? YES NO

Employee Signature _____

Date _____

Division Chair OR Campus Director _____

Date _____

Revised 08/02/00



Request for Field Trip

Instructor	Class	Division/Department	Campus

Please provide the following information about the field trip:

Facility/Activity:	
Location:	
Date of Trip:	
Number of students participating:	
Mode of transportation:	
Cost and method of payment:	

Each student will sign the attached waiver before going on a field trip.

____ Approved
____ Disapproved

Division Chair Date

____ Approved
____ Disapproved

Chief Academic Officer Date

Southern West Virginia Community and Technical College

WAIVER

We, the undersigned, hereby, for ourselves, our heirs, executors, administrators and assigns, waive and release any and all rights and claims for damages we may have against Southern, the Community and Technical College System of West Virginia, the institutional Board of Governors, the State of West Virginia and any and all agents, employees, representatives, successors and assigns of said parties for any and all injuries which may be suffered in connection with participation in attending, completing, or participating in any field trip associated with Southern.

Student Signatures

Date

Form only revised 11/18/03

Faculty Office and Class Schedule

Name _____ Office _____ Ext. _____ Semester _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-9:00						
9:00-10:00						
10:00-11:00						
11:00-Noon						
Noon-1:00						
1:00-2:00						
2:00-3:00						
3:00-4:00						
4:00-5:00						
5:00-6:00						
6:00-7:00						
7:00-8:00						
8:00-9:00						

Faculty Office and Class Schedule

Name _____ Office _____ Ext. _____ Semester _____

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 Noon	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
MON														
TUES														
WED														
THUR														
FRI														
SAT														

Southern West Virginia Community and Technical College Faculty Handbook Acknowledgment Form

This handbook has been prepared for your information and understanding of the policies, philosophies, and practices of Southern West Virginia Community and Technical College, PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below, and return to Human Resources by the due date. A reproduction of this acknowledgment appears at the back of this handbook for your records.

I, _____, have received and read a copy of
(please print name)
the Southern West Virginia Community and Technical College Faculty Handbook which outlines the policies and procedures, privileges, obligations and responsibilities that affect me as a faculty member of Southern.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Faculty Handbook provided to me by Southern West Virginia Community and Technical College. I understand this handbook is not intended to cover every situation which may arise during my tenure, but is simply a general guide to the policies, practices, and expectations of the institution.

I understand that the Southern West Virginia Community and Technical College Faculty Handbook is not a contract of employment and should not be deemed as such, and that any privileges, terms or conditions of employment are outlined in my annual appointment letter.

Signature

Date

Please return by _____