



# **Faculty Handbook**

**2016–2017**

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## **Foreward**

The Mountwest Community & Technical College Faculty Handbook contains information about the College, the organization, governance, policies, rights, responsibilities, and services that are of specific concern to the faculty and to the campus community in general.

The College policies are subject to ongoing reappraisal and change; therefore, they are subject to revision upon reasonable notification of the parties affected. The Faculty Handbook is edited by the office of the Executive Vice President and Chief Academic Officer of Academic Affairs.

Mountwest Community & Technical College is an Equal Opportunity, Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity 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, national origin, disability, or sexual orientation, as identified and defined by law.

## **Mission Statement**

Mountwest Community & Technical College's mission is to prepare students for careers, civic responsibility and lifelong learning.

## **Vision Statement**

Mountwest Community and Technical College will become the preeminent provider of highly valued middle-skill employees and transfer students within the region.

## **Values Statement**

- Quality Education - We value affordable, high quality programs that are respected, transferable and prepare students for careers that meet labor market demands.
- Learning Environment - We value an educational environment that places learner needs first, fosters critical thinking and individual responsibility.
- Continuous Improvement - We value fair and clearly defined policies which are established through sound planning, resulting in continuous improvement, excellence in customer service, professional development, and creativity.
- Environment - We value effective communication, consistency, teamwork, transparency, streamlined decision-making, and mutual respect.
- Community - We value a positive community reputation by promoting community involvement, developing partnerships, responding to community needs, and fostering internal and external collaboration.

In order to operationalize and support the Continuous Improvement and Environment values statements of the college, the college has established a set of Guiding Principles. The intent of these Principles is to guide daily behavior and personal interactions:

- Promote a Culture of Evidence  
We Do – Use data to inform decisions  
We Do Not – Accept opinion as fact
- Emphasize Personal Accountability  
We Do – Own personal opinions as our own  
We Do Not – Represent personal opinions as those of the group
- Contribute to a Trusting Environment  
We Do – Emphasize direct, equilateral, and honest communication while following the chain of command  
We Do Not – Engage in triangular communication and/or gossip
- Use a Disciplined Decision Making Process  
We Do – Describe and analyze before considering solutions  
We Do Not – Build evidence to support a pre-determined solution

## **History**

Mountwest Community & Technical College (MCTC) was established as Marshall Community College, a College within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the College's name became Marshall Community and Technical College to better reflect the technical nature of the many programs offered. Marshall Community and Technical College became accredited for the first time as an independent institution in 2003.

By 2008, many changes, including national education and workforce trends, began to redefine community and technical college education in West Virginia. These changes led to the statewide separation of two-year colleges from their four-year parent institutions.

Marshall Community and Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise, and manage the financial, business, educational policies, and affairs of the College.

The College adopted the designation "MCTC" until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010.

Today, Mountwest is one of only nine public institutions that form the West Virginia Community and Technical College System, and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for nearly four decades.

## **Role and Scope**

Mountwest Community & Technical College is an open door, comprehensive public College with a designated service area of Cabell, Mason, Wayne, and Putnam Counties of West Virginia. However, some of its unique programs attract students throughout the region and nation.

## **Board of Governors**

Mountwest Community & Technical College is governed by the Institutional Board of Governors (IBOG) established by an act of the West Virginia legislature effective July 1, 2009. The Board consists of 12 voting members: Nine members appointed by the Governor of the state of West Virginia, with confirmation from the West Virginia State Senate; one member elected by the faculty of the College; one member elected by the classified employees of the College; and one member elected by the students of the College. Of the nine appointed members, no more than five may be of the same political party and at least five shall be residents of the state. Appointed members serve terms of up to four years each and are eligible to succeed themselves for no more than one additional term. The faculty and classified employee members serve for a term of two years, beginning on July 1, and are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years. The student member

serves for a term of one year beginning on July 1. Board members serve without compensation and operate under the policy governance model. To view current board members go to <http://www.Mountwest.edu/administration/ibog/members>.

The Board of Governors is required to meet a minimum of six times during a year. Meetings are open to the public and are noticed in advance with the Secretary of State's office; posted to the College website; and e-mailed to constituent groups, the media, and interested individuals. The minutes of the IBOG's meetings from the last few years' meetings may be viewed at the following URL: <http://www.Mountwest.edu/administration/ibog/minutes>.

The Board of Governors, in coordination with the Mountwest administration, has recently adopted *Policy Governance*, developed by Dr. John Carver, as a new model of governance. The board members and administration have been through training and are now developing the processes and phasing in the new governance model.

### **Accreditation**

Mountwest Community & Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools, which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, degree-granting postsecondary educational institutions in the North Central region. The address of the Commission is:

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
[info@hlcommission.org](mailto:info@hlcommission.org)  
800.621.7440

### **General Education Philosophy**

The Mountwest general education philosophy seeks to integrate basic principles, concepts, and methodologies throughout all of our disciplines, expanding students' academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork. Students who complete the general education requirements of an associate degree should be able to:

Communicate effectively using written skills:

Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies; and mixing texts, data, and images.

Communicate effectively using oral skills:

Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

Apply quantitative reasoning appropriate to the degree:

Quantitative literacy provides the ability to reason and solve quantitative problems that are applicable to a chosen career path.

Use critical thinking skills:

Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Apply ethical reasoning:

Ethical reasoning is reasoning about right and wrong human conduct. It requires students to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas, and consider the ramifications of alternative actions.

Utilize technology as it is relevant to the degree:

Individuals use technology (e.g., computer, iPad, Notebook, Internet, Intranet, software, etc.) to assist in the locating, analyzing, and presenting of information that is applicable to a chosen career path.

Identify appropriate intercultural interaction:

Intercultural knowledge and competence is a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.

## **Faculty Job Description and Responsibilities**

The faculty of Mountwest Community & Technical College shall be the appointees of the College's President. Faculty are categorized as either full-time faculty or adjunct faculty.

### **Full-Time Faculty**

The term *full-time faculty* refers to employment as a faculty member for a full academic year (at least a 9-month contract basis) for 15 credit hours of teaching per semester or at least 30 credit hours per academic year or the equivalent in teaching and/or administrative responsibilities. A Master's degree is the degree of preference for College faculty teaching transfer-level coursework. Full-time faculty teaching transfer coursework will have 15–18 transcribed graduate credit hours in the content area. A Master's or a Bachelor's degree is the degree of preference for College faculty teaching occupational coursework. Full-time faculty teaching occupational coursework will have 15–18 transcribed graduate credits in the content area or a Bachelor's degree and 3 years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience or an Associate degree and 3–5 years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience. A Faculty Development Plan will be developed and submitted annually for any full-time faculty holding less than a Bachelor's degree to include an assigned full-time faculty mentor, a plan for development of classroom pedagogic and classroom management skills, as well as a plan for progress toward completion of a higher degree. Related professional experience may be considered when evaluating a full-time faculty's qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.

Full-time faculty appointments may fall into one of the following classifications:

Temporary: Those faculty members who have not been appointed in a tenure, tenure-track, or term status. Their appointment may be full-time or part-time and the appointment can be for one semester to one academic year. The appointment is only for the period and purpose specified with no additional interest or right obtained by the person appointed by virtue of such appointment. Temporary full-time (1.00 FTE or the equivalent) faculty appointments may be used only if one or more of the following conditions prevail:

- The position is funded by a grant, contract, or other source that is not part of the regular and ongoing source of operational funding.
- The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years. The Dean may request extensions of these appointments on a yearly basis for a period not to exceed an additional three years.
- The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character.



Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.

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

Temporary faculty are evaluated at the end of the academic year (or semester if the appointment is for one semester).

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

- Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. This does not apply to actions associated with phased retirement programs.

Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent) basis and have been designated as being in a tenure-track position. Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year.

At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

Term: Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. Faculty teaching loads will be submitted for review (workload worksheets) and approval during the semester preceding course delivery to the Office of Academic Affairs. Requests for awarding full-time faculty overloads will be submitted by Department Chairs to the Division Deans and approved by the Executive Vice President/Chief Academic Officer before scheduling an overload. Full-time faculty overloads should be limited to 3–8 hours per semester. Additional overloads beyond the recommended amount may be approved by the Executive Vice President/Chief Academic Officer in extenuating circumstances.

Full-time teaching faculty will maintain a 15-credit-hour teaching load per semester or 30-credit-hour teaching load per academic year and will schedule 8 office hours over 4 work days each work week (See College Policy #6.0). Online courses and Independent Study sections are not calculated within the academic year teaching workload unless approved by the Executive Vice President/Chief Academic Officer. Full-time faculty will attend required departmental, divisional, and College meetings and participate in course and program development, planning, evaluation, and outcomes assessment; student advising, recruitment, and retention activities; and workforce development.

Faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Section sizes should generally be no larger than 30–35 students, and number of preparations should generally be no more than five. Faculty may be scheduled to teach on campus, off campus, in the evening, or on weekends to make up their required course load. Online classes are typically taught outside of full-time load, although they can be negotiated as counting toward full-time load. Participation in commencement activities is a normal part of a full-time faculty member's assignment.

Reassigned time shall be awarded for College work to include coordinator and administrative equivalencies, as well as to meet programmatic accreditation requirements. Reassigned time can be awarded for curriculum development, special projects, and special assignments for the Executive Vice President/Chief Academic Office or President's office. Faculty whose teaching load is restricted by specialized accreditation standards will work with the Dean for appropriate work schedules, which may include additional office hours. Requests for reassigned time will be submitted during the semester preceding scheduling of reassigned time activities for review and approval by the Office of Academic Affairs. Requests should include a detailed list of outcomes beneficial to the institution expected to be attained through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester for which reassigned time was awarded.

Collateral employment as well as registration for credited coursework by full-time faculty should be considered carefully by both the faculty member and the constitution. The needs of the College (as employer) should be primary in this consideration.

## **Adjunct Faculty**

The term *adjunct faculty* refers to instructors who are employed to teach one or more courses, not to exceed a total of 7 or 8 undergraduate hours for a designated semester with no commitment on the part of the College for subsequent employment.

The term *adjunct faculty* may also refer to unpaid volunteers with a courtesy title or instructors employed by a partner institution holding a courtesy unpaid appointment with the College. These appointments may be for an extended period and are subject to College review and approval.

- Adjunct faculty teaching transfer coursework will have 15–18 transcribed graduate credit hours in the content area. A Master's degree is the degree of preference for College adjunct faculty teaching transfer-level coursework.

- Adjunct faculty teaching occupational coursework will have 15–18 transcribed graduate credits in the content area or a Bachelor's degree and 3 years of relevant occupational experience and/or relevant industry certifications and/or teaching experience or an associate degree and 3–5 years of relevant occupational experience and/or relevant industry certifications and/or teaching experience. A Master's or Bachelor's degree is the degree of preference for College adjunct faculty teaching occupational coursework.
- A Faculty Development Plan will be developed and submitted to the Office of Academic Affairs each semester of hire for any adjunct faculty holding less than a Bachelor's degree to include an assigned full-time faculty mentor, a plan for development of classroom pedagogic and classroom management skills, as well as a plan for progress toward completion of a higher degree.
- Professionally related experience may be considered when evaluating an adjunct faculty's qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.
- College adjunct teaching faculty will not exceed a 7- to 8-credit-hour teaching load per semester. Adjunct faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses.
- Section sizes should generally be no larger than 30–35 students. Adjunct faculty may be hired to teach on campus or off campus. Online coursework counts toward total credit teaching workload per semester. Dual credit and third-party coursework does not count toward total adjunct teaching workload per semester. Department Chairs and Deans are responsible for maintaining adjunct teaching workloads within stipulated limits.
- Overload requests should be made only when necessary, and will not be approved for two subsequent semesters for any individual adjunct faculty member. Overload requests must be submitted to and approved by the Office of Academic Affairs.
- Adjunct pay scales are based on academic credentials and workforce certifications that are applicable to effective teaching of course content.

## Syllabus Guidelines

Every faculty member is required to have a syllabus for each course taught. Syllabi for multiple section courses must contain common learning outcomes and major assessments as determined by the program/division. New or part-time faculty members should contact the Department Chair or Dean for course syllabus requirements and/or for sample syllabi. Each division administrative assistant will keep an electronic copy of each syllabus as a permanent record for evaluation by accrediting agencies.

1. Each student must be provided a class syllabus during the first week of class.
2. Each full- and part-time faculty member must submit an electronic copy of his/her syllabus for each course instructed to the appropriate division administrative assistant.

### Required syllabus items

1. Course number, title, CRN, section
2. Semester, year, day, time, location
3. Contact information
  - Instructor's name
  - Office
  - Phone number (part-time faculty may list the division phone number)
  - E-mail address (must be the College e-mail address)
  - Web page or WebCT information (if used)
  - Office hours
4. Course description, credits, prerequisite(s)
5. Required textbook(s) and/or lab manual(s)—title, author, publication information, and ISBN number
6. Required materials (list of supplemental readings, Internet sites, software, computer hardware requirements, supplies, lab manuals, or other materials to be used in class, with ISBN numbers where appropriate)
7. Learning outcomes (list what you want students to know and/or be able to perform by the end of the course)
8. General education learning outcomes (list the general education learning outcomes appropriate to the course, e.g., writing, technology, or critical thinking. The College general education learning outcomes are listed on the last page of the guidelines.)
9. Assessment of learning outcomes (How will you know that your students have learned or accomplished? What learning activities and experiences will you use to demonstrate that students have achieved the stated course and general education learning outcomes? Use multiple methods to assess: exams, presentations, writing assignments, etc.)
10. Evaluation/grading (percentages, points for each assignment/test, total points, etc.) May also include criteria/rubrics or evaluation. Provide space to allow the student to record scores and grades or provide for Blackboard access to grades.
11. Tentative course calendar (class meeting dates; projects, papers, exams, quizzes, homework, special assignments, field experiences, out-of-class activities, and other requirements; due dates)
12. Attendance/tardiness policy
13. Make-up policy (for assignments and exams)

14. For **capstone course syllabus only**
  - Graduating Student Questionnaire information
  - Graduation application and Career Services interview
15. The statement **This syllabus is not considered a legal document and is subject to change.**

### **Optional syllabus items**

1. Other recommended policies
2. Academic honesty/misconduct
3. Class policies and procedures
4. Classroom etiquette or rules of conduct
5. Disabled Student Services
6. Graduation Application Deadline for December/May
7. Inclement weather
8. Student information at myMCTC (information that you, as a student, are responsible for reviewing)
9. Tutoring, Writing Center, and Academic Skills Center services
10. Cell phone policy
11. Other student expectations (if required, these must be listed)
12. Any additional policy for your course
13. Recommended materials
14. Suggestions for success:
  - How to read the text
  - How to prepare for tests in the course
  - Outstanding samples of previous student work
  - Other

# **The Constitution of the Faculty**

## **Preamble**

The faculty of Mountwest Community and Technical College is dedicated to fulfilling the mission of a comprehensive community college that focuses on student success and lifelong learning. The faculty has the academic freedom and responsibility for ensuring that the curriculum and learning outcomes are indicative of student success. To this end, this Constitution is established to facilitate meaningful communication and to assist the President and the MCTC Board of Governors in the development of academic policies and procedures. It is further recognized that the MCTC President and the Board of Governors provide the President full authority and responsibility for College operations. It is within these limits that the faculty accepts its role of advisement to the President on matters of institutional policy.

## **Article I. Faculty Council: Name, Purpose, and Jurisdiction**

**Section A.** The name of this organization shall be the MCTC Faculty Council.

**Section B.** The purpose of this Constitution is to provide for the participation of the MCTC Faculty Council in the formulation, implementation, and review of institutional policy and to provide the means for the MCTC Faculty Council to initiate action on matters with which it is directly concerned. These areas of MCTC Faculty Council concern shall include, but shall not necessarily be limited to, the following:

1. Standards for admission, selection, and retention of students.
2. Requirements for the granting of degrees.
3. Curricular requirements for general education.
4. Additions and deletions of courses.
5. Development of programs for scholarship, research, and innovation as relates to teaching.
6. Development of library, laboratories, and other instructional aids.
7. Such other academic affairs that are not directly administrative in nature.
8. Provision for accessible, comprehensive, and quality education and workforce training through MCTC programs.

## **Article II. Membership of MCTC Faculty Council**

Membership of the MCTC Faculty Council shall be composed of all full-time faculty whose primary role is teaching; division chairpersons who have teaching responsibilities; and full-time instructional specialists, who work primarily with students in a tutoring or teaching capacity. These members shall hold full voting rights. Full-time faculty who hold full-time administrative appointments shall not serve as members of the MCTC Faculty Council.

### **Article III. Executive Committee of MCTC Faculty Council**

The Executive Committee officers shall serve as the executive branch of the MCTC Faculty Council and function in a leadership and advisory capacity.

**Section A. Officers.** The MCTC Faculty Council shall elect officers to the Executive Committee to include a President, Vice President, and Secretary, where each academic division shall be represented, if possible. In addition, the Executive Committee will be comprised of College standing committee chairs, the ACF representative, and faculty representative to the MCTC Board of Governors. The MCTC President will appoint an administrative representative as an ex officio member. In the event that a division is not represented, a member at large from that division shall be elected.

**Section B. Elections.** Officers will be elected by secret ballot at the last meeting of each academic year, as necessary. Terms of office are for two years with terms beginning on July 1. Officers may serve only two consecutive terms in an office. An officer's term will be considered served if more than 50% of the term is served.

**Section C. Powers and Functions.** The MCTC Faculty Council President shall preside at the meetings of the Council, call and preside at monthly meetings of the Executive Committee, set agendas for such meetings in consultation with appropriate parties, serve as ex officio member of all faculty standing committees, and participate in college initiatives as requested by the President. The Vice President shall assume all duties and responsibilities in the absence of the President and assist in establishing the agenda for Executive Committee meetings. The Secretary shall maintain an up-to-date list of the MCTC Faculty Council membership, distribute the Council agenda, and record and distribute the proceedings of each meeting of the Council to all faculty. The Secretary shall also maintain appropriate files for retaining Council records.

The MCTC Faculty Council President shall receive the equivalent of one course reassigned time to conduct the business of the Council. The office of the Executive Vice President/Chief Academic Officer of Academic Affairs shall provide administrative assistant support to the MCTC Faculty Council.

**Section D. Succession of Offices.** In the event an officer must leave office, a special election shall be held to elect a new officer. The new officer shall fulfill the remainder of the former officer's term.

### **Article IV. Meetings**

**Section A.** Regular meetings of the MCTC Faculty Council shall be held a minimum of two times per semester for the fall and spring terms.

**Section B.** The Executive Committee shall meet monthly.

**Section C.** Special meetings of the Council may be called by the MCTC Faculty Council President or through the Council President at the request of the President or upon request of six Council members. The special session will be held as soon as practical, not to be more than two weeks

from the time of the submission of the request. Agendas for Council meetings shall be distributed not less than one week prior to the meeting.

**Section D.** All meetings shall be governed by *Robert's Rules of Order*.

**Section E.** All Council and Executive Committee meetings are open to the public except on such occasions where executive sessions are permitted by W.VA. Code 6-9A-4. During executive session no actions may be taken, but issues may be discussed.

**Section F.** The Faculty Council shall meet with the MCTC Board of Governors once a year in accordance with West Virginia State Code.

### **Article V. Voting Procedures**

**Section A.** A quorum will be more than 50% of eligible Council members.

**Section B.** The Faculty Council President is the presiding officer and as such shall not vote except in case of a tie vote.

**Section C.** In general, a voice vote will be conducted on items considered. At the request of any member, a division of the Council may be taken by roll call vote. A written secret ballot shall be used for all elections. At the request of any member and with a simple majority vote, an agenda item may be voted on with a written ballot.

**Section D.** Policy recommendations shall be by a simple majority vote of members present, provided a quorum is constituted. Policies shall be effective after passage by the Council and approval by the MCTC President. The MCTC President may interpose a veto on Council recommendations by communicating such veto and the rationale to the Council President in writing within 15 days. All issues are subject to final approval of any required internal or external policy approval body.

### **Article VI. Faculty Council Standing Committees**

#### **General Rules**

Faculty members are encouraged to fully participate in the college committee structure as a way of furthering the success of the college and its students, building a community college culture, and participating in service to the college in a recognized form. The following general rules apply to standing committees:

- Committees shall be established by the MCTC Faculty Council as needed for the proper fulfillment of the functions of the faculty.
- Each committee shall meet at least twice per semester.
- Notice of regular meetings of standing committees shall be announced in a predetermined medium.
- All committee meetings will be open to all interested persons unless, in the opinion of the committee, a closed meeting is necessary to protect personal rights of privacy.



- Each committee shall keep adequate records of committee business. Matters of general importance to MCTC should be reported promptly to the Council President.
- Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Council relevant to the issues that they have explored. All procedural or policy changes recommended by a faculty committee that affect instructional program or faculty welfare are subject to approval by the Council and the MCTC President. Procedural or policy changes that do not affect instructional program or faculty welfare shall be referred to the responsible administrative unit.
- All committees shall have a majority of faculty as voting members.
- Faculty representation on committees shall be elected by faculty of their respective division.
- A member of a standing committee who expects to be absent from a meeting may authorize someone else to act in his or her place at the meeting. A “Proxy” form will be filled out by the committee member and given to the authorized person to bring to the meeting. This will allow the authorized person to vote on matters indicated on the proxy form. Any member who is absent for more than three meetings during the academic year will be replaced by a new member from the respective division. This includes any absences covered by proxy. The committee chair will report this to the Division Dean and ask the division to elect a replacement member.
- Each division may elect one “Alternate Member” for each standing committee. Alternate members will be nonvoting. They will be required to attend meetings, provide input, and serve as a voting member when a regular member of their division is unable to attend a meeting. They will not be counted in the quorum computations unless they are covering for an absent voting member. Each division will voluntarily decide whether or not to elect alternates, and will determine which standing committees warrant an alternate.

### **A. Curriculum Committee**

Purpose: To assume principal responsibility for monitoring academic standards for all programs and courses offered through MCTC by ensuring that each course or program adheres to the mission statement of the college and reflects the academic philosophy of the faculty.

Goal: To support the provision of high quality, relevant learning opportunities to meet the workforce, transfer, basic skills, and lifelong learning needs of the MCTC community.

Functions:

1. To review, approve in committee, and forward recommendations regarding course content and program curricula.
2. To review, approve in committee, and forward proposals for new courses and programs.
3. To review, approve in committee, and forward proposals for changes and/or deletions in existing courses and programs.

Membership: Committee membership shall be comprised of full-time faculty, whose election shall be for a term of four years. The chair shall be elected for a term of two years. Members may serve consecutive terms. Each member will hold voting privileges except ex officio members and the chair. Committee membership will include three faculty members from each division and one representative from the Corporate and Continuing Education division (voting), the Dean from each

division (ex officio, nonvoting), Student Services representative (ex officio, nonvoting), and the MCTC Registrar (ex officio, nonvoting).

Career and Technical Division (even year not divisible by four)  
Liberal Arts and Transfer Studies Division (even year not divisible by four)  
Career and Technical Division (odd year)  
Liberal Arts and Transfer Studies Division (odd year)  
Career and Technical Division (even year divisible by four)  
Liberal Arts and Transfer Studies Division (even year divisible by four)

## **B. Personnel Committee**

Purpose: To evaluate faculty applications for promotion and tenure, and to make recommendations regarding promotion and tenure to the President. The committee will also address issues relating to faculty responsibilities by recommending new policies and/or guidelines.

### Functions:

1. To evaluate current guidelines for promotion and tenure.
2. To assess current faculty evaluation instruments and procedures.
3. To develop internal documents detailing the promotion and tenure process.
4. To review faculty files submitted for promotion and tenure and make recommendations to the MCTC President.
5. To designate subcommittees as needed. These subcommittees will research and make recommendations to the Faculty Personnel Committee. Subcommittee members may consist of a current committee member and other individuals demonstrating experience or expertise as to a particular issue.

Membership: The committee shall consist of six members comprised of three faculty from each academic division. Each member must have a minimum of three years of experience at MCTC. A term consists of four years, and no member shall serve consecutive terms. Membership should represent all of the following levels: Professor, Associate Professor, Assistant Professor, and Instructor.

Career and Technical Division (even year not divisible by four)  
Liberal Arts and Transfer Studies Division (even year not divisible by four)  
Career and Technical Division (odd year)  
Liberal Arts and Transfer Studies Division (odd year)  
Career and Technical Division (even year divisible by four)  
Liberal Arts and Transfer Studies Division (even year divisible by four)

## **C. Retention and Readmissions Committee**

Purpose: To recommend strategies that encourage student retention in MCTC's programs and courses. This committee will review and recommend policies regarding the readmission appeal process and evaluate student appeals, making recommendations to the Vice President of Student Services regarding the appeals.

Functions:

1. To recommend strategies to improve student retention.
2. To work with and market Dual Credit Policy.
3. To review all documentation of students appealing their ineligibility status.
4. To hear the personal appeal of ineligible students when requested.
5. To forward committee recommendations regarding ineligible students to the Vice President of Student Services.
6. To facilitate the application process and awarding of MCTC scholarships.
7. To forward appropriate committee recommendations to the Faculty Council.

Membership: Membership will be elected from each of the following divisions and will serve a two-year term as voting members:

Career and Technical Division (even year)  
Liberal Arts and Transfer Studies Division (even year)  
Career and Technical Division (odd year)  
Liberal Arts and Transfer Studies Division (odd year)  
Career and Technical Division (even year)  
Liberal Arts and Transfer Studies Division (odd year)  
Director of ASC (voting member, permanent member)  
Vice President of Student Services (voting member, permanent member)  
Student Services member (voting member, appointed by Vice President of Student Services)  
Community member (voting member)  
Student member (voting member, one-year appointment, cannot attend readmission meeting or any meeting concerning confidential student information)  
Dean of Continuing and Corporate Education or representative (voting member)

**D. Assessment Committee**

Purpose: To support and review college-wide assessment of student learning, which includes assessment involving courses and programs.

Functions:

1. To provide strategies that support the assessment of student learning.
2. To oversee program assessment plans and annual assessment reports, provide feedback to divisions, and share assessment information and activities with the college.
3. To forward input to the Chairs and Deans regarding assessment needs, results, and recommendations.
4. To offer training and workshop opportunities to faculty to ensure quality assessment.
5. To review, approve in committee, and forward appropriate recommendations to the Faculty Council.

Membership: Three faculty members will be elected from each academic division and will serve a two-year term as a voting member:

Career and Technical Division (even year)

Liberal Arts and Transfer Studies Division (even year)  
Career and Technical Division (odd year)  
Liberal Arts and Transfer Studies Division (odd year)  
Career and Technical Division (even year)  
Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:

Director of Distance Education (voting member, permanent member)  
Representative from Off Campus Programs (voting member, permanent member)  
Representative from the Academic Skills Center (voting member, permanent member)  
Representative from the Writing Center (voting member, permanent member)  
Representative from the Resource Center (voting member, permanent member)  
Director of Institutional Research (nonvoting member, permanent member)  
MCTC Higher Learning Commission Representative (nonvoting member, permanent member)

### **E. Advisory Council of Faculty Representative/Legislative Affairs Committee**

Purpose: To represent the MCTC faculty on the West Virginia Advisory Council of Faculty (ACF) that advises the CTC Council, HEPC, and the West Virginia legislature. Additionally, this position will serve as the liaison with the faculty on all legislative matters and report to the faculty on a regular basis. The ACF representative will also form a legislative committee composed of the ACF alternate, the MCTC Faculty Council President, and other faculty members interested in higher education policy and legislative affairs.

Goal: To keep faculty informed about ACF agendas, business, and initiatives, as well as relevant West Virginia legislative issues. This committee will contribute to the annual ACF legislative agenda.

#### Functions:

1. To attend all ACF statewide meetings or arrange for alternate to attend.
2. To report regularly to faculty about ACF business by posting minutes, reports, and information to faculty.
3. To obtain feedback from MCTC faculty and represent their point of view to the ACF.
4. To contribute to the statewide ACF legislative agenda.
5. To disseminate information on upcoming legislative sessions and specific bills and rules that affect higher education.
6. To attend MCTC Faculty Council meetings and deliver ACF reports.
7. To review and approve appropriate recommendations to the MCTC Faculty Council.
8. To communicate with and advise the institutional governing board.

Membership: During the month of April of each odd-numbered year, the MCTC Faculty Council shall elect one faculty member to serve as a representative on the Advisory Council of Faculty. An alternate ACF member shall also be designated to serve in the absence of the elected ACF member, and that alternate shall act as a voting proxy.

As prescribed by 18B-6-3, the faculty member who is elected to serve on the ACF “is an ex officio, voting member of the faculty senate or council and reports to the faculty council and the board of governors.”

Terms of the member of the ACF shall be for two years and shall begin on the first day of July each odd-numbered year. Members of the ACF shall be eligible to succeed themselves.

## **F. International Committee**

Purpose: The committee will review and recommend policies regarding globalization at MCTC.

### Functions:

1. To develop plans that internationalize programs and cause MCTC to be more global.
2. To recommend strategies to improve student and faculty awareness of globalization issues and multiculturalism.
3. To continue to work with existing professional development programs to incorporate the many facets of globalization into MCTC and the communities it serves.
4. To review, approve in committee, and forward appropriate recommendations to the MCTC Faculty Council.

Membership: Faculty will be elected from each of the MCTC divisions and will serve two-year terms as voting members. These positions will be filled as follows:

Career and Technical Division (even year)  
Liberal Arts and Transfer Studies Division (even year)  
Career and Technical Division (odd year)  
Liberal Arts and Transfer Studies Division (odd year)  
Career and Technical Division (even year)  
Liberal Arts and Transfer Studies Division (odd year)

## **G. Faculty Development Committee**

### Purpose:

The purpose of the Faculty Development Committee is to make recommendations to the Council concerning the development and implementation of policies and procedures for ongoing faculty development, research, and scholarly/professional activities.

### Function:

The primary focus of this committee is faculty development. It is concerned with ensuring ongoing attention to resource development and equitable allocation of available funds among individual faculty, and providing activities and opportunity for enhancing the faculty's abilities in teaching, research, scholarship, and service to the college and the community. The specific duties of the committee are:

1. To review and recommend incentives and changes in the faculty development, research, and scholarly aims of the college.
2. To propose an institutional policy on faculty development, research, and scholarship.

3. To propose procedures and guidelines for applications of available institutionally funded development activities.
4. As appropriate, to consider and make recommendations to the Executive Vice President/Chief Academic Officer of Academic Affairs on applications for institutionally funded faculty development funds.
5. To monitor compliance with all applicable regulations concerning the use of human or animal subjects.
6. To coordinate with the Office of Development and the Executive Vice President/Chief Academic Officer of Academic Affairs the solicitation of external funding for faculty development, research, and scholarly activities.
7. To assist the Executive Vice President/Chief Academic Officer of Academic Affairs in planning and implementing campus-wide faculty development activities including, but not limited to, the annual August and May faculty workshops.
8. To submit an annual report and recommendations to be voted on by the MCTC Faculty Council.

Nothing in this policy is intended to restrict the designation or contribution of funds for specific purposes. Such funds do not fall within the purview of this committee.

Membership:

Three faculty members will be elected from each of the following divisions and will serve a two-year term as voting members:

- Career and Technical Division (even year)
- Liberal Arts and Transfer Studies Division (even year)
- Career and Technical Division (odd year)
- Liberal Arts and Transfer Studies Division (odd year)
- Career and Technical Division (even year)
- Liberal Arts and Transfer Studies Division (odd year)
- Representative from Continuing & Corporate Education (voting member, permanent member)
- Director of Employee Development (voting member, permanent member)
- Director of Online Learning (voting member, permanent member)
- Professional Development Coordinator (voting member, permanent member)
- Executive Vice President/Chief Academic Officer of Academic Affairs (nonvoting member, permanent member).

**H. Online Oversight Committee**

Purpose: To review, assess, and advise on all matters associated with online learning for students, faculty, and staff as well as to offer recommendations on policies and procedures for the college.

Functions:

1. To provide ongoing faculty development in the areas of pedagogy/andragogy and technology so the online faculty will be able to provide a quality learning environment.
2. To evaluate and assess curriculum and instruction, technology, accessibility, and support services for all distance education.

3. To forward input to the Vice President of Academic Affairs, Deans, and Chairs on matters relating to distance education.
4. To offer solutions to problems that the students and faculty face with distance education.
5. To review current and proposed policies dealing with distance education.
6. To attend state and regional meetings associated with distance education.

Membership:

Career and Technical Division (even year)  
 Liberal Arts and Transfer Studies Division (even year)  
 Career and Technical Division (odd year)  
 Liberal Arts and Transfer Studies Division (odd year)  
 Career and Technical Division (even year)  
 Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:  
 Director of Distance Education (voting member, permanent member)  
 Librarian (voting member, permanent member)  
 Associate Dean of Students or designee (voting member, permanent member)  
 MCTC Higher Learning Commission Representative (nonvoting member, permanent member)

**I. Ad Hoc Committees**

Ad Hoc Committees will be formed as needed by the MCTC President with notification to the MCTC Faculty Council President or formed as needed by the Council President.

**Article VII. Amendments**

**Section A.** This Constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty. Upon adoption by the faculty, this Constitution shall be made a part of the MCTC Policy and Procedures Manual, which shall contain official policies, procedures, and other information pertinent to MCTC’s operation and internal government.

**Section B.** An amendment to the constitution may be proposed by the President to the executive committee, by ten percent of the faculty, or by a majority vote of the MCTC Faculty Council. Amendments to the Constitution will be ratified by a vote of two thirds of the faculty. All issues are subject to final approval of any required internal or external policy approval body.

**Article VIII. Bylaws**

The MCTC Faculty Council may by majority vote establish bylaws governing the conduct of the business of the Council and of the standing committees and other matters that may be within its competence.

## **Faculty Evaluation**

### **Purpose**

The primary goals of faculty evaluation are to improve instruction; to promote the highest standards of professional excellence; to provide a record of individual achievement; to promote professional development; to promote service to the College and its community; and to provide information for purposes of granting tenure, retaining, and/or promoting faculty members.

### **Areas of Evaluation**

Evaluation is based on specific goals that support the division and the College and is discussed between the faculty member and the Dean. The evaluation of each faculty member's performance will be based upon an assessment of activities in three areas: teaching/advising, professional development, and service to the College and its community. The Mountwest Community and Technical College (MCTC) faculty are committed to teaching as the foremost professional responsibility. The standard MCTC faculty teaching workload is 15 credit hours per semester. The average percentages of an individual MCTC faculty member's workload are (1) teaching/advising, 70–90%; (2) professional development, 5–15%; and (3) service to the College and its community, 5–15%. The ranges allow for differing distributions of responsibilities for individual faculty during an academic term. See Guidelines for Faculty Evaluation.

### **Procedures**

The faculty will use a standard set of forms for annual evaluation, self-evaluation, planning page, student evaluation, and Dean's evaluation of faculty. The forms will be signed by the faculty member, Dean, and the President. A peer evaluation form will be available for those individuals who wish to use peer evaluation as a professional development tool. Peer evaluation is not part of the formal evaluation process. Faculty may choose to use other methods of peer evaluation as a tool for professional development and may include peer evaluation in the formal evaluation process if desired.

The evaluation process will include consideration of the following materials:

1. Annual Report
2. Self-Evaluation
3. Planning Page
4. Student Evaluation of Faculty
5. Dean's Evaluation of Faculty

### **Guidelines for Faculty Evaluation**

Although a faculty member is evaluated in the three areas of teaching/advising, professional development, and service to the College and its community, the most important function of faculty at Mountwest Community & Technical College is teaching. The major purpose of professional development activities and service activities is to support quality instruction. It is important that faculty remain current, especially in fields where changes occur rapidly. Professional development



activities are essential activities for keeping the content of classroom instruction current and pertinent. Service activities enable the College to function. Thus faculty are required to engage in both professional development activities and service activities along with their teaching duties.

Each faculty member has unique areas of expertise and interest, and it is unwise to expect identical contributions to the division or the College from everyone. Evaluation should be based on an individual's unique and total contribution. All faculty are expected to contribute in the three areas of teaching/advising, professional development, and service to the College and its community, but the emphasis for each area will vary for individual faculty. During the development of the Planning Page, each faculty will set allocation levels for the three areas, making choices within the following ranges: 70–90% for teaching, 5–15% for professional development, and 5–15% for service to the College and its community. It is expected that a faculty member's allocation will change over time as he or she pursues new interests, develops new courses, or works on projects, as agreed upon with the Dean.

In the annual review, each faculty member must receive an indication from the Dean of his or her performance over the previous year in each of the three areas. It is expected that the Dean makes such evaluations without bias and as consistently as possible. Faculty receive one of the following performance levels in each area: Exemplary, Professional, or Needs Improvement as agreed upon between the Dean and individual faculty member.

General Guidelines for the performance levels follow:

Exemplary	Consistently exceeded the College's standards of professional performance
Professional	Consistently met the College's standards for professional performance.
Needs Improvement	Did not consistently meet the College's standards of professional performance.

### **Exemplary**

This performance level is given to those individuals who, during the evaluation period, consistently exceeded the College's standards of professional performance. Individuals receiving this performance level stand as exemplars of the highest levels of professional academic performance within the College, making significant contributions to their academic field, to their division, and to the College and its community.

### **Professional**

This performance level is given to those individuals who, during the evaluation period, consistently met the College's standards of professional performance. The individuals receiving this performance level constitute those good and valued professionals on whom the continued successful achievement of the College's mission, goals, and objectives depends.

## **Needs Improvement**

This performance level is given to those individuals who during the evaluation period, did not consistently meet the College's standards for professional performance. This performance level must be given with:

1. specific feedback as to which standards of professional performance were not met,
2. suggestions for improvement, and
3. a written commitment to assist the individual in accessing resources required for improvement. Improvement in performance is required within the next evaluation period.

## **Standards for Performance**

The following lists establish a more specific interpretation of the three performance levels and are representative of the accomplishments that will support the evaluation process.

### **Standards for Professional Performance in Teaching**

Each faculty member is expected to:

- Stay current in his/her profession as well as the following:
- Be present for all class periods for courses that he or she is teaching, or arrange for either a substitute or a means for students to make up the work lost resulting from the absence of the instructor.
- Have a syllabus on file in the departmental office for every course he or she is teaching. Each syllabus must be constructed in accordance with College guidelines and specifications.
- Participate in curriculum development.
- Advise assigned students.
- Post and keep regular office hours.
- Teach without a sexist, racist, or ethnic bias.
- Fulfill other duties related to teaching and advising.

### **Standards for Professional Performance in Professional Development**

Each faculty member is expected to:

- Attend professional meetings that contribute to his or her development as a teacher.
- Maintain current licensure/certification in areas related to teaching.
- Pursue other activities that enhance his or her teaching.

### **Standards for Professional Performance in Service to the College and Its Community**

Each faculty member is expected to:

- Serve on assigned College committees.
- Participate in division and College activities.
- Participate in other activities related to the mission of the College.

## Evaluation Categories

Teaching/Advising. Major categories include command of disciplinary knowledge and methodology, effectiveness of classroom performance, effectiveness in assessing student learning, rapport with students, contributions to curricular development, advising activities, and recruiting and retention activities.

Activities related to teaching (responsibilities may include but are not limited to):

- Assessment of learning
- Classroom activities
- Command of disciplinary knowledge and methodology
- Complete revision of an existing course/program
- Content mastery
- Course enrollment
- Delivery of instruction
- Development of distance education or other nontraditional courses
- Development of improved teaching materials
- Development of new courses or programs
- Directing independent study projects/classes
- Grading class materials
- Innovative teaching approaches
- Off-campus classes
- Office hours
- Other duties assigned by the Dean
- Other teaching/instructional activities
- Preparation and grading of exams
- Preparation for classes
- Reassigned time (related to teaching, curriculum development, or accredited program coordination)
- Recruiting activities
- Refinement of existing courses or programs
- Results of Dean evaluations
- Results of student evaluations
- Retention activities
- Syllabi preparation
- Teaching improvement efforts
- Teaching workload (number of classes, labs, clinicals, internships; number of preparations; number of students in each class, beginning and ending enrollment)
- Textbook review (for course selection)
- Use of technology where appropriate (contributes to learning process)

Activities related to advising:

- Ability to deal effectively with students in a one-to-one relationship

- Availability to students
- Demonstrated willingness to learn the fundamentals of advising students
- Formal advising (schedule of classes, registration forms, Banner/MILO)
- Informal advising (discussions with students related to scheduling, major, career goals)
- Job preparation/searches/referrals/letters of recommendation for students
- Number of advisees
- Other:
  - Ability to meet deadlines
  - Adaptability
  - Attitude
  - Caring attitude with students
  - Collegiality
  - Consistency of effort
  - Cooperation
  - Dependability
  - Effectiveness
  - Fairness in evaluation
  - Integrity
  - Loyalty
  - Rapport with students and colleagues

Professional Development. Major categories include formal education, certifications and licensure, work experience related to field, scholarly activities, contributions to professional development of peers, membership in professional organizations, and peer recognition.

Activities related to professional development (responsibilities may include but are not limited to):

- Additional formal training in teaching field or in a related area (credit or noncredit)
- Applied classroom research
- Attendance at workshops or seminars related to teaching field or College mission
- Attendance at professional development events and achievement of colleagues
- Editing (newsletters, other material related to the profession or teaching responsibilities)
- Graduate courses
- Graduate degrees
- Grant writing
- Licenses appropriate to teaching field
- Memberships in professional organizations related to teaching field or College mission
- Participation in professional meetings/organizations related to teaching field and/or College mission (chair, moderator, facilitator, etc.)
- Preparation needed to teach new courses (skills, training)
- Presentations at professional meetings related to teaching field or College mission
- Professional consultation related to teaching field and/or College mission
- Publications (articles, newsletters, newspaper articles, etc.) related to teaching field and/or College mission
- Reassigned time (other than teaching or curriculum duties)

- Refereed or invited papers
- Related work experience
- Research (other than applied, related to teaching field and/or College mission)
- Special recognition or honors
- Special training related to teaching field
- Textbooks or portions of textbooks (author or contributing author)

Service to the College and its Community. Major categories include activities related directly to the College and its community. The service activities should be related to the faculty member's field or expertise and teaching assignment areas and/or to the programs and/or mission of the College.

Activities related to the College and its community (responsibilities may include but are not limited to):

- Ad hoc committees
- Committee memberships (name, position held, number of meetings, % attended, contributions)
- Editing journal/newsletters/catalogs related to the division or College
- Funding proposals
- Grant writing
- Membership on accreditation teams
- Participation in College activities (Tech-Prep Day, SCORES, others)
- Participation in efforts to secure outside funding
- Participation on search committees
- Promotional efforts related to the division and/or College
- Service to division (beyond teaching and professional development activities)
- Service to the profession
- Special projects related to the division and/or College
- Student organization sponsor
- Work on behalf of the student body, faculty, staff, or administration of the College
- Workshops/seminars (conducting, chairing, organizing) on behalf of the teaching field or College
- Writing journals/newsletters/catalogs related to the division or College

Activities related to the College's community:

- Business and industry training programs
- Consulting activities for the private/public sector related to teaching field and/or College mission
- Cooperation with/assistance to public schools (Tech-Prep, School to Work, dual credit, articulation agreements, collaborative efforts, EDGE programs, etc.)
- Judges for local and regional fairs related to teaching field
- Membership in and presentations at community organizations and/or meetings related to teaching field and/or College mission
- Membership on business/industry/education advisory committees/boards

- Other activities related to the teaching field and/or mission of the College
- Presentations to community groups related to teaching field and/or College mission

### **Timeline for Promotion/Tenure Applications**

First Friday, September	Applicant forwards Letter of Intent to Dean.
First Monday, October	Dean submits Letter of Intent to the President.
Second Friday, October	President forwards applicant's Letter of Intent to the Faculty Personnel Committee.
First Monday, November	Faculty Personnel Committee acknowledges receipt of applicant's Letter of Intent.
Second Monday, November	Faculty Personnel Committee notifies eligible candidate(s) on the preparation of portfolio and time frame for submission of portfolio to President's office.
(Tuesday after Martin Luther King Day	Eligible candidates submit portfolios to the President's office by 9 a.m.
First Wednesday, February	Faculty Personnel Committee submits written recommendations and promotion and/or tenure materials to the President.
TBA	President makes final decision regarding faculty applications for promotion and/or tenure, informs the candidate(s) in writing, and submits list of names to the Faculty Personnel Committee.

## **Benefits Summary and Overview**

Benefits refer to products, services and/or options made available to employees at Mountwest Community & Technical College. Benefits are provided according to employment type and include retirement plans\*\*, health/life/long-term disability insurance, flexible benefits, annual and sick leave, holidays, etc. Benefits comprise a generous portion of the compensation package for eligible employees and are provided by the College and the State of West Virginia. Newly hired benefits-eligible employees of Mountwest Community & Technical College will be provided with a benefits package. A benefits session will be scheduled for the employee to enroll in the various options below.

### **Insurance Plans**

#### **Health Insurance**

Medical insurance covers hospital and surgical services, physician expenses, laboratory fees, x-ray services, and prescription drugs. There are two options available for benefits-eligible employees at Mountwest Community & Technical College. Additionally, all employees, regardless of benefits-eligible status, can participate in the new Health Insurance Marketplace Coverage Options, beginning in January 2014. Open Enrollment for the Health Insurance Marketplace will begin October 1, 2013.

Plans available:

- West Virginia Public Employees Insurance Agency (PEIA) PPB Plans
- The Health Plan

#### **Life Insurance**

Basic Life Insurance is provided to all benefits-eligible employees at Mountwest Community & Technical College. Group Life Insurance is underwritten by Minnesota Life Insurance Company and is administered by PEIA. Additional life insurance plans through PEIA include decreasing term optional life insurance and dependent life insurance at competitive rates. Additional information relating to life insurance is available by contacting the Office of Human Resources, Employee Development & Payroll.

#### **Mountaineer Flexible Benefits**

These benefits are offered to employees through Fringe Benefits Management Company (FBMC), a third-party administrator for PEIA.

The following benefits are available to benefits-eligible employees:

- Dental
- Vision
- Hearing
- Long-term Disability (LTD)

- Short-term Disability (STD)
- Flexible Spending Accounts
- Mountaineer Flexible Benefits (Active Employees)

### **Retirement**

Benefits-eligible employees are required to participate in a retirement plan of 6% of his/her gross salary, which is matched by the College, to the 401(a) defined contribution plan of their choice. Contributions begin on the date of employment and are vested immediately.

Current Retirement Options:

- Teachers Insurance and Annuity Association–College Retirement Equities Fund (TIAA-CREF)
- Great West

\*\*A Supplemental Retirement Plan, 403(b) is available to all employees of Mountwest Community & Technical College, regardless of benefits-eligible status. This plan allows employees to supplement their retirement savings with the benefits of tax-deferral and payroll deduction. Please contact Human Resources, Employee Development, & Payroll for more information regarding supplemental retirement plans.

### **Leave**

**Annual Leave:** Provides paid leave to benefits-eligible staff and 12-month faculty. Accrual rates are based upon type of employment and/or years of service. Other benefits-eligible employees accumulate annual leave on a prorated basis. Casual and temporary employees are not considered to be benefits-eligible and do not earn annual leave.

**Sick Leave:** Provides benefits-eligible employees (does not include less than 12-month faculty) the opportunity to take paid leave for the purposes of sickness, injury, or temporary disability, as well as the serious illness or death of a member of an employee's immediate family.

**Family Medical Leave Act/Parental Leave Act:** Provides employees with up to 12 weeks of unpaid leave due to their own serious health condition, the illness of a child, spouse, parent, or other dependent, or for the birth or adoption of a child, and to address certain qualifying exigencies for covered military family members. Mountwest Community & Technical College employees are covered under both the federal law, *The Family and Medical Leave Act*, and the state law, *The Parental Leave Act*. The law providing the most generous benefit to the employee is the one that prevails.

**Military Leave:** Entitles employee members of the National Guard or any Reserve component of the Armed Forces of the United States up to 30 days of leave without loss of pay, status, or efficiency rating when such leave is required by orders issued by a military branch of the state or federal government.



**Holidays:** WV Code provides state employees with 12 full holidays per year, plus additional days for any statewide, primary, or general election. An annual schedule of holidays is provided to all employees by the Office of Human Resources, Employee Development, & Payroll.

**Religious Holidays:** In accordance with federal law, Mountwest Community & Technical College will grant reasonable time off to employees who wish to observe religious holidays not included on the list of recognized holidays as long as it does not cause undue operational hardship within the department. Such time off shall be charged to annual leave.

### **Social Security**

Social Security is a federal program that provides retirement income, disability benefits, and health care for people 65 and older. For every dollar withheld from an employee's paycheck for Social Security, the College contributes an equal amount. Detailed information about particular benefits can be obtained by contacting the Social Security Administration.

### **COBRA**

COBRA entitles employees, retired employees, and covered dependent(s) to continue medical coverage for 18 or 36 months in certain cases when coverage would otherwise terminate, provided the employee, retired employee, and/or dependent(s) pays the full premium. The premiums for COBRA coverage are set by federal law. HealthSmart Benefit Solutions handles COBRA enrollment for all plans and will contact you if you become eligible.

## **FACULTY ABSENCE POLICY**

When classes are in session, a faculty member's obligation is to his/her students. Each faculty member should be prepared to meet every class session because each hour of a course is part of the education that the students have registered for and for which they have paid the appropriate fees.

To avoid having different Divisions establishing precedents by action within a Division, certain requests must be centralized at the Dean level. Therefore, the following guidelines will constitute Marshall Community and Technical College's Faculty Absence Policy:

All absences must be reported to the appropriate Dean. If the Dean is unavailable, the absence must be reported to the Division Secretary. Emergencies can be reported by a telephone call as directed by the Dean in as timely a manner as possible. It is expected that the faculty member will indicate the nature of the absence and how his/her classes are to be covered. This type of absence includes illness and any other type of emergency.

Absence requests other than #1 are to be addressed in the following manner:

Absences for reasons related to a faculty member's professional development should be submitted in writing in advance of the absence to the Dean; as much advance notice as possible should be provided to the Dean. Professional development might require occasional absence from class(es). Class schedules are developed well in advance, which permits faculty and Associate Deans to do advance planning. These scheduled professional absences must be carefully planned in advance, and plans should include appropriate class coverage during the faculty member's absence. For a limited number of these professional development requests, the Associate Deans can grant final approval.

The purpose of the Faculty Absence Policy is to ensure that every class session is covered by an appropriate and competent instructor.

## **SEXUAL HARASSMENT POLICY STATEMENT**

Sexual Harassment, a form of sex discrimination, is illegal and against the policies of the College. Sexual Harassment involves:

- making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment or education, or
- making submission to or rejection of such conduct the basis for employment or educational decisions, or creating an intimidating, offensive or hostile environment by such conduct.

Anyone who believes he or she has been the subject of Sexual Harassment should report the alleged conduct immediately to the Director of Human Resources, Employment Development and Payroll.

## **SOCIAL SECURITY NUMBER POLICY**

The preceding shall be considered a policy of the College (effective July 1, 2002) until a comprehensive policy on the use of confidential information is developed and approved.

In order to protect the privacy interests of students and to comply with existing state and federal laws (FERPA), all faculty and staff shall observe the following practices:

Final course grades and grades for class quizzes, exams, projects, etc., shall not be publicly posted in any manner in which a grade can be associated with the student by any person other than the student himself/herself. No such posting shall include any student's Mountwest Community & Technical College ID number. Students' Mountwest Community & Technical College ID numbers shall not be used on attendance or sign-in sheets.

Care should be taken to ensure class rosters , grade reporting forms, and other Mountwest Community & Technical College reports or listings containing Mountwest Community & Technical College ID numbers are filed appropriately and "out of public view" when in the possession of faculty and staff.

Faculty and staff shall observe due diligence whenever the responsibilities of their positions require the use of social security numbers or other private information regarding students

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Mountwest Community & Technical College's policies in regard to the rights and responsibilities of students are in keeping with the West Virginia Board of Trustees Policy Bulletin Number 60. This policy statement implementing Board of Trustees Policy Bulletin Number 60 (July 11, 1986) supersedes previous policies which concern grade appeals, academic and any other procedures relating to academic appeals.

- I. **Statement of Philosophy** - Mountwest Community and Technical College is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Policy Bulletin Number 60 of the West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Mountwest Community & Technical College, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree, or certification requirements, and to know and meet criteria for satisfactory academic progress and completion of the program.
  
- II. **Definitions** - The Executive Vice President and Chief Academic Officer of Academic Affairs officer of the College. The Executive Vice President and Chief Academic Officer also serves in a leadership/supervisory capacity to the faculty. The student is encouraged to contact his/her instructor/Program Coordinator/ Dean for guidance on appeal procedures.

**Academic Deficiency:** failure to maintain the academic requirements and standards as established by Mountwest Community and Technical College other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. Grade Point Average, special program requirements, professional standards, etc.

**Academic Dishonesty:** Academic dishonesty is conduct on an academic exercise that falls into one or more of the following categories: cheating, fabrication/falsification, plagiarism, bribes/favors/threats, and complicity. These categories and "academic exercise" are defined in detail in the section on Academic Dishonesty in this catalog. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

**Day:** shall refer to a calendar day.

**Limited Enrollment Program:** any academic program which imposes admissions requirements in addition to general admissions to Mountwest Community & Technical College.

**Student:** any undergraduate student who has been admitted to, and is currently enrolled in, a course or in a certificate or degree program at Mountwest Community & Technical College, or for whom the institutional appeal period has not expired.

**College Community:** faculty, staff, or students at Mountwest Community & Technical College.

President's Designee: Executive Vice President/Chief Academic Officer of Academic Affairs.

Appeal Deadlines: the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III. Student Academic Rights - Concomitant with other academic standards and responsibilities established by Mountwest Community & Technical College and its constituent Colleges and schools, each student shall have the following academic rights:

The student shall be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards.

- The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in the "Academic Appeals" section of this catalog. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
- Each student shall have access to a copy of a Mountwest Community & Technical College catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence standards, minimum Grade Point Average, probation standards, professional standards, etc.).
- Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.).
- The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.

Mountwest Community & Technical College is responsible for defining and promulgating:

- The academic requirements for admission to the institution and for admission to limited enrollment programs;
- The criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation;
- The requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the Policies, Rules, and Regulations of the Higher Education
- Policy Commission and with the fundamentals of due process; and Probation, suspension, and dismissal standards and requirements.
- Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions - Undergraduate Students - A student who fails to meet the academic requirements or standards, or who fails to abide by the Marshall Community and Technical College policy on academic dishonesty, as defined by Marshall Community and Technical College may be subject to one or more of the following academic sanctions:

- A lower final grade in or a failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).
- Academic Probation (See listing under "Academic Probation")
- For Academic Dishonesty (See listing under "Academic Probation")
- Academic Appeals (See listing under "Academic Appeals")

## SYLLABUS POLICY

During the first two weeks of semester classes (3 days of summer term), instructors must provide each student a copy of the course requirements which includes these items:

- A description of the general course content
- American's with Disabilities Act
- Approximate dates for major projects and exams
- Grading policy
- Attendance policy
- Learner/course outcomes and assessment.

Exceptions to this policy might include these: seminar, problem report, independent study, field work, internships, and medical clerkships.

*Adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.*



## **STATEMENT OF NONDISCRIMINATION**

Mountwest Community & Technical College provides 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, color, sex, religion, age, handicap, national origin, or sexual orientation.

This statement of nondiscrimination also applies to all programs and activities covered by Title IX, which prohibits sex discrimination in higher education. Mountwest Community & Technical College strives to provide educational opportunities for minorities and women in the undergraduate student body that reflect the interest, individual merit, and availability of such individuals. The College ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs, and other services.

Mountwest Community & 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, sexual orientation, handicap, or national origin. Information on the implementation of this statement and/or the Title IX Amendment should be addressed to the Director of Human Resources, Employee Development & Payroll.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. S - 2**

**STUDENT CODE OF CONDUCT**

**1. General**

- 1.1 Scope: This policy applies to the establishing of procedures for the rights and responsibility of students and a code of conduct for student behavior and academic requirements.
- 1.2 Statutory References: WV Code §18B-1-6 to -7
- 1.3 Passage Date: July 17, 2009
- 1.4 Effective Date: August 17, 2009
- 1.5 Controlling Over: Mountwest Community & Technical College
- 1.6 Background: Replaces MUBOG Policy SA-3 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College effective July 1, 2008.

**2. Policy**

- 2.1 It is the policy of MCTC to establish procedures regarding the rights and responsibilities of students including but not limited to:
  - 2.1.1 Student life, including a statement on student rights and responsibilities;
  - 2.1.2 A code of conduct that identifies behavioral expectations of students and specifies certain acts by students at Mountwest Community & Technical College;
  - 2.1.3 Prescribing penalties and sanctions for such prohibited conduct;
  - 2.1.4 Prescribing disciplinary actions and proceedings to be taken in cases of violations of this policy;
  - 2.1.5 Prescribing actions and proceedings to be taken for a grade appeal;
  - 2.1.6 Prescribing actions and proceedings to be taken to appeal admission decisions for selective admission programs; and
  - 2.1.7 Generally define the powers, authority and duties to be exercised by the President and other officials of Mountwest Community & Technical College in applying the procedures, pursuant to the control of Mountwest Community & Technical College's Institutional Board of Governors.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. S – 3**

**STUDENT ACADEMIC RIGHTS**

1. General:

- 1.1 Scope: Institutional policy regarding academic rights and responsibilities of students.
- 1.2 Authority: W. Va. Code §18-26-8
- 1.3 Passage Date: December 19, 2008
- 1.4 Effective Date: January 19, 2009
- 1.5 Background: This policy replaces MUBOG Policy SA-2 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College July 1, 2008.

2. Policy:

2.1 The institution shall define and promulgate procedures consistent with the policies, rules and regulations of Mountwest Community & Technical College Institutional Board of Governors for the academic requirements for admission to the institution, for admission to limited enrollment programs, and the criteria for maintenance of satisfactory academic progress for the successful completion of the program, for the award of a degree or certificate, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2 A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. H -22**

**FULL-TIME FACULTY SCHEDULED OFFICE HOURS**

**SECTION 1.1. GENERAL**

6.1.a. This policy defines instructional related duties that meet the needs of the institution and the students it serves, specifically, the scheduling of office hours by full-time faculty to ensure faculty availability to the student population at Mountwest Community & Technical College.

6.1.b. AUTHORITY:

TITLE 133: Procedural Rule, WV Council for Community & Technical College Education; Series 45: Community and Technical College Faculty Instructional Load. September 30, 2005.

6.1.c. Effective Date: May 2005

Supplements – Internal Memo 2000, Edited 2004

**SECTION 6.2. DEFINITIONS**

6.2.a. Office hours are those hours scheduled by a full-time faculty member during which they will be available for student consultations in their designated office. Office hours can be used for scheduled student advising appointments or unscheduled drop-in visits. Office hours can also be used by faculty to accomplish course, program, and institutional work if students do not avail themselves of faculty office time.

**SECTION 6.3. FACULTY OFFICE HOURS**

6.3.a. Full-time faculty are required to maintain at least 8 office hours each week during each semester of the academic year. These academic year office hours must appear on at least 4 different days per week. Faculty who chose to be reimbursed per the 80% summer salary scale should schedule summer office hours during the appropriate summer semester and send a copy of the office hours to the Dean's office by the end of the first week of each summer semester. Faculty who chose to receive the part time faculty rate based on academic qualifications need to ensure adequate accessibility to students.

6.3.b. Faculty will be asked to extend office hours during peak registration periods, including advance registration for fall, spring, and summer semesters during the academic year.

6.3.c. Faculty will post all office hours on their office doors and on their course syllabi. A copy of the office hours should also be sent to the Dean's office by the end of the first week of each semester.

6.3.d. It is understood that office hours are maintained for student contact and that faculty should be accessible to students during their posted office hours.

6.3.e. Division Directors and/or Associate Deans and/or the Dean may request a change of faculty office hours to adequately maintain faculty accessibility to students.

6.3.f. Faculty members who must miss office hours are required to notify their supervisor and the appropriate administrative assistant in advance of the absence. The amount of time missed should be rare and is to be made up, preferably during the same week unless approved by the Division Director or Associate Dean or Dean. The absence should be due to Community College work-related activities.

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. H – 20**

**ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY**

**SECTION 3.1. GENERAL AUTHORITY**

3.1.a. This policy defines the principle of academic freedom as established by the Legislature for those public institutions of higher education in West Virginia under the jurisdiction of the Council on Community and Technical College Education and Higher Education Policy Commission.

3.1.b. **AUTHORITY:**

TITLE 131: Procedural Rules State College System of West Virginia Board of Directors; Series 36: Academic Freedom Professional Responsibility, Promotion, and Tenure. July 30, 1997.

3.1.c. Effective Date: May 2005

Supersedes: Internal Documents based on Title 131 and Series 36

**SECTION 3.2. DEFINITIONS AND POLICY STATEMENTS**

3.2.a.i. “Academic Freedom: Necessity”: Academic freedom at public institutions of higher education in West Virginia under the jurisdiction of the West Virginia Council for Community and Technical College Education and Higher Education Policy Commission is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The Council and Commission recognize that the vigilant protection of constitutional freedoms is nowhere more vital than in the institutions under their jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

3.2.a.ii. “Academic Freedom: Responsibility to Institution”: Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. 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, with the authorities 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.

3.2.b.i “Responsibility: Academic Responsibility”: 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, researcher/professional growth, and service as defined by the institution. The faculty member is 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.

3.2.b.ii “Responsibility: Professional Responsibility”: 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 are also expected to participate in decisions concerning programs and in program review processes.

3.2.c. “Common Goal of Quality”: In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research/professional growth, 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 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.

# MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

## Mountwest Administrative Procedure

### E-MAIL

This procedure sets expectations and describes inappropriate use of e-mail within the Mountwest Community & Technical College information technology environment. The College has entered an agreement with Microsoft Corporation to provide e-mail services to students faculty, staff and College affiliates. Therefore, the Microsoft Live Code of Conduct and the Microsoft Service Terms of Use must be adhered to in conjunction with the College-IT-3 procedure defined herein.

This procedure clarifies the applicability of law and other College policies or procedures relating to electronic mail. The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. The College affords electronic mail privacy protections comparable to that which it traditionally affords paper mail and telephone communications.

The College encourages the use of electronic mail and respects the privacy of users. It does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this policy, the College may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail when required by and consistent with the law. The College will not attempt to regulate the content of your electronic mail and accepts no responsibility for the content of electronic mail.

Although it is impossible to ensure the confidentiality of any electronic message stored or communicated through the computing facilities, this policy articulates the procedures adopted to provide users with a secure mail environment. Electronic mail is a privileged communication between the parties involved and will be subjected to the same protection afforded traditional paper mail.

#### **Purpose**

The purpose of this procedure is to describe (1) Qualifications for E-mail, (2) Undelivered E-mail, (3) E-mail Violations, (4) Username Dissemination, (5) Discovery of Illegal Activity, (6) File Backup, (7) E-mail Violations Procedure, and (8) General Information and Definitions.

- **Qualification for E-mail**

All faculty, staff, students, and affiliated persons qualify to receive an e-mail account. Accounts are issued to persons having a valid College ID and/or driver license.

- **Undeliverable Mail:**

The computer system automatically forwards all undeliverable mail to the designated postmaster and/or returns it to the sender. This is a standard feature of many mail systems. Typically, the postmaster checks the address and, where appropriate, re-sends the message to the correct address. In general, incorrectly addressed outgoing mail is ignored, while incoming e-mail is redirected to its intended recipient.

- **E-mail Violations:**

In general, policies and restrictions outlined in state (Electronic Mail Protection Act, West Virginia Statute, and House Bill 2627) and federal laws and the Faculty, Classified Staff or Student Handbooks are applicable when using electronic mail. Specific examples include, but are not limited to the following:

- Forged Mail – It is a violation to forge an electronic mail signature or to make it appear as though it originated from a different person.
- Intimidation- It is a violation to send electronic mail that is abusive or threatens an individual's safety. The use of electronic mail for sexual, ethnic, religious, or other minority harassment is also prohibited. Known threats to personal safety will be reported to Public Safety.
- Harassment - It is a violation to use electronic mail to harass an individual. This includes sending or forwarding chain letters, deliberately flooding a user's mailbox with automatically generated mail, inappropriate e-mail messages, and sending mail that is deliberately designed to interfere with proper mail delivery or access.
- Unauthorized Access - It is a violation to attempt to gain access to another person's mail files regardless of whether the access was successful or whether or not the messages accessed involved personal information.
- Illegal Use of Mail services - It is not only a violation to send copyrighted materials electronically- it is a federal offense. All violations will be dealt with severely. Any other illegal use of electronic mail will also be dealt with severely and/or reported to the proper authorities.
- Chain letters/Junk E-mail - It is a violation to send chain letters and junk e-mail. A chain letter is a letter sent originally through national and international mail services and now through networks such as the Internet. The original intent was for young people, mostly students, to meet peers of the world. Writers shared such things as their community environment, their schools, their friends, and many times about their family life. Junk e-mail is e-mail sent as commercial transactions, personal business, and other non MCTC activities. The negative side to chain letters and junk e-mail on the Internet, or any other network, is that it fills the net and the mail servers with useless junk at the expense of the subscribers that uses the Internet mail legitimately.
- Spam -It is a violation for anyone to "Spam". Spam is exploiting servers or similar broadcast systems for the purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail.



- Unauthorized Mass Mailing -It is a violation for unauthorized persons to distribute e-mail in mass. "Mass Mailings" are excessive, unauthorized, and frivolous mailings of two hundred or more identical or nearly identical pieces of e-mail sent by a user or users to other e-mail recipients. Such mailings, consisting of substantially identical letters, attachments, pictures or other written material, are distinct from 1) mailings made in direct response to communications from persons or groups to whom the matter is e-mailed; 2) e-mailing to federal, state, or local government officials; and 3) news releases to the communications media all of which are exempt from this definition 4) official notices to students, faculty, or staff from authorized distributors.
- Hoaxes- It is a violation to distribute an e-mail hoax with the intention to mislead or trick other into believing or accepting or doing something, so as to bring about the belief in or acceptance of what is actually false.
- Attachments-Attachments are any items added in addition to the original e-mail being created. Attachments must adhere to the section on illegal use of the mail services above. Attachments have a direct effect on all mail servers and recipients, so an attachment should not exceed 2MB. Large attachments should never be sent in mass mailing

- **Username Dissemination**

A person's username and e-mail address are considered public information that can be given out to other individuals unless the user has indicated confidentiality through the Registrar Office. No one may knowingly permit unauthorized release of directory information for the purpose of advertising, mass mailings, or other commercial uses.

- **Discovery of Illegal Activity**

Any messages whose content is clearly illegal should be reported to the "Mountwest Information Services Help Desk" (helpdesk@mctc.edu, or 304-696-710-3474), appropriate campus official (s.) or to the Mountwest Public Safety Office (304 710-3463). Such items might be discovered as part of normal Postmaster activity, dead letter processing, contact from local/state/government agencies or other tasks. Examples might include messages containing illegally obtained credit card numbers, telephone authorization codes, grade reports, criminal conspiracy, illegal transmission of copyrighted materials, or similar items.

- **File Backup**

Mail files are copied as a routine aspect of system backups. This is an automatic process that does not involve any human reading of the files copied. Such practices are not considered a violation of privacy.

- **E-mail Violations Procedure**

Guidelines for handling-violations to this policy are the same as those outlined in the MCTC Information Technology Acceptable Use Procedure.

The College reserves the right to authorize disconnecting a user's account if the user represents a threat to system or mail integrity. As part of an investigation, the College may examine mail files, logs, and any other appropriate documents or testimony. The appropriate Faculty, Staff or Student Handbook, local, state or federal law, shall determine any necessary disciplinary action.

If any provision of this procedure is ruled invalid under law, it shall be deemed modified –or omitted to the extent necessary, and the remainder of the policy shall continue in full force and effect.

- **General Information and Definitions**

**What is Electronic Mail?** Electronic mail (e-mail) is a computer-based system for exchange of messages and other information, which may include textual and numeric data, computer programs, and graphics. E-mail is one of the most common applications of time-shared computers, mainframe computer networks, and local area networks of microcomputers. E-mail also fulfills a widespread need for rapid, easy, inexpensive communication with individuals and groups.

**How Does Electronic Mail Work?** Electronic mail applications vary across many software and hardware environments, but in essence, is a computer-enhanced memorandum that usually includes the following:

- **To** - The "To" is the e-mail address of the person or person(s) receiving the e-mail. This is normally in the form of a user account, the "@" sign, and the machine name-.of the e-mail server (e.g. username@mctc.edu). The e-mail address is similar to a number and street address used for sending a letter via the U. S. Post Office.
- **From** - The "From" is the e-mail address of the sending the e-mail. Similar to the "To" address above.
- **Date** - The "Date" is automatically included by the system.
- **Subject** - The "Subject" line is usually a few key words typed by the sender.
- **Body** - The "Body" is the content of the memorandum is entered either from the keyboard or by including a previously composed file (such as from a word processor). The completed memorandum is sent to the recipient(s), who at some later time can issue a command to read, reply, delete, print, forward, or file.

- **E-mail Uses**

- Day-to-day communication traditionally accomplished by phone, postal service, and overnight courier is probably the most common use of e-mail. Electronic mail is timely and convenient, and provides inexpensive access to colleagues.
- Data exchanges, including committee work, program planning, making data requests, conducting surveys of colleagues, exchanging program information and policies are another common use of electronic mail and are increasing across and between campuses and associations. Use of electronic mail to conduct surveys does not negate the requirement to obtain the appropriate approvals to send mass mailings.
- List serves - subscribing to interest-group lists is yet another e-mail application.

- **E-mail Access**

To use electronic mail at the College, it is necessary to have an e-mail account, which is unique for each user. This prevents anonymous e-mail and establishes the electronic address for each e-mail user to which electronic mail can be received from other e-mail users on or off campus. Each e-mail account is protected, in part, from unauthorized access by requiring the use of a unique password to identify the legitimate user. Administrators, faculty, and staff may request an e-mail account. While MCTC does not prohibit the use of e-mail for personal reasons, users should be aware that the primary intention of providing e-mail service is to support the educational mission and conduct daily business.

# **MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

## **Mountwest Administrative Procedure**

### **INCOMPLETE GRADES**

The grade of "I" (incomplete) indicates that the student has completed at least three-quarters of the coursework, but cannot complete the course for a reason that accords with the College excused-absence policy. Students must be in good standing in the class prior to receiving an incomplete.

The course instructor decides whether or not an incomplete will be granted and specifies in writing the assignments that the student must successfully complete to fulfill the course requirements.

If special circumstances exist which prevent the student from completing the course in the prescribed time, the incomplete may be extended one academic semester with the recommendation of the instructor and the approval of the division dean. The division dean must be provided a revised, signed contract.

When a student satisfactorily completes the course in the prescribed time, he/she will receive a letter grade.

If the student fails to complete the course requirements during the stipulated time, the grade of "I" changes to a grade of "F."

The processing of this grade change is the responsibility of the division dean. The time frame for the student to comply with the contracted coursework must be no later than the last day of class the following semester.

## Incomplete Grade Contract



### Incomplete Grade Contract

Student Name \_\_\_\_\_  
Last First MI Student Number

Student's Address: \_\_\_\_\_

Course: \_\_\_\_\_  
Dept. No. Section CRN Credit Hrs. Course Title

Semester of Term of Issuance: \_\_\_\_\_

Deadline date for submission of grade change. (faculty)  
Must be no later than the last day of class the following semester. \_\_\_\_\_

Deadline for submission of contracted coursework. (student) \_\_\_\_\_

Reason for Issuance:  
\_\_\_\_\_

Requirements for Removal (list all conditions and include time table of coursework of activities):  
\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Failure to meet grade change deadline will result in conversion of "I" to "F". This process will be carried out by the Division Dean.

Distribution: Original-Office of Student Services, 1<sup>st</sup> copy-Division Dean, 2<sup>nd</sup> copy- Student, 3<sup>rd</sup> copy-Faculty

## Grade Change Request



### GRADE CHANGE REQUEST

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First Middle 942XXXXXX

Address: \_\_\_\_\_

Term for which the original grade was recorded: \_\_\_\_\_

CRN	DEPT	COURSE	SECTION	HOURS	COURSE TITLE

Currently Recorded Grade \_\_\_\_\_ Requested Change: Report Grade as \_\_\_\_\_

Reason for making grade change: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Services: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Recalculated GPA: \_\_\_\_\_

#### INSTRUCTIONS

1. The initiator of the request completes the grade change information.
2. Professor signs and forwards the request to the Division Dean.
3. Division Dean indicates approval by signing and forwarding the request to the Dean of Student Services.
4. Dean of Student Services indicates approval by signing and forwarding to the Registrar's Office.
5. Registrar's signature indicates the change has been processed.
6. Copies are returned to the Student, Professor, and Deans.

# MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

## Mountwest Administrative Procedure

### INFORMATION TECHNOLOGY ACCEPTABLE USE

This procedure sets standards of acceptable use of the information technology environment at Mountwest Community & Technical College.

#### Procedure:

**Introduction** - Information technology is playing an increasingly important role in the life of each individual, and consequently to the Mountwest Community & Technical College community. Access to these finite resources is a privilege and is provided with an expectation of responsible and acceptable use. In addition to the principles and guidelines provided in this procedure, institutional policies along with certain federal, state and local regulations apply to the use of the information technology environment (ITE).

**General Principles and Guidelines** - The basic premise of this procedure is that responsible and acceptable use of the College ITE does not extend to whatever an individual is capable of doing. Instead, certain principles provide a guide to users regarding responsible and acceptable behaviors and users are responsible for knowing and understanding them. These principles and guidelines include, but are not limited to:

- The College ITE was funded and developed for the sole purpose of promoting and supporting the mission of the College.
- Authorized users of the College ITE, or IT resources such as WVNET are those individuals who have been granted a username and password. The username and password combination is your identity and license to access and use the components of the College information technology environment for which you are specifically authorized.
- Authorized users will abide by institutional policies and procedures along with applicable local, state and federal regulations.
- The resources of the College ITE are finite and shared. Appropriate and responsible use of these resources must be consistent with the common good. The ITE may NOT be used for commercial or profit-making purposes.
- The College reserves the right to limit access to the College ITE when investigating cases of suspected abuse or when violations have occurred.
- The College does not monitor or generally restrict the content of material stored on or transferred through the components of the ITE. Use of the ITE is a privilege and not a public forum, therefore the College reserves the right to restrict or deny usage of the ITE when such usage does not promote or support the mission of the College.
- Users must adhere to the ethical standards governing copyright, software licensing, and intellectual property.
- Personal web pages may NOT contain the official Mountwest logos.

**Enforcement** - Violation of these guidelines constitutes unacceptable use of information resources, and may violate other institutional policies and/or state and federal law. Suspected or known violations should be reported to the appropriate MCTC computing unit. The College is authorized to engage in investigations and apply certain penalties to enforce this policy. The appropriate authorities and/or law enforcement agencies will process violations. Violations may result in revocation of computing resource privileges to any or all of the components of the ITE, academic dishonesty proceedings, faculty, staff or student disciplinary action, or legal action.

The maintenance, operation, and security of computing resources require responsible College personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the West Virginia Access to Public Records Act, other applicable state and federal laws, and the needs of the College to meet its administrative, business, and legal obligations.

### **Commentary: Introduction and Analogies**

The Information Technology Environment discussed above consists, not only, of the superficial wires, equipment and devices of the data, voice, video, and more conventional information networks on our campuses (and the world !) but also the more subtle milieu created by the Integration of these technologies into our everyday life situations. In this respect the whole is much greater than the sum of the parts and thus the effect of inappropriate use of this resource can be much greater than might be imagined. This should not be a cause for hesitation about its use but merely a call for thoughtful consideration of action.

In describing the responsibilities and acceptable behaviors related to the Information Technology Environment, certain analogies can be drawn. Social norms, behaviors, and responsibilities associated with the use of electronic communication, publication, media, and access authorization are no different than the conventional mediums with which we are all familiar, i.e.,

- E-mail or electronic mail is just another form of mail or communications,
- Posting to a news group is the same as posting a notice or comment on a bulletin board, newsletter, letter to the editor, call to a talk show, etc.,
- Participating in a chat group is the same as participating in discussions anywhere a group might congregate face-to-face e.g. in a class, the student center, recreation room, lounge, church group, etc.
- Creating a WWW or World Wide Web presence is publishing (i.e., making public) your own magazine, memoirs, diary, biography, press release, newsletter etc. Consequently, you are not only, typically, the author but also, perhaps more importantly, you become the editor and publisher and are responsible for your publication from a legal standpoint. Even though the College is not the publisher, editor, or author it is the provider of the resource and, as such, is associated with your publication. Therefore, the College maintains the right to restrict or deny use of this resource when usage does not promote or support the mission of the College or the State of West Virginia.
- The College User ID and password combinations are your identity and license to use and access limited portions of the IT environment. In this sense they are like your driver's



license. Impersonating another individual, or allowing another to impersonate yourself is not acceptable behavior.

- The computing systems used for mail, WWW, and other technologically augmented services are similar to a residence hall room, or assigned work or office space. The space (and some of the content) belongs to the College and the State of West Virginia but other personal items in the room belong to you. In this sense the College has an obligation to provide a reasonable amount of security to protect your personal property but cannot assume full responsibility for it nor guarantee full privacy (if you are concerned about the inadvertent disclosure of information you should protect these items in another way).

Similarly, in your office space, in the course of normal maintenance of the IT environment, certain information may be seen by those attending to the maintenance. All employees are instructed that the disclosure of this information is a punishable offense (as is the willful intrusion without cause).

Also, in a similar manner, you are allowed the use of certain space and accouterments and are expected to utilize them in a responsible manner by taking proper care, providing reasonable security, and respecting the property and privacy rights of others occupying similar spaces and their assigned, and private resources.

**Common Forms of Violations** - Although most users strive for acceptable and responsible use of the ITE, inexperienced users may unwittingly engage in behaviors that violate the principles and guidelines of responsible and acceptable use. To that end, this section outlines some of the more common forms of violations that occur. These examples should not be interpreted as an exhaustive list of violations. Questions regarding the appropriateness of specific behaviors should be directed to the Chief Information Officer.

- Furnishing false or misleading information or identification in order to access another user's account
- Using another person's username/password or letting someone else use your username/password
- Investigating, reading or attempting- to access another user's files without permission
- Attempts to access or manipulate certain components of the information technology environment without authorization
- Alteration of software, data, or other files without authorization
- Disruption or destruction of equipment or resources
- Using subterfuge to avoid being charged for computer resources or deliberate, unauthorized use of another user's account to avoid being billed for services
- Copying or attempting to copy data or software without authorization
- Sending mail or a program which will replicate itself or do damage to another user's account
- Interfering with legitimate work of another user
- Sending abusive, harassing, or obscene messages
- Viewing or listening to objectionable, obscene, pornographic, or harassing material in public areas
- Excessive recreational use of resources

- Sending chain letters or unauthorized mass mailings or transmitting a crippling number of files across a network
- Sending hoax messages or forged messages, including messages sent under someone else's username
- Any activity or action that violates the College Student Code of Conduct or Policies, faculty/staff policies and regulations, or federal, state, or local laws.

# MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

## Mountwest Administrative Procedure

### GRANTS

This procedure is relative to any person(s) pursuing and/or receiving grant funds or carrying out activities related to grants. The purpose of this document is to ensure effective communication, time management, fiscal responsibility and grants management on behalf of Mountwest Community & Technical College.

#### Pre-Application/Award

1. *Eligibility of Applicants*

An applicant submitting a grant proposal on behalf of Mountwest Community & Technical College must be a full-time employee of the institution. However, he or she may have a co- principal investigator who is not a full-time employee.

Exceptions to this rule are only in cases where the institution is submitting a proposal in partnership with another institution(s) or agency. In such cases, a full-time employee must act as Mountwest's primary point of contact.

2. *Researching the Funding Source*

Each applicant should thoroughly review the application package and funding guidelines for each funding opportunity. Ideal funding opportunities are those that complement existing activities, address a strategic focus area of the institution or further the mission of Mountwest Community & Technical College as a whole.

Applicants may directly contact local, state or federal government agencies for more information on submission procedures.

An applicant must have an approved Intent to Submit form prior to contacting private funding sources for matching, sole or other funding. Private sources include, but are not limited to: businesses, corporations and corporate, private and public foundations.

3. *Applicant Authorization*

Minimum Time Required: 3-5 business days

Once the applicant has identified a viable funding source, he/she must submit an Intent to Submit form to his/her division dean. Upon approval from the dean, the applicant is responsible for routing his/her form to the Director of Development for approval.

The applicant should be prepared to provide information regarding the funding agency, amount, brief project description, submission deadline and additional resources required (i.e. matching funds).

After the Intent to Submit is reviewed by the Director of Development, the applicant will be notified by e-mail whether he/she has been authorized to continue with the application

process. If the project is approved, the applicant's Intent to Submit will be distributed to the President's Council.

If an Intent to Submit is denied, justification will be provided to the applicant at that time. The Director of Development is available to discuss the denial of an Intent to Submit; it is the responsibility of the applicant to arrange that meeting.

#### 4. *Proposal Preparation*

- a. At this stage, it is recommended that the applicant Identify a principal investigator (PI); in many cases, the PI will be the applicant. The PI is the Mountwest employee who best understands the scope of the project; the effort committed to it by faculty and staff; and the relationship of that project to other projects with which resources may be shared. Accordingly, the PI must also exercise appropriate oversight of the overall finances of the project.
- b. The applicant should carefully follow instructions and guidelines provided by the funding agency. He/she should seek assistance from his/her department chair, dean or director of development for questions that may arise during the application process. The applicant is strongly encouraged to discuss the budget with an appropriate business services representative. The Director of Human Resources & Employee Development must be consulted on all personnel components of the proposal (i.e. the creation of new positions, job descriptions, compensation).

#### 5. *Project Partners*

Written letters of support should be obtained from all partners participating in the project outlining the responsibilities of the partners. It is at the discretion of the applicant and his/her supervisor whether a contract or letter of support is necessary for the partnership.

If a contract is required, applicants should notify their dean immediately, as only the President and his/her designee are authorized to enter into a contract on behalf of the College.

Any and all matching funds must be clearly documented.

6. *Approval to Submit*                      Minimum Time Required: 5-7 business days  
Before submitting a final proposal to the funding agency, the application must be approved by the following parties:

Division Dean  
Chief Financial Officer  
Executive VP/Chief Academic Officer

Director of Development  
President

It is the responsibility of the applicant to route the approval form and complete application package to the appropriate parties for approval. It is recommended that a minimum office business days be allowed for review and changes, if necessary.

The Director of Development is responsible for obtaining the President's signature and returning approved documentation to the applicant.

7. *Revisions Prior to Submission*

If any of the approval parties listed above require revisions to your proposal, changes must be made prior to submission and the applicant must repeat Item 6-Approval to Submit prior to submission.

8. *Submission to the Funding Agency*

Upon obtaining approval from all the necessary parties, the applicant is responsible for submitting the completed application package to the funding agency and providing a final copy of the submitted application to the Office of Development.

The Director of Development is the only individual authorized to submit federal grants on behalf of the institution. All federal grants must be submitted through the Office of Development.

## **Post Award**

1. Notification from the Funding Agency

a) Notification of Award

- Official notification of an award is contained in a Notice of Award from the funding agency. A copy of the award letter must immediately be forwarded to Office of the President and the Office of Development.
- No one may accept an award on behalf of the institution except the President or his designee.
- Upon official acceptance of the award by the President, a request for New BANNER Fund Form must be submitted to the Controller. Upon receipt of the form, a new BANNER fund will be assigned and the dean and/or requestor will be notified of the assigned grant fund.

b) Notification of Rejection

If a proposal is not funded, the applicant should notify the Director of Development. The applicant should then write to thank the funding agency panel for reviewing the submission and request the reviewers' comments, if they have not already been provided.

2. Starting the Project and Spending

If the Notice of Award reflects the exact budget, terms and conditions proposed in the submission, the project may begin.

If the Notice of Award contains terms different from those in the proposal, please contact the Office of Development before beginning the project.

For all projects, purchases may not be made until funding is received and a BANNER fund has been established.

The PI must request access to this BANNER fund by submitting a BANNER Finance Privilege Request Form to the Office of Information Services.

The PI is expected to approve all expenditures/purchases from grant funds. In, doing so, he/she certifies that they are within the scope and budget of the grant.

3. *Distribution of Indirect Costs*

Any additional revenue generated from indirect cost recovery associated with the grant or contract will be distributed at the discretion of the President.

4. *Reporting*

All grant-related reports are the responsibility of the PI and should be submitted in cooperation with the Office of Development. Likewise, the PI should work cooperatively with the CFO to submit all financial reports in a timely manner.

A copy of the final report should be submitted to the Office of the Executive Vice President and Chief Academic Officer to go on record as institutional research. A copy should also be provided to the Office of Development.

5. *Sustainability*

The PI must submit a Program Sustainability form to the Office of Development prior to completion of the first year of a multi-year grant and six months of a one-year grant. The supervising dean has discretionary authority to require the completion of the Program Sustainability form at an earlier date.

If the grant funds a new or existing program that the applicant, in cooperation with his/her dean, plans to continue, the Program Sustainability form must be submitted to ensure that adequate resources are available/allocated. The President and CFO will review and make final determinations on the request.

For those individuals needing no additional funds to sustain their programs, the PI should still submit the Program Sustainability form, completing only the sections relevant to his/her program, as a formal record.

### **Receipt of Funds**

Payment of all grant funds raised to benefit Mountwest Community & Technical College, its divisions, centers, institutes, departments and programs should be remitted to:

Mountwest Community & Technical College  
One Mountwest Way  
Huntington, WV 25701

**Enforcement**

Enforcement of the Administrative Procedure for Grants is the responsibility of the Office of Development. The responsible office will contact the appropriate authority regarding faculty or staff members who violate the procedure.

Mountwest Community & Technical College acknowledges that this document may not anticipate every possible issue that may arise. Mountwest, therefore, reserves the right to make reasonable and relevant decisions regarding the enforcement of this procedure. All such decisions must be approved by the College President and/or CFO.

## GRANT PROPOSAL CHECKLIST

### Directions

1. Read the corresponding *Administrative Procedure for Grants*.
2. Complete the Intent to Submit form prior to beginning the application process.  
*Note: The applicant should have already researched the funding agency at this point.*
3. Obtain the appropriate signatures on the Grant Approval form prior to submission.
4. The applicant is responsible for the final submission of his/her grant proposal in a timely manner.

### Checklist

#### *Researching the Funding Source*

- Initial research completed on funding opportunity. You will be expected to provide justification for why the potential funder is suited to meet your needs.
- Identify principal Investigator.

#### *Applicant Authorization*

- Intent to Submit: Approval from Dean. *(Signature required)*
- Intent to Submit: Approval from Director of Development. *(Signature required)*

#### *Proposal Preparation*

- Review the budget with the CFO or his/her designee. *(optional)*
- Consult the Director of Human Resources, Employee Development & Payroll on personnel components.  
*(Signature required on Grant Approval Form)*

#### *Project Partners*

- Written documentation from all funding partners.

#### *Approval to Submit*

- Grant Approval Form: Approval from Dean. *(Signature required)*
- Grant Approval Form: Approval from CFO. *(Signature required)*
- Grant Approval Form: Approval from Director of Human Resources, Employee Development & Payroll *(Signature required)*
- Grant Approval Form: Approval from Director of Development. *(Signature required)*
- Signature of College President: The President's signature is required on the Grant Approval Form. Also review individual funding guidelines to determine if the President's signature is required on your submission. If his signature is required, please denote on your Grant Approval Form. In all cases, the Director of Development will route your proposal to his office.
- Requested changes made and resent for final approval.
- Completed package returned to applicant by the Director of Development for submission.



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