












FACULTY HANDBOOK

Michael McComas
Chief Academic Officer

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Welcome

Dear Faculty,

Welcome to the 2025-2026 academic year at Mountwest Community & Technical College. Whether you are returning or joining us for the first time, I want to express my appreciation for the vital role you play in our shared mission to empower students through high-quality education and meaningful support.

This Faculty Handbook is designed to serve as a resource and guide, offering clarity on academic policies, procedural expectations, and the structures that support our collaborative governance. As we continue to build a student-centered learning environment, your contributions, both in and out of the classroom, remain central to our success.

We face a critical period in higher education, where adaptability, innovation, and commitment to excellence are more important than ever. I encourage you to stay engaged, participate actively in faculty governance, and share your voice as we refine our practices and strengthen our college community.

Thank you for your dedication to student success and for being a part of Mountwest. I look forward to working with you in the year ahead.

Sincerely,

Mike

Michael McComas

Chief Academic Officer

Mission, Vision, and History

Our Mission

Mountwest empowers students to learn and lead in the community and in the workforce.

Our Vision

Mountwest makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.

History

Mountwest Community & Technical College 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 & Technical College to better reflect the technical nature of the many programs offered. Marshall Community & 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 & 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. Mountwest continued to offer classes on the university campus through spring 2012. In August 2012, Mountwest opened the doors to its own 28-acre campus atop Fifth Street Hill in Huntington.

Today, Mountwest is one of only nine public institutions that form the West Virginia Community & 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 more than five decades.

College Governance at Mountwest

Mountwest Community & Technical College operates within a structured framework of shared governance, ensuring that institutional decision-making is informed by local oversight, state regulations, and faculty participation. This approach fosters transparency, collaboration, and alignment with the college's mission.

West Virginia Community & Technical College System (WVCTCS)

State oversight body for all community and technical colleges in West Virginia.

[Mountwest Institutional Board of Governors \(IBOG\)](#)

Local governing board is responsible for college-level policy and direction.

IBOG Policies and Policy Review Schedule

Access the most current institutional policies approved by the Board.

[Mountwest Administrative Procedures](#)

Internal procedures and resources for faculty and staff operations.

Faculty Resources and Policies Online

To ensure access to current information, Mountwest maintains an online repository of academic calendars, policies, professional development tools, and compliance guidelines. These are updated regularly and serve as essential references for instructional and institutional expectations.

Faculty Constitution

Downloads a copy

Academic Calendar

Key dates for each academic term, including breaks and deadlines.

CETL: Faculty Development & Teaching Support

Explore training, workshops, and instructional resources for faculty.

FERPA Guidelines and Student Privacy

Understand your responsibilities under federal student privacy laws.

Human Resources: Policies & Benefits

Access employment benefits, institutional policies, and HR support services.

Public Safety

Review campus safety protocols and emergency response guidelines.

College Governance

Mountwest Community & Technical College operates within a framework of shared governance, aligning local oversight, state regulations, and faculty input to guide institutional decision-making. Below are key governance and policy links:

[West Virginia Community & Technical College System](#)

[Institutional Board of Governors](#)

[Board of Governors Policies \(IBOG\)](#)

[Mountwest Administrative Procedures](#)

[College Organizational Chart](#) (Download)

Faculty are encouraged to participate in college governance through elected councils and committees. For a detailed explanation of the role and structure of faculty leadership, please refer to the Faculty Constitution included in this Handbook.

Faculty Resources and Policies Online

To ensure faculty have access to the most current and comprehensive information, Mountwest maintains many key policies, procedures, and support resources online. This Faculty Handbook includes summaries and direct links to official documents. You are encouraged to visit these online resources regularly:

[Academic Calendar](#)

[Center for Excellence in Teaching and Learning](#)

[Faculty and Staff Resources](#)

Faculty Tools (Internal SharePoint Resources)

These sites are maintained by Academic Affairs and are available to all full-time faculty. As needed.

[Academic Leadership 2024 and Beyond \(SharePoint\):](#)

Central hub for academic updates, procedures, and committee news.

[Academic Procedures Resource Center \(SharePoint\):](#)

Templates, checklists, and the library of academic procedures.

[General Education Repository \(SharePoint\):](#)

Materials and outcomes for general education assessment and planning.

[Mountwest HLC Visit 2027–2028 \(SharePoint\):](#)

Evidence collection site for HLC criteria, federal compliance, and visit prep.

[Faculty Group Email Archive](#)

Evidence collection site for HLC criteria, federal compliance, and visit prep.

Instructional Technology and LMS Use

Instructional Technology Expectations

Include:

[Blackboard is the official LMS of MCTC](#)

Faculty are required to maintain a visible course shell which contains *at a minimum*: Syllabus, Course schedule, and regularly updated grades
Support is available from the [Marshall Design Center](#) ○

[To book an individual help session](#) – [Select Mountwest Support]

Student Services Overview

Why: Faculty often need to refer students but don't always know where to start **Include 2–3 sentence blurbs** and links for:

[Student Services](#) (all off this page)

- Accessibility Services
- Advising Services
- Veteran & Military Services
- Career Services
- Counseling Services
- Financial Aid
- Support Services
- Testing Center
- Registrar
- TANF Support Services

[Academic Support Services](#)

Students can receive free math and science tutoring at the Tutoring Center in Room 342. Faculty are encouraged to refer students early in the semester to ensure timely support. Assistance with writing and composition is available at the Writing Center, located in Room 304.

For library and research support, students and faculty can contact the librarian in the Learning Commons (Room 104). Services include help with databases, bibliographic instruction, and research strategies. The librarian is also available to visit classes - either in person or virtually - to provide instructional support.

Important Contacts & Quick Reference Page

Why: Print-friendly page at end of PDF for easy use
Include:

[Academic Affairs Office](#) ○

[Center for Excellence in Teaching and Learning \(CETL\)](#)

[Distance Education](#)

[IT Service Desk](#)

Security Desk: 304-710-3499