



**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
FACULTY RESOURCE GUIDE**

REVISED, AUGUST 2022

TABLE OF CONTENTS

Contents

A Message from the President.....	4
Introduction and Campus locations	4
Institutional Mission Statement.....	4
Institutional Vision	4
College Values.....	4
Institutional Strategic Priorities	5
SECTION 1 – INSTITUTIONAL GOVERNANCE.....	6
1.1 West Virginia Community and Technical College System.....	6
1.2 Institutional Board of Governors.....	6
Board of Governors Members	6
Section 2 – INSTITUTIONAL OPERATIONS.....	7
President’s Cabinet Members:.....	7
SECTION 3 – FACULTY CLASSIFICATIONS.....	10
SECTION 4 – SENIORITY AND YEARS OF SERVICE CALCULATION METHODS	11
Section 5 – FACULTY.....	12
5.1 Initial Appointment Rule NC-2019	12
5.2 Faculty Promotion	13
5.3 Faculty Evaluation.....	15
5.4 Faculty Absences	15
5.5 Faculty Workload.....	15
5.6 Course Learning Contract (CLC).....	16
5.7 Faculty Supplemental Appointments	17
Section 6 – DISCIPLINE.....	18
6.1 Staff and Faculty	18
6.2 Grievance Procedure	19
Section 7 – EVALUATIONS	20
7.1 Faculty Evaluations	20
7.2 Documentation.....	20
Section 8 – FACULTY PORTAL/LEARNING MANAGEMENT SYSTEM	22
8.1 Faculty Portal.....	22

8.2 Brightspace LMS	22
Section 9 – LINKS AND RESOURCES.....	23
9.1 College Catalog.....	23
9.2 Faculty Assembly By-Laws.....	23
9.3 Faculty Evaluations	23
9.4 Faculty Promotion Process.....	23
9.5 Faculty Professional Development Request.....	24
9.6 Assessment.....	24
9.7 Weave	24
9.8 Master Course Guide and Syllabus.....	25
9.9 Adjunct Faculty Handbook	25
9.10 Employee Reference Manual	25
9.11 College Services and Assistance	25

A Message from the President

Congratulations on your employment with West Virginia Northern Community College! We would like to welcome you as a new member of our team and wish you a successful and enjoyable career. Each employee is important, and his or her performance contributes to the overall mission and success of our students and the institution.

The Faculty Handbook provides the faculty with useful information about policies, procedures, services, and activities at WVNCC. It is not intended to be an all-inclusive document but to serve as a guide to rules, administrative policies, and procedures as well as to relevant policies and procedures of The West Virginia Community and Technical College System.

Dr. Daniel Mosser
President

Introduction and Campus locations:

Wheeling Campus

1704 Market Street
Wheeling, WV 26003
Phone: (304) 233-5900

Weirton Campus

150 Park Avenue
Weirton, WV 26062
Phone: (304) 723-2210

New Martinsville Campus

141 Main Street
New Martinsville, WV 26155
Phone: (304) 455-4684

Institutional Mission Statement

West Virginia Northern is a comprehensive community college that provides affordable, quality education and training for all who wish to learn. Northern strengthens our community and empowers individuals to pursue fulfilling lives.

Institutional Vision

WVNCC will be a trusted and valued community partner in lifelong learning.

College Values

WVNCC values:

- Learner focused
- Diversity & Inclusion
- Lifelong Learning
- Teamwork
- Transparency & Integrity
- Excellence

Institutional Strategic Priorities

WVNCC will:

1. Invest in human capital.

Invest in recruiting, onboarding, training and employee development, cross-training, succession planning, and employee satisfaction.

2. Invest in technology to increase student success.

Invest in technology in key areas such as access, recruitment and admission, advising, instruction, increasing student digital literacy, and improving student engagement.

3. Implement an advising model that supports and improves student success.

Implement an advising model that addresses individual student needs, provides clear career pathways, and is adaptable to Early Entrance and nontraditional students.

4. Expand and improve workforce and economic development in our region and beyond.

Expand and improve workforce education programs to prepare students for a regional and global labor market.

5. Expand student diversity.

Enroll a more diverse mix of students.

Non-Discrimination Statement

West Virginia Northern Community College, pursuant to the requirements of Titles [IV](#), [VI](#), [VII of the Civil Rights Act of 1964](#), [Title IX of the Educational Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Age Discrimination Act of 1975](#), does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Robert Brak, who is designated coordinator for Title IX and Section 504. His telephone number is 304-214-8901 and his office is in Room 119, B&O Building, Wheeling campus. His email address is rbrak@wvncc.edu

SECTION 1 – INSTITUTIONAL GOVERNANCE

The contents of this section are for informational purposes only and include descriptions developed by the administration.

1.1 West Virginia Community and Technical College System

The West Virginia Community & Technical College System (CTCS) coordinates community and technical colleges statewide, partnering with businesses to meet workforce needs and ensuring a meaningful education for our students. Community and technical colleges are an opportunity for West Virginians to get a college education for a reasonable price with on-the-job training in a variety of fields. Students can attend community colleges as an affordable way to work toward a bachelor's degree or to graduate and head right into a good-paying job. When employers partner with us to meet their workforce needs, students can be assured that those jobs are there when they graduate.

1.2 Institutional Board of Governors

WV Northern Community College Board of Governors (BOG) is charged with determining, controlling, supervising, and managing the financial business and education policies and affairs of the institution. The BOG consists of one faculty member, one staff member, one student, and nine lay members. Lay members are appointed by the Governor. Staff, faculty, and students hold elections from within their constituencies to select representatives to BOG. All BOG positions are voluntary.

Board of Governors Members

Chair: David Artman

Vice Chair: Shelly Carenbauer

Secretary: Larry Lemon

Jacob Altmeyer

Richard Barnabei

Liz Hofreuter

Ron Scott

Christine Mitchell

Faculty Representative: Christian Kefauver

Staff Representative: Hilary Curto

Student Representative: Carissa Robinson

Section 2 – INSTITUTIONAL OPERATIONS

2.1 Sources of Authority

The operations of the institution are mandated by several statutory, rule and policy sources. These include federal and state laws and regulations, WVCTCS policies, BOG institutional rules, and administrative procedures.

2.2 [Organization Charts](#)

Organization charts illustrate WVNCC's departments and their interrelationships within the College. The WVNCC organization chart is available on the College website.

2.3 [The President](#)

The President is the Chief Executive Officer of the institution. The President is appointed by the BOG subject to approval by the WV Council for Community and Technical College Education. He or she reports to the BOG and is responsible for the establishment and implementation of all institutional rules and goals as well as the acquisition of sufficient resources to achieve institutional goals.

2.3.1 The President's Cabinet

The President's Cabinet consists of the President, Vice Presidents, Chief Human Resources Officer, and Director of Marketing and PR. The President's Cabinet is a forum for discussion of institutional issues to be vetted before presentation to the larger community for discussion.

[President's Cabinet Members:](#)

Dr. Daniel Mosser, President

Dr. Jill Loveless, Provost

David Barnhardt, Director of Marketing and PR

Robert Brak, Chief Human Resource Officer

Janet Fike, Vice President of Student Services

Jeff Sayre, Vice President of Administrative Services/CFO

Purnima Sharma, Vice President Institutional Research and Effectiveness

Phil Klein, Vice President for Workforce Development

2.3.2 The President's Council

The President's Council normally consists of President's Cabinet and all supervisors and the chairpersons of the Faculty Assembly and the Staff Councils. The President's Council is a forum for development and discussion of institutional issues and is used to enhance dissemination of information throughout the institution. The President's Council is also used to provide continued training to supervisors within WVNCC.

2.4 Delegated Authority

The Board of Governors and the President have the authority to delegate duties to other employees.

2.4.1 President

The BOG has delegated the responsibility for final approval of the employment and termination of all employees to the President. These decision-making responsibilities cannot be “delegated” further by the President. However, the day-to-day management and supervision of employees must be assigned by the President to the appropriate supervisor.

2.4.2 Provost

Among those to whom the President has delegated major academic responsibilities is the Provost. The duties of this position include providing leadership for the development, maintenance and improvement of quality instruction and academic support services across three campuses.

2.4.3 Vice President of Student Care & Success

Oversee the leadership and college-wide visioning for planning, analyzing, and evaluating the College’s enrollments management functions.

2.4.4 Vice President of Administrative Services

Oversee the leadership and college-wide visioning for planning, analyzing, and evaluating the College’s financial operations.

2.4.5 Vice President of Economic and Workforce Development

Oversee the leadership and overall direction for the economic and workforce development area of the College including setting goals, developing programming for all three campuses and coordinating activities of all programmatic sectors within the area.

2.4.6 Vice President of Institutional Effectiveness

Oversee the leadership of the College Strategic Plan and Institutional effectiveness under the direction of the President.

2.4.7 Chief Human Resources Officer

Among those to whom the President has delegated major personnel responsibilities is the Chief Human Resources Officer. The duties of this position include but are not limited to advising the President on human resources rules, policies, regulations, best practices, coordinating the process of acquiring new employees, ongoing employee relations, and ensuring institutional compliance with state and federal laws as well as WVCTCS and policies pertaining to human resources.

The Chief Human Resources Officer is also responsible for ensuring all reasonable actions are taken to protect employee rights and privileges as well as coordinating in-service training and enrichment programs. The Human Resources Office is responsible for maintaining personnel files on each employee.

The Chief Human Resources Officer, as the designated Affirmative Action Officer, monitors and ensures that all institutional policies and procedures are in compliance with affirmative action laws, rules, and guidelines and advises the President on any matters that have potential affirmative action impact.

2.4.8 Director of Communications & Student Recruitment

Oversee and provide leadership initiative in the strategic and operational planning of the College's marketing efforts. Serve as the clearinghouse for approvals of materials intended for public dissemination. Direct the dissemination of information to various news media.

2.4.9 Manager/Campus Operations

Provide daily operations of the campus. Serve as the principal liaison with the community, local schools, agencies, and organizations within the campus service area. Implement strategies to continuously move the campus forward while working with internal and external stakeholders.

2.4.10 Supervisor

Supervisors have the responsibility of assigning the specific duties based on the written job description to the employee, defining how they are to be accomplished and specifying timelines for completion of individual tasks. The supervisor will provide day to day leadership and guidance to the employee. The supervisor will evaluate the performance and assist employees in any areas indicating a need for modification or improvement.

WVNCC has established guidelines for professional conduct, appropriate dress and how to interact with students, faculty, co-workers, other administrators, and the public both within and outside WVNCC. It should be the goal of all employees to provide effective, timely, and courteous service to all customers and other employees.

Employees are encouraged to seek assistance from their direct supervisor on any questions, suggestions or concerns. There may be situations which warrant the employee to speak directly with the department administrator regarding the question, suggestions, or concern. All employees are also permitted and encouraged to speak directly with the Chief Human Resources Officer and/or President if a situation warrants such.

2.5 Institutional Committees, Councils, and Associations

A link to all of the Faculty and Staff Councils and Committees, as well as institution driven committees can be found here: <https://www.wvncc.edu/about/faculty-and-staff-councils-and-committees/667>

SECTION 3 – FACULTY CLASSIFICATIONS

3.1 Full-Time Faculty

Faculty are not considered staff employees or subject to the classification program. Full-time faculty may fall into one of the following classifications:

3.1.2 Tenured

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

3.1.3 Term

Faculty members who have been appointed for a specified term as defined by WVNCC. The appointment may be full-time (1.00 FTE or the equivalent, as determined by WVNCC) 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 appointed to tenured or term positions at any institution shall be appointed in one of the following ranks: Instructor; Assistant Professor; Associate Professor; Professor.

3.1.4 Instructional Specialist

Faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

Faculty appointed to instructional specialists at any institution may be appointed to one of the following ranks: Instructor/Instructional Specialist; Assistant Professor/Instructional Specialist. Associate Professor/Instructional Specialist; Professor/Instructional Specialist.

Term faculty and instructional specialists hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Term faculty and instructional specialist appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

3.2 Adjunct Faculty

Adjunct faculty serve as temporary faculty whose appointments are for a specific limited period. Adjunct faculty are eligible to receive reappointment; however, no number of appointments shall create any presumption of a right to reappointment or designation as tenured or full-time faculty. Adjunct faculty has instructional responsibilities consistent with the laws, rules, and procedures which guide all faculty.

Compensation for Adjunct faculty is determined according to credit hours or equivalent (contact hours), with credit hours not normally exceeding 9 hours per semester or 18 hours per academic year, excluding summer sessions.

Adjunct faculty have no guarantee of continuous employment. Adjunct Faculty are evaluated annually to determine continuation of employment options.

SECTION 4 – SENIORITY AND YEARS OF SERVICE CALCULATION METHODS

4.1 Seniority

Unless otherwise specified, seniority is measured by the total number of years of full-time employment in the service of state institutions of higher education and other agencies of state government in West Virginia. Seniority begins on the first day of employment in a full or part-time regular position. Parttime seniority is pro-rated based on the percentage of time employed.

4.2 Years of Service Calculation Methods

4.2.3 Nine (9) Month Faculty Placement on the Salary Scale

One full academic year equals one year

4.2.4 Faculty Promotion

One full academic year equals one year. Years of service must be completed by January 1st of the academic year in which application is made.

Example: Faculty member hired August 2019

August 2019 to May 2020= 1 academic year

August 2020 to May 2021= 1 academic year

August 2021 to May 2022= 1 academic year

Faculty member meets the years of service requirement of three years and can apply for promotion in January 2022 for promotion in rank effective August 2022.

4.3 WVNCC Service Awards-Faculty

First year is calculated at nine months-each academic year after that is counted as one year

same as WV State Service. WVNCC does not count the amount of time faculty member was not an employee. After the first academic year the faculty member remains an employee as long as they have an appointment for the next academic year.

4.4 WV State Service

This applies to any employee of the State of West Virginia or any spending unit who is eligible for membership in a state retirement plan authorized by the State of WV.

State service awards are prepared for eligible employees who successfully complete 20 or more years of service in increments of 5 years (20-25-30-35-40-45-50-etc. years) Employees must complete their benchmark anniversary between July 1 of the previous year and June 30 of the current year.

Years of service are calculated from beginning day of employment, therefore, if employee begins work on August 1 he or she will receive credit for 11 months.

4.5 Annual Increment Full-time faculty

Each nine or more months of employment during a fiscal year equals one full year of service.

4.6 Retirement

TIAA/CREF does not use years of service for any calculation purposes.

Consolidated Public Retirement-Year of employment service means employment for at least ten months. §18-7B-2.

4.7 Annual Leave

Twelve-month faculty are eligible for annual leave (see section 15.3 of the Employee Reference Manual for further details). Annual leave earnings are based on years of service calculated at employee's anniversary date.

[Annual Leave Rule](#)

Section 5 – FACULTY

5.1 Initial Appointment [Rule NC-2019](#)

5.1.2. The following academic rank titles are authorized for all full-time college faculty, including Instructional Specialists: Instructor, Assistant Professor, Associate Professor, and Professor.

5.1.3 Initial faculty appointments may be at the rank of Instructor, especially for those faculty hired with a bachelor's degree or less; however, if an individual possesses, a graduate or

advanced degree (Master's for (career/technical programs); E.D., PhD, MD, or JD) for College parallel programs from an accredited institution, OR more credentials than are required to be eligible for the position for which he or she applied, it is recommended that he or she, upon recommendation of the Chief Academic Officer to the President,-be offered an initial appointment at the rank of Assistant Professor.

5.1.4. Every effort will be made to find faculty who possess a master's degree. Some areas, such as the academic disciplines in college parallel programs, require a minimum of a master's degree. In some specialized fields, the master's degree can be waived in the hiring process if experience, training, and/or professional certification of the individual are approved as acceptable substitutions. Such a waiver will be requested of the Chief Academic Officer (CIO) upon the recommendation of a candidate. The CIO will review the individual's credentials and provide documentation for the approval of such a waiver. If a decision is made to hire an individual who does not meet the minimum requirements of the position, the initial appointment letter may also include additional education, certification, or training requirements that must be completed by the faculty member, within a specified time frame, to continue their employment. This determination is made by the VPAA. If the individual did not meet the minimum requirements of the position at the time of the initial hire, educational or training requirements for continued employment may not be used for promotion. This should be clearly explained and specified in the initial appointment offer that is made to the faculty member.

5.2 Faculty Promotion

1. Promotion in rank recognizes exemplary or meritorious performance, additional professional development, certification, licensure, and/or educational attainment, and years of full-time relevant work experience of a faculty member. The evaluation for promotion in rank provides the opportunity to assess a faculty member's growth and performance and to reward him or her for their dedication, service, and commitment to WVNCC. Advancement in rank is not an automatic procedure. Applicants must meet all criteria for advancement in rank and submit all required documentation by the dates specified in this document.
2. Promotion decisions are based on the professional qualifications of a faculty member, including performance specific to the candidate's professional responsibilities and duties. The specific areas in which faculty are evaluated for promotion shall include those areas consistent with the College's faculty evaluation process, as outlined in the current approved Faculty Evaluation document (generally Teaching, Service, and Professional Development).
3. In order to be an eligible candidate for promotion in rank, applicants must meet minimum Requirements either through "Standard Academic Criteria" or "Alternate Training & Experience" (see Table 1). (Applicants must have evidence of approval of his or her Division chair for all credit hours to be used under "Standard Academic Criteria", or hours to be used for "Alternate Training & Experience" prior to obtaining those hours via approved travel requests, approved

professional development requests, merit pre-approval forms, or an email from the Division Chair or VPAA (in the absence of the Division Chair), to the faculty member, approving the request and documented in the annual Faculty Evaluation documents.)*

To be an eligible candidate for promotion, if “Standard Academic Criteria” are being used, all minimum educational requirements for promotion to the requested rank must be completed by January 1st of the academic year in which application is made. Official transcripts documenting successful completion of the required number of hours of coursework, or degree(s) must be on file with the Human Resources Office no later than the 2nd Friday in January of the academic year in which application is made for the promotion to be awarded for the next academic year. If “Alternate Training and Experience” are being used, appropriate documentation and verification of approved hours of coursework, training or continuing education, including certifications must be submitted to the Division Chair with the Promotion Portfolio no later than the 2nd Friday in February of the academic year in which application is made for the promotion to be awarded for the next academic year (beginning in August).

* *Grandfathering clause:* Within the first three years after the effective date of this policy, faculty members who were not aware they would need pre-approval for “approved” hours may request a review of their professional development documentation for the last 3-5 years by their Division Chair and the VPAA, who may recommend that some or all of it be counted towards “approved hours”

All college credit being requested for consideration under the “Standard Academic Criteria” must have been obtained through a regionally accredited college or university. Hours being used under the “Alternate” criteria must have been pre-approved by the Division Chair during the year(s) they were completed and will be compiled on or before the third Friday in September of the application year (before the applicant submits their intent to apply for promotion on the 4th Friday in September of the application year.) Anticipated completion of college courses or degrees, letters from instructors, posted grades, or any other documents are not acceptable.

To be an eligible candidate for promotion in rank, applicants also must have completed all WVNCC years of service and years of service in rank requirements on or before the 3RD Friday in May of the academic year in which application is made. For example, a faculty member who begins his/her initial appointment in August will be eligible to apply for promotion during the year that appears in Table 1 that specifies required years of service for the “Standard” or “Alternate” criteria, if they meet that requirement by the 4th Friday in May of the current academic year. If all other criteria for promotion have been met, and the faculty member does not complete the full year of employment required for promotion to that rank by the 4th Friday in May of the academic year in which application is made, the promotion award will be granted the following academic year as soon as years of employment requirement is met.

4. Applicants who received an initial appointment to the rank of Assistant Professor may waive the years of service required as a full-time Instructor at WVNCC for promotion to Assistant

Professor but are still required to complete the minimum years of service to the College as specified in Table 1 to be eligible to apply for promotion to Associate Professor.

5. The promotion process is confidential. Promotion Committee members, Division Chairs and The VPAA must maintain strict codes of confidentiality regarding applicants' promotion materials, discussions, recommendations, and all information related to the promotion process. Those involved must have respect for the process and the persons involved. Anyone violating the codes of confidentiality regarding the promotion process may be subject to disciplinary action under the College's current rules and procedures for disciplinary action.

[NC-2015 Faculty Evaluation and Promotion](#)

*****The entire promotion process can be found in Section 9.4 of this handbook.**

5.3 Faculty Evaluation

All faculty members shall be evaluated regularly based on their primary responsibilities, utilizing multiple input and criteria. A list of behaviors which indicates a consistent set of guidelines for consideration by those involved in faculty evaluation processes are identified in five major areas of responsibility.

*****Please see Section 9.3 of this handbook for evaluation procedures.**

5.4 Faculty Absences

While faculty members, other than twelve-month faculty, do not earn sick or annual leave, faculty absences may occur. Whenever a faculty member requests to be absent or is absent from classes, related duties and/or supplemental duties, the College then has a responsibility and an obligation to determine the conditions regarding continued employment, compensation, and benefits. The Faculty Absence Procedure, along with the summary chart, was created to assist faculty during a period when medical absences are unavoidable.

5.5 Faculty Workload

A typical faculty workload will consist of thirty (30) credit hours or 600 contact hours (Allied Health) per academic year and class preparation time and a minimum of five (5) office hours. The basis for determining the full-time faculty instructional workload is semester credit hours or instructional contact hours for faculty who instruct in laboratory or clinical settings. When the determination is by credit hour, the instructional workload is 15 credit hours per semester or 30 semester credit hours per academic year. The actual credit hours may range from 12 to 18 credit hours per semester, for an annual workload of 30 credit hours. When the determination is by contact hour, the instructional workload average is 20 contact hours per week for 15 weeks (300 contact hours per semester) or 600 contact hours per academic year. The range of contact hours

may vary per week from 16-24 for courses scheduled over 15 weeks or 240 to 360 contact hours per semester.

5.6 Course Learning Contract (CLC)

Purpose: WVNCC seeks to provide educational opportunities for students to complete academic degrees and certificates in a timely and reasonable manner. From time to time it is necessary to offer a course to an individual to meet the graduation requirements through the use of a Course Learning Contract (CLC).

Applicability: A CLC is applicable when a student needs a course to graduate, has plans to graduate within the year or at the end of the semester in which the request is made, and will accumulate enough credits to graduate within that time. It may be requested by the student if the course is not being offered, if the course was scheduled but cancelled, or there is not another section of the same course being offered prior to the student's expected graduation date.

If the request is made by an individual student, and the faculty member agrees to offer the course via a CLC, the faculty member will be compensated at the rate of \$80 per credit hour for preparation (prep time) for each CLC and \$80 per credit hour per student for providing the instruction for each CLC.

If the course was converted to a CLC due to the course being cancelled, the faculty member may either choose to be compensated at a rate of one-third the adjunct rate per credit hour for both preparation time (for altering and customizing the course for the CLC) and for providing the instruction for the CLC, or they may elect to use the CLC toward their course load at two-thirds of the normal credit hours for the course (1/3 for preparation time and 1/3 for instruction).

Rationale: The Course Learning Contract (CLC) is a unique but appropriate tool for allowing a student who would not otherwise be able to graduate on time to complete their degree requirements through an "independent study". Yet, the CLC should not be an automatic option for any student or mandatory for any faculty member. Rather, CLC's are instruments of "last resort", reserved only for unusual circumstances and normally only under the principles and guidelines stated by this procedure and agreed to at the discretion of the faculty member who normally teaches the course. If the faculty member who normally teaches the course declines the request to offer the course via a CLC, the Division Chair or Provost may either decline the student's request or attempt to find another qualified faculty member who agrees to offer the course via the CLC. If a qualified faculty member cannot be found to offer the CLC, and there is no acceptable substitution for the course, the student will have to wait until the course is offered again to complete it.

CLC's are offered within the context of the community college mission calling for flexibility, accessibility, and quality of instruction. By way of this West Virginia Northern Community College is affirming that courses offered via a CLC are integrity worthy of college credit.

Implementation: The student is to meet with the appropriate faculty member or Division Chair to discuss the need for a Course Learning Contract (CLC). If the faculty member agrees to offer the course via a CLC, the faculty member completes the CLC application, and provides supplemental material or attachments which describe how the outcomes of the course are to be met by the student(s) (assignments, exams, meetings between the student and the faculty member, etc.). The student and faculty member must mutually agree to the conditions stated for implementation and evaluation. Both parties will sign and date the form. The faculty member then has the responsibility of forwarding the completed application to the Division Chair for approval of the student's application for a CLC. The completed application documents are to be attached to the approval process form. It is the responsibility of the Division Chair to make a recommendation and to forward the application with all the appropriate forms and documentation to the provost for final approval or denial.

The CLC must be signed and approved by all parties and submitted to the Registrar's Office as soon as possible, but no later than the third week of the semester in which the CLC is to be offered. The Registrar will notify all parties when the CLC is recorded. The student will be notified of acceptance or denial of the CLC request. If approved, tuition and fees will then be assessed, and the student must register and pay for the course by the deadline date set by the Registrar or the CLC is null and void.

Payment to the faculty member will be processed within 14 days of the date the faculty member submits a grade. In the case of a withdrawal (a "W" grade), the faculty member will receive full payment for preparation time *and* instruction for the CLC if the student has completed 50% or more of the course. If the student is withdrawn before 50% of the course is completed, full payment for preparation time will be paid, but payment for instruction will be pro-rated based on the balance of the percent of the College's refund policy rate for students (see below).

During the first week or 10% of the term: 90% refund •Students completing 11%-25% of the term: 75% refund •Students completing 26%-50% of the term: 50% refund •Students completing 51% or more of the term: NO REFUND (*Source: WVNCC Tuition & Fees Refund Policy*).

5.7 Faculty Supplemental Appointments

Faculty Supplemental Appointments include but may not be limited to Division Chair and Program Directors.

5.7.1 Division Chair (Supplemental Appointment)

Division Chairs provide leadership in curriculum and in faculty development. They are nine-month faculty member with a 12-month supplemental appointment who serve as academic administrators and maintain faculty status. Division Chairs report to the provost and assist in implementing faculty personnel policies and the supervision of curriculum, courses, methods,

and delivery of instruction in their division. Chairs provide supervisory leadership for full-time and part-time faculty and academic program development, implementation, and assessment.

5.7.2 Program Director (Supplemental Appointment)

Provide first-line academic leadership and supervision for the degree programs. Under the supervision of the Division Chairs, the Provost and the President, the Program Directors perform duties for their respective associate degree program.

5.7.3 Administrators with Faculty Rank Teaching

Administrators who have previously earned faculty rank may retain the faculty rank and earned tenure, during their term/s of office as administrator. To maintain that rank and earned tenure, however, the administrator is required to instruct at least one course of three credit hours or more in their field during each eighteen-month period. The teaching assignment is to be approved by the President, with separate appointment and without additional compensation.

5.7.4 Staff Adjunct Faculty Teaching

WVNCC recognizes that staff members may be qualified for adjunct faculty teaching and therefore have established an administrative procedure to provide direction to administrators and staff members who may wish to perform adjunct teaching assignments.

Qualified exempt administrators and exempt staff members who choose to teach as an adjunct faculty member may do so during non-working hours if it does not conflict with his or her normal work hours and the operations of the department and with approval from his or her supervisor. Use the proper approval form. On a rare occasion, WVNCC may approve exceptions to this administrative procedure for exempt employees.

Although WVNCC does recognize that some non-exempt employees may also qualify for adjunct faculty teaching we cannot permit non-exempt employees to have dual employment with WVNCC. According to the Fair Labor Standards Act, "Employees that perform nonexempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week."

Section 6 – DISCIPLINE

6.1 Staff and Faculty

WVNCC's Disciplinary Action Rule outlines how the College may provide disciplinary action and/or counseling to correct an employee's work-related behavior that does not meet the expectations

set by the College, supervisor, or other appropriate authority in accordance with the College rules and procedures. The disciplinary rule applies to staff and faculty.

Four-Part Progressive Discipline for Minor Misconduct progressive discipline is the method for remedying instances of inadequate work performance. The four components of progressive discipline are:

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination from employment

The components are applied in the order listed. Further details can be located at: WVNCC Disciplinary Action Rule. Employees may respond to discipline or dismissal by filing a written request for a hearing through the grievance procedure. He or she may have representation of choice to assist him or her at any such hearing. A request for such a hearing does not cancel the dismissal.

At the President's discretion, executive level direct reports to the President, may or may not be utilized before suspension or termination.

Employees may respond to discipline or dismissal by filing a written request for a hearing through the grievance procedure. He or she may have representation of choice to assist him or her at any such hearing. A request for such a hearing does not cancel the dismissal.

6.2 Grievance Procedure

The College administration supports solving work related disputes at the lowest level possible. Communication is encouraged between employees and supervisors and/or department administrators.

All full-time and part-time regular employees who are in a full-time, part-time, or probationary position may seek a resolution of work-related disputes through the West Virginia Public Employee Grievance Board. Information concerning the grievance procedure is available to employees on the HR webpage or by request through the Human Resources Office.

Comprehensive information, directions for filing, grievance forms, and procedural timelines can be found on the West Virginia Public Employees' Grievance Board website. Exceptions include pension 3-2020 25 | Page or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

Parties to a grievance must notify their supervisors in writing in advance when they will be absent from work for grievance proceedings.

West Virginia Due Process / WV Public Employees Grievance Board

Log on to: [Public Employees Grievance Board \(wv.gov\)](http://www.wv.gov)

Click on: Forms for Grievance Process

Please refer to page two (2) of the grievance form when completing this form (page two contains instructions). The form must be completed as accurately as possible.

If you have any questions regarding the form, please contact the Grievance Board's office at: WV Public Employees, Grievance Board 1701 5th Avenue, Suite 2, Charleston WV 25387 Phone: (304) 558-3361, Toll Free: (866) 747-6743 Fax: (304) 558-1106 wvwb@wv.gov

Section 7 – EVALUATIONS

7.1 Faculty Evaluations

All faculty members shall be evaluated regularly based on their primary responsibilities, utilizing multiple input and criteria. A list of behaviors that indicates a consistent set of guidelines for consideration by those involved in faculty evaluation processes are identified in five major areas of responsibility.

7.2 Documentation

Authority: Title 135, Procedural Rule, West Virginia Council for Community and Technical Colleges Education, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure and the WVNCC BOG FACULTY EVALUATION AND PROMOTION policy require the College to establish annual evaluation procedures for all faculty, as well as to develop procedures setting forth criteria and procedures for promotion in rank and tenure.

Purpose: The purpose of faculty evaluation is to support the continuous improvement of the teaching skills of the faculty of West Virginia Northern Community College and, if applicable, to inform the faculty member of his/her progress toward promotion in rank and/or tenure. It also gives faculty an opportunity to be recognized for performance above and beyond what is required in the faculty position description, hereinafter referred to as “merit”.

I. Procedure – The evaluation year begins on January 1 and ends on December 31. Faculty are evaluated in three areas: Teaching, Service, and Professional Development. The faculty evaluation process is conducted primarily during the spring semester following the evaluation. Evaluations may also be conducted during the fall semester for faculty members who were not evaluated during the spring semester or who desire an additional evaluation. Additionally, Division Chairs or supervisors may conduct additional classroom observations

or assessments of a faculty member's performance and/or the PROVOST or President may request a subsequent observation or assessment at their discretion as necessary. Circumstances that would give rise to an additional or subsequent observation or assessment include but are not limited to student complaints. It is the responsibility of the faculty member to timely submit all evaluation documents and to include all supporting documentation in the Evaluation File.

- A. Before December 31 of the evaluation year, The Division Chair or his/her designee will conduct an observation of at least one class session or visit the instructor's online class and conduct an observation of the classroom activities and interaction during each evaluation year for FT faculty members in their Division (or every 3 years, based on rank, as indicated (below)), and collect or evaluate documents related to this class which provide information about course organization (e.g., syllabus, master course guide, samples of assignments, exams, or other assessment activities). If time or schedules permit in a traditional class, the evaluator will provide verbal feedback to the faculty member at the end of the class session which is observed. In any case, he or she will complete the course observation document and send a copy of it to the faculty member within 2 weeks of the class visit. (See Appendix III in the Faculty Evaluation Document/ Forms. Appendix III – A (Organization) should be used for all classes; Appendix III – B (Classroom Observation) B – 1 should be used for traditional classes and Appendix III – B – 2 should be used for online classes. The Division Chair will request or access documents related to course organization for the class that was observed after the classroom observation, to preserve the standard that the classroom observation be unannounced and random. The faculty member will provide the documents, or access to the documents related to classroom organization for the observed so they can be discussed during the evaluation conference. (See Appendix III in the Faculty Evaluation document/forms for the rubric to be used for the classroom observation)
- i. All FT faculty at the ranks of Instructor and Assistant Professor will be observed every year.
 - ii. FT faculty who holds the rank of Associate Professor will be observed every two years using the most recent observation and organization documents for 2 years unless the Professor or the Division Chair requests it be completed again for a particular evaluation cycle within the 2-year period. If the Associate Professor was not observed during the current evaluation cycle, documents related to the most recent classroom observation will be duplicated by the Division Chair or the faculty member and included in the evaluation packet prior to the evaluation conference.
 - iii. FT faculty who holds the rank of Professor will be observed every 3 years, using the most recent observation and organization documents for 3 years unless the Professor or the Division Chair requests it be completed again for a particular evaluation cycle within the 3-year period. If the Professor was not observed during the current evaluation cycle, documents related to the most recent classroom observation will be

duplicated by the Division Chair or the faculty member and included in the evaluation packet prior to the evaluation conference.

- B. By the third Friday in January following the evaluation year, the Institutional Research Department will provide each faculty member with the following information for the evaluation year:
 - i. A completed Faculty Load (Success & Retention) Report form; and
 - ii. Student Course Evaluation Report summaries for each course taught during the evaluation year. (If IR is unable to provide these documents by the deadline, the faculty member and the Division Chair may review these electronically during the evaluation conference).
- C. By the fourth Friday in January, each faculty member will submit an Evaluation File to the Division Chair. All documents in the Evaluation File should be typed, and the completed evaluation file should be sent to, or made available to the Division Chair electronically or in a 3-ring binder in the following order with sections clearly labeled (as detailed below). The Chair will date stamp the Evaluation File upon receipt.

******Complete Faculty Evaluation Criteria and associated forms can be found in Section 9.3***

Section 8 – FACULTY PORTAL/LEARNING MANAGEMENT SYSTEM

8.1 Faculty Portal

Users are expected to use the College provided internet access and e-mail primarily for business and course work purposes and to conduct themselves in a professional manner when doing so. The College has many filters in place to prevent inappropriate content from being viewed or received; however, the College does realize with ever changing technology, the filters may not always prevent inappropriate content from filtering through.

The College shall provide on-campus internet access and a work e-mail address to employees to assist with their responsibilities. The College shall also provide on-campus internet access and a student e-mail account to assist students with legitimate academic, instructional, and necessary research course work.

[Computer and Internet Usage Rule](#)

8.2 Brightspace LMS

Brightspace is the Learning Management System (LMS) that is used by both faculty and students here at West Virginia Northern Community College.

[Brightspace Quick Start Guide](#)

Section 9 – LINKS AND RESOURCES

9.1 College Catalog

The current college catalog link can be found here: [2022-2023 Working Catalog](#)

9.2 Faculty Assembly By-Laws

Faculty Assembly By-Laws can be found at this link: [By Laws](#)

9.3 Faculty Evaluations

The purpose of faculty evaluation is to support the continuous improvement of the teaching skills of the faculty of West Virginia Northern Community College and, if applicable, to inform the faculty member of his/her progress toward promotion in rank and/or tenure. It also gives faculty an opportunity to be recognized for performance above and beyond what is required in the faculty position description, hereinafter referred to as “merit”.

The link to the FERC Documentation can be found here: [FERC Documentation](#)

9.4 Faculty Promotion Process

In accordance with the West Virginia Council for Community and Technical College Education, Title 35 – Series 9, the following criteria and procedures for promotion in rank will be utilized for all full-time faculty, which states: “Consistent with W.Va. Code 18B-1-6, 18B-1B-4 and 18B-7-4, Title 133, Procedural Rue, W. Va. Higher Education Policy Commission, Series 9, effective January, 2004, there shall be demonstrated evidence that the promotion is based on a wide range of criteria: excellence in teaching, significant contribution and service to the college community, quality experience, academic achievement, professional and scholarly activities and recognition, adherence to professional standards of conduct, potential for continued growth and service to the people of the State of West Virginia.

The link for Promotion Process can be found here: [Promotion Process and Packet](#)

The link for Promotion in Rank Table can be found here: [Promotion in Rank Chart](#)

9.5 Faculty Professional Development Request

Professional Development funds most generally are awarded to full-time employee of the College, although the College may consider other employee categories beyond full-time employees if it is determined by the institution that it would benefit the institution and funding is available.

Professional development activities may be funded through grant funds, department budgets including department professional development funds, or from the general professional development fund. Because of the limited amount in the general professional development account, funding should come from grant funds and/or department funds prior to the general professional development account. Department supervisors must indicate on the request form if there are other funds available to pay for part or all the expenses and what the funding source is.

Professional Development Guidelines can be found here: [Professional Development Guidelines](#)

Professional Development Request Form: [Professional Development Form](#)

Professional Development With Travel Request Form: [Professional Development with Travel](#)

Tuition Reimbursement Form: [Tuition Reimbursement Form](#)

9.6 Assessment

West Virginia Northern's Assessment Office works with academic programs and Student Support units to document and analyze evidence of student learning. Our goal is to determine what students know, understand, and can do because of their educational experiences so that we may develop meaningful strategies to improve learning outcomes. In this way we support the college's broader mission of educating and empowering our community by providing access to high-quality learning opportunities.

The link to the College's Assessment Homepage can be found here: [Assessment Homepage](#)

9.7 Weave

Created by educators for educators, Weave's accreditation software is uniquely designed for institutional effectiveness and empowers higher education leaders to prepare for their institutional and programmatic accreditations.

Faculty can access Weave through their employee portal or by using this link: [WEAVE](#)

9.8 Master Course Guide and Syllabus

Master Course Guide's are to be completed for every course instructed here at WVNCC. These guides provide the basic information for the course. The link to the guide can be found here: [Master Course Guide](#)

The Syllabus is a document that communicates information about a specific academic course or class and defines expectations and responsibilities. It is generally an overview or summary of the curriculum. The current syllabus template can be found here: [Syllabus Template](#)

9.9 Adjunct Faculty Handbook

A link to the Adjunct Faculty Handbook can be found here: [Adjunct Faculty Handbook](#)

9.10 Employee Reference Manual

A link to the West Virginia Northern Community College Employee Reference Manual can be found here: [Employee Reference Manual](#)

9.11 College Services and Assistance

In this section you will find links to all vital and necessary departments, policies, and procedures at West Virginia Northern Community College.

- A. WVNCC Website: [Website](#)
- B. WVNCC Board of Governors: [Link](#)
- C. West Virginia Legislative Code: [WV Code](#)
- D. WV Community and Technical College Council Education: [WVCTCS](#)
- E. BOG Rules- Approved: [Approved Rules](#)
- F. BOG Rules- Pending: [Pending Rules](#)
- G. Administrative Procedures: [Administrative Procedures](#)
- H. Human Resources Forms: [HR Forms](#)
- I. Human Resources: [Human Resources](#)
- J. Strategic Plan: [Strategic Plan, Mission, and Vision](#)
- K. Academic Affairs Forms: [Faculty Resources](#)
- L. Academic Affairs: [Academic Affairs](#)
- M. Student Services: [Student Services](#)
- N. Financial Aid: [Financial Aid](#)

- O. Academic Resource Centers: [Academic Resources](#)
- P. Admissions Office: [Admissions](#)
- Q. Business Office: [Business Office](#)
- R. Business Office Forms: [Business Office Forms](#)
- S. Registrar's Office: [Registrar's Office](#)

This handbook is meant to assist our faculty in finding valuable information to perform their duties in a qualified and professional manner. The handbook may be updated as new information or policies are implemented by the College.

10/20/2022