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ABSTRACT

This handbook provides information concerning appointments, salaries, fringe benefits, and privileges, as well as duties and responsibilities of the faculty and other matters of faculty interest at Concord College. In addition to the Faculty Constitution, appropriate regulations of the West Virginia Board of Regents and derivative academic and administrative policies of the college are included. (LBH)

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FACULTY HANDBOOK

C O N C O R D C O L L E G E
Athens, West Virginia

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Office of the Vice President
and Academic Dean
/ne - July, 1976

TABLE OF CONTENTS

INTRODUCTION	1
A. Purpose of Handbook	1
B. A Statement of Concord's Educational Philosophy and Goals	1
Philosophy	1
Goals	2
Student Academic and Intellectual Development	2
Student Personal and Social Development	2
Student Career Preparation	3
Service to the Public	3
Institutional Environment	4
Instructional and Curricular Development	4
Public Accountability	5
GOVERNANCE OF THE COLLEGE	6
A. The Governing Board	6
B. The College Advisory Board	6
C. The Faculty	6
Constitution of the Faculty of Concord College	7
D. Administrative Officers	14
The President	14
The Vice President and Academic Dean	14
The Business Manager	14
The Director of Student Affairs	15
The Director of the Library and Media Services	15
The Director of the Center for Economic Action	15
The Director of Computer and Institutional Research Services	15
The Director of Plant Operations and Security	15
The Division and Department Chairman	15
The Line of Administrative Responsibility	16
E. Councils and Committees	16
Faculty Committees	16
Advisory Council of Faculty Representative to the Board of Regents	16
Faculty Benefits Committee	16
Faculty Budget Committee	16
Faculty Grievance Committee	16
Faculty Hearing Committee	16
Programs and Personnel Committee	16

Instructional Affairs Council	16
Academic Affairs Council	16
Academic Standards Committee	17
Student Affairs Council	17
Athletic Committee	17
Financial Aid Committee	17
Public Convocations, Lectures,	...
Art Programs Committee	17
Student Housing Committee	17
Student Interest and Recruitment Committee	17
Upward Bound/Student Special Services	17
Advisory Board	17
Administrative Committees	18
Centennial Hall Portrait Committee	18
Commencement Committee	18
Computing Services Advisory Committee	18
College Hearing Board (for Student Government)	18
Energy Conservation Committee	18
Food Service Committee	18
General Studies Committee	18
Honors and Graduate Studies Committee	18
Library Committee	18
Registration Procedures Committee	18
Residence Classification Committee	19
Space Allocation Committee	19
Teacher Education Committee	19
Vehicle Priority and Travel Allocations Committee	19
F. Concord's Representative to the Board of Regents' Advisory	
Council of Faculty	19
FACULTY RESPONSIBILITIES AND PRIVILEGES	
A. Responsibilities in the Classroom	21
Class Attendance by the Instructor	21
Faculty Classroom Conduct	21
Course Materials and Activities	21
Student Classroom Conduct	21
Student Attendance Policies	22
Student Dress and Appearance	22
Academic Dishonesty	23
Marking System	23
Final Examinations	24
B. Responsibilities Outside the Classroom	25
Professional Development	25
Schedule on Campus	25
Advising of Students	25
Committee Assignments and Other Services	26
Commencement, Baccalaureate, and Convocation Duties	26
Political Activities and Events	26

Social Occasions and Contacts	27
College-Community Relations	27
Campus Atmosphere	27
Automobiles	28
College Mail Service	28
Cashing Checks	29
Illegal Drugs	29
Departing Obligations	30
POLICIES ON APPOINTMENTS, TENURE, PROMOTION, ACADEMIC FREEDOM, RESIGNATIONS, AND TERMINATIONS	31
A. General Statement	31
B. Appointment of Academic Personnel	32
West Virginia Board of Regents Policy	32
Concord College Policy	32
C. Conditions of Appointment	33
D. Joint Appointments	34
E. Service of Academic Personnel	34
West Virginia Board of Regents Policy	34
F. Promotions	35
West Virginia Board of Regents Policy	35
Concord College Policy	36
Retirement Promotion	37
G. Probation	38
West Virginia Board of Regents Policy	38
H. Tenure	39
West Virginia Board of Regents Policy	40
Concord College Policy	40
I. Academic Freedom	41
West Virginia Board of Regents Policy	41
Concord College Policy	42
J. Dismissal and Termination of Employment of Tenured Personnel	42
West Virginia Board of Regents Policy	42
K. Grievance Procedure	43
West Virginia Board of Regents Policy	43
L. Hearings	43
West Virginia Board of Regents Policy	43
M. Appeal to the Board of Regents	45
West Virginia Board of Regents Policy	45
N. Faculty Resignations	45
West Virginia Board of Regents Policy	45
Concord College Policy	47
BENEFITS AND OPPORTUNITIES	48
A. Salaries	48
B. Summer Employment	48
C. Retirement and Insurance Benefits	48
Automatic	48
Optional	49

D. Leave	50
West Virginia Board of Regents Policy	50
Concord College Policy	56
E. Travel	56
F. Equipment	59
G. Teaching Off Campus, Other Off-Campus Commitments	59
H. Courses for Audit or Credit	60
I. Cultural and Athletic Events	60
J. Copy Work for Research Materials	60
K. Library	60

PART I - INTRODUCTION

- A. Purpose of Handbook
- B. A Statement of Concord's Educational Philosophy and Goals

PART I - INTRODUCTION

A. Purpose of Handbook

The purpose of this Handbook is to provide information concerning appointments, salaries, fringe benefits, and privileges; duties and responsibilities of the faculty; and other matters of faculty interest at Concord College. In addition to the Faculty Constitution, appropriate regulations of the West Virginia Board of Regents and derivative academic and administrative policies of the College are included.

By accepting a faculty appointment at Concord College, each individual agrees to accept the regulations and policies contained in this Handbook. In case of disagreements, such matters should be brought before the appropriate faculty committee or council, or the entire faculty, for consideration.

Please bring any errors, omissions, or suggestions for improvement of this Handbook to the attention of the Vice President and Academic Dean's Office (A-210).

B. A Statement of Concord's Educational Philosophy and Goals

Philosophy:

In a democratic society which seriously professes the ideals of freedom, a college education should be directed toward the individual's needs and interests. It should enhance his personal worth, his potential for functioning successfully in society, and his ability to benefit mankind.

Traditionally, an undergraduate college has offered programs designed either to equip students with general knowledge in a certain area, or to prepare them for a career or graduate study. These programs should be continued whenever the resources of the college and the demand for the programs permit.

But a college should not be limited to these traditional programs, nor to the traditional college-age student. Instead, a particular program should be offered when: a substantial need exists in the community the college serves; this need is not already being met by some other institution in that community; and, the college has or can acquire the resources to meet it.

In keeping with this philosophy, Concord College is not only committed to developing the student academically, intellectually, personally, and socially, but also to preparing him for a career. The College is also committed to serving the public in a variety of ways.

In support of these objectives, the College seeks to provide the type of institutional setting most conducive to educational and scholarly pursuits. This effort involves the establishment of sound and effective operational policies for the institution and the maintenance of an atmosphere of innovation and imagination in the areas of instruction and curriculum. Finally, the institution recognizes its ultimate responsibility, in all of its undertakings, to the citizens of West Virginia.

Goals:

Student Academic and Intellectual Development

This goal has to do with the effective acquisition of general and specialized knowledge and the establishment of a positive attitude toward learning and intellectual activity.

1. Provide the opportunity for every student who is admitted to earn the degree he seeks.
2. Provide help through special courses in academic areas and tutoring for students who meet admission requirements but have academic deficiencies.
3. Ensure that students acquire a basic knowledge in the humanities, social sciences, and natural sciences.
4. Help students acquire depth of knowledge in at least one academic discipline.
5. Familiarize students with the methods of research and problem solving.
6. Develop the ability to synthesize knowledge from many sources.
7. Hold students throughout the institution to high standards of intellectual performance.
8. Prepare students for advanced academic work.
9. Instill in the student a commitment to lifelong learning.
10. Increase the desire for and ability to undertake self-directed learning.

Student Personal and Social Development

This goal concerns identification of personal goals by the student, enhancement of the student's self worth and self confidence, development of respect for diverse cultures, and encouragement of active student appreciation of the arts.

1. Help the student identify and develop his personal goals and provide him the means to achieve these goals.
2. Aid the student in expanding his capacity for open and honest interpersonal relationships.
3. Help the student cultivate well-formed concepts of self worth and self confidence.
4. Assist students in acquiring deeper levels of understanding of themselves and others.
5. Provide students with the knowledge, attitudes, skills, values, and tastes needed by all people to be effective in the conduct of their personal and professional lives.

6. Generate respect for ethnic, racial, social, and religious differences by enabling students to meet, work, study, and live with persons of diverse backgrounds.
7. Encourage students to show compassion for those in the college who differ from them and to carry this kind of compassion with them wherever they go.
8. Develop and provide students with an appreciation of the cultural heritage of world civilization.
9. Produce in students a basic understanding and appreciation of the visual and performing arts, including West Virginia's own creative mountain heritage, and provide the means for further personal development in this area, where desired.

Student Career Preparation

This goal emphasizes the offering of assistance to students in career planning, development of new programs in occupational curriculums in emerging career fields, and exposure to practical educational experiences through such means as internships and cooperative education projects.

1. Prepare students to be employable in their chosen fields of endeavor through counseling and career development.
2. Augment existing programs involving internships, student teaching, cooperative education projects, workshops, and vocational experiences.
3. Develop and implement bold new programs to meet changing career needs.

Service to the Public

This goal means being responsive to regional business and community needs by providing educational and other services, where required.

1. Provide credit and non-credit courses for adults, high school juniors and seniors, and others who need or desire to pursue personal interests, or to improve and upgrade knowledge and skills utilized in their present jobs or professions.
2. Provide campus and community workshops and seminars for businesses and public organizations in need of such services.
3. Provide consultative services and technical assistance as needed on individual, business, and community problems.
4. Serve as a resource center for information on new developments in science, literature, the arts, finances, and other matters of interest and concern to citizens in the regions served by the college.
5. Provide the greatest possible public access to and use of college facilities.

Institutional Environment

This goal has to do with the creation of an effective and responsive system of campus governance, a strong faculty commitment to institutional goals, and an atmosphere of free and open inquiry in academic and other matters.

1. Maintain a climate of mutual trust and respect among students, faculty, and administrators.
2. Maintain open and candid communications throughout the organization.
3. Develop means whereby differences of opinion can be aired openly and amicably.
4. Foster and maintain a climate in which the commitment of faculty to the goals of the college is as strong as their commitment to their own careers.
5. Create a system of campus governance genuinely responsive to the legitimate concerns of all constituencies.
6. Assure that everyone may participate or be represented in the making of decisions that affect them.
7. Foster and develop a creative atmosphere in which the faculty and students are free to explore all facets of a given subject in the classroom.
8. Ensure that students are free to hear speakers with all points of view.
9. Encourage all members of the Concord College community to fulfill their obligations of citizenship by participating in the democratic process.
10. Create an atmosphere favorable to the growth of student maturity by permitting the greatest possible freedom consistent with the rights of others and with responsibility to the college community.

Instructional and Curricular Development

This goal concerns establishing procedures for readily initiating instructional and curricular innovations and for reinforcing academic teaching through off-campus learning experiences.

1. Develop and sponsor new programs and techniques for initiating curricular and instructional innovation of benefit to students and graduates.
2. Foster and encourage students to participate in a full range of off-campus learning experiences which provide opportunities for practical experiences that reinforce undergraduate academic teaching such as cooperative education internships, work-study, and overseas travel.

Public Accountability

This goal recognizes that the college is a public institution responsible to those who support it and those whose task it is to promote and maintain quality education in the State.

1. Recognize the college's accountability to the West Virginia taxpayers, the Board of Regents, the State Board of Education, and other certification agencies in the administration of programs and the expenditure of funds.
2. Develop methods to conserve resources and keep costs low while maintaining quality programs and services.
3. Apply financial analysis techniques in deciding upon the most efficient and effective of program alternatives.
4. Encourage and promote a high level of professional integrity among faculty and staff to insure the college is managed effectively in attaining the goals of the college.
5. Establish and implement a continuous study to determine the success of graduates, and a method of evaluation for use in the improvement of programs.

PART II - GOVERNANCE OF THE COLLEGE

- A. The Governing Board
- B. The College Advisory Board
- C. The Faculty
 - Constitution of the Faculty of Concord College
- D. Administrative Officers
- E. Councils and Committees
- F. Concord's Representative to the Board of Regents' Advisory Council of Faculty

PART II - GOVERNANCE OF THE COLLEGE

A. The Governing Board

Together with the other State-supported colleges and universities in West Virginia, Concord College is under the direction of the West Virginia Board of Regents. The Board of Regents was established on July 1, 1969, and consists of nine members appointed by the Governor of the State of West Virginia for six years, plus the State Superintendent of Schools, ex officio and non-voting. Consideration is given to balancing both geographic location of the residence in the State and political party affiliation of the appointees. The Legislative Act creating the Board of Regents assigns to the Board responsibility for the general determination, control, supervision, and management of the financial, business, and educational policies and affairs of all State colleges and universities.

The Chancellor of the Board of Regents and his staff of professional and other employees assist the Board in the performance of its duties and responsibilities. The President of the College is the chief administrative and executive officer of the College, and his term is at the pleasure of the Board.

B. The College Advisory Board

To serve as advisors and consultants to the President, the College has a seven-member Advisory Board. Members of the Advisory Board are appointed for seven-year terms by the Board of Regents upon nomination by the President of the College.

C. The Faculty

The Faculty of Concord College is the agency responsible for academic matters, including the development and implementation of educational research and service programs. Its membership, functions, responsibilities, and prerogatives are defined in the Constitution for the Faculty of Concord College, which follows.

Constitution of the Faculty of Concord College

Preamble. The Faculty of Concord College, as the agency responsible for academic matters and the maintenance of high professional standards among its members, adopts the following plan for the government of the Faculty in order to facilitate the effective operation of the College in keeping with its stated purposes. In doing so, the Faculty recognizes the West Virginia Board of Regents as the ultimate authority, under law, and the President of Concord College as the local officer of final responsibility to the Board.

Article I. Name. The name of this organization is the Faculty of Concord College.

Article II. Membership. Faculty members include all persons appointed by the West Virginia Board of Regents to teaching positions, including persons holding appointments with tenure currently serving the College in a non-teaching capacity, professional librarians, and administrators directly concerned with academic affairs (the President, the Dean of the Faculty, the Registrar, the Assistant Registrar, all the professional members of the Student Personnel Staff, the Director of Computing Services, the Director of Admissions, and the Director of Upward Bound. Professors Emeriti are non-voting members of the Faculty, and may attend meetings and participate in the discussion of all matters.

Article III. Functions and Responsibilities.

Section 1. The Faculty. The Faculty conducts plenary meetings at stated intervals. It recommends the standards of admission to and conditions of graduation from the College. It also recommends students for degrees. The Faculty, in co-operation with the Dean of the Faculty, is responsible for the conduct of its instructional, research, and service programs. As a consequence, it recommends courses of study, makes periodic reviews of the existing curriculum, and recommends whatever changes are necessary to meet the changing needs of the student body. Moreover, the Faculty is responsible for recommending standards of student conduct, for taking note of violations, and for observing the disciplinary measures imposed. It establishes and determines the duties of such standing councils as it considers advisable, or as the President directs. By a vote of two-thirds of its membership, it may recommend to the President candidates for honorary degrees. It may, moreover, conduct a general review of decisions of Faculty councils and of administrative officers that affect the general Faculty upon majority vote by the Faculty in plenary session. Finally, in disapproving a Faculty recommendation, the President gives written notification to the Faculty of his objections.

Section 2. Department and Division Chairmen. The Department or Division Chairman, viewed in his administrative capacity rather than as a member of the Faculty as defined in Article II of this Constitution, accepts the responsibility and the authority of



directing the instructional program of his department or division in cooperation with the Dean of the Faculty. Consistent with overall policy and in consultation with the appropriate administrative officers, the Chairman has the responsibility for recommending the employment, advancement, and dismissal of staff; for recommending the programs and plans of the department or division; for informing the public of the work of his area of education; and for encouraging the professional growth and development of his staff.

Divisional and Departmental Chairpersons will be nominated and elected by the divisional or departmental faculty, elections to be by secret ballot and majority vote of all the full-time faculty of that division or department. In the event of the inability of the faculty to break a tie, both names may be submitted to the Academic Vice President, with the choice falling to his discretion. After selection by the Divisional or Departmental faculty (assuming no tie vote), the Divisional or Departmental choice will be submitted to the Academic Vice President for formal appointment. In the case of the Department Chairperson the choice of the Department faculty shall be submitted to the Academic Vice President together with the recommendation of the Division Chairperson. The recommendation of the Division Chairperson shall be communicated to the Departmental faculty. Should the Academic Vice President decline to make the appointment requested by the Division or Department, the reasons for this failure to appoint should be provided the full Division or Department through meeting or memo.

The Division or Department may appeal the rejection decision to the President. If the President sustains the Academic Vice President's decision, the Division or Department will be entitled to hold another election, and proceed again as above.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

The term of office of the Divisional or Departmental Chairperson will be three years. Prior to the expiration of this term, another nomination and election will be held. Election will be by secret and majority ballot. The chairperson is eligible for reelection.

The election for chairperson will be held not less than one month or more than two months prior to the end of the spring semester of the election year. The incumbent chairperson will be responsible for calling the election meeting. The results of any election of a Chairperson within a Division will be submitted to the Academic Vice President by the Divisional Chairperson.

The term of office of the elected chairpersons will begin on the first day of the fall semester following his or her election. The term of office of the previous chairperson will end on the previous day.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

Should 1/3 of the full-time faculty of a division or department feel that the current chairperson no longer properly represents the division's or department's interest, they will inform the Chairperson and Academic Vice President of their intention to call a divisional or departmental meeting of all full-time faculty, with the exception of the current chairperson, for the purpose of taking a vote of "confidence" in the Chairperson. Such a vote shall be by secret ballot, and the results shall be reported to the chairperson and the Academic Vice President. If the vote of "confidence" is approved by a majority of the Divisional and Departmental faculty, the chairpersons will retain the office. If the vote of "confidence" does not receive the approval of the majority, it shall be deemed a vote of "no confidence," and the position of chairperson shall become vacant at the end of the contractual year in which the vote of "no confidence" is taken. An election will then be held for a replacement. Such replacement shall serve the remainder of the term of the former chairperson and his or her term of office as chairperson shall be subject to the same conditions as if originally elected. He or she is eligible to succeed himself or herself. Any chairperson may call for a vote of confidence at any time from his or her division or department.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

Section 3. Administrative Officers. The functions and responsibilities of the Administration, viewed as officers of the College rather than as members of the Faculty as defined in Article II of this Constitution, are those determined by the West Virginia Board of Regents and stated in the Faculty Handbook.

Article IV. Officers. The Chairman, Vice-Chairman, Secretary, and Parliamentarian of the Faculty are elected by the Faculty annually.

The Chairman of the Faculty presides at Faculty meetings.

In his absence, the Vice-Chairman presides.

The Secretary of the Faculty maintains adequate minutes and publishes the same for distribution to each member of the Faculty. A complete file of the minutes of Faculty Meetings will be kept in the Concord College Library and will be **available** to all interested persons.

The Parliamentarian rules on questions of order.

Article V. Meetings.

Section 1. Unless circumstances require a change of date, the Faculty's five regular meetings are as follows:

- (1) September, Second Thursday; (2) November, Second Thursday;
- (3) February, First Thursday; (4) March, Third Thursday;
- (5) April, Last Thursday.

The Chairman may call such other meetings of the Faculty as he deems proper; the Faculty may request, by petition of the majority of its membership, a special meeting.

Section 2. The presence of one-third of the Faculty, excluding members on leaves of absence or Professors Emeriti, is required to constitute a Quorum for the transaction of business at any meetings, and majority of the faculty members present and voting may decide on those matters brought to a vote.

Section 3. The rules of parliamentary procedure as found in Robert's Rules of Order Revised govern meetings of the Faculty in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

Section 4. The presiding officer and the Secretary prepare an agenda for Faculty meetings and publish the same in advance for the information of all members.

To submit a proposal or motion to the Faculty for consideration or for action, any faculty member may place such proposal or motion on the agenda by delivering it in writing to the Chairman of the Faculty no later than noon on Friday six days before a regular Faculty meeting or thirty-six hours preceding special, called meeting. Any other proposal or motion which reaches the floor should be handed in writing to the Secretary in the form in which it is to appear in the minutes.

Section 5. Decisions of the Faculty arrived at by vote in a meeting of the Faculty are binding, and all members are required to adhere to the spirit and intent of such decisions.

Section 6. Except upon an invitation extended on behalf of the Faculty, no persons other than members may attend meetings of the Faculty.

Article VI. Councils.

Section 1. The councils of the Faculty are set forth below. At his discretion the President may establish such ad hoc administrative committees as he considers appropriate so long as they do not pre-empt the duties of the standing councils established in this Constitution. The standing councils of the Faculty may also appoint ad hoc committees, which committees must file records of their actions with the Secretary of the responsible council.

The Instructional Affairs Council is recognized as a permanent administrative committee composed of the Dean of the Faculty, as Chairman, and the various Department and Division Chairmen, as members of the Council. This Council's responsibilities and duties are those consistent with departmental and divisional activities.

The Chairman submits to the Faculty at its April meeting a list of nominees for the Academic Affairs Council and the Student Affairs Council, presented by an ad hoc nominating committee. The nominating committee, consisting of five members of the Faculty, shall be elected by the Faculty at its March meeting. On presentation in the

April meeting of the slates nominated by the nominating committee, the Faculty may submit additional names from the floor under normal parliamentary procedures. All full-time teaching Faculty are eligible for election, but none may serve on both the Academic Affairs Council and the Student Affairs Council at the same time.

All Councils must arrange for temporary substitutes for members who expect to be absent for a semester or during the summer.

Section 2. The Academic Affairs Council. The Academic Affairs Council consists of the Dean of the Faculty as Chairman, the Librarian, the Registrar, and nine members of the teaching faculty, at least one of whom is both in the Education Department and a member of the Teacher Education Committee. Three teaching Faculty members are elected each year for three-year terms. Additionally, two student members may be appointed each year by the Student Government Association.

The Council considers academic matters which concern the College as a whole, including the teacher education program and general College requirements concerning curriculum. When general curriculum matters affecting a particular department or division are discussed, that Department or Division Chairman is consulted. Specific curriculum matters are left to each department or division.

The Council entertains suggestions from individual Faculty members or other councils and committees concerning both the educational objectives of the College and Faculty affairs. All major policies formulated by the Council relevant to curriculum, educational objectives of the College, and Faculty affairs shall be subject to review of the Faculty, with the Faculty making the final recommendation to the President.

The Council must keep minutes, which must be presented to the Faculty in written form.

Section 3. The Student Affairs Council. The Student Affairs Council consists of the President, the Director of Student Affairs, the Director of Student Residential Life, the Coordinator of Residential Life Programs, the Director of Athletics, an Alumni Representative (named by the President), Faculty advisers to the Student Government, six elected teaching Faculty members (two of whom are elected each year for three-year terms), the President of the Student Government Association, the Vice-Chairman of the Student Government Association, the Chairman of the College Center Board, and two students elected at large from the Student Body. The Chairman and Vice-Chairman of the Council will be elected by the members of the Council from the Council. The Council, in turn, may select representatives to serve on such committees as it may establish. The Council concerns itself with such responsibilities as student organizations, financial aid to students, athletics, alumni matters, scholarships, the College Center Board, student housing, and student medical services.

The Council must keep minutes which record all actions taken, these minutes to be distributed to the Faculty and to such others as the Council may decide. Resolutions for policy change or implementation must be sent either to the President or to the Faculty at the discretion of the Student Affairs Council. When sent directly to the President, such recommendations shall be reported by the Student Affairs Council to the Faculty at the next Faculty meeting.

Article VII. Standing Committees.

Section 1. Hearing Panel for Dismissal Cases. Each year, at its first business meeting, the Faculty with academic rank shall elect from among its number by secret vote, thirteen members and three alternates, representative of the various academic ranks of the College, who shall constitute a Hearing Panel, and shall be prepared to serve in a fair and impartial manner in hearing procedures provided for dismissed Faculty members by BOR Policy Bulletin No. 36. Departmental and Divisional chairmen shall be ineligible for membership. In the event of a vacancy in panel membership for any cause, the alternate having received the highest number of votes shall fill that vacancy.

Section 2. Grievance Committee. The Grievance Committee will consist of five tenured members of the teaching faculty, to serve for one year, elected by the Faculty by majority vote and by secret ballot. No administrative, divisional or departmental officer shall serve on the Committee.

If any Faculty member feels that he has cause for grievance in any matter other than dismissal proceedings--such matters as salaries, assignment of teaching duties, assignment of space or other facilities, claimed unjustified non-renewals, and propriety of conduct--he may petition the elected Faculty Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance, and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to his case. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Committee such settlement is not possible or is not appropriate, the Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officers, and if requested by either party, directly to the Faculty.

Section 3. College Budget Committee. The Committee on College Budget shall consist of three elected members serving overlapping three-year terms. It shall serve as the Faculty's body of experts on the College budget and Faculty compensation (including fringe benefits), advising the Faculty, and representing the Faculty in discussion with the College Administration.

ARTICLE VIII. Elections. Regular elections shall be by majority vote by secret ballot at the fifth regular meeting each year, with terms of office beginning at the conclusion of that meeting. Other elections shall be by majority vote by secret ballot and at appropriate times. Nominations may be made from the floor for any election.

ARTICLE IX. Amendment Procedure. Any amendment to this Constitution, when in conformity with the policies of the West Virginia Board of Regents, may be made by a simple two-thirds vote at any regular Faculty meeting, provided only that the proposed amendment shall have been circulated in writing among the Faculty on or before the previous regular meeting.

D. Administrative Officers

1. The President. Under the laws of the State of West Virginia and the policies and regulations of the West Virginia Board of Regents, the President is the chief administrative and executive officer of the College. It is his duty to see that the College is operated in conformity with the laws of the State and the policies of the Board. Subject to the authority of the Board, the President has the final responsibility for all decisions and their proper implementation. In carrying out his duties and responsibilities, it is expected that the President will seek the advice of councils, committees, administrative officers, and individual members of the faculty and staff, and that he will delegate certain responsibilities and duties, but he may revoke such delegated authority or act counter to the advice he receives whenever he deems it wise to do so. The President may attend any meeting of any council or subordinate body of the College and share in the deliberations thereof, but without vote unless he is a regular member of such council or subordinate body.

2. The Vice President and Academic Dean. The Vice President and Academic Dean is directly responsible to the President and, as the senior administrative officer of the College under the President, acts for him in his absence. As Academic Dean he supervises and coordinates the administration of the academic functions of the College. In this capacity he shall initiate, encourage, and review those activities which affect the curriculum, the scholarship, and the instruction of the College. He may attend any meeting of any council or subordinate body of the College and share in the deliberations thereof, but without vote unless he is made a regular member of such council or subordinate body.

The Vice President and Academic Dean has the responsibility for the direct supervision of all administrative officers and offices of the College as designated by the President. In addition, the Vice President and Academic Dean recommends to the President the employment, dismissal, and suspension of all personnel and supervises the evaluation of all College personnel. In general, the Vice President and Academic Dean is responsible for the day-to-day operation of the College.

3. The Business Manager. The Business Manager is the leadership position for administering and coordinating all the business and financial operations of the institution. In addition, the Business Manager is responsible for engineering and planning efforts for physical facilities on the Concord College Campus. All fiscal activity of the institution is processed through this office. The Business Manager is responsible for budgeting, accounting, purchasing, inventory, fiscal aspects of dormitories, housing, food services, as well as maintaining personnel records for all non-academic personnel and payrolls for all personnel. The Business Manager is responsible to the President.

4. The Director of Student Affairs. The Director of Student Affairs is responsible to the Vice President and Academic Dean and provides leadership, coordination, direction, and evaluation for the following program areas: residential life, College Center, student activities, counseling, guidance, testing, student development, student medical services, Upward Bound/Student Special Services, career development and placement, financial aid, non-academic student discipline, new student orientation, and summer activities planning.

5. The Director of the Library and Media Services. The Director of the Library and Media Services is responsible to the Vice President and Academic Dean and for administering library activities.

6. The Director of the Center for Economic Action. The Director of the Center for Economic Action is responsible to the President and for developing a program of continuing education and community services in Southern West Virginia. A specific duty is to generate new programs that will project the resources of Concord College into the communities of Southern West Virginia to solve community problems.

7. The Director of Computer and Institutional Research Services. The Director is responsible for the operating, coordinating, planning, and implementing of all computer resources at Concord College. Further, the Director's office serves as a clearinghouse for all non-fiscal requests for data from agencies outside the College, as well as providing support in long-range planning for the institution. Assistance is provided in conducting specialized studies of the operations of the College as well as in analyzing data. The Director reports to the President.

8. The Director of Plant Operations and Security. The Director provides leadership in the management of maintenance and construction of physical facilities on the Campus as well as the supervision of security forces. The Director reports to the President.

9. The Division and Department Chairmen. The Department or Division Chairman, viewed in an administrative capacity rather than as a member of the faculty as defined in Article II of the Constitution, accepts the responsibility and authority of directing the instructional program of an academic department or division in cooperation with the Vice President and Academic Dean. Consistent with overall policy and in consultation with appropriate administrative officers, the Chairman has the responsibility for recommending the employment, advancement, and dismissal of staff; for recommending the programs and plans of the department or division; for informing the public of the work in this area of education; for developing the divisional budget, including faculty salary recommendations; and for encouraging the professional growth and development of staff.

9. The Line of Administrative Responsibility. In the absence of the President, decisions requiring immediate presidential determination shall be made by the Vice President and Academic Dean. In the absence of both the President and the Vice President and Academic Dean, such authority passes first to the Business Manager and next to the Director of Student Affairs. This line of responsibility is valid except when the President shall make other specific designations from time to time.

E. Councils and Committees

Faculty Committees

Advisory Council of Faculty to the Board of Regents: serves in an advisory capacity as a direct liaison between the West Virginia Board of Regents and the faculties of each public college and university. Each State institution selects one representative.

Faculty Benefits Committee: promotes and informs faculty of work in the area of retirement benefits, hospitalization insurance, disability insurance, life insurance, sick leave, and similar matters.

Faculty Budget Committee: assists the President and other members of the administration in the preparation of annual budgets.

Faculty Grievance Committee: hears grievances of non-tenured faculty and makes recommendations to the President of the College and the Vice President and Academic Dean.

Faculty Hearing Committee: serves as the hearing committee in cases of dismissal of a faculty member with continuous tenure, or with a special or probationary appointment before the end of the specified term.

Programs and Personnel Committee: formulates recommendations for the evaluation of programs and personnel needs at Concord College.

Instructional Affairs Council serves as a permanent administrative body, made up of the chairmen of the departments and divisions and discipline representatives within divisions, whose responsibilities and duties are consistent with departmental and divisional activities.

Academic Affairs Council considers academic matters which concern the College as a whole, including the teacher education program and general College requirements concerning curriculum; entertains suggestions from individual faculty members or other councils and committees; and presents to the Faculty, for its review, all major policies formulated which are relevant to curriculum, educational objectives of the College, and faculty affairs.

Academic Standards Committee: reviews the cases of any students subject to separation (academic) from the College at the end of each semester and the summer session; of any students applying under special or unusual circumstances; and of any students reapplying after separation from the College for all reasons, including social and disciplinary action.

Student Affairs Council considers such matters as student organizations, financial aid to students, athletics, alumni endeavors, scholarships, student housing, and student medical services; makes recommendations either to the President of the College or to the faculty concerning these matters.

Athletic Committee: aids the Director of Athletics and his staff in carrying out their objectives and oversees the efficient operation of the athletic program and budget.

Financial Aid Committee: represents the Student Affairs Council in matters of financial aid and scholarships to students.

Public Convocations, Lectures, and Art Programs Committee: works with the Director of the Alexander Center for the Performing Arts to plan the Artist-Lecture Series; collects and accepts suggestions for future programs from members of the College Community.

Student Housing Committee: reviews the College housing regulations as they pertain to students and makes recommendations for change.

Student Interest and Recruitment Committee: considers and assists in student recruitment and retention.

Student Medical Services Committee: recommends policy for the College Health Services.

Upward Bound/Student Special Services Advisory Board: acts as a board of directors to the Upward Bound Project Director; provides guidance, direction, and counsel to the program and its staff on all activities.

Administrative Committees

Centennial Hall Portrait Committee: selects and recommends to the President of the College the names of individuals who have served in the athletic or physical education phase of the College in a manner and for a period of time meriting the hanging of their portrait in Centennial Hall.

Commencement Committee: plans and coordinates the activities involved in graduation exercises.

Computing Services Advisory Committee: advises and counsels the Director of Computer and Institutional Research in determining operational policy, including work priorities, open and closed shop hours, service schedules, and other considerations which tend to affect the quantity and the quality of services.

College Hearing Board (for Student Government): composed of students, administrators, and faculty and is the final review board for all disciplinary action at the College.

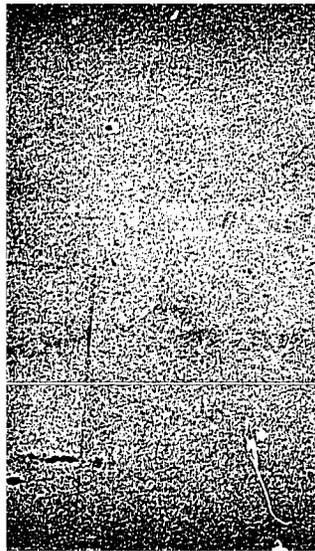
Energy Conservation Committee: develops, coordinates, and supervises a comprehensive plan to maximize energy conservation which will make it possible for the College to operate within its natural gas allocation and, at the same time, reduce within reasonable limits the use of all forms of energy, for both the conservation factor and to offset the rising costs of such energy.

Food Service Committee: supervises operation of food service; serves as a channel for complaints, criticisms, and suggestions on food service; recommends each year the Contractor to the President of the College.

General Studies Committee: conducts an ongoing review and evaluation of Concord's Program of General Studies; makes recommendations to the Academic Affairs Council.

Honors and Graduate Studies Committee: considers and makes recommendations about matters concerning honors, honor programs, and honor students; encourages Concord seniors to embark on graduate work; and promotes such activities.

Library Committee: studies library needs in view of the academic programs and advises the Director of the Library and Media Center on matters of general library policy, the development of library resources, and upon means which best integrate the library programs with other academic activities of the College; and serves as a liaison between the faculty and the Director.



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ABSTRACT

This handbook provides information concerning appointments, salaries, fringe benefits, and privileges, as well as duties and responsibilities of the faculty and other matters of faculty interest at Concord College. In addition to the Faculty Constitution, appropriate regulations of the West Virginia Board of Regents and derivative academic and administrative policies of the college are included. (LBH)

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FACULTY HANDBOOK

C O N C O R D C O L L E G E
Athens, West Virginia

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Office of the Vice President
and Academic Dean
/ne - July, 1976

TABLE OF CONTENTS

INTRODUCTION	1
A. Purpose of Handbook	1
B. A Statement of Concord's Educational Philosophy and Goals	1
Philosophy	1
Goals	2
Student Academic and Intellectual Development	2
Student Personal and Social Development	2
Student Career Preparation	3
Service to the Public	3
Institutional Environment	4
Instructional and Curricular Development	4
Public Accountability	5
GOVERNANCE OF THE COLLEGE	6
A. The Governing Board	6
B. The College Advisory Board	6
C. The Faculty	6
Constitution of the Faculty of Concord College	7
D. Administrative Officers	14
The President	14
The Vice President and Academic Dean	14
The Business Manager	14
The Director of Student Affairs	15
The Director of the Library and Media Services	15
The Director of the Center for Economic Action	15
The Director of Computer and Institutional Research Services	15
The Director of Plant Operations and Security	15
The Division and Department Chairman	15
The Line of Administrative Responsibility	16
E. Councils and Committees	16
Faculty Committees	16
Advisory Council of Faculty Representative to the Board of Regents	16
Faculty Benefits Committee	16
Faculty Budget Committee	16
Faculty Grievance Committee	16
Faculty Hearing Committee	16
Programs and Personnel Committee	16

Instructional Affairs Council	16
Academic Affairs Council	16
Academic Standards Committee	17
Student Affairs Council	17
Athletic Committee	17
Financial Aid Committee	17
Public Convocations, Lectures, Art Programs Committee	17
Student Housing Committee	17
Student Interest and Recruitment Committee	17
Upward Bound/Student Special Services Advisory Board	17
Administrative Committees	18
Centennial Hall Portrait Committee	18
Commencement Committee	18
Computing Services Advisory Committee	18
College Hearing Board (for Student Government)	18
Energy Conservation Committee	18
Food Service Committee	18
General Studies Committee	18
Honors and Graduate Studies Committee	18
Library Committee	18
Registration Procedures Committee	18
Residence Classification Committee	19
Space Allocation Committee	19
Teacher Education Committee	19
Vehicle Priority and Travel Allocations Committee	19
F. Concord's Representative to the Board of Regents' Advisory Council of Faculty	19
FACULTY RESPONSIBILITIES AND PRIVILEGES	
A. Responsibilities in the Classroom	21
Class Attendance by the Instructor	21
Faculty Classroom Conduct	21
Course Materials and Activities	21
Student Classroom Conduct	21
Student Attendance Policies	22
Student Dress and Appearance	22
Academic Dishonesty	23
Marking System	23
Final Examinations	24
B. Responsibilities Outside the Classroom	25
Professional Development	25
Schedule on Campus	25
Advising of Students	25
Committee Assignments and Other Services	26
Commencement, Baccalaureate, and Convocation Duties	26
Political Activities and Events	26

Social Occasions and Contacts	27
College-Community Relations	27
Campus Atmosphere	27
Automobiles	28
College Mail Service	28
Cashing Checks	29
Illegal Drugs	29
Departing Obligations	30
POLICIES ON APPOINTMENTS, TENURE, PROMOTION, ACADEMIC FREEDOM, RESIGNATIONS, AND TERMINATIONS	31
A. General Statement	31
B. Appointment of Academic Personnel	32
West Virginia Board of Regents Policy	32
Concord College Policy	32
C. Conditions of Appointment	33
D. Joint Appointments	34
E. Service of Academic Personnel	34
West Virginia Board of Regents Policy	34
F. Promotions	35
West Virginia Board of Regents Policy	35
Concord College Policy	36
Retirement Promotion	37
G. Probation	38
West Virginia Board of Regents Policy	38
H. Tenure	39
West Virginia Board of Regents Policy	40
Concord College Policy	40
I. Academic Freedom	41
West Virginia Board of Regents Policy	41
Concord College Policy	42
J. Dismissal and Termination of Employment of Tenured Personnel	42
West Virginia Board of Regents Policy	42
K. Grievance Procedure	43
West Virginia Board of Regents Policy	43
L. Hearings	43
West Virginia Board of Regents Policy	43
M. Appeal to the Board of Regents	45
West Virginia Board of Regents Policy	45
N. Faculty Resignations	45
West Virginia Board of Regents Policy	45
Concord College Policy	47
BENEFITS AND OPPORTUNITIES	48
A. Salaries	48
B. Summer Employment	48
C. Retirement and Insurance Benefits	48
Automatic	48
Optional	49

D. Leave	50
West Virginia Board of Regents Policy	50
Concord College Policy	56
E. Travel	56
F. Equipment	59
G. Teaching Off Campus, Other Off-Campus Commitments	59
H. Courses for Audit or Credit	60
I. Cultural and Athletic Events	60
J. Copy Work for Research Materials	60
K. Library	60

PART I - INTRODUCTION

- A. Purpose of Handbook
- B. A Statement of Concord's Educational Philosophy and Goals

PART I - INTRODUCTION

A. Purpose of Handbook

The purpose of this Handbook is to provide information concerning appointments, salaries, fringe benefits, and privileges; duties and responsibilities of the faculty; and other matters of faculty interest at Concord College. In addition to the Faculty Constitution, appropriate regulations of the West Virginia Board of Regents and derivative academic and administrative policies of the College are included.

By accepting a faculty appointment at Concord College, each individual agrees to accept the regulations and policies contained in this Handbook. In case of disagreements, such matters should be brought before the appropriate faculty committee or council, or the entire faculty, for consideration.

Please bring any errors, omissions, or suggestions for improvement of this Handbook to the attention of the Vice President and Academic Dean's Office (A-210).

B. A Statement of Concord's Educational Philosophy and Goals

Philosophy:

In a democratic society which seriously professes the ideals of freedom, a college education should be directed toward the individual's needs and interests. It should enhance his personal worth, his potential for functioning successfully in society, and his ability to benefit mankind.

Traditionally, an undergraduate college has offered programs designed either to equip students with general knowledge in a certain area, or to prepare them for a career or graduate study. These programs should be continued whenever the resources of the college and the demand for the programs permit.

But a college should not be limited to these traditional programs, nor to the traditional college-age student. Instead, a particular program should be offered when: a substantial need exists in the community the college serves; this need is not already being met by some other institution in that community; and, the college has or can acquire the resources to meet it.

In keeping with this philosophy, Concord College is not only committed to developing the student academically, intellectually, personally, and socially, but also to preparing him for a career. The College is also committed to serving the public in a variety of ways.

In support of these objectives, the College seeks to provide the type of institutional setting most conducive to educational and scholarly pursuits. This effort involves the establishment of sound and effective operational policies for the institution and the maintenance of an atmosphere of innovation and imagination in the areas of instruction and curriculum. Finally, the institution recognizes its ultimate responsibility, in all of its undertakings, to the citizens of West Virginia.

Goals:

Student Academic and Intellectual Development

This goal has to do with the effective acquisition of general and specialized knowledge and the establishment of a positive attitude toward learning and intellectual activity.

1. Provide the opportunity for every student who is admitted to earn the degree he seeks.
2. Provide help through special courses in academic areas and tutoring for students who meet admission requirements but have academic deficiencies.
3. Ensure that students acquire a basic knowledge in the humanities, social sciences, and natural sciences.
4. Help students acquire depth of knowledge in at least one academic discipline.
5. Familiarize students with the methods of research and problem solving.
6. Develop the ability to synthesize knowledge from many sources.
7. Hold students throughout the institution to high standards of intellectual performance.
8. Prepare students for advanced academic work.
9. Instill in the student a commitment to lifelong learning.
10. Increase the desire for and ability to undertake self-directed learning.

Student Personal and Social Development

This goal concerns identification of personal goals by the student, enhancement of the student's self worth and self confidence, development of respect for diverse cultures, and encouragement of active student appreciation of the arts.

1. Help the student identify and develop his personal goals and provide him the means to achieve these goals.
2. Aid the student in expanding his capacity for open and honest interpersonal relationships.
3. Help the student cultivate well-formed concepts of self worth and self confidence.
4. Assist students in acquiring deeper levels of understanding of themselves and others.
5. Provide students with the knowledge, attitudes, skills, values, and tastes needed by all people to be effective in the conduct of their personal and professional lives.

6. Generate respect for ethnic, racial, social, and religious differences by enabling students to meet, work, study, and live with persons of diverse backgrounds.
7. Encourage students to show compassion for those in the college who differ from them and to carry this kind of compassion with them wherever they go.
8. Develop and provide students with an appreciation of the cultural heritage of world civilization.
9. Produce in students a basic understanding and appreciation of the visual and performing arts, including West Virginia's own creative mountain heritage, and provide the means for further personal development in this area, where desired.

Student Career Preparation

This goal emphasizes the offering of assistance to students in career planning, development of new programs in occupational curriculums in emerging career fields, and exposure to practical educational experiences through such means as internships and cooperative education projects.

1. Prepare students to be employable in their chosen fields of endeavor through counseling and career development.
2. Augment existing programs involving internships, student teaching, cooperative education projects, workshops, and vocational experiences.
3. Develop and implement bold new programs to meet changing career needs.

Service to the Public

This goal means being responsive to regional business and community needs by providing educational and other services, where required.

1. Provide credit and non-credit courses for adults, high school juniors and seniors, and others who need or desire to pursue personal interests, or to improve and upgrade knowledge and skills utilized in their present jobs or professions.
2. Provide campus and community workshops and seminars for businesses and public organizations in need of such services.
3. Provide consultative services and technical assistance as needed on individual, business, and community problems.
4. Serve as a resource center for information on new developments in science, literature, the arts, finances, and other matters of interest and concern to citizens in the regions served by the college.
5. Provide the greatest possible public access to and use of college facilities.

Institutional Environment

This goal has to do with the creation of an effective and responsive system of campus governance, a strong faculty commitment to institutional goals, and an atmosphere of free and open inquiry in academic and other matters.

1. Maintain a climate of mutual trust and respect among students, faculty, and administrators.
2. Maintain open and candid communications throughout the organization.
3. Develop means whereby differences of opinion can be aired openly and amicably.
4. Foster and maintain a climate in which the commitment of faculty to the goals of the college is as strong as their commitment to their own careers.
5. Create a system of campus governance genuinely responsive to the legitimate concerns of all constituencies.
6. Assure that everyone may participate or be represented in the making of decisions that affect them.
7. Foster and develop a creative atmosphere in which the faculty and students are free to explore all facets of a given subject in the classroom.
8. Ensure that students are free to hear speakers with all points of view.
9. Encourage all members of the Concord College community to fulfill their obligations of citizenship by participating in the democratic process.
10. Create an atmosphere favorable to the growth of student maturity by permitting the greatest possible freedom consistent with the rights of others and with responsibility to the college community.

Instructional and Curricular Development

This goal concerns establishing procedures for readily initiating instructional and curricular innovations and for reinforcing academic teaching through off-campus learning experiences.

1. Develop and sponsor new programs and techniques for initiating curricular and instructional innovation of benefit to students and graduates.
2. Foster and encourage students to participate in a full range of off-campus learning experiences which provide opportunities for practical experiences that reinforce undergraduate academic teaching such as cooperative education internships, work-study, and overseas travel.

Public Accountability

This goal recognizes that the college is a public institution responsible to those who support it and those whose task it is to promote and maintain quality education in the State.

1. Recognize the college's accountability to the West Virginia taxpayers, the Board of Regents, the State Board of Education, and other certification agencies in the administration of programs and the expenditure of funds.
2. Develop methods to conserve resources and keep costs low while maintaining quality programs and services.
3. Apply financial analysis techniques in deciding upon the most efficient and effective of program alternatives.
4. Encourage and promote a high level of professional integrity among faculty and staff to insure the college is managed effectively in attaining the goals of the college.
5. Establish and implement a continuous study to determine the success of graduates, and a method of evaluation for use in the improvement of programs.

PART II - GOVERNANCE OF THE COLLEGE

- A. The Governing Board
- B. The College Advisory Board
- C. The Faculty
 - Constitution of the Faculty of Concord College
- D. Administrative Officers
- E. Councils and Committees
- F. Concord's Representative to the Board of Regents' Advisory Council of Faculty

PART II - GOVERNANCE OF THE COLLEGE

A. The Governing Board

Together with the other State-supported colleges and universities in West Virginia, Concord College is under the direction of the West Virginia Board of Regents. The Board of Regents was established on July 1, 1969, and consists of nine members appointed by the Governor of the State of West Virginia for six years, plus the State Superintendent of Schools, ex officio and non-voting. Consideration is given to balancing both geographic location of the residence in the State and political party affiliation of the appointees. The Legislative Act creating the Board of Regents assigns to the Board responsibility for the general determination, control, supervision, and management of the financial, business, and educational policies and affairs of all State colleges and universities.

The Chancellor of the Board of Regents and his staff of professional and other employees assist the Board in the performance of its duties and responsibilities. The President of the College is the chief administrative and executive officer of the College, and his term is at the pleasure of the Board.

B. The College Advisory Board

To serve as advisors and consultants to the President, the College has a seven-member Advisory Board. Members of the Advisory Board are appointed for seven-year terms by the Board of Regents upon nomination by the President of the College.

C. The Faculty

The Faculty of Concord College is the agency responsible for academic matters, including the development and implementation of educational research and service programs. Its membership, functions, responsibilities, and prerogatives are defined in the Constitution for the Faculty of Concord College, which follows.

Constitution of the Faculty of Concord College

Preamble. The Faculty of Concord College, as the agency responsible for academic matters and the maintenance of high professional standards among its members, adopts the following plan for the government of the Faculty in order to facilitate the effective operation of the College in keeping with its stated purposes. In doing so, the Faculty recognizes the West Virginia Board of Regents as the ultimate authority, under law, and the President of Concord College as the local officer of final responsibility to the Board.

Article I. Name. The name of this organization is the Faculty of Concord College.

Article II. Membership. Faculty members include all persons appointed by the West Virginia Board of Regents to teaching positions, including persons holding appointments with tenure currently serving the College in a non-teaching capacity, professional librarians, and administrators directly concerned with academic affairs (the President, the Dean of the Faculty, the Registrar, the Assistant Registrar, all the professional members of the Student Personnel Staff, the Director of Computing Services, the Director of Admissions, and the Director of Upward Bound. Professors Emeriti are non-voting members of the Faculty, and may attend meetings and participate in the discussion of all matters.

Article III. Functions and Responsibilities.

Section 1. The Faculty. The Faculty conducts plenary meetings at stated intervals. It recommends the standards of admission to and conditions of graduation from the College. It also recommends students for degrees. The Faculty, in co-operation with the Dean of the Faculty, is responsible for the conduct of its instructional, research, and service programs. As a consequence, it recommends courses of study, makes periodic reviews of the existing curriculum, and recommends whatever changes are necessary to meet the changing needs of the student body. Moreover, the Faculty is responsible for recommending standards of student conduct, for taking note of violations, and for observing the disciplinary measures imposed. It establishes and determines the duties of such standing councils as it considers advisable, or as the President directs. By a vote of two-thirds of its membership, it may recommend to the President candidates for honorary degrees. It may, moreover, conduct a general review of decisions of Faculty councils and of administrative officers that affect the general Faculty upon majority vote by the Faculty in plenary session. Finally, in disapproving a Faculty recommendation, the President gives written notification to the Faculty of his objections.

Section 2. Department and Division Chairmen. The Department or Division Chairman, viewed in his administrative capacity rather than as a member of the Faculty as defined in Article II of this Constitution, accepts the responsibility and the authority of

directing the instructional program of his department or division in cooperation with the Dean of the Faculty. Consistent with overall policy and in consultation with the appropriate administrative officers, the Chairman has the responsibility for recommending the employment, advancement, and dismissal of staff; for recommending the programs and plans of the department or division; for informing the public of the work of his area of education; and for encouraging the professional growth and development of his staff.

Divisional and Departmental Chairpersons will be nominated and elected by the divisional or departmental faculty, elections to be by secret ballot and majority vote of all the full-time faculty of that division or department. In the event of the inability of the faculty to break a tie, both names may be submitted to the Academic Vice President, with the choice falling to his discretion. After selection by the Divisional or Departmental faculty (assuming no tie vote), the Divisional or Departmental choice will be submitted to the Academic Vice President for formal appointment. In the case of the Department Chairperson the choice of the Department faculty shall be submitted to the Academic Vice President together with the recommendation of the Division Chairperson. The recommendation of the Division Chairperson shall be communicated to the Departmental faculty. Should the Academic Vice President decline to make the appointment requested by the Division or Department, the reasons for this failure to appoint should be provided the full Division or Department through meeting or memo.

The Division or Department may appeal the rejection decision to the President. If the President sustains the Academic Vice President's decision, the Division or Department will be entitled to hold another election, and proceed again as above.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

The term of office of the Divisional or Departmental Chairperson will be three years. Prior to the expiration of this term, another nomination and election will be held. Election will be by secret and majority ballot. The chairperson is eligible for reelection.

The election for chairperson will be held not less than one month or more than two months prior to the end of the spring semester of the election year. The incumbent chairperson will be responsible for calling the election meeting. The results of any election of a Chairperson within a Division will be submitted to the Academic Vice President by the Divisional Chairperson.

The term of office of the elected chairpersons will begin on the first day of the fall semester following his or her election. The term of office of the previous chairperson will end on the previous day.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

Should 1/3 of the full-time faculty of a division or department feel that the current chairperson no longer properly represents the division's or department's interest, they will inform the Chairperson and Academic Vice President of their intention to call a divisional or departmental meeting of all full-time faculty, with the exception of the current chairperson, for the purpose of taking a vote of "confidence" in the Chairperson. Such a vote shall be by secret ballot, and the results shall be reported to the chairperson and the Academic Vice President. If the vote of "confidence" is approved by a majority of the Divisional and Departmental faculty, the chairpersons will retain the office. If the vote of "confidence" does not receive the approval of the majority, it shall be deemed a vote of "no confidence," and the position of chairperson shall become vacant at the end of the contractual year in which the vote of "no confidence" is taken. An election will then be held for a replacement. Such replacement shall serve the remainder of the term of the former chairperson and his or her term of office as chairperson shall be subject to the same conditions as if originally elected. He or she is eligible to succeed himself or herself. Any chairperson may call for a vote of confidence at any time from his or her division or department.

Roberts Rules of Order shall apply to all meetings stemming from this motion.

Section 3. Administrative Officers. The functions and responsibilities of the Administration, viewed as officers of the College rather than as members of the Faculty as defined in Article II of this Constitution, are those determined by the West Virginia Board of Regents and stated in the Faculty Handbook.

Article IV. Officers. The Chairman, Vice-Chairman, Secretary, and Parliamentarian of the Faculty are elected by the Faculty annually.

The Chairman of the Faculty presides at Faculty meetings.

In his absence, the Vice-Chairman presides.

The Secretary of the Faculty maintains adequate minutes and publishes the same for distribution to each member of the Faculty. A complete file of the minutes of Faculty Meetings will be kept in the Concord College Library and will be available to all interested persons.

The Parliamentarian rules on questions of order.

Article V. Meetings.

Section 1. Unless circumstances require a change of date, the Faculty's five regular meetings are as follows:

- (1) September, Second Thursday; (2) November, Second Thursday;
- (3) February, First Thursday; (4) March, Third Thursday;
- (5) April, Last Thursday.

The Chairman may call such other meetings of the Faculty as he deems proper; the Faculty may request, by petition of the majority of its membership, a special meeting.

Section 2. The presence of one-third of the Faculty, excluding members on leaves of absence or Professors Emeriti, is required to constitute a Quorum for the transaction of business at any meetings, and majority of the faculty members present and voting may decide on those matters brought to a vote.

Section 3. The rules of parliamentary procedure as found in Robert's Rules of Order Revised govern meetings of the Faculty in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

Section 4. The presiding officer and the Secretary prepare an agenda for Faculty meetings and publish the same in advance for the information of all members.

To submit a proposal or motion to the Faculty for consideration or for action, any faculty member may place such proposal or motion on the agenda by delivering it in writing to the Chairman of the Faculty no later than noon on Friday six days before a regular Faculty meeting or thirty-six hours preceding special, called meeting. Any other proposal or motion which reaches the floor should be handed in writing to the Secretary in the form in which it is to appear in the minutes.

Section 5. Decisions of the Faculty arrived at by vote in a meeting of the Faculty are binding, and all members are required to adhere to the spirit and intent of such decisions.

Section 6. Except upon an invitation extended on behalf of the Faculty, no persons other than members may attend meetings of the Faculty.

Article VI. Councils.

Section 1. The councils of the Faculty are set forth below. At his discretion the President may establish such ad hoc administrative committees as he considers appropriate so long as they do not pre-empt the duties of the standing councils established in this Constitution. The standing councils of the Faculty may also appoint ad hoc committees, which committees must file records of their actions with the Secretary of the responsible council.

The Instructional Affairs Council is recognized as a permanent administrative committee composed of the Dean of the Faculty, as Chairman, and the various Department and Division Chairmen, as members of the Council. This Council's responsibilities and duties are those consistent with departmental and divisional activities.

The Chairman submits to the Faculty at its April meeting a list of nominees for the Academic Affairs Council and the Student Affairs Council, presented by an ad hoc nominating committee. The nominating committee, consisting of five members of the Faculty, shall be elected by the Faculty at its March meeting. On presentation in the

April meeting of the slates nominated by the nominating committee, the Faculty may submit additional names from the floor under normal parliamentary procedures. All full-time teaching Faculty are eligible for election, but none may serve on both the Academic Affairs Council and the Student Affairs Council at the same time.

All Councils must arrange for temporary substitutes for members who expect to be absent for a semester or during the summer.

Section 2. The Academic Affairs Council. The Academic Affairs Council consists of the Dean of the Faculty as Chairman, the Librarian, the Registrar, and nine members of the teaching faculty, at least one of whom is both in the Education Department and a member of the Teacher Education Committee. Three teaching Faculty members are elected each year for three-year terms. Additionally, two student members may be appointed each year by the Student Government Association.

The Council considers academic matters which concern the College as a whole, including the teacher education program and general College requirements concerning curriculum. When general curriculum matters affecting a particular department or division are discussed, that Department or Division Chairman is consulted. Specific curriculum matters are left to each department or division.

The Council entertains suggestions from individual Faculty members or other councils and committees concerning both the educational objectives of the College and Faculty affairs. All major policies formulated by the Council relevant to curriculum, educational objectives of the College, and Faculty affairs shall be subject to review of the Faculty, with the Faculty making the final recommendation to the President.

The Council must keep minutes, which must be presented to the Faculty in written form.

Section 3. The Student Affairs Council. The Student Affairs Council consists of the President, the Director of Student Affairs, the Director of Student Residential Life, the Coordinator of Residential Life Programs, the Director of Athletics, an Alumni Representative (named by the President), Faculty advisers to the Student Government, six elected teaching Faculty members (two of whom are elected each year for three-year terms), the President of the Student Government Association, the Vice-Chairman of the Student Government Association, the Chairman of the College Center Board, and two students elected at large from the Student Body. The Chairman and Vice-Chairman of the Council will be elected by the members of the Council from the Council. The Council, in turn, may select representatives to serve on such committees as it may establish. The Council concerns itself with such responsibilities as student organizations, financial aid to students, athletics, alumni matters, scholarships, the College Center Board, student housing, and student medical services.

The Council must keep minutes which record all actions taken, these minutes to be distributed to the Faculty and to such others as the Council may decide. Resolutions for policy change or implementation must be sent either to the President or to the Faculty at the discretion of the Student Affairs Council. When sent directly to the President, such recommendations shall be reported by the Student Affairs Council to the Faculty at the next Faculty meeting.

Article VII. Standing Committees.

Section 1. Hearing Panel for Dismissal Cases. Each year, at its first business meeting, the Faculty with academic rank shall elect from among its number by secret vote, thirteen members and three alternates, representative of the various academic ranks of the College, who shall constitute a Hearing Panel, and shall be prepared to serve in a fair and impartial manner in hearing procedures provided for dismissed Faculty members by BOR Policy Bulletin No. 36. Departmental and Divisional chairmen shall be ineligible for membership. In the event of a vacancy in panel membership for any cause, the alternate having received the highest number of votes shall fill that vacancy.

Section 2. Grievance Committee. The Grievance Committee will consist of five tenured members of the teaching faculty, to serve for one year, elected by the Faculty by majority vote and by secret ballot. No administrative, divisional or departmental officer shall serve on the Committee.

If any Faculty member feels that he has cause for grievance in any matter other than dismissal proceedings--such matters as salaries, assignment of teaching duties, assignment of space or other facilities, claimed unjustified non-renewals, and propriety of conduct--he may petition the elected Faculty Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance, and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to his case. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Committee may seek to bring about a settlement of the issue satisfactory to the parties. If in the opinion of the Committee such settlement is not possible or is not appropriate, the Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officers, and if requested by either party, directly to the Faculty.

Section 3. College Budget Committee. The Committee on College Budget shall consist of three elected members serving overlapping three-year terms. It shall serve as the Faculty's body of experts on the College budget and Faculty compensation (including fringe benefits), advising the Faculty, and representing the Faculty in discussion with the College Administration.

ARTICLE VIII. Elections. Regular elections shall be by majority vote by secret ballot at the fifth regular meeting each year, with terms of office beginning at the conclusion of that meeting. Other elections shall be by majority vote by secret ballot and at appropriate times. Nominations may be made from the floor for any election.

ARTICLE IX. Amendment Procedure. Any amendment to this Constitution, when in conformity with the policies of the West Virginia Board of Regents, may be made by a simple two-thirds vote at any regular Faculty meeting, provided only that the proposed amendment shall have been circulated in writing among the Faculty on or before the previous regular meeting.

D. Administrative Officers

1. The President. Under the laws of the State of West Virginia and the policies and regulations of the West Virginia Board of Regents, the President is the chief administrative and executive officer of the College. It is his duty to see that the College is operated in conformity with the laws of the State and the policies of the Board. Subject to the authority of the Board, the President has the final responsibility for all decisions and their proper implementation. In carrying out his duties and responsibilities, it is expected that the President will seek the advice of councils, committees, administrative officers, and individual members of the faculty and staff, and that he will delegate certain responsibilities and duties, but he may revoke such delegated authority or act counter to the advice he receives whenever he deems it wise to do so. The President may attend any meeting of any council or subordinate body of the College and share in the deliberations thereof, but without vote unless he is a regular member of such council or subordinate body.

2. The Vice President and Academic Dean. The Vice President and Academic Dean is directly responsible to the President and, as the senior administrative officer of the College under the President, acts for him in his absence. As Academic Dean he supervises and coordinates the administration of the academic functions of the College. In this capacity he shall initiate, encourage, and review those activities which affect the curriculum, the scholarship, and the instruction of the College. He may attend any meeting of any council or subordinate body of the College and share in the deliberations thereof, but without vote unless he is made a regular member of such council or subordinate body.

The Vice President and Academic Dean has the responsibility for the direct supervision of all administrative officers and offices of the College as designated by the President. In addition, the Vice President and Academic Dean recommends to the President the employment, dismissal, and suspension of all personnel and supervises the evaluation of all College personnel. In general, the Vice President and Academic Dean is responsible for the day-to-day operation of the College.

3. The Business Manager. The Business Manager is the leadership position for administering and coordinating all the business and financial operations of the institution. In addition, the Business Manager is responsible for engineering and planning efforts for physical facilities on the Concord College Campus. All fiscal activity of the institution is processed through this office. The Business Manager is responsible for budgeting, accounting, purchasing, inventory, fiscal aspects of dormitories, housing, food services, as well as maintaining personnel records for all non-academic personnel and payrolls for all personnel. The Business Manager is responsible to the President.

4. The Director of Student Affairs. The Director of Student Affairs is responsible to the Vice President and Academic Dean and provides leadership, coordination, direction, and evaluation for the following program areas: residential life, College Center, student activities, counseling, guidance, testing, student development, student medical services, Upward Bound/Student Special Services, career development and placement, financial aid, non-academic student discipline, new student orientation, and summer activities planning.

5. The Director of the Library and Media Services. The Director of the Library and Media Services is responsible to the Vice President and Academic Dean and for administering library activities.

6. The Director of the Center for Economic Action. The Director of the Center for Economic Action is responsible to the President and for developing a program of continuing education and community services in Southern West Virginia. A specific duty is to generate new programs that will project the resources of Concord College into the communities of Southern West Virginia to solve community problems.

7. The Director of Computer and Institutional Research Services. The Director is responsible for the operating, coordinating, planning, and implementing of all computer resources at Concord College. Further, the Director's office serves as a clearinghouse for all non-fiscal requests for data from agencies outside the College, as well as providing support in long-range planning for the institution. Assistance is provided in conducting specialized studies of the operations of the College as well as in analyzing data. The Director reports to the President.

8. The Director of Plant Operations and Security. The Director provides leadership in the management of maintenance and construction of physical facilities on the Campus as well as the supervision of security forces. The Director reports to the President.

9. The Division and Department Chairmen. The Department or Division Chairman, viewed in an administrative capacity rather than as a member of the faculty as defined in Article II of the Constitution, accepts the responsibility and authority of directing the instructional program of an academic department or division in cooperation with the Vice President and Academic Dean. Consistent with overall policy and in consultation with appropriate administrative officers, the Chairman has the responsibility for recommending the employment, advancement, and dismissal of staff; for recommending the programs and plans of the department or division; for informing the public of the work in this area of education; for developing the divisional budget, including faculty salary recommendations; and for encouraging the professional growth and development of staff.

9. The Line of Administrative Responsibility. In the absence of the President, decisions requiring immediate presidential determination shall be made by the Vice President and Academic Dean. In the absence of both the President and the Vice President and Academic Dean, such authority passes first to the Business Manager and next to the Director of Student Affairs. This line of responsibility is valid except when the President shall make other specific designations from time to time.

E. Councils and Committees

Faculty Committees

Advisory Council of Faculty to the Board of Regents: serves in an advisory capacity as a direct liaison between the West Virginia Board of Regents and the faculties of each public college and university. Each State institution selects one representative.

Faculty Benefits Committee: promotes and informs faculty of work in the area of retirement benefits, hospitalization insurance, disability insurance, life insurance, sick leave, and similar matters.

Faculty Budget Committee: assists the President and other members of the administration in the preparation of annual budgets.

Faculty Grievance Committee: hears grievances of non-tenured faculty and makes recommendations to the President of the College and the Vice President and Academic Dean.

Faculty Hearing Committee: serves as the hearing committee in cases of dismissal of a faculty member with continuous tenure, or with a special or probationary appointment before the end of the specified term.

Programs and Personnel Committee: formulates recommendations for the evaluation of programs and personnel needs at Concord College.

Instructional Affairs Council serves as a permanent administrative body, made up of the chairmen of the departments and divisions and discipline representatives within divisions, whose responsibilities and duties are consistent with departmental and divisional activities.

Academic Affairs Council considers academic matters which concern the College as a whole, including the teacher education program and general College requirements concerning curriculum; entertains suggestions from individual faculty members or other councils and committees; and presents to the Faculty, for its review, all major policies formulated which are relevant to curriculum, educational objectives of the College, and faculty affairs.

Academic Standards Committee: reviews the cases of any students subject to separation (academic) from the College at the end of each semester and the summer session; of any students applying under special or unusual circumstances; and of any students reapplying after separation from the College for all reasons, including social and disciplinary action.

Student Affairs Council considers such matters as student organizations, financial aid to students, athletics, alumni endeavors, scholarships, student housing, and student medical services; makes recommendations either to the President of the College or to the faculty concerning these matters.

Athletic Committee: aids the Director of Athletics and his staff in carrying out their objectives and oversees the efficient operation of the athletic program and budget.

Financial Aid Committee: represents the Student Affairs Council in matters of financial aid and scholarships to students.

Public Convocations, Lectures, and Art Programs Committee: works with the Director of the Alexander Center for the Performing Arts to plan the Artist-Lecture Series; collects and accepts suggestions for future programs from members of the College Community.

Student Housing Committee: reviews the College housing regulations as they pertain to students and makes recommendations for change.

Student Interest and Recruitment Committee: considers and assists in student recruitment and retention.

Student Medical Services Committee: recommends policy for the College Health Services.

Upward Bound/Student Special Services Advisory Board: acts as a board of directors to the Upward Bound Project Director; provides guidance, direction, and counsel to the program and its staff on all activities.

Administrative Committees

Centennial Hall Portrait Committee: selects and recommends to the President of the College the names of individuals who have served in the athletic or physical education phase of the College in a manner and for a period of time meriting the hanging of their portrait in Centennial Hall.

Commencement Committee: plans and coordinates the activities involved in graduation exercises.

Computing Services Advisory Committee: advises and counsels the Director of Computer and Institutional Research in determining operational policy, including work priorities, open and closed shop hours, service schedules, and other considerations which tend to affect the quantity and the quality of services.

College Hearing Board (for Student Government): composed of students, administrators, and faculty and is the final review board for all disciplinary action at the College.

Energy Conservation Committee: develops, coordinates, and supervises a comprehensive plan to maximize energy conservation which will make it possible for the College to operate within its natural gas allocation and, at the same time, reduce within reasonable limits the use of all forms of energy, for both the conservation factor and to offset the rising costs of such energy.

Food Service Committee: supervises operation of food service; serves as a channel for complaints, criticisms, and suggestions on food service; recommends each year the Contractor to the President of the College.

General Studies Committee: conducts an ongoing review and evaluation of Concord's Program of General Studies; makes recommendations to the Academic Affairs Council.

Honors and Graduate Studies Committee: considers and makes recommendations about matters concerning honors, honor programs, and honor students; encourages Concord seniors to embark on graduate work; and promotes such activities.

Library Committee: studies library needs in view of the academic programs and advises the Director of the Library and Media Center on matters of general library policy, the development of library resources, and upon means which best integrate the library programs with other academic activities of the College; and serves as a liaison between the faculty and the Director.