

Chapter One

Introduction

Foreword

This faculty handbook is the result of a collaborative effort and is meant to be a helpful guide in matters of interest to all West Virginia University at Parkersburg academic appointees.

We have attempted to make the handbook as informative and as accurate as possible. To the best of our knowledge, all information presented in the handbook is current as of July 2006. Furthermore, advances in technology have led to the use of web site references for much information, including many of the longer policies. Readers are reminded that although a printed document such as this handbook may become outdated, changes in College policies that occur from time to time will be updated electronically. In case of possible conflict, the ultimate authority in policy matters remains in the laws of the State of West Virginia; interpretive, procedural and legislative rules and administrative bulletins of the governing boards; and official policies promulgated by the College.

I encourage readers to bring all changes, corrections, additions, and questions to the attention of the Academic Dean. Our goal is to update printed and electronic information in a timely fashion. Your assistance in this regard is appreciated.

Joseph L. Badgley
Executive Dean, Academic Affairs

College Profile

West Virginia University at Parkersburg is a regional campus of West Virginia University. The College enrolls nearly 3,900 students in credit classes and serves an additional 3,000 persons annually in non-credit classes, seminars, workforce development training and workshops. Academic credits earned at WVU Parkersburg are transferable to WVU, its regional campuses and any institution in the West Virginia higher education state system as well as other accredited institutions throughout the country. The college's primary service area consists of seven counties in west-central West Virginia: Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood.

College History

WVU Parkersburg was founded in 1961 as the Parkersburg Branch of West Virginia University. On July 1, 1971, it became Parkersburg Community College, one of the state's first comprehensive community colleges. The institution was renamed West Virginia University at Parkersburg and rejoined WVU as a regional campus in 1989. The 120-acre main campus on Route 47 east of Parkersburg was first occupied in 1969 and has undergone several expansions since then, including the 1999 addition of the Caperton Center for Applied Technology facility. The college established a Jackson County Center in Ripley in 1974; more than 700 students attend JCC.

College Mission

West Virginia University at Parkersburg provides community-focused, accessible education dedicated to academic excellence and designed to prepare students to achieve their potential. A regional campus of West Virginia University, WVU at Parkersburg is an open admission institution that delivers academic and career programs ranging from certificates to select baccalaureate degrees. The institution also serves as a host site for graduate education. WVU at Parkersburg with its Jackson County Center

offers educational, social and cultural opportunities; encourages life-long learning; supports economic and workforce development; promotes progressive partnerships, and advances regionally and globally responsive education in a student-centered learning environment.

Equal Opportunity/Affirmative Action Statement

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution. WVU at Parkersburg does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the WVU at Parkersburg Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the non-discrimination policy may be directed to the President's Senior Administrative Assistant who serves as the Affirmative Action Officer for the campus of West Virginia University at Parkersburg.

WV Office of Emergency Services	304-343-5636
WV State Fire Marshal	304-558-2191
Camden Clark Hospital	424-2111
St. Joseph's Hospital	424-4111
National Response Center Toxic Spills .	800-424-8802
Poison Control Center	800-642-3625
Westbrook Health Services	485-1721
(Community Mental Health Crisis Line) .	800-579-5844
Family Crisis Intervention Center	428-2333
WVU Environmental Health and Safety .	304-293-379

- a. Quickly try to determine what substance was spilled, but do not come into contact with the substance unless it is known to be non-toxic and nonhazardous.
- b. If the material is identified as hazardous or toxic, or if the material cannot be identified, evacuate the lab immediately and notify the Chemical Hygiene Officer.
- c. The Chemical Hygiene Officer will determine the appropriate response and may evacuate affected areas as necessary to protect the campus community.
- d. College administrators will determine the need for and the scope of any additional response necessary to control the situation (HazMat, etc).

Persons coming into contact with hazardous spills should flush the contact point with water and report to the college nurse for further treatment, if necessary.

11. **Crime in Progress.** Initial respondents should not become involved, e.g., try to prevent, a crime in progress unless it involves self-defense. Take note of as much information about the crime as can be observed without involvement, then report immediately to the campus police, or in the case of violent crime, call 911 for emergency police dispatch. When police arrive, report the details of the incident as required.

Off-Campus Emergency Resource Phone Numbers

Ambulance.....	422-4555 or 911
Eastwood Volunteer Fire Department.....	485-1117 or 911
Wood County Sheriff.....	424-1834 or 911
West Virginia State Police	420-4600 or 911
Claywood Park PSD (water and sewer) .	424-6042
Hope Gas	464-4046
Allegheny Power	422-6421
Mid-Ohio Valley Health Department	304-643-2918

Chapter Two

*Administrators, Academic
Offices, and Academic Service
Personnel*

ADMINISTRATORS

Dr. Marie Foster Gnage
President
Office 1105, Phone: 424-8200
marie.gnage@mail.wvu.edu

Dr. Joseph Badgley
Executive Dean of
Academic Affairs
Office 1008, Phone: 424-8242
joe.badgley@mail.wvu.edu

Dr. Dotty Muir
Dean of Students
Office 1029, Phone: 424-8209
dotty.muir@mail.wvu.edu

Don Carlson, Dean
Corporate & Community Educ.
CCE Building
Phone: 424-8275
don.carlson@mail.wvu.edu

Jack Simpkin
Chief Financial Officer
Office 1112, Phone: 424-8224
jack.simpkin@mail.wvu.edu

Connie Dziagwa,
Executive Director of
Institutional Advancement
Office 1102, Phone: 424-8203
connie.dziagwa@mail.wvu.edu

Jenny Keup
Executive Director
WVU at Parkersburg Foundation
BIDS Building, Phone: 424-8340
Jenny.keup@mail.wvu.edu

John Gorrell, Director
Jackson County Center
Phone: 424-8269 or 372-6992
john.gorrell@mail.wvu.edu

David White, Director
Facilities and Grounds
Office 1109, Phone: 424-8225
dave.white@mail.wvu.edu

The Director of College Services and Facilities is responsible for taking whatever precautionary measures as may be necessary to minimize imminent hazard to the campus.

8. **Bomb Threats.** The college's response to a bomb threat is governed by Board of Trustees' Administrative Bulletin 2, which says, "In the event of a bomb threat, the President of each institution is authorized to request assistance from the West Virginia Department of Public Safety. Upon arrival at the scene, the senior officer from the Department of Public Safety will direct the search. The President may elect not to utilize the Department of Public Safety. In doing so, another procedure, consistent with the gravity and seriousness of the situation, must be employed." Response procedures are defined in Institutional Policy #VIII-3B.
9. **Power Outages.** Power outages in individual offices, classrooms or other noncritical facilities should be reported to the Physical Plant for immediate response.

Building-wide or campus-wide power outages occurring during the workday will be automatically addressed by the physical plant staff. Emergency power generators start automatically to maintain computer and telephone systems and to provide emergency lighting. Power outages occurring during evening, weekend or overnight hours should be reported to the Night Director, or in the absence of responsible college officials, directly to the Physical Plant Supervisor at home. Loss of electrical service during evening classes may require dismissal of classes upon authorization by the Campus President.

10. **Chemical Spills.** Chemical spills smaller than 1 liter require initiation of the laboratory-specific Chemical Hygiene Plan for that particular area. For spills larger than 1 liter, or of extremely hazardous material, follow the following steps:

report to the campus police, who may enlist the aid of Student Services personnel or the college nurse. These incidents may also be referred to the Dean of Students.

5. **Riots, Disturbances, Fights, Civil Disorders.** The initial respondent should report to the campus police who will evaluate the incident and may intervene or summon other assistance as necessary and appropriate. College administrators will determine the need for and the scope of any additional response necessary to restore order. These incidents may also be referred to the Dean of Students.
6. **Threats to Individuals or Groups.** Any threat of bodily harm made against any individual or group on campus should be immediately reported to the Campus Police and Security Office which will assist in determining the appropriate response. Campus police will also assist in the enforcement of any court-issued protective order or other legal order involving the safety of individual members of the college community.
7. **Threats to the Campus/Natural Disasters.** In the event of a weather-related emergency, the Campus President may enact any of the following measures:
 - a. Suspend or adjust normal college operations and class schedules.
 - b. Delay starting times.
 - c. Send employees/students home early.
 - d. Implement other emergency responses or protocols. (Only the Campus President can declare and terminate emergency closures or other emergency responses.)

In the event that weather conditions may contribute to a weather-related civil disaster, the Campus President may authorize the dedication of college resources (facilities, personnel) to aid in disaster management and relief.

ACADEMIC OFFICES

Business and Economics Division

Don Carlson, Division Chairperson
Administrative Associate: Lauriel Edwards
Office: 1018, Phone: 424-8289
lauriel.edwards@mail.wvu.edu

Education Division

Dr. Cynthia Kelley, Division Chairperson
Certification Analyst: Denise Honaker
Office 1215, Phone: 424-8314
denise.honaker@mail.wvu.edu

Health Sciences Division

Rose Beebe, Interim Division Chairperson
Administrative Secretary Senior: Amy Richards
Office 2331, Phone: 424-8300
amy.richards@mail.wvu.edu

Humanities Division

Dr. Nancy Nanney, Division Chairperson
Administrative Secretary Senior: Carol St. Peter
Office 1214, Phone: 424-8301
carol.stpeter@mail.wvu.edu

Natural Sciences/Mathematics Division

Gary Waggoner, Division Chairperson
Administrative Secretary Senior: Garnet Crites
Office 1029, Phone: 424-8299
garnet.crites@mail.wvu.edu

Social Science Division

Ron Atkinson, Division Chairperson
Administrative Secretary Senior: Alice Ondrusek
Office 1002, Phone: 424-8253
alice.ondrusek@mail.wvu.edu

Technology Division

Paul Milhoan, Division Chairperson
Administrative Secretary Senior: Vicky Stilgenbauer
Office – Caperton Center, Phone: 424-8303
vicky.stilgenbauer@mail.wvu.edu

ACADEMIC SERVICE AREAS

Academic Computer Lab

Keith Brock
Office 0141, Phone: 424-8296
keith.brock@mail.wvu.edu

Academic Advising Center

Jeff Holland
Office 1020, Phone: 424-8310
jeff.holland@mail.wvu.edu

Application Software Specialist

Theresa Cross
Office 113, Phone: 424-8358
theresa.cross@mail.wvu.edu

Audio/Visual/Media Services

Dennis Carnes, Coordinator
Office 2210, Phone: 424-8245
dennis.carnes@mail.wvu.edu

Financial Aid

August Kafer
Office 1209, Phone: 424-8210
augie.kafer@mail.wvu.edu

Health Center

Charlene McNulty, RN
Office 1203, Phone: 424-8205
charlene.mcnulty@mail.wvu.edu

JCC Evening Administrator

Becky Scarberry
(304) 372-6992/(304) 424-8269
becky.scarberry@mail.wvu.edu

Learning Center

Janice McCue, Coordinator
Office 0404, Phone: 424-8278
janice.mccue@mail.wvu.edu

RESPONSE TO SPECIFIC EMERGENCIES

1. **Fire or Explosion.** If a fire, explosion or other life-threatening condition is observed, the initial respondent should activate the building fire alarm system and report the nature and location of the emergency to the nearest college official who will summon assistance as appropriate. The initial respondent should not attempt to fight a fire unless properly trained, provided with proper equipment and the fire is small enough to be contained within the capability of the resources available.

College officials will evaluate the incident to determine the scope and level of any off-campus assistance (fire fighting, EMS etc.) which may be required. In extreme emergencies, or in the absence of responsible college officials, the initial respondent may call 911 for off-campus emergency services dispatch. Refer also to #VIII-3A, "Institutional Response to Fire Emergencies/Emergency Evacuation Procedures."

2. **Automobile Accidents.** Automobile accidents occurring on campus should be reported to the Campus Police and Security Office. Campus police officers will ensure that proper measures are taken and will properly document the incident.
3. **Injuries or Illnesses.** The initial respondent should administer first aid, if trained to do so, and then report the incident to the college nurse or other available college officer. If not trained in proper first aid procedures, the initial respondent should not attempt to move an injured person, unless his life will be otherwise in danger. The initial respondent should stay with the ill or injured person until help arrives. The nurse will properly document any incident resulting in injury.
4. **Mental Incapacity.** When a person manifests an obvious lack of control of mental processes, the initial respondent should attempt to ensure the individual does not come to harm, then

and timely responses to campus emergencies are essential to protect the safety of the college and its occupants.

The management of campus emergencies involves a number of college units and personnel with specific action responsibilities in the event of emergencies. This includes:

- Campus President: Administration - Ext. 200
- Campus Police and Security: First Response - Ext. 235 or 483-7980, 483-7981, 483-7983
- College Nurse: Health injuries Ext. 205
- College Services & Facilities: Response Coordination - Ext. 225
- Physical Plant: Emergency Evaluation - Ext. 265
- Dean of Students: Student Conduct - Ext. 209
- College Switchboard: Communication Routing - Ext. 0
- Communications & Public Relations: Public Communication - Ext. 203
- Night Director: Evening and Weekend - Ext. 385 or 494-6091
- Chemical Hygiene Officer: Chemical Control - Ext. 390

"College Officials" - All college faculty and staff. All college employees are charged with understanding emergency response procedures.

"Initial Respondent" - The first person on the scene of an emergency.

PRIORITY OF REACTION

In the event of a campus emergency, the initial respondent should first take measures to ensure the safety of persons involved, then report the emergency to any college officer for action. If the nature of the event is such that immediate evacuation is warranted, the initial respondent may activate the building fire alarm system, then report as time permits.

Campus Police/Security

Office 1122, Phone: 424-8235
Radio Phone: 485-6733
al.collins@mai.wvu.edu

Children's Room

Office 1532, Phone: 424-8311

Evening Administrator

Jan Miller, Assistant Dean of
Evening & Weekend
College
Office 1109; Phone: 424-8385
jan.miller@mail.wvu.edu

Library

Stephen Hupp, Director
Office 1214, Phone: 424-8301
stephen.hupp@mail.wvu.edu

Registrar

Cecelia Malhotra
Office 1100, Phone: 424-8200
cecelia.Malhotra@mail.wvu.edu

Student Assistance Center

Tim Beardsley, Director
Office 1213, Phone: 424-8211
tim.beardsley@mail.wvu.edu

minute daily classes, or three 50-minute daily classes) or less than one week's instruction, the faculty members have responsibility of any necessary make-up for work lost. They will inform their respective division chairs of the means being used for this make-up.

2. If emergency closings cause the loss of more than one week's instruction in any course (e.g., more than one three-hour evening class, more than two 75-minute daily classes, or more than three 50-minute daily classes), the Dean's Council and appropriate faculty and student representatives will work out an acceptable schedule of make-up days for those classes that have been lost in excess of one week's instruction. Make-up days, if needed, will be scheduled either during announced Spring Break or during the week that is identified for semester examinations. Students will be notified of such plans.

II. Closing the College

In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the college. Such a declared emergency could occur under extremely severe weather conditions, which causes public safety officials to declare an emergency and other city, county, and state agencies are forced to close.

The college will normally not close due to inclement weather.

#VIII-3. Emergency Procedures

Date: July 14, 2003 (corrected) (replaces version dated January 17, 2003)

EMERGENCY PROCEDURES

Campus emergencies are defined as events that have the potential to cause harm, personal injury or significant disruption or damage to college property, personnel or operations. Appropriate

SAFETY PROCEDURES

Policy VIII-2: Procedures For Canceling Classes Or Closing The College

I. Canceling Classes

In cases of severe inclement weather the college may cancel all classes for students. When such action is taken, the following procedures will be observed on both the Parkersburg and Jackson County campuses.

Radio and TV stations will be notified when classes are canceled. When a morning announcement is made that all classes are canceled, the cancellation will normally apply to both day and evening schedules. The announcement will be made by 6 a.m.

In some cases, early morning classes may be canceled and classes will start on a regular basis later in the day.

Should weather conditions occurring during the day necessitate cancellation of evening classes, the announcement should be made no later than 3 p.m.

It is not the prerogative of individual faculty members to cancel their classes because of inclement weather. The Dean of Academic Affairs in cooperation with division chairpersons will make such decisions. If a faculty member cannot meet a scheduled class because of weather conditions, he/she is to notify his/her division chairperson.

The following guidelines will be used with respect to scheduling make-up days to cover loss of instruction due to class cancellations because of inclement weather.

1. If emergency closings cause the loss of one week's instruction in any course (e.g., one three-hour evening class, two 75-

Chapter
Three

*Faculty Teaching and
Service*

This portion of the handbook provides a general overview of faculty classification, rank, annual evaluation, promotion, and tenure. Since these subjects require more detail than is possible here, please refer to the full text of the two important documents that discuss faculty appointments and evaluations.

- West Virginia University Board of Governors Policy 2: Policy on Academic Freedom, Professional Responsibility, Promotion and Tenure, which can be found at www.wvu.edu/~bog/bogpolicies.htm and
- West Virginia University at Parkersburg Answer Book Policy IV-8, Policies and Procedures for Annual Faculty Evaluation, Promotion and Tenure, which can be found on-line at <http://www.wvup.edu/policies/EVAL.PDF>

General Categories of Faculty Appointment

- **Tenured or Tenure-Track Positions** (Tenure-track faculty are those who are in a tenure-track appointment but are not yet tenured.)
 - Faculty members who are appointed to tenured or tenure-track positions hold one of the following ranks:
 - Professor
 - Associate Professor
 - Assistant Professor
 - Instructor
- **Temporary Full-Time or Part-Time Positions**
 - Other faculty members who hold temporary full-time or part-time appointments are not eligible for tenure, no matter how much time has accumulated.
- **Administrative or Staff Positions**
 - Persons assigned full-time or part-time administrative or staff duties may be appointed to faculty rank if they are qualified or they may retain

Safety Procedures

faculty rank if they already have it. Such persons are informed at the time of appointment whether their rank is as tenured, tenure-track or temporary faculty. Administrators or staff personnel who are not appointed to faculty positions are not considered as faculty. See Answer Book Policy IV-11B or on-line at <http://www.wvup.edu/policies/instruct.pdf>

- **Term Appointments**

- Those faculty members at community and technical colleges who have been appointed for a specified term as defined by the president's designee. The appointment may be full-time (1.00 FTE) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

- **Emeritus**

- Any faculty member, upon retiring from a full-time tenured position at the college, may be named a member of the college's emeritus faculty at the time of retirement. Similarly, any member of the college's professional staff or administration, upon retiring from that position, may be named to emeritus status. See Answer Book Policy IV-5 for a full description of Emeritus status or on-line at http://www.wvup.edu/policies/Emeritus_Status.pdf.

Faculty Evaluation Process

The faculty evaluation process at WVU Parkersburg is designed to assist the institution in attracting promising faculty members, helping them reach their potential, rewarding their proficiency,

continuing their productivity and professional development throughout their careers, and retaining only those who are outstanding. Primary responsibility for the quality and presentation of an individual's work lies with the particular faculty member. See Answer Book Policy IV-8 for the full policy or on-line at www.wvup.edu/policies/EVAL.PDF.

- **Annual Evaluation**
 - Annual evaluation provides an opportunity to review a faculty member's past performance and to develop future goals and objectives; it forms the basis for any annual merit salary raises and other rewards. Cumulatively, annual evaluations establish a continuous written record of expectations and performance that will encourage professional growth and provide support for retention, promotion, tenure and other recognition.
- **Evaluation for Promotion in Rank**
 - Promotion in rank recognizes exemplary performance of a faculty member. The evaluation for promotion in rank provides the opportunity to assess a faculty member's growth and performance since the initial appointment or since the last promotion.
- **Evaluation of Tenure-Track Faculty for Tenure**
 - For an award of tenure, tenure-track faculty undergo a particularly rigorous evaluation involving an assessment of accumulated accomplishments and the likelihood that the faculty member's level of performance will be maintained.
- **Evaluation for Performance Based Salary Increase**
 - A performance based salary increase recognizes exemplary performance of a faculty member and is based upon the annual evaluation.

Instructors may grant a grade of I (Incomplete) ONLY if there is a compelling reason and ONLY if a contract between the student and the instructor to complete all course objectives has been reached IN ADVANCE and signed by both parties. The "Incomplete" form also requires a signature of the Division Chair.

BOOKSTORE

Books are ordered by your division secretary and will be sold in the campus bookstore. Please check with the bookstore manager, Michelle Mills, 424-8240, to make sure that textbooks have been ordered and are stocked on the shelves.

FACULTY RESOURCE ROOM

A Faculty Resource Room is available on each campus for your use. The room is equipped with computers, printers, scanner and other instructional technologies available for your use. On the main campus, the Faculty Resource Room is located in Room 1011. If you need assistance, or access to these facilities, please contact your division chair or the JCC Director.

MAIL

College mail is processed through the campus mailroom. A "mail folder" with your name on it is located in Room 1011 at the Parkersburg Campus or in the Faculty Lounge (Room 213) at the JCC campus. All information and other communications will be placed in these files. Be sure to check it each time you arrive on campus.

the roster will be only a copy for your information. At times, though, the Records Office will need a copy of the roster returned to them.

CLASS MEETINGS

Times for starting and ending each class period are stated and should be strictly observed. Classrooms are also assigned. Do not attempt to start classes early, or move classes to another room without approval from your Division Chair and the Office Administrator to the Executive Dean of Academic Affairs. It is critical that in the event of an emergency, college officials know where you and your students can be located.

MID-TERM GRADES

A grade sheet will be sent to you from the Record's Office before midterm. Record on it ONLY those grades of D or F that have been earned to date. If you are teaching a class with high school students, their names are marked with an * beside it. Mid-term grades must be submitted for **ALL HIGH SCHOOL** students. Even if you have no D or F grades to report, return the signed sheet to the Record's Office or JCC Office for Processing.

FINAL GRADES

The Records Office will distribute grade sheets prior to the announced schedule of semester examinations. **Grades must be turned in within 24 hours of the scheduled exam.** Do not mail or fax final grades to the college. They must be delivered in person to the Registrar or JCC office personnel. Do not slide them under the window at the Records Office.)

INCOMPLETE GRADES

The form to grant a grade of "Incomplete" is available in the Record's Office or the JCC Office. The signed form must accompany the final grade roster.

NOTE: During the tenure-track period, contracts are issued on a year-to-year basis. At the end of any contract year, notices of non-renewal of appointment may be issued for any reason that is not arbitrary, capricious, or without factual basis.

- **Faculty Assignments**
 - Full-time members of the faculty are classified according to the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Faculty members report directly to a division chairperson and they work cooperatively with other college personnel.
- **Teaching Load**
 - The teaching responsibilities for a full-time faculty member are considered to be 15 teaching load hours per semester and 30 load hours per academic year. Any instructional load below 15 teaching load hours must be approved by the Executive Dean of Academic Affairs on the basis of a recommendation from the chairperson for an effective 30 load hours per academic year.
 - The load for faculty teaching in the professional education unit and instructional strategies/reading courses does not exceed 12 semester hours each semester. Assignments for faculty who supervise student teachers do not exceed a ratio of 18 full-time students to one full-time faculty member. Workload assignments include teaching, scholarship curriculum development, advising, committee work and service responsibilities.
- **Overload Teaching**
 - Faculty members are not encouraged to teach overload classes other than the overload arising out of the situation stated above, unless it is needed by the division for their programs. The arrangement is to be made between the division chair and the faculty member. However, under no circumstances

will the faculty member have more than 21 teaching load hours.

- **Program and Course Approval**
 - The Curriculum Committee reviews new course proposals, course changes, and course deletion proposals, as well as new program and curriculum modifications.

NOTE: The complete Faculty Position Description can be found in Answer Book Policy IV-13 or on-line at www.wvup.edu/policies/Faculty_position_description.pdf.

The institutional description of the role of the Curriculum Committee can be found in Answer Book Policy III-3A or on-line at www.wvup.edu/policies/GROUPS.PDF.

The complete policy on submission of new academic programs and the discontinuance of existing programs can be found in West Virginia Higher Education Policy Commission Rules and Policies, Series 11 at www.hepc.wvnet.edu/resources/133-11.pdf.

- **Schedules, Office Hours, and Course Syllabi**
 - Each semester, faculty members should provide their departmental offices with copies of their schedules of classes and office hours. This information should also be posted.
 - Each semester, faculty are to distribute to their students, within the first week of class, a syllabus for each course that includes the academic requirements; a summary or outline of the course; course objectives; attendance expectations; grading policies and standards and any other requirements. A statement regarding the availability of counseling services is also recommended.
- **Academic Calendar**
 - The Academic Calendar indicates the dates for registration, classes, examinations commencement and official holidays. The calendar is printed in the

ADJUNCT FACULTY EVALUATION

Student evaluation of adjunct faculty is required as a component of the institution's performance appraisal process. The division secretary, toward the end of the semester, will distribute forms and instructions for this process. All part-time faculty may be evaluated in any or all classes as requested by the chairperson. (Answer Book Policy IV-7A, which can be found at [http://www.wvup.edu/policies/Student rating of instruction.pdf](http://www.wvup.edu/policies/Student_rating_of_instruction.pdf))

ACADEMIC INFORMATION

CLASS ADMITTANCE

West Virginia law requires that students' tuition be paid **before** they may attend class. A name on a class roster indicates that the student is officially registered and entitled to attend class. Students whose names are not on your roster must show you an official registration form before you allow them to attend class. Students who believe they are registered but are not on your roster must go to the Registrar's office and present official registration before they can be permitted to attend class.

CLASS ROSTERS

Rosters will be placed in your folders several times during the semester:

- First day of class
- After registration closes
- Mid-term grading period
- End of semester for final grades

Please note that due to registration and schedule changes that typically occur during the first week of classes, early rosters are often inaccurate.

Instructions from the Records Office always accompany the rosters; please read and follow them carefully. In some instances,

EMPLOYMENT INFORMATION**REQUIRED FORMS**

Along with a completed application, transcripts and resume, a “New Employee Packet” must be completed and turned into Human Resources before pay checks can be processed. This packet includes:

- US Department of Justice Immigration and Naturalization Service Employment Eligibility Verification Form (I9)
- A copy of your driver’s license and Social Security Card
- Withholding Allowance Certificate (W4)
- Withholding Exemption Certificate (State Tax Form)
- WVU Personal Information Form
- Drug Free Workplace Policy & Procedure Form
- Payroll Deduction Option

ADJUNCT FACULTY PAY PERIODS

Adjunct faculty checks are issued seven times during the fall and eight times during the spring semester, provided that all paperwork is received in time in the Personnel Office. ***Final checks for each semester will not be issued unless all grades are reported to the Registrar’s Office at the required time.***

DIRECT DEPOSIT

West Virginia University at Parkersburg offers direct deposit to any banking institution for all employees. Please check in the Business Office, 304-424-8223, if you are interested in this service.

catalog and is accessible on-line at www.wvup.edu/calendars_schedules.htm.

- **Final Examinations**

- During the final week of each academic semester, and at a specified point during summer term, all courses, with the exception of “E” and ADS courses, shall meet for one 2-hour period at the date and time listed in the published schedule of classes. This period should be used for examination or any other appropriate activity designed to advance the student’s education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions may be approved by the division chairperson upon written request by a faculty member. Whatever culminating activity is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Schedule of Classes. Any deviation from the final examination schedule must be approved by the division chairperson. The final examination schedule is available in the printed schedule or can be found on-line at http://www.wvup.edu/student_services/final_exam_schedule.htm.

- **Course Materials**

- Textbooks – It is the responsibility of the faculty member to follow the schedule set forth in Answer Book Policy VII-4A for ordering textbooks. This policy is available at http://www.wvup.edu/policies/BOOKSTORE_PROCEDURES.PDF
- Along with book orders, request for special supplies should be placed with the Barnes & Noble college bookstore as soon as possible.

- **Copyrighted Material in the Classroom**
 - West Virginia University at Parkersburg acknowledges the need for protection of ownership rights in and potential royalties derived from literary, dramatic, musical, artistic and other creative works which might be copyrighted, such as textbooks, teaching aids, workbooks, study guides, tests, curricula, and similar instructional materials. The policy pertaining to copyright rules and regulations can be found in Answer Book Policy VII-14A or on-line at www.wvup.edu/policies/COPYRIGHT.PDF.
- **Class Attendance** (as stated in Answer Book Policy V-16: Class Attendance, which is available at www.wvup.edu/policies/classattend.pdf)
 - WVU at Parkersburg encourages excellence in student performance. Educational research finds a positive relationship between excellence in student performance and regular class attendance.
 - WVU at Parkersburg's faculty and academic administration, therefore, hold to the following principles:
 1. WVU at Parkersburg expects students to attend all classes except in cases of sickness, accident, or other situations of extreme emergency.
 2. Faculty are expected to publish expectations relating to class attendance and to make specific reference to these expectations in all of their classes.
 3. Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of a student. Such a record of absence from class may result in a student's receiving a course grade of F or FIW.

Adjunct Faculty Information

4. "Excessive absences" is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week. This definition applies to courses offered in a traditional format.
 5. "Excessive absences" is defined for an Alternative Delivery System (ADS) course as being absent from more than one scheduled class meeting.
 6. Faculty should report any record of excessive absences through the campus Early Alert System. Student Services will follow-up on the report and respond to the faculty member.
- **Grade Appeals**
 - Students have the right to appeal final course grades which they believe reflect capricious or arbitrary academic evaluation. The grade appealed remains in effect until the appeal procedure is completed, or the problem is resolved. See Answer Book Policy V-13: Academic Appeals available at www.wvup.edu/policies/APPEALS.PDF for the complete policy.
 - **Academic Integrity**
 - Faculty, students, and administrators share the responsibility to maintain the academic integrity of the college. It is essential that grades measure the achievement of the individual student.
 - Academic dishonesty includes the following: plagiarism; cheating and dishonest practices in connection with examinations, papers and projects; and forgery, misrepresentation, and fraud. Cheating and plagiarism are condemned at all levels of college life. Refer to Answer Book Policy VI-3A, Code of Student Conduct, available at www.wvup.edu/policies/conduct.pdf.

- **Confidentiality and Student Records**
 - The Family Education Rights and Privacy Act ensures that a student's educational record will be treated as confidential. Therefore, student grades and test scores may be posted only according to a random code, but not by the student's Social Security number. Within the West Virginia University at Parkersburg community, only those members (individually or collectively) acting in the student's educational interest are allowed access to student educational records. The full text of the Policy can be found at Answer Book Policy VI-13 available at www.wvup.edu/policies/ACT.PDF.

differences. Mediation is a peer-based, impartial approach to managing conflicts between employees and is based on collaboration and development of mutually agreeable solutions. Participation in mediation is confidential and is always voluntary on the part of all parties. Mediators are employees or retirees of WVU and its regional campuses who have received special training in mediation. For additional information or to request mediation, contact the President's Senior Administrative Assistant at Ext. 201.

Printing Services

The Print Shop is open from 8 a.m. - 4 p.m. Monday through Friday. It provides a variety of printing services, from while-you-wait quick copy to more involved projects such as brochures, forms and flyers. Print Shop personnel can provide advice in selecting ink, paper, etc. to meet printing needs.

Policies

Campus policies and guidelines are available in the *Answer Book Policy* located in the library or administrative offices, as well as online at <http://www.wvup.edu/policies/index.htm>. Links to policies of the WVU Board of Governors and the WV Higher Education Policy Commission are provided on the college's web page at <http://www.wvup.edu>, and on the Intranet at <http://intranet.wvu.edu/wvupia/>

Publicity

Publicity is handled through the Institutional Advancement Office. Contact Connie Dziagwa, Executive Director, Institutional Advancement 424-8203.

Advance arrangements need to be made with a librarian for library orientation. The purpose of this session is to instruct students in the use of the library and the tools and equipment available for research. Please contact the library at least one week in advance to make arrangements for your students.

The library's catalog is online and can be accessed through the Internet. The address is: www.wvup.edu under Learning Links. In addition, the library subscribes to online services, some of which are Internet accessible. Faculty members need to visit with a librarian to determine which databases are available.

Faculty may request that a limited number of books or other materials be placed on reserve for use by a class or a group of students. Most reserve materials are for library use only.

Jackson County Library Services

The Jackson County Public Library provides library services to faculty and students at JCC. Similar services as at the main campus library are available, including reserve materials, research paper clinics, and borrowing of materials may be arranged with Mr. Ed Rauh, Librarian (372-5344).

Long Distance Service

School related long distance calls can be made by contacting the switchboard with the telephone number and budget code the call will be charged to.

Lost and Found

A lost-and-found service is available for student, faculty, and staff personnel. Found articles may be left at the Records Office or the JCC office, and persons who have lost articles may check there.

Mediation Program

WVU Parkersburg participates in a university-wide mediation program to provide a valuable and effective alternative in resolving

Chapter Four

Salaries, Leaves and Other Benefits

- **Faculty Development Grants**
 - The purpose of Faculty Development Grant is to increase the ability of individual faculty members to improve the teaching/learning process and in general to increase the overall effectiveness of the college in achieving its mission. Faculty Development at WVU Parkersburg consists of a number of activities, all of which are described in Answer Book Policy IV-23A, available at http://www.wvup.edu/policies/FACULTY_DEVELOPMENT.htm. Forms for applying for a Faculty Development Grant can be found at [intranet.wvu.edu/wvupia/Forms/fac dev proposal.htm](http://intranet.wvu.edu/wvupia/Forms/fac_dev_proposal.htm).
- **SBR Professorship Grants**
 - The Professorship Grants program is established to recognize and promote academic excellence at West Virginia University at Parkersburg by encouraging retention of promising full-time faculty members, and by recruiting talented new full-time faculty to the institution.

The grant award is to be used for personal stipend and professional development. The first half of the grant will be distributed in the Fall semester and the second half will be distributed in the Spring Semester. Professional development is defined as degree completion, advanced training, participation and/or attendance at professional conferences, and course and program development at the college. *(Note: The Internal Revenue Service stipulates that any award in the amount of \$600 or more is reportable income.)* The remaining half of the award is deposited into a Foundation account for use by the grantee. Existing state and college

Gift Acceptance Form, available in the Business Office, should be filled out by the person to whom a gift is offered. Following appropriate approvals, action may be taken to accept the gift.

Graphic Services

Professional publication design and layout are provided by Dennis Bell. He can be reached at 424-8274.

Learning Center

The Learning Center provides free tutorial assistance in Developmental English, reading and MATH 011 through MATH 126 and CHEM 111. Volunteer tutors will be solicited for other courses. The writing lab, study skills software program and a Kurzweil Reader are also available in the Learning Center and at the Jackson Country Center. Contact Janice McCue at 424-8278 for additional information.

Library

Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg campus. Books and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interests of the college community. Interlibrary loan service is available through the West Virginia Library Commission and the Online Computer Library Center. Contact Stephen Hupp, Director, at 424-8272 for additional information.

For faculty members, the loan period for most books is one semester. Materials may be recalled if another user needs them. Faculty members may apply for a borrower's card at the circulation desk.

For personal copying needs of students and faculty, coin-operated machines are available in the library.

must register in person with the Disability Services Office prior to receiving accommodations. Specific information regarding the documentation of learning disabilities (LD), Attention-Deficit/Hyperactivity Disorder (ADHD), psychological/psychiatric disabilities, traumatic brain injury, physical/medical disabilities, and visual and hearing impairments is available upon request. The Disability Services Office is located in Room 1019 and can be contacted by phoning 424-8378.

Employee Assistance Program

West Virginia University at Parkersburg offers an Employee Assistance Resource (EAR) to all faculty and staff. The EAR is intended to provide professional and confidential assistance to employees who are experiencing problems that may interfere with job performance and/or affect their personal lives. This program is designed to provide assistance as early as possible in order to minimize negative impacts.

The EAR is designed to provide professional consultation, assessment, or brief counseling. The EAR professional will provide the most appropriate recommendations to the employee to help resolve the problem. Brochures that provide details about current resources and other pertinent information are available in the Human Resources Office.

Financial Aid

Many WVU at Parkersburg students are eligible for some type(s) of financial aid. Financial aid includes: Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Stafford loans, Federal College Work Study, and the West Virginia Higher Education Grant Program.

Gifts to WVU at Parkersburg

Gifts to WVU at Parkersburg shall be accepted in accordance with guidelines provided in *Answer Book Policy* VII-16, "Receipt of Gifts, Bequests and Donations," (also available online at <http://www.wvup.edu/policies/DONATIONS.PDF>). The standard

guidelines for purchases of goods, services and travel govern expenditures of these funds. Further guideline information and application information can be found at <http://intranet.wvu.edu/wvupia/Forms/index.htm>

- **Professor of the Year**
 - Candidates may be nominated by any person or group of persons in the college, or by college alumni. All nominations must be accompanied by a one-page narrative detailing the credentials and contributions of the nominee, and explaining why the nomination was made. All nominations should be forwarded to the Chair of the Professor of the Year Selection Committee. The Committee will communicate the nomination process and deadline to the college community. The Professor of the Year award will be accompanied by a \$1,000 stipend.
- **Sabbatical Leaves**
 - Sabbatical leave may be granted so that a faculty member may engage in research, writing, graduate study, or other activity calculated to improve his or her usefulness to West University at Parkersburg in accordance with the conditions set out in WVU Board of Governors Policy No. 3 available at <http://www.wvu.edu/%7Ebog/bogpolicies.htm>.
 - Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year as a regular member of the faculty. During this period of time, a maximum of two regular semesters in either an authorized part-time status or an authorized unpaid leave of absence may be counted toward

eligibility for sabbatical leave provided that in the latter instance the leave of absence was for appropriate professional purposes. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

- A faculty member on sabbatical leave shall receive full salary for no more than one-half of the nine-month or twelve-month contract period or half-salary for no more than the full nine-month or twelve-month contract period. The maximum compensation will not exceed one-half of the annual salary regardless of the length of the sabbatical leave.

Note: The Institutional Policy regarding Sabbatical Leave can be found in Answer Book Policy IV -1A at www.wvup.edu/policies/SABBATICAL.PDF. The application for Sabbatical Leave can be found at <http://www.wvu.edu/~acadaff/fac/policies/SabbaticalAp-Fall2004.pdf>.

- **Graduate Tuition Waivers for Faculty**
 - All full-time, benefits-eligible faculty are eligible to apply for a maximum of six hours of WVU graduate tuition waivers each semester (the faculty member must apply to and be admitted to WVU as a graduate or professional student. Full-time faculty who are on sabbatical leave are eligible to apply for a full-time waiver. For purposes of allocating graduate tuition waivers, the entire summer session is equivalent to a regular semester during the academic year, and a faculty member is eligible for a maximum of six hours of graduate tuition waivers. Forms are available from the Human Resources Office #1114 at WVU Parkersburg.
- **Faculty Salaries**
 - Beginning with the 2005-06 academic year, faculty salary increases will be performance-based. Performance-based salary increases will be based

by calling 424-8208 or visit them online at www.wvup.edu/cooperative/cooperative_education.htm.

Center for Teaching Innovation

The Center for Teaching Innovation strives to improve the quality of education at all levels by expanding knowledge of the teaching-learning process and increasing the array of instructional strategies available to faculty. Providing information and learning opportunities for faculty concerning innovative teaching strategies and approaches to various styles of learning are major foci of the Center. Other functions of the Center include orientation programs for new faculty, developing in-service training sessions each semester, providing workshops and seminars for faculty, and creating a resource library on teaching and learning. Contact the Center through Rebecca Phillips at 424-8282.

Daycare

The Children's Room is designed to meet the needs of WVU at Parkersburg student-parents while they attend classes on campus on a regular basis. This service is also available to WVU at Parkersburg employees on a space available basis. The center is under the direction of a full-time, fully-certified professional director and is staffed by trained personnel. The center also serves as an observation site for WVU at Parkersburg and WVU students in education and nursing programs. Contact the Center at 424-8311 or online at www.wvup.edu/student-services/Childrensroom.htm.

Disability Services

The Disability Services office is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at West Virginia University at Parkersburg. Students requesting disability-related academic accommodations

Complaints or Grievances

Each faculty member has the right to seek relief from working conditions he or she believes to be unfair, inequitable, discriminatory, or a hindrance to effective work. If a complaint involves alleged discrimination on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status, relief may be sought through WVU's AA/EO Complaint Procedures by contacting the Campus President's Senior Administrative Assistant at 424-8201. Information on discrimination complaints is available in Answer Book Policy IV-3A, also available online at http://www.wvup.edu/policies/Complaint_Procedures.pdf.

Faculty also have the statutory right to pursue resolution of work-related disputes alleging: inappropriate policy or law application; discrimination; harassment; favoritism; or, adverse affect to classroom instruction, job performance, or the health or safety of students or employees; or reprisal, as defined by State law. Grievance issues do not include: any pension matter or other issue relating to retirement systems; any matter relating to public employees insurance; or, any other matter in which authority to act is not vested in the employer. For information on the grievance provisions contained in WV Code §29-6A, see Answer Book Policy IV-26, also available online at <http://www.wvup.edu/policies/GRIEVANCE.PDF>.

Cooperative Education and Placement Services

Cooperative Education joins West Virginia University at Parkersburg with businesses, community agencies, and industries in staging a vital educational experience. The year-round program links classroom theories and instruction with the actual practice of work. Working under the supervision of college faculty and employers, eligible students earn college credit while working at jobs which are directly related to their college majors and career goals. You can contact Cooperative Education

on annual evaluation. Faculty will not need to apply for these raises. Individuals are evaluated and rated in the three performance criteria categories set by the college. These categories are as follows: Teaching/Service to Students, Professional Growth and Development, and Service to the Institution and Community. The complete policy guidelines can be found in Answer Book Policy IV-15A available at www.wvup.edu/policies/fac_salary_inc_policy.PDF.

- **Frequency of Payment and Deductions**
 - Salary payments for College employees are made on a semi-monthly basis. The pay periods for nine-month faculty members are from August 31 through May 16. Such salaries are paid in eighteen installments. The pay periods are from July 16 through June 30 for twelve-month faculty members, all of whom are paid in twenty-four installments. Faculty members with nine-month contracts whose summer employment is funded by a grant will be paid at the current annual contract rate from May 16 through June 30 and at the new annual rate beginning July 1.
 - o Electronic Direct Deposit – Under direct deposit, employers transfer funds electronically from their bank accounts to the accounts of their employees.
 - o Payroll Deduction – Through the Human Resources Department, the College offers mandatory and optional deductions:
MANDATORY: Federal and state withholding taxes, retirement programs, social security and Medicare
OPTIONAL: Basic and supplemental health insurance plans, PEIA life insurance, TIAA disability insurance, Accidental death

insurance, Mountaineer Flexible Benefits, Supplemental Retirement Annuities, TIAA long-term care and other miscellaneous deductions.

- **Types of Leave with Pay**

- Annual Leave: Faculty members with twelve-month contracts and administrators are eligible for twenty-four days of annual leave per year, which is calculated at the rate of two days for each month of service. Faculty members with contracts of less than twelve months are not eligible for annual leave.
- Sick Leave: Only twelve-month faculty are entitled to sick leave. Sick leave accumulates at the rate of 11.25 hours per month.
- Catastrophic Leave: Catastrophic leave applies to 12-month faculty and others who accrue leave when a catastrophic illness or injury is expected to incapacitate the employee and create a financial hardship because the employee has exhausted all sick and annual leave and other paid time off. Catastrophic illness or injury shall also include an incapacitated immediate family member if this results in the employee being required to take time off from work. The policy on catastrophic leave can be found in Answer Book Policy IV-6B available at www.wvup.edu/policies/iv-6b.PDF.
- Maternity Leave: Maternity leave is treated the same as sick leave.
- Jury Duty: All full-time faculty are eligible for jury duty and witness leave. A faculty member who is subpoenaed or otherwise directed by a proper legal authority to appear as a witness or to serve as a juror in any court shall be entitled to leave with pay for such time and for such time of required absence. If on any day the jury or witness duty

program and how courses in their program relate to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services, such as the library, student affairs, academic advisement and financial aid, make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

Assessment Participation. WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and to fulfill reporting requirements to accrediting and government agencies. The Dean of Academic Affairs, the Outcomes Assessment Committee and the Institutional Research Officer oversee development and reporting of assessment activities. Academic and administrative departments throughout the College require student input about their functions periodically.

Bookstore

Contact the bookstore online at www.bkstore.com/wvup/index.html or by phone at 424-8240.

Computer Resources, Use of

Computer resources are provided at WVU Parkersburg to support administrative and educational purposes related to the respective roles of faculty, staff and students. All users are expected to utilize college resources in a responsible manner consistent with College policies and operating guidelines issued from time to time by the Director of Computer Services. Faculty are encouraged to familiarize themselves with the policy on Appropriate Use of Computer Resources, as the use of any college computing resource constitutes acceptance of this policy. For details, refer to Answer Book Policy VII-1, also available online at <http://www.wvup.edu/policies/index.htm>.

The College recognizes that faculty members need various academic support services in order to achieve their goals in teaching, research and service. Following is an alphabetized list of some of the services available.

Academic Advising Center - The Academic Advising Center is staffed by faculty and is open throughout the year. Many new students will be assigned to the Academic Advising Center during the first semester or year of their enrollment depending upon their placement test results. All students, whether officially assigned to the Academic Advising Center or not, are invited to use its facilities and to consult personnel at any time for general academic information.

Academic Information - All academic information, such as degree requirements and course descriptions, is located in the college catalog. The college catalog is available in the Records Office and online at www.wvup.edu.

Admission and Records

The Office of Admissions and Records coordinates student recruitment and maintains records of student grades and enrollment. Information can be found online at www.wvup.edu/admission_links.htm or by calling 424-8220.

Alumni Association

For information call 424-8340 or go online at <http://www.wvup.edu/Alumni/default.htm>.

Assessment

The College derives many benefits from its campus-wide assessment program. Academic departments have the opportunity to reflect on what the program mission is, and what a graduate from that program will know, value, and be able to do. Students find it helpful to know the goals of their academic

consumes less than one-half of the regularly scheduled work day, the faculty member will be expected to return to work upon release by the court or other authority.

- Military Leave: All full-time faculty are eligible for military leave.

- **Types of Leave Without Pay**

- Leave of Absence: Full-time faculty members may apply through their chairpersons or deans for leaves of absence without pay. Upon the written approval of the President or his designee, the faculty member may be granted a continuous leave of absence without pay for a period not to exceed one year. For a personal leave of absence, all accumulated annual leave must be taken before the leave begins.

At the expiration of such leave, the faculty member is reinstated without loss of status unless the position held is no longer available.

With the consent of the President and the approval of the Board of Governors, a faculty member may be granted a leave of absence of up to two years to accept employment in a non-elected governmental capacity. At the expiration of such leave, the faculty member is afforded the benefits of academic tenure, rank, and position as if he or she had remained continuously in the faculty position held immediately preceding the leave of absence.

- Family and Medical Leave Act: The Family Medical Leave Act of 1993 required covered employers to provide up to twelve weeks of unpaid leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one

year, and for 1,250 hours over the previous twelve months.

- Parental Leave: West Virginia Code provides for a twelve-week leave for which faculty are eligible upon the birth or adoption of a child. This leave can also be used to care for a dependent child, spouse, or parent. Certification of such a person's ill health may be required.

For information on any of the above leaves, please see the Higher Education Policy Commission Procedural Rule Series 38, Employee Leave, at www.hepc.wvnet.edu/resources/133-38.pdf.

- **Benefits**

- WV University at Parkersburg provides its employees with a comprehensive package of benefits, including health, life, and disability insurance, and other programs. For a full explanation of the benefits plan and the details of its requirements, ramifications and benefits please the Human Resource Office at 424-8290.

Support Services and General Information