

Faculty Handbook

2017-2018

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CHAPTER ONE – INTRODUCTION

COLLEGE PROFILE

West Virginia University at Parkersburg is a public institution of higher education, affiliated with West Virginia University, separately accredited by the Higher Learning Commission, and operated by the state of West Virginia. WVU Parkersburg is a higher education center offering community college programs and selected Bachelors' degrees. It is a member institution of the Community and Technical College System of West Virginia. WVU Parkersburg is the only public community college in West Virginia accredited to offer baccalaureate degrees.

The college's primary service area consists of seven counties in west-central West Virginia including Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood Counties. The college enrolls nearly 2,500 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.

COLLEGE HISTORY

The College 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. In a reorganization of West Virginia's public higher education system in 1989, the institution became West Virginia University at Parkersburg, a regional campus of WVU. In 2008 the WV Legislature changed WVU Parkersburg's governance structure and relationship to WVU in creating a state network of community and technical colleges. The college is a member institution of the [Community and Technical College System of West Virginia](#).

COLLEGE MISSION

West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive 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, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs, or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to Debbie Richards, Special Assistant to the President, WVU Parkersburg, Room 1010, 300 Campus Drive, Parkersburg, WV 26104, 304-424-8201.

CHAPTER 2–ADMINISTRATORS, ACADEMIC OFFICES AND SUPPORT SERVICES

ADMINISTRATORS

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CHAPTER 3– FACULTY TEACHING AND SERVICE

This portion of the handbook provides a general overview of faculty classification, rank, annual evaluation, promotion, and tenure. Please refer to the full text of the specific policies on the WVU at Parkersburg web site:

- Board of Governors Policy Human Resources – WVUP.edu ABOUT <http://www.wvup.edu/about/board-of-governors/policy/>
- *Answer Book* <http://www.wvup.edu/about/answer-book/campus-procedures-guidelines-answer-book/>

Faculty Policies

BOG Policy B-02 Academic Freedom, Professional Responsibility, Promotion and Tenure B-02

BOG Policy B-03 Sabbatical Leave B-03

Answer Book IV-01A Sabbatical Leave Procedures

Faculty Workload and Position Descriptions:

Answer Book IV-11 Faculty Instructional Load

Answer Book IV-13A Position Descriptions

Answer Book IV-13D Faculty Duties and Responsibilities

Answer Book IV-13E Instructional Specialist Roles and Responsibilities

Terms of Faculty Employment:

Answer Book IV-12 Term Appointments

Answer Book IV-13 Faculty Qualifications

BOG Policy Salary Policy B-29

BOG Policy B-32 Annual Increment Payments B-32

Faculty Salary Policies:

Answer Book IV-15 Faculty Salaries and Performance-Based Increases

Answer Book IV-17 Procedures and Guidance Regarding Phased Retirement Program (DRAFT)

Answer Book IV-23 Faculty Development

Other Employee-Related Policies

IV-08A Campus Hiring Guidelines

IV-21A Campus Procedures Regarding Sexual Harassment and Other Forms of Discrimination

IV-24A Employee Assistance Resource

IV-26 Grievance Procedures

IV-28 WVU Discipline Policy

IV-28A WVU Discipline Procedure

B-55 Employee and Family Tuition Waiver Program B-55

Ethics B-17

Work Scheduling B-27

TERM APPOINTMENTS

Generally

1. The goal for each community and technical college in the appointment of faculty is to limit the number of tenured and tenure-track faculty to no more than 20 percent of full-time faculty employed at the institution.
2. Appointments to the faculty are addressed in West Virginia Council for Community and Technical College Education [Series 9](#) and Board of [Governors Policy B-2](#), Academic Freedom, Professional Responsibility, Promotion and Tenure.
3. Term appointments are those faculty members at community and technical colleges who have been appointed for a specified term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) 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.

4. All faculty on term appointments shall be evaluated annually through the process described in Answer Book [IV-8](#). Term faculty shall be evaluated following the schedule for tenure track faculty.

Reappointment

1. Full-time term faculty are eligible to receive reappointment to additional terms, and upon application, may be eligible for promotion, which carries with it a 10% annual increase. The decision to appoint or re-appoint is at the discretion of the campus president, and based on the annual review process.
2. The cumulative personnel file, containing data from each year of appointment, shall be reviewed for full-time term faculty in their final year of the term appointment.
3. The division committee, Division Chair, college-wide committee and chief academic officer will review each faculty member's annual review file. At each level of review an unequivocal recommendation for or against reappointment will be made along with a recommendation for or against promotion if an application for promotion was submitted.
4. A statement reviewing the future staffing needs of the division will accompany a recommendation for reappointment by the chief academic officer.
5. The final decision regarding reappointment of a full-time term faculty member and any change in academic rank or salary is at the sole discretion of the president and will be communicated by May 15.
6. Normally at least four years of service will be completed before a first elevation in academic rank and at least five years for each subsequent change in rank. The number of years of service is calculated from the initial date of hire as a full-time faculty member. If eligibility for promotion occurs prior to the final year of a multi-year term appointment, the faculty member may apply for promotion. Promotion does not automatically ensure renewal or a term appointment contract. For contracts that begin in the second semester, faculty members may determine if the resulting half year is counted as year zero or year one of a term appointment. This determination will be documented in the appointment letter.
7. Evaluation for promotion in academic rank is based on the cumulative assessment of the faculty member as derived from the annual reviews. Faculty members must have a series of annual reviews reflecting significant contributions in teaching, important contributions in one of the remaining two areas and reasonable contributions in the third to be considered for promotion.
8. Because faculty members hired initially in mid-year term appointments do not submit an annual report, they shall be evaluated using available data, including but not limited to student evaluations, peer evaluations, and Division Chair evaluations. The decision to rehire mid-year term faculty will be made by May 15.

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.

FACULTY EVALUATION PROCESS

Faculty Evaluation:

Answer Book **IV-08 Procedures for Annual Faculty Evaluation, Promotion and Tenure**

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. A full explanation of the evaluation process can be found in the Answer Book.

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 (When available)

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.

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 Chair and work cooperatively with other college personnel.

INSTRUCTIONAL 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 as outlined in WV CTC Procedural Rule [135-CSR45](#). The Vice President for Academic Affairs on the basis of a recommendation from the chair for an effective 30 load hours per academic year must approve any instructional load below 15 teaching load hours. Summer teaching duties are not factored into the faculty load unless the Vice President for Academic Affairs grants prior approval.

Faculty Load Definitions

- **Instructional Hour** – Load given to faculty based on credits students receive for a specific course. Example: 3 credit hour course = 3 faculty load hours
- **Lab Hour** - Load given for contact hours of laboratory instruction apart from lecture but affiliated with specific lecture courses. Example: BIOL 101 (3 credits) and BIO 103L (.75 credit)
- **Clinical/Practicum Hour** - Load given for instruction of application and professional practice of content that occurs outside the traditional classroom (ratios determined by discipline and in accordance with accreditation/certification guidelines).

Calculation of Load

The teaching load hours will be calculated by the following:

- One credit hour equals one teaching load hour.
- One laboratory contact hour equals .75 instructional load.
- Clinical/practicum teaching load ratios will be determined by discipline and in accordance with accreditation guidelines in consultation with the Division Chair and the Vice President for Academic Affairs.

- Other factors may be used to determine teaching load hours, such as number of preparations, number of students, number of advisees, and other.
- Reassigned time for specific projects or programs as determined and approved by the Division Chair and Vice President for Academic Affairs.

OVERLOAD TEACHING

Faculty members are not encouraged to teach overload classes unless it is needed by the division for their programs.

- The Division Chair and Vice President for Academic Affairs will determine and approve overload contracts.
- *NO* more than 6 overload hours will be considered per semester.

OFFICE HOURS

Each faculty member will maintain office hours during which time the faculty member is available to students for private conferences and consultation. During the weeks in which classes are in session, faculty members will schedule a minimum of five office hours. The schedule for each faculty member is approved by the respective Division Chair and posted outside the faculty member's office. A copy is forwarded to the office of the Vice President for Academic Affairs.

Answer Book IV-11 http://www.wvup.edu/wp-content/uploads/downloads/2012/11/IV-11_Faculty_Instructional_Load.pdf

PROGRAM AND COURSE APPROVAL

Changes to curriculum must follow the following process:

The College-wide Curriculum Committee reviews new course proposals, course changes, and course deletion proposals, as well as new program and curriculum modifications.

Links of note:

- [Faculty Position Description: Answer Book IV-13](#)
- [Role of the Curriculum Committee: Answer Book III-3A](#)
- [Board of Governors Policy C-41 on Program Approval and Termination](#)

SCHEDULES, OFFICE HOURS, AND COURSE SYLLABI

- During the weeks in which classes are conducted, full-time faculty members will schedule office hours for a minimum of five hours a week. Office hours may be a combination of on-campus and on-line private conferences and consultation. The schedule for each faculty member is approved by the respective chairperson and posted outside the faculty member's office.
- 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.
- The following statements should also be included on the syllabus:
 - ✓ Disability Statement
 - ✓ Honor Code Statement
 - ✓ Participation of Students with Felonies Statement

- ✓ Safety Statement
 - ✓ Social Justice Statement
 - ✓ Student Success Center Statement
 - ✓ Work Keys Statement
- Faculty syllabi should follow the template provided by the institution. To access the template visit the following link: <http://www.wvup.edu/academics/office-of-academic-affairs/additions-syllabi/>

ACADEMIC CALENDAR

The Academic Calendar indicates the dates for registration, classes, final examinations commencement and official holidays. The calendar is online. <http://www.wvup.edu/current-students/academics/course-schedules/>

FINAL EXAMINATIONS

During the final week of each academic semester, and at a specified point during summer term, all courses, with the exception of hybrid 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 Chair 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 Chair. The final examination schedule is available on-line. <http://www.wvup.edu/academics/office-of-academic-affairs/final-exam-schedule/>

COURSE MATERIALS

It is the responsibility of the faculty member to follow the schedule set forth in Board of Governors Policy E-48 for ordering textbooks. Along with book orders, request for special supplies should be placed with the Barnes & Noble college bookstore as soon as possible. http://www.wvup.edu/wp-content/uploads/downloads/2013/01/E-48_Bookstores_Textbooks.pdf

COPYRIGHTED MATERIAL IN THE CLASSROOM

WVU 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. Answer Book VII-14A http://www.wvup.edu/wp-content/uploads/downloads/2012/12/VII-14A_COPYRIGHT.pdf

CLASS ATTENDANCE

WVU Parkersburg encourages excellence in student performance. Best practices identified in educational research indicate a positive relationship between excellence in student performance and regular class attendance.

WVU Parkersburg's faculty and academic administration, therefore, hold to the following principles:

1. WVU Parkersburg expects students to attend all classes except in cases of sickness, accident, or other situations of 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.
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 a hybrid course as being absent from more than one scheduled class meeting.
6. Early intervention alerts are available for academics and behavioral issues only (not attendance).

ACADEMIC 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. Board of Governors Policy D-47, Student Academic Rights and Responsibilities:

http://www.wvup.edu/wp-content/uploads/downloads/2013/01/D-47_Student_Academic_Rights_Responsibilities_1.pdf

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 unacceptable and may be subject to disciplinary action as per the Student Code of Conduct. All instances of cheating and/or plagiarism should be reported to the Dean of Students. Refer to Sections 5 and 6 of Board of Governors Policy D-47, "Student Academic Rights and Responsibilities." http://www.wvup.edu/wp-content/uploads/downloads/2013/01/D-47_Student_Academic_Rights_Responsibilities_1.pdf

STUDENT INFORMATION/PRIVACY ACT

The Family Education Rights and Privacy Act ensures that a student's educational record will be created as confidential. Therefore, student grades and test scores may not be posted. To protect students' privacy, grades may not be given out via email or phone. Within the WVU Parkersburg community, only those members (individually or collectively) acting in the student's educational interest are allowed access to student educational records. Answer Book VI-13

<http://www.wvup.edu/wp-content/uploads/downloads/2014/07/VI-13-STUDENT-INFO-PRIVACY-ACT.pdf>

CHAPTER 4–SALARY, LEAVES AND OTHER BENEFITS

FACULTY DEVELOPMENT GRANT

The purpose of the 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 IV-23. <http://www.wvup.edu/wp-content/uploads/downloads/2015/01/IV-23-FACULTY-DEVELOPMENT.pdf>

Faculty Development Grant Forms and information may be downloaded on the Faculty Development Committee web page at: <http://www.wvup.edu/faculty-staff/committees/faculty-development-committee-2/>

BERNARD P. MCDONOUGH OUTSTANDING FACULTY MEMBER OF THE YEAR AWARD

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 Bernard P. McDonough Outstanding Faculty Member of the Year award will be accompanied by a \$1,000 stipend. Answer Book IV-2 at <http://www.wvup.edu/wp-content/uploads/downloads/2016/05/IV-2-OUTSTANDING-FAC-OF-YEAR.pdf>

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 Parkersburg Board of Governors Policy B-03 at <http://www.wvup.edu/wp-content/uploads/downloads/2017/03/B-03-Sabbatical-Leave.pdf>

Any person holding faculty rank is eligible for sabbatical leave after completion of at least six years of full-time employment in a tenured 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.

Application for Sabbatical Leave: <http://www.wvup.edu/wp-content/uploads/downloads/2017/02/Sabbatical-Leave-Application.pdf>

EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM

The Employee and Family Tuition Waiver Program provides tuition waivers to benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependents.

FACULTY SALARIES

Faculty salary increases will be performance-based. Performance-based salary increases will be based 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 IV-15](#).

FREQUENCY OF PAYMENT AND DEDUCTIONS

Salary payments for College employees are made bi-weekly.

- Electronic Direct Deposit—Under direct deposit, employers transfer funds electronically from their bank accounts to the accounts of their employees.
- 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.

SHORT AND LONG TERM DISABILITY COVERAGE

To help safeguard your family's lifestyle and provide some peace of mind in the event you become disabled and are unable to work, WVUP, through the Fringe Benefits Management Company, offers benefits-eligible employees Short-Term Disability (STD) and Long-Term Disability (LTD) programs. These plans are a pre-tax benefit and are underwritten by the Standard Insurance Company. Plan premiums are based upon the individual's salary. You may enroll in these benefits upon hire or during open enrollment.

Short-Term Disability Insurance

Short-term disability becomes payable at the end of a 30-day benefit waiting period. The weekly benefit is 70 percent of the employee's pre-disability earnings, reduced by deductible income. The maximum weekly benefit is \$750. The minimum weekly benefit is \$15. Short-term disability may continue for up to 180 days.

Long-Term Disability Insurance

Long-term disability becomes payable at the end of the 180-day benefit waiting period. There are two plans available. Monthly benefits are as follows:

Plan 1 pays 50 percent of monthly earnings up to a maximum of \$3,000 per month

Plan 2 pays 70% of monthly earnings up to a maximum of \$6,000 per month.

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 1.5 days 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.

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 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 chairs or deans or 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

Faculty who have worked at least twelve (12) consecutive weeks for the state may request up to twelve weeks unpaid parental leave due to the birth or adoption of a child or because of a planned medical treatment or care for the faculty member’s spouse, son, daughter, parent, or dependent who has a serious health condition. The faculty member must provide his or her Division Chair with written notice two (2) weeks prior to the expected birth, adoption, medical treatment or care of a dependent. Certification by the treating physician and/or documentation regarding dependency status must be provided to Human Resources.

BENEFITS

WVU 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 contact the Human Resource Office at 304-424-8290.

CHAPTER 5– SUPPORT SERVICES AND GENERAL INFORMATION

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 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: <http://www.wvup.edu/academics/office-of-academic-affairs/course-catalog/>

ADMISSION AND RECORDS

Admissions and Records coordinates the admissions process and maintains records of student grades and enrollment. These offices are located in the Center for Student Services in Room 1107. Information can be found by calling 304-424-8000 ext. 310.

ALUMNI ASSOCIATION

For information call 304-424-8395.

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 program and how courses in their program relate to those goals. Faculty use campus wide assessment results and results of their own assessments to determine if program and/or course goals are being met. All faculty are expected to assess the effectiveness of their courses and report results to the appropriate administrative party. To learn more about the types of assessments you are supposed to conduct in your discipline contact your division chair.

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 Vice President for Academic Affairs, the Outcomes Assessment Committee and the Director of Institutional Research oversee development and reporting of assessment activities. Academic and administrative departments throughout the College require student input about their functions periodically.

BOOKSTORE

Faculty are encouraged to check the Bookstore website at www.wvup.bncollege.com to be sure that the correct books have been ordered for their classes. Simply click on the TEXTBOOK tab at the top of the page and enter the classes and sections that you will be teaching. A textbook list can be printed or viewed. This option will also show if the book is available as a Rental or in a Digital version.

Textbook orders are generally due back to Division Secretaries by mid-March for Summer and Fall terms and by

mid-October for the Spring term. This timeframe is set so that the Bookstore can begin making buying decisions, set "Cash Back for Books" quantities, and begin sourcing USED books from distributors.

Contact the bookstore by phone at 304-424-8240 or online.

ONLINE LEARNING CENTER

A faculty resource center designed to provide support in classroom technology used for instructional purposes, including usage of a wide variety of equipment. Contact the online learning center to obtain a list of resources that are available.

COMPUTER RESOURCES

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 Information Technology. 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. [Answer Book VII-1](#)

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 race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, national origin or genetic information, relief may be sought by contacting the Special Assistant to the President for Policy and Social Justice at 304-424-8201. For additional information, see Policy A-34, [Equal Opportunity, Affirmative Action and Nondiscrimination](#); Policy A-44, [Sexual Misconduct and Other Forms of Discrimination and Harassment](#); and Answer Book #IV-21, [Procedures Regarding Harassment and Discrimination Complaints](#).

Faculty also have the statutory right to pursue resolution of work-related disputes alleging: a violation, a misapplication or a misinterpretation of the statutes, policies, rules or written agreements applicable to the faculty member as defined by [W. Va. Code § 6C-2](#). 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 W. Va. Code § 6C-2, see Answer Book #IV-26, [Grievance Procedures](#).

COOPERATIVE EDUCATION

Cooperative Education joins WVU 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 by calling 424-8304 or visit them online at <http://www.wvup.edu/current-students/services/career-services/students-alumni/cooperative-education-2/>

CHILD CARE

The [Center for Early Learning](#) is designed to meet the needs of WVU Parkersburg student-parents while they attend classes on campus on a regular basis. This service is also available to WVU 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 Parkersburg students in education and nursing programs. Contact the Center at 304-424-8311 or [online](#).

LACTATION NEEDS

Faculty who have the need to express breast milk while on campus will be given access to a suitable room—one that is not a restroom, but is private, sanitary, protected from intrusion by others, located near a sink with running water for washing hands and rinsing out breast pump parts, and has an electrical outlet. Faculty may, if they prefer, breastfeed or express milk in their own private offices, if applicable and feasible.

WVUP has established one dedicated lactation lounge at the main campus, available exclusively to lactating employees and students. Faculty may request access to the lactation lounge through the Human Resources Office. Breastfeeding mothers will be provided key card access to the room, instructions for coordinating with the schedules of other users, and a copy of Answer Book #VIII-6, [Support for Lactation Needs](#)

DISABILITY SERVICES (Center for Student Support Services)

The Center for Student Support Services is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations under appropriate circumstances. Appropriate accommodations are based upon both documentation of a disability and the significant functional limitations supported by a diagnostic test data. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Students requesting disability-related academic accommodations must register in person with the Center for Student Support 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 Center for Student Support Services is located in Room 1019 and can be contacted by calling: 304-424-8378.

EMPLOYEE ASSISTANCE PROGRAM

WVU 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 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. Financial assistance information can be found by visiting the Center for

Student Services in Room 1107.

GIFTS TO WVU PARKERSBURG

Gifts to WVU Parkersburg shall be accepted in accordance with guidelines provided in [Answer Book VII-16](#), "Receipt of Gifts, Bequests and Donations." The standard 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 WVUP Graphic Services and can be reached at 304-424-8274.

LIBRARY

Library services are provided for all on campus and online courses. Materials are selected to meet the instructional needs of the divisions and general informational and recreational interests of the college community. Faculty are encouraged to request materials for purchase. Materials may be placed on reserve for student use. Electronic book, periodical, and music databases are accessible from on and off campus 24 hours a day, seven days a week. Print book and periodical collections are available in the library. Patrons have access to desktop and laptop PCs and may access the campus's wireless network. Interlibrary loan service is available. Printing, scanning and photocopying equipment is also available. Library staff members are available to conduct instruction sessions on the use of resources and research technique. Faculty are encouraged to visit the library's home page to access its resources and to obtain additional information.

LONG DISTANCE SERVICE

School related long distance calls can be made by dialing 9-1-AREA CODE-NUMBER

LOST AND FOUND

A lost-and-found service is available for student, faculty, and staff personnel. Found articles may be left at the security office in the student lounge. Persons who have lost articles may check there.

PARKING

A valid parking permit is required to park at West Virginia University at Parkersburg. Permits can be obtained in the Campus Police and Security Office.

[Answer Book #VIII-4A](#)
[Board of Governors Policy F-28](#)

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

Centralized online access to rules of the West Virginia Council for Community and Technical College Education, policies of the WVU at Parkersburg Board of Governors and Answer Book procedures or guidelines is available at: www.wvup.edu/about/answer-book/campus-procedures-guidelines-answer-book/ Questions may be directed to the Special Assistant to the President for Policy and Social Justice in Room 1010 or at 304-424-8201.

PUBLICITY

Publicity is handled through the Institutional Advancement Office. Contact the Director, Institutional Advancement at 304- 424-8203.

RIVERHAWK RESOURCE AND TUTORING CENTER

Riverhawk Resource and Tutoring Center at WVUP offers a variety of academic services, including free tutorial assistance. Students who need assistance with a particularly challenging course, reading or studying can benefit from a visit to the Riverhawk Resource and Tutoring Center. The center offers peer and faculty tutors. Riverhawk Resource and Tutoring Center staff will assist in finding volunteer tutors and offer help with topics including study techniques and writing services. Contact the Riverhawk Resource and Tutoring Center at 424-8278 or online at <http://www.wvup.edu/academics/online/student-services/student-success-center/> for additional information.

Additionally, the Riverhawk Resources and Tutoring Center, includes the Testing Center located in the back of the room. The center proctors tests for Accuplacer, College Level Examination Program (CLEP), In-House Credit by Exam, Major Fields, Pearson VUE, Praxis, Pre-PAC, and class make-up tests. Students can also find resources to assist with studying and coping with test anxiety. Contact 304-424-8254 for more information.

TRAVEL AND VEHICLE USAGE GUIDELINES (Answer Book Policy #VII-3)

GENERAL

This administrative guidance is provided for the purpose of implementing [Board of Governors Policy E-04](#), “Travel,” which governs all in-state, out-of-state, and international travel for West Virginia University at Parkersburg and applies to employees, students, interviewees and new hires of the institution. Any consultant or contractor travel should be included as part of the consulting/contractor fee agreement. Questions regarding travel may be directed to the Purchasing Department. All travel arrangements shall be made using the most cost effective method of travel available.

TRAVEL AUTHORIZATION

The President’s authority to manage, approve or disapprove travel and travel related expenses may be delegated by the President to executive level administrators as deemed necessary.

Approval to travel shall be secured in advance by the employee by use of the [Travel Authorization Form](#). This form, found on the WVU at Parkersburg Intranet under “forms,” must be completed for all anticipated travel and approved in advance. The approved form must be presented when reserving a State Car and must accompany the traveler’s request for expense reimbursement. Under no circumstances should an employee travel without proper approval.

REIMBURSEMENT

For travel expenses paid with personal funds or personal credit cards, employees are responsible for submitting an original, signed [Travel Expense Account Settlement](#) form approved by the appropriate administrator with all required backup documentation/receipts to the Purchasing Department within 60 days after the last day of the travel.

BUSINESS/PERSONAL TRAVEL

Careful records must be maintained to separate the expenses incurred during any personal portion of authorized business travel. WVU at Parkersburg will not reimburse personal expenses.

COMMERCIAL AIRLINES

Guidelines regarding air travel are provided in Section 5.1.1 of [Policy E-04](#).

GROUND TRANSPORTATION

Employees may use a state owned vehicle, privately owned vehicle, commercial rental vehicle, or rail service for ground transportation when traveling on official college business. The following administrative guidelines for ground transportation are provided to supplement the Board of Governors [Policy E-04](#) regarding Travel. A State vehicle should be the primary type of vehicle used for ground transportation. If not available, then either a contract rental vehicle or Privately Owned Vehicle (POV) should be used, whichever will result in the lowest cost to the college.

Any civil/legal action regarding an individual's driver's license will concurrently affect their use of State-owned or contracted vehicles. It is the employee's responsibility to report such action to the vehicle use coordinator. Violation of these guidelines and procedures or failure to report loss of state driver's license may result in loss of privilege to use a State vehicle, a rental vehicle, and/or disciplinary action.

STATE FLEET VEHICLES

WVU at Parkersburg maintains a fleet of State vehicles for official business use by employees. Students receiving federal Work Study funding are not classified as employees and therefore not authorized to drive State vehicles. Smoking and alcoholic beverages are not permitted in State vehicles at any time.

All vehicle users must:

- Have a valid driver's license;
- Be 21 years of age or older

Exceptions to the eligibility requirements must be approved by the President.

Employees who wish to reserve a state car may do so by contacting the Business Office at Ext. 223 or by completing the online form located at <http://forms.wvup.edu/statevehiclerequest>. When requesting a state vehicle, the following information is required

Name of driver

Name of passengers

Purpose of Travel

Budget code

Expected departure time

Expected time of return

To utilize a State vehicle, authorized drivers (see qualifications above) will:

1. Contact the vehicle use coordinator in the Business Office in person or by calling extension 223. If this is the first time the individual is using a state vehicle or the requestor's name does not appear on the approved list of drivers, the requester must present his or her Driving Authorization Card or a valid Driver's License to reserve the vehicle.
2. On the day of the trip, pick up the keys, a yellow Trip Mileage Card, and the gasoline credit card (if necessary) at the Business Office. If other authorized drivers will use the vehicle, inform the vehicle use coordinator and include the name(s) of the authorized driver(s) on the vehicle usage form. If the keys will be picked up after 4:00 pm or when the Business Office is closed, make arrangements ahead of time with the coordinator.

3. Upon completion of the trip, return the vehicle to campus and remove any trash and all business/personal items from inside the vehicle, and complete all information requested on the Trip Mileage Card. Drivers are required to return the keys, the completed mileage card, and the credit card to the Business Office.

If returning the vehicle after 4:00 pm, the driver should return the keys and mileage card in the drop box located at the business office.

If returning the vehicle after 11:00 pm, the driver should make alternative key dropoff arrangements with the vehicle use coordinator prior to checking out the vehicle.

Note: The driver may be responsible for the cost of replacing any lost keys if the keys are left with other individuals or deposited elsewhere.

Charges

The user's budget will be charged at the current rate per mile used for mileage reimbursement. If the requester takes the keys but does not use the vehicle, a \$25 charge may be assessed. If trash is left in the vehicle, the driver may be assessed a \$25 cleaning charge.

No Shows

A reserved vehicle will be held up to one hour after the scheduled time. At that time the vehicle will be made available for use by others.

Overnight Usage Pre- or Post-Trip

The vehicle may be driven home prior to the day of the event or the night of the event if doing so will reduce fuel costs and/or ensure safe traveling. This determination will be made on a case by case basis ensuring minimal personal use.

Trip Mileage Card

The yellow Trip Mileage card is used to record the vehicle mileage, the budget number to be charged and any maintenance issues with the vehicle. In addition, by scheduling and using a vehicle, individuals are agreeing to the terms of the college's policy and procedures regarding vehicle usage. Emergency guidance is provided on the back of the card.

Vehicle Ownership

The vehicle registration card is in the glove box. State vehicles are owned by West Virginia University at Parkersburg, an agency of the state government of West Virginia, and are used for official business only.

Insurance

The vehicle and its occupants are protected by state-held automobile and property insurance. A copy of the insurance policy is in the automobile glove box.

Violations

The driver is responsible for any fines which are the result of violations of motor vehicle regulations.

Accidents

The driver shall provide all information requested by authorities and request a copy of the accident report; this must be submitted with the college's insurance claim. The driver may use the gasoline credit card or travel card for towing, rental vehicles, or towing expenses and must keep all receipts. The driver should call the college at 304-424-8224 between 8:00 a.m. and 4:00 p.m.; after 4:00 p.m. and on weekends, 304-834-7383. Collect calls will be accepted in an emergency.

Emergencies

In the event of mechanical breakdown, the driver should call the college first, then, if necessary, use the gasoline credit card or the travel card to pay for services. All receipts must be retained to justify expenses on the

reimbursement request.

Maintenance

Maintenance for WVU Parkersburg State vehicles is the responsibility of the Facilities and Grounds Department. Users are requested to indicate on the yellow trip card any mechanical problems when the vehicle is returned. The vehicle use coordinator will notify Facilities and Grounds of any mechanical issues reported.

RENTAL VEHICLES

WVU's rental vehicle contract with Enterprise Corporation includes WVU Parkersburg. Guidance provided by the Governor's Office in a memorandum dated April 8, 2008, indicates that rental vehicles should only be used when:

- A temporary need arises
- State vehicles are not available, and
- The cost of the rental car will be less than the cost of Privately Owned Vehicle (POV) reimbursement.

To reserve a rental vehicle, the individual should contact the Purchasing Office to discuss his or her requirements and submit a Purchase Requisition. The Purchasing Office staff will make all arrangements for the rental vehicle and payment will be made by State Purchasing Card charged back to the respective departmental budgets. Individuals may either pick up and return the rental vehicle at the Enterprise office or have Enterprise deliver and pick up the vehicle at the campus.

Scheduling as far in advance of the event as possible is recommended to ensure availability of vehicles. The local Enterprise office may not have vehicles available on short notice.

PRIVATELY OWNED VEHICLES

Privately owned vehicles (POVs), when used for official business travel, may be reimbursed at the standard State of West Virginia mileage rate in effect at the time of travel. However, travelers should check to see if use of a commercial rental vehicle is more cost effective before using a POV.

According to guidance provided by the Governor's Office in the memorandum dated April 8, 2008, privately-owned vehicles (POVs) should not be used when reimbursement costs are expected to exceed \$50 per day, unless an agency approves use because of the following:

- An agency vehicle is not available, and
- The cost of mileage reimbursement for POV is less than the cost of commercial travel for an employee (air, rental car, etc.)

LODGING

According to [Policy E-04](#), reimbursement for lodging requires receipts and includes actual expenses for overnight accommodations, use of a room during daytime and all applicable taxes and surcharges. Personal expenses, such as for movie rental or room service, are not reimbursable.

MEAL REIMBURSEMENT GUIDELINES

Meal reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rate (ADR) as established by the General Services Administration (GSA). This rate may be found for the travel location on the "Per Diem Rates" page at www.gsa.gov. Specifically excluded for reimbursement are alcoholic beverages and entertainment expenses.

Receipts are not required for meal reimbursement.

Meal reimbursement for single day travel when there is not an overnight stay is not allowed. Additional guidance regarding meal reimbursement is provided in [Policy E-04](#).

REGISTRATION FEES

Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, including those that include lodging and meals may be paid in advance by use of the P-Card through the Purchasing Department. This payment

will be listed on the travel settlement form at completion of travel as a “direct billed” cost and will not be reimbursed to the traveler. (A copy of the P-Card receipt available from the Purchasing Department will be attached to the travel settlement form for all “direct billed” costs. Travelers may also pay the registration fee or charge with a personal credit card and obtain reimbursement at completion of travel according to the guidelines provided in [Policy E-04](#).

OTHER EXPENSES

Travelers may incur other business related expenses, which may or may not be reimbursable, as defined in [Policy E-04](#).

The traveler may make one personal telephone call home per day, with the charge not to exceed \$3.00 each day, when the trip involves multiple days of travel or a single day of travel where the traveler is unexpectedly delayed for business reasons.

STUDENT/GROUP TRAVEL

[Answer Book #VII-3 Institutional and Vehicle Usage Guidelines](#)

CENTER FOR STUDENT SERVICES

The Center for Student Services houses the offices of Admissions, Records, and Student Financial Assistance. The center provides a one-stop service for students who have questions about admissions, student records, and financial aid.

CHAPTER 6– ADJUNCT FACULTY INFORMATION

EMPLOYMENT INFORMATION

REQUIRED FORMS

Along with a completed application, original 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 (or other acceptable documentation for the I-9 form)
- Withholding Allowance Certificate (W4)
- Withholding Exemption Certificate (State Tax Form)
- WVU Personal Information Form
- Drug Free Workplace Form and Policy & Procedure Form
- Security and Confidentiality Record
- Nonresident Form for Out-of-State Employees
- Direct Deposit Authorization
- Sexual Harassment Policy and Procedure with acknowledgement form

ADJUNCT FACULTY PAY PERIODS

Adjunct faculty checks are bi-weekly. *Final checks for each semester will not be issued unless all grades are reported to the Registrar’s Office at the required time.*

ADJUNCT FACULTY EVALUATION

Student evaluation of adjunct faculty is required as a component of the institution’s performance appraisal process. All part-time faculty may be evaluated in any or all classes as requested by the chair.

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

Class rosters can be accessed by logging into the OLSIS system (Online Student Information System). To reach the system:

1. Use the following link: http://wvup.edu/Registrar/OLSIS_links.htm or Go to the college webpage at <http://wvup.edu/> and click on the word OLSIS at the bottom of the page.
2. Choose the Faculty link to OLSIS.
3. Click on the OLSIS Login button at the bottom center of the page.
4. Enter your user ID and Password (Contact Computer Services for details on your user ID and password).
5. Click LOGIN
6. Choose Faculty Services
7. Select the academic term (i.e. Fall XXXX) then choose Summary Class List.
8. Remember that rosters will continue to be updated throughout the term as changes are made.

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 Vice President for 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

Posting of mid-term grades is done by logging into the OLSIS system (Online Student Information System). To reach the systems:

1. Use the following link: http://wvup.edu/Registrar/OL SIS_links.htm or Go to the college webpage at <http://wvup.edu/> and click on the word OLSIS at the bottom of the page.
2. Choose the Faculty link to OLSIS.
3. Click on the OLSIS Login button at the bottom center of the page.
4. Enter your user ID and Password (Contact Computer Services for details on your user ID and password).
5. Click LOGIN
6. Choose Faculty Services
7. Select the academic term (i.e. Fall XXXX) then choose “Mid-Term Grades”.
8. Only grades of D or F are reported at mid-term.
9. Additional information, such as the last date of attendance is also required.

The Admissions and Records office sends out specific instructions prior to the time mid-term grades are to be entered.

FINAL GRADES

Posting of final grades is done by logging into the OLSIS system (Online Student Information System). To reach the system:

1. Use the following link: http://wvup.edu/Registrar/OL SIS_links.htm or Go to the college webpage at <http://wvup.edu/> and click on the word OLSIS at the bottom of the page.
2. Choose the Faculty link to OLSIS.
3. Click on the OLSIS Login button at the bottom center of the page.
4. Enter your user ID and Password (Contact Computer Services for details on your user ID and password).
5. Click LOGIN
6. Choose Faculty Services
7. Select the academic term (i.e. Fall XXXX) then choose “Final Grades”.
8. Additional information, such as the last date of attendance is also required when a student has earned a grade of D, F or FIW.

The Admissions and Records office sends out specific instructions prior to the time final grades are to be entered.

INCOMPLETE GRADES

Refer to Answer Book Policy #V-9 for policy on incomplete grades.

FACULTY RESOURCES

Adjunct Faculty Resource Room is located in room 1011-1013. Equipment such as computers, copying machines, scantron machine, and meeting spaces can be found here.

The Center for Teaching Excellence promotes excellence and innovation in teaching and learning at WVU Parkersburg through pedagogical development, engagement activities, and a communal environment.

Excellence and innovation are achieved by:

- Fostering student learning and effective teaching through creative, innovative, and research-driven approaches, assessments, and technologies.
- Advancing and translating the scholarship of teaching and learning for the classroom.
- Building and nurturing cross-disciplinary communities and mentoring networks for scholarly exchange around learning, teaching, and professional growth.
- Cultivating life-long learning for current and future faculty at all career stages.

Objectives of the CTE

- To initiate programs and implement services that support all members of the faculty in their teaching roles.
- To introduce innovative teaching techniques, including the use of instructional technology.
- To enhance online teaching techniques, including the use of synchronous and asynchronous tools in the classroom management system.
- To foster campus-wide conversations about enhancing student learning.
- To provide web-based resources for faculty understanding and application of innovative teaching practices.
- To engage in inquiry and reflection that address WVU Parkersburg's evolving teaching and learning needs.
- To strengthen faculty advising as part of the teaching process at WVU Parkersburg.

Charged to build the capacity of the college to integrate teaching and learning with engagement through academic initiatives, the CTE will provide curricular support for both traditional and online courses. Activities through the center will be focused to establish and maintain long-term, sustainable, mutually-transformative partnerships across the campus. This will occur through **regularly scheduled programming** and a **website resource** for faculty. The website will include faculty events, announcements, faculty spotlights, on-campus committee news (including minutes and agendas), teaching ideas, and relevant educational news. The website can be found at cte.wvup.edu. The Center for Teaching Excellence is found on the main campus in Room 2539. It features a training area, collaboration stations, a library of resources, and a kitchenette for faculty use.

MAIL

Full-time faculty mailboxes are located downstairs in the print shop. Adjunct Faculty mail is processed through the campus mailroom. A "mail folder" with your name on it is located in the Adjunct faculty resource room (Rooms 1011-1013) at the Parkersburg Campus or in the Faculty Lounge (Room 213) at the JCC campus. All large packages are delivered directly to your Department Administrative Assistant. All information and other communications will be placed in these files. Be sure to check it each time you arrive on campus.

CHAPTER 7– SAFETY

It is the goal of WVU Parkersburg to ensure a safe and healthy learning and work environment for faculty, staff, students, and visitors on this campus. All members of the campus community must take individual and collective responsibility for campus safety. The following are expectations. Employees and students should:

- Be familiar with and adhere to the Safety Plan.
- Participate in drills and training sessions as required.
- Know primary and secondary evacuation routes.
- Know where hazardous conditions or situations in our area may exist. Know the location of flammable, biological, or other hazardous materials.
- Know where fire extinguishers are located in our building and how to operate them.
- Know where first aid kits are located in your building.
- Know how to use the fire alarm and paging systems.

Each instructor is to provide general information relating to emergency procedures to his or her class or audience. This information should be shared the first week of class or at the start of a seminar. The following statement needs to be included in each course syllabus:

Upon activation of the building fire alarm, all building occupants must exit to a position of a minimum of 100ft. safely away from the building. If you will require assistance during an emergency evacuation, please contact the instructor so that arrangements can be made in advance. All students are encouraged to familiarize themselves with the locations of emergency exits. Information concerning emergency exits is posted by or in each classroom. Students and instructors should also be familiar with the Color Code System and the Emergency Call buttons (College Paging System) that are located in each room on the main campus. Information regarding the system and instructions for each individual emergency can be found in the Safety Plan, accessible only on campus through the college website or by contacting faculty, staff, or administration. Questions regarding safety can be directed to the safety committee through <http://www.wvup.edu/about/safety-security/>

Communication – The Director of Marketing and Communications is the Communications Officer for WVU Parkersburg. This person will determine the necessity for and ways and means of communication to the college community. These include email, texting, voice mail, the college web site, the college intranet site, the institution’s closed circuit TV system (Parkersburg campus), and the campus-wide broadcast capabilities of the college’s emergency paging system. Guidelines have been developed for the use of the college’s paging system.

IN THE CASE OF A DRILL TO EVACUATE THE BUILDING, DO NOT RETURN TO THE BUILDING UNTIL ALL CLEAR IS ANNOUNCED.

BUILDING OPENING AND CLOSING

The main campus is normally open by 7:30 a.m. each morning. Buildings are normally locked by 10:00 pm each evening. [Answer Book 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 Vice President for Academic Affairs in cooperation with Division Chairs 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 Chair.

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 instruction in any course (e.g., one three-hour evening class, two 75-minute daily classes, or three 50-minute daily classes) or less than one week 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 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 Academic 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 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.

VISITORS

West Virginia University at Parkersburg is a publicly-supported institution of higher education and, as such, welcomes visitors to campus. To protect the safety of visitors, as well as college personnel and facilities, certain restrictions apply.

A visitor to campus is defined as one who is not currently enrolled as a student of WVU at Parkersburg or its cooperating institutions, or currently employed by WVU at Parkersburg or its cooperating institutions.

Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student, or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lots. Nor shall a child be left with a college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. As a general rule, children are not permitted to be visitors in college classes.

Persons on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave the campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

College personnel observing unauthorized occupancy or activities should report the occurrence to the Coordinator of Campus Security, the Director of Facilities and Grounds, or other senior administrator. If no responsible college officer is present, any activity for which there is an immediate potential for injury or significant damage should be reported as an emergency by dialing 911.

EMERGENCY PREPAREDNESS/RESPONSE 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 and timely responses to campus emergencies are essential to protect the safety of the college and its occupants. WVU Parkersburg's emergency response procedures address recognized areas of potential danger as well as emergency levels. Emergency Response Procedures are detailed in the institution's Safety Plan, which is available to faculty, staff and students in print and on the college Intranet. All college employees are responsible for acquainting themselves with the institution's emergency response procedures.

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 EMERGENCY RESPONSE TELEPHONE NUMBERS

PARKERSBURG CAMPUS

OFFICE	RESPONSIBILITY	PHONE #
Campus Police & Security	First response	Ext. 235/376 (office) 304-834-7383 (cell) 304-834-7364 (cell)
President	Administration	Ext. 200
College Chemical Hygiene Officer	Chemical control	Ext. 390 834-7537 (cell)
Institutional Advancement	Public communication	Ext. 203 (office) 304-483-5650 (cell) 304-428-1909 (home)
Vice President for Student Services	Student conduct	Ext. 209
Wellness Coordinator	Health	Ext. 205
Physical Plant	Emergency evaluation	Ext. 265 (office) 304-834-7362 (cell)
Facilities and Grounds	Response coordination	Ext. 225 (office) 304-483-7975 (cell) 304-861-0175 (home)

JACKSON COUNTY CENTER

OFFICE	RESPONSIBILITY	PHONE #
President	Administration	304-424-8200
JCC Administrator	Director	Ext. 269
Campus Police/Security		304-424-8269 304-991-4449 304-834-7383
Facilities & Grounds	Response coordination	304-424-8225 304-483-7975
Maintenance	JCC response	304-834-7366
Physical Plant	Emergency evaluation	Ext. 269
Chemical Hygiene	Chemical spills	304-372-4741
Institutional Advancement	Public communication	304-424-8203

RESPONSE TO SPECIFIC EMERGENCIES

A. AUTOMOBILE ACCIDENTS

1. Automobile accidents occurring on the Parkersburg campus should be reported to the Campus Police and Security Office. Campus police will ensure that proper measures are taken and will properly document the incident. A copy of the incident report shall be filed with the Campus Safety Officer.
2. Automobile accidents occurring on the Jackson County Campus should be reported to the office staff and 911, in case of injury.

B. BOMB THREATS

In the event of a bomb threat, the President may 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, will be employed

1. Receiving a Threat

In the event a college employee receives a message indicating a threat to the college, the employee should observe the following steps:

- Stay calm and alert.
- Gather as much information from the caller as possible. The most important information is the time frame of the threat, the building or location threatened, and the reason for the threatened action.
- Record the time of the call.
- Record the exact wording of the call.

2. Reporting a Threat

Following receipt of a threat, the employee should:

- React calmly and professionally.
- Review the details of the threat so as to be able to present an accurate report.
- Call Security, Facilities and Grounds, or the Campus President's Office.
- Relay an accurate report of the threat message, timing and other information.
- Do not share this information beyond the immediate work group.

3. Responding to a Threat

Upon receiving a report of a threat to the college, the Campus President or designee will evaluate the threat and determine the level and scope of response. The response may include assistance from the West Virginia Department of Public Safety, or other emergency services organizations and/or evacuation.

To evacuate the threatened facility, the Campus President or designee will activate the affected building's emergency notification system. All college occupants must exit immediately to a position of safety away from the building. (See Sections V and VI for emergency evacuation procedures.)

4. Search

Law enforcement, with the assistance of designated college personnel, will address the threat. Upon completion of actions to address the threat, with the notification from law enforcement that it is safe to resume occupancy, the Campus President or designee will authorize re- occupancy.

C. INTERNAL CHEMICAL SPILLS

Chemical spills smaller than 5 cc's require initiation of the laboratory-specific Chemical Hygiene Plan for that particular area. For spills larger than 5 cc's, or of extremely hazardous material, follow the following steps:

Evacuate the area immediately and notify CHO and Safety Officer who will determine the appropriate response.

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 activate the paging system for further assistance.

D. CRIME IN PROGRESS

Initial respondents should not become involved. Take note of as much information about the crime as can be observed without involvement, and immediately dial 911 or activate the paging system. When police arrive, report the details of the incident as required. A copy of the incident report shall be filed with the Campus Safety Officer.

E. 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. Maintenance staff, campus police/security and the Director of Facilities and Grounds 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.

Upon evaluation of the event, the Director of Facilities and Grounds will confer with the Campus President to manage the college's response, including coordinating assistance from off-campus emergency service organizations, if necessary.

Fire Alarm Activation and Operation. Upon activation, the building fire alarm system triggers all fire alarms. Silencing the alarm does not mean the emergency has passed, however, and persons should only re-enter the building when authorized by college officials. (See Sections V and VI for emergency evacuation procedures.)

Areas of Refuge/Fire Separation/Fire Doors. In the National Fire Protection Association's Life Safety Code, an Area of Refuge is defined as any space within a building that is protected by a supervised automatic sprinkler system. Individuals should seek the refuge provided by stair towers protected by fire doors.

Each stair tower is separated from its building by 1 hour rated fire doors that resists the passage of fire for a minimum of 45 minutes. Each stair tower is sprinklered and has an exit door to the outside or to a protected means of egress at the ground level. The fire doors automatically close to isolate fire spread when the fire alarm system is activated.

In addition, 2-hour rated doorways separate the classroom tower from the activities center, the two story building, the library and the student lounge, resisting the passage of fire for 1 1/2 hours. Stepping from the fire side of one of these doors to the other side is equivalent to stepping into another building.

F. MEDICAL EMERGENCIES

First Aid should be provided within the scope of knowledge and skills by anyone who is readily accessible. The initial respondent should administer first aid, **ONLY IF TRAINED TO DO SO**, and contact 911 or activate the paging system for assistance. An accident report will be completed by the college administrator or supervisor and submitted to the Campus Safety Officer. If treatment or transport is refused by the injured person, a Refusal to Treat or Transport will be filed with the accident report. The signature of the injured party is required on the completed accident/injured person report. Campus Police and security will complete an Incident Report filing a copy with the Safety Director.

G. 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 report to the campus police, who may enlist the aid of Student Services personnel. These incidents may also be referred to the Vice President for Student Services.

Persons in distress will be referred out.

H. WEATHER EMERGENCIES

In the event of a weather-related emergency, the Campus President may enact any of the following measures:

1. Suspend or adjust normal college operations and class schedules.
2. Delay starting times.
3. Send employees/students home early.
4. Implement other emergency responses or protocols.

Only the Campus President (or designee) can declare and terminate emergency closures or other emergency responses. (See [Answer Book VIII-2](#), "Procedures for Canceling Classes or Closing the College," for additional information.)

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.

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

I. POWER OUTAGES

Power outages in individual offices, classrooms or other non-critical facilities should be reported to the Facilities and Grounds staff 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. Loss of electrical service during evening classes may require dismissal of classes upon authorization by the Campus President.

J. RIOTS, DISTURBANCES, FIGHTS, CIVIL DISORDERS

The initial respondent should dial 911 or activate the paging system. Campus police 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. Violations of the Code of Student Conduct ([Answer Book #VI-4](#)) should also be reported to the Vice President for Student Services.

K. WORKPLACE VIOLENCE

In accordance with WVU's Workplace Violence Policy, all college employees should immediately report any incidents of potentially threatening, harmful or criminal behavior of employees, customers, or visitors that may affect the safety or security of others or college property to an appropriate administrator and to campus police/security.

L. 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.

M. SUSPECTED EXPLOSIVE DEVICE

A suspected bomb or explosive device should not be handled or touched. All persons should evacuate the area without using the fire alarm system. Persons should not use radio frequency devices such as cellular phones or two-way radios in the area of the suspected explosive device. The initial respondent should contact the campus police and state his/her name, location of the suspected explosive device, description of the object,

and the phone number nearest the scene.

Campus police will evaluate the situation and may summon other assistance as necessary and appropriate.

N. SUSPICIOUS UNOPENED LETTER OR PACKAGE

The contents of any suspicious envelope or package should not be shaken, opened or emptied. The unopened envelope or package should be placed in a plastic bag or some type of container to prevent leakage of contents. If no container is available, the envelope or package should be covered with something, such as paper, waste basket, etc. Persons should leave the room and close the door or section off the area to prevent others from entering. Person(s) who have come in contact with the item should wash their hands with soap and water to prevent contaminating other areas. Such incidences should be reported to the campus police with a list of all people who were in the room or area when this suspicious letter or package was first observed.

EMERGENCY EVACUATION PROCEDURES

Upon activation of the building fire alarm or other announcements, all building occupants must exit the building to a position of safety away from the building. The use of elevators is prohibited during evacuation.

The following steps should be taken during an evacuation:

- A. Faculty members teaching classes must immediately dismiss their students. Students should be directed to remove their belongings (purses, book bags, etc.) and the instructor should examine the room as they exit and report questionable conditions. Instructors are not responsible for maintaining class integrity.
- B. Campus administrators should direct their employees to exit. Shut windows, if open. Do not turn out lights. Shut door upon exiting.

DO NOT RETURN TO BUILDING UNTIL CLEAR IS ANNOUNCED.

Further instructions may be given there depending on the nature of the emergency. Evacuees may return to their cars for safety and convenience. Persons should not stand in campus driveways and in all instances should be a minimum of 100 feet from the building at all times.

EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

- A. ***Visual Disabilities.*** Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, the person with a visual impairment may need to be told the nature of the emergency and guided to the nearest exit. Upon exit, person should be oriented to location and asked if further assistance is necessary.
- B. ***Hearing Disabilities.*** Visual fire alarms are installed in campus buildings. A person with a hearing impairment may not hear the emergency alarm and may need an alternative warning technique. One method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out the rear door to right and down, Now!"
- C. ***Mobility Disabilities.*** In the event of an emergency evacuation situation, mobility impaired persons are to exit the building via the nearest exit. If, however, the mobility impaired persons are on a floor that has no direct exit to the outside, persons should go to the building Emergency Assistance Area (EAA) (normally the nearest stairwell; see plan for your specific building) and await evacuation by trained rescue personnel.

GUIDELINES FOR ACCIDENT AND INCIDENT REPORTING

(See Appendix C of the [WVUP Safety Plan](#))

- A. If a person is involved in an accident or suffers from an injury on campus property, an Injured Person Report

will be filed. The procedure for responding to an accident follows:

1. The initial responders to the accident or injury immediately call for assistance by activating the paging system or calling Campus Police and Security or 911.
2. If this accident or injury occurs during regular business hours of the college and is on the main campus or its buildings, Campus Security will respond and investigate. After business hours, Campus Police/Security will respond and investigate.
3. If this accident or injury occurs during regular business hours at the Jackson County Center, then the Director of JCC investigates. Otherwise, the Jackson County Evening Administrator will investigate.
4. If person is conscious and/or requires medical attention, EMS will immediately be contacted to respond.
5. If the injured person refuses to be transported, they will be required to sign a waiver by the ambulance provider. This is to be noted on the Accident/Injured Person Report as well as the name of the ambulance service.
6. College employees are not to transport injured persons.
7. If the person is unconscious, EMS will immediately be contacted and the person will be transported to a local hospital.
8. Campus police/security will complete an Incident report for their records and forward a copy to the WVU Parkersburg Safety Officer.
9. Campus Police/Security, administrator in charge or supervisor of the injured person shall initiate the Accident/Injured Person Report after fact finding (victim, witness and Incident Report). **Injured persons do not complete the report, but do sign off on a completed report.**
10. Accident/Injured Persons Reports are filed with the WVU Parkersburg Safety Officer who forwards a copy of an employee Accident/Injured Persons to Human Resources.
11. Student and visitor Accident/Injured Persons Forms are maintained by the WVU Parkersburg Safety Officer with copies being forwarded to the Registrar for official filing in the student's records.
12. Accident/Injured Persons Report forms and instructions shall be up-dated as needed and available on the WVU Parkersburg Safety web site.

B. Faculty/Staff or College Employee

In the event of an accident or injury involving a faculty/staff or college employee, an Accident/Injured Person Report will be filed by the supervisor or administrator in charge. The Campus Police/Security will investigate and complete an incident report. Since these situations may involve Workers' Compensation, the WVU Parkersburg Safety Officer forwards a copy of these records to the Human Resource Office. A copy of the report is filed with WVU's Environment Health & Safety Office and Medical Management Unit.

C. Student or Visitor

In the event of an accident or injury involving a student or visitor, an Accident/Injured Person Report is completed by the person in charge (administrator, supervisor) and filed with the Safety Officer of WVU Parkersburg. An Incident Report is completed by Campus Police/Security with a copy forwarded to the WVU Parkersburg Safety Officer.

OFF-CAMPUS EMERGENCY RESOURCE PHONE NUMBERS

PARKERSBURG CAMPUS

Allegheny Power	800-255-3443
Ambulance	911 (9-911 on campus)
Camden Clark Hospital	304-424-2111
Claywood Park PSD (water, sewer)	304-422-6042
Community Mental Health Crisis Line	800-579-5844
Dominion Gas	800-934-3187
Eastwood Volunteer Fire Department	911 (9-911 on campus)
Family Crisis Intervention Center	304-428-2333
Mid-Ohio Valley Health Department	304-485-7374
Nat'l Response Center for Toxic Spills	800-424-8802
Poison Control Center	800-222-1222
West Virginia State Police	911 or 420-4600 (9-911 on campus)
Wood County Sheriff	911 or 424-1834 (9-911 on campus)
WV Office of Home-Land Security	304-558-5380
WV State Fire Marshal	304-558-2191

OFF-CAMPUS EMERGENCY RESOURCE PHONE NUMBERS

JACKSON COUNTY CENTER CAMPUS

AEP Power	800-982-4237
Ambulance	911 or 372-2000 (9-911 on campus)
Community Mental Health Crisis Line	304-372-6833
Family Crisis Intervention Center	304-372-2270
Jackson County Health Department	304-372-2634
Jackson County Sheriff	911 or 372-3462
Jackson General Hospital	304-372-2731
Mountaineer Gas	800-834-2070
Nat'l Response Center for Toxic Spills	800-424-8802
Poison Control Center	800-222-1222
Ripley Police Department	911 or 372-4711 (9-911 on campus)
Ripley Volunteer Fire Department	911 or 372-9271 (9-911 on campus)
Ripley Water/Sewer Department	304-372-3482
West Virginia State Police	911 or 372-7850 (9-911 on campus)
WV Office of Home-Land Security	304-558-5380
WV State Fire Marshal	304-558-2191

DISASTER PREPAREDNESS

WVU Parkersburg (and Ripley) will respond to a major incident or disaster in such a way to quickly and effectively analyze and restore services and support to students, faculty, and staff. Crisis Management Team members are pre-assigned to roles by position for each type of disaster/emergency. Many precautionary measures and resumption of operations are common to most disaster – education, communication, and preparation.

A. PANDEMIC FLU

Pre-Pandemic preparation:

- The college will disseminate educational/informational materials to faculty, staff, and students on prevention and response from health agencies through the college website.
- Vaccination against seasonal influenza is encouraged.
- During flu season, all shared areas and items (phones, computer keyboards and mice) will be cleaned with disinfectant at least once daily.
- Academic programs will develop guidelines for addressing student absences due to illness or quarantine. Faculty will develop and disseminate alternate procedures for completing course work.
- Faculty will update Human Resources on emergency contact information as needed.
- Campus community will have individual responsibility for their own health and the health of the campus. (<http://www.nis.wvu.edu/flu>)

The Response plan:

- Upon notification of the appropriate health agency, the college will suspend operations. The college will be closed to the public. Only essential personnel (Facilities, Security) will be at the campus during the pandemic.
- Employees and students should self-isolate once the pandemic onset is announced and remain so – to the extent possible until the event is declared ended. They should be prepared for psychological and financial effects of the pandemic. They should not return to campus until the campus is declared open.
- The college will re-open after clearance is given by the appropriate health agency.

B. NATURAL DISASTERS

A natural disaster can occur with or without notice. Floods, severe windstorms, tornadoes, hurricanes, and earthquakes pose a serious threat to the safety and security of students and employees as well as the physical college facilities. The college will make the necessary preparations for shelter in place which may be required during and after natural disasters.

Severe Weather – tornado, hurricane, sever lightning.

- The safety officer and/or the Communications Officer will issue notification through e-mail messages, telephone communications to the Crisis Management Team members, and utilize the paging system to notify all who are in the building.
- Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will initiate the following actions:
 1. Take cover – Instruct students, employees, and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a “ball” or fetal position near the wall, place their hands over their head and remain in that position until the severe weather passes. When a hurricane is imminent, all on campus will be instructed to go to specific locations for shelter in place.
 2. Do NOT leave the building or initiate a building evacuation during these circumstances. When severe weather strikes, power may be interrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain until the severe weather passes.

Severe weather – Earthquakes

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If **OUTDOORS**, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for it offers shelter.
4. After the initial shock, evaluate the situation and if emergency help is needed, call the Safety Officer. Damaged facilities should be reported to Facilities and Grounds. Gas leaks and power failures create specific hazards.