

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MARCH 19, 2024
AGENDA**

Members

Joe Oliverio, Board Chair
Blaine Hess, Vice Chair
Savannah Morgan, Secretary
Donna Smith
JP Hushion
Jason Landers

Stephanie McCoy
Ami Shaver
Vasanth Ananth
Andrew Walker
Cody Irick
Michael Meyer

Dr. Torie Jackson
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, March 19, 2024

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Al Collins, Lead Campus Police Officer, Campus Carry Procedures	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services Committee	Riverhawk Conference Room - Room 1101
2:00pm	Administrative Services Committee	WVUP Proud Conference Room - Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of March 19, 2024
Francis & Nina Phares Board Room & Zoom
3:15 p.m.

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| 1. Call to Order | Board Chair, Joe Oliverio |
| 2. Roll Call | Lauriel Rader
Secretary to the Board |
| 3. President's Report | Dr. Torie Jackson,
President |
| 4. Approval of Minutes | |
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| 5. Committee Reports | |
| • Executive Committee | Joe Oliverio |
| • Academic and Student Services Committee | Blaine Hess |
| • Administrative Services Committee | Savannah Morgan |
| 6. Information Items | |
| • Fiscal Update | Alice Harris, Executive VP
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.....27 |
| • Policy Update - Program Approval and
Termination Policy | Dr. Torie Jackson,
President.....36 |
| 7. Action Items | |
| • Approval of FY 2024-2025 Tuition Rate | Alice Harris, Executive VP
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| • Approval of FY 2024-2025 Fees | Alice Harris, Executive VP
Finance & Administration
.....40 |
| • Approval of Updated Staff Hiring Wage Scale | Alice Harris, Executive VP
Finance & Administration
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• Approval High School Dual Credit Pathway	Dr. David Lancaster, Vice President for Academic Affairs.....	49
• Approval of updated Board of Governors Policies to reflect a review of the Academic Freedom policy	Dr. Torie Jackson, President.....	50
• Approval of updated Board of Governors Policies to reflect a review of the Emeritus Status policy	Dr. Torie Jackson, President.....	68
8. Board Comments/Announcements		
9. Next Meeting April 23, 2024		
10. Adjournment		

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 16, 2024

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, January 16, 2024, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Joe Oliverio, Blaine Hess, Savannah Morgan, Donna Smith, JP Hushion, Jason Landers, Stephanie McCoy, Vasanth Ananth, Andrew Walker and Cody Irick. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

1. Call to Order

Mr. Oliverio, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

2. Swearing in of new Board Member

The Honorable Ellen Smith, 3rd Family Court Circuit Judge, conducted the swearing in of new Board member, Vasanth Ananth.

3. Roll Call

Roll Call was taken by Lauriel Rader, Secretary to the Board of Governors, noting that a quorum was present.

4. President's Report

President Jackson delivered the following report:

This is the last BOG meeting before the Higher Learning Commission visit in March. While we have talked to you about it many times in the last two years, today, I am going to do an in-depth review of the 18 criteria noted within the 5 Criterion. I will state the criteria that is to be met and share with you how we meet it. This review is also in front of you to add notes. And, in this president's report, please feel free to ask questions as we proceed instead of waiting until the end. You will most likely be asked questions about Criterion 1, 2, and 5.

Criterion 1. Mission

1.A. The institution's mission is articulated publicly and operationalized throughout the institution.

The college's mission is to provide: *"accessible, life-changing educational opportunities in a safe and supportive environment."*

A major component of providing life-changing educational opportunities is ensuring that students are prepared for work and live both locally and

globally. WVUP's educational processes are based on the premise that students begin college with various preparation levels, diverse goals, and limited ways and means of achieving educational goals.

WVUP provides many opportunities to assist students throughout their academic careers, at no additional cost. The services that are available are consistent with the college's duty to serve first-generation college students who need access to support services to be successful in college. An example is the Epicenter - a location that provides tutoring, learning resources, advising and more.

Another example of that operationalized mission is in the 2023-2027 WVUP Strategic Plan that includes specific performance indicators to provide those life-changing educational opportunities:

- Assess current recruitment, admissions and retention models to make changes that enable the process to be more productive for student success in admissions.
- Examine industry needs for curriculum that is apprenticeship based.
- Utilize technology to streamline the student processes.
- Develop and implement clear learning outcomes for each office on campus that guides their interactions with students.

Guiding question: Explain a way that you believe WVUP fulfills its mission?

1.B. The institution's mission demonstrates commitment to the public good. WVUP's mission is fulfilled, in part, through the college's commitment to ensuring the public good. The college understands its role in providing an educated population, a skilled workforce, and engaged citizens to the local community. Both social and economic development are positively impacted by faculty, staff, and student engagement in community service. Representatives from all units of the college are active participants in the communities served.

WVUP serves the public good with its impact on the local economy. Economic growth and development in West Virginia is influenced by higher education institutions' research and collaboration with local partners. WVUP actively involves itself in these efforts. An example is that during the 2022-2023 year, the WVUP Foundation received a \$10 million donation from The Ross Foundation to create a WVUP Technology Center at the former Ohio Valley University campus. The facility will be renovated to house the college's computer science, computer information technology, and bachelor of applied technology in cybersecurity and network administration. The center will also allow for opportunities to develop degrees such as mechanical engineering. In addition to degree programs, the center is expected to serve as a small business incubator for 25 technology-based businesses. It is designed to be an economic

driver.

Another example is that WVUP continues to work closely with local businesses to assist in providing a trained workforce. Program advisory meetings of degrees highlight the widespread application of this principle. WVUP partners with local businesses, such as Chemours, to provide on-demand courses. These efforts began with Workforce Development but then extended to creating and revitalizing programs to meet employer needs. As a result of partnering with local companies, degrees such as Advanced Manufacturing Technology and Supervisory Management were added to the curriculum.

Part of the WVUP mission is to provide accessible educational opportunities. In order to make the revitalized Advanced Manufacturing Technology and Supervisory Management programs more accessible to students, beginning in early 2024, the Jackson County Center will be remodeled and redeveloped into a second applied technology center where the Advanced Manufacturing Technology program can be offered on-site in its entirety. These efforts will facilitate meeting local workforce demands in Jackson and surrounding counties including Roane and Mason counties. The program has an anticipated start date of Fall 2024.

Guiding question: Can you share an example in which you feel that WVUP demonstrates its commitment to the public good?

1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

WVUP has implemented a number of initiatives for students, faculty, and staff to be engaged in the surrounding community. These initiatives not only serve the community, but also make members of the campus more aware of needs in the local community. WVUP's community partnerships are vast. Some examples include service on community boards and volunteering for community organizations. Specific examples: your president's service on the Mid-Ohio Valley Regional Council, Discovery World or the Chamber of Commerce. Another example: WVUP's Sigma Omega chapter of the academic honor society Phi Theta Kappa hosts an Adopt-A-Highway event three times throughout the year and invites the campus community to participate.

The relationship between WVUP's mission and the diversity of society is demonstrated in the Institutional Learning Outcomes, specific courses, assigned duties for specific administrators, and the work of standing committees. Institutional Learning Outcomes includes the foundational learning courses required in all degree programs. These outcomes include

increased understanding of historical perspectives, an awareness of ethical perspectives and cultural value systems, expanded appreciation of the arts, critical thinking, and ethics. Five of the eight WVUP Institutional Learning Outcome categories include opportunities for class content to focus on diversity. These five categories are:

- Human Communication and Interaction
- People and Their Worlds
- Aesthetics, Creativity, and Appreciation
- Critical Thinking
- Ethics

Guiding question: Can you describe a way that you believe WVUP engages with or helps students become engaged with the local community?

Criterion 2. Integrity: Ethical and Responsible Conduct

2.A. The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

Institutional policies at WVUP are collected as Board of Governors Policies, Answer Book policies, and institutional procedures. Transparency is provided through links to institutional policy on the institution's website. Policies are reviewed and updated periodically by the college community. Drafts of new or updated BOG policies are available for comment and review by all levels of constituents and stakeholders prior to adoption. When a policy is under review by the BOG, emails are sent to the campus community inviting comment and an invitation for comment is available through the Board Policy Proposal on the college's website. A comprehensive review of the Answer Book began in Spring 2023 under the direction of the college President. She is asking that all 122 policies be reviewed by campus leadership, faculty and staff. In this process, specific Board of Governors' policies are also being evaluated.

All fiscal operations at WVUP are the responsibility of the Executive Vice President of Finance & Administration (EVPFA). This responsibility includes establishing, implementing, and maintaining internal control policies and procedures to ensure the highest level of integrity.

Examples: 1) Open budget discussions with all divisions/departments of the college. 2) WVUP provides clear, complete, and public disclosure of its contracts through the Business Office. The Business Office maintains these records and provides information on contracts through the West Virginia Purchasing Division. 3) WVUP has multiple years of financial audits which demonstrate its commitment to acting with integrity. These audits have been clean and unmodified.

Guiding questions: What is the process by which BOG policies are updated?

Can you describe any of the internal control procedures for fiscal operations?

2.B. The institution presents itself clearly and completely to its students and to the public.

WVUP works to ensure transparency in the cost of attendance. Costs to students are publicly provided on the **website** to provide transparency for potential students and the public. Information about and links to financial aid assistance are also provided online.

The institution also shows evidence to support the educational experience in a variety of ways to include: collection of assessment data, specialized accreditation, and student organizations and service learning opportunities. **An example: Co-Curricular Programs Consistent with Mission.** WVUP provides many opportunities for developing the “whole student” through student life programming and activities. As a community college with no campus housing, students’ participation in student activities is consistent with WVUP’s demographics. Traditional-aged students are well represented in Student Government and student organizations.

Guiding question: How does WVUP transparently share information about programs and costs of attendance?

2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution’s integrity.

By code, the WVUP Board consists of 12 members:

- Nine lay members appointed by the Governor with the advice and consent of the State Senate;
- One full-time member of the faculty elected by the faculty;
- One member of the student body in good academic standing, enrolled for college credit work and elected by the student body;
- One member of the institutional classified employees elected by the classified employees.

Example: The board has specific duties that it oversees as part of the governance structure. The board also delegates powers to the college president. Through the procedures document, the Board of Governors defined the day-to-day management of the institution as a responsibility of the college President. The chain of command within the institution is presented in the Answer Book organizational chart. The president oversees the campus with the assistance of a campus team.

Guiding question: How does your BOG fulfill its role in making decisions for the campus? What is in place to keep your BOG from overstepping into daily campus operations?

2.D. The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Systems and policies are in place to ensure academic freedom including WVCTCS Series 9. WVUP's Answer Book IV-13D policy indicates support for faculty in their teaching, public service, and service to the community through research and other avenues. BOG Policy B-02 addresses academic freedom, as does Answer Book IV-8 defines the faculty evaluation process and includes specific language that addresses academic freedom and calls for evaluation of faculty to "be guided by principles and procedures designed to protect academic freedom and to ensure accuracy, fairness, and equity." Faculty are evaluated based on a range of professional activities to allow for expression of academic freedom keeping to best practices for the academic discipline as well as individual preferences for teaching. Current example: This new evaluation is developed by the Faculty Senate by recommendation to the president. The evaluation process is being reviewed during the 2023-2024 year in collaboration with the Faculty Senate, faculty as a whole, and administration. This process is included as a part of the promotion and tenure process for faculty.

The Curriculum process is a faculty led process. Through Division and College-Wide Curriculum Committees, faculty members lead the development and approval of curriculum and academic programs. Assessment of student performance on learner outcomes is a faculty-led process using the College-Wide Outcomes Assessment Committee.

Guiding question: What is an example of academic freedom processes at WVUP?

2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students. The primary role of WVUP is that of teaching. As a result, research does not hold the same level of demand as at other institutions with a large research focus. However, the college takes a number of steps to ensure any research that is conducted is done so in an ethical and responsible manner. These steps include policies regarding participation in research projects, policies regarding managing grants, and offering coursework on research methods. Answer Book Policy VII-17 provides guidance on WVUP participation in research projects.

Examples: WVUP is committed to ensuring the privacy of its students and employees. This privacy includes maintaining FERPA compliance and GLBA compliance.

Guiding question: Explain a way that WVUP ensures privacy of information?

Criterion 3. Teaching and Learning: Quality, Resources, and Support

3.A. The rigor of the institution's academic offerings is appropriate to higher education.

WVUP is classified as a two-year college offering degrees at the certificate, associate, and bachelor levels. WVUP ensures faculty are well qualified through the credentialing process, professional development, and ongoing performance evaluation. Upon employment, faculty are vetted through a credentialing process.

In order to maintain oversight regarding academic rigor, program and course development or modification is addressed through a standardized internal online Curriculum Change Portal. Faculty submit proposals to the portal for review. Upon submission, the faculty-led Outcomes Assessment Committee reviews the proposal to determine if learning outcomes are affected, and if so, to verify that the outcomes are appropriate to the degree and measurable.

To ensure the quality, success, and feasibility of each program, they are subject to an annual program review following an internally developed template. The template is reviewed and modified as needed each year by the faculty led Outcomes Assessment Committee. Course delivery at WVUP occurs in multiple delivery modes, such as online, live online, hybrid, and face-to-face.

Guiding question: How would you ensure rigor is part of the academic experience at WVUP?

3.B. The institution offers programs that engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments.

The general education program serves as the basis for Guided Pathways Scheduling that requires students to take the math, English, and other general education courses in their first semesters of college. By postponing many of the major courses until the student has acquired enough general education credits to ensure academic progress, students may change majors without losing credits.

In 2021 the college developed Institutional Learning Outcomes for eight categories to enhance the intellectual inquiry of student learning. Foundational Learning Courses require an in-depth exploration of the ILO and allow students to learn through reflection of problems and events that impact our world. **Intellectual inquiry techniques used by faculty result**

in assignments that have students being creative in problem-solving and encouraging development of the essential skills of planning, organizing, processing and designing. Examples could be a research paper in an English class or the analysis of a crime scene in a blood spatter class.

WVUP is committed to promoting tolerance and an appreciation for diversity and provides educational opportunities to increase awareness among students, faculty, staff, and the community at large. As a part of the co-curricular offerings, WVUP promotes equity and inclusiveness through the Diversity, Equity, and Inclusion Committee, as well as through partnerships within the community and course offerings.

The faculty and staff at WVUP are engaged in promoting their fields. While the mission of WVUP as a community college focuses faculty efforts primarily on teaching, faculty regularly engage in creative and scholarly work that advances the college mission. One of these efforts is in producing ***The Poorhouse Rag*** annually.

Guiding question: What is a method or technique on your campus to ensure intellectual inquiry occurs in your classrooms?

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

As a community college with a mission to provide programs that are responsive to area workforce needs, WVUP regularly evaluates the programs offered and allocates human resources to accommodate each program, this includes an analysis of both the faculty and staff needed to operate a program effectively. According to IPEDS data, the average Faculty-to-student ratio is 15:1.

Faculty instructional load is based on guidance from the West Virginia Community and Technical College System (WVCTCS) Policy. Administration closely monitors the number of instructional staff to ensure adequate numbers are maintained to provide high quality instruction. In addition to normal attrition, resignations, non-renewals and retirements, staffing trends for full-time faculty in recent years reflect fluctuations of enrollment, and addition and suspension of some academic programs.

The Faculty Senate drafted and revised WVUP Answer Book Policy #IV-13 “Faculty Qualifications” based on feedback from faculty and HLC guidelines. The revised policy defines and requires documentation for “tested experience” for each faculty member to demonstrate how their qualifications match the requirements. The policy provides clear expectations for faculty who teach in workforce and technology programs. Relevant educational, teaching, and/or professional experience may be

considered when hiring.

Professional development is one of the ways WVUP faculty are able to maintain and improve their competencies. Board of Governors Policy B-26 and WVUP Answer Book IV-23 “Faculty Development,” updated November 15, 2023, describe institutional expectations and provide guidance for types of activities that may be counted toward professional development. In addition to attending off-campus conferences, faculty have opportunities to participate in a wide variety of development opportunities on campus. An In-Service Week is held the week prior to the opening of fall and spring semesters with opportunities for training, workshops, and speakers available on campus.

Guiding question: Provide an example of how WVUP has appropriately trained faculty members.

3.D. The institution provides support for student learning and resources for effective teaching.

Faculty are accessible to students through multiple out-of-class opportunities. Students have the opportunity to interact with faculty through studio/lab time, office hours, faculty led study sessions, mandatory advising each semester, and by scheduling an appointment with faculty.

Mandatory academic advising ensures all students meet with their assigned advisor, a member of the PAC or a full-time faculty member, every semester. A separate advisor is specifically designated for the ASCEND students. This required interaction has proven effective in increasing retention, student success, and reducing time to graduation. Students may not register online until the advisor has released the code needed to register.

Non-faculty staff members at WVUP are a vital part of providing high quality educational opportunities to students. WVUP Answer Book III-5 provides for a classified staff council/assembly to represent classified staff in issues and concerns and provide input into the college decision-making process. WVUP Answer Book IV-08C, campus hiring guidelines for non-classified and classified staff, details the process for developing, reviewing, and classifying positions based on a job description that defines necessary qualifications and duties and responsibilities. As part of each employee’s annual performance appraisal, job descriptions are reviewed and updated as needed.

Additionally, the annual budget assures funding is set aside for resources needed for classrooms. The Perkins funding provided annually is often used to support new technology in AAS programs. The college also operates with several grants that allow for enhanced resources for the

classrooms, like simulators in nursing, computers in labs for English, and tractors for agriculture.

Guiding question: What is an example of a support system that enhances student learning at WVUP?

Criterion 4. Teaching and Learning: Evaluation and Improvement

4.A. The institution ensures the quality of its educational offerings.

The college has instituted multiple review practices in order to monitor and ensure the educational quality of programs. These practices include an internal annual program review, a state monitored post-audit review, and a state monitored five-year review.

The faculty-led Outcomes Assessment Committee provides guidance to and oversight for the WVUP internal annual program review process. This committee is made up of representatives from each division (Arts and Sciences, Professional Studies, Health Sciences, and Workforce, Technical and Computer Information Science) and is led by members of the committee selected as Co-Chairs.

Another layer of academic quality assurance is that of the Post Audit Review. WVCTCS Series 37 requires a post-approval audit report three years after the beginning of any new program. This audit provides data on enrollment trends, graduation, job placement and advisory board input to ensure that the program is meeting its stated needs and that student learning outcomes are being assessed.

West Virginia requires each certificate, associate, and baccalaureate program to complete a five-year review. Content for the report is based on West Virginia (WV) Code 18B-2B-6, and WVCTCS Series 10 that defines the process for program reviews and provides authority for the institutional governing board to approve them. WVUP Board of Governors and WVUP Answer Book policies identify the timeline for submission, review, and approval of documents.

Quality is ensured among all WV colleges and universities through adherence to WVCTCS policy, which provides guidelines for transferability of credits and grades at West Virginia public and private colleges and universities.

WVUP makes use of a number of processes to ensure students are able to be successful in courses that are academically rigorous and consistent across locations and modes of delivery. The college has worked to develop cohesive prerequisite requirements and clear student learning expectations. The college ensures students have access to a variety of

resources and receive instruction from qualified faculty.

Rigor of courses is ensured through development of Uniform Course Syllabi, evaluation of Blackboard content, and development and assessment of learning outcomes.

Some of the programs at WVUP undergo specialized accreditation processes. Specialized accreditation prompts programs across the nation to prepare students for best practices in their professions. Specialized accreditation is intended to help students meet professional standards of knowledge, conduct, and skills.

To ensure that graduates are prepared for the workforce, the college seeks feedback from graduates, employers, advisory boards, and the community.

Guiding questions: How do you know that the educational offerings at WVUP are quality? How do you know the courses are rigorous? How do you know the courses are appropriate for undergraduate college level?

4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

The process for assessment of student learning was changed to improve understanding and ongoing communication of required reporting deadlines and, more importantly, to allow time for reflection and to use the data to improve student performance on learning outcomes. Faculty developed rubrics for each of the content areas related to general education. Along with overhauling the General Education requirements, the OAC also worked with divisions, departments, and programs to identify student learning outcomes and assessment processes for academic programs which lead to certifications or degrees.

Many programs require a capstone course or experience. Where appropriate, a national certification exam provides benchmark data enabling comparison of WVUP students to a national standard.

Many of the departments on campus have informal discussions about student learning. They use these discussions to revise and update curriculum to better serve student learning.

In order to facilitate campus-wide discussions about assessment and results, the OAC has incorporated discussion of student learning data into assessment days in the middle of the fall and spring semesters, which are displayed on the institution's official calendar. The purpose of having Assessment Days is to provide an opportunity for faculty to reflect on

student learning achievements, review program assessment plans and curriculum maps, and work with their peers to develop future plans. As part of the continuous improvement cycle, the institution has implemented several methods for assessment on the departmental/programmatic level as well as campus-wide efforts.

Guiding question: How do you assess the student learning experience at WVUP?

4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.

Of the six strategic goals in the WVUP 2015-2020 Strategic Plan, four of the goals focused on improving student support, retention, persistence, and completion. A major component of the 2023 strategic plan focuses on recruitment. The strategic plan calls for increasing new student enrollment by 3-5% each fall semester based on the end of semester registration the prior semester. In addition, the strategic plan calls for a 5% increase in Workforce and Economic Development courses.

In order to enhance the ability of key members of the campus to better address retention, persistence and completion data, this information is provided to programs for review as a part of the annual program review. Programs are asked to summarize, analyze, and explain data in their annual review. This provides them the opportunity to set goals and assess their success. Once the programs provide a historical perspective in their annual reviews, their reviews focus on the current year. The review transitions to summarizing enrollment, retention, graduation, and financial information for the program. The program review includes sections for the programs to explain their learning outcomes, course connection to the outcomes, and student learning assessment results.

Along with more systematic data collection and analysis, the use of data to make decisions has improved in all units of the institution. The Vice President for Academic Affairs has taken the lead the past few semesters in reviewing data to discuss trends with deans and program coordinators. Part of these discussions have focused on areas needing additional recruitment efforts. Other parts of the conversations have included staffing needs, as well as needs for which courses need to be offered and how many sections need to be offered to meet student demands.

In order to provide better information on requirements to graduate, the college implemented using MyDegree and academic maps. This provides students clearer information from the beginning of their college career. A review of data revealed a number of students were eligible for graduation

but had not completed the application to graduate. To address this shortcoming, advisors have been more intentional in encouraging students to apply for graduation with the certificate and associate degrees.

Examples of using data to inform decisions include: Academic changes made to improve retention and persistence include structured course scheduling based on GPS model, use of Blackboard for communication in all courses, and changes to summer semester calendars to ensure more enrollment in offerings. Changes made to the Priority and Open Registration processes addressed the student behaviors and culture, including taking advantage of advisors' advice, using technology for choosing classes, registering on time, paying tuition by stated deadlines, and attending to financial aid responsibilities. The new culture focuses on using MyDegree, "15 to finish," a pin release by the advisor, and financial aid review of courses toward major.

Guiding question: Can you explain a way that WVUP uses data to improve retention, persistence or completion?

Criterion 5. Institutional Effectiveness, Resources and Planning

5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

WVUP has established a number of avenues for its stakeholders to be involved in institutional governance. These avenues include a board of governors, executive administrative leadership, faculty senate, staff council, student government, and campus committees. Each level of code and policy (state, board, and institutional) defines the objective for inclusion of faculty, staff, and students in decision-making on processes that impact them.

BOG operating procedures are outlined in policies A-1 and A-45 and define the expectations of board members' involvement in governance of the institution. Specifically, A-45 explains the purpose of the board is to "encourage and facilitate, to the greatest reasonable degree, an active participatory governance process for the institution." As detailed in the Board of Governors Policy A-1 section Article 5.1, the WVUP Board of Governors oversees operations but allows campus leaders to run the day-to-day management of the college. The day-to-day management of the institution is facilitated through the organizational structure which provides accountability and provides for effective day-to-day operations of the college. A clearly defined leadership hierarchy, detailed in the Organizational Chart, provides structure and accountability for all units and programs at WVUP. The administrative leadership of the college is headed by the WVUP President. The president is tasked with the overall

management of the college. The president is supported in these endeavors by the Vice Presidents who meet with the president on a weekly basis individually and as a team.

An additional layer of administrative leadership is made up of the President's Cabinet. This cabinet includes the Vice Presidents; Executive Directors, some Deans and Directors, Lead Campus Police Officer, Coordinator of Admissions and Recruitment, Registrar, and Representatives of Faculty Senate, Staff Council, Board of Governors, and Student Government. This group meets on a monthly basis to discuss campus issues. Three faculty members serve on the President's Cabinet.

Institutional level groups include Diversity, Equity, and Inclusion; College-wide Curriculum; and Outcomes Assessment. Other standing committees involve faculty, staff, and students from areas throughout the college:

- Faculty Evaluation Committee
- Disciplinary Hearing Board
- Facilities, Safety, and Security Committee
- Financial Aid/Scholarship Committee
- Honorary Degree Screening Committee
- Instructional Innovation Committee
- Diversity, Equity, and Inclusion Committee
- Professor of the Year Selection Committee
- Technology Advisory Committee
- Threat Assessment Team

As the CEO of WVUP, the President uses data on a daily basis to make decisions to guide the operations of the college. Above all other administrators, the President receives the most financial and non-financial data that assists with the multitude of decisions required. The President regularly meets with outside stakeholders such as community leaders, government officials, nonprofit heads, local foundations, and school officials of the counties in the service area. These meetings provide the President with additional information about the needs of the surrounding community.

The President also gathers non-financial information at state-wide and national conferences that provide information about higher education issues and trends that help ensure that WVUP remains at the forefront of innovation in education. In addition to providing information about trends, state-wide meetings also provide the president important information regarding state-wide initiatives, anticipated concerns or benefits, and the opportunity to partner with other institutions for various initiatives. This information is used as a part of WVUP's participation in state initiatives to assist in student retention and persistence. Data from these initiatives are

used to focus resources and efforts at the college.

Perhaps more importantly, the President uses data such as daily enrollment reports and weekly withdrawal reports to drive decisions about recruitment, budget decisions, and retention efforts; and to identify common challenges or issues that cause students to stop out of classes. Additionally, the President uses room utilization reports to determine and promote facilities use. The President also reviews information provided by the curriculum and assessment committees to ensure that WVUP's academic programs are high quality and regularly assessed for ways to improve student success. Co-curricular assessment meetings are periodically held within the non-academic groups to assess and streamline processes to improve access and efficiency for our students' benefit. Ultimately, all of the data collected by the President is used to evaluate and assess if WVUP is successfully implementing its strategic plan objectives.

The curriculum at WVUP is driven by the faculty and staff and students have the opportunity to influence the process. Faculty drive the curriculum largely through the Curriculum and Outcomes Assessment Committees. Staff and students influence curriculum through shared governance procedures as well as through committee work.

Guiding question: Can you provide an example of a way that your campus leadership uses data to ensure it is operating the college effectively?

5.B. The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.

Ensuring sufficient human resources to achieve the mission requires balancing the need for hiring, retaining, and developing well-qualified faculty, staff, and administrators with ever-changing budget allocations. In order to support the hiring and retention of qualified staff, WVUP has sought pay increases. In order to support employees in their development, the BOG Policy book and the Answer Book both detail the level of professional development support available to employees.

Faculty development is a multi-pronged approach. The Professional Development Committee supports faculty development through sponsorship via application and through Professional Development weeks at the beginning of each semester. Faculty and professional development funds are appropriated from the WVUP Foundation, Inc., the operational budget, and Perkins funding.

To provide consistency, WV Code 18B-1D-9 requires training and development of board members to improve their understanding of higher

education systems and operations. Board meeting schedules typically begin with a “Lunch-n-Learn” session prior to convening the regularly scheduled Board meetings. Examples of presentations and topics covered include curriculum changes, insurance coverage, facilities master plan updates, workforce and economic development initiatives, and marketing plans.

Each year campus units submit budget request worksheets for the upcoming fiscal year. The planning documents include a projection of general expenses and how any unit-specific revenue streams or fees will be used. The annual budget preparation process is designed to ensure the allocation of financial resources necessary to achieve the strategic goals. The budget is built with opportunities for input from those members of the campus community responsible for meeting the strategic objectives. Input is often invited through formal budget preparation processes, as well as through annual budget meetings where the EVPFA shares the status of the budget for divisions, as well as the institution as a whole.

WVUP allocates financial resources among its programs and locations in alignment with the WVUP Strategic Plan 2023-2025. The EVPFA provides leadership in developing a college-wide budget with input from all budget managers to ensure strategic allocation of financial resources and alignment with the Strategic Plan. Grant applications are strategically written to fulfill any needs that the current budget does not include.

Guiding question: How does your institution ensure that it has an understanding of the financial needs of the educational offerings? How does it work to fulfill those needs?

5.C. The institution engages in systematic and integrated planning and improvement.

As a public trust in a state system, the request for and allocation of funding to meet the community college mission is closely scrutinized at a number of levels. A number of processes and policies are used to ensure that the use of funds does not adversely affect other academic areas. WVU Parkersburg’s mission statement and strategic planning documents are used to determine how resources are allocated and to evaluate the success of each unit of the college.

Monthly budget reports are presented to the Board of Governors as part of the checks-and-balances review. The EVPFA compiled a report describing the process used to gather and prioritize budget requests for the 2023-2024 budget. Each unit of the college provided analysis of how their budget submission was important to WVUP’s successful implementation of their specific goals and how they relate to the Strategic Plan goals. An

example is this section from the BOG January 16 agenda:

As of December 31, 2023, we are 50% through the fiscal year. Revenues total 53% of the annual budgeted revenue with expenses coming in at 40% of the annual budgeted expenses.

In keeping with the theme of sharing how the budgeted expenditures of the college reflect the allocation of financial resources to support the five pillars of the WVUP strategic plan, I have included the following examples:

- *Enrollment Management - The FY 24 year-to-date expenditures to support enrollment management totaled \$301,826 including \$267,866 for enrollment staff and \$33,670 for travel and student hospitality.*
- *Community Relations & Branding & Marketing- In December, WVUP spent a total of \$66,814 for advertising and promotional costs as part of our multi-pronged approach to shouting the message of WVUP's value to our community.*
- *Educational program quality- A grant application to the US Economic Development Administration totaling \$1,669,185 was submitted to purchase the equipment necessary to complete the JCC, A TC Center construction. A commitment for the required matching funds totaling \$333,837 was secured through an HEPC grant commitment by President Jackson.*
- *Workplace Culture- WVUP received \$180,000 in DOL grant funds to evaluate whether our recruiting information and policies promote diversity, equity, and inclusion in our workplace, increase and classroom cultures.*

The annual budget preparation process was changed to ensure that the necessary financial resources are available to achieve strategic goals and aligned with the Strategic Plan. Process changes include the addition of steps to encourage input into the budget development from those members of the campus community who are responsible for meeting the strategic objectives.

Along with addressing deferred facilities maintenance, WVUP has significantly improved technology infrastructure and usage during the last three years. COVID relief institutional support grants were instrumental in providing funding for these improvements.

Systematic improvement is also shown in the example of a renovation of the Jackson County Center, once a financial loss for the institution, which will soon be a provider of degrees needed for economic sustainability in that area.

Guiding question: What is an example of systematic planning for improvement at WVUP? How is your strategic plan used to help guide the college?

Our visit is March 4-5. You are now fully prepared to provide examples for each subsection of the HLC assurance argument. And that makes me WVU Parkersburg proud.

5. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of October 17 2023 are submitted for review. With no corrections to be made, minutes are approved as submitted.

6. Committee Reports

● Executive Committee

Chairman Oliverio reported that he had the opportunity to speak at the opening Faculty & Staff Meeting last week. During this session, he shared the following quote from the movie, Nyad. "Swimming is a solitary sport, but it requires and takes a team." With evidence of what we've seen today, the amount of teamwork that's gone into this college, the HLC preparation and what lies before us, it is a very strong team, and one that is performing quite well. The Board Members were reminded to complete their Ethics Filing by February 1st. Ms. Rader will send out a reminder on January 30th. Board Members will receive a calendar invitation for the March 4, 2024, BOG & HLC Luncheon. This is an opportunity to support the college and have our voices heard. We have three Board Members that will complete their cycle with the Board in June. Please start to think about three replacements, so we can get their names submitted for approval. We would like for the new Board Members to start at the beginning of next year, instead of waiting for several months. Update for the WVUP ITC (Former OVU), security has been increased and additional protocols are in place to keep the facility and land secure.

● Academic and Student Services Committee

Vice Chairman Hess reported the Academic and Student Services Committee received a comprehensive overview of the timeline and drafting process of the HLC documents from Dr. David Lancaster. This is a very extensive process with multiple coordinators and committees working on the documents. Dr. Lancaster talked about the number of drafts the HLC documents went through in order to get to Dr. Jackson's office for final submission. There were nine public meetings held for faculty and staff on HLC. These sessions were well attended. Previously, the Board of Governors received a presentation on the HLC efforts. The drafts have been shared with the Board of Governors, faculty, staff, students and alumni, for review and to provide comments. Dr. Bordenkircher, HLC Liaison, visited the campus during the January Professional Development week, to share information and to provide a mock interview simulation. February 1st, is the date that Dr. Jackson will complete a final review and lockdown the HLC report.

Vice Chairman Hess also reported that the committee received an update on the Cosmetology Program, from Michele Wilson. They had an HLC visit and they received an approval of an Additional Location Confirmation. They have been very successful with clients, since opening their doors in late October. Between October and December, they earned an excess of \$6,800 for services. They shared a list of services and encouraged Board Members to take advantage of those services. They started out with 30 students and due to attrition, they currently have 22 students. They have 40 seats available for the Fall semester.

- Administrative Services Committee

Mr. Hushion reported the Administrative Services Committee received an update from Alice Harris about the bookstore transition. We are going to transition from our current vendor Barnes & Noble to eCampus. eCampus is a hybrid/online store, so we will operate our own physical bookstore. Students will be able to order their books online through eCampus and have them shipped directly to our bookstore or to their doorstep. The reason for making the switch: it will offer a lot more options for our students and save them money. They can purchase new, used, rent or buy from the marketplace. eCampus will be synced with Banner, so they can use their financial aid. Students can save up to 80% if they use the rental program. We will make renovations to the bookstore and have it ready for the Fall semester. We will also hire a new bookstore manager.

7. Information Items

- Fiscal Update

Alice Harris, Executive Vice President of Finance & Administration, provided a detailed report on the budget summary as of month ending December 31, 2023. There were no questions from the members.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the October 17, 2023 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, is designed to allow the college to create equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities. Updates to this policy remove affirmative action language for admissions to comply with a recent U.S. Supreme Court ruling.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-24, Employee Leave. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the October 17, 2023 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy B-24, Employee Leave, guides the college practices in regards to employee leave. The changes included an update of terminology from classified and non-classified to exempt and non-exempt, which is the language consistent with the Fair Labor Standards Act. In addition, part of the policy referred to WVU and now references WVU Parkersburg. Also, inclement weather closures, which are rare, allow for time to be made up or for remote work to occur based on supervisor discretion.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

Action Items

- Approval of updated Board of Governors Policies to reflect a review of the Payment & Refund of Fees policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of updated Board of Governors Policies to reflect a review of the Payment and Refund of Fees policy. Comments received for this policy are minor, but we are seeking official approval since some language is changed. This policy has been out for comment since the October 17, 2023 Board of Governors meeting.

The current Board of Governors policy E-39, Assessment, Payment and Refund of Fees, guides the college practices in regards to assessment of fees, as well as guidelines and timelines on payment of fees and refunds for withdrawals. The review of this policy allows for a discussion on equitable practices for students who are administratively withdrawn for nonattendance and those who completely withdraw using the withdrawal process within the first three weeks of a semester. Simultaneously, the campus administrators will review Answer Book Policy #VI-10C "Withdrawal and Return of Title IV Financial Aid," particularly referencing the refund penalty to be in compliance with federal regulations and equitable practices. Answer Book Policy #VI-10C references the established schedule for withdrawal that is noted in BOG Policy E-39. The noted change in Answer Book Policy #VI-10C is a schedule change allowing for a more equitable withdrawal policy for all students.

Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

After review, Ms. Smith made a recommendation for Answer Book Policy #VI-10C. She suggested updating the Summer Sessions and Nontraditional

Periods, to match the same wording as the Fall or Spring Semester refund schedules. President Jackson thanked Ms. Smith for catching this error. After additional review and discussion, Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy E-39 “Assessment, Payment and Refund of Fees” to be reflective of equitable and current practices.

Mr. Hess seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Program Approval and Termination policy
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policies to reflect a review of the Program Approval and Termination policy. Dr. Jackson reported the current Board of Governors policy C-41, Program Approval and Termination, is a policy that was developed for WVU Institute of Technology and WVU Parkersburg. It was amended to include WVU Parkersburg in 2006. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a strike through of the old policy, a new policy has been written to replace it to be reflective of 135 C.S.R. 11.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

After review and discussion, Ms. Smith moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy C-41 “Program Approval and Termination” to be reflective of state code.

Mr. Hushion seconded the motion. Motion passed.

8. Board Comments/Announcement
No Comments/Announcements

9. Next Meetings
Board of Governors & HLC Luncheon on March 4, 2024.

Next meeting will be held March 19, 2024.

10. **Adjournment**

With no further business to be discussed, Chairman Oliverio asked for a motion to adjourn. Mr. Ananth made a motion to adjourn. Chairman Oliverio adjourned the regular meeting of the Board of Governors.

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Joe Oliverio, Chair

Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Executive Vice President
Finance & Administration, Chief Financial
Officer

BACKGROUND:

EVP Harris will report on the state of the college's finances and the budget for month ending February 29, 2024.

Meeting Date: March 19, 2024

To: Board of Governors

RE: February 2024 Financial Report

Greetings Board Members,

As of February 29, 2024, we are 67% through the fiscal year. Revenues total 78% of the annual budgeted revenue with expenses coming in at 53% of the annual budgeted expenses. In keeping with the theme of sharing how the budgeted expenditures of the college reflect the allocation of financial resources to support the five pillars of the WVUP strategic plan, I have included the following examples:

- **Enrollment Management** – WVUP recently purchased Canusia’s Early College Management software to assist us in managing the enrollment process for the nearly 1,000 students participating in our early college dual enrollment program each semester. Canusia created a data management system that streamlines the process of enrolling high school students in dual enrollment courses allowing students a one-stop process for completing their admissions application, uploading transcripts, and providing test scores. Among its many features, the software also provides for built-in form validation including real-time address verification, and duplicate account checks, ensuring accuracy and reducing errors. Lastly, it offers a robust communication experience for students and parents that can be customized by the WVUP dual enrollment management team
- **Community Relations & Branding & Marketing**– Year to Date, WVUP spent \$447,237 for advertising and promotional costs as part of our multi-pronged approach to shouting the message of WVUP’s value to our community and to recruit qualified faculty and staff.
- **Educational program quality** – A grant application to the US Economic Development Administration totaling \$1,669,185 was submitted to purchase the equipment necessary to complete the JCC, ATC Center construction. A commitment for the required matching funds totaling \$333,837 was secured through an HEPC grant commitment by President Jackson.
- **Workplace Culture** – WVUP’s DEI Committee recently completed their month-long recognition of Black History Month including a rousing performance by the John Marshall High School Steel Drum Band. Currently, the DEI Committee is recognizing Women’s History Month culminating on March 27 with the “Women of STEM” celebration where our students will have an opportunity to hear the stories of local women STEM leaders.

Tuition & Fees –As of February 29, 2024, our FY 2024 tuition collected represents 90% of the annual budgeted tuition revenue. In addition to the \$8,051,927 currently collected, WVUP will recognize an additional \$689,632 when we receive our remaining State of WV financial aid grants bringing the total tuition and fees received to 8,741,559 or 97% of budgeted revenues with the summer term remaining.

State Appropriations– WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated cash flow helps ensure that the college has sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support. Amounts are higher in FY 2024 to reflect the increase provided this fiscal year to cover the Governor’s pay increase.

Other Revenues – Collections for workforce & business training are ahead of the prior year and the increase in other revenues is driven by higher interest revenue earnings which are averaging \$106,032 per month

Personnel costs – Personnel costs currently at 60.32% are within the parameters of the annual payroll budgeted by the College.

Educational Supplies – The increase in educational supplies is driven by the cost of start-up supplies for the cosmetology program and nursing supplies to support the growth of that program both of which are being paid for, at least partially, by grant funds.

Household Supplies – This budget is at 71% because of increases in the cost of cleaning supplies.

Membership Dues – Many of our fiscal year institutional memberships are payable in July which causes the expended percentage to be higher than 67%.

Overall, through two-thirds of FY 2024's the results of our operations reflect strong financial performance during the fiscal year.

Alice M. Harris, MBA, CPA

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Eight Months Ended February 29, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	8,639,749	8,955,022	2,238,756	80%
Tuition & Fees, Net	8,984,347	8,984,347	7,088,342	8,051,927	932,420	90%
Rental income	8,000	8,000	6,880	13,780	(5,780)	172%
Workforce & Economic Development	250,000	250,000	202,568	320,498	(70,498)	128%
Grant Revenues	3,333,911	5,242,901	3,137,127	2,456,392	2,786,509	47%
Other Revenues	1,222,750	1,522,750	1,001,294	1,403,564	119,186	92%
Debt Service	(256,053)	(256,053)	(301,052)	(256,052)	(1)	100%
Less HERA Assessments	(105,000)	(105,000)	(69,107)	(70,344)	(34,656)	67%
Total Inflows	24,631,733	26,840,723	19,705,801	20,874,786	5,965,937	78%
Outflows:						
Faculty	4,306,000	4,552,500	2,855,988	2,675,067	1,877,433	59%
Nonclassified staff	3,355,000	3,750,877	1,923,807	2,467,262	1,283,615	66%
Classified staff	3,700,000	3,796,970	2,233,063	2,393,358	1,403,612	63%
Adjunct faculty	867,000	1,024,500	451,895	635,400	389,100	62%
Student workers	469,568	469,568	146,222	195,011	274,557	42%
Payroll taxes	934,980	964,570	578,033	560,870	403,700	58%
Employee insurance	1,506,000	1,580,232	774,241	1,042,837	537,395	66%
Retirement plan contributions	735,000	761,207	420,908	433,950	327,257	57%
OPEB	175,000	186,980	87,833	-	186,980	0%
Fringes	222,500	233,990	43,065	43,893	190,097	19%
Advertising and promotion	614,796	774,796	492,760	447,237	327,559	58%
Awards & Scholarships	254,050	258,550	5,097	176,855	81,695	68%
Household supplies	61,812	61,812	36,831	43,902	17,910	71%
Computer supplies	894,451	1,100,631	675,521	387,254	713,377	35%
Hospitality & food products	216,498	217,498	90,698	161,182	56,316	74%
Student activities	31,000	31,000	16,143	18,721	12,279	60%
Insurance	183,000	183,000	107,748	136,926	46,074	75%
Routine maint. contracts	107,620	107,620	63,918	104,097	3,523	97%
Office expenses	55,243	57,219	29,699	13,845	43,374	24%
Other general expenses	308,082	316,782	131,546	13,014	303,768	4%

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Eight Months Ended February 29, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Postage & freight	30,000	30,000	12,603	12,920	17,080	43%
Printing & binding	47,200	47,200	34,614	16,244	30,956	34%
Rent expense	202,613	241,693	99,856	118,993	122,700	49%
Education supplies	487,944	626,411	215,527	387,724	238,687	62%
Telephone & cell phones	136,644	136,644	43,284	64,332	72,312	47%
Training	114,930	180,775	44,311	54,278	126,497	30%
Utilities	677,900	677,900	425,952	449,278	228,622	66%
Bank fees	56,000	56,000	34,249	36,512	19,488	65%
Fleet expenses	15,200	15,200	13,568	7,573	7,627	50%
Travel	175,000	197,076	70,362	89,366	107,710	45%
Professional, consultants, contract labor	2,160,777	2,291,377	668,881	1,144,510	1,146,867	50%
Repairs & Maintenance	321,500	330,500	187,543	154,173	176,327	47%
Library books & materials	92,000	92,000	69,092	56,211	35,789	61%
Miscellaneous other expenses	7,555	44,928	2	-	44,928	0%
Membership dues	65,845	65,845	44,944	44,923	20,922	68%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	347,625	723,872	1,111,100	541,283	182,589	75%
Capital projects	1,045,400	1,653,000	982,140	302,905	1,350,095	18%
Total outflows	25,231,733	28,090,723	15,410,544	15,619,406	12,471,317	56%
Surplus (deficit) from operations	(600,000)	(1,250,000)	4,295,257	5,255,379		
Surplus Utilization Approved	600,000	1,250,000	-	-		
Net surplus (deficit)	-	-	4,295,257	5,255,379	-	-

Benchmark Percentage for Period 67%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Eight Months Ended February 29, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	8,639,749	8,955,022	2,238,756	80%
Tuition & Fees, Net	8,984,347	8,984,347	7,088,342	8,051,927	932,420	90%
Rental income	8,000	8,000	6,880	13,780	(5,780)	172%
Workforce & Economic Development	250,000	250,000	202,568	320,498	(70,498)	128%
Grant Revenues	-	-	-	-	-	-
Other Revenues	1,222,750	1,522,750	1,001,294	1,403,564	119,186	92%
Debt Service	(256,053)	(256,053)	(301,052)	(256,052)	(1)	100%
Less HERA Assessments	(105,000)	(105,000)	(69,107)	(70,344)	(34,656)	67%
Total Inflows	21,297,822	21,597,822	16,568,674	18,418,394	3,179,428	85%
Outflows:						
Faculty	4,211,467	3,936,467	2,717,232	2,171,195	1,765,272	55%
Nonclassified staff	3,143,514	3,418,514	1,835,517	2,304,724	1,113,790	67%
Classified staff	3,625,704	3,725,704	2,161,266	2,302,064	1,423,640	62%
Adjunct faculty	693,732	693,732	443,738	528,862	164,870	76%
Student workers	425,756	425,756	41,567	182,136	243,620	43%
Payroll taxes	876,117	876,117	544,060	492,608	383,509	56%
Employee insurance	1,466,245	1,466,245	753,381	933,488	532,757	64%
Retirement plan contributions	699,363	699,363	403,899	384,872	314,491	55%
OPEB	158,712	158,712	85,087	(0)	158,712	0%
Fringes	212,280	212,280	41,194	38,645	173,635	18%
Advertising and promotion	603,796	603,796	484,695	443,128	160,668	73%
Awards & Scholarships	20,000	20,000	5,097	-	20,000	0%
Household supplies	61,812	51,812	35,058	41,997	9,815	81%
Computer supplies	879,451	879,451	363,664	497,876	381,575	57%
Hospitality & food products	210,098	210,098	88,966	158,389	51,709	75%
Student activities	31,000	31,000	16,143	18,036	12,964	58%
Insurance	183,000	183,000	107,748	136,926	46,074	75%
Routine maint. contracts	107,620	107,620	21,350	28,445	79,175	26%
Office expenses	52,643	52,643	26,199	12,601	40,042	24%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Eight Months Ended February 29, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Other general expenses	21,426	31,426	12,277	15,709	15,717	50%
Postage & freight	30,000	29,000	11,920	11,941	17,059	41%
Printing & binding	47,200	27,700	34,614	14,544	13,156	53%
Rent expense	202,613	202,613	73,151	93,172	109,441	46%
Education supplies	445,383	445,383	201,919	224,874	220,509	50%
Telephone & cell phones	136,644	136,644	43,284	64,332	72,312	47%
Training	95,430	114,930	24,121	32,315	82,615	28%
Utilities	677,900	677,900	425,952	447,775	230,125	66%
Bank fees	56,000	56,000	34,249	36,512	19,488	65%
Fleet expenses	15,200	15,200	13,568	7,573	7,627	50%
Travel	136,215	136,215	43,350	52,234	83,981	38%
Professional, consultants, contract labor	641,576	841,576	237,171	577,389	264,187	69%
Repairs & Maintenance	321,500	321,500	187,543	151,723	169,777	47%
Library books & materials	92,000	92,000	69,092	56,211	35,789	61%
Miscellaneous other expenses	7,555	8,555	2	-	8,555	0%
Membership dues	65,845	65,845	38,742	44,923	20,922	68%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	137,625	300,025	94,024	374,781	(74,756)	125%
Capital projects	855,400	1,343,000	352,525	159,141	1,183,859	12%
Total outflows	21,897,822	22,847,822	12,260,865	13,228,641	9,619,181	58%
Surplus (deficit) before DOE Settlement	(600,000)	(1,250,000)	4,307,809	5,189,753	-	
Reserves Budgeted for Use	600,000	1,250,000	-	-	-	
Net surplus (deficit)	-	-	4,307,809	5,189,753	-	-

West Virginia University at Parkersburg
Cash Basis Grant Budget Report
Eight Months Ended February 29, 2024

	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	-	-	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	3,333,911	5,242,901	3,137,127	2,456,392	2,786,509	47%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	3,333,911	5,242,901	3,137,127	2,456,392	2,786,509	47%
Outflows:						
Faculty	94,533	616,033	138,756	503,872	112,161	82%
Nonclassified staff	211,486	332,363	88,290	162,538	169,825	49%
Classified staff	74,296	71,266	71,797	91,294	(20,028)	128%
Adjunct faculty	173,268	330,768	8,157	106,538	224,230	32%
Student workers	43,812	43,812	104,655	12,875	30,937	29%
Payroll taxes	58,863	88,453	33,973	68,262	20,191	77%
Employee insurance	39,755	113,987	20,860	109,350	4,637	96%
Retirement plan contributions	35,637	61,844	17,009	49,077	12,767	79%
OPEB	16,288	28,268	2,746	0	28,268	0%
Fringes	10,220	21,710	1,871	5,248	16,462	24%
Advertising and promotion	11,000	171,000	8,065	4,109	166,891	2%
Awards & Scholarships	234,050	238,550	-	176,855	61,695	74%
Household supplies	-	10,000	1,773	1,906	8,094	10%
Computer supplies	15,000	221,180	311,857	(110,621)	331,801	-50%
Hospitality & food products	6,400	7,400	1,732	2,793	4,607	38%

West Virginia University at Parkersburg Cash Basis Grant Budget Report Eight Months Ended February 29, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	2/28/23	2/29/24	Remaining Unexpended Budget	% of Budgeted Total
Student activities	-	-	-	685	(685)	0%
Routine maint. contracts	-	-	42,568	75,652	(75,652)	0%
Office expenses	2,600	4,576	3,500	1,244	3,332	27%
Other general expenses	286,656	285,356	119,269	(2,695)	288,051	-1%
Postage & freight	-	1,000	683	979	21	0%
Printing & binding	-	19,500	-	1,700	17,800	0%
Rent expense	-	39,080	26,705	25,822	13,258	0%
Education supplies	42,561	181,028	13,608	162,850	18,178	90%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	65,845	20,190	21,963	43,882	33%
Utilities	-	-	-	1,503	(1,503)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	38,785	60,861	27,012	37,131	23,730	61%
Professional, consultants, contract labor	1,519,201	1,449,801	431,710	567,122	882,679	39%
Repairs & Maintenance	-	9,000	-	2,450	6,550	0%
Miscellaneous other expenses	-	36,373	-	-	36,373	0%
Membership dues	-	-	6,202	-	-	0%
Equipment	210,000	423,847	1,017,076	166,502	257,345	39%
Capital projects	190,000	310,000	629,615	143,764	166,236	46%
Total outflows	3,333,911	5,242,901	3,149,679	2,390,765	2,852,136	46%
Projected surplus (deficit)	-	-	(12,552)	65,627		

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Policy update – Program Approval and Termination policy

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantial comments were received. Policy is considered approved 30 days from the January 16, 2024 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy C-41, Program Approval and Termination, is a policy that was developed for WVU Institute of Technology and WVU Parkersburg. It was amended to include WVU Parkersburg in 2006. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a strike through of the old policy, a new policy was written to replace it to be reflective of 135 C.S.R. 11.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

POLICY C-41

PROGRAM APPROVAL AND TERMINATION

Section 1. General.

1.1 Scope. Certificate and associate degree programs are central to the mission of community and technical colleges. They are a means through which the institution develops and maintains integrity in its educational programs. Appropriately defined, these degrees become an integrating force for the institution, set academic standards and goals for achievement of students, and establish the relationship between the college and other institutions. WVU Parkersburg also offers bachelor's degree programs.

1.2 Authority. W. Va. Code [§18B-2A-4](#).

1.3 Effective Date. January 16, 2024; from previous amended policy dated September 8, 2006.

Section 2. Procedure.

Standards for community and technical colleges to determine the appropriate degree designation for academic programs and the general education requirements for the respective degrees are defined in the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*, 135 C.S.R. 11

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of FY 2024-2025 Tuition Rate

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors votes to approve increases in In-State tuition rates for the 2024-2025 academic by 4.34%. We approve the submission of the following rates to the West Virginia Community & Technical College System for the 2024-2025 academic year.

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration, Chief Financial Officer

BACKGROUND:

In-State Rates	Associate Level	Baccalaureate Level
FY 23-24 Rate Per Hour	\$ 180.00	\$ 249.00
Percentage Increase	4.34%	4.34%
Increase Per Hour	\$ 8.00	\$ 11.00
FY 24-25 Rate Per Hour	\$ 188.00	\$ 260.00
Tuition Per Semester	\$2,256.00	\$3,120.00
Add Mandatory Fees (no change)	\$ 50.00	\$ 50.00
Total per semester FY 24	\$2,306.00	\$3,170.00
Total annual tuition FY 24	\$4,612.00	\$6,340.00

No changes to out-of-state tuition rates are proposed for FY 24-25

Due to the increasing costs of operating supplies caused by inflation, West Virginia University at Parkersburg finds that tuition rate increases are necessary for FY 24-25 to cover inflationary increases in operating expenses including, building materials, insurance premiums; software license and hosting fees; investment in human capital necessary to grant academic credit for workforce skill sets; and resources to promote West Virginia University at Parkersburg as the college of choice in our region.

Analysis of Three-Year Average Tuition Rates

	Associate In State Rate	Baccalaureate In-State Rate	Associate Out-of- State Rate	Baccalaureate Out-of-State Rate
Percentage Increase FY 25	4.34%	4.34%	0.00%	0.00%
Percentage Increase FY 24	6.97%	7.20%	0.00%	4.92%
Percentage Increase FY 23	4.87%	4.89%	4.97%	0.00%
Three Year Average	5.40%	5.48%	1.66%	1.64%

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of FY 2024-2025 Fees

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2024-2025 academic year.

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration, Chief Financial Officer

BACKGROUND:

The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for the FY 2024-2025 academic year. New fees requested for FY 2025 are as follows:

- Health Sciences Background Check - \$50.00 per course - Fee to cover the costs of background checks for Nursing, Surgical Technician, and Patient Care Technology majors to ensure ethical enrollment in the program. Added to NURS 134, 173, 311, ST 100, and PCT 101.

Below is a summary of requests for changes to existing fees:

- Art Fee - \$75.00 per course - Current existing fee added to ART 397 course to cover materials utilized in the course.
- CDEV Capstone Course Assessment - \$35.00 per course - Decreased the fee by \$10 over the prior year to better align with actual Peregrine exam costs. Used in CDEV 405.
- Education Field Placement Fee - \$25.00 per credit hour - Removed from SPED 210 as the course does not utilize field placement.
- HESI Exam Fee - \$50.00 per exam - Increased the fee by \$5.00 over the prior year to cover increased costs of the Nursing entrance exam.
- MDS Senior Project Fee - \$450.00 per course – Increased the fee by \$150.00 to cover the costs of faculty subject review panel for students completing the Multi-Disciplinary Studies program.
- Science Lab Fee - \$50.00 per course - Increased fee by \$10.00 to cover the costs of materials and supplies utilized in lab courses.

- Transcript Fee (Expedited) - \$0.00 per transcript - Eliminated this fee because the usage of the National Clearing House has made it unnecessary. Standard Transcript Request Fee remains.

Except for the items listed above, all other fee levels remained the same as the prior year. Increases to existing fees were necessary due to the rising cost of materials required to offer the course. The complete list of fees is included in the following attachment

West Virginia University at Parkersburg Fee Schedule 2024-2025		
AGRI	Agri-Business Course Fee (per credit hour) All AGRI courses	50.00
AMUS	Applied Music Fee (per course) (MUSI 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190)	350.00
ARTF	Art Fee (per course) (ART 109, 111, 112, 213, 214, 251, 343, 351)	50.00
ARTF	Art Fee (per course) (ART 230, 231, 397)	75.00
ARTF	Art Fee (per course) (ART 240, 241, 242, 243, 244, 245, 340)	200.00
PORT	BOG/RBA Portfolio Evaluation Fee	300.00
POST	BOG/RBA & Prior Learning Assessment Posting Fee (per course)	50.00
GBUS	Business Program Fee (per course) (GBUS 101)	20.00
CAP2	CAPOT Examination Fee (per course) (ATPT 260)	85.00
CAPS	Capstone Course Assessment Fee (per course) (ATPT 260, CIT 460, CMS 440, CS 460, DAGR 280, ELEC 260, ELEC 224, IM 260, MTEC 280, PSYCH 460 & WELD 260)	35.00
CAPB	Capstone Course Assessment Fee - Business (per course) (GBUS 240, 295, 440)	35.00
CAPD	Capstone Course Assessment Fee - CDEV (per course) (CDEV 405)	35.00
CITC	Capstone Course Assessment Fee - CIT (per course) (CIT 260)	200.00
CAPC	Capstone Course Assessment Fee - CJ (per course) (CJ 291, 292, 460)	35.00
CSCF	Capstone Course Assessment Fee - Computer Science (per course) (CS 260, 460)	125.00
DRCF	Capstone Course Assessment Fee - Drafting (per course) (DRAF 260)	85.00
CIT	CIT Fee (per credit hour)	25.00
CJBC	CJ Background Check Fee	36.00
CJLF	CJ Lab Fee (per credit hour) (CJ 150, 321, 330, 331, 341, 355, 375, 380, 388, 410)	30.00
	College-Level Examination (CLEP) (per examination) (Plus \$80 directly to CLEP)	25.00
COMM	Communication Studies Mass Media Database Fee (per course) (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404)	30.00
COSF	Co-Op Education Assessment Fee (per credit hour)	25.00
NCLF	Co-Requisite Lab Fee (per hour) (MATH 120E, 125E, 126E)	152.00
COSM	Cosmetology Course Fee (per course) All COSM courses	125.00
COSP	Cosmetology Program Kit Fee (per course) (COSM 101, 201, 202, 204)	500.00
CREX	Credit by Examination Fee (each examination)	25.00
	Diploma/Certificate Replacement Fee	25.00
DRAF	Drafting 3D and Large-Scale Printing Fee (per course) (DRAF 112, 116)	35.00
DTF	Drug Testing Fee (NURS 134, 144, 174, 234, 235, 244, 260, ST 100, 110, 211, 212, PTEC 101, PCT 101)	45.00
CDEV	Early Childhood Development Program Fee (per course) (CDEV 105, 307)	21.00
EDUC	Education Database Fee (per course) (EDUC 100)	135.00
FIPL	Education Field Placement Fee (per credit hour) (EDUC 100, 200, 300, 301, 303, 304, 308, 310, 330, 350, 351, 401, 402, 403, 404, 405, 406, 407, 408, 409, 387, 388, 389, 390, 412, SPED 240, 310, 312, 422)	25.00
EDUT	Education Test (PREPAC) Fee (per course) (CDEV 251)	20.00
ENGL	English Laboratory Fee (per course) (ENGL 101L, 102L, 107L)	35.00
	Health Sciences Background Check Fee (per course) (NURS 134, 173, 311, ST 100, PCT 101)	50.00
NURT	HESI Exam Fee	50.00
HPER	HPER - CPR Certification Fee (per course)	15.00

LREG	Late Registration Fee	25.00
LTPF	Late Tuition Payment Fee (per each payment deadline)	25.00
LSCF	Legal Studies Course Fee (per course) (LS 210, LS 220)	30.00
MATH	Mathematics Laboratory Fee (per course) (MATH 120E, 125E)	35.00
MDSP	MDS Senior Project Fee (per course) (MDS 491, 492)	450.00
MUSA	Music Advanced Course Fee (per course) (MUSI 390)	450.00
NURF	Nursing Fee (NURS 134, 144, 174, 234, 235, 244, 260)	200.00
NURL	Nursing Lab Fee (NURS 134, 144, 174, 234, 235, 244, 260)	250.00
NURS	Nursing Testing Fee (NURS 134, 144, 174, 234, 235, 244, 260)	240.00
LKIT	Online Biology Lab Kit Fee	150.00
GKIT	Online Geology Lab Kit Fee (per course) (PSCI 112)	100.00
PSFE	Parking & Safety Fee (per semester) (excludes online programs & Early College)	25.00
	Parking Permit Replacement	5.00
PCLF	Patient Care Tech Lab Fee (per course) (PCT 101, PCT 102)	70.00
PCTF	Patient Care Tech Testing Fee (per course) PCT 101	450.00
PCTF	Patient Care Tech Testing Fee (per course) PCT 102	389.00
PTEC	Pharmacy Tech Lab Fee (per course) (PTEC 101)	50.00
PTCF	Pharmacy Tech Testing Fee (per course) (PTEC 101)	30.00
PTCF	Pharmacy Tech Testing Fee (per course) (PTEC 121)	200.00
PLTF	Placement Testing Fee	10.00
EVAL	Prior Learning Assessment Evaluation	100.00
	Proctor Exam Fee	25.00
	PSB-ST Exam Fee	20.00
	Returned Check Service Fee	25.00
LABF	Science Lab Fee (per course)	50.00
SACT	Student Activity Fee (per semester) (excludes online programs & Early College)	25.00
	Student ID Card Replacement	10.00
STLF	Surgical Technology Lab Fee (per course) (ST 100, ST 110)	255.00
STSM	Surgical Technology Student Membership Fee (per course) (ST 100)	80.00
SURG	Surgical Technology Testing Fee (per course) (ST 100, 211)	115.00
SURG	Surgical Technology Testing Fee (per course) (ST 110)	280.00
SURG	Surgical Technology Testing Fee (per course) (ST 212)	50.00
TECH	Technical Program Fee (per course) (All ATPT, CMAT, ELEC, IDIT, IM, INDT, IST, MTEC courses)	150.00
TECF	Technology Fee (per credit hour)(excludes Early College & technical course)	25.00
	Transcript Fee (all requests)	10.00
	Transcript Fee (expedited)	0.00
WELD	Welding Course Fee (per course) (All WELD courses)	225.00

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of inflation-adjusted staff Mercer pay scale and corresponding equity pay adjustments

RECOMMENDED RESOLUTION: *Resolved*, that effective July 1, 2024, the West Virginia University at Parkersburg Board of Governors approves the inflation-adjusted staff Mercer pay scale and a proposed wage adjustment necessary to bring current salaries in line with the new minimum for all staff and the 25th percentile of the current scale for all staff with at least five years of employment.

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration

BACKGROUND:

The last adjustment of the Mercer pay scale was in fiscal year 2017. WV Statute requires that all non-faculty employees be compensated at the minimum rates established by the Mercer scale. However, the State has not adjusted these rates for inflation or to reflect across-the-board staff pay raises that have been authorized in state budgets since 2017. Additionally, starting salaries have not kept up with current market values. As a result, it has become nearly impossible to hire and retain the qualified staff necessary to provide an outstanding educational experience for our students.

Determining Market Rate:

To measure the current market rate for staff salaries we started with the FY 2017 rates and adjusted them for each subsequent pay raise to arrive at an adjusted starting staff pay scale as included on the attached worksheet.

If approved, all staff (classified and nonclassified) whose wages fall below the new minimum levels will receive a pay increase to adjust their salary to the minimum. In addition, all classified and nonclassified employees with five or more years of service will be adjusted to the 25th percentile of the scale or a maximum of \$5,000. The application of the new staff pay scale utilizes a methodology that is consistent with the way the new faculty pay scale was implemented last September. The total estimated cost including payroll taxes and benefits is \$227,700. WVU Parkersburg paid off a long-term lease agreement with WVU in January 2024 resulting in annual cash savings of \$256,052 which will cover the cost of the increases proposed above.

This proposal does not preclude the possibility that the WV Legislature will provide funding for another across-the-board pay increase for all state employees. Should this happen, such pay raises will be added to current base salaries when calculating whether an equity adjustment is necessary. Anyone below the new minimum, or the 25th percentile for employees with five years of service, will receive an additional equity adjustment.

New Staff Hiring Scale Effective 7/1/2024										
Grade	Minimum Hourly Wage	Minimum Annual Wage	25% Annual	25% Hourly Rate	Mid Point Annual	Mid Point Per Hour	75% Annual	75% Hourly Rate	Maximum	Maximum Per Hour
1	\$ 12.97	\$ 25,292	\$ 28,219	\$ 14.47	\$ 31,146	\$ 15.97	\$ 34,073	\$ 17.47	\$ 37,000	\$ 18.97
2	\$ 14.36	\$ 28,002	\$ 31,502	\$ 16.15	\$ 35,001	\$ 17.95	\$ 38,501	\$ 19.74	\$ 42,000	\$ 21.54
3	\$ 16.41	\$ 32,000	\$ 36,000	\$ 18.46	\$ 40,000	\$ 20.51	\$ 44,000	\$ 22.56	\$ 48,000	\$ 24.62
4	\$ 18.46	\$ 35,997	\$ 40,748	\$ 20.90	\$ 45,499	\$ 23.33	\$ 50,249	\$ 25.77	\$ 55,000	\$ 28.21
5	\$ 20.89	\$ 40,736	\$ 46,052	\$ 23.62	\$ 51,368	\$ 26.34	\$ 56,684	\$ 29.07	\$ 62,000	\$ 31.79
6	\$ 24.10	\$ 46,995	\$ 53,121	\$ 27.24	\$ 59,248	\$ 30.38	\$ 65,374	\$ 33.53	\$ 71,500	\$ 36.67
7	\$ 27.15	\$ 52,943	\$ 60,282	\$ 30.91	\$ 67,621	\$ 34.68	\$ 74,961	\$ 38.44	\$ 82,300	\$ 42.21
8	\$ 31.05	\$ 60,548	\$ 68,911	\$ 35.34	\$ 77,274	\$ 39.63	\$ 85,637	\$ 43.92	\$ 94,000	\$ 48.21
9	\$ 35.39	\$ 69,011	\$ 78,633	\$ 40.32	\$ 88,255	\$ 45.26	\$ 97,878	\$ 50.19	\$ 107,500	\$ 55.13
10	\$ 40.32	\$ 78,624	\$ 89,843	\$ 46.07	\$ 101,062	\$ 51.83	\$ 112,281	\$ 57.58	\$ 123,500	\$ 63.33
11	\$ 46.20	\$ 90,090	\$ 103,068	\$ 52.86	\$ 116,045	\$ 59.51	\$ 129,023	\$ 66.17	\$ 142,000	\$ 72.82
12	\$ 52.00	\$ 101,400	\$ 131,050	\$ 67.21	\$ 160,700	\$ 82.41	\$ 190,350	\$ 97.62	\$ 220,000	\$ 112.82

New Mercer Schedule September 1, 2017

Grade	Minimum Hourly Wage	Minimum Annual Wage	25th	Midpoint	75th	Maximum
1	\$ 9.85	\$ 19,208	\$ 22,050	\$ 24,900	\$ 27,750	\$ 30,600
2	\$ 11.38	\$ 22,191	\$ 25,500	\$ 28,800	\$ 32,100	\$ 35,400
3	\$ 13.13	\$ 25,604	\$ 29,450	\$ 33,300	\$ 37,150	\$ 41,000
4	\$ 15.13	\$ 29,504	\$ 33,950	\$ 38,400	\$ 42,850	\$ 47,300
5	\$ 17.54	\$ 34,203	\$ 39,300	\$ 44,400	\$ 49,500	\$ 54,600
6	\$ 20.26	\$ 39,507	\$ 45,450	\$ 51,400	\$ 57,350	\$ 63,300
7	\$ 23.44	\$ 45,708	\$ 52,500	\$ 59,400	\$ 66,250	\$ 73,100
8	\$ 27.08	\$ 52,806	\$ 60,700	\$ 68,600	\$ 76,500	\$ 84,400
9	\$ 31.28	\$ 60,996	\$ 70,150	\$ 79,300	\$ 88,450	\$ 97,600
10	\$ 36.15	\$ 70,493	\$ 81,100	\$ 91,700	\$ 102,300	\$ 112,900
11	\$ 41.79	\$ 81,491	\$ 93,750	\$ 106,000	\$ 118,250	\$ 130,500
12	\$ 48.36	\$ 94,302	\$ 108,450	\$ 122,600	\$ 136,750	\$ 150,900

After 2% Increase FY 2018

Grade	Minimum Hourly Wage	Minimum Annual Wage	25th	Midpoint	75th	Maximum
1	\$ 10.05	\$ 19,592	\$ 22,491	\$ 25,398	\$ 28,305	\$ 31,212
2	\$ 11.61	\$ 22,635	\$ 26,010	\$ 29,376	\$ 32,742	\$ 36,108
3	\$ 13.39	\$ 26,116	\$ 30,039	\$ 33,966	\$ 37,893	\$ 41,820
4	\$ 15.43	\$ 30,094	\$ 34,629	\$ 39,168	\$ 43,707	\$ 48,246
5	\$ 17.89	\$ 34,887	\$ 40,086	\$ 45,288	\$ 50,490	\$ 55,692
6	\$ 20.67	\$ 40,297	\$ 46,359	\$ 52,428	\$ 58,497	\$ 64,566
7	\$ 23.91	\$ 46,622	\$ 53,550	\$ 60,588	\$ 67,575	\$ 74,562
8	\$ 27.62	\$ 53,862	\$ 61,914	\$ 69,972	\$ 78,030	\$ 86,088
9	\$ 31.91	\$ 62,216	\$ 71,553	\$ 80,886	\$ 90,219	\$ 99,552
10	\$ 36.87	\$ 71,902	\$ 82,722	\$ 93,534	\$ 104,346	\$ 115,158
11	\$ 42.63	\$ 83,120	\$ 95,625	\$ 108,120	\$ 120,615	\$ 133,110
12	\$ 49.33	\$ 96,188	\$ 110,619	\$ 125,052	\$ 139,485	\$ 153,918

After 3% Increase FY 2019

Grade	Minimum Hourly Wage	Minimum Annual Wage	25th	Midpoint	75th	Maximum
1	\$ 10.35	\$ 20,179	\$ 23,166	\$ 26,160	\$ 29,154	\$ 32,148
2	\$ 11.96	\$ 23,314	\$ 26,790	\$ 30,257	\$ 33,724	\$ 37,191
3	\$ 13.79	\$ 26,899	\$ 30,940	\$ 34,985	\$ 39,030	\$ 43,075
4	\$ 15.90	\$ 30,996	\$ 35,668	\$ 40,343	\$ 45,018	\$ 49,693
5	\$ 18.43	\$ 35,934	\$ 41,289	\$ 46,647	\$ 52,005	\$ 57,363
6	\$ 21.29	\$ 41,506	\$ 47,750	\$ 54,001	\$ 60,252	\$ 66,503
7	\$ 24.63	\$ 48,021	\$ 55,157	\$ 62,406	\$ 69,602	\$ 76,799

8	\$	28.45	\$	55,478	\$	63,771	\$	72,071	\$	80,371	\$	88,671
9	\$	32.86	\$	64,082	\$	73,700	\$	83,313	\$	92,926	\$	102,539
10	\$	37.98	\$	74,059	\$	85,204	\$	96,340	\$	107,476	\$	118,613
11	\$	43.90	\$	85,614	\$	98,494	\$	111,364	\$	124,233	\$	137,103
12	\$	50.81	\$	99,074	\$	113,938	\$	128,804	\$	143,670	\$	158,536

After \$2,100 Increase FY 2023

Grade	Minimum Hourly Wage	Minimum Annual Wage	25th	Midpoint	75th	Maximum
1	\$ 11.43	\$ 22,285	\$ 25,266	\$ 28,260	\$ 31,254	\$ 34,248
2	\$ 13.04	\$ 25,420	\$ 28,890	\$ 32,357	\$ 35,824	\$ 39,291
3	\$ 14.87	\$ 29,005	\$ 33,040	\$ 37,085	\$ 41,130	\$ 45,175
4	\$ 16.98	\$ 33,102	\$ 37,768	\$ 42,443	\$ 47,118	\$ 51,793
5	\$ 19.51	\$ 38,040	\$ 43,389	\$ 48,747	\$ 54,105	\$ 59,463
6	\$ 22.37	\$ 43,612	\$ 49,850	\$ 56,101	\$ 62,352	\$ 68,603
7	\$ 25.71	\$ 50,127	\$ 57,257	\$ 64,506	\$ 71,702	\$ 78,899
8	\$ 29.53	\$ 57,584	\$ 65,871	\$ 74,171	\$ 82,471	\$ 90,771
9	\$ 33.94	\$ 66,188	\$ 75,800	\$ 85,413	\$ 95,026	\$ 104,639
10	\$ 39.06	\$ 76,165	\$ 87,304	\$ 98,440	\$ 109,576	\$ 120,713
11	\$ 44.98	\$ 87,720	\$ 100,594	\$ 113,464	\$ 126,333	\$ 139,203
12	\$ 51.89	\$ 101,180	\$ 116,038	\$ 130,904	\$ 145,770	\$ 160,636

After \$2,300 Increase FY 2024

Grade	Minimum Hourly Wage	Minimum Annual Wage	25th	Midpoint	75th	Maximum
1	\$ 12.97	\$ 25,292	\$ 28,219	\$ 31,146	\$ 34,073	\$ 37,000
2	\$ 14.36	\$ 28,002	\$ 31,502	\$ 35,001	\$ 38,501	\$ 42,000
3	\$ 16.41	\$ 32,000	\$ 36,000	\$ 40,000	\$ 44,000	\$ 48,000
4	\$ 18.46	\$ 35,997	\$ 40,748	\$ 45,499	\$ 50,249	\$ 55,000
5	\$ 20.89	\$ 40,736	\$ 46,052	\$ 51,368	\$ 56,684	\$ 62,000
6	\$ 24.10	\$ 46,995	\$ 53,121	\$ 59,248	\$ 65,374	\$ 71,500
7	\$ 27.15	\$ 52,943	\$ 60,282	\$ 67,621	\$ 74,961	\$ 82,300
8	\$ 31.05	\$ 60,548	\$ 68,911	\$ 77,274	\$ 85,637	\$ 94,000
9	\$ 35.39	\$ 69,011	\$ 78,633	\$ 88,255	\$ 97,878	\$ 107,500
10	\$ 40.32	\$ 78,624	\$ 89,843	\$ 101,062	\$ 112,281	\$ 123,500
11	\$ 46.20	\$ 90,090	\$ 103,068	\$ 116,045	\$ 129,023	\$ 142,000
12	\$ 52.00	\$ 101,400	\$ 131,050	\$ 160,700	\$ 190,350	\$ 220,000

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: High School Dual Credit Pathway

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors endorses the ongoing support of the Dual Enrollment/Early College program in all high schools collaborating with WVUP as authorized by the state of West Virginia.

STAFF MEMBER: Dr. David Lancaster, Vice President for Academic Affairs

BACKGROUND:

The West Virginia University at Parkersburg Board of Governors approved the offer of dual credit courses at Williamstown High School as part of career pathways at the August 15, 2023 meeting. We are requesting that the Board endorses the ongoing support of the Dual Enrollment/Early College program in all high schools collaborating with WVUP as authorized by West Virginia Higher Education Policy Commission Series 19 regarding the Dual Enrollment Pilot Program. Based on community needs and WVUP's capacity to deliver services, the roster of participating high schools will be subject to change each academic year. The Vice President for Academic Affairs, with the WVUP President's approval, will make this determination.

Below is the current roster of participating high schools:

Doddridge County High School
Mid Ohio Valley Technical Institute
Paden City High School
Parkersburg Catholic High School
Parkersburg High School
Parkersburg South High School
Ritchie County High School
Roane County High School
St Marys High School
Tyler Consolidated High School
Williamstown High School
Wirt County High School
Wood County Technical Center
Wood County Technical Center Caperton Center

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Academic Freedom policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy B-2 “Academic Freedom, Professional Responsibility, Promotion and Tenure” to be reflective of WVUP’s processes

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy B-2, Academic Freedom, Professional Responsibility, Promotion and Tenure, is a policy that was developed for WVU and its regional campuses. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a strike through of the old policy, a new policy has been written to replace it to be reflective of 135 C.S.R. 9.

In addition, this policy adds a definition of academic freedom and then follows with an explanation of how academic freedom is applied to teaching. This has been a request of the WVUP faculty to have this clarification in policy.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

WEST VIRGINIA UNIVERSITY ~~AT~~ PARKERSBURG BOARD OF GOVERNORS

POLICY B-02

ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION AND TENURE

Section 1. General

- 1.1 Scope. – This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment, ~~or~~ and dismissal of faculty and grievance procedures for matters pertaining to faculty. The policy sets forth the major elements which that need to be incorporated by the ~~university and its regional campuses~~ College as ~~they it~~ formulates institutional policy relating to faculty issues, as required by ~~HEPC Series 9 the~~ Council for Community and Technical College Education's rule entitled Academic Freedom, Professional Responsibility, Promotion, and Tenure, 135 C.S.R. 9.
- 1.2 Authority. – W. Va. Code §§ 18B-1-6, ~~and 18B-1B-4; 18B-2A-4, and~~ Also HEPC Series 9: "The university shall develop a policy on faculty matters for its campuses as set forth in Series 9 and shall file its policy with the Board."
- 1.3 Effective Date. – ~~February 8, 2002~~ March 19, 2024

Section 2. Academic Freedom and Professional Responsibility

- 2.1 ~~Academic freedom at all campuses of West Virginia University is necessary to enable the institution to perform its societal obligations as established by the Legislature and the Higher Education Policy Commission. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institution and campuses under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate. Academic Freedom defined: Academic freedom is the freedom of a teacher or researcher in higher education to investigate and discuss the issues in his or her academic field, and to teach our publish findings without interference from political figures, boards of trustees governors, donors, or other entities. Academic freedom also protects the right of a faculty member to speak freely when participating in institutional governance, as well as to speak freely as a citizen.~~
- 2.2 Academic freedom applied to teaching: The freedom to teach includes the right of the faculty to, determine the approach to the subject, make the assignments, and assess student academic performance in teaching activities for which faculty members are individually responsible. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters that are unrelated to their subject or to persistently introduce material that has no relation to the subject being taught. This doesn't mean teachers should avoid all controversial materials; as long as the material stimulates debate and learning that is germane to the subject matter, it is protected by freedom in the classroom.

- 2.3 Academic freedom at public institutions of higher education in West Virginia under the jurisdiction of the Council for Community and Technical College Education (Council) is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The Council State of West Virginia recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the its public institutions under its jurisdiction of higher education. Faculty members and students must always remain free to inquire, study, and evaluate.
- 2.4 Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members ~~shall be~~ are entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they ~~shall be~~ are free from institutional censorship or discipline.
- 2.5 The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at ~~West Virginia University~~ the College is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional, ~~campus~~ and departmental missions in teaching, research (as applicable), and service, as defined by ~~the institutional policy~~. The faculty member ~~also~~ is responsible ~~also~~ as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member ~~should~~ may not imply or claim to be a spokesperson for the ~~institution in which he or she holds an appointment~~ College.
- 2.6 In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research (as applicable), and service ~~according to one's campus, as defined by the institution~~, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.
- 2.7 Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual

initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

- 2.8 As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes.

~~* On April 12, 2002, the West Virginia University Board of Governors endorsed the statement in the West Virginia University Faculty Handbook (May 2000) that faculty members may conduct and publish the results of their research with full freedom as long as they do not sacrifice their other academic or professional duties.~~

Section 3. Faculty: Ranks and Definitions

- ~~3.1 The faculty at any campus of West Virginia University shall be those appointees of the president's designee. The faculty are those so designated by the designee and may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities. Faculty ranks shall be as they are defined in WVU Parkersburg Answer Book #IV-8. Procedures for Annual Faculty Evaluation, Promotion, and Tenure.~~

- ~~3.2 Faculty may fall into one of the following classifications:~~

~~3.2.1 Tenured: Those faculty members who have attained tenure status as determined by the president's designee. Tenured appointments are full time (1.00 FTE) for the academic year.~~

~~3.2.1.1 Under special circumstances, if requested by the faculty member and approved by the president's designee, a full-time tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.~~

~~3.2.2 Tenure Track: Those faculty members who have been appointed on a full-time (1.00 FTE) basis and have been designated by the president's designee as being in a tenure-track position.~~

~~3.2.2.1 Under special circumstances if requested by the faculty member and approved by the president's designee, a full-time tenure track appointment may be converted to a part-time tenure track appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure track appointment or, if the faculty member chooses not to return to a full-time tenure track appointment, the~~

~~faculty member's employment will cease. Time spent in a part-time tenure-track appointment at least one-half the contract period will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.~~

~~3.2.3 Clinical Track: Those faculty members who have been appointed by the president's designee and have been designated as being in a clinical-track position. Their appointment may be full-time (1.00 FTE) or part-time.~~

~~3.2.4 Librarian Track: Those faculty members who have been appointed by the president's designee and have been designated as being in a librarian-track position. Their appointment may be full-time (1.00 FTE) or part-time.~~

~~3.2.5 Term:~~

~~3.2.5.1 Those faculty members at community and technical colleges who have been appointed for a specified term as defined by the president's designee. The appointment may be full-time (1.00 FTE) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. This section applies specifically to the Community and Technical College at West Virginia University Institute of Technology and to West Virginia University Parkersburg.~~

~~3.2.5.2 Those faculty members in units reporting to WVU (Morgantown) who have been appointed by the president's designee as instructional faculty for a specified term as defined by the institution. The appointment shall be full-time (1.00 FTE) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. Such full-time appointments will not exceed ten percent of the total number of full-time faculty at the institution. For purposes of this section, Potomac State College, WVU Institute of Technology, and WVU (Morgantown) will be treated as separate institutions. For purposes of the ten percent calculation, "full-time faculty" at WVU (Morgantown, including the Health Sciences Center) will comprise tenured faculty, tenure-track faculty, and, at the Health Sciences Center, clinical-track faculty, as indicated in Section 3.2.3 above. Not included in this calculation are librarian-track faculty, non-tenure-track faculty (including, but not limited to, those with prefixes of research, clinical, visiting or adjunct), faculty equivalents, academic professionals, and post-doctoral fellows.~~

~~3.2.6 Non-Tenure Track: Those faculty members who have been appointed by the president's designee but have not been appointed in a tenure-track, clinical-track,~~

~~librarian-track, term, or tenured status. Their appointment may be full-time (1.00 FTE) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of non-tenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.~~

~~3.3 Faculty appointed to tenured or tenure-track positions on all campuses or to term positions at the Community and Technical College at WVU Institute of Technology and West Virginia University Parkersburg shall be appointed to one of the following ranks; term positions in units reporting directly to WVU (Morgantown) shall include the prefix "teaching:"~~

~~3.3.1 Professor;~~

~~3.3.2 Associate Professor;~~

~~3.3.3 Assistant Professor; or~~

~~3.3.4 Instructor.~~

~~3.4 Faculty appointed to clinical-track positions shall be appointed to one of the following ranks:~~

~~3.4.1 Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN);~~

~~3.4.2 Associate Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN);~~

~~3.4.3 Assistant Professor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN); or~~

~~3.4.4 Instructor, with the designation of School of Medicine (SM), School of Dentistry (SD), or School of Nursing (SN).~~

~~3.5 Faculty appointed to librarian-track positions at any institution may be appointed to one of the following ranks:~~

~~3.5.1 Librarian;~~

~~3.5.2 Associate Librarian;~~

~~3.5.3 Assistant Librarian; or~~

~~3.5.4 Staff Librarian.~~

- ~~3.6 Clinical track, librarian track, and term faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Clinical track, librarian track, and term faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.~~
- ~~3.7 Additional ranks are permitted at West Virginia University through the use of the title prefix designation "extension;" such additional ranks are excluded from and in addition to those ranks covered by the provisions of the West Virginia Code.~~
- ~~3.8 Other appropriate titles which more accurately indicate the nature of the position may be used.~~
- ~~3.9 Persons assigned full time or part time to administrative or staff duties on any campus may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure track, clinical track, librarian track, term, or non tenure track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.~~
- ~~3.10 Clinical track, librarian track, term, and non tenure track faculty on all campuses hold non-tenurable appointments which may be part time or full time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.~~
- ~~3.11 Non tenure track appointments as defined in Section 3.2.6 above shall have one of the following titles:~~
- ~~3.11.1 Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;~~
- ~~3.11.2 Lecturer or senior lecturer;~~
- ~~3.11.3 Assistant, designated as graduate, research, clinical, or adjunct, as applicable to describe the connection or function.~~
- ~~3.12 Non tenure track full time (1.00 FTE) faculty appointments as defined in Section 3.2.6 above may be used only if one or more of the following conditions prevail:~~
- ~~3.12.1 The position is funded by a grant, contract, or other source that is not a part of the regular and ongoing source of operational funding;~~

- ~~3.12.2 The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure track status, are subject to annual renewal, and normally may not exceed three years;~~
- ~~3.12.3 The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments are outside tenure track status, are subject to annual renewal, and normally may not exceed three years;~~
- ~~3.12.4 The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure track status, are subject to annual renewal, and normally may not exceed six years;~~
- ~~3.12.5 The appointee is granted a primary appointment as an administrator or to perform other noninstructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.~~
- ~~3.12.6 Appointment or reappointment to a non-tenure track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.~~
- ~~3.13 The president's designee shall make all tenured, tenure-track, clinical-track, librarian-track, term, and non-tenure track appointments after consultation with appropriate faculty and other collegiate units.~~
- ~~3.14 Every faculty contract at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.~~
- ~~3.15 Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.~~

Section 4. Faculty: Types and Conditions of Appointment

- ~~4.1 Full-time appointments to the faculty of an institution, other than those designated as clinical-track, librarian-track, term, or non-tenure track, shall be either tenured or tenure-track. The types and conditions of faculty appointment shall be as defined in WVU Parkersburg Answer Book #IV-8. Procedures for Annual Faculty Evaluation, Promotion, and Tenure and in accordance with the procedural rule of the West Virginia Council for~~

Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

~~4.2 All clinical track, librarian track, term, and other non-tenure track appointments, as defined in Section 3 of this policy, shall be neither tenured or tenure track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.~~

~~4.3 The appointment of a person to a full-time position on any campus is made subject to the following conditions:~~

~~4.3.1 The appointee shall render full-time service to the campus to which appointed. Outside activities, except the practice of medicine or dentistry which are restricted below in subsection 4.3.2, shall not be restricted unless such activities or employment interfere with the adequate performance of institutional duties. The institution expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities.~~

~~Each campus shall establish a program for periodic review of outside services of appointees to guide faculty members.~~

~~4.3.2 Full-time faculty appointments assigned to the dental and medical schools will render dental and medical patient services only at facilities affiliated with West Virginia University, or at such other locations or facilities as may be authorized in their annual notice of appointment, or as otherwise approved in writing by the president's designee.~~

~~4.3.2.1 Fees for professional patient-related services rendered by full-time medical and dental faculty appointees shall be billed, collected, and expended in accordance with the bylaws of the faculty practice plan at West Virginia University or through such other billing and collection mechanism as may be provided for in the faculty member's annual notice of appointment, or as otherwise approved in writing by the president's designee.~~

~~4.3.2.2 Fees for professional services not directly related to patient services including, but not limited to, royalties, honoraria, legal actions where no patient services have been rendered, or other such similar sources as may be approved in writing by the president's designee are permitted as individual income to the individual faculty member.~~

~~4.3.3 If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the president's designee~~

~~has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.~~

~~4.3.4 The university may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the university, provided such activity: (1) further develops the faculty member professionally and (2) does not interfere with duties and responsibilities to the university.~~

~~4.4 If the status of a faculty member changes from non-tenure-track, clinical track, librarian-track, or term to tenure-track, the time spent at the respective campus may, at the discretion of the president's designee, be counted as part of the tenure-track period.~~

Section 5. Joint Appointments [Reserved]

~~5.1 Faculty members may be appointed to perform academic duties at two or more campuses of West Virginia University, which duties may include teaching, research, counseling, or other services. For administrative purposes, one campus shall be designated the faculty member's "home campus," which campus shall be responsible for granting promotions, raises in salary, and tenure. Provided, however, that when cause therefore shall occur, appropriate counseling, disciplinary action, and the like shall be the responsibility of the campus where the occurrence arose.~~

~~5.2 The conditions and the details of the faculty member's joint appointment, including the designation of the "home campus" and any other arrangements, shall be specified in the agreement between the faculty member and the president's designees of the campuses sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.~~

~~5.3 Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home campus."~~

Section 6. Emeritus Status

~~6.1 Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service. The university shall establish a policy regarding emeritus status and file the policy with the Policy Commission and the Board. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend. The College shall grant emeritus status and its privileges as defined in accordance with WVU Parkersburg Answer Book #IV-5. Emeritus Status and in accordance with the procedural rule of the West Virginia Council for Community and~~

Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 7. Promotion in Rank

- 7.1 ~~Within the following framework, each campus shall establish, in cooperation with the faculty or duly elected representatives of the faculty, guidelines, and criteria for promotion in rank, such guidelines to be in conformity with institutional guidelines:~~ The College shall manage promotion in rank as defined in accordance with WVU Parkersburg Answer Book #IV-8. *Procedures for Annual Faculty Evaluation, Promotion, and Tenure* and in accordance with the procedural rule of the West Virginia Council for Community and Technical Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.
- 7.1.1 ~~There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established by the various schools, colleges, and campuses in conformance with this document and appropriate to the mission of the unit. Examples appropriate to all units include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Examples appropriate to some units might include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the university.~~
- 7.1.2 ~~There shall be demonstrated evidence that, in the process of making evaluations for promotions, there is participation of persons from several different groups, including but not limited to: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division chairperson and the dean, and students.~~
- 7.1.3 ~~There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously~~
- 7.1.4 ~~The university shall provide copies of its guidelines and criteria for promotion to the Policy Commission and the Board and shall make available such guidelines and criteria to its faculty.~~
- 7.2 ~~Promotion shall not be granted automatically, but shall result from action by the president's designee, following consultation with the appropriate academic units.~~

Section 8. Faculty Resignations

- 8.1** A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, shall give notice in writing [to the Human Resources Office](#) at the earliest opportunity, [but no less than two weeks in advance of the anticipated last day of employment](#). Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

Section 9. Tenure

- 9.1** ~~Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. There shall be demonstrated evidence that tenure is based upon a wide range of criteria, established by the various schools, colleges, and campuses in conformance with this document and appropriate to the mission of the unit. Examples appropriate to all units include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Examples appropriate to some units might include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the university. [The College shall manage tenure as defined set forth in WVU Parkersburg Answer Book #IV-8. Procedure for Annual Faculty Evaluation, Promotion, and Tenure](#) and in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.~~
- 9.2** ~~In making tenure decisions, careful consideration shall be given to the tenure profile of the campuses, projected enrollment patterns, staffing needs, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. Campuses shall be mindful of the dangers of losing internal flexibility and accountability to the citizens of the State as the result of an overly tenured faculty.~~
- 9.3** ~~For community and technical colleges, in order to be fully responsive to the changing needs of their students and clients, the goal in the appointment of faculty is to limit the number of tenured and tenure track faculty to no more than twenty percent of full time faculty employed by the respective community and technical college.~~

- ~~9.3.1 At community and technical colleges, full-time term faculty are eligible for reappointment, although no number of appointments shall create any presumption of the right to appointment as tenure-track or tenured faculty. A single appointment shall not exceed three years.~~
- ~~9.3.2 The employment standing of tenured and tenure-track faculty holding appointment at each of the community and technical colleges at the time of the implementation of this policy shall not be affected.~~
- ~~9.4. Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the president's designee, following consultation with appropriate academic units.~~
- ~~9.5. Tenure may be granted at the time of appointment by the president's designee, following consultation with appropriate academic units.~~
- ~~9.6. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.~~
- ~~9.7. A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.~~

Section 10. ~~Tenure-Track Status~~ [Reserved]

- ~~10.1 When a full-time faculty member is appointed on other than a clinical track, librarian track, term, non-tenure-track, or tenured basis, the appointment shall be tenure track.~~
- ~~10.2 During the tenure-track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished to the individual concerned.~~
- ~~10.3 The maximum period of tenure-track status normally shall not exceed seven years. Before completing the penultimate year (the "critical year") of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure or offered a one-year written terminal contract of employment. During the tenure-track period, faculty members may be granted tenured appointment before the sixth year of service if the critical year has been officially changed, such appointment to be based upon criteria established by the institution and copies provided to the Board and to the Policy Commission.~~
- ~~10.3.1 The university may establish policies to accommodate unusual situations, such policies to be approved by the Board and reported to the Policy Commission.~~
- ~~10.4 During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision~~

~~for non-retention or dismissal shall be provided promptly to the faculty member upon request.~~

~~10.5 For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision:~~

~~10.5.1 By letter postmarked and mailed no later than December 15 of the second academic year of service; and~~

~~10.5.2 By letter postmarked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.~~

~~10.6 For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter postmarked and mailed no later than March 1.~~

~~10.7 Notice of non-retention shall be mailed "Certified Mail Return Receipt Requested."~~

~~10.8 Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudice further continuation after that additional year.~~

~~10.9 Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Such decision should be made at the time of the appointment, and must be made by the end of the fiscal year in which the appointment began. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.~~

~~10.10 Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting from the president's designee a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the president's designee within ten working days of receipt of the notice of non-retention.~~

Section 11. Faculty Evaluation

~~11.1 As defined in Faculty evaluations shall be governed by WVU Parkersburg Answer Book #IV-8, Procedures for Annual Faculty Evaluation, Promotion, and Tenure and in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled Academic Freedom, Professional Responsibility, Promotion, and Tenure, 135 C.S.R. 9.~~

Section 12. Dismissal

- 12.1 Causes for Dismissal: The dismissal of a tenured faculty member or a term faculty member during the period the contract is in effect shall be effected only pursuant to the procedures provided in these policies herein and only for one or more of the following causes:
- 12.1.1 Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;
 - 12.1.2 Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities including, but not limited to, verified instances of sexual harassment or of racial, gender-related, or other discriminatory practices;
 - 12.1.3 Insubordination by refusal to abide by legitimate reasonable directions of administrators;
 - 12.1.4 Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;
 - 12.1.5 Substantial and manifest neglect of duty; and or
 - 12.1.6 Failure to return at the end of a leave of absence.
- 12.2 Notice of Dismissal for Cause: The president's designee shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:
- 12.2.1 Full and complete statements of the charge or charges relied upon; and
 - 12.2.2 A description of the appeal process available to the faculty member.
- 12.3 Prior to giving the faculty member a written dismissal notice, the president's designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the designee prior to the effective date to refute the charges.
- 12.4 Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointed by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

Section 13. Termination Because of Reduction or Discontinuance of an Existing Program

- 13.1 ~~A tenured or tenure-track member's appointment may be terminated because of the reduction or discontinuance of an existing program on a campus as a result of a review of the program, in accordance with the appropriate rule relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the campus shall make every effort to extend first refusal to the faculty member so terminated. Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member's training and experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the campus. Faculty development programs and funds should be used to facilitate such reassignments. The College shall manage termination of faculty members due to reduction or discontinuation of an existing program in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.~~
- 13.2 ~~Campus policy for accommodating major reduction in, or discontinuance of, an existing program shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Campuses should utilize appropriate program change policies.~~
- 13.3 ~~The president's designee shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.~~
- 13.4 ~~The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.~~

Section 14. Termination Due to Financial Exigency

- 14.1 ~~A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Governing Board. Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Institutions should utilize appropriate program change policies. The College shall manage termination of faculty due to financial exigency in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.~~
- 14.2 ~~The president's designee on a campus shall initiate proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:~~
- 14.2.1 ~~A delineation of the rationale used for the determination of a financial exigency;~~

~~14.2.2 A copy of the implementation procedures used by the campus related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and~~

~~14.2.3 A description of the appeal process available to the faculty member.~~

~~14.3 To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.~~

Section 15. Faculty Grievance Procedure

15.1 A faculty member ~~wishing to grieve or appeal any action of the institution or Governing Board~~ aggrieved by an adverse employment action of the institution may utilize the Public Employees Grievance Procedures set out in West Virginia Code § 6C-2-1, et seq.

Section 16. Alternative Informal Procedure for the Resolution of Conflict

16.1 The ~~university~~ institution may provide alternative procedures to those set out in West Virginia Code § 6C-2-1, et seq. for the resolution of conflicts. Participation in the institution's informal conflict resolution process does not preclude an aggrieved faculty member from pursuing a grievance in accordance with Section 15 of this policy and W. Va. Code § 6C-2-1, et seq. The time period for filing a grievance shall be tolled while the faculty member is participating in the institution's information resolution process.

Section 17. Notification of Terms and Conditions of Faculty Appointments

17.1 ~~Colleges, schools and campuses of West Virginia University have a large measure of flexibility in determining the form and style whereby faculty are notified each year of the terms of their appointment. When an initial appointment is made, however, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. While a formal contract may not be necessary each year, the campus may choose one of several means of notifying faculty about their appointments: a personal letter, a formal contract, or a combination of a letter with a standard contract attached. The institution shall notify faculty members of the terms and conditions of their employment in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.~~

~~17.2 The letter of appointment or contract should state the following:~~

~~17.2.1 That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the university's faculty handbook or other publications;~~

- ~~17.2.2 That the appointment is tenured, tenure-track, clinical-track, librarian-track, term, or non-tenure-track as defined in this policy;~~
 - ~~17.2.3 That the rank (in case of a tenured, clinical-track, term, or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor, including a clinical-track or teaching designation, as appropriate; or~~
 - ~~17.2.4 That the rank (in case of a librarian-track appointment) is Librarian, Associate Librarian, Assistant Librarian, or Staff Librarian;~~
 - ~~17.2.5 That the appointment is full-time (1.00 FTE) or part-time with the FTE identified;~~
 - ~~17.2.6 That it is a terminal contract (wherever appropriate);~~
 - ~~17.2.7 That it is a joint appointment with another campus (whenever appropriate), with the home campus specified;~~
 - ~~17.2.8 The beginning and ending dates of the appointment;~~
 - ~~17.2.9 For tenure-track appointments, the academic year in which tenure must be awarded (the “critical year”);~~
 - ~~17.2.10 — The total salary for the appointment;~~
 - ~~17.2.11 — That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position;~~
 - ~~17.2.12 — That the specific assignments of the position will be determined by the designated representative of the campus;~~
 - ~~17.2.13 — That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the designated representative of the campus; and~~
 - ~~17.2.14 — That acceptance of the appointment will be specified by the faculty member’s signing, dating, and returning a copy of the letter or contract to the designated representative of the campus within a reasonable time, which should be specified.~~
- ~~17.2 — Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.~~

**West Virginia University at Parkersburg Board of Governors
Meeting of March 19, 2024**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Emeritus Status policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy B-38 “Emeritus Status” to be reflective of current practices

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy B-38, Emeritus Status, is a policy that was effective in June 2006 and transferred from the WVU Board of Governors in 2008. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a strike through of the old policy, a new policy has been written to replace it to be reflective of 135 C.S.R. 9.

In addition, this policy clarifies that WVUP emeriti do not have access to athletic events. However, they do have an opportunity for continued email services.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

WEST VIRGINIA UNIVERSITY ~~AT~~ PARKERSBURG BOARD OF GOVERNORS

POLICY B-38 EMERITUS STATUS

Section 1. General

- 1.1 This ~~rule~~ policy delineates the procedures to be followed by the West Virginia University ~~at~~ Parkersburg Board of Governors in ~~the A~~ awarding of Emeritus Status.
- 1.2 Authority. – W. Va. Code §§ 18B-1-6; ~~§~~ and 18B-2A-4; Council for Community and Technical College Education Series rule entitled Academic Freedom, Professional Responsibility, Promotion, and Tenure, 135 C.S.R. 9, Section 6.1; Higher Education Policy Commission Series 9, Section 6.1. See also, BOG Policy B-2.
- 1.3 Effective Date. – March 19, 2024

Section 2. Policy on the Awarding of Emeritus Status

- 2.1 Those faculty members whose retirement is announced and who met the requirements of meritorious contributions to the college shall be considered for Emeritus status. ~~Emeritus appointments are normally considered for faculty members and administrators on their retirement. The faculty member or administrator must normally have served the college for at least 10 years. The review of faculty candidates begins in the departments or divisions and ends with the President. The conditions and process for awarding Emeritus Status are described in Answer Book IV-5. Emeritus Status.~~
- 2.2 The award of President Emeritus status rests with the Board of Governors, and Emeritus awards to ~~major~~ administrators rest with the President.
- 2.3 Faculty members and administrators awarded Emeritus status retain their professional titles. In every case, the term “Emeritus” follows the rank and title.
- 2.4 Emeritus faculty members and administrators have library privileges; they have the same access to the institution and to activities taking place at the institution as other faculty members and administrators ~~to athletic events~~; and they enjoy privileges designated by their departments and the college, which can may include continued access to email.

Title: #IV-5. Emeritus Status

Date: January 31, 2017 (Replaces version dated December 15, 2006)

Pursuant to [Policy B-38](#), any faculty member, upon retiring from a full-time position at the college and upon distinguished service to the institution 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.

Conditions. Emeritus status may be awarded to faculty retirees who have served as full-time faculty at West Virginia University at Parkersburg for at least ten years. Professional staff and administrative retirees may be considered for emeritus status if they have served the college for at least a similar number of years.

Process. Nominations for emeritus status for retiring faculty may come from faculty colleagues, directed through the appropriate divisional structure to the division chair. Nominations shall be forwarded to the Senior Vice President for Academic Affairs who will secure endorsements from the Academic Council and the Faculty Senate before forwarding nominations to the President for final approval. Nominations for emeritus status for retiring professional or administrative staff may come from colleagues, directed through college governance structure to the appropriate vice president, as applicable. The vice president shall secure endorsements from others as appropriate (i.e., Academic Council, Faculty Senate, Staff Council) before forwarding the nomination to the President for final approval.

Rank. A faculty member granted emeritus status shall retire at the same rank that was held during the final years of appointment (i.e., Professor Emeritus, Associate Professor Emeritus, etc.). Professional and administrative staff who are granted emeritus status shall retain the same title they held during the final years of their service to the institution (i.e., Librarian Emeritus, Counselor Emeritus, Vice President for Student Services Emeritus).

Listing. Persons granted emeritus status shall be listed in the directory portions of college catalogues under separate headings of Faculty Emeriti, or Administrative and Professional Staff Emeriti.

Responsible Administrator: President, 304-424-8200