



# Faculty HANDBOOK



## CAMPUS LOCATIONS

Main Campus  
13650 Apple Harvest Drive  
Martinsburg, WV 25403

Technology Center  
5550 Winchester Ave.  
Martinsburg, WV 25405

Morgan County Center  
Located at the Pines Opportunity Center  
109 War Memorial Dr.  
Berkeley Springs, WV 25411

Charles Town Races and Slots at  
Hollywood Casino  
Flowing Springs Road

[www.BlueRidgeCTC.edu](http://www.BlueRidgeCTC.edu)  
304.260.4380

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## A MESSAGE FROM THE PRESIDENT

Congratulations on joining or being a current member of the Blue Ridge Community & Technical College team! We are pleased to have you and wish you a successful and enjoyable career. Each employee is a vital contributor to the College's mission and the success of our students.

The Blue Ridge CTC faculty handbook provides faculty with useful information and should be referenced frequently. The handbook is not intended to be a self-contained document. The document serves as a general guide to applicable federal and state regulations, Board of Governors' rules, departmental policies, administrative procedures, guidelines, services and activities, as well as to relevant policies and procedures of the West Virginia Council for Community and Technical College Education.

Dr. Peter Checkovich  
Founding President

## GENERAL INFORMATION

### Mission Statement

Blue Ridge Community and Technical College provides our diverse student population with life-changing education, training, and services that drive economic development within the communities we serve.

### Vision Statement

Blue Ridge Community and Technical College is the first choice for higher education that drives career growth and economic development in our region and surrounding communities.

### Core Values

#### **Stewardship:**

- Put student access, learning, and success first.
- Support a safe, collaborating, and engaging environment for employees and students.
- Provide an optimum learning environment for students.
- Use College resources responsibly.
- Demonstrate care for facilities.

#### **Integrity:**

- Engage and actively contribute to the overall success of the College.
- Think creatively and develop solutions.
- Act honestly and ethically.
- Provide accurate and thorough information.
- Be courageous to be even better.

#### **Civility:**

- Communicate with respect, trust, and care.
- Respect differences.
- Listen actively.
- Be aware of your impact on others.
- Discuss differences and resolve conflicts.

#### **Entrepreneurship:**

- Embrace our business partners.
- Think proactively and innovatively.
- Be adaptable and flexible for shifting priorities.
- Identify areas for continuous improvement.
- OWN enrollment.
- Take calculated risks wisely.

Blue Ridge CTC is an Equal Opportunity/Affirmative Action Institution. Blue Ridge CTC does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual preference/orientation, ancestry, blindness, familiar status, ethnicity, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Blue Ridge CTC, through its Affirmative Action Plan, seeks to employ qualified personnel on an equal opportunity basis.



## ADMINISTRATION AND GOVERNANCE

### College Governance

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

#### West Virginia Community and Technical College System (WVCTCS)

The WVCTCS is comprised of 9 colleges, delivering affordable comprehensive community and technical college education in all regions of WV. The System graduates individuals who are prepared to meet the demands of employers or succeed in subsequent education. Through collaboration with various community members, the WVCTCS strives to provide high-quality workforce development programs and increase the college-going rate in WV.

#### College Board of Governors (BOG)

The Blue Ridge CTC BOG is charged with determining, controlling, supervising, and managing the financial business and education policies and affairs of the College.

The BOG consists of one faculty member, one staff employee, one student, and nine lay members. Lay members are appointed by the Governor. Staff, faculty, and students hold elections from within their constituencies to select representatives to BOG. All BOG positions are voluntary.

#### **The President**

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

#### **Sources of Authority**

The operations of the College are mandated by a number of statutory, rule and policy sources. These include federal and state laws and regulations, WVCTCS policies, BOG College rules, and administrative policies, procedures and guidelines.

- [WV Code](#)
- [WVCTCS Rules & Policies](#)
- [Board of Governors' Rules](#)
- Administrative Policies and Procedures, Departmental Policies and Procedures, and Guidelines  
– Located on College website and/or public shared drives.

#### Organization Charts

Organization charts illustrate Blue Ridge CTC's schools, divisions and departments and their interrelationships within the College. The organization chart is maintained on the College's website.

## **Office of the President**

### **The President's Executive Staff**

The President's Executive Staff consists of The President, Vice Presidents, and the Executive Assistant to the President. The Executive Staff is a forum for discussion of College strategy, policy, and issues to be vetted prior to presentation to the employee population for discussion. Throughout this document, the major administrators reporting to the President are cited as Vice Presidents.

## **Delegated Authority**

### **President**

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

### **Chief Financial and Administrative Officer/ Vice President of Professional Studies and University Transfer**

This position oversees the leadership and college-wide vision for planning, analyzing and evaluating the College's financial operations and administrative operations.

The duties of this position include but are not limited to advising the President on rules, policies, regulations, best practices, and ensuring College compliance with federal and state laws as well as WVCTCS and Blue Ridge CTC rules/policies pertaining to finance and employment.

This position oversees strategic planning, operational leadership, financial oversight, policy review, and ensuring academic integrity for all programs and coursework in the School of Professional Studies and University Transfer

### **Vice President of Workforce Development & Engineering Technologies**

This position oversees the leadership and direction for the economic and workforce development area of the College to include setting goals, developing programming and coordinating activities of all programmatic sectors within the area.

### **Vice President of Enrollment Management and Allied Health Sciences**

This position oversees the leadership and college-wide vision for planning, analyzing and evaluating the College's enrollment management functions.

This position oversees the leadership and direction for the School of Allied Health. Oversight includes setting goals, developing programming and coordinating activities of all programs within the area.

### **Vice President of Information Technology (IT) Services**

This position serves as the College's chief administrator for information technology services and operations. The duties of this position include overall planning, organizing and execution of all IT

functions for the College and directs IT operations to meet requirements as well as the support and maintenance of existing infrastructure, applications, and development of new technical solutions.

#### **Chief Academic Officer and Director of Institutional Research**

This position reports directly to the Vice President of Workforce and Engineering Technologies and serves as a line officer in planning, organizing, administering and supervising the instructional programs of the college. This position also has oversight of institutional research projects and initiatives.

#### **Executive Assistant to the President**

This position provides high-level administrative professional support to the President and VP of Workforce & Engineering Technologies and serves as the office manager for the Workforce & Engineering Technologies and Program Coordinator for WIT/TAA.

#### **College Councils, Committees, and Associations**

##### **Staff Leadership Council**

The Staff Leadership Council advises the President or Human Resources in matters of interest for the staff employees. The Council meets at least annually with the President and provides opportunity to meet monthly with the staff employees. The Council consists of members elected by the staff employees from their respective constituencies or as ex-officio members of the council. The composition, role, and authority of the Council is described in the Council's By-Laws and WV Code.

##### **Faculty Council**

The Faculty Council is a collegial body for faculty discussion on various matters affecting the College and a platform for professional development. Faculty Council provides a forum for discussing College policy, procedures and programs that concern the faculty – specifically academic policy. The Faculty Council advises the Chair on matters concerning the faculty. Faculty participation is encouraged.

A full-time faculty member serves as elected faculty representative to the BOG. The faculty member shall serve for a term of two years. Faculty members are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

##### **Student Leadership**

The Student Representative serves as a role model to the student body on issues concerning campus life and student regulations. The Student Representative acts as the representative of the student body to the faculty, staff, administration and public and is elected to the Board of Governors.

##### **Ongoing committees**

Ongoing committees represent major aspects of the college with participation from all employee groups and teams. Academically, the Assessment, Curriculum & Instruction, General Education Advisory, and Retention committees ensure the dedication of faculty in overseeing all curriculum matters.

As demands change and the College evolves, committees, teams and task forces are formed to address specific policies, procedures and practices and then disbanded when no longer applicable. Additionally,

[student groups and organizations](#) promote academic and personal interests establishing a culture of participation.

## EMPLOYMENT AND OPERATIONS

### Notice of Appointment

The President makes all appointments of full-time personnel at the College after consultation with appropriate administration. The College's offer of appointment is considered first, best and final offer. Any negotiations for an appointment are discouraged and not binding on the College unless offered in writing by the President. Every appointment is for one fiscal year or part thereof in accordance with and in actions thereto as provided by law. Every appointment shall be in writing. A copy of the Notice of Appointment will be furnished to the person appointed. Such notice will contain terms and conditions of the appointment.

Notices of Appointment for each fiscal year will be furnished to appointees following receipt of the Board of Governor's budgetary allocations or approved expenditure schedule. Provisions for the signature of the President and the employee will be included on the Notice of Appointment. The President's signature will constitute an offer of employment subject to the stipulations in the notice. The employee's signature signifies acceptance of the appointment.

The employee should return the signed Notice of Appointment to the Office of Human Resources within 15 days from the date on the form which appears below the President's signature. Failure to return a signed appointment form within thirty days of receipt shall constitute an abandonment of position unless an advance written notice of a commitment to continue employment has been received from the faculty member.

### Position Description

A written job description shall exist for faculty positions. The job description should be reviewed at least once every three years for accuracy by the immediate supervisor and Vice President or at any time a significant change in the position occurs as communicated by the supervisor. It is the employee's responsibility to review and be familiar with the position description for their position. If any modifications are required after the review of a job description, a copy shall be submitted to the Office of Human Resources to be placed in the personnel file.

### Standard Workweek (Series 55)

7.1. The standard workweek is thirty-seven and one-half hours. The workweek is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday

### Hours of Work

A work schedule of 37.5 hours will be established within the standard workweek for all 12-month faculty and administration with faculty rank. Please see the "Distinction of Faculty on the Basis of Full-time & Part-Time" section for more information regarding full-time faculty workweek expectations. Office hours are established collaboratively with the employee and supervisor with final approval by the Vice President.

For students and other members of the College community, as well as prospective students and general public, the College will offer various classes and services on Saturday. Each functional area should be contacted to ascertain what services are available.

### Office Regulations

Blue Ridge CTC is a professional and progressive business organization. Office and work spaces are furnished and equipped for maximum employee productivity. Employees are expected to contribute to a professional work environment in their choice of dress, language, and respect for the rights of co-workers and students.

### Treatment of Students and Visitors

Blue Ridge CTC exists for the students. The welfare of the students shall have primacy in administrative decision-making. The employee represents the College in his or her contacts with students and the general public. Courtesy and etiquette are expected and required as is promptness in service.

Confidential student information is divulged only in accordance student privacy rights as defined in the Student Handbook.

Inconsistency in the administration or regulations governing students should be avoided. When circumstances warrant the granting of an exception to a regulation, careful documentation of the reasons and events shall be chronicled.

### Job Accommodation During Employment

An employee in their present position who is otherwise qualified and has or acquires a permanent medical impairment or impairments causing functional restrictions or limitations which can be reasonably accommodated, will be provided such measures by Blue Ridge CTC, if reasonable accommodation(s) will permit the employee to meet the essential requirements of the employee's particular job. For additional information contact the Office of Human Resources.

## FACULTY WORKLOAD AND EXPECTATIONS

### Faculty Workload

For a full-time teaching faculty member without administrative duties (i.e., 9-month faculty members), the normal teaching load is 15 credit hours per semester and 30 credit hours per academic year, which is commensurate with the recommendations of the College's accrediting agencies and the WVCTCS. In determining semester hour loads, consideration is given to laboratory assignments and administrative duties. The actual credit hours taught may range by position depending on releases and administrative workload at the discretion and approval of the Vice President. The Vice President has the final approval for releases and administrative workload.

In addition to an assigned teaching load, each full-time Blue Ridge CTC instructional faculty member is expected to schedule a minimum of 10 hours per week for student consultation, except during advisement week and before and after exams when all faculty members are expected to provide additional availability. Service to Blue Ridge CTC is also an expected part of each faculty member's workload. Service may consist of advising a student organization; serving as a member and/or chair of various Blue Ridge CTC committees; developing and improving curricula; assisting with the accreditation

process; and participating in recruitment, orientation, and registration activities to support program sustainability and enhancement.

Sponsored program activity within and outside of the appointment does not normally constitute extraordinary or exceptional projects for consideration by the Vice President for supplemental payment.

Off-campus and evening/weekend classes will be offered as an integral part of Blue Ridge CTC's mission to the service area. Faculty members are expected to share in a fair and reasonable manner in these teaching obligations. Evening classes and off-campus teaching will, in general, be considered a part of the regular teaching load. When off-campus teaching is necessary in excess of the normal teaching load, additional compensation may be provided, with the approval of the President.

Each instructional faculty member is expected to post and hold regular office hours on his or her office door or departmental bulletin board for students as well as faculty reference.

### Faculty Expectations

The following are expectations for those employed as faculty at Blue Ridge CTC, especially those employed on a full-time tenured, term, or temporary appointment.

- **Effective Teaching**

Effective teaching is the product of such elements as (1) competency in one's field which engenders the respect of one's colleagues; (2) interested effort and enthusiasm on the part of the instructor toward the students and their work; (3) demonstrated progress on the part of the students, as seen in their interest in learning, their desire for scholarship, and their effective effort toward self-improvement and cooperative endeavor.

- **Professional Growth**

In addition to the actual accumulation of graduate credits, professional growth may be judged by evidence of scholarly interests such as active membership in societies of interest and pertinence, including attendance and active participation at meetings of such societies at the state, regional, and national level.

- **Service to the College**

Members of the faculty are encouraged to take an active part in the professional and social life of the communities and area served by the College. Because the College is interested in constantly maintaining the goodwill and confidence of its constituencies and the public at large, it is expected that each faculty member will contribute to the sum total of community goodwill.

Demonstrated evidence of College service is expected and may be judged by willingness to:

- participate actively in administrative and faculty projects, such as committee assignments, curriculum revisions, the accreditation process, orientation/registration sessions, recruitment events, etc.;
- accept and fulfill educational responsibilities outside the classroom, such as identification with movements of genuine educational character or those activities by which Blue Ridge

CTC and the faculty member come to greater prestige and usefulness in the community, state, and nation;

- participate in forums, conferences, in-service work, addresses, etc., all of which play a part in public relations.

## FACULTY CLASSIFICATION

### Distinction of Faculty on the Basis of Full-time & Part-time

To be classified as full-time faculty, an individual must meet, as a minimum, the following conditions of employment as determined by the President:

- Employment is in a specific position as delineated on a current and approved State expenditure schedule(s) as contrasted to casual or part-time help.
- Employment for faculty is on a full academic year (at least nine months) appointment basis for at least 12 semester credit hours teaching per semester or the equivalent in administrative responsibilities, and expressly designated as “full-time.”
- Faculty who are on 10-month, 11-month, or 12-month appointments are expected to work 37.5 hours per week. This means that if the faculty member is working during the break between the finals in December and the beginning of the Spring Semester, the faculty member should work 37.5 hours per week as they are expected to do so during the semester, except when the College is closed.

The calendar for faculty during the academic year is as follows:

- 9-month faculty – from the Friday before the beginning of the fall semester to commencement;
- 10-month faculty – from the Friday before the beginning of the fall semester to commencement and 4 weeks administrative duties;
- 11-month faculty – from the Friday before the beginning of the fall semester to commencement and 8 weeks administrative duties;
- 10 and 11-month faculty whose administrative duties coincide with teaching during the summer semester(s) will not be paid extra during that time. If the part of the summer semester in which they are teaching is not during the time when administrative duties are being performed, then the amount of adjunct pay will be pro-rated based on the normal summer pay for an adjunct teaching a summer class.
- Faculty who receive release time will not receive additional pay to teach a class.
- Faculty who are 12-month and have administrative duties will not receive any additional pay to teach a class during business hours.

### Full-time Faculty

Full-time faculty may fall into one of the following classifications:

- Tenured

Tenured faculty members are those who have attained tenure status as determined by the President of the College. Normally, tenured appointments are full-time (1.00 FTE or the equivalent, as determined by Blue Ridge CTC) for the academic year. Tenure is currently suspended until further notice.

- Term

Faculty members who have been appointed for a specified term as defined by Blue Ridge CTC. The appointment may be full-time (1.00 FTE or the equivalent, as determined by Blue Ridge CTC) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

Faculty appointed to tenured or term positions shall be appointed in one of the following ranks:

- Temporary (not eligible for promotion)
- Lecturer (not eligible for promotion)
- Instructor
- Assistant Professor
- Associate Professor
- Professor

Faculty members who have not been appointed in a tenured or term status. Their appointment may be full-time or part-time. Faculty appointed to temporary positions shall be appointed to the rank of Lecturer.

Temporary full-time appointments may be used if one or more of the following conditions prevail:

- The position is funded by a grant, contract, or other source that is not part of the regular and on-going source of operational funding.
- The appointment is for the temporary replacement of an individual on sabbatical leave or leave of absence. Such appointments may not exceed three years and are subject to annual renewal.
- 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 may not exceed three years and are subject to annual renewal.
- 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 College needs.
- The appointee is granted a primary appointment as an administrator or employee hired to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching is considered temporary and renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.



All temporary appointments shall be only for the periods and for the purposes specified, with no additional interest or right obtained by the person appointed by virtue of such appointment.

### Adjunct (Part-time) Faculty

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

Adjunct compensation is based on the degree level and certifications applicable to the course taught. Official transcripts, from a regionally-accredited institution, are used to verify the highest degree obtained by the adjunct. An applicant who possesses a degree from a foreign institution must provide a transcript evaluation to confirm that their degree is equivalent to a degree awarded from an accredited institution in the United States. Adjuncts shall not teach a course load that exceeds 9 hours per semester in accordance with the Scheduling of Non-Benefit-Eligible Positions and Health Insurance Eligibility administrative procedure.

The employment of adjunct faculty is made pursuant to the approval of the President, with recommendation from the supervisor and Vice President. The appropriate balance in each department between the number of courses taught by full-time faculty and part-time faculty is assessed by Vice Presidents. Supervisors and Vice Presidents are responsible for assuring that adjuncts receive information regarding duties, responsibilities, and curricular issues. Vice Presidents and their designees provide an annual assessment of the teaching performance for adjunct faculty either directly or indirectly through the supervisors/program coordinators.

### Faculty Supplemental Appointments

#### Chairs

Chairs provide curriculum leadership and assist with faculty development. Chairs are appointed for positions greater than 9 months or appointed by stipend for 9-month employees. Chairs assist in implementing faculty personnel policies and the supervision of curriculum, courses, methods, and delivery of instruction in their respective area. Chairs provide support for academic program development, implementation, and assessment.

#### Deans and Directors

Deans and Directors provide daily operations for the College and serve as the principal liaison with the community, local schools, agencies and organizations within the College's service area. They implement strategies to continuously move the College forward while working with internal and external stakeholders. Employees with Dean or Director in their title may also be Assistant or Associate Deans/Directors.

#### Program Coordinators

Program coordinators provide first-line academic leadership and supervision for the degree programs and certificates. Program coordinators may supervise one or more full-time employees and/or one or more adjunct faculty for the program under the supervision of the Deans (Assistant or Associate), Vice

Presidents and the President. The Program Coordinators perform duties for their associate degree program and certificates.

### Emeritus Status

The title emeritus may be conferred upon members of the professional staff within one year after regular retirement upon action by the President. Such title does not, however, automatically entitle its bearer access to College resources, but emeriti may be granted limited use of such resources upon approval of the President. To be eligible for appointment to emeritus status, retiring faculty and staff must have completed a least a total of 10 years of service at Blue Ridge CTC.

### Overloads

Circumstances may arise in which the Vice President or their designee may need to recommend additional hours for a faculty member on a semester basis. Generally, full-time faculty shall be scheduled/appointed for a maximum of 3 credit hours overload per semester in accordance with the Full-time [Faculty Overload administrative procedure](#). Established reasons for approval of recommended overloads include the teaching of an off-campus course when other qualified personnel cannot be identified; the distributing of more equitable student credit hour loads among faculty; and the teaching of additional “last-minute” sections due to enrollment increases (when other qualified personnel cannot be identified).

Recommendations for faculty to teach beyond the normal 15 load or commensurate load based on faculty position with administrative duties must be made according to the following guidelines:

- The Vice President will make recommendations to the President for approval regarding the faculty member to teach the course.
- Faculty who hold a doctorate and/or who have special preparation in particular fields may receive first consideration for extra teaching assignments, especially those assignments which are remunerative.
- Faculty should use professional discretion in assuming extra teaching assignments.
- Extra compensation for overload teaching will be authorized in a limited number of cases.

### Summer Sessions

Determining who will teach in the summer sessions will depend upon a number of factors. It shall be the responsibility of the Vice President or their designee to prepare a list of courses to be offered during the summer sessions. The Vice President or their designee will recommend faculty they believe to be qualified to teach such courses.

Since summer enrollment is typically lower than fall or spring, the number of faculty used in the summer session may be limited. Therefore, faculty not returning for the academic year following the summer session may not be offered summer employment, unless special arrangements have been made. A faculty member is expected to fulfill his or her Notice of Appointment for the academic year following summer teaching assignment. All appointments for faculty members teaching in the summer session are subject to rescission if the classes do not meet minimum enrollment requirements, as determined by the Vice President or President.

### Independent Study

Should a class section be removed from the course schedule in a given semester because of low enrollment, the department in which the class operates may ask a full-time faculty or adjunct faculty member to provide an independent study course for a student in the closed class section. The faculty member will be paid \$150 per three (3) credit hour independent student course that he or she teaches under this policy. This course will be designated on the student's transcript as equivalent to the canceled course. The following condition must be met to conduct an independent study course according to the policy: the student is scheduled to graduate in the semester in which the class was to be offered, and no substitute course is available during that semester to meet the graduation requirement or the student must complete the course as a prerequisite for success in subsequent classes (ESL, development coursework, etc.). The student must show reason why the course cannot be taken at a later date. The Vice President or their designee must approve the independent study.

### Per Student Compensation

A class that has less than 10 students enrolled (based on the enrollment on the last day of add/drop for the semester) may be cancelled or the class may be continued provided the compensation is reduced. The reduction shall be one-tenth (1/10) of the equivalent faculty pay per student. Per student compensation applies to adjunct faculty appointments and overloads.

### Administrators and Staff as Adjunct Faculty

Blue Ridge CTC recognizes that some administrators and staff members may be qualified for adjunct faculty teaching and therefore have established guidelines to provide direction to administrators and staff members who may wish to perform adjunct teaching assignments.

Qualified exempt administrators and exempt staff members who choose to teach as an adjunct faculty member may do so during non-working hours with approval from his or her supervisor if it does not conflict with his or her normal work hours and the operations of the department.

Although the College recognizes that some non-exempt employees may also qualify for adjunct faculty teaching, the College cannot permit dual employment whereas an employee is situated in both an exempt and non-exempt capacity. According to the Fair Labor Standards Act, "Employees that perform non-exempt work as his or her primary duty, he or she will be considered nonexempt and must be paid overtime for all hours worked over 40 in a week".

Compensation for adjunct teaching would therefore not be in alignment with Blue Ridge CTC adjunct faculty salary schedule, which represents equitable compensation. Therefore, the only teaching permitted by a non-exempt employee is teaching that is part of his or her normal job responsibilities.

*Note: This administrative procedure does not apply to administrators and staff employees that are required to teach specific courses as part of their normal job responsibilities with no additional compensation or to administrators maintaining faculty rank status.*

## INITIAL APPOINTMENT, ADVANCEMENT IN RANK, DISTRIBUTION OF FACULTY NEW PAY MONIES & MERIT, PERFORMANCE EVALUATIONS, AND TENURE

### Promotion Procedure and Application

In accordance with WVCTCS [Series 9](#), the following criteria and procedures for promotion in rank will be utilized for all full- time faculty.

### Initial Appointment

Faculty eligible for advancement to term positions and thus eligible for advancement in rank shall be advanced or appointed to one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. The yearly “Notice of Appointment” will indicate a faculty member’s specific rank as one of the four listed above. First year appointments for faculty are generally classified as Lecturer, unless an exception has been made. Any exception must be approved by the President.

The formal education requirements stated for each rank in the following section may be waived by the President at the time of hire in extraordinary cases or cases when a national search cannot secure the most qualified candidates because of non-competitive salaries or candidate shortages.

Initial faculty appointments will be at the rank of Lecturer; however, if any individual possesses an advanced degree from a regionally-accredited institution (i.e., EdD, PhD, MD, JD), he or she may, at the President’s discretion, receive initial appointment to the rank of Assistant Professor. The initial appointment does not alter the faculty years of service criteria to be eligible to apply for promotion to Associate Professor.

Academic rank at the discretion of the President may be awarded to qualified faculty employed as administrative personnel. The rank to be awarded will be based on the same criteria applied to the award of rank to the teaching faculty. Administrative personnel are not entitled to the protection provided those designated as faculty. Administrative personnel, such as those on the executive staff, with faculty rank who leave the executive staff for whatever reason shall have their pay reduced to what it would have been, with appropriate raises, had the individual remained teaching faculty.

### Advancement in Rank

Promotion in rank recognizes exemplary performance of a faculty member. The evaluation for promotion in rank provides the opportunity to assess a faculty member's growth and performance since the initial appointment or since the last promotion. Advancement in rank is not an automatic procedure. Applicants must meet all criteria for advancement in rank.

Promotion is the prerogative of the President, who will base his or her decision primarily upon the guidelines and the recommendation(s) of appropriate Blue Ridge CTC academic administrators. Promotion in rank will not be granted routinely or automatically because of length of service. Requests for granting of promotion will be evaluated on the basis of the following criteria (for applications received for promotion consideration effective July 1, 2016):

- a) Application received in a timely manner.
- b) The possession of the appropriate degree from a recognized regionally accredited institution of higher education. Requests for exceptions will be entertained only in

unusual circumstances and must be agreed to in writing prior to the time of application for promotion.

- c) Attainment of the minimum Blue Ridge CTC faculty experience requirements as established in the procedure.
- d) Attainment of minimum performance requirements in the areas of goals, major job duties/responsibilities, and competencies as documented in the 3 most recent performance appraisals.
- e) Include something about budget here

Credit hours applied toward promotion in rank must have been earned since the time of the initial appointment (excluding any education requirements specified for continued employment), or since the last promotion was granted, unless the individual possessed an advanced degree as defined above, or additional degrees or credit hours in the discipline at the time of the initial appointment that exceeded the minimum requirements of the position. In such case, these additional degrees/hours may be used to meet the educational requirements for promotion. A faculty member shall pursue continuing professional development activities to remain current in the teaching field.

In order to be an eligible candidate for promotion in rank, applicants must meet minimum educational and years of faculty service requirements. To be an eligible candidate for promotion, all minimum educational requirements for promotion to the requested rank must be completed prior to application and service requirements achieved by June 30th.

Official transcripts documenting successful completion of the required number of hours of coursework/degree(s) must be on file with the Human Resources Office in accordance with the College's [Determining Qualified Faculty](#) procedure. All credit must have been obtained through a regionally-accredited institution. Anticipated completion of hours/degrees, letters from instructors or letters of recommendation, or any other documents are not acceptable.

In order to be an eligible candidate for promotion in rank, applicants must have completed all years of service and years of service in rank requirements by June 30th for promotions effective July 1 (12-month faculty) or beginning of academic year (9-month faculty).

The promotion process is confidential. Promotion Committee members and the President must maintain strict codes of confidentiality regarding applicants' promotion materials, discussions, recommendations and any and all information related to the promotion process. Those involved must have respect for the process and the persons involved.

Minimum qualifications for advancement or appointment to each of the four ranks are established as follows:

- a. Instructor
  - Education

Bachelor's degree or Associate's degree from a regionally accredited higher education institution and three years appropriate experience are required.

- Experience  
Relevant experience or educational background in the subject appropriate content area to be taught is required.
  - Qualifications  
Academic transcripts and documented recommendations that indicate a potential for successful performance as a Blue Ridge CTC faculty member are required. This rank should be considered subsequent to Lecturer.
- b. Assistant Professor
- Education  
Master's degree from a regionally accredited higher education institution is required, except in unusual circumstances; additional academic course work or participation in institutes, workshops, or conferences which would further the faculty member's education is also desirable.
  - Experience  
Three years of successful Blue Ridge CTC faculty experience is required.
  - Qualifications  
Significant professional contributions to Blue Ridge CTC and/or the institution where the faculty member was employed are expected. The evaluation of job performance is important in promotion decisions at this rank with consideration given to the following 3 areas: goals, major duties/responsibilities from job description, and competencies.
- This is the rank to which experienced faculty from outside the College may be recruited.
- c. Associate Professor
- Education  
Master's degree and a second Master's degree or 30 graduate hours from a regionally accredited higher education institution toward a second graduate degree are required; additional academic course work or participation in institutes, workshops, or conferences which would further the faculty member's education is also desirable.
  - Experience  
Six years of successful Blue Ridge CTC faculty experience is required.
  - Qualifications  
Significant professional contributions to Blue Ridge CTC are necessary. A candidate must have demonstrated effective performance and achievement in all 3 performance areas: goals, major duties/responsibilities from job description, and competencies.

d. Professor

- Education

Doctoral or terminal degree (PhD or equivalent) from a regionally accredited higher education institution is required.

- Experience

Nine years of successful Blue Ridge CTC faculty experience is required.

- Qualifications

Significant professional contributions to Blue Ridge CTC are necessary. A candidate must have demonstrated effective performance and achievement in all three performance areas: goals, major duties/responsibilities from job description, and competencies.

#### Procedure for Making Promotion Recommendation

- By March 1<sup>st</sup>, applicants must submit application to Human Resources.
- By April 1<sup>st</sup>, Human Resources will verify time in rank and degree requirement for the applicant and attach the 3 most recent annual performance appraisals and submit to the Vice President for review.
- By May 1<sup>st</sup>, the Vice President will have reviewed the performance criteria and submitted recommendation to the Promotion Committee and President.
- By approximately June 1<sup>st</sup>, the Promotion Committee and President will consider the written recommendation of the Vice President and will notify the applicant in writing of the decision.

Either the Blue Ridge CTC President or Human Resources may solicit confidential recommendations from other academic administrators or faculty with knowledge of the applicant's performance. The President will consider the written decision of the Vice President and Promotion Committee recommendation and will notify the applicant in writing of the decision, generally by June 1. Delays on any date for action by any reviewing group or decision-maker do not give rise to any default or presumption for or against the applicant.

After the review process has been completed, each faculty member requesting promotion will receive a letter from the President regarding approval or disapproval of the application for promotion.

After receiving such a letter from the President, the faculty member requesting promotion shall have access to all recommendations which have been part of the faculty member's review process.

In all cases, it is to be understood that actions by individuals are recommendatory and are not final until the President has informed the candidate in writing of his or her decision.

## Distribution of Faculty New Pay Monies & Merit

### a. Funding Pool for Mandated Raises

These monies will be distributed according to mandates from the State of WV.

- Faculty Promotions

The State of WV mandates that those faculty members who are promoted will receive a 10% salary increase.

### b. Funding Pool for Other Raises

At the President's discretion (and with the Board of Governor's approval), monies will be distributed for across-the-board increases and merit raises.

- Across-the-Board Equal Percent of Current Salary

The first step in distributing new monies will be for across-the-board increases computed by an equal percent of each faculty member's current base salary. Across-the-board monies will be comprised of 40% of the total new monies pool. However, in the event that the total pool for increases is 3% or less for all eligible employees (not including mandated raises), the President may at his or her discretion approve 100% of the new monies to be assessed across-the-board without merit procedure.

- Merit Pay Procedure

The remaining 60% of new monies, after across-the-board increases, will be assigned to merit pay.

#### 1. Merit Pay Process

Eligibility for merit pay will be determined by the Merit Evaluation Task Group, which consists of at least 3 Blue Ridge CTC faculty members. One faculty member from each academic area will be appointed by the President.

#### 2. Description of Merit Awards

Merit awards will be evaluated in three areas: instructional performance, professional/College service, and professional development. Merit Evaluation Task Group members are precluded from discussion and action regarding their own evaluation.

#### 3. Applying for Merit Awards

Applying for merit is voluntary, and any full-time faculty member may apply for merit. The merit awards will be made public. All awards will be consistent. A

candidate must apply for merit, meet all the deadlines, and include all supporting materials in the original application in order to be awarded merit pay. The Merit Evaluation Task Group will not make requests for additional information. In the event that there is no money in a given year for merit awards, applicants will be encouraged to apply the



following year. In such cases, unfunded cycles may be considered in the evaluation.

4. Responsibilities of the Merit Evaluation Task Group

The Merit Evaluation Task Group will develop an application and due dates for submission of Merit Awards. The Merit Evaluation Task Group shall also be responsible for evaluation and determination of merit awards for faculty who apply and are deemed to be meritorious. The Merit Evaluation Task Group may propose amendments to the merit process.

a. Instructional/Professional Performance

1. Courses taught (include documentation: syllabus for each course, student evaluations, office hours, and explanation for any classes that were canceled)
2. New Course development and/or revision (include documentation)
3. Teaching and learning strategies (PowerPoint presentations, team exercises, problem-based learning, assessment activities, etc.)
4. Assessment responsibilities (participation in orientation and registration sessions, number of advisees, advisement procedures, peer advising, etc.)
5. Additional instructional endeavors (supervision of independent studies, cooperative education projects, internships, collaborative projects, supervision of work study students, extra-review study sessions, etc.)

b. Community/College Service

1. Membership and participation (Board of Governors membership, community service, professional organizations, representation of College at functions, etc.)
2. Campus in-service presentations and participation
3. Academic leadership (coordination of programs including assistance, program development, new faculty mentoring, search committee participation, etc.)
4. College committee service (list actual participation)

c. Professional Development

1. Participation in Grant projects
2. Workshops and seminars (attendance at conferences, faculty development activities, etc.).
3. Publications or presentations at regional, state, and national events
4. Progress or achievement of certifications, degree, or continuing education coursework (list highest degree attained or certification)

## Performance Evaluation

All full-time faculty will be evaluated by the end of each fiscal year (or academic year for faculty with less than 12-month appointments) by their supervisor utilizing the Faculty Performance Appraisal template made available on the HR website at "Forms and Worksheets." For administrators with faculty rank, the Admin-Mgr.-Professional

Performance Appraisal template should be utilized. The template is a summary rating sheet and is not the only tool utilized to evaluate faculty. The teaching faculty evaluation process may include the use of other tools and resources such as classroom observations, student evaluations, self-evaluations and other measurements deemed appropriate and relevant to department, program and classroom performance. The evaluation serves as a basis for decisions regarding retention and promotion. The supervisor, in consultation with the second level supervisor, will evaluate the performance of each faculty member.

The following rubric serves as a general guideline but does not provide all-inclusive descriptions of the three faculty performance areas. The descriptions are intended to guide faculty in general terms about performance expectations of the College. NOTE: To be eligible for promotion, an applicant shall not rate “partially meets expectations” for either of the past 2 appraisals or shall not rate “below minimum expectations” for any of the past 3 appraisals.

a. Goals

Exceeds Expectations: Performance is exceptional in all areas and recognized as being far superior to performance expectations.

Meets Expectations, Sometimes Exceeds: Results always meet and may exceed position requirements. Performance is of high quality and is achieved on a consistent basis.

Meets Expectations: Dependable level of performance. Meets performance standards of the job.

Partially Meets Expectations: Performance is deficient in certain areas. Improvement is necessary.

Below Minimum Expectations: Results are unacceptable and require immediate improvement.

b. Major Duties/Responsibilities from Job Description

Exceeds Expectations: Performance is exceptional in all areas and recognized as being far superior to performance expectations.

Meets Expectations, Sometimes Exceeds: Results always meet and may exceed position requirements. Performance is of high quality and is achieved on a consistent basis.

Meets Expectations: Dependable level of performance. Meets performance standards of the job.

Partially Meets Expectations: Performance is deficient in certain areas. Improvement is necessary.

Below Minimum Expectations: Results are unacceptable and require immediate improvement.

c. Competencies

Exceeds Expectations: Performance is exceptional in all areas and recognized as being far superior to performance expectations.

Meets Expectations, Sometimes Exceeds: Results always meet and may exceed position requirements. Performance is of high quality and is achieved on a consistent basis.

Meets Expectations: Dependable level of performance. Meets performance standards of the job.

Partially Meets Expectations: Performance is deficient in certain areas. Improvement is necessary.

Below Minimum Expectations: Results are unacceptable and require immediate improvement.

## Tenure

Blue Ridge CTC does not offer tenure track to any newly hired or current faculty member who has not already been designated tenure status. The opportunity for tenure eligibility is offered at the discretion of the President.

## INSTRUCTIONAL ADMINISTRATION

### Principles of Academic Freedom

Blue Ridge CTC subscribes to principles of academic freedom consistent with the American Association of University Professors.

The purpose of this statement is to promote public understanding and support of academic freedom and agreement upon procedures to assure it at Blue Ridge CTC. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Teachers are entitled to full freedom in research and in the publication the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

College teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, faculty should at all times be accurate, exercise appropriate restraint, show respect of the opinions of others, and make every effort to indicate that they are not speaking for the institution.

## Schedule

### A. Schedule of Classes

The schedule of classes for each semester and summer session is recommended by the Program Coordinators, Deans, and Vice Presidents and submitted to the President and the Registrar. It is the duty of the Registrar to see that a workable master schedule of all classes is prepared from these recommendations. The schedule of classes for any regular semester includes a listing of planned course offerings for the following regular semester.

Schedules are duplicated and entered on the website well in advance of each semester or summer session. They are distributed and posted by the Registrar's Office. Changes after the schedule is circulated to the public are made only in unusual circumstances by authorization of the Registrar.

### B. Class Periods

The normal class period is 75 minutes twice weekly or once per week for 150 minutes. All classes should begin on time and end promptly. Any change in time and place set for the class meeting must be approved by the Program Coordinators, Deans, and Vice Presidents.

### C. Class Enrollment

Classes which do not meet minimum enrollment requirements are subject to cancellation. With the approval of the President small classes may be scheduled in the event of special circumstances. It may be necessary to adjust an adjunct faculty member's pay scale to reflect a smaller class size below a headcount of 10.

### D. Classroom Assignments

Classes are assigned in buildings and rooms by Blue Ridge CTC Enrollment Management Office based upon recommendations of the Vice President, Dean, or Program Coordinator and with the approval of the President.

If after registration is completed, and the classroom assigned for any class is insufficient in size or necessary equipment, the instructor should request a change in classroom from the Dean or Vice President in conjunction with Enrollment Management Office.

### E. Final Examinations

Final Examinations are to be given at the end of each semester and summer term. The final day or days of each term are reserved for this purpose. Final examinations are to be administered at the published time unless prior approval from the President has been granted.

## F. Syllabus

A course syllabus is to be provided to each student, at the beginning of the semester in which the course is held, for each course taught by a faculty member. The syllabus is a contract between the faculty member and the student.

Instructors shall utilize the course syllabus template located on the College's shared drive to customize their syllabus to include the required information. The instructor will provide a file copy of the current syllabus to the College and his or her School/Division/Department prior to the start of each semester.

## Grading

### A. Grading System

The following uniform grading system has been adopted for all state colleges.

A - Superior      P - Pass

B - Good          I - Incomplete

C - Average      IF - Failure due to irregular

D - Below Average withdrawal from school or a single class F - Failure

No grade, except "I," given by an instructor may be changed following the report of the grade to the Registrar except under Grade Appeal procedures or when the instructor initiates an appeal because a mistake was made in computing or recording the grade. In the latter case, the instructor concerned is asked to address the request for the change in writing to the Registrar. Any adjustment of a final grade shall be subject to review of the President.

An exception to the above is the appeal to the Enrollment Management Office to change a grade to W. This committee is authorized to change these grades upon appeal by a student or instructor. The chair of the committee should submit the grade change in writing to the Registrar.

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course but because of illness or other extenuating circumstances has not completed all of said requirements. All incomplete grades shall be entered into Bridge by the instructor during the regular grade submission process.

When work has been completed, an appropriate grade is submitted to the Registrar via the Change of Grade form.

Incomplete grades issued during the fall semester must be made up 10 days prior to the date final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be made up 10 days prior to the day final grades are due for the fall semester. Incomplete grades issued during the summer session must be made up 10 days prior to the date final grades are due for the following fall semester. If the incomplete is not made up according to this schedule, it automatically becomes an "IF." When the necessary coursework is completed or an "IF" is given, the student's grade point average will be recomputed.

### B. Quality Points

The quality-point average is computed on all work for which the student has registered except for the courses with grade “W” and is based on the following quality-point values for each semester hour of credit: A-4, B-3, C-2, D-1 and F-0.

### C. Grade Reports

Student achievement reports are required from each member of the teaching faculty for each student enrolled. Reports, for both mid-term and finals, are to be turned in on the dates indicated on the College calendar.

### The Academic Appeal Committee

A faculty pool is utilized in the student grade appeal process consisting of faculty nominated by the Blue Ridge Curriculum & Instruction (C & I) Committee Chair. Members of the committee will hear cases involving grade appeals, academic dishonesty and program dismissals.

### Student Grade Appeals

- A. In any appeal, the student has the burden of proof in establishing that there is “good cause” for changing a final grade.
- B. Unless the student can offer convincing arguments to the contrary, good faith on the instructor’s part is presumed.
- C. When supported by sufficient evidence, any of the following reasons shall constitute “good cause” for changing a final grade.
  1. The grade was the result of discrimination
    - a) A successful appeal must demonstrate that an instructor did not apply a consistent standard to all students in the classroom.
    - b) The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course.
  2. The grade was awarded in an arbitrary or capricious manner.
  3. The grade was the result of an error on the part of the instructor in calculating, recording, or reporting a final grade.
- D. None of the following shall constitute “good cause” for changing a final grade.
  1. Disagreement with the course requirements established by the instructor.
  2. Disagreement with the grading standards established by the instructor.
  3. Disagreement with the instructor’s judgment when applying grading standards assuming that the instructor has made a reasonable effort to be fair and consistent in exercising that judgment.
  4. The desire or need for a particular grade.

5. Consequences that a student might face as a result of a grade award.
- E. What constitutes standing in a grade appeal case?
1. In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.
    - a) Those parties who have standing include: the instructor and the student desiring a grade change.
    - b) Those parties who do not have standing include: classmates, other instructors, other administrators, and family members.
  2. Parties with standing shall be allowed to present oral testimony to the appeals committee in the grade appeal process.
  3. Relevant testimony from parties who do not have standing in the grade appeal process should be presented in the form of written statements that shall be made part of the official appeal file.
    - a) Committee members may invite other parties to be interviewed or to give testimony based on the written statements.
    - b) All written statements shall become part of the appeal file.

#### Grade Appeal Procedures

- A. Step 1: Scheduling a Faculty-Student Conference
1. A student wishing to appeal a grade shall first confer face-to-face with the instructor of record who assigned the grade.
    - a) The instructor-student conference shall take place within the first 10 class days of the regular semester immediately following the semester in which the disputed grade was assigned (summer sessions are not considered to be regular semesters).
    - b) At the request of the student or instructor, the Program Coordinator shall assign another school/division/department faculty member to witness the conference.
    - c) The reasons for questioning the grade shall be explained by the student, and the reasons for assigning the grade shall be explained by the instructor.
  2. In a case where the instructor is not available for this conference (non- reappointment, retirement, death, extended absence from the area, or other debilitating circumstances), the instructor's Program Coordinator shall act as the instructor of record.
  3. Outcome of the conference between instructor and student.
    - a) If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference.

- b) If the instructor does decide to change the grade, the instructor shall complete a “Change of Grade” form and file it with the Registrar Office within 5 class days of the time that the conference occurs.

B. Step 2: The Student Appeals to the Program Coordinator

1. Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the Instructor’s Program Coordinator.
  - a) The appeal to the Program Coordinator must be in writing and filed within 5 class days of the instructor-student conference, or within the first 15 class days of the semester that the grade is eligible for appeal.
  - b) If the student fails to contact the Program Coordinator within 15 class days of the beginning of the appropriate semester, the instructor’s grade award shall be considered final.
2. The student’s grade appeal to the Program Coordinator must be in the form of a written memo or letter.
  - a) The appeal memo or letter must be copied to the instructor.
  - b) The student’s written statement must include justification that should conform to at least one of the criteria listed above for making a grade appeal.
  - c) The appeal must include all completed assignments that have been returned to the student.
3. The instructor shall submit a written justification for the assigned grade with supporting documentation that includes any assignments that have not been returned to the student.
4. In order to make an equitable decision, the Program Coordinator may hold a hearing between the instructor and the student desiring a grade change.
5. If the instructor is the Program Coordinator, the appeal will proceed directly to Step 3.
6. Within 10 class days of receiving the student’s appeal, the Program Coordinator shall provide both the student and the instructor with a written notice of the decision.
  - a) The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail.
  - b) Following notification of the Program Coordinator’s decision to all parties, the Program Coordinator shall forward the original grade appeal file to the Curriculum and Instruction Committee (C & I).
    - 1) The file should include a copy of the decision and all written materials including notes from oral investigations that were used for reaching the decision.
    - 2) The Program Coordinator shall retain a copy of these files for 5 years.



- C. Both the student and the instructor have the right to appeal the Program Coordinator's decision to the Academic Appeal Committee.
- D. Step 3: Appeal to the Blue Ridge CTC Academic Appeal Committee
  1. The final step in the grade appeal process is the Blue Ridge Academic Appeal Committee. A student or an instructor may appeal the decision of a Program Coordinator to the Blue Ridge Grade Appeal Committee by filing a written statement to the Chair of the Blue Ridge Curriculum & Instruction Committee (C & I Committee) within 5 days of receiving the Program Coordinator's report.
  2. Within 5 class days of receiving the written appeal, the Chair of the C & I Committee shall notify the Program Coordinator and the non-appealing party (instructor or student) that an appeal has been filed.
  3. Within 5 of receiving an appeal, the Chair of the C & I Committee shall provide the student with a list of 5 Blue Ridge faculty chosen from "the faculty pool" as described previously.
    - a) The student shall be asked to strike one name within 3 class days.
    - b) The Chair of the C & I Committee shall submit the 4 names to the instructor asking that the instructor strike 1 name within 3 class days.
  4. The 3 remaining names shall constitute the Blue Ridge Academic Appeal Committee for the current grade appeal.
  5. The Chair of the C & I Committee shall appoint one of these 3 faculty members as chair for this appeal process.
  6. The Blue Ridge Grade Appeal Committee may consider all material in the appeal file constructed by the Program Coordinator, i.e., the student's original appeal, the faculty member's written justification, the Program Coordinator's written report, the student's written work for the course, and all other items the Program Coordinator may have used in reaching the decision. (In the event that the appeal relates to a Program Coordinator's grade, the Blue Ridge Academic Appeal Committee should compile the appeal file.)
    - a) The student and the instructor shall each be entitled to submit additional written statements for consideration by the Blue Ridge CTC Academic Appeal Committee.
    - b) The Blue Ridge CTC Academic Appeal Committee shall hold a formal hearing including all parties having standing (see above), and should address the following:
      - 1) Questions from members of the Academic Appeal Committee;
      - 2) Cross examination of witnesses by both parties; and
      - 3) Additional inquiries that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.

7. The Blue Ridge CTC Academic Appeal Committee shall reach a decision no later than the last day of regular classes before the final exam period of the semester in which the appeal has been filed.
  - a) Within 3 days following the decision, the student, the instructor, the Program Coordinator, and the Chair of the C & I Committee shall be given written notice of the Committee's decision.
  - b) If the Academic Appeal Committee decides that a grade change is justified, and with the instructor's agreement, the instructor shall complete and submit a "Change of Grade" form to the Enrollment Management Office within 5 class (or business) days following the decision.
  - c) If the Academic Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Academic Appeal Committee will meet in discussion with the instructor with regard to its decision. If the instructor again will not consent to the grade change, the Academic Appeal Committee will instruct the Registrar Office to make the appropriate grade change.
8. A decision of the Academic Appeal Committee may be appealed to the President of Blue Ridge CTC, whose decision will be regarded as final.

#### E. Unusual Circumstance in Processing Grade Appeals

1. Some grade appeal cases may present practical obstacles for pursuing the procedures precisely as outlined above:
  - a) An instructor may be absent from campus during the applicable appeal period or the student may have an overwhelmingly compelling reason for a rapid decision.
  - b) Qualification for graduation may depend upon the outcome of a currently received grade.
2. In such circumstances, the Chair of the C & I Committee has the discretion to modify the procedures, as little as possible, to accommodate the special requirements of the situation.
  - a) In exercising this discretion, however, the Chair of the C & I Committee should attempt to adhere to the spirit of the regular procedures.
  - b) The Chair of the C & I Committee shall commit to writing and distribute these exceptional rules to parties having standing.

### Academic Integrity Procedures

- A. Academic dishonesty includes but is not limited to, cheating on examinations, falsifying records, submitting plagiarized work of any kind, or providing or receiving assistance in course work in a manner not authorized by the instructor.

- B. Any student, administrator or faculty member may bring charges of academic dishonesty against a student.
1. A student charged with academic dishonesty shall be accorded the presumption of innocence.
  2. The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student.
    - a) The instructor of record should make a charge of academic dishonesty directly to the student involved and decide the sanctions to be imposed.
      - i. Instructor-imposed sanctions for academic dishonesty include: requiring work to be rewritten and resubmitted, lowering a grade, reducing the grade on the assignment, even to zero, advising the withdrawal of a student from a class, and assigning a student a failing grade for the course in which the academic dishonesty occurred.
      - ii. For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.
      - iii. If an instructor believes that a student penalty greater than a failing course grade is warranted by a particular case of academic dishonesty the instructor should either:
        - a. Arrange a conference between the student, the Program Coordinator and the instructor, or submit a statement, in writing, to the Chair of the Blue Ridge Curriculum & Instruction Committee requesting a hearing to consider suspension or expulsion.
        - b. The instructor should inform the student, orally or in writing of the sanctions to be imposed, the reasons for those sanctions, the availability of the appeal process, and the need to file an appeal within five days.
          - i. If the student admits responsibility and accepts the instructor-imposed sanctions, the instructor should submit a written description of the offense and the sanctions to the Program Coordinator, the VP of Enrollment Management and the Chair of the Blue Ridge Curriculum & Instruction Committee.
          - ii. If the charges are denied, the accused student has five class days to contact the instructor's Program Coordinator to request a conference.
          - iii. If the student does not respond to the instructor's charges of academic dishonesty by contacting the Program Coordinator within five days, the instructor-imposed sanctions shall be imposed.
        - c. When dealing with a case of academic dishonesty, the instructor may request a conference with the Program Coordinator, Program Director and the student charged with the offense.

- d. A student who accepts a failing grade because of academic dishonesty shall not be permitted to withdraw from that course, even if the failing grade is given prior to that semester's official withdrawal deadline.
  - e. A student who receives a failing grade in a course as the result of a charge of academic dishonesty and chooses to appeal the grade shall not be allowed to withdraw from the course unless the appeal is resolved in the student's favor.
  - f. A student who is in the process of appealing a charge of academic dishonesty has the right to remain enrolled in the class in which the charge was made until the completion of the appeal process.
- 3. When brought by anyone other than the instructor of record, a charge of academic dishonesty involving a student or students in a specific course should be made to the instructor's Program Coordinator who may take one of two actions.
  - a) The Program Coordinator may refer the matter to the course instructor for appropriate action following the procedures outlined above.
  - b) The Program Coordinator may contact the student and the instructor directly and initiate a conference (explained below).
- 4. A charge of academic dishonesty that does not involve a specific course (e.g., falsifying records, cheating on a standardized test) should be made to the Chair of the Blue Ridge Curriculum & Instruction Committee or any Program Coordinator who will refer the matter to the Chair.
- 5. A student who is guilty of more than one incident of academic dishonesty while matriculating at Blue Ridge will be referred to the Chair of the Curriculum & Instruction Committee who, together with the Judicial Coordinator, will decide upon further disciplinary sanctions.
- 6. Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.
- C. Charges of academic dishonesty in a specific course that cannot be resolved by the instructor and the student involved should be referred to the instructor's Program Coordinator. In situations where the instructor is the Program Coordinator, another Program Coordinator will be asked to participate in the process.
  - 1) A Program Coordinator conference can be initiated by a request from either the student or the instructor involved, or by the Program Coordinator acting on a complaint from any member of the academic community.
    - a) The conference should take place in person within ten days of the Program Coordinator first receiving a request from either a student or an instructor to hold it.

- b) This conference does not constitute a hearing on the student's responsibility for academic dishonesty.
- 2) The purpose of the Program Coordinator conference shall be to clarify judicial procedures and possible sanctions for both the student and the instructor and to coordinate further appeals.
- a) The Program Coordinator may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor.
  - b) The Program Coordinator may not overturn an instructor-imposed sanction without the instructor's consent.
  - c) The Program Coordinator conference cannot result in any penalties being imposed on a student beyond those previously described as "instructor- imposed sanctions."
- 3) If, at the end of the conference, the student admits responsibility for the act of academic dishonesty and agrees to accept the sanctions proposed by the instructor, no further action will be taken.
- a) The Program Coordinator should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.
  - b) The Program Coordinator shall forward copies of this written statement, along with a description of the offense and the instructor-imposed sanctions, to the VP of Enrollment Management and the Chair of the Blue Ridge Curriculum & Instruction Committee.
- 4) If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the Program Coordinator shall contact the Chair of the Blue Ridge Curriculum & Instruction Committee to schedule a hearing by the Academic Appeals Committee.
- a) The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established.
  - b) A student who admits responsibility in a case of academic dishonesty but disagrees with the instructor-imposed sanctions cannot appeal under the Academic Integrity policies.
    - i. A student must appeal a disagreement with an instructor-imposed sanction by following the grade appeal procedures.
    - ii. The student's initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy.

- 5) At the end of the conference if either the faculty member or the Program Coordinator deems that the case warrants further disciplinary procedures, the Program Coordinator shall contact the Chair of the Blue Ridge Curriculum & Instruction Committee to initiate judicial action.
  - 6) If the instructor involved in the academic dishonesty dispute is a Program Coordinator Chair, another Program Coordinator shall act in the capacity of the first Program Coordinator for the purposes of the conference.
- D. Academic dishonesty disputes that are not resolved by the conference with the Program Coordinator should be referred to the Chair of the Blue Ridge Curriculum & Instruction Committee.
- 1) Upon receiving a request for a hearing, the Chair of the Blue Ridge Curriculum & Instruction Committee shall constitute a three-member hearing board from the pool of faculty members composing the Academic Appeal Committee following the procedure outlined in Section IV Grade Appeal Procedure, Step 3.
  - 2) One of the three members shall be elected to act as Chair of the proceedings. The Chair of the Academic Appeal Committee shall present to the student and to the person making the charge of academic dishonesty, written notification of the charges, including at least the following items:
    - a) A written enumeration of the charges.
    - b) A statement that a hearing will be held together with a notice of the date, time, and place of the hearing.
    - c) A clear statement of the information, data, and evidence directly supporting the proffered charges.
    - d) A statement advising the student of that student's rights, to include the following:
      - i. The student has the right to the presumption of innocence until responsibility can be established through a preponderance of evidence.
      - ii. The student has the right to bring witnesses, to question the accuser, and to question any of the accuser's witnesses.
      - iii. The student has the right to bring an advisor to the proceedings to monitor due process.
        - a. The advisor may consult with the student but may not speak on behalf of the student.
        - b. The advisor may not, otherwise, participate directly in the proceedings unless given specific permission to do so by the Academic Appeal Committee.

- 3) The Academic Appeal Committee shall review all relevant evidence in the case to determine if the student is “responsible” or “not responsible” for the act of academic dishonesty.
  - a) The Academic Appeal Committee shall interview the original instructor and the student against whom the charges have been brought.
  - b) The Committee may seek additional information and may interview witnesses whose testimony is relevant to the charge of academic dishonesty.
  - c) The student and the instructor have the right to bring witnesses and to question witnesses brought by the other party or by the Committee.
  - d) All proceedings in the hearing must be tape-recorded, and either party to the dispute may request a copy of the tape recording at their own expense.
- 4) Within ten days after the conclusion of the hearing, the Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the Chair of the Blue Ridge Curriculum & Instruction Committee, and the appropriate Program Coordinator.
  - a) If the Committee determines that the student is “responsible” for the act of academic dishonesty:
    - i. The instructor-imposed sanctions shall be imposed.
    - ii. The Committee chair shall send written notification to the VP of Enrollment Management.
  - b) If the Committee determines that the student is “not responsible”, then the instructor shall be required to reevaluate the student’s work with the assumption that it is not the result of an act of academic dishonesty.
  - c) An instructor who has awarded the student found “not responsible” a lowered or failing grade based on the charge of academic dishonesty shall be instructed to reevaluate the student’s final grade and, if necessary, submit a Grade- Change form.
  - d) A student found “not responsible” for an act of academic dishonesty shall be permitted to withdraw from the course in which the charge was made, even if the withdrawal deadline has passed or a final grade has been awarded.
  - e) The hearing may only rule on the factual questions of whether or not an act of academic dishonesty has occurred.
    - i. The Committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student’s responsibility has been established.
    - ii. The Committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor.

- 5) Either the student or the faculty member may appeal the decision of the Academic Appeal Committee to the President of Blue Ridge Community and Technical College, whose decision shall be final.

### Attendance Verification

Students are expected to attend class and to know and understand the specific attendance policies established by each of their instructors. For financial aid purposes, instructors are required to track attendance. The attendance policy for a given class is established by the instructor or by the program coordinator and stated in the syllabus. Instructors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Instructors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. Students are responsible for discussing any absences with their instructor; such discussion must occur in advance of foreseeable absences and as soon as possible following unpredictable ones.

Students are expected to plan their class, work, and personal schedule to avoid potential conflicts. Legitimate reasons for class absences include documented and/or verifiable instances of the following:

- A. Death in the immediate family;
- B. Incapacitating illness or injury (not including any non-emergency doctor's appointments that could be scheduled at other times);
- C. Field trips required for other classes, intercollegiate competitions, or activities entailing official representation of Blue Ridge CTC;
- D. Seriously hazardous, weather induced driving conditions.

A student's evaluation in a course is the instructor's responsibility. A grade decision in a course must be made by the professor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by a professor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

### Special Circumstances

- 1) A student who has documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g. exams, oral reports, lab assignments) should confer with his or her instructor and the Student Services' Office as soon as possible after the semester begins. In consultation with the student (and with doctors or Blue Ridge CTC staff when appropriate) the instructor and/or Student Services' Office may develop a contingency plan to accommodate any absences that may occur because of the disability or illness. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be expected to adhere to course policies and assignments established for all students. Students need to speak to the Student Services Office regarding disability services as soon as possible.
- 2) In rare instances, a student may suffer an unanticipated medical problem or must meet a military-service obligation requiring complete absence from school over an extended



period (i.e. weeks rather than days). Such a situation will create the need to confer with instructors as soon as is feasible – possibly through a relative or other responsible surrogate. An instructor may be able to design alternative assignments that can be completed independently. However, some courses, by their nature, do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or the entire relevant course when it is next offered. In such circumstances, Enrollment Management will review any necessary requests for waivers regarding College deadlines regarding Withdrawals or Incompletes when:

- a) The student's petition clearly and fully explains the situation calling for the waiver;
- b) Appropriate documentation is presented;
- c) The request is supported in writing by both the professor and the student's advisor; and
- d) The student's request is made in a timely manner, but no later than the tenth-class day of the following spring or fall semester.

### Faculty Advisors

Faculty members will serve as advisors to students and will be available to students during regularly scheduled office hours.

Designated faculty advisors are expected to be present during the periods set aside for advisement and orientation according to assignments made by the supervisor or Vice President, subject to confirmation of the President.

### Program Coordinators, Deans, and Vice Presidents

The Program Coordinator, Dean, and Vice President act on behalf of the College in the administration and promotion of all affairs pertaining to the academic well-being and morale of the program. They also act on behalf of the faculty members of the academic program and consult regularly with all members of the program on all academic and faculty issues. The Program Coordinator and Dean play an important role with the faculty of the program and a role in the development of academic programs.

#### Specific roles and function of the Program Coordinator and Dean are as follows:

- A. Provides leadership in the development and implementation of assessment policies;
- B. Meets regularly with students to solicit their views and concerns about the program and faculty;
- C. Assesses program curriculum;
- D. Conducts timely program meetings;
- E. Assists in creating favorable rapport with outside agency personnel and ensures that all field-based students have proper supervision;

- F. Assures that faculty members utilize appropriate current technology in their classrooms;
- G. Prepares reports of the program and faculty activity;
- H. Assists in the recruitment of students;
- I. Consults search committees for new faculty, under the direction of the Vice President;
- J. Recruits and aids in the mentoring, oversight, and evaluation of faculty;
- K. Ensures program representation occurs during orientation, open houses, and other college events;
- L. Mentors new faculty;
- M. Assures that all new faculty members are properly trained to perform advisement responsibilities, including proper advisement of degree-seeking students in the program and adherence to deadlines for add/drop and graduation; and
- N. Evaluates and emphasizes student retention rates for programs.

Specific roles and function of the Vice President are as follows:

- A. Ensures that the policies of the College and the program are implemented and followed;
- B. Provides input to the President in the annual evaluation of faculty;
- C. Prepares budget requests and aid the President in monitoring the program budget;
- D. Evaluates transfer student transcripts.

Shared roles and functions of the Program Coordinator, Dean and Vice President are as follows:

- A. Provide academic and professional leadership;
- B. Encourage faculty development, professional activities, and grant writing;
- C. Foster college, community, and alumni relations;
- D. Evaluate program faculty;
- E. Prepare course schedules, subject to the final approval of the President;
- F. Collect and maintain program records;
- G. Recommend new programs, program changes, and catalog revisions;
- H. Promote long-term program development;
- I. Review inter-institutional articulation agreements; and
- J. Perform other tasks as determined by the President.

## STUDENT SERVICES ADMINISTRATION

### Role of Advisors to Campus Organizations

Although campus organizations vary in their needs and requirements, the following guidelines represent a general set of operating procedures for an advisor to a typical campus organization.

Facilitating decision making procedures for achieving organizational purposes and objectives, an advisor to a campus organization provides guidance, information, general expertise, and leadership training.

#### Guidance

The advisor should help guide the organization by:

- articulating and striving to achieve their purposes and objectives;
- meeting with the officer(s) of the organization;
- helping define the respective duties and responsibilities of leadership;
- defining the decision-making process; and,
- providing aid and guidance toward achieving minimum College, regional, and national standards when information is available.

#### Information

The advisor provides information:

- concerning various campus, state, and national rules, regulations, and obligations, however, the advisor is not responsible for the actions of the organization or its individual members;
- helping to comprehend and interpret pertinent rules, regulations, and laws potentially affecting the organization.

#### Expertise

The advisor lends expertise by:

- acting as an intermediary between the organization and the College administration; for some groups this might also apply for state, and national affiliations;
- aiding and assisting individual members when this is necessary; but representing the interests of the entire organization;
- defining organizational purposes for achieving stated objectives within the administrative framework of the College, and where applicable with regional and national affiliations;
- avoiding being just one (1) of the members of the group;
- focusing on critical issues and concerns to better promote the goals and purposes of the group; and,

- using diplomacy, tact, and discretion, to assist the group to resolve various contingencies as these arise.

### Leadership

The advisor encourages leadership by:

- encouraging individual member's involvement in organizational, campus, and community leadership activities;
- trying to assess potential leadership skills of individual members and, when possible, attempt to promote meaningful involvement within the organization itself, campus, regional, and national leadership roles; and,
- limiting personal authority over the organization, so as to encourage the development of leadership skills within the membership.

### Response to Student Instigated Threats

A student who has damaged, or has threatened to damage, the person or property of a college employee has both violated state law and college regulations established in accordance with [BOG Rule 21.1](#). An injured or threatened employee possesses the right, and in most instances, has the responsibility to inform college authorities and/or law enforcement officials.

In order to initiate college disciplinary procedures in such matters, the employee must submit a written complaint to the Vice President of Enrollment Management, or designee, and the Campus Security & Safety Supervisor. This complaint should be made as specific and thorough as possible. It should cite potential witnesses' testimony and other corroborating evidence whenever available. The complaint should be submitted within a reasonable time after the offense has occurred.

Whether to initiate college disciplinary procedures, legal procedures, or both, depends on factors such as the nature, severity, and location of the student act and the evidence available. A threat or injury that occurs on college property is subject to the College disciplinary process, although its use does not foreclose a simultaneous resort to the law enforcement process. For off-campus incidents, the jurisdiction of the College is less clear; thus, appeal to law enforcement officials would seem an appropriate first step in such cases. Nonetheless, the College may assume jurisdiction over students' off-campus actions when the College's interests as an academic community are involved. Therefore, an employee should notify the Vice President of Enrollment Management who will explore the desirability, feasibility, and suitability of pursuing college disciplinary action.

### Reporting Student Accidents/Incidents

If a student is injured in an accident on campus or in an official, college-sponsored off-campus activity, the college employee supervising the activity and/or the employee in the proximity of the accident should contact Enrollment Management/Student Services and Security. The employee should provide as much detail as possible and may be asked to put all accident/incident-related information in writing.

### Reporting Harassment and Violence on Campus

All alleged incidents of harassment or violence should be reported using the [Harassment and Violence Report Form](#). The form can be submitted by the victim, a witness, or anyone receiving oral or written

reports of racial, sexual, religious/ethnic, or disability harassment or violence. Upon receipt of the Harassment and Violence Report Form, the Coordinator will make the determination of the appropriate person to initiate the investigation. If the report alleges employee misconduct, the Coordinator will notify the College's Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer/the Head of HR to initiate the investigation. The investigation and disciplinary actions follow Human Resource policies for employee misconduct. A final report of the investigation findings will be submitted using the [Harassment and Violence Investigation Form](#).

## EMPLOYEE BENEFITS

Benefit options include, but are not limited to, comprehensive health insurance, life insurance, annual leave (vacation), paid sick leave, holidays and retirement. In addition, employees have the opportunity to participate in a variety of optional health benefit plans, income replacement programs and monetary savings plans. Unless otherwise noted within the plan/benefit overview, only full-time, benefits-eligible employees may enroll.

The information contained herein is designed to provide a brief overview of College-provided benefits. The information is not intended to be fully inclusive of all offerings and provisions but rather provide an overview of what is available to benefits-eligible employees. The College will not be held responsible for any action taken or harm caused to the employee because the information contained herein was too vague, incomplete, incorrect, or changed after the time this document was written or updated. All controlling documents including specific plan provisions and summary plan descriptions will always override any information found in this benefits section.

Detailed information on each benefit and the enrollment forms (or provider enrollment websites) are available in the Human Resources Office. Employees are encouraged to view and enroll online for benefits when available and applicable. Proper enrollment is the responsibility of each employee.

The majority of benefits are offered to College employees by the State of West Virginia and are subject to control and changes by the State of West Virginia, as defined in the controlling plan documents.

### Tuition Waivers

- Employee

The College provides opportunities for employees to enhance professional knowledge and skills and to improve academic credentials through tuition waivers at Blue Ridge CTC. The College awards tuition waivers to full-time, benefits-eligible academic and nonacademic personnel that have been employed for a period of at least 6 months in full-time capacity. The Employee Tuition Waiver Procedure and Application is to be used to request a waiver up to a maximum of 9 credit hours per semester per person. Employees approved for tuition waivers may also qualify for education release time but must apply separately for that benefit.

- Spouse/Dependent

Tuition waivers are also available for full-time, benefits-eligible employee's eligible spouse and/or dependents. [The Spouse and Dependent Tuition Waiver Procedure and Application](#) provides eligibility criteria including important deadlines and instructions for proof of dependency.

## Education Release Time

The College encourages career development and self-improvement. Before the semester in which classes are to be taken, the employee is required to provide his/her supervisor a written request for release time. The supervisor and Vice President will approve or disapprove of the release and provide the employee with a written statement of the decision. The written statement will be placed in the employee's personnel file.

The time away from work shall be made up during the same week. An adjusted schedule may also be approved for the semester. During emergencies, the employee must work as assigned by the supervisor regardless of release time previously granted.

Faculty employees do not qualify for the education release time defined in Series 8 of the WVCTCS.

## Faculty Development

- Professional Development

The College provides an annual pool of monies at the President's discretion for faculty professional development. Full-time and part-time faculty are eligible to apply contingent upon funding availability. Professional development activities include off-campus training such as conferences, conventions, workshops, and seminars. Professional development also pertains to online activities such as web conferences or trainings. These activities should be focused on developing skills and competencies required for the employee to perform their job or enhance the employee's career and/or career goals. In order to qualify for professional development funding, the activity must align with business needs and be applicable to the applicant's position.

Individual faculty development awards are based on the number of applicants who apply (not to exceed \$1,000 per individual per year) and pool of monies. Faculty employees should review the Professional Development Funding Procedure and Application on the Human Resources' Forms and Worksheets webpage for the process for acquiring funding approval. All applications are submitted for approval to the Faculty Development Committee and The President. The deadline for applications is April 1<sup>st</sup>. Late applications will not be accepted.

- Tuition Reimbursement

The College provides an annual pool of monies at the President's discretion for full-time faculty tuition reimbursement. Employees are eligible to receive up to a \$1,000 per semester cap consistent with the professional development funding procedure and contingent upon funding availability. Faculty employees should review the [Faculty Tuition Reimbursement Administrative Procedure](#) for guidelines and eligible expenses.

Required documentation includes the faculty request for reimbursement form located on the HR Forms and Worksheets webpage, proof of registration and receipt for reimbursable expenses, and successful completion documentation (official or unofficial transcript). It is the responsibility of the employee to submit the required forms and documentation at or before the required timeline. Applications must be received prior to the start of the course work and prior to the application deadlines: August 1<sup>st</sup> for Fall semester; December 1<sup>st</sup> for Spring semester; April 1<sup>st</sup> for Summer semester. Late applications will not be accepted.

Failure to complete or provide documentation may result in the denial or delay of approval/funding.

## Retirement

All regular employees (.53 FTE and above) are eligible to participate in a tax-sheltered retirement program administered either by the Teachers Insurance and Annuity Association of the America/College Retirement Equities Fund ([TIAA-CREF](#)). These plans are qualified safe harbor retirement plans under Section 401(a) of the Internal Revenue Code. Both the employee and the employer contribute 6% of gross pay (automatically deducted each pay period) per pay cycle. Employees choose their own investment options from a variety of accounts including mutual fund programs. Members are 100% vested immediately in both the employee and employer contributions.

Supplemental Retirement Plan (403(b)) and Deferred Compensation Plan (457(b)) programs through TIAA-CREF enable employees to save additionally for retirement.

Participation is voluntary, and contributions are not matched. Maximum annual contribution amounts are set by the IRS.

## Health Insurance

The WV Public Employees Insurance Agency ([PEIA](#)) offers multiple health insurance plans which include benefits for hospital, surgical, major medical, prescriptions, and other medical expenses. Premiums, copayments, and out-of-pocket maximums are based on the employee's salary within a range and the plan chosen. PEIA offers four PPB plans and [The Health Plan](#), a state and federally qualified Health Maintenance Organization (HMO). The College contributes approximately 80% of the cost of the employee's premium. Additional coverage for qualifying family members is available for a premium paid by the employee.

Open enrollment is held once each year during April and/or May for benefits effective the following July 1st. Once enrolled, the selected plan is binding for a one-year period unless the employee experiences a qualifying life status change (i.e., birth of child, adoption, death of spouse/dependent, marriage, divorce).

Employees are encouraged to review the PEIA Shopper's Guide upon hire into a benefit-eligible position, during open enrollment and in the case of a qualifying life status change.

## Life Insurance

Term Life insurance and spouse/dependent list insurance is available to eligible employees and their dependents. Benefit choices include basic life insurance, optional life insurance and optional spouse/dependent life insurance.

Basic life insurance is provided to all benefits-eligible employees at no additional cost. The insurance benefit totals \$10,000 (\$20,000 in case of accidental death) for each participant.

Benefits-eligible employees may elect to be covered at his/her expense for optional life insurance. These additional amounts also double if the death is accidental. Optional life insurance is available amounts ranging from \$5,000 to \$500,000. Premiums are based on employee tobacco use status, age, and the principle amount selected.

The employee may also choose to cover their spouse/dependents with optional dependent life insurance coverage based on 5 plan levels ranging from \$10,000 spouse/\$2,000 child to \$40,000 spouse/\$15,000 child.

### [Mountaineer Flexible Benefits Plan](#)

Mountaineer Flexible Benefits Plans are sponsored by PEIA and administered by [Fringe Benefits Management Company](#). This is an additional benefits program which allows tax-free deductions for supplemental insurance plans. These options are available to eligible, active employees.

Plans may be continued upon retirement but may not be continued if the employee resigns for reasons other than qualifying retirement or is terminated. Open enrollment is held once each year during April and/or May for benefits effective the following July 1st. Once enrolled, the selected plan is binding for a one-year period unless the employee experiences a qualifying life status change.

Various benefit plans are available on a pre-tax basis with enrollment occurring in late spring of each year. Contact the Office of Human Resources for details.

### [Employee Assistance Program](#)

Employees can get professional assistance through our new [Employee Assistance Program](#). This program is a confidential, workplace service that is paid for by Blue Ridge CTC and is free to all employees.

### [Consolidated Omnibus Budget Reconciliation Act of 1986 \(COBRA\)](#)

COBRA requires that the College provide employees and their eligible dependents the opportunity for a temporary extension of health care coverage at group rates in certain instances where coverage would otherwise end. If an employee is covered under WV PEIA, he or she has the right to choose this continuation coverage if coverage is lost and qualifying continuation criteria related to the Act are met.

An employee will receive information from PEIA within the timeframe required by law after termination of employment with an indication of rights and responsibilities and next steps if the employee is interested. COBRA coverage requires the former or non-covered employee to pay the full premium for continued insurance coverage to include an administrative fee as allowed by law.

An employee will have access to the amount of premium necessary to continue their coverage from WV PEIA. In addition, the employee must understand that COBRA benefits are offered for a limited period of time.

### [Social Security](#)

All employees must contribute to Social Security. The funds are matched by the College. The benefits provided are determined by federal law.

### [Employee Accident/Incident Reporting and Worker's Compensation](#)

The College is committed to providing a safe and secure environment and thus mitigating the risk of injury or illness to employees. However, incidents do occur which require action by the employee and College. Accidents/Incidents should immediately be reported to Human Resources.

Worker's Compensation Insurance helps protect employees against financial loss resulting from on the job injuries, illnesses or death caused by certain work-related incidents. Worker's Compensation pays



some claims involving medical, hospital and related bills, disability, loss of body limbs such as an arm or leg, and some dependent benefits.

The College pays for Worker's Compensation insurance for each eligible employee. On-the-job injuries/illnesses must be reported to the Human Resource Office immediately with a written documentation completed within 24 hours. All accidents must be reported, regardless of whether they result (or may result) in a Worker's Compensation claim. Each employee is responsible for providing the completed form to the Human Resources Office. Failure to submit a claim in timely fashion may prevent an injured employee's ability to receive Worker's Compensation benefits. The time period to file a claim begins from the time of injury, not the time of first medical treatment. Accordingly, filing a Workers' Compensation claim form for all work-related injuries is imperative to protecting the employee's right to collect Workers' Compensation benefits. Approval of payment of claims or missed work time is determined by the Workers' Compensation carrier and not the College. The College will comply and respond to all requests for information from the carrier. The College does not make the final determination of claim approval or denial.

- On-the-Job Injury

Employees are required to report any on the job injury immediately to his or her supervisor and within 24 hours to the Office of Human Resources. This includes injuries that may not require immediate medical attention. Employees are required to complete the incident report form.

- Fitness for Duty

Employees who seek medical attention for a workplace injury must provide a return to work release from the licensed medical provider prior to returning to work. The release should provide details as to any work restrictions based on the employee's schedule and essential functions of the job. The College has a modified work duty program to accommodate on-the-job injuries that align with the licensed medical provider's expectations.

Parking is permitted at the Headquarters Building, Technology Center, and Morgan County location with the following exceptions:

- Any area that is clearly marked restricted parking
- Areas designated for persons with disabilities, College vehicles, or other

Employees parking in spaces for persons with disabilities must have a valid placard issued in his or her name and displayed in the appropriate location on his/her vehicle at all times.

Parking in restricted spaces or failure to comply with parking requirements may result in towing or disciplinary action. The College reserves the right to contact the local authorities to address any parking violations that cause a safety or security hazard or inconvenience.

## GENERAL PRACTICES & PROCEDURES

### Parking

Employees must obtain a parking decal to be visually displayed on a window in plain view at any Blue Ridge CTC Campus. By obtaining a decal, this allows for enforcement of parking procedures and for

Security to contact individuals to provide information services (i.e., lights on, alarm sounding, and parking lot incidents). Parking decals are provided during employee orientation and thereafter by visiting the Security Office on the main campus. Parking decals are free of charge.

Overnight parking of personal vehicles is permitted for business travel. For employees parking overnight, a parking decal must be exhibited. Employees shall park in the area closest to the designated college vehicle parking area on the main campus and inform Security of the expected duration.

### Duplicating and Printing Services

The School/Division/Department's office and administrative personnel can provide information regarding copy services available to full and part-time faculty.

### Dress Expectations

The College intends to provide a professional yet comfortable work environment. The College has therefore adopted a business casual dress expectation for the workplace during normal business operations Monday through Thursday. Business casual includes khaki pants, slacks, dresses, skirts, sweaters, as well as short-sleeved polo shirts and long-sleeved shirts, but excludes, tennis shoes, tight or short skirts, t-shirts, and sweatshirts. Different dress expectations may be established by the supervisor in advance for College events/activities. The wearing of Blue Ridge CTC branded apparel on any day is generally acceptable at the discretion of the supervisor.

The exception to business casual is Friday for which the College has adopted a casual Friday philosophy (also known as dress-down Friday or casual day). Casual Friday includes khakis or good jeans (clean, no holes), plain t-shirt (no slogans), College apparel, polo shirt, turtleneck, casual button-down shirt and/or sweater, sundress, casual button-down blouse, loafers, sneakers (with or without socks), and sandals. The same exception for business casual on Monday through Thursday applies to Friday as it relates to the supervisor establishing different dress expectations based on College events/activities.

For classes or events/activities scheduled on the weekends, employees are asked to choose from the business casual or casual Friday dress philosophies based on the nature of their attendance. Any questions regarding what is appropriate should be addressed with the supervisor, Vice President or Human Resources prior to the weekend.

The key point to sustaining appropriate attire is the use of common sense and good judgment, and applying a dress practice that the College deems conducive to its business environment.

Any clothing that is adorned with racial slurs; lewd, obscene or derogatory words, statements or pictures; or clothing with unprofessional symbols, phrases or slogans is unacceptable.

Personnel provided with College uniforms for their positions are exempt.

### Office Keys & Access Cards (Keyless entry)

The Facilities Department is responsible for issuing all keys. Supervisors should complete a [Key Request Form](#) for new employees and submit to Facilities. Secure access cards are issued for entry to some buildings and campus locations.

All keys and access cards must be returned to the Office of Human Resources on the employee's last working day. Employees are prohibited from duplicating any keys or access cards and may not allow use of keys or access cards issued to them by any other person.

Employees may be responsible for the cost associated with lost or stolen keys and access cards.

### Employee Identification (ID) Cards

Employees are issued ID cards during orientation. All employees are highly encouraged to display their badges while on College premises or to have the badge on person. The ID card is the employee's permanent College identification card and must be presented upon request. The ID card is issued for the duration of an individual's employment with the College.

Employees must report a lost or stolen ID card immediately to the Security Office. Broken, lost or stolen ID cards shall be replaced by Security personnel during normal operating hours at the main campus. The ID card is not transferable. The card is the property of Blue Ridge CTC and, as such, can be confiscated if there is any misuse, forgery, or alteration of the card. The card must be returned on the employee's last working day.

### Public Communication

All official public and media partner communication activities (i.e., press releases) engaged in by College employees and students for the purpose of promoting the College shall be authorized in advance by the Office of the President or the Marketing department or designee.

### Use of Official Blue Ridge CTC Symbols

The name of Blue Ridge CTC, the official seal, motto, replicas and facsimiles of campus buildings or any logo graphic representation of these symbols are all registered trademarks of the Blue Ridge CTC. These symbols are of the exclusive use and official representation of the College.

No person or organization may use the College name or other official symbols without the express written consent of the President or his designee. Requests to use the registered trademarks shall be communicated to Enrollment Management/Marketing who will make a recommendation to the President. Specifically prohibited is the use of the College's name or other insignia in fundraising campaigns which have not been authorized by the President. In general, no solicitations in the name of the College are permitted except those coordinated by Enrollment Management/Marketing.

### IT Computer Services

Technology is a key component of training, learning, and career readiness at the College. IT Services is available on the main campus Monday through Thursday 8 am to 7 pm, and 8 am to 4 pm on Friday. The Technology Center IT Services' hours are Monday through Thursday from 8 am to 7 pm, and 8 am to 4 pm on Friday. If you need assistance, please email [support@blueridgectc.edu](mailto:support@blueridgectc.edu) utilizing a [Request form for IT Services](#) or call the IT help desk (HQ ext. 2236 or TC ext. 2238). The IT webpage provides resources such as IT procedures and wireless usage forms.

### Telephones

The College telephones are dedicated to official College business. All calls and forms of service are billed to the College and paid from College funds. Employees are expected to use mobile phones during non-

work times for personal calls, but are not to be used while operating College vehicles. Excessive or disruptive use of a mobile phone is prohibited and will be addressed by the supervisor.

Each employee is responsible for any calls from the station/extension assigned to him or her. The phone system records and stores the detail of every telephone call placed outside the campus system.

### Acceptable Use of Computer Equipment, Data, Programs and Information Security

Computer equipment, data or program owned, leased or otherwise provided by the College to the employee are for conducting authorized College business. Use for personal benefit or gain may be grounds for disciplinary action up to and including termination. De minimus personal use may be permitted. Employees are encouraged to familiarize themselves with the [IT Acceptable Use and Data policies](#). All data/records created or maintained by employees on College equipment have no guarantee of confidentiality and are the property of the College.

### Intellectual Property

The College's Intellectual Property administrative [procedure](#) provides guidance regarding ownership, licensing, and commercialization of intellectual property created by employees independently or with the support of the college. Intellectual property is all intellectual and creative works that can be copyrighted, including, but not limited to, educational materials and products, multimedia products, computer software and materials, research materials, and online course packages. It does not cover traditional scholarly works such as literary or artistic works or course lecture notes. The procedure provides definitions for institution-supported work, independent works, grant-funded works, fair use, and copyright license; ownership rights based on the nature of the works; publication and disclosure; rights agreement; and dispute resolution.

### Copyright Guidelines

The College's Copyright administrative [procedure](#) provides guidance regarding the proper use of copyrighted materials under the federal [Copyright Act](#). The procedure balances property and reasonably the rights of authors, composers, sponsors and College constituents. The procedure also maintains and promotes academic freedom. Copyright is the exclusive right to reproduce, distribute to the public (by sale, rental, or other method), perform, publicly display, revise, or prepare a derivative work from a product for artistic or intellectual effort, or to authorize another to perform any of these actions; also, the procedure by which one legally secures this right. Copyright exists from the time of creation and the length of time of protection depends on the nature of the work and when it was copyrighted. The procedure sets forth College guidelines to comply with Copyright law, TEACH Act provisions, institutional pledges, and copyright notices. Faculty should reference the administrative procedure appendices "Four Fair use Factors" and "Fair Use Checklist" in order to deem use of material as appropriate.

### College (State) Property Use

An employee may use College stationery, motor vehicles, or other equipment only in conducting official business. It is a criminal offense for an employee to remove state property when leaving the service of the College. Employees are to turn in all College property including keys, access cards, purchasing cards, books, office supplies, furniture, equipment, paper, etc. upon termination of state employment. Blue Ridge CTC reserves the right to request the return of College-issued uniforms as applicable.

## College Titles

The use of College titles in affairs not directly related to College business may not be used unless it is made clear that the title is being used for identification only and it does not imply College involvement or endorsement.

## Protection of Private Information

Private information is information protected under College policies, state law, or federal statutes. Applicable examples include, but are not limited to: certain financial information, certain employee and student information, employee patient information and histories, donor histories and related information and mailing lists. All employees and students are responsible for protecting the privacy of such information. Protection means not disclosing, copying, or disseminating information without authorization. All documents containing private information must be properly maintained and disposed of in accordance with the College's [Record Retention Rule](#) and [General Retention Schedule procedure](#).

Unauthorized release, access, possession or viewing of the information specified may result in disciplinary action or prosecution under state and federal statutes or both.

[The Hatch Act](#) restricts the political activity of individuals principally employed by state, county or municipal executive agencies who work in connection with programs financed in whole or in part by federal loans or grants. An officer or employee of a state or local agency is covered by the Hatch Act, if he or she has duties in connection with an activity funded in whole or in part by federal funds.

## Concessions and Solicitation of Funds

All solicitations and selling of products and articles on property under the jurisdiction of Blue Ridge CTC is prohibited except by organizations and groups directly connected with and recognized by the College with the approval of The President or his/her designee.

No individual, firm, group, organization, or other agency may use the name of Blue Ridge CTC to secure funds for any purpose, by any means, without the express consent of the College's President.

No employee may participate in the solicitation of funds by sales or through donations, stated or implied, utilizing the name of the College without permission from The President. This restriction applies to on and off campus activities.

## Political Activity by Employees

Procedures regarding political activity are based on the degree of involvement required by the office sought. At the municipal or county level, where elective offices by nature and by law require only part-time attention, an employee may seek and serve without adjustment to one's position and without taking a leave of absence. An employee must, however, plan with his/her supervisor to make sure all responsibilities to the College are met.

If an employee wishes to participate in a primary or general election as a candidate for public office which is a full-time municipal or county office, or full-time or part-time state or federal office, he/she must seek a leave of absence without pay from the College. If not elected, the employee will be reinstated after the election.

While on personal time, an employee is permitted to campaign for a candidate in a municipal, county, state, or federal election. Employees are also permitted to contact elected representatives. An

employee may not campaign while on work time and must make it clear that he/she is not representing the College or the West Virginia Community and Technical College System when campaigning for themselves or any candidate.

The [WV Ethics Act at WV Code §6B2-5\(b\)\(1\)](#) prohibits the use or [expenditure](#) of any public resources to solicit campaign contributions or use public resources to endorse political candidates. This includes College telephones and e-mail accounts.

### Alcohol and Drug-free Workplace

The purpose of the [Drug-Free Workplace & Drugs and Alcohol on Campus Rule](#) is to assure compliance with the Drug- Free Schools and Communities Act of 1989 and the [Drug-Free Work Place Act of 1988](#). The Rule applies to the entire College community, including students, faculty, staff and visitors to any of the locations.

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol on Blue Ridge CTC owned or leased property or as a part of any College activity is prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

Consistent with College, local, state and federal laws, the College will impose disciplinary sanctions for violation of the standards of conduct outlined above and prohibited in the Drug- Free Schools and Communities laws. Violations could result in expulsion from school, termination of employment and/or referral to law enforcement agencies. Federal trafficking penalties include substantial fines and imprisonment up to life. WV law provides for penalties dependent on the classification of the substance, the activity involved and other convictions. The most severe penalties are for possession with intent to sell.

Each new employee will receive a copy of the Rule as part of the new hire paperwork process. Receipt of the Rule shows that the employee:

- Has received a copy of the Rule;
- Agrees to abide by the terms of the Rule;
- Understands that under federal law and as a condition of employment, if the employee is convicted for violation in the workplace of any criminal drug statute, he or she must report said conviction to his or her supervisor and the Head of Human Resources no later than five days after such conviction.

### Tobacco-free Campus

The [Tobacco-Free Campus Rule](#) sets forth guidelines for a tobacco-free campus. Tobacco product use is prohibited at all College locations. Tobacco products include traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or waterpipe smoking, snus, snuff, and any other nicotine product.

### Campus Electronic Bulletin Boards

Campus electronic bulletin boards are regulated by the Marketing department. Any requests for displayed content must meet the requirements of Marketing for display and shall be related to College

## Ethics

The College's [Ethics Rule](#) reiterates unlawful certain activities by employees as set forth in the WV Ethics Act - WV Code Chapter 6B. The Rule provides guidance on solicitation of gifts, use of public office for private gain, interest in public contracts, and additional permissible activity.

The Ethics Act states that public employees may not solicit a gift, unless it is for a charitable purpose from which they and their immediate family members derive no direct personal benefit. Employees may not directly solicit a subordinate for any gift - not even a gift for a charitable purpose. The Act's prohibition against solicitation of gifts does not apply to solicitation of political contributions. However, [WV Code 3-8-12\(h\)](#) dealing with the regulation and control of elections provides no person shall solicit any [political] contribution from any non-elective salaried employee of the state government or of any of its subdivisions.

Employees are encouraged to review the [Guide to the West Virginia Ethics Act](#) for more comprehensive ethical considerations.

## Confidentiality

- [Family Educational Rights and Privacy Act](#) Confidentiality and Release of Information

FERPA (sometimes called the Buckley Amendment) of 1974 regulates the release of academic records for students. Student educational records are considered confidential and may not be released without the written consent of the student. College employees may have access to academic records for legitimate "educational" purpose. College employees have a responsibility to protect any educational records in his or her possession.

Educational records also contain information such as grades, class schedules, social security numbers, and any other personally identifiable characteristics. Educational records are not necessarily always on paper. Records could be a computer screen display, notes or emails employees have made referencing individual students, a computer printout, a class list or an official document such as a class schedule or class roster.

Employees shall never give information to any person (this includes parents, spouse, children, grandparents or agency (either on the phone or in person)) about the student's whereabouts, class schedule, grades, etc. Even in an emergency situation (including law enforcement), employees are to take the information directly to the student and not provide information to any party in person or on the phone. All information belongs to the student. Any employee with access to Banner, the College's student system of record, must be cognizant of FERPA rights and responsibilities.

- Health Insurance Portability and Accountability Act (HIPAA)

HIPAA controls how a health plan or covered health care provider discloses protected health information to an employer, including a manager or supervisor.

## *Employment Records*

The law does not protect an employee's records such as that in the personnel file, even if the information in those records is health-related. Generally, the law also does not apply to the actions of an employer, including the actions of a manager in your workplace.



### *Requests from the College*

The law does not prevent a supervisor, human resources worker or others from asking an employee for a doctor's note or other information about health if the College needs the information to administer sick leave, FMLA, workers' compensation, wellness programs, or health insurance.

However, if the College asks an employee's health care provider for information, the provider cannot disclose this information in response without your authorization. Covered health care providers must have an employee's authorization to disclose health-related information to the College, unless other laws require them to disclose it.

Generally, the law applies to disclosures made by the health care provider, not to the questions of the College.

The Office of Human Resources maintains benefits files separate from the personnel files for HIPAA purposes. However, items may be admissible to the personnel file if in accordance with HIPAA and other applicable laws as it relates to employment records and decisions.

### Freedom of Information Act

The West Virginia Freedom of Information Act (WVFOIA) ([W.Va. Code §29B-1](#)) is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, the College will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.

Some records in the possession of the College are specifically exempt from disclosure under WVFOIA.

All College employees are obligated to comply with the directives of the WVFOIA Officer per the College's [West Virginia Freedom of Information Act Rule](#).

The College's WVFOIA Officer and Custodian is the VP of Enrollment Management. The responsibility for interpretation of the College's Rule rests solely with the Office of the President. Additional information on the application of the College's Rule and responding to a FOIA request can be found within the [WVFOIA Administrative Procedure](#).

### Payroll Direct Deposit and WV Pay Card

Employee are encouraged to sign up for direct deposit upon hire. Deposits can be divided among several financial institutions and accounts. A voided check or official documentation from the financial institution is required. Changes to direct deposit information can be made at any time.

As an alternative to direct deposit, the State of WV offers a WV Pay Card operating the same way as a traditional debit card. The Pay Card account is established by Citi® Prepaid Services and at no cost to the employee or state taxpayers. The card offers flexible and immediate access to the employee's pay at any ATM or financial institution that displays the Visa logo. Complete details on the Pay Card program can be found on the [WV Pay Card website](#).

### Americans with Disabilities Act (ADA)

The College will consider reasonable accommodations for persons with disabilities in accordance with the [Americans with Disabilities Act](#), the [West Virginia Human Rights Act](#), the Federal Rehabilitation Act of 1973, and the College's Affirmative Action Plan.



- Eligibility

In order to meet eligibility requirements, an employee must be able to show disability and need reasonable accommodation in order to fulfill the essential functions of his or her position.

- Procedure

Employees must contact Human Resources for all forms and information related to accommodation requests.

- Process

The College is committed to providing reasonable accommodation for employees with disabilities based upon medical assessment of the person's capabilities to perform the essential functions of the job.

However, if reasonable accommodation is not possible within the provisions of the law for his/her position, the College may consider the individual for referral to other positions for which he/she applies and may otherwise qualify. However, the ADA does not excuse an employee from failing to perform the essential functions of his or her position.

Reasonable accommodation requests for employees with disabilities could involve initial input by, but not limited to, Human Resources, and/or the individual's physician, direct supervisor and the employee.

The College will follow applicable Federal and State guidelines and statutes as they relate to reasonable accommodation of employees with disabilities and their capabilities to perform essential job duties. A thorough review of the pertinent employability information including, but not limited to, the medical history, position description, and a functional capability report will be conducted. Resulting proposed accommodations must be reviewed and authorized by Human Resources, prior to implementation.

The College will analyze and respond to each medical situation on a case-by case basis using the most current evidence available.

The College respects the confidentiality of an individual's medical condition and will try to ensure that the condition of the employee will remain confidential, unless the employee requests that the information regarding his/her medical condition be released to others. Nothing in this statement is to be read as vesting an employee with broader rights than otherwise exist under the law.

- Duration

To be determined based on the Medical Inquiry Form.

- Continuation of Work

As long as an employee maintains adequate performance of essential job duties, and the medical evidence indicates there is no health or safety risk to the employee, other employees or the public, the College will attempt to provide an environment that will allow the employee to continue working.

### Medical Records

All employee medical records required to be provided by the employee are maintained in a secure and confidential location separate from the personnel file with access only by the Office of Human Resources.

### Garnishments including Levy

The College is required by law to comply with levies and/or garnishments. The Office of Human Resources will notify an employee when a levy or garnishment has been received. It is up to the employee to take any necessary steps to complete the required information as indicated on the levy or garnishment. The College shall not stop deduction for a garnishment or levy without written dismissal of the levy or garnishment from the issuing party.

### Personnel File

The College maintains personnel files for each employee. Personnel files are maintained in the Office of Human Resources and the official custodian of these records is the Human Resources Representative. An employee may have access to his/her personnel file during normal business hours. Each faculty employee personnel file will include official verification of the educational qualifications from a regionally-accredited institution and a personnel record on forms provided by the College.

An employee may examine his/her own file and the contents therein with the following exception: Materials which were gathered with the employee's prior agreement to forfeit his/her right of access.

To maintain confidentiality of employee personnel records, no individual, private or public agency external to the College will be permitted access to any employee's personnel file and information without the express written consent of the individual employee concerned, with the following exceptions:

- Information will be voluntarily provided to federal or state agencies responding to written requests when: the agency has jurisdiction to make the particular inquiry; the information being sought is obtainable by subpoena; and the appropriate College officials are satisfied that the information being sought is actually pertinent to the agency's inquiry.
- Information is being requested by legal subpoena or other requirements by law or court order.

College supervisors, managers and officials will have access to an employee personnel file on a need-to-know basis. All persons examining a file on a need-to-know basis must treat the contents of the file as confidential, unless under a legal subpoena.

A representative of the custodian of records shall be present with the employee during the review. The date, time and location of each review shall be recorded in the personnel file.

A copy of any material in the personnel file, except as noted above, shall be provided to an employee upon request. Positive identification of the employee must be established prior to providing access to the personnel file. Documents may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents to his/her own personnel file. The employer may require that employees schedule an appointment to see the personnel file.

All employees hired subsequent to November 6, 1986, must have completed an Employment Eligibility Verification Form (I-9). In compliance with federal law, the College requires the Office of Human Resources to assure completion of the form published by U.S. Citizenship and Immigration Services. The Office of Human Resources will conduct the employee review and verification. The Form I-9 is maintained separate from the personnel file. The college participates in E-Verify, an internet-based system that allows the College to determine the eligibility of employees to work in the United States.

### Notification of Changes in Personnel Information

It is the exclusive responsibility of each employee to report promptly changes in personal data which impact personnel actions. Information is to be reported to all appropriate persons, agencies, and parties. Examples of information updates which should be reported immediately to the Office of Human Resources are changes in address, name, state or number of dependents, marital status, change in direct deposit accounts and the individual to be notified in case of emergency. Notification must be in writing, and a copy of such notification will be placed in the employee's personnel file as a permanent record that notification was made. It is also the responsibility of the employee to provide official copies of transcripts or records certifying the award of additional educational diploma, degrees, graduate credits and certifications. These records should be sent to the Office of Human Resources for inclusion in the employee's personnel file.

### Red Flag (Identity Theft)

The College will properly dispose of consumer report information and provide information to victims of identity theft. The College will properly handle notice of identity theft and respond to any notification received of identity theft to prevent refurnishing blocked information.

The College will comply with the [Higher Education Opportunity Act](#) and all current Federal regulations regarding sharing information with affiliates and provide an oral, written, or electronic notice when a possible flag has been set. The College will also comply with the guidelines adopted by the federal banking agencies, and the Federal Trade Commission for use when furnishing information to a credit reporting agency regarding the accuracy and integrity of the information relating to the consumer that such entities furnish to credit reporting agencies. The College will provide notice to students and affiliates regarding negative and/or compromised information and take appropriate action when receiving a notice of discrepancy in the consumer's address.

### Reference Requests & Verifications of Employment

The College does not provide references for current or past employees. Individuals may request another employee and/or supervisor provide an individual reference, but the individual is not to represent the College if he or she chooses to respond. Employees are asked to forward all reference requests fielded in their professional capacity to the Office of Human Resources.

All requests for employment verification should be requested in writing and directed to the Office of Human Resources. For the protection of College employees, salary information and employment status will not be released via the telephone. The Office of Human Resources verifies employment in writing to include: date(s) of employment, title and current or ending salary. Additional information may be requested in writing with the employee's authorization and with subsequent approval of Human Resources. The Office of Human Resources complies with governmental background checks and subpoenas of current or past employees to the extent required by law.

## Grants and Contracts

- A. All grant proposals require prior approval by the President.
  - 1) Faculty should consult with the division Vice President to obtain Presidential approval to explore and pursue grant opportunities.
  - 2) The CFO shall review all budget data submitted in the proposal for accuracy.
  - 3) The President shall sign on behalf of the College. The decision of the President is final.

## Fundraising & Gifts to the College

- Fundraising

The College has granted permission to the Blue Ridge CTC Foundation for solicitations of donations in the name of the College. The purposes of solicitation and uses of the funds so collected are established by the College. All other solicitations, explicit or implied, in any announcement, advertisement, publication, or report of any other agency using the name of Blue Ridge CTC are strictly prohibited.

Any need for external solicitation of funds should be referred to the President. All fund-raising activities on behalf of the College must have prior authorization of the President.

- Gifts to the College

Whenever a gift is offered to the College (or any of its organizational units) by an external donor, the President should be consulted. The President, in consultation with appropriate Vice President, will determine:

- if the gift should be accepted;
- to whom the gift should be directed (the College/Foundation); and
- the legal and financial implications and consequences in accepting the gift. Only the President can authorize the acceptance of a gift to the College.

## Volunteering

College employees are not eligible to donate time to the College based on wage and hour laws. The College does not have a volunteer program for those not employed with the College.

However, internship opportunities (or similarly-situated opportunities for educational purposes) at the College may be made available with the approval of the appropriate Vice President.

## Consulting Affiliated with College Position

The College encourages personnel to serve as consultants to area school systems, industries, and organizations. Naturally, the employee's responsibilities to the College will take precedence over requests from others for services, but if satisfactory arrangements can be made and approved by the employee's supervisors, the individual is encouraged to accept a request from a party desiring specified services.

The employee who accepts an invitation to serve as a consultant with supervisory approval will not receive a reduction in salary for the period of absence from work. For this reason, any person serving as

a consultant while in the employment of the College is requested not to accept a payment for services. One exception to this policy will be if the requesting agency is willing to pay expenses for mileage, meals, and lodging. Then, the employee is encouraged to accept such payments, thus realizing a savings of College funds.

Requests for other exceptions to this policy should be directed to the employee's respective Vice President who will make a recommendation to the President for consideration. Extra compensation for teaching off-campus classes or classes outside the regular workday (non- faculty personnel) is not subject to this policy nor are assignments accepted by employees on annual leave. All such outside employment must have the prior approval of the President

### External Employment

All full-time regular College employees have a responsibility to report all external employment and entrepreneurship during the course of their employment and prior to any secondary employment to ensure compliance with the [WV Governmental Ethics Act](#).

On an annual basis, all employees must complete and submit an [External Employment & Entrepreneurship Reporting Form](#) to report if they have any activity covered by the Ethics Act for review and approval by the President. Forms are to be submitted to the Office of Human Resources.

## SAFETY AND SECURITY

Blue Ridge CTC strives to maintain a safe and secure environment for employees, students and the public. The College's [Safety and Security webpage](#) offers information on the annual security report, emergency alert system, inclement weather policy, evacuation plans and procedures and the WV sexual offender registry. The campus security and safety supervisor, in partnership with safety committee members, facilities team and security guards, complete property inspections and threat assessments. Campus security is responsible for the Emergency Action Plan and the development and delivery of security and safety training College-wide.

- Safety Committee

The safety committee is committed to providing and maintaining a safe, secure and healthy environment for all employees, students and the public on campus.

### Emergency Action Plan

Blue Ridge CTC has designed a plan for administration, faculty and staff to respond to campus emergencies. While the plan may not address every conceivable situation, it supplies extensive guidelines to respond and cope with campus and community emergencies with the expectation of creating a safe and secure campus.

Each employee is responsible for reviewing the emergency action plan, knowing the actions they are responsible for completing, and being familiar with the guidelines. Security and safety are the responsibility of all employees. Therefore, employees shall immediately report any suspicious person, behaviors, or circumstances to his/her supervisor, the campus security and safety supervisor, or notify 911.

- Automatic External Defibrillators (AEDS)

AEDS are strategically located throughout the campus buildings in case of emergencies.

- Blue Emergency Poles

Blue emergency poles with blue lights at the top are located on the main campus in the parking lot. Employees may use these phones when in danger, need emergency assistance or need to report an incident. They are simple to use – just push the button.

- Fire Drills & Emergency Evacuation

Fire drills are required periodically by the State Fire Marshall. Detailed instructions on evacuation procedures have been provided and posted for individual buildings on the [Safety & Security webpage](#). Fire evacuation maps are strategically located throughout all buildings. Safety designees are responsible for a leadership role in the safe evacuation of the buildings in partnership with the Security Department, Facilities Department and administration. Elevators should not be utilized during evacuations. When the alarm sounds, each faculty and staff member should see that all students leave the building orderly, quietly, and quickly. Instructors shall have an attendance sheet or roll call to account for their class. Security will ensure all offices and rooms are clear before providing an all clear with return to the building. No one shall return to the building until authorized.

- Emergency Procedure Signage

Classrooms have posted emergency procedure instructions near doorways.

- Building Access

The College uses measures to reasonably ensure the health, safety and welfare of its internal community. As a result, it is important for the College to ensure, on a daily basis, that those who come to campus have the authority to do so. The College fully recognizes its status as a public entity and the need to provide access to its facilities to those individuals and groups that are authorized by College administrators to use its facilities.

During the College's hours of operations (except for emergency closures), Blue Ridge CTC will be open to students, employees, authorized building occupants, and contractors. The hours of operation and limited access to certain areas are subject to change at the College's discretion at any time. The College's location hours of operation generally are as follows:

- Main Campus (Headquarters)

Monday through Friday 7:30 AM – 10:00 PM Saturday 7:30 AM – 3:30 PM

Closed Sunday

- Technology Center

Monday through Friday 7:30 AM – 10:00 PM Saturday 7:30 AM – 6:00 PM

Closed Sunday

- Morgan County (Pines Opportunity Center) Monday through Friday 8:00 AM – 4:30 PM Closed Saturday and Sunday

Access to restricted areas of the College campus may require students and employees to show College-issued ID cards to gain admittance. Persons without a valid ID may not be permitted admittance.

Delivery and service personnel are permitted in designated delivery/service areas or other areas as authorized.

### Emergency Closure Communications, Work and Pay Guidelines

Notifications for all emergency closures are announced via the College's emergency alert system, E2CAMPUS, which provides email and text message notifications for College closings and other emergency situations. All employees are highly encouraged to enroll with a few easy steps. To opt in, text the word "safety" to #79516 or visit the [Safety & Security](#) webpage for online enrollment. Due to expiration settings, employees will need to refresh their enrollment biennially.

In addition to the alert system, emergency closure communications are posted to the College's website and shared with media as early as possible (presumably 6:30 AM). A media list can be found on the College's [Safety and Security website](#).

If a delay is necessary, classes will begin at 11:00 AM. If the College is operating on a delayed opening of 11:00 AM and conditions worsen, the decision to close will be made by 9:00 AM. Announcement concerning evening closures will be communicated by 4:30 PM.

Emergency closures may affect one, multiple or all campus locations, as circumstances and weather situations can vary widely across the college's service area. A closure for one location does not necessarily imply or require a closure for another. The E2Campus alert system will specify what locations are included in the closure.

Employees should follow instructions regarding reporting to work based on their "primary work location." For example, an employee who offices or whose primary work location is the headquarters building on Apple Harvest Drive in Martinsburg, WV would report to work per the normal schedule if a delayed opening is announced only for Morgan County at the Morgan County Center (Pines Opportunity Center) in Berkeley Springs, WV.

In the event that inclement weather causes difficult driving conditions but the College does not issue an emergency closure, employees are expected to report for their normal work schedule. Employees concerned about commuting to and from work should use discretion and judgment with their safety in mind. Employees who advise their supervisor of the inability to travel to work due to inclement weather should use annual leave as a substitute for their work schedule.

Employees should review the information provided in the [Emergency Closure Work and Pay Guidelines](#) regarding when to report to work and pay impact. As a general rule during the period of closing, operations cease at the College or College location. Therefore, all classes and activities are cancelled during the period of closure.

## Travel

### A. Travel Regulations and Procedures

Travel regulations and reimbursements are governed by the Accounts Payable and P- Card department of the Finance/Business Office. The Finance Office should be consulted for up-to-date details on travel

regulations and requirements. Employees who travel in connection with the regular performance of their duties are entitled to reimbursement for their expenses as provided for in the WV travel regulations and the College's [Travel Rule](#).

Employees who file travel requests and authorizations for field trips must submit a list of students going on the trip. This list is filed with the request when submitted to the Vice President. Faculty should advise students to plan with their instructors to be excused from other classes for field trips.

Planning for travel to attend a professional development activity shall be in accordance with state and college regulations. If funds are available, faculty and administrators may plan to attend only national meetings related to his or her field of work. Academic and administrative personnel may attend as many professional meetings within the state as funds permit and take an active role in support of the planned activities sponsored by the different groups. Expenses incurred attending state meetings, as well as out-of-state meetings, will be charged to the respective unit budget.

The travel settlement form will be utilized for all settlement of and reimbursement for travel expenses. The form used must show the detail of expenses incurred day by day and summarized day by day by category as provided for on the form. Original itemized receipts, other than for meals which are reimbursed on a per diem basis, must accompany the report and must include all lodging receipts, whether paid by the employee or charged on the P-card. The purpose of any travel will be defined on the report and such purpose will be sufficient to allow for a review of the necessity of such travel. As no employee, except organization managers, may approve his or her own expense account, all expense accounts must be signed by the employee and approved by the organization manager or designee. Approval indicates that expenses submitted for reimbursement have been reviewed and found to comply with state policies regarding authorized travel expenses.

Employees shall be responsible for turning in all travel expenses and receipts to their agency business office within 15 days after the last day of approved travel.

B. Travel Authorization Prior to travel:

- 1) Traveler completes a *Travel Authorization* form as soon as possible within the current fiscal year. Employees are not to make travel arrangements for travel before receiving approval from the Finance Office.
- 2) The traveler initials, then saves the document, and attaches the completed "Travel Authorization Form" in an email to the organization manager responsible for funds to pay for the travel.
- 3) The organization manager inserts Fund, Organization, and Account and electronically authorizes the *Travel Authorization* form. The organization manager then saves and submits via email to the Travel Coordinator at [travel@blueridgectc.edu](mailto:travel@blueridgectc.edu) for approval. The email must come from the organization manager to confirm the approval.
- 4) Finance/Budget Office
  - a) The Travel Coordinator reviews, makes any necessary corrections, and approves electronically.



- b) Approved "Travel Authorization Forms" are sent back to the traveler and organization manager.
  - c) Unapproved "Travel Authorization Forms" are sent back to the traveler and organization manager for further information, budget change requests and/or corrections.
- 5) Traveler may begin to make travel arrangements based on approved Travel Authorization Forms.
  - 6) Traveler goes to event.

#### C. After Travel

- 1) Traveler completes a *Travel Settlement* as soon as possible after return (but no later than 15 days).
  - a) Include original receipts and itemized for any reimbursable expenses. Meal receipts are not required.
  - b) Include copies of any expenses charged to the P-Card.
- 2) Traveler prints out *Travel Settlement* form, signs and submits to the organization manager for approval.
- 3) The organization manager will then sign and submit to the Finance Office for reimbursement.
- 4) The Finance Office will then review Travel Settlement Form and documentation and process.

### College (State) Owned Vehicles

College-owned vehicles are to be used exclusively for business purposes and must be approved in advance via a travel authorization form or vehicle request form (only used if no travel authorization is required/completed) by the fleet administrator. It is the responsibility of the driver to follow all regulations pertaining to the use of the vehicle, to ensure that the use of the state vehicle is properly authorized and the passengers are all "agents" or employees of the state.

Texting while operating a state vehicle is strictly prohibited. Hands-free devices are permitted.

The Finance/Business Office is responsible for overseeing the use of vehicles, maintaining records and providing copies of regulations pertaining to the use of the vehicles.

Prior to use of a state vehicle or any travel, employees are encouraged to review the College's [Travel Rule](#).

### Vehicle Accident Insurance

The College obtains insurance coverage through WV Board of Risk and Insurance Management (BRIM). The following information is intended to summarize how different types of vehicles are addressed by the State's automobile insurance coverage.

- State Owned or Leased Vehicles

BRIM auto policy provides primary coverage for liability and physical damage claims. The agency is responsible for paying the first \$1,000 of any claim for physical damage to an insured vehicle caused by a collision or comprehensive cause of loss.

- Rental Vehicles Paid for by the State and Being Used in the Course and Scope of State Business

BRIM auto policy provides primary coverage for liability and physical damage claims. The agency is responsible for paying the first \$1,000 of any claim for physical damage to an insured vehicle caused by a collision or comprehensive cause of loss.

- Personal Autos Used in the Course and Scope of State Business

The vehicle owner's personal insurance coverage is primary for liability insurance coverage. BRIM will provide \$1,000,000 excess liability coverage for additional protection to the State employee using his or her own vehicle in the course of State business. Being excess, BRIM's coverage will come into play after the vehicle owner's coverage is exhausted.

BRIM does not provide coverage that will pay for damage to a personal auto regardless of the cause. Further, BRIM will not pay the owner's physical damage deductible.

Employees should contact their personal vehicle insurer to discuss the coverage available to them when using their personal vehicle on State business.

# Employee Handbook

## ACKNOWLEDGEMENT OF RECEIPT

Employee Name: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Department: \_\_\_\_\_

I have received a copy of Blue Ridge CTC's **Faculty Employee Handbook**. I understand that I must read and familiarize myself with the contents of this Handbook and that it provides information for my guidance and reference.

I understand that this Handbook is not intended to create, promise, or represent a contract between the College and me. No contractual relationship will arise unless an express written contract is signed by the President, who is the only representative authorized to enter into such a relationship, and myself.

I understand that the contents of this Handbook may be changed at the College's discretion at any time for any reason. This handbook and all policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statement regarding the terms and conditions of employment with Blue Ridge CTC. By distributing this handbook, the College expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon receipt of this handbook which includes opening the electronic version, please print this page, sign and provide to Human Resources for the personnel file.*