

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

# FACULTY HANDBOOK

---



# January 2019

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

New River Community and Technical College is an Affirmative Action/Equal Opportunity Institution, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The College does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, blindness or disability in its educational programs or in admission to, access to, treatment in, or employment as required by applicable state and federal law.

The office listed below has been designated to handle inquiries regarding the non-discrimination policies.

### **Employees/Students/Visitors/Third Parties**

#### **Americans with Disabilities Act of 1990, Section 504 of The Vocational Rehabilitation Act of 1973, and Title IX**

Leah Taylor  
Vice President for Administrative and Student Services  
New River Community and Technical College  
280 University Drive  
Beaver, WV 25813  
Telephone: (304) 929-6701  
Fax: (304) 929-6707

## Table of Contents

FACULTY HANDBOOK .....	i
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT .....	ii
PREFACE .....	vii
WELCOME .....	1
INTRODUCTION .....	2
VISION .....	2
MISSION .....	2
VALUES OF NEW RIVER COMMUNITY AND TECHNICAL COLLEGE .....	2
Community.....	2
Integrity.....	2
Justice.....	2
Service.....	3
Scholarship.....	3
ACCREDITATION AND AFFILIATION.....	3
COLLEGE GOVERNANCE AND MANAGEMENT .....	4
WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE COUNCIL.....	4
INSTITUTIONAL BOARD OF GOVERNORS.....	4
THE PRESIDENT OF THE COLLEGE .....	4
ADVISORY COMMITTEES FOR SPECIALIZED PROGRAMS AND FUNCTIONS.....	4
COMMUNITY AND TECHNICAL COLLEGE MANAGEMENT .....	4
COLLEGE GOVERNANCE .....	4
Faculty Constitution .....	4
Faculty Senate.....	5
Standing Faculty Committees .....	5
INSTRUCTIONAL POLICIES AND PROCEDURES.....	5
CLASSROOM CONTROL .....	5
CLASS RECORDS .....	5
TESTS AND FINAL EXAMINATIONS.....	5
ABSENCE OF AN INSTRUCTOR FROM ASSIGNED/SCHEDULED DUTIES.....	6
DELAY OF AN INSTRUCTOR IN MEETING A CLASS.....	6
SPEAKERS OR CONSULTANTS NOT AFFILIATED WITH THE COLLEGE.....	6
CONFIDENTIALITY OF STUDENT GRADES.....	6

CURRICULUM PROPOSALS AND APPROVAL PROCESS .....	6
TEXTBOOKS .....	7
SYLLABI.....	7
ADVISING STUDENTS.....	8
FIELD TRIPS AND STUDENT TRANSPORTATION .....	8
FACULTY LOADS (Reference New River CTC Procedure No. 43 – Faculty Workload).....	9
ACADEMIC AFFAIRS POLICIES AND PROCEDURES .....	9
ACADEMIC LOAD FOR STUDENTS .....	9
ACADEMIC STANDING OF STUDENTS .....	9
FACULTY POLICIES AND PROCEDURES .....	9
INTRODUCTION.....	9
EQUAL EMPLOYMENT OPPORTUNITY .....	10
Sexual Harassment.....	10
JOB ACCOMMODATION DURING EMPLOYMENT .....	11
ACADEMIC FREEDOM AND TENURE .....	11
PROFESSIONAL ETHICS.....	11
CONSULTING .....	12
EMPLOYMENT OUTSIDE THE COLLEGE .....	12
PUBLIC SPEAKING.....	12
POLITICAL ACTIVITIES.....	12
PERSONAL OBLIGATIONS .....	12
COMMITTEE ASSIGNMENTS .....	13
REGISTRATION RESPONSIBILITIES.....	13
FACULTY MEETINGS .....	13
CONVOCATION AND COMMENCEMENT EXERCISES.....	13
PROFESSIONAL ASSOCIATIONS .....	13
PERSONNEL FILES.....	13
Addresses and Phone Numbers .....	14
APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY.....	14
Criteria for Appointment and Promotion .....	14
Academic Advancement .....	14
Selection of Personnel .....	14
Appointment of New Full-Time Faculty Personnel .....	14

Summer Term Appointments .....	14
Salary Increases for Faculty Personnel .....	15
Termination of Employment.....	15
Faculty Evaluation .....	15
LEAVE (12 Month Faculty).....	15
Medical Leave Verification.....	16
Leave without Pay.....	16
Family Medical Leave Act (FMLA) .....	17
Military Leave.....	17
Disaster Service Leave.....	18
Emergency Leave .....	18
Grievance, Witness, and Jury Leave.....	18
Inclement Weather Late Schedule.....	18
Holidays/Recognized College Breaks .....	18
Thanksgiving Break Period .....	19
Winter Break .....	19
Spring Break .....	19
Sabbatical Leaves And Advanced Study.....	19
PAY PERIODS .....	19
Required Deductions.....	20
Optional Deductions .....	20
FACULTY BENEFITS .....	20
RETIREMENT .....	20
SUPPLEMENTAL RETIREMENT ANNUITIES.....	20
WORKER'S COMPENSATION .....	21
UNEMPLOYMENT COMPENSATION.....	21
SOCIAL SECURITY .....	21
CREDIT UNION.....	21
U. S. SAVINGS BONDS .....	21
TRAINING AND PERSONNEL DEVELOPMENT .....	21
TRAVEL .....	21
Procedure.....	23
FACULTY GRIEVANCE PROCEDURE .....	23

MISCELLANEOUS INFORMATION .....	24
CONFIDENTIALITY .....	24
MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES .....	24
SAFETY/WORKPLACE VIOLENCE .....	25
SMOKING/USE OF TOBACCO PRODUCTS.....	25
DRUG AND ALCOHOL USE.....	25
SOLICITATION.....	25
LOST AND FOUND .....	25
LIST OF ALL NEW RIVER POLICIES AND PROCEDURES .....	26

## PREFACE

This faculty handbook provides faculty and administration with information related to the internal policies, procedures and practices as well as other matters of faculty interest at New River Community and Technical College (New River CTC or College). Selected policies by the West Virginia Community and Technical College System Council (WVCTCS) and New River Community and Technical College Board of Governors are included.

Interpretation and enforcement of guidelines in this handbook will be made by the Director of Human Resources, the Vice President for Academic Affairs (VPAA), the Vice President for Administrative and Student Services, and the President. These guidelines are subject to change by the New River CTC Board of Governors.

Suggestions, comments and/or corrections to this handbook are welcome and should be brought to the attention of the Vice President for Academic Affairs.

*Disclaimer:* This Faculty Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Office. Neither this handbook nor any other College document confers any right, either expressed or implied, to remain in the College's employment. Nor does it guarantee any fixed terms or conditions of employment by the College. Employment may be terminated pursuant to applicable College policies and procedures. No supervisor or other representative of the College (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Some of the subjects described in this handbook are covered in detail in official policy and procedure documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. All of the College's policies, procedures and rules can be accessed and are posted on the College's website under Faculty & Staff. Please select the Human Resources page from those listed. Below is the URL:

<https://www.newriver.edu/faculty-and-staff2/human-resources#Policies/Procedures>

The procedures, practices, policies, and benefits described in this handbook are subject to be modified or discontinued. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current with all WVCTCS and College policies and procedures. It is also your responsibility to review College policies and procedures in detail and to request any clarification needed from the Human Resources Office. Violation of College policies or procedures may result in disciplinary action, including termination of employment.

## **WELCOME**

Welcome to New River Community and Technical College (New River CTC)! We are glad you joined us! New River CTC provides a challenging work environment for growth and progress, and our hope is that you, as a faculty member, will make every effort to perform your duties and responsibilities to the best of your ability.

New River Community and Technical College was founded July 1, 2003, by enactment of the WV Legislature. The College was independently accredited February 8, 2005, by the Higher Learning Commission. Although newly founded and named, the College's origins span more than one hundred thirty years of service to West Virginia through its two parent institutions, Bluefield State and Glenville State Colleges.

New River CTC was created by combining the community and technical college components of Bluefield State College with Glenville State College's community and technical college campus in Nicholas County (Summersville), as mandated by HB 2224 and later refined by SB 448. Consequently, New River CTC serves a 9 county region to include Fayette, Greenbrier, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, and Webster Counties.

Dedicated to improving the quality of life among citizens in southeastern and south-central West Virginia, New River CTC provides comprehensive, quality higher education, workforce training, and community education programs and services that are financially, geographically, or electronically accessible and that meet the individual, business, and community needs of its diverse population within the college's nine county service region.

Although standard measures of achievement indicate that most of our entering freshmen are underprepared to enter college, New River CTC student achievement, by the receipt of the associate degree, is demonstrably competitive with other higher learning institutions.

The College offers many technological advancements as teaching tools for our faculty and students, but it is our people that constitute the real heart of our College. The achievement of our students is due in large measure to the effectiveness of our outstanding faculty and staff coupled with the motivation and the academic abilities of our student body.

New River CTC as an affordable, accessible, and relevant higher education community and technical college provides educational and workforce training opportunities for both traditional and nontraditional students. The College's state-of-the-art technology facilities of all of its four campuses, including the Advanced Technology Center (ATC), have proven to be integral in the development of our students and their academic achievements and successes.

## INTRODUCTION

The purpose of this faculty handbook is to present policies, procedures, and regulations of the West Virginia Community and Technical College System (WVCTCS) and New River Community and Technical College that are most likely to be directly applicable, and are of specific interest, to the College's faculty members. Many of the items in this faculty handbook are taken directly from the WVCTCS policies. The WVCTCS policies can be viewed at: <http://wvctcs.org/>. In most cases, a faculty member will need to refer to the New River CTC policies and procedures, which are located on the New River CTC website: <https://www.newriver.edu/human-resources/#Policies/Procedures>.

It is our hope that this faculty handbook will assist you in becoming better acquainted with the vision, mission, values, policies, procedures, and practices that New River operates under as it seeks to become a more dynamic force in the West Virginia Community and Technical College System.

## VISION

New River Community and Technical College improves students' lives and enriches communities.

## MISSION

New River Community and Technical College provides accessible, affordable, quality education and workforce programs to meet the needs of the region it serves.

## VALUES OF NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Shared values guide New River Community and Technical College in fulfilling its mission. These values influence thoughts, guide decisions, mold policies, and determine courses of action. Our employees are expected to support and enact these values in our daily work.

### Community

- Commit to the well-being of others.
- Model behavior that promotes unity.
- Demonstrate commitment to the College's mission.
- Promote a caring and supportive environment.
- Support continuous personal and professional growth.

### Integrity

- Practice fairness and honesty.
- Uphold ethical, professional, academic, and financial standards.
- Ensure transparency.
- Be accountable.

### Justice

- Respect the freedom and dignity of each individual.
- Respect and promote diversity.
- Promote positive attitudes toward each other.
- Provide equal opportunity for success.
- Prepare students and employees to work in a global and diverse environment.

**Service**

- Provide service to each other and to the community.
- Be a responsive member of the community.

**Scholarship**

- Pursue truth, learning and quality scholarship.
- Commit to increasing the knowledge of all individuals associated with the College.
- Foster lifelong learning.
- Maintain high standards in our constant pursuit of excellence.

**ACCREDITATION AND AFFILIATION**

New River Community and Technical College is accredited by the Higher Learning Commission ([www.hlcommission.org](http://www.hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education.

## **COLLEGE GOVERNANCE AND MANAGEMENT**

### **WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE COUNCIL**

Under West Virginia Law, the West Virginia Council for Community and Technical College Education (WVCTCC) is the governing board for the Community and Technical College System in the state of West Virginia and has authority for control and management of these institutions. The Council consists of nine members with seven of those appointed by the Governor. The Secretary of Education and the Arts serves as an ex-officio member and the State Superintendent of Schools also serves on the Council. The Chancellor is the chief executive officer of the Council and oversees the Community and Technical College System of higher education.

### **INSTITUTIONAL BOARD OF GOVERNORS**

The Board of Governors (BOG) for New River CTC was formed to determine, control, supervise and manage the financial, business and education policies and affairs of the state institutions of higher education under its jurisdiction. The BOG consists of twelve members: nine lay members appointed by the Governor; one full time faculty member with the rank of instructor or above elected by the faculty; a member of the student body in good academic standing, enrolled for college credit and elected by the student body; and a member of the institutional classified staff elected by the classified staff. Duties of the BOG include: develop and update master plans; submit budget to the WVCTCC; conduct program reviews every 5 years; administer personnel matters; appoint institutional president; conduct presidential evaluations; delegate powers to the president; establish tuition and fees to name a few.

### **THE PRESIDENT OF THE COLLEGE**

The President, appointed by the Board of Governors, is the chief executive officer of the College.

### **ADVISORY COMMITTEES FOR SPECIALIZED PROGRAMS AND FUNCTIONS**

Advisory committees for specialized programs, curricula, college publications, and functions are utilized in the establishment and evaluation of such programs, curricula, etc. Advisory committee members are business professionals and other residents of the southern West Virginia area who can provide advice and guidance on various program elements. The Vice President for Academic Affairs appoints members of the advisory committees.

### **COMMUNITY AND TECHNICAL COLLEGE MANAGEMENT**

The Board of Governors policies or operating rules created under the authority of the president of the college, facilitates administration and management within the college. All policies, procedures, and rules can be accessed online via New River Community and Technical College website at <https://www.newriver.edu/human-resources/#Policies/Procedures>.

### **COLLEGE GOVERNANCE**

#### **Faculty Constitution**

The Faculty Constitution is the document that establishes the body through which the New River CTC faculty deliberates on college and faculty-related issues and fulfills its role in teaching and fostering learning and governance of the institution. This body is the Faculty Senate. The Faculty Constitution can be found using the link below:

<https://intranet.newriver.edu/images/intranetdocs/FacultySenate/Minutes/FacultySenateConstitution.pdf>

## **Faculty Senate**

The Faculty Senate is the vehicle for participation by representation of the faculty in the governance of the college. The Senate's decisions are subject to review and approval by the President.

The purpose is to provide faculty organization by which the faculty expresses its concern for the welfare of the college and the college community, develops and disseminates ideas for college improvement, stimulates communication, contributes to the formation of general college policy, and performs those duties and functions especially allocated to or assumed by the faculty, subject to the limitations imposed by the laws of the State of West Virginia and rules of the WVCTCS and the faculty of New River Community and Technical College.

## **Standing Faculty Committees**

The nature and purpose of standing faculty committees are cited in the Faculty Constitution found by following the link given below:

<https://intranet.newriver.edu/faculty-and-staff2/intranet-page?id=231:faculty-senate&catid=19:intranet>

# **INSTRUCTIONAL POLICIES AND PROCEDURES**

## **CLASSROOM CONTROL**

The responsibility for and the administration and management of classroom discipline rests with the assigned instructor for the course. Instructors should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the opportunity for others in the class to learn. Instructors experiencing such problems should request the Dean and/or the Regional Director of Operations for that campus to handle the offending student, and if needed, the Vice President for Academic Affairs, if the problem is not satisfactorily resolved. The Vice President for Administrative and Student Services is to be notified prior to final determination of the appropriate disciplinary action to be taken.

## **CLASS RECORDS**

All faculty are to take daily attendance using DropGuard and are to maintain appropriate grade/academic records. This policy applies to both credit and noncredit courses. An online grade system is available to all instructors. At the end of each academic semester, all fulltime, visiting, and adjunct faculty are required to submit final grades using the Banner System. The Registrar's office sets the date and time of when grades are. All faculty are sent a reminder email by the Registrar a few days before the due date. All faculty are responsible for submitting these records upon leaving the institution to their respective Dean and/or Program Director for future reference as needed.

## **TESTS AND FINAL EXAMINATIONS**

Students are expected to take tests/exams at regularly scheduled times throughout each semester. No exceptions will be made without the permission of the faculty. Test security is the sole responsibility of the faculty and should be kept in the faculty's personal possession or secured under lock until the time of when the test is to be administered. The faculty in charge of the class is responsible for the direct supervision of the exam unless prior arrangements for proctoring the exam was approved by the appropriate personnel, typically the Dean.

If a student is unable to take an exam because of illness or other bona-fide reason, such as an emergency, it is the student's responsibility to provide documentation of the absence to the satisfaction of the faculty and to arrange for a make-up exam. Supervision of a makeup exam remains the responsibility of the faculty in charge of the class or the appropriate staff person assigned.

Each faculty is required to give either a final written examination or equivalent summative assessment during the designated final examination period. Faculty are to follow the final exam schedule so as not to create conflicts. It is recommended that the faculty provide a course content review in preparation for the final examination. In cases

where an equivalent summative assessment is used, the faculty member must consult with the Dean and/or Program Director concerning the design of the summative assessment method to insure that it is consistent with the nature and objectives of the course. Faculty must keep the individual student examination papers, final exams, and summative assessment results on file for one calendar year in the event questions arise concerning grades. In the case of a student receiving an incomplete, a copy of the final and all other required work must be attached to the Incomplete Grade form and retained in the Dean and/or Program Director's office for one year.

### **ABSENCE OF AN INSTRUCTOR FROM ASSIGNED/SCHEDULED DUTIES**

If a faculty misses a scheduled class session or other assigned duties, the faculty is to seek prior approval of the Dean beforehand if possible via email. This Vice President for Academic Affairs and the Regional Director of Operations for that campus should be copied on the email. In the event that an IVN class is missed, please notify the appropriate IT person. In the case of classes missed, it is preferred that make-up classes be scheduled in advance of the absence; however, provisions are to be provided for an out-of-class assignment for the missed time. If the faculty is absent for a considerable amount of time, then provisions are to be made to have coverage by a qualified credentialed faculty. Absence because of unforeseen circumstances including illness must be brought to the attention of the Dean or Vice President of Academic Affairs at the earliest opportunity.

### **DELAY OF AN INSTRUCTOR IN MEETING A CLASS**

Faculty are responsible for notifying their respective Dean or the Academic Affairs Office if the faculty member is delayed for any reason. Students are to be instructed of the procedure at the beginning of the semester. If the faculty is not present at the start of the class session, students are to follow the procedure as follows: 1) Students may not simply leave a class of their own volition. 2) Students are responsible for contacting the assigned Regional Director of Operations (RDO) or an administrative representative (if the RDO is unavailable) at the campus where the class is being held concerning the faculty member's absence in order to resolve the matter of waiting or not waiting. 3) The RDO or administrative representative of that campus will inform the class on how to proceed.

### **SPEAKERS OR CONSULTANTS NOT AFFILIATED WITH THE COLLEGE**

If a faculty wishes to have a guest speaker address his/her class, who is not a member of the faculty or staff, the faculty should confer and seek approval of their respective Dean well in advance of the proposed appearance date. Prior approval must be obtained from the Dean when reimbursement, stipends or payment for services are involved.

### **CONFIDENTIALITY OF STUDENT GRADES**

In keeping with the Family Educational Rights and Privacy Act (FERPA) of 1974, a student's grades within a course are to be treated as confidential and are to be disclosed only to the student personally. Posting or sharing student grades in public with any personally identifying information is strictly prohibited (for example, posting exam scores outside a classroom or office door.) Grades should only be released directly to the student and discussed privately. This applies to final grades as well as to scores on any one test, quiz, examination, or other assessment instrument. Personal information such as class schedules, telephone numbers, addresses, personal email addresses, etc. are not to be disclosed to any person without the written permission of the student.

Students will receive an email notification once final grades are posted. Students may check their unofficial transcript to view grades once they are posted: <https://www.newriver.edu/program-advising>.

### **CURRICULUM PROPOSALS AND APPROVAL PROCESS**

Please refer to the Curriculum Proposal Form and routing sheet for information and deadlines regarding all curriculum changes.

<https://intranet.newriver.edu/faculty-and-staff2/intranet-page/18-intranet/2065-curriculum-committee-2016-2018>

Any full-time faculty member including visiting faculty or administrative officer of the College may propose the curriculum changes.

Curriculum proposals shall be made by completing the approved Curriculum Proposal Routing Sheet and proposal form. All supporting documents are to be included with the proposal. The proposals are to be submitted to the appropriate academic department chair and presented to the department for their approval. Please refer to the process and timeline on the curriculum proposal routing sheet for the detailed process of a curriculum proposal after it receives department approval.

## **TEXTBOOKS**

Please refer to New River Procedure 31 – Textbook Affordability:

[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_31\\_textbook\\_affordability.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_31_textbook_affordability.pdf).

## **SYLLABI**

Please refer to the syllabi guidelines and template page:

<https://intranet.newriver.edu/component/content/article/18-intranet/1635-coursesyllabi>

A course syllabus is required for each course offered by the college. The essential purpose of the syllabus is to serve as the primary guide for the operation of the course. It is then a necessary source of information and guidance for new and adjunct instructors in their course preparation.

The syllabus also serves as a permanent documentation for that particular course. It is used to determine the courses parallel to ones offered in other colleges or universities, and is used in curriculum development.

Syllabi are also used as the primary reference, which relates pertinent class operational procedures and policies to students. Thus, a copy of the course syllabus must be given to each student at the first class meeting and/or made available to the students online. Each Dean and/or Director shall keep a file of course syllabi for each course offered at the campus. Syllabi must be posted within the learning management system.

As a minimum, the syllabus should contain the following:

1. Course number and name
2. Semester and year
3. Professor/Instructor contract information
4. New River Vision Statement
5. New River Mission Statement
6. New River Social Justice Statement
7. Course description
8. Required textbook(s)
9. Course content

<https://intranet.newriver.edu/faculty-and-staff2/intranet-page/18-intranet/1334-course-content-outlines>

10. Course learning outcomes (including general education outcomes if applicable)
11. Procedures for student evaluation
12. Assessment
13. ADA Services

## ADVISING STUDENTS

Refer to Academic Advising Handbook:

<https://intranet.newriver.edu/images/intranetdocs/Academics/academic-advising-handbook-2018.pdf>

Students typically choose their own program of study or major. However, if they are unsure of which program or major to choose, they are encouraged to use College advising and placement resources as an aid in selecting their major field of study.

Each degree seeking student admitted to the college will be assigned a faculty or academic advisor. The academic advisor is normally a member of the faculty at the campus responsible for the program in which the student has been enrolled. Because of the faculty member's knowledge of the technical and academic requirements of the program, the assigned academic advisor will become the student's academic point of reference within the College. However, if the student decides to change his/her major or program of study, an academic advisor from the new major or program will be assigned as the student's academic advisor. The Admission's Office is responsible for initial academic advisor assignments for students. The Registrar's Office is responsible for making academic advisor assignments.

Registration for any class in any semester begins with a consultation with the assigned faculty advisor. Once students are assigned a faculty advisor, that advisor or their designee must sign all registration and schedule changes forms. The specific duties of academic advisors are to assist students in registering for the correct classes and to prepare and maintain a cumulative file on each advisee's academic progress.

The student must see the faculty advisor or other designated campus advisor to initiate the adding or dropping of a course. If the student contemplates a complete withdrawal from the college, the student should contact a Student Program Advisor in addition to the faculty advisor.

Each academic advisor is required to maintain a schedule of ten (10) office hours per week. Please review the faculty workload procedure regarding virtual office hours: [https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_43\\_faculty\\_workload.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_43_faculty_workload.pdf). At the request of the Deans, academic advisors are to extend posted office hours during registration periods.

## FIELD TRIPS AND STUDENT TRANSPORTATION

Field trips related to classroom instruction are encouraged and provide additional enriching experiences to students enhancing their normal classroom activity. Field trips for such instructional purposes involving students and/or instructional staff are planned and organized in the following manner:

1. The faculty member concerned presents a recommendation for such a field trip to her/his Dean or Director. The recommendation presented should contain the class or group involved, the number attending, the faculty member or members in charge, the destination of the trip, the mode of transportation, estimated cost, and the purposes of the trip related to the instructional program, with expected values to be gained.

Field trip request form is located at:

[https://intranet.newriver.edu/images/intranetdocs/Faculty\\_forms/Field-Trip-Request-Form.pdf](https://intranet.newriver.edu/images/intranetdocs/Faculty_forms/Field-Trip-Request-Form.pdf)

2. If the Dean or Director approves the trip, other college offices, as appropriate to the nature and circumstances of the excursion must be notified. All financial details and related matters must be dealt with in advance. If the use of private automobiles is approved, the faculty member concerned must make certain that the owner provides the Vice President Administrative and Student Affairs proof of appropriate insurance coverage. If other transportation, such as buses, is required, notice should be given to the Vice President for Administrative and Student Affairs at least two weeks in advance of the trip.
3. When a faculty member wishes to take classes on a field trip, it is necessary to avoid conflict with student attendance in other classes and to secure proper approval prior to the trip as outlined in Item 2 above. If the

trip will cause any student to miss class, the student must make arrangements with affected faculty members. See appendix for form

4. Any students taking part in a field trip are required to sign a release form prior to the trip.

Field trip consent form is located at:

[https://intranet.newriver.edu/images/intranetdocs/Faculty\\_forms/Field-Trip-Consent-Form.pdf](https://intranet.newriver.edu/images/intranetdocs/Faculty_forms/Field-Trip-Consent-Form.pdf)

## **FACULTY LOADS (Reference New River CTC Procedure No. 43 – Faculty Workload)**

The primary responsibility of a faculty member at New River CTC shall be to provide quality instruction for the students. The major emphasis shall be on teaching by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to her/his fullest capacity in order to become a better person, a better worker, and a better citizen.

The following workloads are expected of faculty:

Refer to Procedure 43: [http://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_43\\_faculty\\_workload.pdf](http://www.newriver.edu/wp-content/uploads/2018/04/procedure_43_faculty_workload.pdf)

## **ACADEMIC AFFAIRS POLICIES AND PROCEDURES**

### **ACADEMIC LOAD FOR STUDENTS**

The standard academic load is 16-18 hours. To be considered a full-time student, a student must be enrolled for at least 12 semester hours. The maximum load without permission of the Dean and/or Program Director is 18 hours per semester.

During the summer session the maximum permissible load is seven semester hours per term. No more than four courses may be attempted without explicit permission of the Dean and/or Program Director. No more than two lab courses may be attempted.

Students who have a 3.0 or better average overall may request permission from the Dean and/or Program Director to carry one to three additional hours. In no case shall the semester load exceed 21 semester hours including correspondence courses, on-line courses, and courses from other institutions.

### **ACADEMIC STANDING OF STUDENTS**

Refer to College Catalog: <https://www.newriver.edu/college-catalog/>

## **FACULTY POLICIES AND PROCEDURES**

### **INTRODUCTION**

The purpose of this section is to record the various personnel rules, regulations, policies, and procedures of the federal and state governments, West Virginia Community and Technical College System and New River Community and Technical College.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Please refer to Procedure No. 27

[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_27-eo\\_other\\_forms\\_harassment-3-2016.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_27-eo_other_forms_harassment-3-2016.pdf)

New River Community and Technical College is an equal opportunity and affirmative action institution, which recruits, employs, retains, trains, promotes, tenures and compensates without regard to race, religion, color, sex, age, national origin, disability, veteran, family status, sexual orientation or any other status or condition protected by applicable federal or state laws, except where a bona fide occupational qualification applies.

In furtherance of its policy prohibiting discrimination against individuals on the basis of physical or mental impairment or disability, the college will provide reasonable accommodation in the workplace for disabled employees. All inquiries regarding the rights of disabled employees, including the right to employment accommodations, should be directed to the Director of Human Resources or Vice President for Administrative and Student Services.

### **Sexual Harassment**

Please refer to Procedure No. 27

[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_27-eo\\_other\\_forms\\_harassment-3-2016.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_27-eo_other_forms_harassment-3-2016.pdf)

It is the policy of New River Community and Technical College that no member of the College community may sexually harass another. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act as amended (section 1604.11 of EEOC's regulation on sexual discrimination of 1980) and Title IX of the Educational Amendments of 1972 and the Higher Education Amendment of 1992 (Public Law 102325). Title VII prohibits employment discrimination based on sex (and in other areas) and Title IX prohibits discrimination on the basis of sex in federally funded education programs and activities. Title IX covers both sexual harassment and sexual violence.

Definition: Sexual harassment is defined as unwelcome sexual advances, such as requests for favors and other verbal or physical conduct of a sexual nature, which adversely affect the working or learning environment, i.e.:

1. Submission to such conduct as a condition of employment or education.
2. Submission or rejection of such conduct affects an individual's status in the work or learning environment

Unwelcome sexual advances which interfere with an employee's or student's performance by creating an intimidating, hostile or offensive environment. Sexual harassment may be overt behavior affecting the work or academic environment; or may be verbal behavior which may consist of demands, attacks or consistent use of sexually offensive language. This definition does not in any way affect social interaction or relationships entered into freely by individuals.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Title IX prohibits these acts whether they are carried out by school employees, other students, or third parties.

Grievance Procedure: Anyone who believes they have been subjected to sexual harassment is encouraged by New River Community and Technical College to pursue the matter through the Institution's informal or formal procedures as further described and/or to contact local law enforcement authorities. Anyone who wishes to report or seek advice about alleged sexual harassment should contact the following person - Ms. Leah Taylor, Vice President of Administrative and Student Services 304.929.6701.

Other Action: Anyone who has been subjected to sexual harassment may seek action beyond the New River Community and Technical College informal and formal procedures as described, by contacting local law enforcement authorities, the Equal Employment Opportunity Commission, or the Office of Civil Rights..

## **JOB ACCOMMODATION DURING EMPLOYMENT**

An employee who has or acquires, a permanent disability causing functional restriction or limitations, which can be reasonably accommodated, will be provided such measures by the college, if reasonable accommodation will permit the employee to meet the essential functions of the job. This request is to be submitted to the Director of Human Resources or Vice President for Administrative and Student Services in writing with the appropriate medical documentation from the attending physician.

## **ACADEMIC FREEDOM AND TENURE**

Refer to the BOG College Policy No. 19 using the link given below

[http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy\\_19\\_finalized\\_3\\_6\\_2014.pdf](http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy_19_finalized_3_6_2014.pdf)

## **PROFESSIONAL ETHICS**

New River subscribes to the *Statement of Professional Ethics* of the AAUP (2009).

<https://www.aaup.org/report/statement-professional-ethics>

Professors, guided by a conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their students is to seek and to state the truth as they see it. To this end, the instructors devote their energies to developing and improving scholarly competence, and feel the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. The professors practice intellectual honesty. Although they may follow subsidiary interests, these interests must never hamper or compromise their freedom of inquiry.

As teachers, the faculty encourages the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guide and counselor. They make every effort to foster honest academic conduct and to assure that their evaluation of students reflect their true merit. They respect the confidential nature of the relationship between professor and student, and avoid any exploitation, harassment, or discriminatory treatment of students. The professors acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, the professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate or harass their colleagues. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect of the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the academic governance of their institution.

As members of their institution, professors seek above all to be effective teachers and scholars. They observe the stated regulations of the institution, watch that they do not contravene academic freedom, and maintain their right to criticize and seek revision. Professors are to give due regard to their paramount responsibilities within their institution in determining the amount of work done outside it. When considering the interruption or termination of service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When a professor speaks or acts as a private person, one avoids creating the impression of speaking or acting for the college. As citizens engaged in a profession that depends upon freedom of its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The privilege of a faculty appointment brings with it commensurate responsibilities, responsibilities to student, colleagues, and the college, as well as to academe and society, to hold one's self to high standards of teaching, research and service, and to adhere to high standards of professional integrity and conduct. Specific faculty responsibilities include, but are not limited to, the following:

1. To remain current in one's subject or subjects and to instruct assigned courses in a manner consistent with the scheduled time, course content, and course credit approved by the institution.
2. To complete in a professional, timely and responsible manner all other teaching and academic assignments that has been accepted or is a normal part of one's duties.
3. To give individual evaluations of student performance.
4. To refrain from committing or inciting acts of physical violence against individuals or property, or acts which interfere with the academic freedom of other persons with the college or interfere with the freedom of speech or movement of such persons.
5. To treat fairly, courteously, and professionally their students, colleagues, and other members of the academic community.

### **CONSULTING**

College faculty are encouraged to assist business, industry, governments, and other educational agencies. They may engage in consulting activities as long as such activities do not interfere with their regular responsibilities and duties for the college. Each employee should obtain the approval the Dean and/or Director for any consulting activities that might take the employee away from the college during hours when he/she might normally be expected to be on campus.

### **EMPLOYMENT OUTSIDE THE COLLEGE**

College faculty may engage in outside employment when it does not conflict with their professional responsibilities to the college. Members of the faculty shall not engage in any employment at any time that prejudices their usefulness as members of the faculty of the college or which would compromise the college or create a conflict of interest. The faculty is responsible to insure that they do not represent the college while involved in outside employment. The Vice President, Academic Affairs shall establish a program for annual review of outside services of appointees to guide faculty members.

### **PUBLIC SPEAKING**

Faculty members are invited periodically to speak before community groups. This service is greatly appreciated by the community and provides a valuable public relations liaison between the college and the community. Faculty members are encouraged to participate in speaking engagements. To assist them in this activity, the Dean and/or Program Directors will provide information concerning the activities and programs of the college. Further, when audiovisual and multimedia resources and/or equipment are desired for such presentations, the Dean and/or Director shall make available college equipment and materials to assist the faculty member.

### **POLITICAL ACTIVITIES**

The college recognizes and encourages the exercise of the right of college employees, as citizens, to engage in political activities on their own time.

### **PERSONAL OBLIGATIONS**

Employees of the College are expected to handle their personal and financial obligations in such a manner as to prevent the involvement of the College.

## **COMMITTEE ASSIGNMENTS**

All full-time faculty are required to serve on committees as assigned or designated.

## **REGISTRATION RESPONSIBILITIES**

Working the periods of general registration of students for classes is a part of the professional responsibility of every full-time member of the faculty of New River CTC.

## **FACULTY MEETINGS**

The President may schedule general faculty meetings during the year in addition to the regular meetings of the faculty. As the Chief Executive Officer of the college, the President will set the date and place of such meetings. Faculty members are expected to attend all such general faculty meetings, as well as meetings called by the Chairperson of the Faculty Senate. Deans and/or Program Directors may also schedule needed meetings for faculty at their respective locations.

## **CONVOCATION AND COMMENCEMENT EXERCISES**

All faculty members will attend convocation and commencement exercises. Faculty members are responsible for providing and wearing appropriate academic regalia. As a convenience to the faculty, the Administrative Assistant for the Vice President of Academic Affairs will assist any faculty member in making arrangements for the rental or purchase of academic regalia.

## **PROFESSIONAL ASSOCIATIONS**

Membership in professional associations is not required of New River CTC faculty members but is encouraged. The College does not defray the cost of such membership.

## **PERSONNEL FILES**

The official personnel file is kept in the Human Resource Office. Faculty members may have access to their personnel files when the institution is normally open for business to review their own file and the contents therein with the following exception: materials that New River CTC obtained with the employee's prior agreement to forfeit her/his right of access, such as some references.

The Human Resource Office requires that faculty members schedule an appointment to see the personnel file. A representative of the custodian of records will be present with the employee during the review. The date, time, and initials of the faculty member will be recorded for each review in the personnel file.

The following documents are basic documents to be found in each faculty member's personnel file in the Human Resource Office.

- letters of application (originals);
- appointment, acceptance letters, and contracts (originals);
- personal data (date of birth, marital status, etc.);
- evaluations and other pertinent documents related to the employee's performance;<sup>1</sup>

---

<sup>1</sup> It should be noted that this may include any disciplinary letters involving violation of college, state, or federal policy, or exemplary conduct. Documents such as student evaluations and written communications that are not contained in the official personnel file are kept by the Vice President and Chief Academic Officer or Dean and/or Director's Office.

- promotion and tenure decisions;
- current official transcripts with an updated resume; and
- additional information such as personnel development, class schedules, etc.

It is the responsibility of each faculty member to provide complete personal data, including biographical information; all applicable official transcripts, both graduate and undergraduate; letters of evaluations and recommendation from professional colleagues; documentation of professional growth; and copies of publications, as well as any other data which the faculty member may wish to have included in the file.

A copy of any material in the personnel file, except as noted above, will be provided to the faculty member upon request. A small copy fee may be charged. Positive identification of the faculty member must be established before providing access to the personnel file. The faculty member may not remove documents from a personnel file. A faculty member may add documents to her/his own personnel file at any time.

The official personnel file will be kept in strictest confidence and will be available for confidential use only to the individuals directly involved in personnel decision-making. However, for a valid reason, the faculty member may authorize, in writing, access to her/his file by any other appropriate persons.

### **Addresses and Phone Numbers**

It is important that the Human Resource Office and the Payroll Office maintain a current address and phone number for each member of the faculty and staff. Notice of change of address and/or telephone number should be made to the Human Resources Department. The form is available in the Human Resource Office and on the intranet.

## **APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY**

### **Criteria for Appointment and Promotion**

Refer to Procedure 49 using the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_49\\_-\\_promotion\\_and\\_tenure\\_10-24-2017.pdf](http://www.newriver.edu/wp-content/uploads/2018/04/procedure_49_-_promotion_and_tenure_10-24-2017.pdf)

### **Academic Advancement**

Refer to New River Board of Governors Policy No. 19 - Academic Freedom, Professional Responsibility, Promotion and Tenure using the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy\\_19\\_finalized\\_3\\_6\\_2014.pdf](http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy_19_finalized_3_6_2014.pdf)

### **Selection of Personnel**

The President has the responsibility for selecting new personnel and for recommending the change in status of personnel (including salary changes, promotions, dismissals, and retirements). The recommendation should be originated at the appropriate supervisory level. No financial commitments can be made until the President approves the personnel appointment.

### **Appointment of New Full-Time Faculty Personnel**

There are several types of appointments for full-time faculty members with distinctions of duties, benefits, length of appointments, etc. New River Board of Governor Policy 19 and West Virginia Council of Community and Technical Education Series 9 outline the types of appointments. All appointments shall be made on the basis of the qualifications of the faculty member at the time of the appointment.

### **Summer Term Appointments**

Please see summer term information listed on the faculty workload procedure:

### **Salary Increases for Faculty Personnel**

Each year, within the legislature and/or Community and Technical College Council guidelines, the President in consultation with the Chief Financial Officer, Vice President for Administrative and Student Services and the Director of Human Resources, determine the distribution of available funds for salary increases. Depending upon pertinent, current guidelines, provisions may be made for merit and across-the-board increases, promotion in academic rank, and other adjustments.

### **Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons are routine. Below are examples of some of the most common circumstances:

1. **Resignation:** Voluntary employment termination initiated by employee. In order for an employee to leave in good standing, he or she will (1) provide thirty-day written notice of resignation to the President; (2) return all college property; and, (3) settle any monetary or other obligations with the college. An employee is expected to work throughout the thirty-day notice, unless waived by the immediate supervisor.
2. **Discharge:** Involuntary employment termination initiated by the institution.
3. **Reduction in Force (Layoff):** Involuntary employment termination because of lack of funds or work. New River CTC will comply with the requirements of WV State Code 18B when implementing this procedure.
4. **Retirement:** Voluntary employment termination initiated by an employee that meets age, length of service, and any other criteria for retirement from the institution.
5. **Grant Expiration:** Voluntary and/or involuntary employment termination caused as a result of the expiration of a grant or loss of funds in a grant.
6. **Medical Reason:** Voluntary and/or involuntary employment termination because it is medically, psychologically, or psychiatrically determined that an employee can no longer perform the essential duties of the position and reasonable accommodation cannot be made. The employee should investigate what benefit entitlement is applicable.

It is expected that faculty will fulfill the terms of their appointment. If the terms of appointment cannot be fulfilled, a formal letter of resignation should be submitted to the President with at least 30 days notice.

Prior to the delivery of the final paycheck, it is necessary that an employee complete an Exit Interview to ensure that her/his departure is made as smoothly as possible and that the College will have information necessary for future contacts with the employee, at the same time, clearing the employee's record in respect to books, equipment, etc.

### **Faculty Evaluation**

The faculty evaluation policy can be found using the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_7\\_faculty\\_evaluations\\_8\\_16\\_2014.pdf](http://www.newriver.edu/wp-content/uploads/2018/04/procedure_7_faculty_evaluations_8_16_2014.pdf)

### **LEAVE (12 Month Faculty)**

Policies and procedures regarding employee leave are addressed in New River Board of Governors Policy No. 18 and WVCTCS Series 38. Notification of an absence, prior to an employee's scheduled start time is required. If, for any reason, an employee is unable to report to work as scheduled, the employee should notify her/his supervisor at the earliest possible time with the reason and the expected duration of the absence. Failure of notification can result in discipline, including termination. Absence from work for three consecutive days without explanation or

authorization may be deemed an automatic resignation. Leave requests should be entered into the Kronos Time and Leave System prior to or immediately after time off. Refer to BOG Policy No. 18 using the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/02/bog\\_policy\\_18\\_employee\\_leave-6\\_1\\_2017.pdf](http://www.newriver.edu/wp-content/uploads/2018/02/bog_policy_18_employee_leave-6_1_2017.pdf)

At time of retirement, if you have been covered by the WV Public Employees Insurance Agency (PEIA) (or one of the managed care plans offered through PEIA) for health or life insurance continuously since before July 1, 1988, 100% of the premium will be paid for you. Your days convert as follows:

- 2 days of accrued leave = 100% of the premium for one month of single coverage; and
- 3 days of accrued leave = 100% of the premium for one month of family coverage.

If you were hired after July 1, 1988, or if you had a lapse in coverage after July 1, 1988, then 50% of the premium will be paid for you. Your additional coverage is calculated as follows:

- 2 days of accrued leave = 50% of the premium for one month of single coverage; and
- 3 days of accrued leave = 50% of the premium for one month of family coverage.

Full-time faculty members employed on an annual contract basis for a period other than 12 months may extend employer-paid insurance coverage based on years of teaching service as follows:

- 3 1/3 years of teaching service = 1 year of single coverage; and 5 years of teaching service = 1 year family coverage.

Employees hired on or after July 1, 2009 are not eligible for this benefit.

### **Medical Leave Verification**

Medical leave verification/assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. Pregnancy-related illness or disability will be treated the same as any other off-the-job illness or disability. The health care provider signing the medical assessment must be current and appropriately board certified. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, functional limitations, including duration and treatment plan, if any. Based upon the medical assessment, employability and/or accommodation determinations will be made by New River CTC.

New River CTC may require verification of an illness. It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider, and present the completed evaluation to New River CTC in a timely manner. Provision of incomplete, unacceptable or untimely medical information may result in disciplinary process or loss of leave and/or medical benefits.

### **Leave without Pay**

A full-time regular employee, upon application in writing and with written approval by the President, may be granted a continuous leave of absence without pay for a period of time not to exceed one year. During this time the employee will not accrue sick or annual leave.

Leaves of absence without pay may be granted for medical reasons, personal need, or in compliance with the Parental or Family Medical Leave Acts.

The employee may continue her/his PEIA insurance at her/his employee premium cost and the institution will continue to pay its portion.

The employee may continue her/his PEIA insurance, but will be responsible for the entire cost of the insurance, for a personal leave of absence.

For a parental/family leave of absence, all annual leave must be taken before the leave is approved. Parental/family leave of absence provides a maximum of twelve weeks leave without pay during any twelve-month period.

The President, at her/his discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay and will determine if the purpose for which such leave is requested is proper and within sound administrative policy.

At the expiration of a leave of absence without pay, the employee will be reinstated without loss of any rights, to the vacant position or a comparable position. During a leave of absence without pay, New River will honor an employee's rights under WV Code Section 18B-17-1. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, will be cause for termination of employment by the institution.

### **Family Medical Leave Act (FMLA)**

New River CTC will comply with the requirements of the FMLA by granting approved leave to eligible employees meeting the qualifications of the FMLA. Accrued paid leave will be charged, as appropriate, during this absence. Medical certification is required from an authorized health care provider. Health benefits will be maintained during FMLA leave, provided the employee makes applicable payment for his/her portion of the premium payment. Upon return from approved family medical leave (within the guidelines set forth in the FMLA), an employee is entitled to the same or an equivalent job at the same salary.

The FMLA entitles eligible employees up to 12 weeks of job protected leave within a twelve (12) month period for a qualifying reason.

The FMLA entitles eligible employees up to 26 weeks of job protected leave during a single twelve (12) month period to care for a military member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The employee must have been employed by the college for at least 12 months and worked at least 1250 hours during the 12 months immediately prior to the leave.

The College employs a rolling-calendar 12-month period. This 12 month period is measured backward beginning with the date an employee first uses FMLA.

### **Military Leave**

An employee who is a member of the National Guard or any reserve component of the armed forces of the United States will be entitled to and will receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in one (1) calendar year. According to WV Code Section 15-1F-1, an additional thirty (30) working days will be allowed when mobilized by appropriate federal authorities.

The Public Employees Insurance Agency shall make available health and life insurance benefits to those full-time public employees currently covered by the Public Employees Insurance Agency who are members of a reserve component of the United States Armed Forces, including the West Virginia National Guard, and who are mobilized to active military duty by the President in response to terrorist attacks, as follows:

1. Public employee members with healthcare insurance coverage and benefits for themselves and their families may continue their coverage while on such active military duty by paying their premium share to their respective benefit coordinators after expiration of their leave time. The employer shall continue to pay its normal pre-mobilization share for the public employee members and their families.
2. Employer participants in the Public Employee Insurance Agency shall continue to pay premiums associated with the basic life insurance for their public employee members who are on such active military duty.

3. Public employee members with optional life insurance coverage in force at the time of mobilization for active military duty may continue such coverage by paying their premium share to their respective benefits coordinators.

### **Disaster Service Leave**

Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) working days per year to participate in specialized relief services. Approval of the immediate supervisor and a report to the Governor including employee's name and cost of salary and benefits during the leave period is required.

### **Emergency Leave**

An emergency leave up to five days within any fiscal year, with pay, may be granted by the President in the event of extreme misfortune to the employee or her/his immediate family.

Typical events which may qualify an employee for such leave include fire, flood, or other occurrences (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

### **Grievance, Witness, and Jury Leave**

Employees who are subpoenaed or directed to serve as jurors, or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political subdivision thereof, will be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time. An employee may be granted leave in this section provided the employee is not a party to the action.

Leave for an employee who is subpoenaed as a witness, who is absent in connection with an employee's usual official duties, or who serves as a jury member will be entitled to leave with pay for such duty and for such period of required absence. However, an employee who is scheduled to work prior to the court or hearing start time will initially report to work, travel time permitting. The employee is also expected to return to work, for the remainder of the work day, if he/she is excused before the end of that regular work day.

This leave would also apply to those who live in the surrounding state(s) and would be called for jury duty, etc. in their home state.

### **Inclement Weather Late Schedule**

New River CTC has established Procedure 3 Inclement Weather and Emergency for the cancellation of classes or closure of facilities due to inclement weather or emergency situations. Annually the procedure is reviewed and distributed to faculty. Faculty are responsible to distribute the procedure to students at the beginning of each semester. Refer to College Procedure No. 3 by following the link given below:

<https://www.newriver.edu/wp-content/uploads/2018/11/Procedure-3-Inclement-Weather-11-14-2018.pdf>

### **Holidays/Recognized College Breaks**

Policies and procedures regarding holidays are addressed in New River Board of Governors Policy No. 8 Refer to the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy\\_08.pdf](http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy_08.pdf)

The WVCTCS directs that the president of each college, or designee, will determine six holidays which will be observed by the employees of that institution in addition to the six holidays specified in New River CTC Policy No. 8. A list of these holidays will be distributed annually before each fiscal year begins.

### **Thanksgiving Break Period**

Nine-month faculty members are not required to maintain office hours during Thanksgiving week. Faculty must be available for scheduled meetings and respond to College emails Monday and Tuesday of the Thanksgiving break period week. Participating in meetings via teleconferencing is acceptable. This may be different for 10, 11, and 12 month faculty and Instructional Specialist faculty including 9 month Instructional Specialists. Please ask your supervisor for clarification.

### **Winter Break**

Nine-month faculty are not required to maintain office hours, attend meetings, or respond to College emails after final grades are submitted for the fall semester and during times when the college is closed. This may be different for 10, 11, and 12 month faculty and Instructional Specialist faculty including 9 month Instructional Specialists. Please see your supervisor for clarification. However, faculty are required to maintain required office hours, available to provide academic advising, attend and participate in College meetings, and other faculty duties as assigned when returning back to work the first week of January.

### **Spring Break**

Nine-month faculty are not required to maintain office hours, attend meetings, or respond to College emails during spring break. This may be different for 10, 11, and 12 month faculty and Instructional Specialist faculty including 9 month Instructional Specialists. Please see your supervisor for clarification. Please see your supervisor for clarification.

### **Sabbatical Leaves And Advanced Study**

New River CTC Board of Governors Policy No. 4 provides for sabbatical leaves for faculty after the completion of at least six years of full-time employment in any one state, college or university. The purpose of sabbatical leave is to enable faculty to engage in research, writing, study or other activity calculated to improve the faculty member's usefulness to the institution. Faculty on sabbatical leave receive full salary for one semester or one-half salary over two semesters.

Upon completing a sabbatical leave, the faculty member shall return to the college for a full year of service, or repay compensation received during the sabbatical leave. Failure to return will obligate the faculty member to fully reimburse the College for salary received during the period of the leave.

Implementation of this policy depends upon the ability of each institution to fund sabbatical leaves.

WVCTCS Series 38 provides rules regarding annual leave, military leave, leave of absence without pay, sick leave, special emergency leave, catastrophic leave, parental leave, and witness and jury leave for employees of the Council for Community and Technical College Education. Sabbatical leaves must be recommended by the Vice President for Academic Affairs and approved by the President. The college encourages advanced study and where possible will assist to that end. Refer to New River CTC BOG Policy No. 4 by following the link given below:

[http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy\\_04.pdf](http://www.newriver.edu/wp-content/uploads/2018/02/bogpolicy_04.pdf)

### **PAY PERIODS**

All new employees will be paid one pay cycle in arrears except for elected officials or those transferring from one state agency to another with no break in service. There are twenty-six approved (26) pay periods per fiscal year.

Faculty have the option of having their pay distributed evenly over 20 or 26 pay periods. Direct deposit is available to all employees. Employees are encouraged to enroll in direct deposit. Employees that elect not to have direct deposit will be required to have a pay card.

Each employee should examine her/his paycheck to assure that s/he has received the correct amount based upon deductions, overtime and/or overload (if applicable), hours worked and rate of pay. Employees are to notify the Payroll Office if any errors are noted so the appropriate corrective measures can be taken.

### **Required Deductions**

State and/or federal law requires each institution to deduct state and federal income taxes, social security, retirement premiums, unemployment and worker's compensation premiums from each employee's paycheck.

### **Optional Deductions**

For the employee's convenience, optional deductions may be made for United States Savings Bonds, West Virginia Public Employees Credit Union, or other approved employee deductions.

## **FACULTY BENEFITS**

Employee benefits significantly increase the value of the employee's total compensation. The exact amount varies with individual circumstances. Health insurance coverage includes basic health/hospital/surgical care, a major medical plan, prescription drugs, and \$10,000 life insurance coverage. Eligibility for these benefits and other provisions concerning them are subject to change without notice.

Monthly premiums for health care benefits for the employee and dependent coverage are based on the employee's annual salary. (This information is in the annual Shoppers Guide.) Employees enrolled for medical benefits or basic life insurance may elect to participate in the optional life insurance program (up to \$500,000).

Enrollment information is provided during the employee's orientation time and on the website. Employees should review their benefits occasionally to see if changes should be made. Certain life changing events can require or warrant changes in the employee's benefit plan (i.e., marriage, divorce, birth, promotion, etc.). If a family status change occurs, employees have the calendar month of the event, and the TWO following calendar months to change their plan coverage; otherwise, employees may make changes only during the open enrollment period. Change of beneficiary forms are available through the New River CTC Human Resources Office.

Any questions and/or changes should be directed to the Human Resource Office.

### **RETIREMENT**

Participation by benefits-eligible employees in a tax-sheltered retirement program is mandatory by West Virginia State law. Employees must contribute six percent of their gross pay to a retirement program. New River CTC matches the employee's contribution with an equal amount. Vesting is immediate and retirement may begin at any age upon termination of employment. Retirement income is based on age at retirement, amounts of dollars accumulated, and the income options chosen, i.e., single life or joint life.

### **SUPPLEMENTAL RETIREMENT ANNUITIES**

In addition to the basic retirement plan, employees have the option of tax sheltering additional money through a supplemental retirement account (these accounts are payroll deductible), IRAs, mutual funds, etc. Information may be obtained through the Human Resource Office.

## **WORKER'S COMPENSATION**

Worker's Compensation state laws provide replacement income and medical benefits if you become ill or injured as a result of your job and the illness or injury qualifies for benefits based on West Virginia state law. Coverage begins on your first day of employment and is provided at no cost to the employee.

All injuries under statutory coverage, no matter how minor, must be reported, in writing, immediately to the supervisor and Human Resources Office. The Human Resources Office will prepare and submit to the workers compensation provider all reports required to establish the employee's claim for compensation once it has been received from the attending physician.

Questions regarding workers compensation benefit options should be directed to the Human Resource Office.

An employee is responsible for her/his portion of the health insurance premium when they are off of the payroll due to collecting Worker's Compensation benefits.

## **UNEMPLOYMENT COMPENSATION**

Wages at New River CTC are reported quarterly to the West Virginia Department of Employment Security. For more information about this program, contact the local Job Service Office/Office of Employment Security.

## **SOCIAL SECURITY**

All employees must contribute to Social Security. These funds are matched by the institution. Some of the benefits provided by Social Security are retirement and disability benefits, health care and dependent income for employees who die prior to the age of retirement. Detailed information is available from the Social Security Office.

## **CREDIT UNION**

The West Virginia State Credit union is a member-owned financial cooperative serving employees of the State of West Virginia. The West Virginia State Credit Union offers a wide range of services to meet employees' needs. An employee may sign up for membership with the State Credit Union at any time.

## **U. S. SAVINGS BONDS**

U. S. Savings Bond Payroll Savings Plan is available to all employees. It is an easy way to save. Bonds offer competitive, market-based rates, complete safety, federal income tax deferral, and freedom from state and local income taxes. The interest earned on Bonds may be exempt from federal income taxes if the proceeds are used for qualified higher education costs. Payroll deductions for savings bonds must be withheld both pay periods. Forms are available through the Payroll Office.

## **TRAINING AND PERSONNEL DEVELOPMENT**

Employees may be required to attend various training programs and/or workshops conducted or offered. These training programs are designed to provide knowledge and skills to ensure better job performance. It is recommended that the faculty member and his/her immediate supervisor discuss reasons for requesting to attend and participate in training programs, conferences, etc. that would be of value to the faculty member and the College. Professional development funds may be available to assist faculty members with professional development activities.

## **TRAVEL**

Faculty members who travel in connection with the regular performance of their duties and responsibilities may be entitled to reimbursement for their expenses. Approval for travel must be obtained in advance, and funds must be

available in the division or department budget. The following rules govern travel and subsistence allowances for college employees traveling on official business. The maximum allowances are set by the College. Approved travel on official business is on the basis of reimbursement for actual and necessary expense incurred.

Travel may be undertaken for conferences, institutes, seminars and business trips considered necessary in the administration and operation of a college, such as, but not limited to, the following:

1. meetings of those associations in which the institution holds membership;
2. meetings of those associations in which the person--administrative, faculty, or staff--holds membership and no institutional membership is required;
3. meetings called by federal and/or state agencies;
4. meetings of a general educational nature which in the judgment of the administration the college should be represented;
5. and recruiting activities of faculty and staff.

Transportation reimbursement will be limited to the actual cost of travel. Supporting documents and receipts such as ticket stubs or other appropriate documentation based on the most direct and practical route possible are to be retained and submitted when completing your travel voucher for reimbursement. Mode of transportation shall be that which is most efficient and economical to the state. When travel is by automobile, a state vehicle will be used unless the travel is approved by the President or his/her designee or if using authorized grant funds. Approval by the President or his/her designee must be obtained in order to use a privately owned vehicle for college business.

State-owned vehicles: Reimbursement will be made for storage, toll charges, and other actual costs.

Privately owned vehicles: Maximum mileage allowance for use of privately owned vehicles engaged in State business will be that set by the State. Toll bridge and turnpike charges may be included. If more than one person travels in a private vehicle and the charge is less than would be required for transportation by commercial airline, necessary storage and garage fees will be reimbursed. Reimbursement for travel by car to a destination outside the State may not exceed the cost of commercial airlines.

The following local policies and regulations govern faculty travel:

1. Approval for travel must be secured by the faculty member's immediate supervisor.
2. An employee must have written authorization from her/his supervisor to qualify for mileage reimbursement for use of a personal vehicle.
3. Each Regional Director of Operations will establish an office for employees to schedule a commercial rental vehicle if approved by the faculty member's immediate supervisor. The appointed contact will be the only party authorized to schedule a vehicle through Enterprise.
4. The Dean and/or Vice President for Academic Affairs will be responsible for allocating travel funds to faculty members. Expenditures for meals and hotel accommodations should follow State approved guidelines and kept to reasonable amounts.
5. No travel expenses to a meeting will be paid unless the faculty member is a member of the organization sponsoring the meeting. Faculty are referred to the current State of West Virginia Travel Regulations.
6. Where several members of the faculty are attending the same meeting, the transportation should be pooled if possible.
7. Each Dean will maintain a record of expenditures of the various members of the departments from year to year to ensure equitable allocation of funds.

## Procedure

Prior to any travel, approval must be obtained from the faculty member's immediate supervisor, Chief Financial Officer and the President. Upon returning from travel, the traveler is to complete an in-state travel expense account form, to include attaching appropriate receipts, signing of the form, and submitting it to the faculty member's immediate supervisor for approval and submission to the Chief Financial Officer for reimbursement.

Travel Authorization Form and Travel Reimbursement form can be found at:  
<https://intranet.newriver.edu/component/content/article/18-intranet/297-finance>

## FACULTY GRIEVANCE PROCEDURE

The link given below is for access to the WV Public Employees Grievance Board

<http://pegb.wv.gov/Pages/default.aspx>

The employee's immediate supervisor will outline standards of performance and conduct for each employee. If an employee does not observe these standards, his/her supervisor will meet with the employee to address and to try to resolve any issues, concerns, or problems. If meeting does bring resolution or addresses the concerns, the employee is subject to disciplinary action which may include written warning letters, a period of suspension, or immediate dismissal/termination of employment.

An employee who believes he or she has been disciplined unjustly may use the West Virginia State Employee's grievance procedure, West Virginia Code Section 6C-2-1 et seq.

Disciplinary action, including suspension or termination, may be taken whenever an employee's performance, conduct and/or behavior interferes with the operation of or brings discredit to the College or the employee's assigned department. An employee that is being considered for termination must, when appropriate, be informed of the possible action by a letter of warning. The letter, to be delivered in person or by certified mail, should address the following: the nature of failure to meet work standards and expectations, remedial steps the employee must take, a calendar date by which the employee's non-standards is to be brought back to standards, and a notification that failure to meet the standards by the specified date may result in termination.

Immediate supervisors or College administration may give employees written warning letters about their job performance and/or conduct and/or behavior. A written warning letter is given to the employee with a copy placed in the employee's personnel file.

Immediate supervisors or College administration may also recommend suspension without pay for a period of one up to fifteen days, depending on the severity or gravity of the offense and the employee's previous performance and/or conduct/ behavior. A suspension may be applied in cases of first time serious offenses or repeated minor offenses when, in the immediate supervisor's judgment, proper conduct/behavior may be attained without resorting to termination.

Immediate termination may be appropriate in cases of flagrant or willful violations of rules, regulations, standards of accepted behavior or performance, or for actions where an investigation proves the employee was in clear violation of policy. An employee may also be terminated for offenses after he or she has received two (2) written warnings or a suspension. A pre-termination hearing will be scheduled to allow the employee the opportunity to provide explanation why he/she should not be terminated. The employee will be informed of President's decision within five (5) working days of the hearing.

Administrators have the right of termination for "just cause". In cases of immediate termination, a written statement will be given to the employee and a copy will be included in the employee's personnel file. Just cause includes, but is not limited to, the following:

1. reporting to work under the influence of alcohol or narcotics or partaking of these substances while at work;
2. malicious destruction or theft of property of the institution, the Higher Education Policy Commission, or its visitors, patrons, or employees;
3. wrongful injury to an employee of the Higher Education Policy Commission or an employee's institution;
4. refusal to comply with institutional rules;
5. neglect or dereliction of assigned duties and responsibilities;
6. dishonesty;
7. sleeping on duty;
8. failure to maintain established performance standards;
9. habitual absence from work without permission or proper explanation;
10. excessive tardiness;
11. insubordination; and/or
12. failure to comply with or adhere to repeated warnings.

Assistance in procedural matters should be directed to the Human Resource Office.

## **MISCELLANEOUS INFORMATION**

### **CONFIDENTIALITY**

Confidential information is protected under institutional policies and state and/or federal law. Examples include, but are not limited to, certain financial, employee, and student information; donor histories and any related information collected and maintained by various foundations and departments; and mailing lists.

All employees are responsible for protecting such information by not disclosing the information without authorization; not viewing or copying information without authorization; and carefully disposing of documents and computer listings containing private information. Any and all requests of employment verifications are to be forwarded to the Human Resource Office.

As an employee of New River CTC, it is one of your primary responsibilities to ensure that such sensitive and confidential information is not revealed or divulged by you unless it is in the performance of your duties and responsibilities. Divulging or releasing confidential information will result in immediate suspension leading to dismissal/termination.

### **MISUSE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES**

Telephones, computer equipment, data, or programs owned, leased or otherwise provided by the College are for conducting authorized official College business. Using these resources for personal benefit, gain, or unauthorized purposes may be grounds for suspension or dismissal/termination and may be subject to reimbursement of funds to the College.

Inappropriate use of Computing and Telecommunications Resources should be reported to the immediate supervisor of the department and the Vice President and Chief Information Officer. The Information Technology Services office will conduct an investigation to verify any abuse or misuse of the College's computer and/or software, etc. The findings of the investigation will be presented to the immediate supervisor. The immediate supervisor will contact the Vice President for Academic Affairs, if criminal conduct is determined. If the findings are limited to a violation of policies and/or procedures, then the immediate supervisor or College administration, in conjunction with

the Vice President for Academic Affairs or the President's designee will determine what penalties/discipline is necessary.

## **SAFETY/WORKPLACE VIOLENCE**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees should immediately report any unsafe condition to their immediate supervisor and/or the Director of Facilities and Campus Safety. Employees who violate safety standards, who cause hazardous or dangerous situations, may be subject to disciplinary action, up to and including termination of employment.

## **SMOKING/USE OF TOBACCO PRODUCTS**

The use of any and all tobacco products is prohibited on any of the College's campuses or sites. New River CTC is a tobacco free college. The use of tobacco products is also prohibited in all state vehicles.

## **DRUG AND ALCOHOL USE**

The policy of New River CTC is to create a drug-free workplace while keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees. It subjects all employees, students and visitors to our campuses to unacceptable safety risks, and it undermines the institution's ability to operate effectively and efficiently. For these reasons, the unlawful manufacturing, distributing, dispensing, possessing, selling of, or use of a controlled substance in the workplace or while engaged in College business on or off the College's campuses and sites is strictly prohibited.

## **SOLICITATION**

All solicitations and selling of products and articles on any of New River CTC's campuses or sites is under the jurisdiction of the College and is prohibited. Exceptions include organizations and groups directly connected with and recognized by the College as well as written approval by the President or designee.

No individual, firm, group, organization or other agency may use the name of the College to secure funds for any purpose, by any means, and without the written permission of the President.

## **LOST AND FOUND**

Locations to report lost items and to turn in "found" items are listed below:

1. Advanced Technology Center: Front Desk
2. Raleigh County Campus: Security/Maintenance Office
3. Greenbrier Valley Campus: Front Desk
4. Mercer County Campus : Regional Director of Operations Office
5. Nicholas County Campus: Front Desk

## LIST OF ALL NEW RIVER POLICIES AND PROCEDURES

Please use this link to see ALL college policies and procedures  
<https://www.newriver.edu/human-resources/#Policies/Procedures>

### Procedures related to faculty:

- Procedure No. 1           Travel  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_1\\_travel\\_8\\_16\\_14.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_1_travel_8_16_14.pdf)
- Procedure No. 3           Inclement Weather and Emergency Situation Procedure  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_3-inclement\\_weather\\_10-16-2017\\_copy.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_3-inclement_weather_10-16-2017_copy.pdf)
- Procedure No. 4           Employment Search and Selection  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_4\\_employment\\_search\\_and\\_selection\\_8\\_4\\_2014.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_4_employment_search_and_selection_8_4_2014.pdf)
- Procedure No. 5           New Employee Orientation  
<https://www.newriver.edu/wp-content/uploads/2018/09/Procedure-5-New-Employee-Orientation-9-20-2017.pdf>
- Procedure No. 7           Faculty Evaluations  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_7\\_faculty\\_evaluations\\_8\\_16\\_2014.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_7_faculty_evaluations_8_16_2014.pdf)
- Procedure No. 8           Summer Office Hours and Employee Work Schedules  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_8\\_modified\\_work\\_schedule\\_2017\\_copy.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_8_modified_work_schedule_2017_copy.pdf)
- Procedure No. 10          Faculty/Administrator Emeritus  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_8\\_modified\\_work\\_schedule\\_2017\\_copy.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_8_modified_work_schedule_2017_copy.pdf)
- Procedure No. 12          Drug-Free Workplace  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure12-drug-free\\_workplace.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure12-drug-free_workplace.pdf)
- Procedure No. 14          Protocol and Response to Student Death  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure-14\\_-\\_protocol\\_death-of\\_student\\_8\\_2017\\_copy.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure-14_-_protocol_death-of_student_8_2017_copy.pdf)
- Procedure No. 21          Computer Use Procedure  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_21\\_computer\\_use.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_21_computer_use.pdf)
- Procedure No. 23          Background Screening Procedure  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_23-background-screening.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_23-background-screening.pdf)
- Procedure No. 27          Equal Opportunity, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_27-eo\\_other\\_forms\\_harassment-3-2016.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_27-eo_other_forms_harassment-3-2016.pdf)
- Procedure No. 29          Course Cancellation  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_29\\_course\\_cancellations.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_29_course_cancellations.pdf)
- Procedure No. 30          Definition of Credit Hours  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_30\\_definition\\_of\\_a\\_credit\\_hour\\_1.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_30_definition_of_a_credit_hour_1.pdf)
- Procedure No. 31          Textbook Affordability  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_31\\_textbook\\_affordability.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_31_textbook_affordability.pdf)
- Procedure No. 32          Directed Independent Study  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_32\\_directed\\_independent\\_study.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_32_directed_independent_study.pdf)
- Procedure No. 33          Credentialing  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_33\\_faculty\\_credentialing.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_33_faculty_credentialing.pdf)
- Procedure No. 34          Academic Program Review  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_34\\_academic\\_program\\_review.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_34_academic_program_review.pdf)
- Procedure No. 43          Faculty Workload  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_43\\_faculty\\_workload.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_43_faculty_workload.pdf)
- Procedure No. 45          Tobacco Product-Free Campus  
[https://www.newriver.edu/wp-content/uploads/2018/04/college\\_procedure\\_45\\_-\\_tobacco\\_product-free\\_campus\\_copy\\_copy\\_copy\\_copy.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/college_procedure_45_-_tobacco_product-free_campus_copy_copy_copy_copy.pdf)
- Procedure No. 49          Promotion and Tenure  
[https://www.newriver.edu/wp-content/uploads/2018/04/procedure\\_49\\_-\\_promotion\\_and\\_tenure\\_10-24-2017.pdf](https://www.newriver.edu/wp-content/uploads/2018/04/procedure_49_-_promotion_and_tenure_10-24-2017.pdf)