

**Marshall University Faculty Senate
Executive Committee Agenda
Monday, October 13, 2025, 12:00 Noon
MSC 2W16b/Microsoft Teams**

1. Approval of Proposed Agenda
2. Approval of Minutes of September 15, 2025
3. Announcements - Chair
4. Recommendations/Resolutions
 - a. **SR 25-26-01 FPC** – Recommends **Revisions** to **MUBOG Rule AA-6**
 - b. **SR 25-26-02 FPC** – Recommends **New UPAA** on **Faculty Misconduct**
 - c. **SR 25-26-03 BAPC** – Recommends **Revisions** to **UPAA2 Class Attendance**
 - d. **SR 25-26-04 BAPC** – Recommends **Revisions** to **UPAA-5 Midterm Grades**
 - e. **SR 25-26-05 CC** – Recommends Approval of the Listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs: **HON 301**
5. Set Agenda for the Faculty Senate Meeting, October 23, 2025
 - a. Approval of Proposed Agenda
 - b. Approval of Minutes
 - c. Announcements – Chair
 - d. Recommendations/Resolutions
 - e. Regular Reports
 - i. University President – Brad Smith (15 minutes)
 - ii. Provost – Robert Bookwalter (15 minutes)
 - iii. Board of Governors – Robin Riner (5 minutes)
 - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
 - v. Graduate Council – Richard Egleton (5 minutes)
 - vi. Student Government Association – Connor Waller (5 minutes)
 - f. Standing Committee Liaison Reports
 - i. Academic Planning Committee – Daniel O’Malley (4 minutes)
 - ii. Athletic Committee – Suzanne Konz (4 minutes)
 - iii. Budget & Academic Policy Committee - Jana Tigchelaar (4 minutes)
 - iv. Library Committee – Margie Phillips (4 minutes)
 - v. Faculty Development Committee – Chair/Liaison (4 minutes)
 - vi. Physical Facilities & Planning Committee – Jamey Halleck (4 minutes)
 - g. Other Requests to Speak

Faculty Senate Executive Committee

MEETING MINUTES

Monday, September 15, 2025, 12:00 Noon

MSC 2W16b/Microsoft Teams

MEMBERS PRESENT: Heather Stark (v), Ross Salary, Uyi Lawani (v), Mike Huesmann, Zach Garrett (v), Shawn Schulenberg, Jessica Buerk (v), Mindy Varney, Kelli Johnson, Rick Gage, Amine Oudghiri-Otmani, Richard Egleton

MEMBERS ABSENT: Nathaniel Ramsey

EX-OFFICIO, NON-VOTING MEMBERS PRESENT: Robin Riner, Del Chrol, Connor Waller

EX-OFFICIO, NON-VOTING MEMBERS ABSENT:

PARLIAMENTARIAN: Andrew Morelock

SENATE STAFF: Hailey Bibbee

GUESTS: Carl Mummert, Allison Carey (v), Sonja Cantrell-Johnson (v), Gretchen Beach (v), Eryn Roles (v), Kelly Bradley (v), Anna Mummert (v), Rohan Christie-David (v).

The meeting was convened at 12:02 p.m. by Chair Shawn Schulenberg.

1. Approval of Proposed Agenda - approved
2. Approval of Minutes of August 25, 2025 - approved
3. Announcements - Chair
 1. Suzi Konz from the School of Health and Movement Sciences in COHP has volunteered to serve as the liaison to the Athletic Committee. Thank you, Suzi. We are searching for liaisons for two standing committees: Faculty Personnel and Faculty Development.
 2. Last year, one of our passed University Policy recommendations, UPAA-8 Equivalencies for College Teaching, slipped through the cracks and did not go out for Shared Governance Review. We discovered this last month, and the last date for comments is this Friday, September 19.
 3. The Office of Academic Affairs sent to the Faculty Senate Office the number of full-time faculty numbers in each academic unit. We will use these numbers to reapportion seats for the 2026-28 Senate. We will report these results at the September 25 Faculty Senate Meeting.
 4. The Ad Hoc Committee on Course Evaluations is still completing their work. They did a lot of internal research and external benchmarking last year, and they are thinking big. They should have a proposal to us in the Spring.
 5. Please submit nominations for Spring 2025 Commencement Speaker & Honorary Degree Candidates by October 1, 2025. You can find the submission forms

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at www.marshall.edu/commencement. The Faculty Senate will review nominations at the November meeting.

6. Upcoming Meetings/Events

- a. The items we consider today will be reviewed at our Faculty Senate on September 25. We will be back in the Don Morris Room.
- b. Our next Executive Committee meeting is scheduled for October 13 for items to be taken up at the October 23 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by October 3.
- c. The Fall General Faculty Meeting is scheduled for October 15 at 4:00 pm in the Joan C. Edwards Playhouse.

4. Recommendations/Resolutions - none

5. Set Agenda for the Faculty Senate Meeting, September 25, 2025 - approved

- a. Approval of Proposed Agenda
- b. Approval of Minutes
- c. Announcements – Chair
- d. Recommendations/Resolutions
- e. Guest Speaker: Athletic Director – Gerald Harrison
- f. Regular Reports
 - i. University President – Brad Smith (15 minutes)
 - ii. Provost – Robert Bookwalter (15 minutes)
 - iii. Board of Governors – Robin Riner (5 minutes)
 - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
 - v. Graduate Council – Richard Egleton (5 minutes)
 - vi. Student Government Association – Connor Waller (5 minutes)
- g. Standing Committee Liaison Reports
 - i. Government Affairs Committee – Marybeth Beller (4 minutes)
 - ii. University Curriculum Committee – Tim Melvin (4 minutes)

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- iii. Faculty Personnel Committee – Chair/Liaison (4 minutes)
- iv. Research Committee – Philippe Georgel (4 minutes)
- v. Student Conduct & Welfare Committee – Tony Viola (4 minutes)
- vi. Faculty Technology Committee – Nitin Puri (4 minutes)

h. Other Requests to Speak

6. Adjournment

The meeting was adjourned at 12:08 p.m.

Respectfully Submitted:

Kelli Johnson

Kelli Johnson, Recording Secretary

MINUTES APPROVED BY EXECUTIVE COMMITTEE:

Shawn Schulenberg, Chair
Faculty Senate

Date Signed

MINUTES READ:

Brad Smith, President
Marshall University

Date Signed

Faculty Personnel Committee
RECOMMENDATION

SR 25-26-01 FPC Recommends Revisions to MU BOG Rule AA-6

The Faculty Personnel Committee (FPC) and the Marshall University Faculty Senate recommend revising MU BOG Rule AA-6: Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation, and Emeritus Status, effective beginning with the 2028–2029 academic year.

Further, the FPC and Faculty Senate recommend that upon adoption, this revised rule shall supersede and replace MUBOG-AA-6, MUBOG-AA-7 (delete), MUBOG-AA-8 (delete), MUBOG-AA-9 (delete), MUBOG-AA-15 (delete), and all related policies governing promotion, tenure, or emeritus designation, including WV HEPC Series 9.

RATIONALE: The adoption of the revised Rule AA-6 is necessary to modernize and unify Marshall University’s promotion and tenure framework, which is currently fragmented across multiple outdated policies. The new policy provides a comprehensive, transparent, and equitable structure that addresses all aspects of the faculty life-cycle—from appointment and classification through promotion, tenure, dismissal, resignation, and emeritus status—within a single governing document. It ensures consistency across academic units, incorporates nationally recognized best practices (including external review processes, tenure-clock extensions, and expanded faculty classifications), and aligns Marshall with peer R2 institutions and West Virginia statutory requirements. This update enhances clarity for faculty, administrators, and review committees, while strengthening protections for academic freedom and due process.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Summary of Revisions to MU BOG Rule AA-6

Marshall University Faculty Senate

Executive Summary

Marshall University's existing policies on faculty promotion, tenure, dismissal, and emeritus status are fragmented across five separate rules: MUBOG-AA-6 (Faculty Promotion, 2020), MUBOG-AA-7 (Faculty Promotion, 2006), MUBOG-AA-9 (Faculty Tenure, 2020), MUBOG-AA-8 (Termination of Faculty Due to Program Reduction or Discontinuance, 2019), and MUBOG-AA-15 (Emeritus Status, 2021). While functional, this structure creates confusion and inconsistency in application across academic units.

The newly proposed Rule AA-6: Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation, and Emeritus Status consolidates these policies into a single governing framework. It clarifies faculty classifications, modernizes promotion and tenure processes, integrates dismissal and resignation procedures, and affirms emeritus recognition. This reform aligns Marshall University's policies with peer R2 institutions, national best practices, and West Virginia Code, while strengthening clarity, equity, and accountability for faculty.

The Faculty Senate Faculty Personnel Committee has carefully reviewed and passed this proposed policy. Adoption by the Senate will advance transparency, ensure due process protections, and support Marshall's mission of teaching, research, and service.

Comparison of Old vs. New Policies

Structure & Scope

- Old Policies: Spread across multiple documents, each addressing a narrow area (promotion, tenure, termination, emeritus). Overlap and inconsistencies created interpretive challenges.
- New Policy: One comprehensive policy governing the entire faculty lifecycle, from appointment through emeritus status.

Faculty Classifications

- Old: Focused primarily on tenure-track/tenured faculty. Limited recognition of non-tenure-track roles.
- New: Explicitly defines tenured, tenure-track, clinical, librarian, research, teaching, adjunct, dual-credit, and visiting faculty. Caps non-tenure-track appointments at 30% of full-time faculty outside the School of Medicine.

Ranks & Contracts

- Old: Traditional ladder of Instructor → Assistant Professor → Associate Professor → Professor. Non-tenure-track appointments largely annual.

- New: Expanded ranks (Senior Instructor, Teaching Professor, Research Scholar, Clinical Professor, Librarian IV). Provides multi-year renewable contracts for instructors and senior instructors (3- and 5-year terms).

Promotion

- Old: Guided by AA-6/AA-7, criteria varied by unit, external reviews optional.
- New: Requires unit-level rubrics approved by Senate Personnel Committee and Provost. Establishes a unified timeline with clear deadlines. Formalizes external reviews (2–5 letters for tenure/associate promotion, 4–7 for full professor).

Tenure

- Old: Max probation 7 years, but review procedures varied. Pre-tenure reviews not uniformly required.
- New: Codifies Critical Year (6th year), mandatory pre-tenure reviews, salary adjustments for exceptional performance, and tenure-clock extensions. Clarifies tenure upon hire for senior scholars/administrators.

Dismissal & Termination

- Old: Addressed program reduction/discontinuance. Dismissal for cause not integrated into P&T rules.
- New: Integrates dismissal for cause with clear grounds (incompetence, misconduct, neglect of duty, insubordination, etc.), notice requirements, and grievance options.

Emeritus

- Old: Applied to retired employees with 10+ years of meritorious service.
- New: Incorporates emeritus as the final stage of the faculty lifecycle, while retaining eligibility criteria from AA-15.

Rationale for Change

The adoption of revised Rule AA-6 is essential to modernize Marshall's academic governance and faculty evaluation processes. First, the consolidation of five separate policies into a single comprehensive framework eliminates duplication and inconsistency, reducing confusion for faculty and administrators alike. Faculty will no longer have to consult multiple overlapping documents to determine criteria for promotion or tenure.

Second, the policy reflects the reality of modern higher education by explicitly recognizing multiple faculty classifications beyond the traditional tenure model. This approach supports flexibility in meeting instructional, clinical, and research needs, while preserving tenure as the core of the academic workforce. The inclusion of clear limits on non-tenure-track faculty demonstrates a balanced approach between adaptability and institutional stability.

Third, the revised promotion and tenure procedures enhance fairness and transparency. By requiring academic units to develop written, quantifiable rubrics for evaluation, the policy minimizes ambiguity and ensures equitable assessment across disciplines. The integration

of external review processes strengthens the credibility of tenure and promotion decisions, bringing Marshall into closer alignment with peer R2 institutions and national norms.

Fourth, the policy provides essential protections and flexibility for probationary faculty. By codifying tenure-clock extensions for family care and health circumstances, it demonstrates institutional commitment to work-life balance and equity. The requirement of pre-tenure reviews with feedback and possible salary adjustments encourages faculty development and retention.

Fifth, the policy strengthens due process through clearer dismissal and grievance procedures. By explicitly defining grounds for dismissal for cause and outlining notice and appeal processes, it safeguards academic freedom while ensuring accountability.

Finally, the policy situates emeritus designation within the broader faculty lifecycle, recognizing emeritus status not as an isolated policy but as a culmination of faculty service.

In sum, the new Rule AA-6 clarifies expectations, modernizes procedures, protects faculty rights, and enhances institutional accountability. Its adoption will ensure that Marshall University maintains strong, transparent, and equitable standards for faculty advancement, aligning the institution with peers and fulfilling its mission as a Carnegie R2 research university.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Rule No. AA-6

FACULTY PROMOTION

1 General Information:

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: December 19, 2019
- 1.4 Effective Date: January 28, 2020. Note: Promotion eligible faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dates March 8, 2006, or the guidelines set forth in this policy, according to the guidelines in the transition document entitled “Tenure and Promotion Implementation Timeline” provided by Academic Affairs.
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language. This policy was updated and approved by the Marshall University Board of Governors on December 19, 2019.

2 Policy:

- 2.1 Objectives: To establish equitable and appropriate criteria and procedures for faculty promotion through the ranks, including those related to eligibility, evaluation, and notification, and the formation of promotion policies at the college/school/library and department/division levels.

3 Definitions:

- 3.1 Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate’s contractual responsibilities and duties while employed at Marshall

University. Major categories of faculty responsibilities and duties include but are not limited to:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

- 3.2 Individual colleges/schools/library are responsible for establishing promotion criteria and procedures that determine the relative weight and impact of the various responsibilities and duties. Such criteria and procedures must be in accordance with this policy and with Marshall University Board of Governors (MUBOG) policy AA-21, Faculty Workload Policy.
- 3.3 For the purposes of this policy, the Directors of the School of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre of the College of Arts and Media fulfill the role of Chairs.
- 3.4 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.
- 3.5 The specific categories in which faculty are evaluated for promotion include the following:
 - 3.5.1 Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.
 - 3.5.2 Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; and contributions to the professional development and achievement of colleagues.
 - 3.5.3 Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not

limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

- 3.6 All faculty responsibilities and duties should be evaluated according to objective criteria for meritorious performance and achievement. Specific evaluative criteria should be established by college/schools/libraries and departments/divisions.

4 Criteria for Faculty Ranks:

4.1 Requirements for the Rank of Instructor

- 4.1.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the CAO.
- 4.1.3 A candidate must show promise as an effective university teacher.

4.2 Requirements for the Rank of Assistant Professor

- 4.2.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.2.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor. These exceptions must be approved by the CAO.
- 4.2.3 A candidate must have had at least three complete academic years of experience as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library, or the terminal degree from a regionally accredited college or university, or at an appropriately

accredited international college or university, in a discipline appropriate to the teaching field.

- 4.2.4 A candidate with teaching experience must have demonstrated their teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.

4.3 Requirements for the Rank of Associate Professor

- 4.3.1 A candidate must have earned the doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly or creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO.
- 4.3.2 A candidate without an appropriate terminal degree must have had at least seven complete academic years' experience as a full-time faculty member of which at least five complete academic years must be at the assistant professor rank at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.
- 4.3.3 A candidate with an earned terminal degree in a discipline appropriate to the teaching field must have had at least five complete academic years of experience at the rank of assistant professor as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library prior to application for promotion. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.
- 4.3.4 A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility.

4.4 Requirements for the Rank of Professor

- 4.4.1 A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a regionally accredited college or university, or an appropriately accredited international college or university, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree

requirement may be made for exceptional scholarly and creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the CAO.

- 4.4.2 A candidate must have had at least five complete academic years of experience in the rank of associate professor at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library at the time of application for promotion. In other words, during the sixth year as an associate professor, a candidate may apply for promotion in academic rank.
- 4.4.3 A candidate must have demonstrated exemplary performance in at least two areas of responsibility and professional performance and achievement in all other areas of responsibility. These areas include but are not limited to: Teaching and Advising; Research, Scholarship and Creative Activities; and Service and Professional Development.
- 4.5 Units with full-time, non-tenure-track clinical faculty or library faculty may develop separate promotion criteria and procedures in consultation with the relevant Chair(s) and Dean, and the CAO.

5 Annual Consideration for Promotion:

- 5.1 All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.
- 5.2 Only faculty members who have been granted tenure, under the procedures outlined in MUBOG Policy AA-28, Faculty Tenure, are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision.
 - 5.2.1 Full-time, non-tenure-track faculty members governed by criteria and procedures established under section 4.5 of this policy are exempt from section 5.2 of this policy.
- 5.3 The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer of employment. Negotiated time consideration for promotion must be specifically documented in this letter, which must be included in the promotion application. In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school/library, that date can be renegotiated, and promotion applied for at the renegotiated time. The faculty member, the Chair of the

faculty members' department/division, or the Dean of the faculty member's college/school/library may initiate the renegotiation. Any renegotiated date must be approved by the CAO.

6 Promotion Process:

- 6.1 Each college/school/library and department/division or equivalent units will develop written guidelines outlining procedures and performance criteria for promotion. All such guidelines must be consistent with relevant Higher Education Policy Commission and MUBOG policies, including but not limited to MUBOG AA-28, Faculty Tenure and MUBOG AA-21, Faculty Workload. College/school/library promotion guidelines must be approved by the Dean in consultation with their faculty. Department/division promotion guidelines must be approved by the Dean. College/school/library and department/division promotion guidelines must be approved by the Faculty Senate's Faculty Personnel Committee and the CAO.
- 6.1.1 College/school/library promotion guidelines may permit department/division promotion guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for promotion from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed to by both parties. If agreement is not possible, the college/school/library Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 6.2 Normally, a faculty member is responsible for initiating their application for promotion. However, a department/division Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a department/division Chair may be initiated by himself or herself, by a department/division committee or by the Dean of their college/school/library.
- 6.2.1 A candidate for promotion will submit an application by the established deadline to the department/division Chair.
- 6.2.2 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that may have bearing upon the application.
- 6.2.3 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 6.2.4 A faculty member may withdraw their application for promotion at any time during the promotion process.

- 6.2.5 Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny promotion; this notification must give a rationale for the recommendation.
- 6.2.6 The department/division Chair will forward the promotion application to the appropriate department/division committee. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the department/division Chair. No items other than recommendations as outlined below may be added or deleted from the application after this point.
- 6.2.7 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the college/school/library Dean by February 15.
- 6.2.8 The Dean will submit all applications and recommendations to the appropriate college/school/library committee. Such committee must have representation from each department/division of the college/school/library unless a department or division has no tenured faculty members. The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the Dean.
- 6.2.9 Upon receipt of recommendations by the college/school/library committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college committee, the department/division Chairs and department/division committees along with all materials received to the CAO by March 25.
- 6.2.10 The CAO will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 22.
- 6.2.11 The Promotion decision will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Senate Faculty Personnel Committee by April 30.
- 6.2.12 The President will inform by letter all candidates for promotion of their decision by April 30. An applicant denied promotion will be provided a statement of reasons for the action by this date.
- 6.2.13 All application materials, including recommendations, will be returned to each candidate at the end of the promotion process. All application materials and

promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be returned in the case of a legal “need-to-know” and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

6.2.14 The entire promotion process must adhere to the university’s time guidelines and conclude no later than April 30. Should the due dates fall on a non-business day, documents will be due on the next business day.

6.2.15 An applicant denied promotion by the President may file a grievance.

7 Assessment:

7.1 To ensure that the objectives of this policy are being met, each department/division and college/school/library will conduct reviews of its promotion policies and procedures at least once every three years. Modifications to improve the policy’s accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate’s Faculty Personnel Committee will conduct a review of this policy at least once each five years, and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Rule No. AA-7

FACULTY PROMOTION

1 General Information.

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language.

2 **Policy**

- 2.1 Promotion in rank is a reward for achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate's contractual responsibilities and duties. Major faculty responsibilities and duties include teaching and advising, scholarly and creative activities, service to the university, and professional service to the community. Individual colleges are responsible for determining the relative importance of the various faculty functions for purposes of personnel decisions. Colleges should provide flexibility in the weighing of such functions in order to accommodate a range of departments, disciplinary specialties and individuals with varying assignments.
- 2.2 The specific areas, in which faculty are evaluated for promotion, include the following:
 - 2.2.1 Teaching and advising: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; instructional development of faculty colleagues, etc.
 - 2.2.2 Scholarly and creative activities: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; contributions to the professional development and achievement of colleagues, etc.

- 2.2.3 Service to the university: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university.
- 2.2.4 Service to the community: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public. (Such service could include applied research, consultation, technical assistance, special forms of instruction, clinical work and performance). Involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business or civic organizations.
- 2.3 For purposes of promotion, as well as other personnel decisions, all relevant faculty activities should be subject to objective qualitative evaluations.
- 2.4 Teaching is subject to evaluations by students and peers. The latter may visit a class or classes, or examine and evaluate course materials such as syllabi, textbooks and examinations. For a scholarly publication or presentation, critical appraisals from scholars in the same field might be solicited. For public service qualitative assessment should be solicited from those associated with the service activity or affected by the service outside the university. Colleges are encouraged to refine and clarify these guidelines and to develop specific performance standards for application to their faculty. All college policies and guidelines relating to the promotion process, including the determination of appropriateness of the degree to the teaching field, which is to be made by the dean of the college, must meet or exceed the policies as specified in this chapter and shall be reviewed and approved for consistency with university and Higher Education Policy Commission's (formerly the Board of Trustees) policies by the Faculty Personnel Committee and the Provost and Senior Vice President for Academic Affairs or, where appropriate, the Vice President for Health Sciences.
- 2.5 Requirements for the Rank of Instructor
 - 2.5.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally accredited college or university, with a major appropriate to the teaching field.
 - 2.5.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor.
 - 2.5.3 A candidate must show promise as an effective university teacher.
- 2.6 Requirements for the Rank of Assistant Professor**
 - 2.6.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a master's degree at a regionally accredited college or university, with a major appropriate to the teaching field, and at least fifteen semester credit hours in courses appropriate to the teaching field beyond the master's degree.
 - 2.6.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor.
 - 2.6.3 A candidate must have had at least three years experience as a full-time faculty member at a regionally accredited college or university, or other experience deemed as equivalent by the dean of the college, or an earned terminal degree from a regionally accredited university with a major appropriate to the teaching field.
 - 2.6.4 A candidate with teaching experience must have demonstrated his or her teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility.

Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.

2.7 Requirements for the Rank of Associate Professor

- 2.7.1 A candidate must have earned the master's degree at a regionally accredited college or university, with a major appropriate to the teaching field, and at least thirty semester hours in courses appropriate to the teaching field beyond the master's degree toward the terminal degree.
- 2.7.2 A candidate without an appropriate terminal degree must have had at least seven years' experience as a full-time faculty member of which at least four years must be at the assistant professor rank at a regionally accredited college or university, or other experience deemed as equivalent by the dean of the college. A candidate with an earned terminal degree with a major appropriate to the teaching field must have had at least four years of experience at the rank of assistant professor as a full-time faculty member at a regionally accredited college or university or other experience deemed as equivalent by the dean of the college. Promotion and tenure may be awarded concurrently.
- 2.7.3 A candidate must have demonstrated professional performance and achievement in all of his or her major areas of responsibility, and he or she must have demonstrated exemplary performance in either teaching and advising or in scholarly and creative activities.

2.7.4 Requirements for the Rank of Professor

- 2.7.5 A candidate must have earned the terminal degree in a major appropriate to the teaching field from a regionally accredited university. Exceptions to the degree requirement may be made in the case of exceptional artistry and/or scholarship only if the appropriate college Promotion and Tenure committee so recommends.
- 2.7.6 A candidate must have had at least four years of experience in the rank of associate professor at a regionally accredited college or university. Promotion and tenure may be awarded concurrently.
- 2.7.7 A candidate must have demonstrated professional performance in all of his or her major areas of responsibility, and he or she must have demonstrated exemplary performance in two or more such areas, including either teaching and advising or scholarly and creative activities.

2.8 Procedure

2.8.1 Annual Consideration for Promotion

- 2.8.1.1 All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met minimal levels of education attainment and years of faculty experience by the time the promotion would take effect.

2.9 Promotion Process

- 2.9.1 Each college or equivalent unit will develop written procedures and performance criteria for implementing the promotion guidelines in the Higher Education Policy Commission's Series 9. College promotion procedures must be approved by the dean in consultation with the faculty, approved for consistency with university and the Higher Education Policy Commission's policies by the Faculty Personnel Committee and the Provost and Senior Vice President for Academic Affairs, or, where appropriate, the Vice President for Health Sciences.
- 2.9.2 Each faculty member is responsible for initiating his or her application for promotion. However, a chairperson/division head or an intradepartmental promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a

chairperson/division head may be initiated by himself or herself, by an intradepartmental committee or by the college dean.

- 2.9.3 A candidate for promotion will submit an application by the established departmental deadline to the chairperson/division head, who will forward it to an intradepartmental promotion committee. If the candidate holds graduate or associate graduate faculty status, the chairperson/ division head will notify the graduate dean of the application, giving him or her an opportunity to provide to the departmental committee any information that he or she may have bearing upon the promotion. No items may be added or deleted from the application after this point. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the candidate's application to the chairperson/division head.
- 2.9.4 Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing of any recommendation to deny promotion.
- 2.9.5 The chairperson/division head will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it along with all other materials received from the candidate and from the intradepartmental committee to the college dean by February 15.
- 2.9.6 The dean will submit all applications and recommendations to a college level promotion and tenure committee (or its equivalent). The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the dean.
- 2.9.7 Upon receipt of recommendations by the college promotion and tenure committee, the dean will prepare a written recommendation for each candidate. The dean will submit his or her recommendations and those of the college committee, the chairperson/division heads and intradepartmental committees along with all materials received to the Provost and Senior Vice President for Academic Affairs, or, where appropriate, the Vice President for Health Sciences by March 25.
- 2.9.8 The Provost and Senior Vice President for Academic Affairs or, where appropriate, the Vice President of Health Sciences, will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the deans to the President by April 22.
- 2.9.9 Promotion will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Personnel Committee by April 30.
- 2.9.10 The President will inform by letter all candidates for promotion of his or her decision by April 30. An applicant denied promotion will be provided a statement of reasons for the action by this date. All application materials will be returned to each candidate at this time.
- 2.9.11 The entire promotion process must adhere to the university's time guidelines and conclude no later than April 30.
- 2.9.12 An applicant denied promotion by the President may file a grievance.
- 2.9.13 A faculty member may withdraw his or her application for promotion at any time during the promotion process.
- 2.9.14 None of the above procedures shall preclude the use of other appropriate forms for evaluation in the promotion process.
- 2.9.15 All application materials and promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal "need-to-know" basis has been established.
- 2.9.16 No person, including the applicant, may present information in person to promotion committees.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Rule No. AA-8

TERMINATION OF FACULTY DUE TO PROGRAM REDUCTION OR DISCONTINUANCE

1 General Information.

- 1.1 Scope: Academic policy regarding the termination of faculty due to program reduction or discontinuance.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: September 12, 2019
- 1.4 Effective Date: October 15, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Faculty Senate passed 12/10/87 (FPC); Approved 12/10/87. This version of the policy replaces an earlier version that was passed on March 8, 2006.

2 Policy

- 2.1 Criteria for personnel decisions upon reduction or discontinuance of programs
 - 2.1.1 Once the decision to reduce faculty within a specific program of department is final, the head of the affected department or program, in consultation with and with the approval of department member(s), will determine which particular faculty member(s) must be terminated.
 - 2.1.2 There are several overriding principles to which the university must adhere when personnel reduction is necessary. First, program reduction must never be used for the sole purpose of removing an individual from a program because of job performance or personality conflicts. Second, the university is committed both morally and legally to affirmative action. All reasonable steps possible will be taken to maintain a faculty of racial, sexual and ethnic diversity. Strict adherence to a seniority rule in reduction, for example, would have a debilitating effect on minorities and women. And third, but perhaps most important, any reduced program must remain academically viable. The value of each faculty member to the viability of the program must be considered. Should there be redundancy of faculty expertise among the tenured faculty while untenured faculty possess unique and essential capabilities for the successful fulfillment of the program, then the decision to retain the untenured faculty with less seniority will be considered.

- 2.1.2.1 Given these considerations, the following guidelines will be applied, in sequence, to achieve the necessary reduction in personnel within an affected program:
 - 2.1.2.1.1 Non-replacement or vacant positions due to attrition or retirement.
 - 2.1.2.1.2 Reduction or elimination of graduate teaching assistantships.
 - 2.1.2.1.3 Removal or reduction of adjunct faculty considering seniority.
 - 2.1.2.1.4 Qualified faculty will be urged to consider the option of early retirement.
 - 2.1.2.1.5 Non-tenured faculty may be reduced in the following order:
 - 2.1.2.1.5.1 non-tenure track positions, considering seniority
 - 2.1.2.1.5.2 tenure-track positions, considering seniority
 - 2.1.2.1.6 Reduction in tenured positions considering seniority.
- 2.1.2.2 As an alternative to the above, the affected department or program may propose a plan for fractional appointments instead of the release of any faculty member. Such a plan may be recommended to the President only if all faculty members in the unit who are to participate agree to the plan. Such plans are to be time limited and are subject to annual consideration.
- 2.1.2.3 Faculty who are dismissed as a result of program reduction have the right to appeal.
- 2.1.2.4 Assistance to faculty affected by program change
 - 2.1.2.4.1 The university will make every reasonable effort to place affected faculty in positions within the university for which they are qualified at a salary comparable to their present salary. The determination shall be made by the department or unit where the vacancy exists. The department with the vacancy shall be prohibited from filling any vacancies until or unless it demonstrates that affected faculty members are not academically suitable for those vacancies. Since tenure is granted by the university, an individual has tenure within the university rather than within a particular department. In order to meet the needs of a specific department, the affected faculty member may receive a one-year temporary appointment that is related to the individual's academic training and background. This position may be instructional or non- instructional. The conditions shall be explicit and put in writing at the time of the transfer. If the position is temporary or less than full-time, the qualified faculty member may accept or refuse the position without in any way altering or affecting his/her rights as established in this article. Persons who decline offers of full-time re-employment waive all rights of reassignment as established in this article.

- 2.1.2.4.2 If the employing unit requires additional training for the faculty member, the university shall provide financial and other support, including if necessary, leave with full pay, which will be negotiable between the employing department and faculty. The two parties will also negotiate a reasonable length of retraining.
- 2.1.2.4.3 Should faculty for whom positions cannot be found within the university so desire, Marshall University will request consideration by other West Virginia higher education institutions for employment in suitable positions.
- 2.1.2.4.4 Should an affected faculty member desire to seek employment outside the institution and/or university or college systems, letters from appropriate administrators and the President will be written expressly stating that termination due to program change does not imply a negative judgment about the individual's performance. Copies of the letters will be maintained in university files.
- 2.1.2.4.5 The Chief Academic Officer (CAO), or where appropriate, the Dean of the Joan C. Edwards School of Medicine, will assist the faculty member at university expense in efforts to find suitable placement by sending letters that explain the circumstances of the termination and professional resumes to other institutions.
- 2.1.2.4.6 Each faculty member who has been given notice of termination will be granted release from the current contract upon request.
- 2.1.2.4.7 If suitable employment cannot be found through steps A-F, then time for retraining will be offered to tenured faculty. During this terminal year of appointment, faculty will retain full salary for the express purpose of retraining. The university will be required to meet staffing needs of a department while a faculty member is involved in retraining.
- 2.1.2.4.8 Faculty terminated as a result of program change will be offered the right of first refusal if the program is reinstated or expanded within three years. Recall rights and rehiring preference shall be in accordance with the following provisions:
 - 2.1.2.4.8.1 When a vacant position is to be filled, terminated faculty members who are eligible for the position shall be offered re-employment in inverse order of their termination from the system. If two or more faculty members were terminated at the same time, then that person with the greater seniority shall have priority for recall. If they have equal seniority then the person with the greater length of tenured service in the university shall have priority for recall.
 - 2.1.2.4.8.2 Persons offered re-employment must accept such offers within fifteen (15)

working days after such offers.

2.1.2.4.8.3 Persons who decline such offers of re-employment waive all rights of recall as established in this article and shall have their names removed from the “recall list.”

2.1.2.4.8.4 Faculty members who are recalled shall be re-employed at former academic rank, at the current salary for their previous rank and years of service. They shall retain their previously earned tenure rights and sabbatical leave rights.

2.1.2.5 Impact on Students

2.1.2.5.1 Undergraduate Students

2.1.2.5.1.1 Even when a program is being reduced or discontinued, Marshall University has an obligation to all students in that program to provide adequate course offerings and quality instruction to ensure that those students can complete their chosen major. However, when a degree program is scheduled for termination, no new majors or minors will be admitted. Students enrolled as majors or minors will be informed by the Registrar in writing of the program change decision during the semester in which it is made and of the existence of these guidelines:

2.1.2.5.1.1.1 Enrolled students will have time to complete their major as a full-time student. A program that requires four years to complete will be phased out over four years so that students engaged in completing a major may do so.

2.1.2.5.1.1.2 If the terminated program has specialized courses that do not interfere with the person’s ability to complete the major, the student will be advised of the date of termination of such courses and of the need to complete or select other courses to fulfill degree requirements.

2.1.2.5.1.1.3 Students minoring in the program will be encouraged to complete their coursework within two years after the decision or to consider changing their minor. Academic advising will be available and students will be apprised in writing of such a service.

2.1.2.5.1.1.4 Students will be given academic advising for expeditious course selection to meet time requirements or credit and program transfer to other majors within the university.

2.1.2.5.1.1.5 Students will be assisted in transferring to colleges or universities that offer a similar program. When the student requests, both the department and the university will provide a letter to other institutions

indicating that programmatic change necessitated the transfer. Other programs will be brought to the student's attention, as will possibilities for financial aid.

2.1.2.5.2 Graduate Students

2.1.2.5.2.1 In the case of a program change that terminates a graduate degree program, enrolled students will have the right to complete the program within the time outlined in graduate or departmental bulletins. In no case will that time exceed four years for masters' degrees and seven years for doctorates. Whenever possible, courses will be phased out sequentially and students will be informed of the sequence.

2.1.2.5.2.2 No new masters or doctoral students will be admitted after the decision to terminate.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Rule No. AA-9

FACULTY TENURE

1 General Information:

- 1.1 Scope: Academic policy regarding the application requirements and process of awarding tenure to eligible faculty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020. Tenure-track faculty members hired after July 1, 2014 will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dated March 8, 2006, or the guidelines set forth in this policy.
- 1.5 Controlling over: Marshall University
- 1.6 History: Passed Faculty Senate on May 24, 1989, Amended: Faculty Senate Recommendation 93-94-2-FPC; See SR -04-05-(12)-69 FECAHC for revised dates; See SR-03-04 (36) 93 FECAHC for evaluative language. This policy was updated and approved by the Marshall University Board of Governors first on December 19, 2019 and subsequently on August 27, 2020.

2 Policy Objectives: To establish equitable and appropriate criteria and procedures for tenure, including those related to eligibility, notification, and the formation of tenure policies at the college/school/ and department/division levels.

3 Policy:

3.1 Definitions

- 3.1.1 Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause or under extraordinary circumstances or reduction in or discontinuance of a program.
- 3.1.2 Tenure is awarded not only for past achievements but also in anticipation of continued achievement in all areas of responsibility.
- 3.1.3 When a full-time faculty member is appointed on other than a temporary or tenured basis the appointment shall be probationary. The conditions which govern a probationary appointment are in accordance with the West Virginia Higher Education Policy Commission (HEPC) Series 9.
- 3.1.4 For the purposes of this policy, the Directors of the School of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre, of the College of Arts and Media, fulfill the role of Chairs.

- 3.1.5 For the purposes of this policy Chief Academic Officer (CAO) refers to the Dean of the School of Medicine or to the Senior Vice President for Academic Affairs and Provost for all other academic units.

3.2 Requirements

- 3.2.1 Tenure shall not be granted automatically, or for years of service, but shall result from a process of peer review and culminate in action by the President. The granting of tenure shall be based on the following:
- 3.2.2 The candidate is professionally qualified.
- 3.2.3 The university has a continuing need for a faculty member with the particular qualifications and competencies of the candidate. This determination shall be in accordance with the provisions of HEPC Series 9.
- 3.2.4 The professional qualifications of a candidate for tenure will be evaluated using the guidelines pertaining to promotion as described in Marshall University Board of Governors (MUBOG) policy AA-26, Faculty Promotion, section 4.
- 3.2.5 The candidate must have demonstrated professional performance and achievement in all of their major areas of responsibility. Major categories of faculty responsibilities and duties are:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development.

The candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities. Major attention shall be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar or artist, and responsible university Citizen.

- 3.2.6 University Citizenship encompasses contributions that transcend organizational and disciplinary boundaries and meaningfully influence and benefit all parts of the University community, fostering a culture of engagement. Exemplary university citizens commit time and energy working with others to foster cooperation and collaboration between and among elements of the institution and its constituents, thus improving and enhancing Marshall University and its sense of community.

The elements of University Citizenship may include, but are not limited to: Positive leadership of governance bodies, contributions to disciplinary/professional growth and innovation, furthering civil discourse/intercultural understanding, constructive mentoring of both students and faculty colleagues, and contributions toward achieving a progressive future for the institution.

- 3.2.7 Tenure may be granted only to faculty who hold the rank of assistant professor or above.
- 3.2.8 Only faculty members who have been granted tenure are eligible for consideration of promotion in academic rank. If promotion and tenure are

applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. See AA-26, Faculty Tenure, Section 5.2.

- 3.2.9 The maximum period of probation at Marshall University is seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment for the seventh year. In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other appropriately accredited higher education institutions to reduce the length of the probationary period; denial of tenure under such circumstances shall have the same effect as denial of tenure following the standard probationary period. The length of the probationary period must be established at the time of initial employment by the President, after consultation with the CAO and the appropriate Dean(s), Chair(s) and department/division/school faculty, and be included in the initial letter of appointment. See MUBOG Policy AA-43 Modified Duties for Nine-Month Faculty for circumstances leading to an extension of the probationary period.
- 3.2.10 In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school, the probationary period can be renegotiated, and tenure applied for at the renegotiated time. The faculty member, the Chair of the faculty member's department/division/school, or the Dean of the faculty member's college/school may initiate the renegotiation. Any renegotiated date must be approved by the CAO. Such renegotiated dates supersede dates determined under the provisions of clause 3.2.8 of this policy.
- 3.2.11 If the status of a faculty member changes from temporary to probationary, the time spent at the institution may, at the discretion of the President, be counted as part of the probationary period. The original hiring agreement must inform the faculty member being employed for a tenure-track position of the option of requesting that their temporary service be counted toward tenure. A probationary faculty member wishing to count years on a temporary appointment as part of the probationary period must make this request at the time of initial appointment to a tenure-track position. If the option is exercised, the faculty member must be cautioned that their years of temporary service will be evaluated by the same criteria as tenure-track service. The request should be initiated through the department/division/school Chair and should flow through appropriate channels. Requests made after this time will be denied. If no request is made, the years of the temporary appointment will not be counted as part of the probationary period.
- 3.2.12 The above provisions for tenure do not apply to persons who have appointments as full-time administrators or staff members. Service in an administrative position by a probationary faculty member shall not be credited as experience toward tenure.

4 Procedure:

4.1 Notification of Probationary Faculty

- 4.1.1 At the time of initial appointment, the department/division Chair will notify in

writing each probationary faculty member of the requirements and guidelines for tenure, including any which apply specifically within the faculty member's department. The faculty member will acknowledge in writing receipt of this notification. Lack of acknowledgment is not grounds for dismissal, nor is it reason for appealing a denial of tenure.

- 4.1.2 All probationary faculty members must be notified annually in writing by peer committees, Chairs, and/or Deans of their progress toward tenure and/or promotion. Notifications should identify specific areas of improvement needed for tenure or promotion. (SR-04-05-(37) 94 FECAHC)

4.2 The Tenure Process

- 4.2.1 Each college/school will develop written procedures and performance criteria for implementing the tenure requirements in HEPC Series 9. College/school tenure procedures and criteria must be approved by the relevant Dean in consultation with the faculty, and approved for consistency with university and HEPC policies by the Faculty Personnel Committee and the CAO.
- 4.2.2 College/School tenure guidelines may permit department/division tenure guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for tenure from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed upon by both parties. If agreement is not possible, the college/school Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 4.2.3 All tenure-track faculty members will be evaluated by the criteria used for promotion and tenure in their college/school and department/division as a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment. A college/school may establish pre-tenure review procedures which vary from those used for a tenure application. This evaluation will be part of any application for tenure. An exceptional evaluation, i.e., the results of which exceed normal expectations as defined by a faculty member's college/school and department/division tenure guidelines, when verified by the relevant Dean and the CAO, will result in a five percent (5%) salary increase as specified in University Policy UPAA-15, Faculty Salary Increases.
- 4.2.4 Each faculty member will have the primary responsibility for initiating their application for tenure. However, the department/division Chair or department/division committee may initiate a recommendation for tenure.
- 4.2.5 Unless demonstrated extraordinary circumstances prevent an application during the sixth year of a faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a succeeding one-year terminal contract of appointment.
- 4.2.6 A candidate for tenure will submit an application by the established departmental deadline to the department/division Chair, who will forward it to the appropriate department/division committee.

- 4.2.7 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that they may have bearing upon tenure.
- 4.2.8 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
- 4.2.9 The committee will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it with the candidate's application to the department/division Chair. No items other than recommendations as outlined below may be added to or deleted from the application after this point.
- 4.2.10 Beginning with the department/division committee level and continuing thereafter through each step of the decision-making process, the candidate will be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny tenure; this notification must include a rationale for the recommendation.
- 4.2.11 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it along with all other materials received from the candidate and from the department/division committee to the college/school Dean by February 15.
- 4.2.12 The Dean will submit all applications and recommendations to the appropriate college/school committee. Such committees must have representation from each department/division/school of the college/school, unless a department/division/school has no tenured faculty members. The committee will evaluate each candidate for tenure and submit a written recommendation for each candidate, along with all material received, to the Dean.
- 4.2.13 Upon receipt of recommendations by the college/school committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit their recommendations and those of the college/school committee, the department/division Chairs, and department committees to the CAO by March 25.
- 4.2.14 The CAO will prepare a written recommendation for each candidate and submit it together with all the recommendations received from the Deans to the President by April 22.
- 4.2.15 The tenure decision will result from action by the President at the conclusion of the tenure process. The President will prepare a list of those granted tenure and send an informational copy to the chair of the Faculty Senate's Faculty Personnel Committee by April 30.
- 4.2.16 The President will inform by letter all candidates for tenure of their decision by April 30. An applicant denied tenure will be notified via certified mail; this notification will include a rationale for the decision.
- 4.2.17 All application materials, including recommendations, will be returned to each candidate at the end of the tenure process. All application materials and tenure decisions and deliberations shall be considered confidential except for circumstances in which a legal "need-to-know" has been established. External

reviews of a candidate's application will only be returned in the case of a legal need-to-know and following a written request from the candidate to the CAO. The CAO may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

- 4.2.18 The entire tenure process must adhere to university time guidelines and conclude no later than April 30. Should due dates fall on a non-business day, documents will be due on the next business day.
- 4.2.19 An applicant denied tenure by the President may file a grievance.

5 Assessment:

- 5.1 To ensure that the objectives of this policy are being met, each department/division and college/school will conduct reviews of its tenure policies and procedures at least once every three years. Modifications to improve the policy's accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate's Faculty Personnel Committee will conduct a review of this policy at least once each five years, and recommend any changes it deems necessary to ensure that the objectives of this policy are being met. To ensure that these reviews are conducted, the Office of Academic Affairs will establish a review schedule and, according to the schedule, remind each department/division and college/school to review its tenure policies and procedures. The Faculty Senate will establish a review schedule and, according to the schedule, remind the Faculty Personnel Committee to review this policy.

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Rule No. AA-15

EMERITUS STATUS FOR RETIRED EMPLOYEES

1. General Information

- 1.1. Scope: Policy regarding the award of emeritus status of retired employees to include faculty, classified staff, and non-classified staff.
- 1.2. Authority: WV Code § 18B-1-6
- 1.3. Passage Date: December 17, 2020
- 1.4. Effective Date: February 1, 2021
- 1.5. Controlling over: Marshall University
- 1.6. History: effective May 1, 1985; approved by the President, June 3, 1985. Revised SR-03-04-31 UF, March 9, 2004. Updated and passed by the MU Board of Governors on March 8, 2006. The current policy was updated to include classified staff (from HR-46).

2. Policy

- 2.1. Marshall University grants emeritus status to retired employees (faculty, classified and non-classified staff) whose service to the institution has been meritorious. For purposes of this policy, meritorious service is defined as going above and beyond basic job duties. All employees who have completed at least ten years of employment at Marshall University and are coded in Banner as “retired” may be nominated by a supervisor or colleague, or may self-nominate, for emeritus status. In granting emeritus status, length of employment, quality of job performance, overall contribution to the university, and service to society beyond the university will be considered. In extraordinary cases (e.g., employees with a history of service to their professions who joined Marshall University late in their careers) retiring employees with fewer than ten years of employment at Marshall University may be nominated or may self-nominate.
- 2.2. The President will confer emeritus status upon the retiring employee at the recommendation of the employee’s immediate supervisor and the appropriate vice-president. Members of the executive staff will be granted the title upon the recommendation of the President.
- 2.3. Retired employees granted emeritus status will retain their titles at the time of retirement followed by “Emeritus.” In cases where staff members hold faculty rank, their faculty title will precede their staff title. Selected examples include Professor Emeritus; Professor and Dean Emeritus; Adjunct Faculty Emeritus; Senior Vice

President Emeritus; Director Emeritus; Academic Advisor Emeritus; Counselor Emeritus; Administrative Assistant Emeritus, etc.

- 2.4. Those holding Emeritus status are entitled to the following benefits :
 - 2.4.1. use of the University Libraries;
 - 2.4.2. use of the Memorial Student Center;
 - 2.4.3. reduced rates for university administered functions including athletic events and cultural activities, where available;
 - 2.4.4. special mailings;
 - 2.4.5. Marshall University employee rate for membership in the Marshall Recreation Center;
 - 2.4.6. free parking permit for all general parking areas;
 - 2.4.7. an emeritus identification card.
- 2.5. Classified staff with at least ten (10), but fewer than twenty (20), years of service to Marshall University who retired before this revised policy was adopted, may apply for emeritus status within a year of the passage of this policy. To apply, the employee must submit their nomination form to the Office of Human Resources, which will forward it to the retired employee's supervisor.

MARSHALL UNIVERSITY BOARD OF GOVERNORS**Rule No. AA-6****Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation, & Emeritus Status****1. General Information****1.1 Purpose**

The policy on "Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation, & Emeritus Status" encompasses a comprehensive framework designed to manage the professional lifecycle of faculty members within Marshall University. The objective of this policy is to establish equitable and appropriate criteria, eligibility, expectations, notification, procedures, and standards for faculty from their initial appointment through to their potential transition to emeritus status, and the formation of promotion / tenure policies at the Academic Unit and Department levels.

1.2 Scope

This Rule relates to the appointment, classification, rank, promotion, tenure, reappointment, or dismissal for cause of faculty. This Rule applies to all faculty members at all colleges and schools at Marshall including the Joan C. Edwards School of Medicine.

1.3 Authority

W. Va. Code §18B-1-6

1.4 Passage Date**1.5 Effective Date: 2028-2029 Academic Year****1.6 Superseding Provisions**

This Rule supersedes and replaces Higher Education Policy Commission Series 9 – Academic Freedom, Professional Responsibility, Promotion, and Tenure; and any other Rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes MUBOG-AA-6 – Faculty Promotion, MUBOG-AA-7 – Faculty Promotion, MUBOG-AA-9 – Faculty Tenure, and any other internal academic affairs policy or procedure which relates to the subject matter contained within this Rule.

2. Definitions**2.1 Academic Rank**

“Academic Rank” means the level of position held by a Faculty Member. Faculty

ranks include Professor, Associate Professor, Assistant Professor, Senior Instructor, Instructor, and Research Scholar. The title used by a faculty member is typically a combination of an Academic Rank and a Faculty Classification.

2.2 Academic Unit

An academic unit is a major administrative division of the university, which is typically headed by a Dean. For the purposes of this policy, "Academic Unit" refers to units listed in Bylaw 14 of the Faculty Senate.

2.3 Board of Governors

"Board of Governors" means the Board of Governors (BOG) at Marshall University.

2.4 Business Day

A "Business Day" is a day when Marshall's Huntington campus is open for business, including days when the university is open but classes are not held. Business Days do not include weekends, University holidays, or other days when the Huntington campus is closed.

2.5 Department Chair / School Director

A "Department Chair / School Director" is a faculty member in an academic department within an academic school or college whose role is to manage that department. School directors who manage a major subdivision of an Academic Unit and report through a Dean also fulfill the role of Department Chair / School Director. When a School is freestanding and not part of a college, it is managed by a Dean who is not a Department Chair / School Director.

2.6 Critical Year

"Critical Year" means the penultimate year of the tenure-track period, which typically is the sixth year. The candidate applies for tenure during the Critical Year.

2.7 Dean

A "Dean" is a university officer who is the head of a particular Academic Unit and its associated faculty. For the purposes of this policy, "Dean" includes the top-level administrator for each Academic Unit.

2.8 Designated Faculty Prefixes

"Designated Faculty Prefixes" refers to "Adjunct-," "Clinical-," "Dual-Credit-," "Research-," "Teaching-," or "Visiting-," as applicable to describe the Faculty Member's connection or function within the University.

2.9 Faculty

"Faculty" refers to the class of individuals who are specifically appointed as such by the President including, but not limited to, faculty with academic rank as well as such professional personnel such as librarians, faculty equivalents, and

academic professionals.

2.10 Faculty Classification

“Faculty Classification” refers to the different categories of faculty members (holding academic rank), such as Tenured, Tenure-track, Non-tenure track, Clinical-track, Librarian-track, and Research-track. Each classification has distinct roles, responsibilities, and eligibility criteria for benefits and promotions.

2.11 Faculty Equivalent

“Faculty Equivalent” refers to certain non-tenure-track positions that, while distinct from other Marshall faculty, are counted as faculty rather than staff. These include certain positions in the Autism Training Center and certain athletic coaches.

2.12 Faculty Member

“Faculty Member” means an individual member of the Faculty.

2.13 Full-time

“Full-time” means a 1.0 FTE equivalent position for the contract year.

2.14 President

“President” means the President of Marshall University or the President’s designee.

2.15 Probationary Period

The time during which a faculty member has been hired on the tenure track but has not yet been granted or denied tenure. During this period, the candidate demonstrates their fitness for tenure.

2.16 Tenure

Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause, under extraordinary circumstances, or in the event of a reduction or discontinuance of a program.

3. Faculty Classifications

This section typically delineates the different categories of faculty members, such as adjunct-faculty, dual-credit instructor, tenured, tenure-track, clinical-track, teaching-track, librarian-track, and research-track. Each classification has distinct roles, responsibilities, and eligibility criteria for benefits and promotions.

3.1 Adjunct-Instructor-Track

Adjunct Faculty are instructors who teach part-time. The teaching loads for adjunct instructors are limited by University Policy UPAA-14, “Rule on Adjunct Faculty”. Adjunct Faculty are not eligible for promotion or tenure and are hired on an “as needed basis”.

3.2 Dual-Credit Instructor-Track

Dual Credit Instructors are typically employed by secondary schools who, in partnership with Marshall University, offer Marshall courses to high school students, who receive both high school and college credit for these courses upon successful completion. These faculty serve as the instructor of record for dual credit courses and hold the rank of Instructor.

3.3 Tenured

Those Faculty Members who have attained tenure status as determined by the President. Tenured appointments are normally full-time for the academic year. Based on the policies and procedures for promotion, tenured faculty (who are normally granted promotion after being granted tenure, may be promoted through the ranks listed below.

- Assistant Professor
- Associate Professor
- Professor

3.3.1 Under special circumstances, if requested by a Faculty Member and approved by the President, a full-time tenured appointment may be converted to a part-time or zero FTE tenured appointment for a specified period of time, normally not to exceed one calendar year per occurrence. At the conclusion of the approved period of time or an approved extension thereof, the Faculty Member returns to a full-time tenured appointment unless the Faculty Member chooses not to return to a full-time tenured appointment. Upon such an election, the Faculty Member's employment ceases. This section does not apply to actions associated with phased retirement programs.

3.4 Tenure-Track

Those Faculty Members who normally have been appointed on a full-time basis and have been designated by the President as being in a tenure-track position and until they have been granted tenure are considered probationary. Based on the policies and procedures for promotion, tenure-track faculty may be promoted through the ranks listed below.

- Assistant Professor
- Associate Professor
- Professor

3.4.1 Time spent in a part-time tenure-track appointment at least one-half of the contract period is normally not included in the calculation of years of service for the purposes of tenure nor will it result in any de facto award of tenure.

3.4.2 Under special circumstances, if requested by a Faculty Member and approved by the President, a full-time tenure-track appointment may be converted to a part-time or zero FTE tenure-track appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved period or extension thereof, the Faculty Member returns to a full-time

tenure-track appointment unless the Faculty Member chooses not to return to a full-time tenure-track appointment. Upon such election, the Faculty Member's employment ceases.

3.5 Clinical-Track

Clinical faculty (or “practice” faculty) must have significant professional work experience outside of higher education practicing their professions. Clinical faculty do not generally teach didactic classroom-based courses; rather, they teach experiential and clinically based courses where students are practicing what they learned in didactic courses in authentic settings with clients or patients. Although not eligible for tenure, clinical faculty have ongoing appointments. Based on the policies and procedures for promotion, clinical faculty may be promoted through the ranks listed below.

- Clinical Instructor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor

3.6 Librarian-Track

Librarian faculty are appointed by the President to provide instructional services at Marshall University Libraries. Appointment of librarians will follow the same procedures that are established for appointing all institutional faculty members and appointment to any rank will meet the criteria appropriate to that rank. Although not eligible for tenure, librarian faculty have ongoing appointments and may, based on the nature of their appointment and job duties use the term Librarian following their listed academic rank (except for those ranked as Instructor). Based on the policies and procedures for promotion, librarian faculty may be promoted through the ranks listed below. Their appointment may be full-time equivalent or part-time.

- Instructor / Librarian I
- Assistant Professor / Librarian II
- Associate Professor / Librarian III
- Professor / Librarian IV

3.7 Research-Track

Research Faculty are primarily hired through research-based funding to engage in scholarly activities. They are not eligible for tenure and their appointments are contingent based on research funding. They may do some teaching and/or perform university service. Based on policies and procedures for promotion, research faculty may be promoted through the ranks listed below.

- Research Scholar
- Research Assistant Professor
- Research Associate Professor
- Research Professor

3.8 Teaching-Track

Teaching-Track Faculty are hired for three-year terms, which are renewable. Teaching-Track faculty are hired primarily to teach didactic courses and to perform some university service. Based on policies and procedures for promotion, term faculty may be promoted through the ranks listed below. Those Faculty Members who have been appointed by the President as Teaching-Track Faculty may hold an Academic Rank. The appointment may be full-time or part-time. Based on policies and procedures for promotion, teaching faculty may be promoted through the ranks listed below.

- Instructor
- Senior Instructor
- Assistant Teaching Professor
- Associate Teaching Professor
- Teaching Professor

3.8.1 Limitations on Number of Teaching-Track Faculty

With the exception of the School of Medicine, full-time appointments to the teaching-track and clinical-track will not exceed thirty percent (30%) of the total number of full-time faculty. The Provost has the authority to grant exceptions to the threshold.

3.8.2 Appointment Length

Upon appointment to a teaching-track, a Faculty Member may be eligible to receive reappointment to additional terms; no single term may exceed three (3) years.

3.9 Visiting Faculty

Faculty Members who have been appointed by the President but have not been appointed in a tenure-track, clinical-track, librarian-track, teaching-track, service track or as having tenured status. Appointment of such faculty may be full-time equivalent or part-time.

3.9.1 Renewal

The renewal of visiting-track appointments will not create any presumption of a right to appointment as tenure-track or tenured faculty.

3.9.2 Other non-tenure-track full-time faculty appointments may be used only if one or more of the following conditions prevail:

- 3.9.2.1** The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.
- 3.9.2.2** The position is created for the temporary replacement of an individual on sabbatical or other leave of absence. Appointments to such positions are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

- 3.9.2.3** The position is created to fill an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Appointment to such a position outside tenure-track status is subject to annual renewal, and normally may not exceed three years.
- 3.9.2.4** The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.
- 3.9.2.5** The position is a secondary appointment for a person who has a primary appointment as an administrator or to perform other noninstructional duties. Any faculty rank or teaching associate with such a position is considered temporary and renewable on an annual basis. The appointee must be notified in writing of the status of any Academic Rank.
- 3.9.3** Appointment to a non-tenure-track full-time faculty position will create no right or expectation of continued appointment beyond the one-year period of appointment.
- 3.10** Clinical-track, librarian-track, research-track, teaching-track faculty, and other non-tenure track faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Clinical-track, librarian-track, research-track, teaching-track, and visiting faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment. Because the Faculty Member thus appointed is not on the tenure-track, the notice provisions set out in Section 7 below do not apply.
- 3.11 Librarian-Track**
Faculty members appointed as Library Faculty may be full-time or part-time, as specified in their employment letter.
- 3.12 Faculty Appointments – General**
Other appropriate titles which more accurately indicate the nature of a faculty member's position may be used at the discretion of the President in consultation with the Provost or Chief Academic Officer and the University Faculty Personnel Committee.
- 3.13 Faculty with Administrative Appointments – General**
Persons assigned full-time or part-time to administrative or staff duties at the University may be appointed to, or may retain, Academic Ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, librarian-

track, teaching-track, service-track, or other non-tenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.

- 3.13.1** In addition to their regular administrative duties, each campus administrator who also holds Academic Rank, pursuant to W. Va. Code § 18B-8-6(b), will teach at least one (1) course during each eighteen-month employment period or perform ongoing research or creative activity.

4. Faculty Types and Conditions of Appointment

- 4.1** Full-time appointments to the faculty of Marshall University, other than those designated as adjunct, dual-credit, clinical-track, librarian-track, research-track, teaching-track, or other non-tenure-track, will be either tenured or tenure-track.
- 4.2** All clinical-track, librarian-track, research-track, teaching-track, and other non-tenure-track appointments, as defined in Section 3 of this Rule, will be neither tenured or tenure-track, but will be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.
- 4.3** The appointment of a person to a full-time position on any of Marshall's additional locations is made subject to the following conditions:
- 4.3.1** A full-time appointee will render full-time service to Marshall. The University expects its faculty to give full professional effort to assignments of teaching, research/scholarship/creativity, and service. It is, therefore, inappropriate to engage in gainful employment outside the institution that interferes with the Faculty Member's responsibilities at Marshall University or employment that is otherwise incompatible with the Faculty Member's contractual commitment to Marshall University. Moreover, it is inappropriate to use University resources to transact private business. Outside activities which are restricted below in subsection 4.3.3 will not be restricted unless such activities or employment interfere with the adequate performance of institutional duties.
- 4.3.2** If outside employment or service is undertaken without express prior approval and if it interferes with the performance of the regular institutional duties and responsibilities of the appointee, the President in consultation with the Provost, has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the University and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in section 9 below.

- 4.3.2.1** If an accrediting body of a Marshall University program requires a faculty member to maintain their professional certifications and/or licenses through employment activities outside of the required Marshall University responsibilities of teaching, research/scholarship/creativity, and service, faculty members will receive a 3-hour course release to maintain that certification and will not see and adjustment to their Marshall University compensation package.
- 4.3.3** The University may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a Faculty Member outside the Faculty Member's duties and responsibilities of employment by and for the University, provided such activity: (1) further develops the Faculty Member professionally, (2) does not interfere with duties and responsibilities to the University, and (3) is undertaken in a manner consistent with the requirements of other applicable Board rules.
- 4.4** The Provost will develop a form for faculty to report any outside activities and any associated conflicts of interest. This form will be submitted by faculty annually (when there are outside activities to report) and will be reviewed by the Department Chair / School Director, Dean, and Provost.
- 4.5** If the status of a Faculty Member changes from clinical-track, librarian-track, research-track, teaching-track, or other non-tenure track to tenure-track, the time spent in the respective track at Marshall may, at the discretion of the Provost, be counted as part of the tenure-track period.
- 4.6** Faculty in tenure-track and tenured positions are generally expected to be available for on-campus activities during their period of appointment, when not on leave and not traveling for university business.
- 4.7** Faculty in positions that are non-tenured and non-tenure-track are generally expected to be available for on-campus activities during their period of appointment, when not on leave and not traveling for university business. In some situations, non-tenure-track faculty who exclusively teach online courses may be employed with no expectation of on-campus availability. In these cases, the offer letter will explicitly describe the terms of appointment.
- 5. Faculty Ranks**
Faculty ranks usually include titles such as Instructor, Senior Instructor Assistant Professor, Associate Professor, and Professor, with each rank reflecting a different level of academic achievement, experience, and responsibility. This section defines the criteria and qualifications required for each rank.
- 5.1 Instructor**
The rank of Instructor is an entry-level position in which the primary responsibility is teaching.

5.1.1 Except as noted below, the rank of Instructor requires that a candidate will have earned at least a master's degree at a university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field.

5.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the Provost and meet the criteria set forth in UPAA-8.

5.1.3 A candidate for instructor must show promise as an effective university teacher.

5.1.4 Faculty members in the rank of instructor receive an renewable 3-year contract employment contract that may be terminated due to program elimination, faculty misconduct, and budget constraints.

5.2 Senior Instructor

The rank of Senior Instructor represents an advancement in experience from the rank of Instructor. A candidate for Senior Instructor will have earned at least a master's degree at a university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field.

5.2.1 A candidate for the rank of Senior Instructor must have had at least five complete academic years of experience as a full-time faculty member at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the Academic Unit prior to application for promotion. This means that a candidate may apply for promotion in academic rank after completing five complete academic years as Instructor, and successful candidates may be promoted after six full years of experience at that rank.

5.2.2 A candidate for Senior Instructor must have demonstrated effective university teaching and service.

5.2.3 Faculty members in the rank of senior instructor receive an renewable 5-year contract employment contract that may be terminated due to program elimination, faculty misconduct, and budget constraints.

5.3 Research Scholar

The rank of Research Scholar is an entry-level Research-Track position assigned to individuals with the qualifications to conduct the projects for which they are hired.

5.3.1 The rank of Research Scholar requires that a candidate will have earned at least a master's degree at a university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the research projects.

5.4 Assistant Professor

The rank of Assistant Professor is an entry-level position and often represents the beginning of an academic's career journey.

5.4.1 The rank of Assistant Professor requires that a candidate will have earned a doctoral degree at a university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.

5.4.2 If applying for promotion to the rank of Assistant Professor, a candidate must have had at least five complete academic years of experience as a full-time faculty member at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the Academic Unit, or the terminal degree from a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field. This means that a candidate may apply for promotion to Assistant Professor after completing five complete academic years at lower ranks and successful candidates may be promoted after completing six complete academic years.

5.4.3 A candidate applying to the rank of Assistant Professor from the rank of Instructor with teaching experience must have demonstrated their teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility.

5.4.4 Candidates without prior teaching experience applying to the rank of Assistant Professor must show promise as a professional teacher and as a professional faculty member in other areas of responsibility (as defined in section 6.1, below).

5.5 Associate Professor

The rank of Associate Professor represents a significant milestone in the career of a faculty member and signifies a higher level of responsibility and recognition within Marshall University and their respective department and Academic Unit. The qualifications for achieving the rank of Associate Professor include a combination of education, teaching, and research/scholarship/creativity (as defined by each appointing unit), with a regional, national, or international impact outside of Marshall University.

- 5.5.1** A candidate for Associate Professor must have earned the doctoral degree or terminal degree at a college or university accredited by a United States Department of Education recognized accreditor or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field.
- 5.5.2** A candidate for Associate Professor must have had at least five complete academic years of experience at the rank of Assistant Professor as a full-time faculty member at a college or university accredited by a United States Department of Education recognized accreditor, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the Academic Unit prior to application for promotion. This means that a candidate may apply for promotion in academic rank during the sixth year as Assistant Professor, and successful candidates may be promoted after six full years of experience at that rank.
- 5.5.3** A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility. Each Academic Unit has established definitions of exemplary and professional performance.

5.6 Professor

The rank of Professor represents the highest academic status for tenured faculty at Marshall University and signifies a high level of achievement and expertise in a particular field or discipline. Achieving the rank of Professor typically requires a combination of advanced education, significant excellence in teaching, research/scholarly/creative contributions, and service to the academic community (as defined by each appointing unit) with a national or international impact.

- 5.6.1** A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a college or university accredited by a United States Department of Education recognized accreditor, or an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field.
- 5.6.2** A candidate for the rank of Professor must have had at least five complete academic years of experience in the rank of Associate Professor at a regionally accredited college or university accredited by a United States Department of Education recognized, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the Academic Unit prior to application for promotion. This means that a candidate may apply for promotion in academic rank during the sixth year as Associate Professor, and successful candidates may be promoted after six full years of

experience at that rank.

6. Promotion in Academic Rank

This section details the process and criteria for faculty to advance in academic rank. It includes the evaluation of teaching effectiveness, research/scholarly/creative contributions, service to the institution, and professional development. Tenure and Promotion are separate and so promotion in rank does not constitute awarding of tenure.

Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate's contractual responsibilities and duties while employed at Marshall University. Faculty ranks determine the major area or areas of responsibility. The major areas of faculty responsibility evaluated in a promotion application are:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

6.1 Annual Consideration for Promotion

All persons in tracks other than Adjunct-Instructor Track, Dual-Credit Instructor-Track, or Other-Non-Tenured Track who hold the rank of Instructor, Senior Instructor, Assistant Professor, or Associate Professor, who teach in one academic year at least one class in the university, and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.

6.2 Promotion and Tenure

For tenure-track faculty, if promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. Tenure-track faculty members may not be promoted before they are awarded tenure, but may be promoted at the same time they receive tenure.

6.2.1 Full-time faculty members not on the tenure track are exempt from the requirement in 6.2 of this policy.

6.3 Clinical-track, Librarian-track, Research-track, and Teaching-track

For faculty who are classified as clinical-track, librarian-track, research-track, or teaching-track, and who are neither tenured nor on the tenure-track, each Academic Unit will develop separate promotion criteria and procedures for those faculty, in consultation with the relevant Chair(s), Director(s), Dean(s) and the Provost. These criteria and procedures must be approved by the University Senate Faculty Personnel Committee.

6.4 Established Guidelines

Within the following framework, the University will establish, in cooperation with the Faculty or duly-elected representatives of the Faculty, guidelines and criteria for promotion in Academic Rank, such guidelines to be in conformity with guidelines established by the Chief Academic Officer and President.

- 6.4.1** There will be demonstrated evidence that promotion is based upon a wide range of criteria, established by the applicable Academic in accordance with this document, and appropriate to the mission of the unit.
- 6.4.2** There will be demonstrated evidence that, in the process of making evaluations for promotions, there is participation from several different groups, including but not limited to peers from within and without the Academic Unit of the faculty member, and supervisory administrative personnel such as the faculty member's Chair and Dean.
- 6.4.3** There will be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.
- 6.4.4** The University will provide copies of the guidelines and criteria for promotion (approved by the University Faculty Personnel Committee and Faculty Senate) to the Board of Governors and will make available such guidelines and criteria to its Faculty.
- 6.4.5** Promotion will not be granted automatically, but will result from action by the President, following consultation with the appropriate academic units.

6.5 Criteria & Areas of Responsibility

The specific categories in which faculty are evaluated for promotion include the following:

6.5.1 Teaching and Advising (if applicable)

Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge, skills, and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students and academic colleagues; contributions to curricular development, including development, promotion and delivery of off- campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.

6.5.2 Research, Scholarship, and Creative Activities (if applicable)

Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative

performances; grants and other external funding; adherence to the ethical and legal standards of scientific or creative inquiry; and contributions to the professional development and achievement of colleagues.

6.5.3 Service and Professional Development (if applicable)

Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department, within the Academic Unit or university-wide; contributions to official student organizations or other university- related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

6.5.4 Academic Unit Criteria

Individual Academic Units are responsible for establishing promotion criteria and procedures for each academic rank. These criteria include the relative weight and impact of the various responsibilities and duties. Individual Academic Units must establish quantifiable rubrics for each criterion to which promotion decisions are based. Such criteria and procedures must be in accordance with this policy and with policy UPAA-20, "Faculty Workload Policy".

6.6 Promotion Year Eligibility

The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer letter of employment, which is available upon request from the Office of Academic Affairs.

6.6.1 Negotiated time consideration for promotion must be specifically documented in the initial offer letter, which must be included in the promotion application. In general, the limit on years awarded towards tenure will be no more than three, and no more than one fewer than the number of years the candidate has served in a tenure-track position at a comparable institution.

6.6.2 In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the Academic Unit, that date for tenure application can be renegotiated, and tenure and/or promotion applied for at the renegotiated time. The faculty member, the Department Chair / School Director, or the Dean of the faculty member's Academic Unit may initiate the renegotiation. Any renegotiated date must be approved by the Provost. Faculty will be notified of any change in date by the Provost or designee via email with read receipt by February 1 of the Spring Semester before they are eligible for promotion. The faculty member's Department Chair / School Director, Associate Dean and Dean will be copied on this notification.

6.7 Written Guidelines

Each Academic Unit and department will develop written guidelines outlining procedures and performance criteria for promotion. Marshall University Board of Governor's rules (MUBOG), including but not limited this current rule, and University Policy UP-AA-20, Faculty Workload. Academic Unit promotion guidelines must be approved by the Dean in consultation with their faculty. Department promotion guidelines must be approved by the Dean. Academic Unit and Department / School promotion guidelines must be approved by the University Faculty Senate's Faculty Personnel Committee and the Provost.

6.8 Promotion Initiation

Normally, a faculty member is responsible for initiating their application for promotion. However, a department Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department. Proposals for the promotion of a Department Chair may be initiated by himself or herself, by a department/division committee or by the Dean of the Academic Unit.

6.9 Promotion Review Process and Timeline

The review process of a promotion application will follow the procedure and timeline specified in this Rule.

6.10 Grievances

A faculty member denied a promotion may utilize the grievance procedures set out in West Virginia Code §§ 6C-2-1 et seq.

7. Tenure

Tenure is designed to ensure academic freedom and to provide professional stability for an experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system.

7.1 Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities.

7.2 Tenure is a means of making the profession attractive to persons of ability. There will be demonstrated evidence that tenure is based upon a wide range of criteria, established by the applicable Academic Unit in conformance with this Rule and appropriate to the mission of Marshall University and its respective academic units.

7.3 Ultimate authority regarding the application this Rule will rest with the President. In making tenure decisions, careful consideration will be given to the tenure profile of the University, projected enrollment patterns, staffing needs, current

and projected mission of each department, specific academic competence of the Faculty Member, and preservation of opportunities for infusion of new talent.

7.4 Tenure is awarded not only for past achievements but also in anticipation of continued achievement in all areas of responsibility.

7.5 Unless a full-time faculty member hired into a tenure-track faculty line is granted tenure upon hire, the appointment will be probationary.

7.6 Tenure Upon Hire

In some circumstances Marshall University allows tenure to be awarded at the time of hire for established scholars who meet the Institution's standards. There are two distinct groups for which this policy applies:

- Faculty who have previously held tenure at Marshall and who are being hired at Marshall University in an administrative role (e.g., Provost/Vice Provost, Dean/Associate Dean, Chair, and similar positions). These staff may be hired with the tenure that they already possess at Marshall.
- Individuals who have held tenure at another institution and are being hired as faculty or administrators. The remainder of this section describes the process for hiring these individuals with tenure at Marshall.

7.6.1 The review process for tenure upon hire will be expedited and run concurrently with the interviewing process, and committees will make their decisions independently. For a candidate to receive tenure upon hire, the department committee, Department Chair / School Director, and Academic Unit committee must all make affirmative recommendations to the Dean and Provost. To be eligible for tenure upon hire, a candidate must hold the rank of at least Associate Professor (or equivalent) or higher.

7.6.2 Tenure Upon Hire Process

7.6.2.1 As part of the staffing decision process and prior to commencing searches Deans (upon recommendations for Department Chair / School Director) will submit recommendations that specific lines to be designated as "immediate tenure eligible" positions. Upon approval from the President or their designee, the Provost will designate the approved new hire faculty position or combined faculty/administrative position as "immediate tenure eligible."

7.6.2.2 For administrative searches where there will be a concurrent faculty appointment, the decision to designate the search as "immediate tenure eligible" will be made by the President following consultation with relevant Cabinet members and other administrators.

7.6.2.3 As part of the search process, the position designated as "immediate tenure

eligible" will be advertised as such. Candidates will be notified of the conditions that need to be met to be eligible for tenure upon hire (i.e., submission of required documents to the search committee chair who will initiate the process with the reviewing constituencies) once the process is initiated, the Department Chair / School Director, department promotion and tenure committee, and Academic Unit committee will have one week to make their recommendation.

7.6.2.4 If the "immediate tenure eligible" position is for a combined faculty/administrative position, during the on-campus interview process finalists for this position will be scheduled for a one-hour interview with the academic department in which the administrator would have a concurrent faculty appointment.

7.6.2.5 Upon completion of the search and selection of the new hire, the provost will review the recommendations received from the Department Chair / School Director, department promotion and tenure committee, and Academic Unit promotion and tenure committee and make a final determination of tenure upon hire. The Provost or their designee must consider these recommendations but is not bound by them. The written recommendations (including the Provost's recommendation) must accompany any recommendation for immediate tenure made by the President or designee to the Board but the failure of any of these bodies to make such a recommendation will not preclude the completion of the process to recommend tenure upon hire

7.6.2.6 Following consultation with the Provost, the President will make the determination whether to award tenure to the candidate upon hire.

7.7 Requirements for Tenure

Tenure will not be granted automatically, or for years of service, but will result from a process of peer review and culminate in action by the President. The granting of tenure will be based on the following:

7.7.1 The candidate is professionally qualified.

7.7.2 The university has a continuing need for a faculty member with the qualifications and competencies of the candidate.

7.7.3 The professional qualifications of a candidate for tenure will be evaluated using the guidelines pertaining to promotion as described in Marshall University Board of Governors rule AA-6, Faculty Ranks.

7.7.4 The candidate must have demonstrated professional performance and achievement in all of their major areas of responsibility. Major categories of faculty responsibilities and duties are:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

7.7.5 The candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities. Major attention will be given to the quality and caliber of professional accomplishments and to the future promise as an educator, scholar, and/ or artist.

7.7.6 Tenure may be granted only to probationary faculty who hold the rank of Assistant Professor or above and are classified as tenure-track.

7.8 Tenure-track (probationary) faculty members must be granted tenure before they are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision. Failure to be granted tenure will result in a negative promotion decision.

7.9 Probationary Period “Tenure Clock” and Annual Reappointments

The maximum period of probation at Marshall University is seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member will be given written notice of tenure or will be offered a one-year terminal contract of employment for the seventh year. In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other appropriately accredited higher education institutions to reduce the length of the probationary period; denial of tenure under such circumstances will have the same effect as denial of tenure following the standard probationary period.

7.9.1 The length of the probationary period must be established at the time of initial employment by the President, after consultation with the Provost and the appropriate Dean(s), Chair(s) and department faculty and be included in the initial letter of appointment. See University Policy UPAA-21, “Modified Duties for Nine-Month Faculty” for circumstances leading to an extension of the probationary period.

7.9.2 If the status of a faculty member changes from non-tenure-track to probationary, the time spent at the institution may, at the discretion of the President, in consultation with the Provost, be counted as part of the probationary period. The original hiring agreement must inform the faculty member being employed for a tenure-track position of the option of requesting that their temporary service be counted toward tenure. A probationary faculty member wishing to count years on a temporary appointment as part of the probationary period must make this request at the time of initial appointment to a tenure-track position. If the option is exercised, the faculty member must be cautioned that their years of temporary service will be evaluated by the same criteria as tenure-track service. The

request will be initiated through the Department Chair / School Director and will proceed through appropriate channels. Requests made after this time will be denied. If no request is made, the years of the temporary appointment will not be counted as part of the probationary period.

- 7.9.3** If a probationary faculty member previously held a full-time non-faculty position, service in the non-faculty position may not be credited towards tenure.
- 7.9.4** During the tenure-track period, the terms and conditions of every reappointment will be stated in writing, with a copy of the agreement furnished to the individual concerned.
- 7.9.5** Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year of the tenure-track period. Such decision must be made by the end of the fiscal year in which the appointment begins, and is subject to approval by the Provost.
- 7.9.6** Tenure-track appointments for less than half an academic year may not be counted as part of the tenure-track period.
- 7.9.7** Unless demonstrated extraordinary circumstances prevent an application during the Critical Year of a faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a succeeding one-year terminal contract of appointment. The University Faculty Personnel Committee will determine if a Faculty Member has demonstrated extraordinary circumstances preventing them from applying during their Critical Year.
- 7.9.8** During the probationary period, notices of non-reappointment may be issued for any reason that is not arbitrary or capricious. Any documented information relating to the decision for non-reappointment or dismissal will be provided promptly to the Faculty Member upon request.
- 7.9.9** After the decision regarding reappointment or non-reappointment for the following academic year has been made by the President, a probationary Faculty Member will be notified in writing of the decision by letter post-marked and mailed at least one year before the expiration of an appointment. The appointment during the terminal year will be converted a fixed-term, non-tenure-track position.
- 7.9.10** After the decision regarding reappointment or, pursuant to W. Va. Code §18B-8-5, non-reappointment for the following academic year has been made by the President, the tenure-track Faculty Member may be notified in writing of the decision by letter post-marked and mailed no later than March 1, which will be sent via "Certified Mail-Return Receipt Requested;" First Class mail; and electronic mail with read receipt.

7.10 Notifications for Probationary Faculty

7.10.1 Initial Notification

During the first term of the appointment, the Department Chair / School Director will notify in writing each probationary faculty member of the requirements and guidelines for tenure, including any which apply specifically within the faculty member's department. The faculty member will acknowledge in writing receipt of this notification. Lack of acknowledgment is not grounds for dismissal, nor is it reason for appealing a denial of tenure.

7.10.2 Annual Notification

All probationary faculty members must be notified annually in writing by their Dean of their progress toward tenure and/or promotion. Notifications will identify specific areas of improvement needed for tenure or promotion, if any (SR-04-05-(37) 94 FECAHC).

7.10.3 Notification before Critical Year

All probationary faculty members will be notified by the Dean via email with read receipt by February 1 of the Spring Semester before they are eligible to apply for tenure in the following academic year. The Department Chair / School Director will be copied on this notification.

7.11 Tenure Evaluation and Application

7.11.1 Each department and Academic Unit will develop written procedures and performance criteria (including quantifiable rubrics) for implementing the tenure requirements outlined in this Rule. Department and Academic Unit tenure procedures and criteria must be approved by the relevant Dean in consultation with the faculty and approved for consistency with university policies by the Faculty Senate's University Faculty Personnel Committee and the Provost.

7.11.2 Academic Unit tenure guidelines include guidelines to include provisions for external reviews as described in this Rule.

7.11.3 All tenure-track faculty members will be evaluated by the criteria used for promotion and tenure in their Academic Unit and department via a pre-tenure review. The date of this pre-tenure review must be stated in the initial letter of appointment. An Academic Unit may establish pre-tenure review procedures which vary from those used for a tenure application. The results of this evaluation will be part of any application for tenure. An exceptional evaluation, i.e., the results of which exceed normal expectations as defined by a faculty member's Academic Unit and department tenure guidelines, when verified by the relevant Dean and the Provost, will result in a salary increase as specified in UPAA-15, Faculty Salary Increases.

7.11.4 Each faculty member will have the primary responsibility for initiating their application for tenure. However, the Department/ Chair / School Director or department committee may initiate a recommendation for tenure.

7.11.5 Unless demonstrated extraordinary circumstances prevent an application for tenure during the Critical Year of a probationary faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a succeeding one-year terminal contract of appointment.

7.12 Tenure Review Process and Timeline

The review process of a tenure application will follow the procedure and timeline specified in this Rule.

7.13 Grievances

A faculty member denied a tenure may utilize the grievance procedures set out in West Virginia Code §§ 6C-2-1 et seq.

7.14 Pausing the “Tenure Clock” Probationary Period Extension

Probationary tenure-track faculty members may request an extension of their probationary period “tenure-clock” for extraordinary circumstances.

7.14.1 A one-year extension of the probationary period will be granted by the Provost upon request of a probationary faculty member who (1) has or shares primary responsibility for the care of an infant or a newly-adopted child under age five, and who must commit substantial portions of time to this care; (2) faces similar responsibilities associated with a serious health condition of another person; or (3) has a serious health condition. This extension may be granted whether or not sick leave, personal leave, or family and medical leave has been taken. Written requests for such extensions must be made within six months of the event necessitating the request.

7.14.2 There may be other circumstances that require substantial amounts of time or produce excessive stress that would justify extending the probationary period for one year. Examples of such circumstances include (but are not limited to) the disruption of research facilities or the interruption of research for foreign teaching assignments. In such cases, the probationary faculty member may apply in writing to the Provost, who in consultation with the Faculty Personnel Committee will determine whether such an extension should be granted. Any such request for an extension must be made within one year of the occurrence of the circumstance.

7.14.3 There is normally a limit of one such extension of any type during the probationary period. A person may, however, request a second extension through the Provost.

7.14.4 The maximum number of years of extensions to the probationary period is two, unless the faculty member is called to active military duty.

7.14.4.1 Faculty members called to active military duty probationary periods will be extended while on active duty in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

7.14.4.2 This process may be initiated by the faculty member, their immediate supervisor, or their Academic Dean.

8. Procedure and Timeline for P/T Application Review

This section lays out the specific steps and timeline used to review an application for promotion and/or tenure.

8.1 Deadlines on Business Days

If the date specified for a deadline in this section does not fall on a Business Day, the deadline shall be the next Business Day after the specified date.

8.2 No person, including the applicant, may present information orally to any reviewing person or committee; any such information must be in written form.

8.3 A candidate for tenure or promotion must recuse from considering their own application on any departmental or Academic Unit Promotion and Tenure Committee. If a Department Chair / School Director applies for tenure or promotion, the Dean will select an alternate Department Chair / School Director to evaluate the application.

8.4 Simultaneous Application for Promotion and Tenure

In some cases, a candidate may be entitled to apply for tenure and promotion simultaneously. These simultaneous applications follow the same process and timeline and share the same application packet. However, the decision regarding tenure at each level of review must be made before the decision regarding promotion is made.

8.5 Withdrawal of Promotion/Tenure Applications

A faculty member may withdraw their application for promotion and/or tenure at any time during the application process prior to the receipt of the final determination by the President. A candidate who has applied for both promotion and tenure may withdraw the application for tenure, the application for promotion, or both. The request to withdraw an application must be made in writing to the faculty member's Dean via email with read receipt.

8.6 P/T Coordinator

Each Academic Unit will establish a P/T Coordinator who will be responsible for organizing the digital storage structure for application materials and assisting candidates prior to the submission of their packet. The P/T Coordinator will

coordinate with the Department Chairs / School Directors and committees at all levels to ensure the appropriate security protocols are in place and the appropriate access to materials is granted to the required parties.

8.7 Summary of the P/T timeline

See Appendix 1 for a table summarizing the promotion / tenure timeline.

8.8 Letter of Intent

No later than February 28 prior to the year a candidate for tenure intends to submit an application for tenure and/or promotion, the candidate for tenure/ promotion will submit a letter of intent via email with read receipt to their Department Chair / School Director indicating they plan to go up for tenure / promotion in the following academic year. This letter of intent will then initiate the external review process (if applicable). The letter also allows the Chair to ensure that a Promotion and Tenure Committee is established, and a Committee Chair is elected for the following academic year. Upon receipt of the letter of intent, the Department Chair / School Director will forward the letter of intent on the candidate's Dean who will record this information in order to prepare for the process that will occur the next academic year.

8.9 Candidates should expect to work on their application and packet for tenure/promotion in the Spring and Summer Semesters prior to the year they plan to apply for promotion. By August 15 in the academic year in which the candidate applies for tenure / promotion, the candidate will submit an application and promotion / tenure packet using the procedures developed by each Academic Unit. The Department Chair / School Director will confirm receipt of the promotion / tenure packet via email with a read receipt. Once the Department Chair / School Director has received the candidate's packet, no additional material may be added by the candidate, except those items noted below.

8.10 The Department Chair / School Director will follow the steps outlined in the External Review Process of this Rule, if applicable. Once that process is completed (by October 15) the Department Chair / School Director will forward the promotion and all materials relevant to their promotion / tenure application process to the appropriate department/school Promotion and Tenure Committee by October 20.

8.11 The Department / School Promotion and Tenure Committee will meet at their earliest convenience and review the candidate's materials using evaluation procedures and criteria which have been previously established by departmental by-laws and procedures. The committee will prepare a written recommendation with respect to the qualifications of the candidate for tenure and the Committee Chair submit it to the Department Chair / School Director by November 20 via procedures established for each Academic Unit.

8.12 Regardless of the outcome, within five days after receiving the committee's

recommendation, the Department Chair / School Director will notify the candidate of the Department / School Promotion and Tenure Committee's recommendation, along with rationale, via email with a read receipt.

- 8.13** The Department Chair / School Director will review the candidate's packet, as well as the department / school Promotion & Tenure Committee's recommendations, and external review letters and evaluate the candidate's materials using the evaluation procedures and criteria established by departmental bylaws and procedures. The Department Chair / School Director will then prepare a written recommendation either in support or opposition to the candidate's application for tenure. The Department Chair / School Director will have their final recommendation completed by December 15.
- 8.14** Regardless of the outcome, the Department Chair / School Director will notify the candidate of their recommendation, along with rationale, via email with a read receipt by December 20.
- 8.15** If the candidate received a negative recommendation from their Department / School P/T Committee or Department Chair / School Director, they may provide a written response no later than January 3. This response may include a written rationale and written evidence to support their response. Evidence is limited to the specifics of the negative recommendation. The response and evidence (if applicable) will be sent via email with read receipt to their Department Chair / School Director. The candidate's response and additional evidence will be included in the candidate's packet under a folder titled "Reponses to Internal Recommendations" and may or may not be used at subsequent steps in the evaluation process. No items other than recommendations / responses, except those outlined below, may be added or deleted from the application after this point.
- 8.16** After receiving the candidate's response to the evaluation (if applicable) the Department Chair / School Director will forward the candidate's application packet, all supporting materials, along with all recommendations, candidate responses (if applicable), external review letters to the candidate's Academic Unit P/T Coordinator by January 6.
- 8.17** The P/T Coordinator will submit all applications and recommendations to the appropriate Academic Unit Promotion and Tenure committee by January 8.
- 8.18** The P/T Coordinator will notify the Dean that all materials are ready for the Academic Unit Promotion and Tenure Committee by January 9.
- 8.19** The Academic Unit Promotion and Tenure Committee will meet at their earliest convenience and review the candidate's materials using evaluation procedures and criteria established by departmental bylaws and procedures. Academic Unit Promotion and Tenure Committees must have representation from each

department of the Academic Unit unless a department or has an insufficient number of available tenured faculty members. The committee will evaluate each candidate for tenure, based on established promotion / tenure criteria, evaluation procedures and rubrics established by the bylaws of the Academic Unit. Committees will review applications materials provided by the P/T Coordinator and submit a written recommendation for each candidate, along with all materials received, and Committee Chairs will submit using the submission procedures established by each Academic Unit by February 15.

- 8.20** Regardless of the outcome, the P/T Coordinator will notify the Candidate's Department Chair of the Academic Unit Promotion and Tenure Committee's recommendation, along with rationale, via email with a read receipt by February 16.
- 8.21** The candidate's Department Chair / School Director will notify the candidate of the Academic Unit Promotion and Tenure Committee's recommendation, along with rationale, via email with a read receipt by February 21.
- 8.22** No later than February 16, the Academic Unit P/T Coordinator will notify the Dean that the candidate's packet is ready for review. The Dean will review the candidate's packet, as well as the department / school Promotion & Tenure Committee's recommendations, the Department Chair / School Director's recommendations, the Academic Unit Promotion and Tenure Committee recommendations, external review letters, and the candidate's responses to recommendations (if applicable) and evaluate the candidate's materials using evaluation procedures, rubrics and evaluation criteria which have been previously established by departmental by-laws and procedures. The Dean will then prepare a written recommendation either in support or opposition to the candidate's application for tenure. The Dean will file this recommendation in the candidate's electronic tenure package by March 10.
- 8.23** The Dean will notify the candidate's Department Chair / School Director of the Dean's recommendations along with rationale, via email with read receipt by March 10.
- 8.24** The Candidate's Department Chair / School Director will notify the candidate of the Dean's recommendation, along with rationale, by March 15 via email with read receipt.
- 8.25** If the candidate received a negative recommendation from their Academic Unit P/T Committee or the Dean, they may provide a written response to that recommendation by March 25. The response may include a rationale and written evidence to support their response. The response and evidence (if applicable) will be sent via email with read receipt to their Department Chair / School Director. The candidate's response and additional evidence will be included in the candidate's packet under a folder titled "Reponses to Internal

Recommendations” and may or may not be used at subsequent steps in the evaluation process. No items other than recommendations / responses, except those outlined below, may be added or deleted from the application after this point.

- 8.26** After receiving the candidate’s response to the evaluation (if applicable) the Department Chair / School Director will notify the Academic Unit P/T Coordinator that the response has been added to the candidate’s digital files and that is ready for the Provost’s review by March 26.
- 8.27** The Academic Unit P/T Coordinator will verify receipt of response and notify the Provost’s office that the candidate’s P/T materials are ready for review by March 27.
- 8.28** The Provost will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 20.
- 8.29** The Promotion and/or Tenure decision will result from action by the President at the conclusion of the Tenure process. The President or designee will prepare a list of those granted Promotion and/or Tenure and send an informational copy to the Chairperson of the University Faculty Senate and Chairperson of the Faculty Personnel Committee by April 30 via email with read receipt.
- 8.30** The President will inform all candidates for Promotion and/or Tenure by written letter and via email with read receipt of their decision by April 30. An applicant denied tenure will be provided a statement of reasons for the action by this date.
- 8.31** Once all notifications have been sent out, all application materials, including internal recommendations will be released (unlocked) to each candidate at the end of the tenure process. The Provost or designee may retain a copy of all application materials for archival purposes. All application materials and promotion decisions and deliberations will be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be released to the candidate in the case of a legal “need-to-know” and following a written request from the candidate to the Provost.
- 8.32** The entire tenure/promotion review process must conclude no later than April 30.

9. External Review

The purpose of using external reviews as a part of the promotion and tenure process is to advise the university on the broader impact and value of a faculty member’s research/scholarly/creative productivity to the discipline. Marshall

University uses external reviews to confirm the significance of results arising from the scholarly efforts of a faculty member, but external reviews are not intended to be the sole conclusive elements of a promotion and tenure review. One of the chief purposes of promotion and tenure is to ensure that the university is making progress towards its strategic goals and aspirations, which cannot occur unless advice is continually solicited from those who represent aspirant institutions. External reviewers will evaluate only the candidates' scholarly achievements and contributions, and no other part of the promotion / tenure packet are subject to external review.

9.1 Applicability

External review is only applicable to tenured, probationary, and research-track faculty who are claiming the level of "exemplary" in the area of research/scholarship/creativity in their tenure or promotion application.

9.2 Deadlines on Business Days

If the date specified for a deadline in this section does not fall on a Business Day, the deadline shall be the next Business Day after the specified date.

9.3 Independent Reviewers

Independent external reviewers are experts in the candidate's discipline, sub-field or area, who are not past mentors, dissertation advisors or frequent or current (within last 5 years) collaborators, who also do not have a personal or financial relationship with the candidate. Individuals who have worked closely with a candidate will not be considered independent if questions may reasonably arise about whether they can provide an unbiased assessment of the candidate's achievements.

9.4 For promotion from Assistant Professor to Associate Professor and for tenure applications, no fewer than two (2), and typically no more than five (5) letters from independent external reviewers will be solicited. For promotion from Associate Professor to full professor, no fewer than four (4), and typically no more than seven (7), letters will be solicited. When a invited reviewer declines to provide a review, an additional review may be solicited at the discretion of the university. If fewer letters are received than the desired number, the review will go forward with the letters that are received.

9.5 External evaluations may also be solicited from external reviewers who are not independent of the candidate. These letters will be treated as letters of support rather than independent reviews. For example, a letter may be solicited from the candidate's thesis or dissertation advisor. The number of letters of support solicited will not exceed the number of independent reviews solicited.

9.6 All external evaluations that are solicited, including independent reviews and letters of support, will be included in the candidate's packet provided the evaluations are received before the deadline established by this Rule.

- 9.6.1** External reviewers must hold rank and tenure status equivalent or higher than the level for which the candidate is applying, and be currently active researchers, scholars or artists, or emerging leaders in the field. Reviewers not affiliated with an academic institution (for example, researchers at a national laboratory) must have rank and experience commensurate with that for which the candidate is applying.
- 9.6.2** External reviewers should be affiliated with a department or institution that is a peer or aspirant for the department of the faculty candidate, for example, from Carnegie R1 or R2 or AAU institutions (including medical school colleague institutions as warranted), or with a non-academic institution of national or international impact.
- 9.6.3** The Department Chair / School Director will document all reviewer nominations and the selection process on the required Worksheet for External Evaluators, which will be approved by the Dean and included in the candidate's dossier.
- 9.6.4** The candidate, in consultation with their Department Chair / School Director, will propose a list of potential external reviewers including both independent reviewers and letters of support. The Department Chair / School Director, in consultation with the department Promotion / Tenure committee, will select reviewers from the proposed list.
- 9.6.4.1** The list should include a sufficient number of potential reviewers to yield at least the desired number of independent evaluation letters required to advance the dossier for consideration. The Department Chair / School Director is responsible for properly managing this process and ensuring a sufficient number is achieved to advance the dossier, as required, and will seek well in advance assistance from the Dean to remedy any challenges such as an insufficient number of reviewers.
- 9.6.4.2** Academic Unit Deans or designees will conduct a check-in with the Department Chair / School Director in early April of the spring semester prior to the candidate's application for promotion and/or tenure to see if any assistance is needed in securing the sufficient number of evaluation letters.
- 9.6.4.3** Each department should develop specific written guidelines for soliciting suggestions for reviewers and work to ensure the integrity of the process. That process will include:
- Consideration of names suggested by the candidate;
 - Consideration of names proposed by senior faculty and Department Tenure / Promotion Committee members in the same general field as the faculty candidate; and,
 - Identification of those nominated reviewers identified by the faculty candidate who are unsuitable due to a real or perceived conflict of

- interest;
- Construction of the total list of reviewers that includes names suggested by the faculty candidate, as well as those that are not suggested by the candidate (no more than half are expected to be from the candidate).

9.7 External Review Process

9.7.1 The timeline for this process is laid out in Appendix 1.

9.7.2 By March 1 of the spring prior to the promotion and tenure review (after receiving promotion eligibility notification) the Department Chair / School Director will solicit suggestions via email with read receipt of potential reviewers from the faculty candidate, the Department Tenure and Promotion Committee, and senior faculty in the same general sub-field as the candidate. Suggestions of external reviewers will be sent via email with read receipt to the Department Chair / School Director and include a short (1 paragraph) rationale of why this reviewer is a good choice to participate in the candidate's external review. The Department Chair / School Director will record potential external reviewers and rationale on the Required External Reviewer Worksheet (see Appendix 2). Nominations must be received by April 30 prior to the fall in which the candidate will submit their application for promotion and/or tenure.

9.7.3 The Department Chair / School Director reviews the nominations via an External Review Worksheet for real or perceived conflicts of interest, and if noted, checks the "no" box in the "Independent Column". If the Department Chair / School Director elects to proceed with soliciting a review from a reviewer that has a potential conflict of interest (either real or perceived), their review will be considered a letter of support.

9.7.4 The Department Chair / School Director will contact prospective reviewers to ascertain their availability to provide a review and notes the response on the External Review Worksheet. This will be completed by May 15 in the spring semester prior to the candidate's review.

9.7.5 If the list of potential reviewers solicited by the Department Chair / School Director does not yield a sufficient number of independent reviewers, the Department Chair / School Director should consult with the Dean for assistance in securing additional acceptable reviewers. They may reach out to the faculty candidate, the Department Promotion and Tenure Committee and the senior faculty in the same general sub-field as the candidate for this assistance.

9.7.6 The list of reviewers will be sent to the candidate via email no later than May 15. If the candidate feels that one or more of the selected reviewers has a conflict of interest, bias that materially affects the review, or is otherwise unsuitable as a reviewer, the candidate may appeal to the Dean in writing within 5 Business Days of receiving the list of reviewers. Upon receiving an

appeal, the Dean will decide, within 5 Business Days, whether to remove the disputed reviewers from the list. If any reviewers are removed, the Department Chair / School Director will propose replacement reviewers, who may also be appealed by the candidate.

- 9.7.7** The finalized list of external reviewers will be completed no later than June 1 prior to the fall semester in which the external review will be conducted. By June 10, the Department Chair / School Director will inform the reviewers of the review time (see Appendix 1) and let them know that they will forward the application packet, including relevant work products and summary of the candidate's workload assignment, to the external reviewers for their evaluation by August 20. External reviewers will be provided a timeline and informed that review letters along with their own curriculum vita must be submitted by September 30.
- 9.7.8** The Department Chair / School Director will solicit the reviews using the required template (see Appendix 3) including the additional letters from the Academic Dean and Provost to external reviewers which outlines Marshall's guidelines for Promotion and Tenure as it relates to research, scholarship, and creative activities. Reviewers are focused on evaluation of the candidate's record of accomplishments in research, scholarship, or creative activities.
- 9.7.9** The Department Chair / School Director will obtain vita or biography for each reviewer for inclusion with the review letter.
- 9.7.10** External reviewers' evaluations and vitae must be submitted to the Department Chair / School Director by September 30. Upon receipt of materials from the external reviewer, the Department Chair / School Director /School Director reviews each reviewer's letter and vita to evaluate any professional or personal affiliations or relationships by the reviewer with the candidate. The Chair makes the final determination of Independence, and so notes on the External Reviewer Worksheet. Evaluations not determined to be independent by the Department Chair / School Director /School Director will be included in the packet as letters of support.
- 9.7.11** After receipt of letters and vitae, the Department Chair / School Director transmits the Worksheet via email with read receipt, codifying the external reviewer process to the Dean for review and approval prior to inclusion in the candidate's dossier by October 5. Once this process is complete and has received the Deans approval, by October 15, the Department Chair / School Director will forward the candidate's entire promotion / tenure application packet to the Department / School Promotion and Tenure Committee so they may begin their review process.
- 9.7.12** The external review process, along with Department Chair / School Director/ School Director and approval from Dean will be completed by October 15. No

external reviews may be added or removed from the candidate's application packet after this time.

- 9.7.13** All documents for the external review process will be stored in a digital format. Each Academic Unit will establish specific instructions about where files and documents will be stored and how they will be made available to the required internal parties. Required copies of files from the application packet will be sent to external reviewers via email with read receipts.

10. Dismissal for Cause

- 10.1 Causes for Dismissal:** The dismissal of a Faculty Member for cause will be effected for one or more of the following:

- 10.1.1** Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct.
- 10.1.2** Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to violations of MUBOG Rule MUBOG-GA-3 - Rule Regarding Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Domestic Misconduct, Stalking, Retaliation.
- 10.1.3** Insubordination by refusal to abide by legitimate reasonable directions of administrators.
- 10.1.4** Disqualification per the Americans with Disabilities Act.
- 10.1.5** Substantial and manifest neglect of duty.
- 10.1.6** Failure to return at the end of a leave of absence.
- 10.2** Prior to giving the Faculty Member a written dismissal notice, the President will notify the Faculty Member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The Faculty Member will have an opportunity to meet with the President or designee prior to the effective date to refute the charges.

10.3 Notice of Dismissal for Cause

- 10.3.1** Although faculty dismissal for cause is rare, the President will initiate proceedings by giving the Faculty Member a written dismissal notice by certified mail, return receipt requested, First Class mail, and electronic mail. The dismissal notice will contain:
- 10.3.2** Full and complete statements of the charge or charges relied upon.

10.3.3 A description of the appeal process available to the Faculty Member.

10.4 Faculty Members who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the University for its execution, or who fail to undertake the duties under such document at a reasonable time, will be deemed to have abandoned their employment with Marshall University and any rights to tenure or future appointment. Faculty Members objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

11. Faculty Resignation

A Faculty Member resigning from an existing appointment during or at the end of the academic year should give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the University's need to have a full complement of faculty throughout the academic year.

11.1 Emeritus Status

The University may recognize Faculty Members who have honorably served Marshall University by awarding the individual the honorary designation of Emeritus as described in Rule MUBOG-AA-15, "Emeritus Status for Retired Employees".

12. Public Employee Grievance Procedure

A Faculty Member may utilize the grievance procedures set out in West Virginia Code §§ 6C-2-1 *et seq.*

13. Delegation

The Board of Governors delegates to the President, in consultation with the appropriate shared-governance bodies, the authority to adopt additional academic affairs internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

14. Policy Review

The policy will be reviewed every five years by the University Faculty Senate Personnel Committee who will propose revisions to the policy as needed to meet institutional needs.

Appendix 1 Promotion / Tenure Timeline

*If the date specified for a deadline does not fall on a Business Day,
the deadline shall be the next Business Day after the specified date.*

Item	Date	Semester	Responsible party
Promotion / Tenure Notification Eligibility	1-Feb	Spring Semester before process	Dean
Faculty Candidate Submits letter of intent for promotion/tenure	28-Feb	Spring Semester before process	Candidate
Chair notifies Academic Unit P/T Coordinator and Dean of candidate's intent	1-Mar	Spring Semester before process	Chair
Academic Unit P/T Coordinator create file / document storage structure and grant appropriate access to files / folders	1-Mar	Spring Semester before process	P/T Coordinator
Chair solicits external reviewer suggestions	1-Mar	Spring Semester before process	Chair
Finalized External Reviewer List	30-Apr	Spring Semester before process	Chair
Chair contacts external reviewers	15-May	Spring Semester before process	Chair
Finalized List (those agreeing to review)	1-Jun	Summer Semester before process	Chair
Reviewers notified of timeline	10-Jun	Summer Semester before process	Chair
Candidate submits promotion / tenure packet	15-Aug	Fall semester of application	Candidate
External reviewers are forwarded application packet	20-Aug	Fall semester of application	Chair
External Review Letters / Information sent back to Chair	30-Sep	Fall semester	Chair

		of application	
Chair evaluates external reviewer's independence, makes determination and forwards worksheet on to Academic Dean	5-Oct	Fall semester of application	Chair
Dean approves Chair's recommendation and sends back to chair. Chair uploads review letters into the candidate's application package.	15-Oct	Fall semester of application	Dean/Chair
Promotion / Tenure Application Packet ready for department P/T Committee review	20-Oct	Fall semester of application	Chair
Department P/T Recommendations due to Chair	20-Nov	Fall semester of application	Chair Department P/T Committee
Chair notifies candidate of Department level review results	25-Nov	Fall semester of application	Chair
Chair completes evaluation of candidate's packet	15-Dec	Fall semester of application	Chair
Chair notifies the candidate of the results of Department and Chair evaluations	20-Dec	Fall semester of application	Chair
Candidate responds to Chair regarding any negative recommendations	3-Jan	Spring Semester	Candidate
Chair sends any response materials to Academic Unit P/T Coordinator	6-Jan	Spring Semester	Chair
All application materials ready for the Academic Unit P/T Committee	8-Jan	Spring Semester	Academic Unit P/T Coordinator
P/T Coordinator notifies Dean that Academic Unit P/T committee is read to review	9-Jan	Spring Semester	Academic Unit P/T Coordinator
Academic Unit P/T Committee submits their recommendations	15-Feb	Spring Semester	Chair of Academic Unit P/T Committee
Academic Unit P/T Coordinator will notify candidate's chair about Academic Unit review	16-Feb	Spring Semester	Academic Unit P/T Coordinator
Academic Unit P/T Coordinator will notify candidate's Dean that application packets are ready for review	16-Feb	Spring Semester	Academic Unit P/T Coordinator
Candidate's Chair will notify candidate of outcome of the Academic Unit P/T Committee	21-Feb	Spring Semester	Chair
Dean submits their recommendation	10-Mar	Spring Semester	Dean
Academic Unit P/T Coordinator will notify Candidate's Chair of Academic Unit P/T Committee and Dean's Recommendations	11-Mar	Spring Semester	Academic Unit P/T Coordinator

Candidate's Chair notifies candidate of the outcome of the Dean's review	16-Mar	Spring Semester	Chair
Candidate may submit response to the Academic Unit P/T Committee's recommendation and/or the Dean's recommendation to their Department Chair.	25-Mar	Spring Semester	Candidate
Chair will notify the Academic Unit P/T Coordinator that response has been received and uploaded.	26-Mar	Spring Semester	Chair
Academic Unit P/T Coordinator will verify receipt of responses and forward application packets to CAO's office	27-Mar	Spring Semester	Academic Unit P/T Coordinator
The Provost reviews all application materials and prepares a written recommendation to the President.	20-Apr	Spring Semester	Provost
President (or designee) will prepare a list of those promoted and/or granted tenure and sends an informational copy to the Chair of the University Faculty Senate Personnel Committee.	30-Apr	Spring Semester	President
President will informant all candidate by written letter and via email with read receipt of their decision.	30-Apr	Spring Semester	President

Appendix 2
External Reviewer Selection Worksheet

Candidate Information	
Name	
Current Rank & Department	
Years in Current Rank	
Decision Deadline, if any	
Review Type	☐ Tenure and Promotion to Associate Professor ☐ Promotion to Full Professor
Briefly explain your process for assembling the list of potential reviewer names; this should be a collaborative process with senior faculty participation.	

Please include ALL suggestions on both lists, even if the lists overlap.

Department's Suggestions	Candidate's Suggestions

Name, affiliation	Rank	Prior reviewer	Not collaborator or co-author	No personal relationship	Not a former colleague	Designated as (<i>pick one</i>)	
						Unit List	Candidate List
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐

		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐
		☐	☐	☒	☐	☐	☐

Please explain any overlap between the prior-promotion reviewers and the proposed reviewers for the current promotion.

Appendix 3
External Review Solicitation Template

Dear Referee:

Marshall University is evaluating *[name of candidate]* for *[tenure and promotion to associate professor; tenure-only; promotion to full professor]* appointed in the Department(s) of *[name of department(s)]*.

Marshall University is a nationally recognized R2 located in the state of West Virginia. Because you are recognized as a leading scholar in *[name of candidate]*'s field, we would appreciate your assistance in assessing his/her record of work. Marshall University values an inclusive view of scholarship and/or creative activities in the recognition that knowledge is acquired and advanced through discovery, integration, application, and teaching, as outlined in our Promotion and Tenure Guidelines which are included with this letter. Given this perspective, promotion and tenure reviews, as detailed in the criteria of individual departments and colleges (included with this document), will recognize original research, creative and scholarly contributions in peer-reviewed publications, exhibitions, performances, presentations, reviews, or other documentation of scholarly contributions as well as integrative and applied forms of scholarship and/or creative activities that involve cross-cutting collaborations with business and community partners, including translational research, commercialization activities, patents, creative activities, performances, and grants.

In your letter, please note how well you know the candidate professionally and/personally. If you have collaborated with the candidate within the last five years, we will appreciate your describing the nature and extent of your collaborations. This will help us understand your perspective on this candidate and any potential conflicts of interest.

We have attached the following materials to help you evaluate *[name of candidate]*'s record:

1. a curriculum vitae;
2. a statement in which he/she explains his/her program of work;
3. copies of the University Promotion and Tenure policy;
4. copies of our departmental and college promotion/tenure guidance;
5. a timeline of the external review process; and
6. a representative set of *[examples: articles; slides; audio and/or video recordings]*

In addition, their workload has typically been *[2-1, 2-2, 3-3, etc.]* courses/year with the allocation of effort associated to be X% instruction, X% research/scholarship, X% service, and/or X% administrative. **If applicable A note, *[name of candidate]* had been automatically granted an extra year toward tenure and promotion and no negative inference should be inferred.** We appreciate your providing a detailed assessment of the strengths and weaknesses of the candidate's scholarly and research record. Please focus your review comments to the research/scholarly/creative accomplishments and the potential for the candidate to add to the discourse of the discipline.

Our criteria also include consideration of teaching, and the review of the candidate's teaching accomplishments is expected to be done in a separate component of the tenure evaluation.

Please provide your assessment on

- the level of productivity, significance and impact of his/her disciplinary contributions,
- recognition and impact of his/her disciplinary contributions at national or international levels,
- promise of sustained scholarly activity,
- the relative ranking of the journals, presses and other venues of their scholarly contributions. If the scholarly work is published or otherwise disseminated in venues where multiple authors/inventors/artists are common, provide an explanation of the discipline's methods for indicating the importance of a particular author's role (e.g. the accepted protocol for listing authors).
- if it is expected for this field to have obtained extramural funding or foundation/other financial support, assessment of the competitive nature of funding from the granting agencies who have provided awards.
- We recognize that scholarly activity is increasingly interdisciplinary, if applicable assess contributions to research, scholarship, creativity, and service for the candidate and their field.
- contributions to regional, national or international service in the candidate's field
- if applicable, scholarship and/or creative activities related to teaching activities

We ask that you state in your personal assessment, considering the candidate's scholarly accomplishments and academic responsibilities at Marshall University, if the candidate is promotable and/or tenurable in his/her field.

I greatly appreciate your willingness to invest your time in this process. Please include a copy of your curriculum vitae with your review.

Your recommendation will be treated with the greatest possible confidentiality permitted by Marshall University and the Marshall University Board of Governor's policy and applicable law. Please note that under current interpretations of West Virginia state law, we are unable to assure the confidentiality of your review. As a consequence, our review process stresses transparency, and your evaluation will be made available if the candidate formally requests review. Please return your evaluation by **[date]**. If you are unable to do so or have questions about the process, please let me know as soon as possible. Thank you for your contributions to this review.

Sincerely,

[NAME, DEGREE]

Chair, Department of [DEPARTMENT NAME]

Marshall University

Faculty Personnel Committee RECOMMENDATION

SR 25-26-02 FPC Recommends Approval of New University Procedure on Faculty Misconduct

Recommends that the Faculty Senate pass the proposed Marshall University University Policy: Faculty Conduct, Misconduct, Corrective Action, and Disciplinary Process and Procedures. Passing this policy, the Faculty Senate will be adopting the first comprehensive, progressive, peer-reviewed disciplinary framework for faculty in Marshall University's history. It ensures fairness, transparency, and due process for faculty while providing the administration with clear procedures to address misconduct. Most importantly, it affirms our collective commitment to academic freedom, shared governance, and institutional integrity.

RATIONALE:

The adoption of this policy represents a significant and long-overdue advancement in institutional governance and faculty protections at Marshall University.

1. **Filling a Policy Gap**

- o At present, Marshall University lacks a comprehensive faculty disciplinary policy. Existing procedures are piecemeal, inconsistent, and often borrowed from staff or administrative frameworks that do not adequately recognize the distinctive role of faculty.
- o Without this policy, faculty face the risk of disciplinary processes being applied unevenly, without clear guidelines or safeguards. This undermines both accountability and trust.
- o This new policy directly remedies that gap by offering a single, clearly articulated framework for faculty conduct, corrective action, and discipline.

2. **Progressive Discipline and Clarity**

- o The policy establishes a **progressive discipline model** that emphasizes corrective action (coaching, development plans, mentoring) before escalation to more serious sanctions.
- o This approach encourages growth and remediation rather than punitive measures as the default.
- o By distinguishing between corrective (non-disciplinary) and formal disciplinary actions, the policy provides clarity for administrators, faculty, and governing bodies alike.

3. **Peer Review and Shared Governance**

- o A major strength of the policy is its integration of **faculty peer review**.
- o The Faculty Personnel Committee (FPC) is empowered to hear all serious cases, ensuring that disciplinary decisions are not made unilaterally by administrators but undergo rigorous peer consideration.
- o Appeals go to the Faculty Senate Executive Committee, reinforcing shared governance and faculty self-regulation.

4. **Due Process Protections**

- o The policy embeds **due process guarantees** at every stage: notice of charges, opportunity to respond, impartial hearing, representation rights, evidence exchange, and appeal mechanisms.

Faculty Personnel Committee RECOMMENDATION

SR 25-26-02 FPC Recommends Approval of New University Procedure on Faculty Misconduct

- o Importantly, it adopts the nationally recognized “**clear and convincing evidence**” **standard** for dismissal or revocation of tenure, aligning Marshall with AAUP guidelines and peer R2 institutions.
- 5. **Explicit Timelines and Transparency**
 - o Faculty disciplinary processes often suffer from ambiguity and delay. This policy remedies those concerns by establishing firm timelines for each stage of the process (investigation, faculty response, hearing, findings, appeal, and final decision).
 - o Such transparency ensures both faculty rights and administrative efficiency are preserved.
- 6. **Alignment with Best Practices and Law**
 - o The policy draws directly from West Virginia Code, AAUP standards, and peer institutions’ practices, ensuring that Marshall’s procedures are modern, compliant, and competitive.
 - o By including appendices that catalog misconduct behaviors and map sanctions proportionally, the policy ensures consistent and equitable application across cases.
- 7. **Protecting Academic Freedom and Constitutional Rights**
 - o The policy explicitly states that **no sanction may punish protected teaching, scholarship, governance activity, or constitutionally protected rights**.
 - o This strengthens Marshall University’s commitment to fostering an environment of open inquiry and intellectual independence.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

University Policy (UPAA-TBD): Faculty Conduct, Misconduct, Corrective Action, and Disciplinary Process and Procedures

I. Purpose

This policy provides clear, consistent, and fair procedures for addressing faculty disciplinary concerns, corrective actions, and sanctions. It protects faculty rights to academic freedom, due process, and shared governance while ensuring accountability and professional conduct.

The policy is grounded in:

- West Virginia Code §18B-8-7 (Dismissal of employees; causes; procedure), which recognizes faculty tenure as a property right and requires due process before separation or sanction.
- West Virginia Code §6C-2-3
- AAUP 1940 Statement of Principles on Academic Freedom and Tenure, and subsequent AAUP statements on dismissal and discipline.
- Benchmarked practices at peer R2 institutions, including West Virginia University.

II. Scope

- Applies to: All full-time and part-time faculty as outlined in MUBOG Rule 6.
- Exclusions: Misconduct governed by other policies (e.g., Title IX) will follow those procedures but may return to this policy for sanctioning.
- Authority: W. §6C-2-3.

III. Guiding Principles

1. MUBOG Rule AA-16 (Professional Responsibility, Academic Responsibilities, and Academic Freedom): Faculty shall not face discipline for protected teaching, scholarship, governance, and have the freedom to speak on any matter of social, political, economic, or other interest to the larger community, without institutional discipline or restraint, save in response to fundamental violations of professional ethics or statements that suggest disciplinary incompetence. Each Faculty Member is entitled to freedom in the classroom regarding discussion of the subject being taught. In addition, when Faculty Members speak or write as private citizens outside the institution and outside of their official job / institutional responsibilities), they shall be free from institutional censorship or discipline.

Unless explicitly stated that the faculty member is speaking as a faculty member at Marshall University, their speech, writing, and other protected activities are considered that of a private citizen.

2. Due Process: Notice, hearing, impartial review, and appeal are required before any serious sanction, consistent with W. Va. Code §18B-8-7(b).
3. Progressive Discipline: Emphasize corrective action before severe sanctions, unless misconduct is grave.
4. Shared Governance: Peer faculty review is central, with the University Faculty Personnel Committee (FPC) hearing all serious cases and the Faculty Senate Executive Board serving as appellate authority.
5. Clear Standard of Proof: "Clear and convincing evidence" is required for dismissal or revocation of tenure (AAUP norm; consistent with R2 practices).

IV. Roles & Responsibilities

- Department Chair/Director: First-level intervention, coaching, and documentation.
- Dean: May issue minor discipline (reprimand, warning); refers serious cases involving suspension, sanctions, revocation of tenure, dismissal to the FPC. Any faculty member may request the FPC handle minor discipline issues.
- University Faculty Personnel Committee (FPC): Conducts hearings, makes findings of fact, and recommends sanctions in all serious cases. Its decisions carry institutional authority, but may be appealed.
- Faculty Senate Executive Committee: Final faculty-level appellate body. Its decisions carry institutional authority but may be appealed through the State of West Virginia public employee grievance procedures.
- President (or designee): Implements Faculty Senate decisions in compliance with W. Va. Code §18B-8.

V. Categories of Action

A list of potential misconduct behaviors are listed in Appendix A.

A. Corrective (Non-Disciplinary) Actions

- Coaching and mentoring.
- Faculty Development Plan (FDP) with measurable goals, timeline (3–12 months), and monitoring.

B. Formal (Disciplinary) Actions

1. Written reprimand.
2. Final written warning.
3. Serious Sanctions (require FPC hearing and Faculty Senate Executive Committee appeal):
 - Suspension without pay.
 - Reduction in salary.
 - Demotion in rank or loss of privileges.

- Revocation of tenure for adequate cause.
- Dismissal for cause.

VI. Procedures & Timelines

Step 1: Identification of Concern

- Timeline: Within 5 business days of learning of a potential violation, the Chair or Dean must address the concern.
- Action: Attempt informal resolution (coaching, Faculty Development Plan).

Step 2: Formal Referral

- If informal steps fail or conduct is grave, the Dean submits a written referral to the Provost's Office, FPC, and the office of Human Resources.
- Referral must include: Alleged conduct, relevant policy sections, and supporting documentation.

Step 3: Notice of Charges

- Timeline: Within 5 business days of referral, Chief Talent and Culture Officer (or designee from HR) provides written notice to the faculty member and FPC Chair, and initiates the investigative process.
- Notice includes: Specific charges, summary of evidence, and next steps instructions on rights to respond and representation.
- The Office of Human Resources will complete their investigation within 15 business days of receipt of written referral.

Step 4: Faculty Response

- Timeline: Faculty member has 15 business days, after receipt of investigative notice to submit a written response to FPC chair.
- Response may include: Narrative rebuttal, documentary evidence, witness list, statement of desired outcome.
- Once received the FPC chair will prepare for hearing procedures and provide members of committee with all necessary evidence and materials from faculty member and Human Resources.

Step 5: FPC Hearing

- Timeline: Scheduled within 30 business days of receipt of evidence and findings from HR and faculty response.
- Hearing Rights: Faculty member may be represented, and the FPC will coordinate the exchange of evidence/witnesses 10 business days prior to the hearing.
- Hearing proceedings will be recorded.

Step 6: FPC Findings & Decision

- Timeline: Within 15 business days after the hearing concludes.
- Report includes: Findings of fact, determination on charges, sanction (if any).

Step 7: Faculty Senate Executive Committee Appeal (Appeal, Process)

- Filing: Faculty member may appeal FPC's recommendation by submitting a written appeal to the Faculty Senate Executive Committee within 20 business days of receiving the FPC report.
- Appeal must include: Grounds for appeal, supporting documentation, requested remedy.
- Faculty Senate Executive Committee: Faculty Senate Executive Committee considers FPC record, appeal, and University response. Senate may hold limited hearing or decide on record.
- Timeline: Faculty Senate Executive Committee issues decision within 30 business days of receiving appeal.
- Outcomes: Affirm FPC's recommendation; modify sanction; remand.

Step 8: Final Action

- The Faculty Senate Executive Committee's decision is transmitted to the Faculty Personnel Committee Chair, The Office of Human Resources, and to the President, Provost, Dean, and Faculty Member's immediate supervisors who implements it consistent with W. Va. Code §18B-8-7.
- Timeline: The President (or designee) issues written notice within 10 business days.

VII. Interim Measures

Upon consultation with the President (or Designee), Provost, Dean, and faculty member's immediate supervisor, The Chief Human Resources Officer may immediately reassign a faculty member's responsibilities in situations where it is necessary to protect safety, prevent disruption, or safeguard university assets. Such interim action is non-punitive and must be reported to FPC within five (5) business days. Faculty members reassigned during this process shall receive pay during the process outlined above.

VIII. Sanctions and Specific Consequences

A) General Rules (apply to all consequences)

- Proportionality & precedent: Sanctions scale with severity, intent, impact, pattern, and prior corrective steps; similar cases treated similarly.
- Due process: Any serious sanction (suspension without pay, salary reduction, demotion, revocation of tenure, dismissal) requires FPC hearing, clear-and-convincing standard, Faculty Senate Executive Committee appeal, then President implements.
- Academic freedom: No sanction may punish protected teaching, scholarship, or governance activity.
- General Constitutional Rights: No sanction may punish protected Constitutional Rights.

-Recordkeeping: Informal actions stay at unit; formal sanctions are filed with Faculty Affairs/HR per retention schedules.

-Nothing in this process shall constitute or revoke a faculty member's right to file a grievance with the West Virginia Public Employee Grievance Board (W. Va. Code §§ 6C-2-1, et seq. and 6C-3-1, et seq.).

B) Consequence Ladder (from last to most severe): See Appendix A.

C) Revocation of Tenure — Detailed Terms

-Tenure may be revoked only for adequate cause, in line with W. Va. Code §18B-8-7. Grounds include misconduct, neglect of duties, serious policy violations, or unfitness for service. Revocation of tenure will automatically trigger an appeal to the Faculty Senate Executive Committee.

-Grounds (illustrative, not exhaustive): research fabrication, falsification, or plagiarism; serious financial misconduct; exploitation/retaliation; willful, persistent neglect of duty after notice and opportunity to improve; major safety or compliance violations that impair fitness to serve.

-Standard & Burden: University bears clear and convincing burden on adequate cause.

-Outcome Options (set by FPC in its decision):

- Revocation of tenure + dismissal for cause (extremely rare, and use in only the most egregious cases).
- Revocation of tenure without dismissal, converting appointments to time-limited fixed-term under explicit conditions (rare; requires documented mitigation and a development/supervision plan).

-Collateral Effects: loss of tenure protections; eligibility limits (merit, sabbatical, graduate faculty, PI status) as appropriate; report to sponsors/regulators where required.

-Reconsideration: If tenure is revoked without dismissal, the FPC may set a re-review window (e.g., after 5 years) tied to documented remediation; reinstatement of tenure is not presumed and requires a separate, affirmative faculty process (i.e., reapply for tenure).

D) Dismissal for Cause — Detailed Terms

A tenured faculty member, or a non-tenured faculty member prior to expiration of contract, may be dismissed for adequate cause only after due process as outlined in W. Va. Code §18B-8-7. Dismissal requires FPC hearing and Faculty Senate Executive Committee appeal.

-Definition: Termination of appointment for adequate cause following full due process (FPC hearing, Senate appeal, President implementation).

-Notice & Effective Date: Effective upon presidential implementation of the Senate decision unless the Senate specifies a brief terminal period (e.g., to protect students or complete grade submission). Terminal periods are exceptional and must be justified.

-Severance: No severance is required for dismissal for cause; any separation agreement must be reviewed by General Counsel and is reported to the Senate Executive Committee in camera.

-Post-Separation Conditions: Return of University property; restrictions on campus access as appropriate; disclosures to sponsors/boards/licensing bodies as required; update of graduate committees and advisee reassignments.

-Emeritus/Emerita: Normally ineligible when dismissal is for cause; any exception requires FPC recommendation and President approval.

IX. Collateral & Eligibility Rules (apply where specified)

-Merit/Sabbatical/Overloads: May be limited during probation or for defined periods post-sanction.

-Graduate Faculty/PI Status: May be removed or time-limited; reinstatement requires documented compliance and approvals.

-Promotion & Awards: Ineligible during active probation or while serious sanctions are in effect.

-Reporting Duties: University will meet all required notifications (sponsors, IRB/IACUC/IBC, licensure boards).

X. Records & Reporting

- Informal actions remain at unit level.

- Formal disciplinary actions filed in Academic Affairs and HR.

- An anonymized annual report (number of cases, sanctions, average resolution time) will be presented to the Faculty Senate.

XI. Review & Revision

This policy shall be reviewed every five (5) years by FPC, Faculty Senate, and Academic Affairs to ensure compliance with West Virginia law, AAUP standards, and peer R2 practices.

Appendix A

Faculty Misconduct Behaviors (this list is not exhaustive)

Exhaustive Catalog of Faculty Misconduct

1. Teaching and Student-Related Misconduct

- Failure to meet classes, persistent absenteeism, or repeated tardiness without justification.
- Abandonment of classes (e.g., ceasing to teach assigned course before completion).
- Repeated or unjustified cancellation of scheduled class sessions.
- Arbitrary, capricious, or discriminatory grading (e.g., grading based on race, gender, personal belief).
- Significant intrusion of irrelevant or inappropriate material into teaching.
- Breach of confidentiality regarding student records (FERPA violations).
- Sexual, romantic, or financial exploitation of students.
- Retaliation against students for filing complaints or exercising rights.
- Unprofessional, hostile, or demeaning treatment of students.
- Denial of reasonable academic accommodations (ADA/non-discrimination violations).
- Using class time for personal gain, political proselytizing, or irrelevant activities.

2. Research and Scholarly Misconduct

- **Research misconduct (FFP):** Fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research.
- Misuse or misreporting of research data, funding, or equipment.
- Failure to maintain research records as required by funding agencies.
- Violations of human subjects (IRB) or animal research (IACUC) approvals.
- Conducting research without required approvals (IRB, biosafety, radiation safety).
- Noncompliance with sponsor terms, export controls, or grant conditions.
- Unauthorized use or sharing of confidential research data.
- Misrepresentation of scholarly credentials, publications, or contributions.

- Ghostwriting, improper authorship credit, or coercion in publications.
- Double publication/self-plagiarism where misleading to the scholarly record.

3. Professional and Collegial Misconduct

- Persistent neglect of academic duties (teaching, service, advising, research).
- Chronic failure to perform committee or governance responsibilities.
- Disruption of departmental, college, or university governance processes.
- Retaliation against colleagues for filing complaints or participating in processes.
- Interference with academic freedom of other faculty.
- Dishonesty in peer reviews, external letters, or committee deliberations.
- Misrepresentation in tenure, promotion, or hiring reviews.
- Abuse of supervisory authority over graduate assistants or staff.
- Exploitation of colleagues' or students' intellectual property without credit.

4. Discrimination, Harassment, and Retaliation

- Discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or other protected class.
- Harassment (sexual, verbal, physical, or electronic).
- Creation of a hostile academic or work environment.
- Retaliation against complainants, witnesses, or investigators.
- Abuse of Title IX protections (sexual exploitation, quid-pro-quo harassment).

5. Conflicts of Interest and Commitment

- Undisclosed financial conflicts of interest in research, procurement, or teaching.
- Nepotism or favoritism in hiring, grading, or supervision.

6. Financial and Resource Misconduct

- Misuse, misappropriation, or theft of university funds or property.
- Unauthorized or fraudulent use of purchasing cards, grants, or travel accounts.
- Submitting false or inflated expense reimbursements.

- Unauthorized use of university facilities, equipment, or staff for personal gain.
- Mismanagement of sponsored funds.

7. Information, Data, and Confidentiality Violations

- Unauthorized disclosure of confidential student, patient, personnel, or research records.
- Breach of HIPAA, FERPA, or other privacy laws.
- Mishandling, theft, or negligent protection of sensitive university data.
- Unauthorized access to university information systems.
- Failure to follow mandatory cybersecurity protocols.

8. Safety and Compliance Violations

- Failure to comply with campus safety regulations (fire, lab, radiation, biosafety).
- Reckless conduct in labs, fieldwork, or clinics endangering others.
- Failure to report or correct known safety hazards.
- Misuse of hazardous substances, animals, or equipment.
- Willful violation of federal/state compliance rules (OSHA, EPA, NIH).

9. Misconduct in Administration and Service

- Abuse of authority in administrative roles (retaliation, coercion, misuse of discretion).
- Falsification of official university records (minutes, rosters, evaluations).
- Misrepresentation of workload, assignments, or leave reports.
- Failure to carry out assigned administrative responsibilities.

10. Legal and Criminal Misconduct

- Conviction for criminal offenses that impair fitness to serve or damage the university's reputation.
- Fraud, embezzlement, or theft.
- Violation of protective orders or criminal statutes while engaged in university duties.
- Misuse of university status or title for personal benefit in unlawful activity.

11. Other Prohibited Conduct

- Knowingly filing false or malicious complaints.
- Abuse of grievance or disciplinary processes.
- Misuse of university logos, name, or affiliation in unauthorized ways.

Benchmark Notes

- **UC APM-015:** Provides broad categories like teaching, research, professional, and university responsibilities.
- **AAUP Statement on Professional Ethics:** Sets norms on honesty, fairness, and respect for colleagues and students.
- **WVU & R2 handbooks:** List specific grounds (neglect of duty, misconduct, criminal acts, COI).
- **Federal Standards:** Research misconduct (FFP), IRB/IACUC rules, HIPAA/FERPA compliance.

Appendix B
Consequence Ladder

Consequence	When it's used	Prerequisites / Process	Typical Terms	Collateral Effects
Advisory Conversation (Documented Coaching) <i>(non-disciplinary)</i>	First, low-level issues; misunderstandings; performance drift	Chair/Director discussion; emailed summary to faculty; improvement checkpoints	1–3 months follow-up	Not placed in personnel file as discipline; may be referenced if issues persist
Faculty Development Plan (FDP) <i>(non-disciplinary)</i>	Performance gaps likely correctable (teaching, service, timeliness)	Written goals, supports, timeline (3–12 months), check-ins	Milestones; classroom observations; mentoring	FDP completion (pass/extend/fail) informs later steps
Written Reprimand	Policy breach or failure to meet FDP goals	Dean issues after review; faculty response opportunity	Specifies conduct, expectations, monitoring window	In personnel file; may affect merit for that cycle
Final Written Warning (last-chance)	Repeated or more serious breach after reprimand	Dean issues; states that further breach may trigger serious sanctions	6–12 months monitoring; may pair with targeted training	Eligibility limits (e.g., merit raise, overloads) during period

Consequence	When it's used	Prerequisites / Process	Typical Terms	Collateral Effects
Loss/Restriction of Specific Privileges (e.g., graduate faculty status, PI eligibility, chairing committees, independent study supervision)	Misconduct impacting supervision, safety, or integrity but not rising to severe sanction	FPC not required unless contested or severe; written notice with reasons and review window	1–3 years or until conditions met; periodic review	May affect stipend, course assignments, student load; report to Sponsored Programs if PI limits apply
Restitution / Financial Remedy	Verified misuse or loss to the University	Determination of amount; repayment schedule	Lump sum or installments; failure may escalate	May combine with other sanctions; reported as required
Mandatory Training / Monitored Probation	Correctable conduct or climate issues	Plan defines training, mentor, probation length	6–12 months	Non-completion escalates sanction
Salary Reduction (Prospective) — Serious Sanction	Sustained misconduct where continued employment is appropriate but deterrence warranted	FPC hearing → Senate appeal → President implements	Prospective only; amount & duration defined (e.g., 5–10% for 1–2 yrs)	Adjusts base going forward; cannot be retroactive
Suspension With Pay (Interim) (<i>not a sanction</i>)	Safety/disruption risk pending outcome	Admin action; must be reported to FPC within 5 business days	Short, limited; reviewed every 30 days	No loss of pay/benefits; not a finding

Consequence	When it's used	Prerequisites / Process	Typical Terms	Collateral Effects
Suspension Without Pay — Serious Sanction	Significant misconduct; strong deterrence needed short of separation	FPC hearing → Senate appeal → President	Time-limited (e.g., up to one semester); terms to return	No pay during period; may limit access to campus; may impact future merit/sabbatical eligibility per policy
Demotion in Rank or Role — Serious Sanction	Proven unfitness for current rank/responsibilities but continued service possible	UFPC → Senate → President	Permanent or time-limited with re-review	Title/rank change; possible pay band change; duties reassigned
Revocation of Tenure — Serious Sanction	Adequate cause shown: gross misconduct, persistent neglect after notice/opportunity to improve, severe policy/law breach, or unfitness for continued service	UFPC hearing (clear & convincing) → Senate appeal → President implements	See details below	Removes continuing-appointment presumption; may pair with dismissal or rare fixed-term continuation
Dismissal for Cause — Serious Sanction	Adequate cause proven; separation is necessary to protect the University, students, or the integrity of the academic enterprise	UFPC hearing → Senate appeal → President implements	Immediate separation upon decision; final pay/benefits per law	Loss of position; potential loss of emeritus eligibility; campus access may be restricted

Appendix C

Faculty Misconduct: Sanction Ladder Matrix

Marshall University (Benchmark-aligned). Use this matrix to map substantiated misconduct to proportional consequences. Serious sanctions (salary reduction, suspension without pay, demotion, revocation of tenure, dismissal) require FPC hearing, clear-and-convincing standard, Faculty Senate Executive Committee appeal, and presidential implementation. Specialized matters (Title IX, research misconduct/ORI, IRB/IACUC, HIPAA/FERPA) follow controlling policies for investigation; this matrix guides sanction selection and collateral terms.

Category	Example Misconduct	Default Tier	Typical Sanctions (starting point)	Escalate To (if pattern/egregious)	Routing / Notes
Teaching & Student	Unjustified no-shows/cancellations ; failure to meet class obligations	Tier 1	Advisory + FDP; Written reprimand	Tier 2: Final warning; monitored probation; loss of overload eligibility; Tier 3 for chronic abandonment	Academic Affairs routing; document attendance /coverage
Teaching & Student	Arbitrary/capricious or discriminatory grading	Tier 2	Final warning; grade audit/redo; mandatory training; probation	Tier 3: suspension without pay; demotion in role; dismissal if willful & persistent	Coordinate with Registrar/EO; consider independent regrade
Teaching & Student	Significant intrusion of irrelevant/inappropriate content	Tier 1–2	Reprimand; syllabus remediation ; observation; training	Tier 3 if pattern after notice	Academic freedom review to ensure protected content not penalized
Teaching & Student	FERPA breach of student records	Tier 2	Training; probation; access restrictions	Tier 3 if willful/wide spread harm	Route through Registrar/Privacy Officer

Research & Scholarly	Research misconduct (FFP: fabrication/falsification/plagiarism)	Tier 3	Revocation of tenure + dismissal for cause (default); sponsor notifications	—	ORI/Research Misconduct policy controls fact-finding; this matrix sets sanctions
Research & Scholarly	IRB/IACUC/biosafety noncompliance (conduct outside approved protocol)	Tier 2	Removal of PI status; study hold; training; probation	Tier 3 if risk/harm/defiance: suspension without pay; dismissal	Route via IRB/IACUC/IBC; notify sponsors/regulators
Research & Scholarly	Data mismanagement; failure to maintain records; undisclosed selective reporting	Tier 2	Reprimand; probation; recordkeeping plan; PI restrictions	Tier 3 for willful deception or sponsor impact: salary reduction; suspension	Coordinate with Sponsored Programs
Research & Scholarly	Misrepresentation of credentials/contributions; coercive authorship	Tier 2	Reprimand; probation; correction/retraction; removal from committees	Tier 3 if material fraud: suspension or dismissal	Notify publishers as required
Professional & Collegial	Persistent neglect of duties after FDP	Tier 2	Final warning; monitored probation; workload adjustment	Tier 3: demotion; salary reduction; dismissal	Document FDP outcomes; ensure supports provided
Professional & Collegial	Interference with governance/retaliation against colleagues	Tier 2–3	Suspension of committee roles; probation; training	Tier 3: suspension without pay; dismissal	EEO/HR consult; protect complainants
Professional & Collegial	Dishonesty in reviews/committees; falsifying deliberations	Tier 2	Reprimand; removal from roles; probation	Tier 3 if consequential fraud: suspension; dismissal	Senate/Provost notified for governance integrity

Discrimination/ Harassment	Harassment or discrimination (protected classes)	Tier 2–3	Suspension; pay reduction; role restrictions; mandatory training	Tier 3: demotion; dismissal for egregious conduct	Title IX/EEO investigates ; discipline follows findings
Discrimination/ Harassment	Retaliation against complainant/witnesses	Tier 3	Suspension without pay; dismissal for cause	—	Zero-tolerance; interim measures to prevent further harm
COI/Commitment	Undisclosed financial COI; improper influence in research/procurement	Tier 2	Management plan; restitution if applicable; PI/role restrictions	Tier 3 if willful/benefit gained: salary reduction; suspension; dismissal	Follow COI policy; disclose to sponsors
Financial & Resource	Misuse/misappropriation of funds, P-card/grant/travel fraud	Tier 3	Restitution; suspension without pay; dismissal; possible criminal referral	—	Notify sponsors; audit; legal counsel
Financial & Resource	Unauthorized personal use of facilities/equipment /staff	Tier 2	Reprimand; restitution; access limits; probation	Tier 3 if significant value/pattern: salary reduction; suspension	Facilities/H R coordination
Information & Data	HIPAA/FERPA/Confidential data breach (negligent)	Tier 2	Training; probation; access limits; incident remediation	Tier 3 if willful/wide spread: suspension; dismissal	Privacy/Security Office leads investigation
Information & Data	Unauthorized system access; credential sharing	Tier 2	Reprimand; access revocation; probation	Tier 3 if intentional/ impactful: suspension; dismissal	CISO involvement; reportable incident review
Safety & Compliance	Serious lab/field safety breach creating risk/harm	Tier 3	Suspension without pay;	—	EHS leads; regulator notification

			demotion; dismissal		
Safety & Compliance	Failure to report/correct known hazards; repeated PPE violations	Tier 2	Reprimand; training; lab restrictions; probation	Tier 3 for pattern/defiance: suspension	EHS corrective action plan
Administration & Service	Falsification of official records (minutes, rosters, evaluations)	Tier 2–3	Reprimand; removal from admin roles; probation	Tier 3 if material impact: salary reduction; dismissal	Notify governance leadership
Administration & Service	Abuse of authority in admin roles (coercion, retaliation)	Tier 2–3	Role removal; probation; training	Tier 3 for grave misuse: suspension; dismissal	HR/General Counsel consult
Legal & Criminal	Criminal conviction impacting fitness/safety (fraud, violence, exploitation)	Tier 3	Dismissal for cause (often) or suspension without pay pending outcome	—	Background, legal counsel; consider interim leave
Legal & Criminal	Misuse of university title/status in unlawful activity	Tier 3	Suspension without pay; dismissal	—	Public affairs/legal coordination
Other	Knowingly false or malicious complaints; abuse of process	Tier 2	Reprimand; probation; process training	Tier 3 if severe harm: suspension	Safeguard against chilling legitimate reports
Other	Misuse of university name/logo; reputational harm unrelated to protected speech	Tier 1–2	Cease-and-desist; reprimand; training	Tier 3 for willful commercial misuse: suspension	Coordination with Marketing/Legal

BUDGET AND ACADEMIC POLICY COMMITTEE

RECOMMENDATION

SR-25-26-03 BAPC Recommends Revisions to UPAA2 Class Attendance

Whereas, UPAA-2 “Class Attendance” references “Short term military leave” without formally defining the extent of “short term”

The Budget and Academic Policy Committee recommends Amending UPAA 2 to adopt a clearer definition of short term military leave. Further, we recommend additional technical fixes.

RATIONALE:

UPAA-2 provides for excused absences for students as the result of the student receiving “military orders for a short-term period.” The length of the period that constitutes “short term” is not defined. This university policy provides guidelines for determination of “short term” military orders.

Excused absences are provided for students to prevent the student being unfairly penalized due to factors outside their control that prevent them attending class. It is not the intent of the excused absence policy to alter the academic standards required to attain specific grades or to pass a class. In recognition of this, excused absences are not provided for long-term absences from class, as a student who misses too much instruction would not be able to achieve the academic standards required. Students and faculty are directed to UPAA-4, section 2.6, in these circumstances.

This university policy recognizes that differences in pedagogy among courses results in variability in the length of absence that may be tolerable before it becomes infeasible for a student to realistically complete a course. As such, some lengths of absence are left to the discretion of the department chair in collaboration with the course instructor.

Finally, absence lengths are stated in terms of the percentage of instructional hours that would be missed by the military leave absence. This enables consistency across non-standard course lengths such as summer courses or 8-week sessions. The threshold of 15% of instructional hours is broadly equivalent to two weeks of classes in a standard 15-week semester, and the threshold of 30% is broadly equivalent to four weeks of classes in such a semester.

Be it resolved that the faculty senate incorporates the following language into UPAA2:

Extent of excused absences for short-term military leave

Students who receive military orders for short-term obligations (such as annual training, unit drills, deployment, or state active duty) must notify their instructors and/or the Division of Student Affairs within two instructional days of receiving their orders. Students may be excused from classes for up to 15% of instructional hours in the course (~2 weeks of a 15-week term), provided they are making satisfactory academic progress. For military orders necessitating an

BUDGET AND ACADEMIC POLICY COMMITTEE

RECOMMENDATION

SR-25-26-03 BAPC Recommends Revisions to UPAA2 Class Attendance

absence extending between 15% and 30% of instructional hours, approval for excused absences is at the discretion of the department chair in conjunction with the course instructor. Military leave resulting in absences exceeding 30% of instructional hours for the course is generally not counted as an excused absence; however, students may choose to withdraw from the semester and receive a full tuition refund under the provisions of UPAA-4.

Instructor Responsibilities for Military Leave:

Instructors must excuse class absences related to short-term military leave, as defined above, without applying attendance penalties. They are responsible for providing reasonable academic accommodations for missed work, which may include alternate assignments, extended deadlines, equivalent assessments, or online/remote learning options. If essential course learning outcomes or accreditation/licensure requirements cannot be met through makeup work, the instructor, department chair, and student must collaboratively explore alternative solutions-such as assigning an Incomplete grade, initiating a course withdrawal, or transferring to a different course section.

Appeals:

If a student believes their short-term military leave request or its implementation has not been appropriately honored, they may submit a written appeal to the Director of Student Advocacy. If the issue is not resolved, a final appeal may be submitted to the Senior Director of Student Advocacy and Accountability. Appeals must be submitted within ten instructional days of the decision regarding the student's military leave.

BUDGET AND ACADEMIC POLICY COMMITTEE

RECOMMENDATION

SR-25-26-03 BAPC Recommends Revisions to UPAA2 Class Attendance

FACULTY SENATE CHAIR:

APPROVED BY THE

FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE

FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS:

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-2

CLASS ATTENDANCE

- 2. Policy
 - 2.1 It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. Reasons for excused absences are at the instructor's discretion but must include all excused absences listed in this policy, and the syllabus must include these excused absences either directly or by reference to this policy. If a student is absent from class because of a circumstance that is included in the class excused absence policy, the absence will be handled by the instructor of the missed course or the Director of Student Advocacy within the Division of Student Affairs. In cases where a student has an absence whose excuse is guaranteed by this policy, and for which the instructor has not excused the student, the student can obtain an official excused absence following the procedure described below. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy applies to all undergraduate courses regardless of delivery modality including on-campus and distance education courses where students are unable to attend class or meet assignment or exam submission deadlines specified in the syllabus due to circumstances or conditions that qualify under this policy. This policy does not supersede program accreditation requirements.
- 3. Definitions of Excused Absences
 - 3.1 Excused absences fall into five categories:
 - 3.1.1 University-sponsored activities
 - 3.1.1.1 Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions.
 - 3.1.1.2 Athletics, official athletic events sponsored by the Athletic Department.
 - 3.1.1.3 Other University activities, including student government, academically-oriented student organizations, and careers fairs. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official University functions.
 - 3.1.2 Student Illness or Critical Illness/Death of a close family member.

3.1.2.2 Student Illness or injury

3.1.2.2.1 Absences will be excused only for illnesses or injuries that prohibit students from participating in class. Routine doctor's appointments scheduled in advance are not considered excused absences in the scope of this policy and will not be approved by the Division of Student Affairs. (These may be approved as absences if agreed between the student and instructor.)

3.1.2.3 Critical Illness of someone in a close relationship to the student.

3.1.2.3.1 Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill person.

3.1.2.4 Death of a someone in a close relationship to the student.

3.1.3 Short-Term Military Obligation: This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the catalog for this policy.

3.1.4 Jury Duty or Subpoena for Court Appearance

3.1.4.1 This applies to absences that are a result of official requests from a court of law.

3.1.5 Religious Holidays

3.1.5.1 This applies to major religious holidays. Please see the Division of Student Affairs for a list of such holidays.

3.1.6 Extreme personal emergencies.

3.1.6.1 Examples of such events include, but are not limited to, house fires, a natural disaster, an accident that directly impacts the student's safety or well-being, or any other life-altering or life-threatening situations which can be determined by the Director of Student Advocacy within the Division of Student Affairs.

4 Process

4.1 Students should generally request an absence first from their instructor, within five instructional days of the end of the event necessitating the absence. (For example, if a student is hospitalized, within one week of release from hospital.) For events that are scheduled in advance, such as University activities, the excuse must be requested from the instructor prior

to the absence. Should the student receive a denial of the request for an excused absence, or if the instructor does not respond within five instructional days, the student may then request a university-excused absence through the Division of Student Affairs. If the student does not submit their request for an excused absence within ten instructional days, it will not be accepted. If the student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. If the appeal to the Director of Student Advocacy does not yield a satisfactory result, the student may further appeal to the Senior Director of Student Advocacy and Accountability. This will be the final step in the appeal process."

4.1.1 University Sponsored Activities

4.1.1.1 Academic Activities: These absences are excused by the Division of Student Affairs. To gain approval, documentation must include a letter from the professor or staff member responsible for requiring student attendance or overseeing the event. The letter must detail the name of the event, its purpose, the educational value for the students, the date and time, and a list of the students attending. The letter must be reviewed and signed by the Division of Student Affairs.

4.1.1.2 Athletics: These absences are excused by the Chief Academic Officer (CAO), who must pre-approve any notice given/sent to faculty.

4.1.1.3 Other University activities: These absences are pre-approved by the Director of Student Advocacy within the Division of Student Affairs.

4.1.2 Student Illness or Critical Illness/Death of someone in a close relationship to the student.

4.1.2.1 Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the Division of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The office will notify faculty that the absence(s) meets the criteria to be excused.

4.1.2.2 Critical Illness of someone in a close relationship to the student: The student must submit official documentation from the person's health care provider that substantiates the critical nature of the illness and the student's need to provide the care/support. This documentation is to be submitted to the of Student Affairs upon the student's return to class. The Office will notify faculty that the absence(s) meets the criteria to be excused.

4.1.2.3 Death of someone in a close relationship to the student: To obtain an excused absence, the student must submit one of the following to the Office

of Student Affairs upon return to classes: an obituary or a funeral program; verification on letterhead stationery of the death by clergy or funeral home personnel. The student must also submit evidence of the relationship to the deceased. The Office will notify faculty that the absence meets the criteria to be excused.

4.1.3 Short-Term Military Obligation

4.1.3.1 The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the Division of Student Affairs.

4.1.4 Jury Duty or Subpoena for Court Appearance

4.1.4.1 The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the Division of Student Affairs prior to the date of the obligation. The Office of Student Advocacy and Accountability will notify faculty that the absence is to be excused.

4.1.5 Religious Holidays

4.1.5.1 Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Division of Student Affairs. The Office of Student Advocacy and Accountability will then notify the faculty that the absence is to be excused.

Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Student Rights and Responsibilities and will be referred to the Office of Student Advocacy and Accountability for appropriate sanctions.

For all University Excused Absences, students must submit their request within ten instructional days from the date of the event. Requests submitted after this timeframe will not be accepted. If a student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. Should the appeal to the Director of Student Advocacy not result in a satisfactory outcome, the student may escalate the appeal to the Senior Director of Student Advocacy and Accountability. This step will serve as the final stage of the appeal process.

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-2

CLASS ATTENDANCE

1 General Information

1.1 Scope: Academic policy regarding class attendance

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: [TBD]

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1.4 Effective Date: [TBD]

Formatted: English (United States)

1.5 Controlling over: Marshall University

1.6 History: Adopted General Faculty Meeting, May 12, 1970; Clarified by Faculty Senate on April 10, 2001; SR-04-05-(06)63 BAPC, Approved November 18, 2004 for Implementation Fall 2005. Further revisions were made in 2006 and Spring 2025 (SR 24-25-33 BAPC).

2. Policy

2.1 It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. Reasons for excused absences are at the instructor's discretion but must include all excused absences listed in this policy, and the syllabus must include these excused absences either directly or by reference to this policy. If a student is absent from class because of a circumstance that is included in the class excused absence policy, the absence will be handled by the instructor of the missed course or the Director of Student Advocacy within the Division of Student Affairs. In cases where a student has an absence whose excuse is guaranteed by this policy, and for which the instructor has not excused the student, the student can obtain an official excused absence following the procedure described below. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy applies to all undergraduate courses regardless of delivery modality including on-campus and distance education courses where students are unable to attend class or meet assignment or exam submission deadlines specified in the syllabus due to circumstances or conditions that qualify under this policy. This policy does not supersede program accreditation requirements.

3. Definitions of Excused Absences

3.1 Excused absences fall into ~~five~~six categories:

3.1.1 University-sponsored activities

3.1.1.1 Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions.

3.1.1.2 Athletics, official athletic events sponsored by the Athletic Department.

3.1.1.3 Other University activities, including student government, academically-oriented student organizations, and careers fairs. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official University functions.

3.1.2 Student Illness or Critical Illness/Death of a close family member.

3.1.2.2 Student Illness or injury

3.1.2.2.1 Absences will be excused only for illnesses or injuries that prohibit students from participating in class. Routine doctor's appointments scheduled in advance are not considered excused absences in the scope of this policy and will not be approved by the Division of Student Affairs. (These may be approved as absences if agreed between the student and instructor.)

3.1.2.3 Critical Illness of someone in a close relationship to the student.

3.1.2.3.1 Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill person.

3.1.2.4 Death of a someone in a close relationship to the student.

3.1.3 Short-Term Military Obligation: This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the catalog for this policy.

3.1.4 Jury Duty or Subpoena for Court Appearance

3.1.4.1 This applies to absences that are a result of official requests from a court of law.

3.1.5 Religious Holidays

- 3.1.5.1 This applies to major religious holidays. Please see the Division of Student Affairs for a list of such holidays.
- 3.1.6 Extreme personal emergencies.
- 3.1.6.1 Examples of such events include, but are not limited to, house fires, a natural disaster, an accident that directly impacts the student's safety or well-being, or any other life-altering or life-threatening situations which can be determined by the Director of Student Advocacy within the Division of Student Affairs.
- 4 Process
 - 4.1 Students should generally request an absence first from their instructor, within five instructional days of the end of the event necessitating the absence. (For example, if a student is hospitalized, within one week of release from hospital.) For events that are scheduled in advance, such as University activities, the excuse must be requested from the instructor prior to the absence. Should the student receive a denial of the request for an excused absence, or if the instructor does not respond within five instructional days, the student may then request a university-excused absence through the Division of Student Affairs. If the student does not submit their request for an excused absence within ten instructional days, it will not be accepted. If the student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. If the appeal to the Director of Student Advocacy does not yield a satisfactory result, the student may further appeal to the Senior Director of Student Advocacy and Accountability. This will be the final step in the appeal process."
 - 4.1.1 University Sponsored Activities
 - 4.1.1.1 Academic Activities: These absences are excused by the Division of Student Affairs. To gain approval, documentation must include a letter from the professor or staff member responsible for requiring student attendance or overseeing the event. The letter must detail the name of the event, its purpose, the educational value for the students, the date and time, and a list of the students attending. The letter must be reviewed and signed by the Division of Student Affairs.
 - 4.1.1.2 Athletics: These absences are excused by the Chief Academic Officer (CAO), who must pre-approve any notice given/sent to faculty.
 - 4.1.1.3 Other University activities: These absences are pre-approved by the Director of Student Advocacy within the Division of Student Affairs.

- 4.1.2 Student Illness or Critical Illness/Death of someone in a close relationship to the student.
- 4.1.2.1 Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the Division of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The office will notify faculty that the absence(s) meets the criteria to be excused.
- 4.1.2.2 Critical Illness of someone in a close relationship to the student: The student must submit official documentation from the person's health care provider that substantiates the critical nature of the illness and the student's need to provide the care/support. This documentation is to be submitted to the of Student Affairs upon the student's return to class. The Office will notify faculty that the absence(s) meets the criteria to be excused.
- 4.1.2.3 Death of someone in a close relationship to the student: To obtain an excused absence, the student must submit one of the following to the Office of Student Affairs upon return to classes: an obituary or a funeral program; verification on letterhead stationery of the death by clergy or funeral home personnel. The student must also submit evidence of the relationship to the deceased. The Office will notify faculty that the absence meets the criteria to be excused.
- 4.1.3 Short-Term Military Obligation
- 4.1.3.1 Extent of excused absences for short-term military leave: Students who receive military orders for short-term obligations (such as annual training, unit drills, deployment, or state active duty) must notify their instructors and/or the Division of Student Affairs within two instructional days of receiving their orders. Students may be excused from classes for up to 15% of instructional hours in the course (~2 weeks of a 15-week semester), provided they are making satisfactory academic progress. For military orders necessitating an absence extending between 15% and 30% of instructional hours, approval for excused absences is at the discretion of the department chair in conjunction with the course instructor. Military leave resulting in absences exceeding 30% of instructional hours for the course is generally not counted as an excused absence; however, students may choose to withdraw from the semester and receive a full tuition refund under the provisions of UPAA-4.
- 4.1.3.2 Instructor Responsibilities for Military Leave: Instructors must excuse class absences related to short-term military leave, as defined above, without applying attendance penalties. They are responsible for providing reasonable academic accommodations for missed work, which may include alternate assignments, extended deadlines, equivalent assessments, or

online/remote learning options. If essential course learning outcomes or accreditation/licensure requirements cannot be met through makeup work, the instructor, department chair, and student must collaboratively explore alternative solutions-such as assigning an Incomplete grade, initiating a course withdrawal, or transferring to a different course section.

4.1.3.3. Appeals: If a student believes their short-term military leave request or its implementation has not been appropriately honored, they may submit a written appeal to the Director of Student Advocacy. If the issue is not resolved, a final appeal may be submitted to the Senior Director of Student Advocacy and Accountability. Appeals must be submitted within ten instructional days of the decision regarding the student's military leave. The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the Division of Student Affairs.

4.1.4 Jury Duty or Subpoena for Court Appearance

4.1.4.1 The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the Division of Student Affairs prior to the date of the obligation. The Office of Student Advocacy and Accountability will notify faculty that the absence is to be excused.

4.1.5 Religious Holidays

4.1.5.1 Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Division of Student Affairs. The Office of Student Advocacy and Accountability will then notify the faculty that the absence is to be excused.

Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Student Rights and Responsibilities and will be referred to the Office of Student Advocacy and Accountability for appropriate sanctions.

For all University Excused Absences, students must submit their request within ten instructional days from the date of the event. Requests submitted after this timeframe will not be accepted. If a student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. Should the appeal to the Director of Student Advocacy not result in a satisfactory outcome, the student may escalate the appeal to the Senior Director of Student Advocacy and Accountability. This step will serve as the final stage of the appeal process.

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-2

CLASS ATTENDANCE

- 1 General Information
 - 1.1 Scope: Academic policy regarding class attendance
 - 1.2 Authority: W. Va. Code §18B-1-6
 - 1.3 Passage Date: [TBD]
 - 1.4 Effective Date: [TBD]
 - 1.5 Controlling over: Marshall University
 - 1.6 History: Adopted General Faculty Meeting, May 12, 1970; Clarified by Faculty Senate on April 10, 2001; SR-04-05-(06)63 BAPC, Approved November 18, 2004 for Implementation Fall 2005. Further revisions were made in 2006 and Spring 2025 (SR 24-25-33 BAPC).
2. Policy
 - 2.1 It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. Reasons for excused absences are at the instructor's discretion but must include all excused absences listed in this policy, and the syllabus must include these excused absences either directly or by reference to this policy. If a student is absent from class because of a circumstance that is included in the class excused absence policy, the absence will be handled by the instructor of the missed course or the Director of Student Advocacy within the Division of Student Affairs. In cases where a student has an absence whose excuse is guaranteed by this policy, and for which the instructor has not excused the student, the student can obtain an official excused absence following the procedure described below. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy applies to all undergraduate courses regardless of delivery modality including on-campus and distance education courses where students are unable to attend class or meet assignment or exam submission deadlines specified in the syllabus due to circumstances or conditions that qualify under this policy. This policy does not supersede program accreditation requirements.

- 3. Definitions of Excused Absences
 - 3.1 Excused absences fall into six categories:
 - 3.1.1 University-sponsored activities
 - 3.1.1.1 Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions.
 - 3.1.1.2 Athletics, official athletic events sponsored by the Athletic Department.
 - 3.1.1.3 Other University activities, including student government, academically-oriented student organizations, and careers fairs. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official University functions.
 - 3.1.2 Student Illness or Critical Illness/Death of a close family member.
 - 3.1.2.2 Student Illness or injury
 - 3.1.2.2.1 Absences will be excused only for illnesses or injuries that prohibit students from participating in class. Routine doctor's appointments scheduled in advance are not considered excused absences in the scope of this policy and will not be approved by the Division of Student Affairs. (These may be approved as absences if agreed between the student and instructor.)
 - 3.1.2.3 Critical Illness of someone in a close relationship to the student.
 - 3.1.2.3.1 Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill person.
 - 3.1.2.4 Death of a someone in a close relationship to the student.
 - 3.1.3 Short-Term Military Obligation: This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the catalog for this policy.
 - 3.1.4 Jury Duty or Subpoena for Court Appearance
 - 3.1.4.1 This applies to absences that are a result of official requests from a court of law.
 - 3.1.5 Religious Holidays

- 3.1.5.1 This applies to major religious holidays. Please see the Division of Student Affairs for a list of such holidays.
- 3.1.6 Extreme personal emergencies.
 - 3.1.6.1 Examples of such events include, but are not limited to, house fires, a natural disaster, an accident that directly impacts the student's safety or well-being, or any other life-altering or life-threatening situations which can be determined by the Director of Student Advocacy within the Division of Student Affairs.
- 4 Process
 - 4.1 Students should generally request an absence first from their instructor, within five instructional days of the end of the event necessitating the absence. (For example, if a student is hospitalized, within one week of release from hospital.) For events that are scheduled in advance, such as University activities, the excuse must be requested from the instructor prior to the absence. Should the student receive a denial of the request for an excused absence, or if the instructor does not respond within five instructional days, the student may then request a university-excused absence through the Division of Student Affairs. If the student does not submit their request for an excused absence within ten instructional days, it will not be accepted. If the student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. If the appeal to the Director of Student Advocacy does not yield a satisfactory result, the student may further appeal to the Senior Director of Student Advocacy and Accountability. This will be the final step in the appeal process."
 - 4.1.1 University Sponsored Activities
 - 4.1.1.1 Academic Activities: These absences are excused by the Division of Student Affairs. To gain approval, documentation must include a letter from the professor or staff member responsible for requiring student attendance or overseeing the event. The letter must detail the name of the event, its purpose, the educational value for the students, the date and time, and a list of the students attending. The letter must be reviewed and signed by the Division of Student Affairs.
 - 4.1.1.2 Athletics: These absences are excused by the Chief Academic Officer (CAO), who must pre-approve any notice given/sent to faculty.
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 - 4.1.2.1 Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the Division of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The office will notify faculty that the absence(s) meets the criteria to be excused.
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 - 4.1.3.1 Extent of excused absences for short-term military leave: Students who receive military orders for short-term obligations (such as annual training, unit drills, deployment, or state active duty) must notify their instructors and/or the Division of Student Affairs within two instructional days of receiving their orders. Students may be excused from classes for up to 15% of instructional hours in the course (~2 weeks of a 15-week term), provided they are making satisfactory academic progress. For military orders necessitating an absence extending between 15% and 30% of instructional hours, approval for excused absences is at the discretion of the department chair in conjunction with the course instructor. Military leave resulting in absences exceeding 30% of instructional hours for the course is generally not counted as an excused absence; however, students may choose to withdraw from the semester and receive a full tuition refund under the provisions of UPAA-4.
 - 4.1.3.2 Instructor Responsibilities for Military Leave: Instructors must excuse class absences related to short-term military leave, as defined above, without applying attendance penalties. They are responsible for providing reasonable academic accommodations for missed work, which may include alternate assignments, extended deadlines, equivalent assessments, or

online/remote learning options. If essential course learning outcomes or accreditation/licensure requirements cannot be met through makeup work, the instructor, department chair, and student must collaboratively explore alternative solutions-such as assigning an Incomplete grade, initiating a course withdrawal, or transferring to a different course section.

- 4.1.3.3. Appeals: If a student believes their short-term military leave request or its implementation has not been appropriately honored, they may submit a written appeal to the Director of Student Advocacy. If the issue is not resolved, a final appeal may be submitted to the Senior Director of Student Advocacy and Accountability. Appeals must be submitted within ten instructional days of the decision regarding the student's military leave.
- 4.1.4 Jury Duty or Subpoena for Court Appearance
 - 4.1.4.1 The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the Division of Student Affairs prior to the date of the obligation. The Office of Student Advocacy and Accountability will notify faculty that the absence is to be excused.
- 4.1.5 Religious Holidays
 - 4.1.5.1 Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Division of Student Affairs. The Office of Student Advocacy and Accountability will then notify the faculty that the absence is to be excused.
- Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Student Rights and Responsibilities and will be referred to the Office of Student Advocacy and Accountability for appropriate sanctions.

For all University Excused Absences, students must submit their request within ten instructional days from the date of the event. Requests submitted after this timeframe will not be accepted. If a student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. Should the appeal to the Director of Student Advocacy not result in a satisfactory outcome, the student may escalate the appeal to the Senior Director of Student Advocacy and Accountability. This step will serve as the final stage of the appeal process.

BUDGET AND ACADEMIC POLICY COMMITTEE

RECOMMENDATION

SR-25-26-04 BAPC Recommends Revisions to UPAA5 Midterm Grades

Whereas, students would generally benefit from the opportunity to have a formal notification of their grade at midterm, no matter the grade,

Whereas, the additional burden on an instructor to provide all midterm grades, as opposed to the current practice of providing only D, F, or NC grades is minimal,

The Budget and Academic Policy Committee recommends revising policy UPAA-5 (“Freshman D and F Grades” to “Comprehensive Midterm Grades” as outlined below:

RATIONALE:

The intent of reporting a midterm grade is to provide an early evaluation of a student’s current status in a course and provide an early alert opportunity for course correction, when needed. In providing only D, F, or NC grades, a student is uncertain about whether or not their instructor/faculty failed to submit a grade or if their grade is a C or better. By reporting all grades for undergraduate students, University staff, Dean’s Offices, and Department Chairs can better identify the missing grades to assist in reporting to students. In theory, an instructor already needs to evaluate all student grades to determine those with D, F, or NC, so this process requires only the additional step of reporting the grade in the University’s approved software.

FACULTY SENATE CHAIR:

APPROVED BY THE

FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE

FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS:

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-5

FRESHMAN AND SOPHOMORE MIDTERM D & F GRADES

1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to freshmen and sophomores.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019
- 1.4 Effective Date: August 1, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Effective as of 4/1/03.

2 Policy

- 2.1 D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software.

3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshman and sophomore grades of D and F the Registrar's Office proceeds with the grade run and mails the formal letter from the university. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
 - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean.
 - 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons.
 - 3.1.3 The Dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The Dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.
 - 3.1.4 These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.
- 3.2 If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.
- 3.3 Mid-term grades do not appear on the student's official transcript.

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-5

FRESHMAN AND SOPHOMORE MIDTERM D & F COMPREHENSIVE MIDTERM GRADES

- 1 General Information.
- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to ~~freshmen and sophomores~~ undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: ~~June 27, 2019~~ [TBD]
- 1.4 Effective Date: ~~August 1, 2019~~ [TBD]
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. ~~Effective as of 4/1/03.~~ Amended again in 2019.

2 Policy

~~2.1 D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university-approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software. Midterm grades are processed for all undergraduate students. Midterm grades are entered via myMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.~~

~~2.1.1~~ For faculty in courses with no graded assignments or exams before midterm, an indicator is available in the university's midterm grade reporting tool to mark that no grades will be reported.

~~2.1.2~~ Students receiving a D, F, or NC will receive an email notification from the Office of the Registrar on behalf of the provost, including their D/F/NC midterm grades and academic support resources.

3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm ~~freshman and sophomore grades of D and F grades~~ the Registrar's Office proceeds with the grade run and ~~mails the formal letter from the university~~ posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
 - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the Provost.
 - 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports.

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them back to the Office of the Registrar within two business days.

3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in myMU. The email will include their midterm grade and confirmation that it has now been recorded. The Dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The Dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.

3.1.3.1.4 If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those in the provost's statement noted in 2.2.

3.1.3.1.5 These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication. These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.

3.2 If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.

3.3.2 Mid-term grades do not appear on the student's official transcript.

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UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-5

COMPREHENSIVE MIDTERM GRADES

1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: [TBD]
- 1.4 Effective Date: [TBD]
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Amended again in 2019.

2 Policy

- 2.1 Midterm grades are processed for all undergraduate students. Midterm grades are entered via MyMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.
 - 2.1.1 For faculty in courses with no graded assignments or exams before midterm, an indicator is available in the university's midterm grade reporting tool to mark that no grades will be reported.
- 2.2 Students receiving a D, F, or NC will receive an email notification from the Office of the Registrar on behalf of the provost, including their D/F/NC midterm grades and academic support resources.

3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm grades, the Registrar's Office proceeds with the grade run and posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
 - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the Provost.
 - 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports them back to the Office of the Registrar within two business days.
 - 3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in

myMU. The email will include their midterm grade and confirmation that it has now been recorded..

- 3.1.4 If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those in the provost's statement noted in 2.2.
- 3.1.5 These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication.
- 3.2 Mid-term grades do not appear on the student's official transcript.

University Curriculum Committee

RECOMMENDATION

SR 25-26-05 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

INSTRUCTIONS: To view each full proposal (including all forms and attachments), log in to Courseleaf CIM using your MU credentials from the links below

- **All Proposals (by Approval Level)** <https://nextcatalog.marshall.edu/courseleaf/approve/>
 - Use this link to view **all proposals** (courses/programs/miscellaneous/intents-to-plan) **in the queue of each approval level**. To see the queue, change “Your Role” to the appropriate level (e.g., Faculty Senate Executive Committee).
 - **Courses** <https://nextcatalog.marshall.edu/courseadmin/>
 - Use this link to view **course** proposals. To search, enter an asterisk (*) before keywords or CIM key (e.g., *political science).
-

Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Course Additions

Honors College

HON 301: Honors Engagement & Outreach

CIM Key: 16114

- **Course Description:** An experiential learning course providing outreach and leadership training. Students engage in recruitment, student support, and community-building while developing durable skills. May be repeated for credit. (Course can be repeated an unlimited amount of times.)
- **Credit Hours:** 3
- **Rationale:** Honors students thrive when they engage beyond the classroom, developing leadership and communication skills in real-world settings. HON 301 formalizes the role of Honors Ambassadors and Top Scholars, ensuring structured participation in recruitment, mentorship, and outreach while fostering durable skills. This course aligns with the Honors College’s mission by integrating experiential learning, ethical leadership, and community engagement. Students will apply outreach strategies, engage in professional communication, and reflect on their leadership development through structured activities. HON 301 addresses key institutional needs by: Providing an academic framework for Honors Ambassadors and structured engagement for Hedrick, Hodges, and 1837 Scholars. Supporting experiential learning through hands-on leadership and outreach initiatives. Strengthening Honors College recruitment by enhancing student-driven engagement. With flexible credit hours (1-4), this course accommodates varying levels of participation while maintaining intentional reflection and assessment. By integrating high-impact practices such as mentorship, leadership training, and community involvement, HON 301 deepens student engagement, strengthens retention, and contributes to long-term success.

University Curriculum Committee

RECOMMENDATION

SR 25-26-05 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____
