

# THE CONSTITUTION OF THE FACULTY SENATE OF FAIRMONT STATE UNIVERSITY

## **ARTICLE I. Name, Purpose, and Jurisdiction**

**Section 1.** The name of this society shall be the Faculty Senate of Fairmont State University.

**Section 2.** The Faculty Senate shall act as the principal agent of the Faculty of Fairmont State University in policy determination and communication with administration and the Board of Governors.

**Section 3.** Throughout this Constitution and ~~the Faculty Senate~~ Bylaws, the expression “University” shall denote Fairmont State University; the expression “Faculty” shall denote the full-time faculty of Fairmont State University, unless otherwise specified; the expression “Faculty member” shall denote a member of the same. Faculty Equivalent Academic Professional (FEAP) with full-time classroom instruction duties shall be considered full-time faculty for the purposes of voting in Senate elections (including academic unit elections for Senate representatives) but not eligible to serve as Senators. Dean, Chairs, and faculty with 50 percent or more administrative duties may not serve as Senators.

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## **ARTICLE II. Membership**

**Section 1.** Unless otherwise specified the term “election” shall denote election conducted by electronic secret ballot distributed through Fairmont State University’s official email system. Any academic unit may choose to elect unit representatives by other means.

**Section 2.** Each Academic Unit of the University shall elect one senator for each ten full-time faculty members or fractions thereof; however, the number of senators from any College shall not exceed one senator per ten faculty members or fractions thereof in the College as a whole. The distribution of representation within the College shall be an internal matter to be determined at the discretion of the College. For the purposes of this Constitution, the definition of academic unit shall be the same as set forth in the Bylaws of the Faculty Senate and such definition is incorporated herein by reference. The term for senators so elected shall be two years. The Library is designated as an academic support unit and is permitted to elect one senator. The term Academic Unit will refer to the following: Behavioral Sciences; Biology, Chemistry, and Geoscience; Business; Computer Science, Mathematics, and Physics; Education; Fine Arts; Health and Human Performance; Language and Literature; Nursing and Allied Health Administration; Social Sciences; and Technology. The Library is designated as an academic support unit and is permitted to elect one senator.

**Current Structure (2018-2019 Catalog 2019-20 Academic Year):-**

**School of Nursing**

**School of Education, Health & Human Performance**

~~Department of Education~~

~~Department of HHP~~

**School of Business & Aviation**

~~Department of Marketing & Management Studies~~

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~~Department of Accounting, Economics, & Finance~~

~~Department of Aviation~~

### College of Liberal Arts

~~Department of Humanities~~

~~Department of Performing Arts~~

~~Department of Behavioral Sciences~~

~~Department of Social Sciences~~

### College of Science & Technology

~~Department of Natural Sciences~~

~~Department of Computer Science & Math~~

~~Department of Architecture, Art, & Design~~

~~Department of Engineering Technology~~

### Library

~~**College of Liberal Arts (3 Academic Units):** Language & Literature (English, Folklore Studies, French, Multimedia Journalism and Professional Writing, Spanish, and ESL); Social Science (Criminal Justice, History, International Studies, Museum Studies, National Security & Intelligence, Philosophy, Political Science, and Social Studies Education); and Behavioral Science (Psychology and Sociology). **College of Science and Technology (4 Academic Units):** Natural Sciences (Biology and Biology Education, Chemistry and Chemistry Education, Forensics, Biotechnology, General Science Education, Physics and Physics Education); Computer Science and Mathematics (Computer Science, Cybersecurity, Game Design, Mathematics and Mathematics Education); Engineering Technology (Aviation Technology, Aviation Maintenance Management, Aviation Administration (No Flight) and Aviation Administration (Flight), Civil Engineering (B.S., A.S.), Electronics Engineering (B.S., A.S.), Mechanical Engineering (B.S., A.S.), Occupational Safety (B.S.) and Safety Engineering Technology (A.S.), Technology, and Automation and Robotics); and Architecture & Graphics (Architecture (B.S.), Architecture Engineering Technology (A.S.), Graphic Design Technology, and Game Design). **School of Business (1 Academic Unit):** Accounting, Business Administration Finance, Business and Business minor, Management, Marketing, Information Systems Management, and Healthcare Management. **School of Education (2 Academic Units):** Early/Middle Education (K-6) and specializations in Art, Biology, Chemistry, English, General Science, Health Education, Journalism, Mathematics, Music, Physical Education, Social Studies, Spanish, and Theatre Arts, and Health and Human Performance (Community Health Education, Exercise Science, and Outdoor Recreation Leadership). **School of Fine Arts (1 Academic Unit):** Art Education, Art History, Communication~~

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Arts, Music and Music Education, Studio Art, Theatre Arts and Theatre Education. ~~School of Nursing (1 Academic Unit): Nursing B.S. and A.S. The Library is designated as an academic support unit and is permitted to elect one senator.~~

### **Proposed Two-College Structure (not approved):-**

~~The College of Arts and Sciences would house 5 Academic Units: Fine Arts 13.5 Full-time Faculty (Art, Music, Theatre); Humanities 16 Full-time Faculty (Communication, Language & Literature, and Philosophy); Mathematics/Computer Science 10 Full-time Faculty; Natural Sciences 16 Full-time Faculty (Biology, Chemistry, Forensic Science, Geoscience, and Physics); and Social Sciences 26.5 Full-time Faculty (Criminal Justice, Geography, History, National Security & Intelligence, Political Science, Psychology and Sociology).~~

~~The College of Professional Studies would house 6 Academic Units: Business 23 Full-time Faculty (Accounting, Aviation, Business Administration, Healthcare Management, and Information Systems); Education 13 Full-time Faculty; Engineering Technology and Architecture 19 Full-time Faculty (Architecture, Graphic Design, and Engineering Technology); Health and Human Performance 11 Full-time Faculty (Exercise Science, Physical Education, Community Health, School Health, and Outdoor-Recreation); Nursing 15 Full-time Faculty.~~

### **Where would the Library be?**

- a. ~~The term of office for senators so elected shall be two years.~~
- b.a. These elections shall be conducted by ~~secret ballot at~~ the Academic Unit's meeting of the academic year that falls prior to the penultimate Senate meeting of the academic year.
- e.b. Deans and Chairs shall neither be eligible to vote, except in case of a tie, nor be elected at such elections. Deans, Chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as Senators.
- d.c. To be eligible for election to the Senate, a candidate shall have been a Faculty member at Fairmont State University for at least two complete academic years by the September following their election. However, this requirement may be waived if no qualified person is available.
- e.d. If a vacancy in an unexpired term of an elected Senator occurs, it shall be filled by a special election in the appropriate Academic Unit.

**Section 3.** ~~The Academic Affairs Council~~ shall elect two Senators who meet the time qualifications for Senate membership stated in Article II, Section ~~11.42.c~~ (above).

- a. The term of office for Senators so elected shall be two years.
- b. The election of these Senators shall be conducted ~~by secret ballot at the~~ Academic Affairs ~~Council~~ meeting that falls prior to the penultimate Senate meeting of the academic year.

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- c. The President of the University and the Provost and Academic Vice-President shall not be eligible to be elected to the Senate by ~~the Academic Affairs Council~~.
- d. If a Senator elected by ~~the Academic Affairs Council~~ should relinquish the position on ~~the Academic Affairs Council~~ for any reason, that person's name shall be removed from the Senate roll immediately, and a vacancy shall be considered to exist. If a vacancy in an unexpired term of a Senator from ~~the Academic Affairs Council~~ occurs, the vacancy shall be filled by a special election conducted by ~~the Academic Affairs Council~~.

**Section 4.** The Fairmont State University representative to the Advisory Council of Faculty (ACF) shall be elected by the full faculty. The representative to the ACF is responsible for representing the interests of the faculty to the ACF and reporting on ACF meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code §18B-6-2(b)(2), the term of office for the representative will be two years. Representatives shall be eligible to succeed themselves.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. **Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.**
- c. No person shall serve as both a Senator from an academic unit and the ACF representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Faculty Senate Executive Committee.

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**Section 5.** The Fairmont State University faculty representative to the Fairmont State Board of Governors (BOG) shall be elected by the full faculty. The representative is responsible for representing the interests of the faculty to the BOG and reporting on BOG meetings to the Faculty Senate. The representative shall be a full, voting member of Senate.

- a. In accordance with West Virginia Code Section §18B-2A-1(d)(2), the term of office for the faculty representative will be two years. The faculty representative is eligible to succeed himself or herself for three additional terms, not to exceed a total of eight consecutive years.
- b. The representative shall be a full-time member of the faculty with the rank of instructor or above, duly elected by the faculty. **Deans, chairs, and faculty with 50 percent or more administrative duties are not eligible to serve as the representative.**
- c. No person shall serve as both a Senator from an academic unit and the BOG representative.
- d. The election of the representative shall be initiated by the Faculty Senate Executive Committee and the results presented at the penultimate Senate meeting of the academic year.
- e. The election of the representative will occur in odd-numbered years.
- f. If a vacancy in an unexpired term of an elected faculty representative occurs, it shall be filled by a special election initiated by the Executive Committee.

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**Section 6.** Two members of the student body of Fairmont State University serve as members-at-large in the Faculty Senate.

- a. Student members shall be selected by the entire student body in a manner determined by Student Government.
- b. Such selection shall occur ~~prior to the last~~ at the first meeting of the Student Government-Senate for the current-meeting of the academic year.
- c. The term of office for student members shall be one academic year.
- d. To be eligible to serve in the Faculty Senate a student must be a full-time student. The student must have an overall grade point average of at least two and two tenths (2.2) at the time of election.
- e. No student shall be eligible to serve on the Executive Committee.
- f. A vacancy in an unexpired student term shall be filled by Student Government.

**Section 7.** Any duly elected member of the Senate who is temporarily appointed to an acting administrative position should not be removed from Senate membership unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, that member shall resign the Executive Committee position and a replacement member shall be appointed by the Senate President.

### **ARTICLE III. Officers**

**Section 1.** The Senate shall biennially elect a President. The President of the Senate may not serve more than two consecutive terms in office. The Senate shall annually elect the following officers: Vice President, Secretary, a Webmaster, and three at-large members of the Executive Committee. These officers may not serve more than three consecutive one-year terms.

**Section 2.** The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, distribute the Senate agenda, and serve as ex-officio member of all Faculty Senate committees. The President may select a Parliamentarian from the full-time faculty to serve during that term of office, but such Parliamentarian shall not vote in the Senate unless the Parliamentarian is also a Senator. The President, or appointee(s), shall provide orientation for all newly elected members of the Senate.

**Section 3.** If the President of the shall resign or for any reason be removed from the office during an academic year the Vice-President of the Senate shall upon such resignation or removal immediately assume the role of President of the Senate and shall assume all duties, rights and responsibilities of the President. In such a circumstance the Vice President shall serve in the capacity of President until the May meeting of the Senate in the academic year in which the President either resigns or is removed from office. At the April meeting the President shall include in the nominations to be presented to the Senate at the May meeting the unexpired term of President and at the May meeting the Senate shall choose a President to fulfill the unexpired term of the former President.

The Vice President of the Senate shall preside in the absence of the President and shall serve as a member of the Executive Committee of the Senate.

**Section 4.** The Secretary of the Senate shall ~~maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member; distribute the Senate agenda;~~ record the proceedings of each meeting of the Senate; and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty. ~~The Secretary shall also maintain appropriate files for~~

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~~retaining Senate records.~~

**Section 5.** The Webmaster shall maintain an up-to-date list of the Senate's membership, including the expiration date of term for each member. The Webmaster ~~The Secretary~~ shall also maintain appropriate files for retaining Senate records.

**ARTICLE IV. Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly at times to be decided by the Senate Executive Committee.

**Section 2.** Special meetings may be called by the President of the Senate, the President of the University, or upon the written petition to the President of the Senate by any five Senators or any twenty members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each Senator at least forty-eight hours in advance of each meeting.

#### **ARTICLE V. Amendments**

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate followed by the approval of a two-thirds (2/3) vote of the Faculty members present at a General Faculty meeting. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

#### **Addenda**

1. In the event that any provision of this Constitution shall conflict with the ~~Rules and Regulations~~[Policies](#) of the Fairmont State Board of Governors, such ~~Rules and Regulations~~[Policies](#) shall govern.
2. Unless otherwise provided in this Constitution, all proceedings shall be governed by Robert's Rules of Order.

**FAIRMONT STATE UNIVERSITY  
FACULTY SENATE BYLAWS**

**ARTICLE I. Membership**

Membership of the Senate is as defined in Article I, Section 3 of the Constitution. Academic Units are defined by the following list:

**Current Structure ( 2021-2022 Academic Year):**

**College of Nursing**

ASN  
BSN

**College of Education, Health & Human Performance**

Department of Education  
Department of Health and Human Performance

**College of Business & Aviation**

Department of Marketing & Management Studies  
Department of Accounting, Economics, & Finance  
Department of Aviation

**College of Liberal Arts**

Department of Humanities  
Department of Behavioral Sciences  
Department of Social Sciences

**College of Science & Technology**

Department of Natural Sciences  
Department of Computer Science & Mathematics  
Department of Architecture, Art, & Design  
Department of Engineering Technology

**Library**

**ARTICLE II. Meetings**

**Section 1.** Regular meetings of the Faculty Senate shall be held each month during the academic year, on dates and at times to be determined and announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each Senator at least ten days prior to the ~~September~~first meeting of the fall semester. Senators are expected to make themselves available for extended business and discussions when necessary.

**Section 2.** Except where specifically prohibited in these Bylaws, the terms written notice and written communication shall be construed to include all forms of electronic communications. Only electronic notifications or communications sent via Fairmont State University's email system shall be deemed to satisfy the requirement of written notice and written communication.

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**Section 3.** The last regularly scheduled Senate meeting of each academic year, which shall follow the annual Academic Unit Senate elections, shall be held for the purpose of electing new officers for the next year. The meeting shall be called and chaired by the President of the outgoing Senate.

**Section 4.** The Senators present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

**Section 5.** Any member of the University community with a direct interest in the business of any Senate meeting shall have the right to attend such meeting. Subject to recognition and approval of the presiding officer of the Senate, this attendee may plead his/her case to redress interests relevant to the business of the Senate.

**Section 6.** A Senator unable to be in attendance for a particular meeting should send a substitute representative from the same Academic Unit who meets the requirements for Faculty Senate membership. The individual designated as a substitute shall assume the seat and vote for the absent member provided that notice of such substitution is given to the President and Secretary of the Senate prior to the call to order of the meeting.

**Section 7.** All members of the Senate entitled to vote shall be seated directly around the table.

**Section 8.** The ~~physical~~ presence of at least fifty percent (50%) of the members or their substitutes shall constitute a quorum. [The Faculty Senate Executive Committee shall designate whether a meeting is in person or remote.](#)

**Section 9.** Meetings of the Senate shall be conducted in accordance with the current edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

### **ARTICLE III. Officers**

**Section 1.** During the regularly scheduled April Senate meeting, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

**Section 2.** The Senate shall, by secret ballot, elect biennially during the May meeting or whenever a vacancy exists, a President. The Senate shall, by secret ballot, elect annually during the May meeting or whenever a vacancy exists, a Vice President, a Secretary, a Webmaster, and three members of the Executive Committee from among its elected members.

**Section 3.** The minimum qualification of a Senate officer is one year's service as a member of the Senate prior to election. This requirement may be waived and an exception made upon a majority vote of the Senate.

**Section 4.** The term of office for the President of the Senate shall be two years, except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. [Language regarding succession here.](#) The term of office for the Vice President, Secretary, [Webmaster](#), and Executive Committee members shall be one year except when an election is held to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office. Officers shall be eligible for re-election [for up to three one-year terms.](#) ~~but~~ The President of the Senate may not serve more than two consecutive terms.

**Section 5.** The Academic Unit whose Senator will be serving as President of the Senate will be required to choose a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

#### **ARTICLE ~~III~~IV. Executive Committee**

**Section 1.** The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; and three elected Senators, who shall be chosen by the Senate. ~~The Vice President of the Senate, the Senate Secretary, the Webmaster, and the three elected members shall serve for a term of one year, and no member of the Executive Committee may serve more than three consecutive terms.~~

**Section 2.** It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor;
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate;
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate;
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting;
- e. Recommend formation of such *ad hoc* committees within the Senate as may seem desirable;

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- f. Recommend to the Senate rules of procedure and interpretation of the Faculty [Senate](#) Constitution and [Senate](#)-Bylaws; and
- g. Prepare and submit reports on the work of the Senate to the University President and the faculty.

**Section 3.** It shall be the duty of the Webmaster to maintain the Faculty Senate web pages, including:

- a. Publish the meeting agenda prior to the meeting;
- b. Publish meeting minutes once they are approved by Senate;
- c. Publish such other material as may assist Senators in the execution of their duties; and
- d. Archive records and ensure that published information is accurate.

#### **ARTICLE IV. Voting Procedure**

**Section 1.** Policy determination shall be by majority vote of the Senators present provided a quorum is constituted. Policies shall be effective after passage by the Senate and approval by the President of the University. The latter may interpose a veto on any Senate action, in which case the Senate may direct the President of the Senate to invite the President of the University to present a rationale for the veto.

**Section 2.** The presiding officer of the Senate shall not vote except in the case of a tie.

**Section 3.** A written, secret ballot shall be used in all elections.

**Section 4.** Any matter introduced in the Senate will be classified as either major or minor ~~legislation~~[business](#). This classification will be made by the Executive Committee for items placed on the agenda and by the presiding officer for items introduced from the floor. However, a classification may be changed by a majority vote of the Senators present. An item classed as minor may be discussed, amended and disposed of at the meeting in which it is introduced. An item classed as major will require two meetings for final disposition.

- a. Discussion shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting.
- b. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

**Section 5.** A voice vote shall be used to decide all major items of business, unless a Senator requests a secret ballot.

**Section 6.** On any matter before the Senate, a vote of two-thirds (2/3) of those Senators present shall be empowered to end debate.

#### **ARTICLE VI. Faculty Senate Committees – Rules of General Application**

**Section 1.** Standing and *ad hoc* committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

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**Section 2.** All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. *Ad hoc* committees may have additional or different rules and processes, which are subject to Senate approval.

**Section 3.** Each committee shall meet at least once each semester. Notice shall be provided to the President of the Senate by the Committee Chair if a committee does not satisfy this meeting requirement.

**Section 4.** Notice of all regular meetings of committees shall be announced through the Faculty Senate page of the Fairmont State University web site. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

**Section 5.** All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4. Committee Chairs shall provide the Senate Webmaster with a list of meeting dates to be published on the Senate Website. Committees without regularly scheduled meetings shall provide the Senate Webmaster with reasonable notice.

**Section 6.** Each committee shall keep adequate records of committee business. Committee matters of general importance to the University shall be reported promptly to the President of the Senate, who shall report to the Executive Committee to determine further action ~~who will notify the President of the Faculty Assembly when applicable.~~

**Section 7.** At the close of each semester each committee shall send a report of its activities in writing to the Executive Committee of the Senate. Additional reports may be requested by the Senate at any time.

**Section 8.** Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues which they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

**Section 9.** ~~The term Academic Unit in these Bylaws will refer to the following: Behavioral Sciences; Biology, Chemistry, and Geoscience; Business; Computer Science, Mathematics, and Physics; Education; Fine Arts; Health and Human Performance; Language and Literature; Library; Nursing and Allied Health Administration; Social Sciences; and Technology.~~

**Section 10.** For those Committees requiring elections, each Academic Unit shall, at its ~~last-penultimate~~ meeting of the academic year, elect its members for a two-year term to begin the following semester.

The Academic Units electing their representative during odd years will be:

~~Biology, Chemistry, and Geoscience; Business; Health and Human Performance; Language and Literature; Nursing and Allied Health Administration; and Technology.~~ Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be: ~~Behavioral Sciences; Computer Science, Mathematics and Physics; Education; Fine Arts; Library; and Social Sciences~~ Department of Behavioral

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Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance; Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

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**Section 11.** For the purpose of continuity, faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement to fill the unexpired term. However, a faculty member may request a change in membership if early termination of membership is desired. Furthermore, to allow as many faculty as possible to serve on the various Senate committees, and thus create a broad knowledge base about University policies, after serving for two years on any Senate committee, faculty members should choose to serve on a different committee.

**Section 12.** The Committee Chair from the previous academic year, acting in an *ex-officio* manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the *ex-officio* Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

**Section 13.** *Ex-officio* members of standing committees shall not vote on committee matters.

~~Section 14. In the case of a joint meeting of committees of Pierpont Community and Technical College and Fairmont State University, each committee will have equal representation. Should there develop a difference of opinion, principles, or policy, an *ad hoc* mediation committee shall be formed in accordance with State and accrediting bodies to encourage the prompt and equitable settlement of all controversies or claims between Pierpont Community and Technical College and Fairmont State University.~~

- ~~a. Any dispute will be submitted in writing to the joint *ad hoc* mediation committee, who shall promptly meet and confer in an effort to resolve such dispute through good faith consultations and negotiation.~~
- ~~b. This group will meet as a whole and select chairs or co-chairs.~~
- ~~c. They will discuss the situation and come up with possible resolutions to the situation. They will then take these resolutions back to each Institution and make recommendations.~~
- ~~d. The Faculty Senate will consider the options presented and, after discussion, vote concurrence or modify them with approved changes.~~
- ~~e. The approved proposals will then be placed into a special ballot and voted on by all Fairmont State University full-time faculty.~~
- ~~f. If the vote fails to resolve the issue, the matter will be referred to the Presidents of both Institutions.~~

#### **ARTICLE VII. Faculty Committees – Purpose, Organization, and Function**

**Section 1.** At the regularly scheduled December Senate meeting, the President of the Senate shall appoint, and the Senate shall affirm, five members of the Faculty Senate to serve as the Committee on Committees, designating one of the five appointees to serve as chairperson. The Chairperson of the previous year's Committee on Committees shall be an *ex-officio* member.

**Section 2.** The Committee on Committees shall nominate as many faculty members to faculty committees as it deems necessary to fulfill each committee's function, with the exception of the Curriculum Committee, the Faculty Development Committee, the General Studies Committee, the Library Committee, and the Presidential Perception Survey Committee. When nominating faculty members for two year terms, the Committee on Committees should nominate representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws.~~from Biology, Chemistry, and Geoscience; Business; Health and Human Performance; Language and Literature; Nursing and Allied Health Administration; and Technology during odd years and nominate representatives from Behavioral Sciences; Computer Science, Mathematics and Physics; Education; Fine Arts; Library; and Social Sciences during even years.~~ When naming *ex-officio* members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the *ex-officio* capacity.

**Section 3.** One student representative shall be selected to serve on each faculty committee for each ten faculty members or fraction thereof on the committee with the exception of the Curriculum Committee where two student representatives shall be selected. No student representative shall be selected for the Academic Appeals Board, Admissions & Credits, Faculty Development Committee, Faculty Grievance Committee, Faculty Personnel Committee, ~~and the~~ Faculty Welfare Committee, Handbook Committee, and the Presidential Perception Survey Committee. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees.

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**Section 34.** The first reading of the proposed committee assignments will be at the regularly scheduled May Senate meeting of the academic year; the second reading, at the first regularly scheduled ~~September~~ Senate meeting of the following academic year.

~~Section 4. Student members nominated to serve on faculty standing committees shall have been chosen from a list presented to the Committee on Committees by the Student Government. For every student-nominated, two names shall have been presented by the Student Government.~~

**A. ACADEMIC APPEALS BOARD.** The Academic Appeals Board shall conduct an impartial investigation of any charges by students of prejudicial or capricious evaluation and recommend appropriate action. Grade appeals shall have been presented to the ~~School or~~ College Dean, Associate Dean, and/or Chair and the Provost and Vice President for Academic Affairs, or his/her designee, prior to the presentation to the Academic Appeals Board.

**Committee Procedure:**

1. The Academic Appeals Board shall be composed of at least nine (9) full-time faculty members; ~~and~~ nine (9) faculty nominees submitted by the Student Government each year, ~~nine (9) faculty nominees from Phi Theta Kappa, and nine (9) faculty nominees from the Faculty Senate.~~ These nominees shall not include Deans, Associate Deans or Chairpersons of Academic Units.
2. This Board shall judge all student grade appeals within the jurisdiction of the academic calendar year ~~beginning September 1.~~
3. At the start of each case, both the student and the instructor are entitled to dismiss two Board members from hearing their particular case. Board members may recuse themselves from hearing a particular case with permission of the Board Chairperson.

4. At least five Board members, after dismissals, must be present for a formal meeting of the Board.
5. The Board's Chairperson shall preside at appeals during the year except where he/she is challenged by one of the parties to the appeal, ~~or is himself/herself a party to an appeal,~~ or is otherwise unavailable. In such cases the Board shall elect a temporary Chairperson.
6. Consonant with the rules of good order, the Board shall determine its own order of procedure and may call advisors if it desires.
7. These rules provide the instructor the opportunity to respond to all charges.
8. In an appeal case both student and instructor shall submit a written statement to the Board no later than five class days in advance of the hearing. Each statement shall be made available to the other party.
9. Each party may have one advisor (faculty or student) from the Fairmont State University campus community and may call witnesses to present information directly related to the appeal case.
10. The Board shall conduct its hearing and deliberation in private.
11. The Board shall record the information presented by the parties involved. This recording shall then be submitted to the President of the University to be stored in a secure place until final resolution.
12. The written decision of the Academic Appeals Board shall be sent to the Provost and Vice President for Academic Affairs, the Dean, Associate Dean, and/or Chair of the School, and the instructor and student involved.

**B. ADMISSIONS AND CREDITS COMMITTEE.** The Admissions and Credits Committee shall a) serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review general University policies adopted by these offices and recommend any appropriate changes.

~~B. b) This Committee shall~~ be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration. The Admissions and Credits Committee shall consist of interested members from the Academic Units. The Registrar, ~~and the Director Coordinator of the LEAD Center for Educational Support, the Admissions Manager, and the Manager of Admissions- Recruiting and Recruiting~~ shall be *ex-officio* members.

**C. ATHLETICS COMMITTEE.** The Athletics Committee shall consist of interested faculty from the Academic Units. The Director of Athletics, University NCAA Academic Representative, and the Faculty Athletic Representative shall act as ex-officio members. ~~The Athletics Committee shall;~~

- a. Review and recommend policies that involve athletics;
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the ~~institution~~ Institution in this specialized area;
- c. Act as a liaison between faculty, students and administration;
- d. Monitor the athletic budget allocations and inter-collegiate schedules; ~~and~~
- e. Periodically review compliance with WVIAC, NCAA, and Title IX policies and regulations;
- f. Review and make judgement on all athletic transfer appeals; and
- e. Meet at the end of each academic year and as needed during the academic year as determined

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**Commented [LD4]:** This position has been split into two positions. The Director of Admissions should remain ex-officio; the Director of Recruiting need not be ex-officio, yes?

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~~by the Committee Chair. The Athletics Committee shall consist of interested faculty from the Academic Units. The Director of Athletics and the University NCAA Academic Representative shall be *ex officio* members.~~

#### D. COMMON BOOK COMMITTEE

The Common Book Committee shall:

1. Publicize the book chosen for the year through appropriate programming and media support.
2. Choose a book for the following year.
3. Plan faculty development activities to help faculty integrate next year's book into their classes.
4. Conduct faculty/student assessment of the Common Book.

Each academic unit from both Pierpont and FSU will send a representative to the Common Book Committee, which will also include representatives from the Library, Student Affairs, the Freshman Seminar Program, the Honors Program, and Student Government. The Common Book Committee will elect a chair each fall.

D.E. CURRICULUM COMMITTEE. The Curriculum Committee shall:

- a. Review the initial decisions concerning curriculum change as reported by the Provost and Academic Vice President for Academic Affairs;
- b. Hear any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals;
- c. Undertake research into the successes and failures of the University curriculum; and
- d. Develop policy guidelines that will assist the University in curriculum development.

All four functions of the Committee will result in recommendations reported to the Faculty Senate for final action. The Curriculum Committee shall consist of one member elected by each Academic Unit. ~~The Associate Provost and Vice President for Academic Affairs, or his/her designee, the Registrar, and the Faculty Director of General Studies for Academic Affairs shall serve as an *ex-officio* members.~~

E.F. FACULTY DEVELOPMENT COMMITTEE. The Faculty Development Committee shall:

- a. Publicize and solicit applications for Faculty Development grants and awards; and
- b. Select the recipients for final approval by the President of the University.

The Faculty Development Committee shall consist of one member elected by each Academic Unit. In the event a committee member applies for a Faculty Development grant, the committee member should recuse themselves during the period of deliberation and subsequent vote. The Director of the Center for Teaching Excellence. The Provost and Vice President for Academic Affairs, or his/her designee shall serve as an *ex-officio* member.

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F.G. **FACULTY HARASSMENT COMPLAINT COMMITTEE.** The Faculty Harassment Complaint Committee shall consist of six faculty members drawn from a panel of fifteen faculty members with representation from each Academic Unit in accordance with the committee procedures that follow. This committee shall (1) conduct a formal hearing in accordance with the University's Harassment Policy and

(2) make recommendations to the President of the University.

**Committee Procedure:**

- a. The President of the University shall strike six faculty members from the panel of fifteen members and then furnish the complainant and the faculty member who is respondent a list of nine faculty members with instructions that each strike two names and return the list to the President within ten days.
- b. If for any reason the faculty member and the complainant fail to strike or strike the same faculty, the President shall, within five days, strike a sufficient number to reduce the members to six, who shall constitute the formal hearing committee.
- c. The President shall promptly notify the six members in writing that they have been selected to constitute a formal Hearing Committee and that they are responsible for selecting one of their members to be Chairperson. The President shall designate a time and place for their meeting to make such selection and to set a date for the hearing.
- d. The Chairperson shall give timely notice by certified mail to the concerned persons of the time and place for the hearing.
- e. The hearing shall be conducted with as little delay as possible.

**Commented [LD5]:** We need to look at the ad hoc committee's recent report and recommendations in order to update this committee's procedures. This is the report that HR never responded to-- This is also the Committee (along with Academic Appeals) that Ross and Harvey (as then Provost) wanted to disband and to give its business to the Title IX coordinator. We've agreed not to do that. Also a question: does the committee typically meet its required number of 15? Should this be an elected committee?

**Commented [LD6]:** As written, this committee only hears complaints made by a "complainant and the faculty member who is respondent"; e.g. only complaints made against a faculty member. Is that the right interpretation? Should we change the language to (as noted in 4.) "concerned persons"?

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- f. The Hearing Committee shall hear such proof of facts as may be deemed proper and reasonable. The complainant and the faculty member shall have the opportunity to submit evidence relevant to the complaint.
- g. Witnesses shall be examined under oath in the manner and form and in the order designated by the Committee.
- h. The complainant and the faculty member shall have the right to have an advisor or legal counsel at their own expense.
- i. Formal rules of evidence shall not apply in such hearings.
- j. Testimony shall be recorded.
- k. As soon as practicable after the hearing, the Hearing Committee shall deliver to the President a recording of the testimony, the summary of the hearing, and the findings and recommendations of the Committee.
- l. If the claim of harassment is considered to have been verified, the Provost and Vice President for Academic Affairs shall recommend an appropriate sanction or sanctions to the President.
- m. Faculty grievance procedures set forth in the Faculty Handbook may be used to appeal imposed sanctions.

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**G.H. FACULTY PERSONNEL COMMITTEE.** The Faculty Personnel Committee shall:

- a. Make recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, and sabbaticals; and
- b. Handle the business directed to it by the Faculty Senate Executive Committee.

The Faculty Personnel Committee shall consist of five faculty members and no more than one member from any one academic unit. Only tenured faculty holding at least the rank of Professor shall be eligible to serve on the Faculty Personnel Committee. Committee members are encouraged to serve a minimum of two two-year terms to ensure continuity in practice and procedure. The Provost and Vice President for Academic Affairs shall serve as an *ex-officio* member.

**H.I. FACULTY WELFARE COMMITTEE.** The Faculty Welfare Committee shall recommend programs for the welfare of the faculty. The Faculty Welfare Committee shall consist of interested faculty from the Academic Units. ~~The Assistant Vice President for Human Resources shall serve as an ex-officio member.~~

**H.J. GENERAL STUDIES COMMITTEE.** The General Studies Committee shall:

- a. Review courses submitted for inclusion in the ~~General Studies Core Curriculum~~;
- b. Create and oversee the outcomes governing the ~~General Studies Core Curriculum~~ and the listing of courses fulfilling them in the University catalog;
- c. Manage assessment data on the effectiveness of the ~~General Studies Core Curriculum~~ and compile reports on this annually; and
- d. Conduct a review of the ~~General Studies Core Curriculum~~ program every five years to ensure that the program meets the standards of the Higher Learning Commission (HLC) and other outside accreditors.

All four functions of the committee will result in recommendations reported to the Faculty Senate for final action. The General Studies Committee shall consist of one member elected by each Academic

Unit. The Provost and Vice President for Academic Affairs, and/or his/her designee, Faculty Director of General Studies, and the Director of the Center for Educational Support, and whoever takes on Assessment duties be ex-officio on General Studies, the Associate Provost for Academic Affairs, and the Director of the Center for Teaching Excellence shall serve as *ex-officio* members.

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**J.K. INSTITUTIONAL REVIEW BOARD.** The Institutional Review Board shall:

- a. Function as the official institutional agency for insuring the ethical and legal use of humans and animals in the normal course of research conducted by any individuals affiliated with the institution.

The Institutional Review Board shall consist of interested faculty from the Academic Units.

**K.L. INTERNATIONAL EDUCATION COMMITTEE.** The International Education Committee shall: a) investigate, promote, and coordinate all phases of international education among students and faculty. The International Education Committee shall consist of interested faculty from the Academic Units. The Associate Provost and Vice President for Academic Affairs, or his/her designee, the International Student Advisor, one student chosen by the Student Government, and one international student chosen by the International Student Advisor shall serve on the committee.

**L.M. LEGISLATIVE ADVOCACY COMMITTEE.** The Legislative Advocacy Committee shall:

- a. Inform faculty concerning higher education legislation as it is proposed and as it proceeds through the legislative process;
- b. Disseminate membership lists of legislative committees and addresses of pertinent legislators;
- c. Work in cooperation with similar committees on the other state college and university campuses; and
- d. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.

The Legislative Advocacy Committee shall consist of interested faculty from the Academic Units. The representatives to the Board of Governors and Advisory Council of Faculty, and the Assistant to the President shall serve as *ex-officio* members.

Commented [LD9]: Is Assistant to the President still the appropriate ex-officio?

**M.N. LIBRARY COMMITTEE.** The Library Committee shall:

- a. Study library needs in view of the academic program;
- b. Advise the librarian on matters of general library policy, the development of library resources, allocation of library budget, and upon means which may best integrate the library program with other academic activities of the University; and
- c. Serve as a liaison group between the faculty and the librarian.

The Library Committee shall consist of one member elected by each Academic Unit. The Director of the Library shall serve as an *ex-officio* member.

**N.O. PRESIDENTIAL PERCEPTION SURVEY COMMITTEE.** The Presidential Perception Survey Committee shall:

- a. Review the survey instrument and process of administration, and recommend any changes to the Faculty Senate;
- b. Administer the distribution of the approved survey instrument to the full-time faculty Faculty;

- c. Compile the results of the survey; ~~and~~
- d. Report the survey's finding to the Faculty Senate;
- e. Provide the full report to the President of the University and to the Board of Governors; and
- ~~e.f.~~ Provide the quantitative portion only to the Faculty.

The Presidential Perception Survey Committee shall consist of one member elected by each Academic Unit. ~~It is recommended that Only tenured faculty shall serve on this committee.~~

**O.P. STUDENT FINANCIAL AID APPEALS COMMITTEE.** The Student Financial Aid Appeals Committee shall:

- a. Recommend to approve or deny the financial aid appeals related to the student financial aid program; and/or
- b. Make recommendations to the Financial Aid *ex-officio* member in attendance.

The Student Financial Aid Appeals Committee shall consist of interested faculty from the Academic Units. The Director of Financial Aid or appointee shall serve as an *ex-officio* member.

**P.Q. STUDENT HEARING BOARD.** The Student Hearing Board shall hear student discipline cases, as directed by the Vice President for Student Affairs, or his/her designee, in accordance with procedures outlined in the Student Handbook. After hearing all related evidence, the panel shall by secret ballot render a decision and, if guilty, recommend an appropriate penalty to be implemented by the Vice President for Student Affairs. The student may appeal the decision, following the procedure specified in the Student Handbook.

The Student Hearing Board shall consist of interested faculty from the Academic Units. The Student Hearing Board, in hearing a case, shall consist of the Chairperson of the Student Hearing Board or a substitute, two faculty members from the Student Hearing Board, and two students appointed by the Student Government.

**R. STUDENT PUBLICATIONS BOARD.** ~~The Student Publications Board shall consist of three interested faculty from the Academic Units. The Student Publications Board chairperson shall call a meeting with the Chair of Language & Literature/Humanities, the Student Publications faculty advisors, and current Editors of The Columns, The Mound, and Whetstone, and Tractse in April of each year to interview and elect editors for the publications for the following year.~~

### **S. TECHNOLOGY COMMITTEE.**

The Technology Committee shall study issues that relate to faculty and student use of the information technologies made available by the university on and off campus; advise personnel in the IT department regarding the needs of faculty in terms of programs, systems, assistance, and training; and serve as a liaison between the faculty and the Chief Information Officer. The Chief Information Officer of the University shall be an ex officio member.

### **ARTICLE VIII. Amendment of Bylaws**

Amendments of Bylaws of the Faculty Senate shall be made only at a regular meeting thereof, by a two thirds (2/3) vote of at least a quorum of the Faculty Senate. No proposition to amend shall be acted upon

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Commented [LD11]: Ask Josh Smallridge for committee description.

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unless written notice thereof has been given to the President of the Senate at least thirty days prior to the meeting. A copy of such a proposition shall be provided in the call for the next regular meeting, and a copy sent to each Senator at least ten days before the date of the next regular meeting at which time ~~the~~ ~~time~~ the amendment will be presented for Senate ~~Action~~action.

Committee – Athletics Committee

Members:     Jim Davis – Chair                     Tony Morris  
                   William Harrison                     Paul Reneau  
                   Debra Hemler                             Aimee Richards  
                   Charley Hively                             Amanda Sanchez-Hall  
                   Brianna Locante                             Gary Zickefoose

Ex-Officio: Director of Athletics  
Ex-Officio: Director of NCAA Compliance

ATHLETICS COMMITTEE. The Athletics Committee shall:

- a. Review and recommend policies;
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the institution in this specialized area;
- c. Act as a liaison between faculty, students and administration;
- d. Monitor the athletic budget allocations and inter-collegiate schedules; and
- e. Periodically review compliance with MEC, NCAA, and Title IX policies and regulations.
- f. Review and make judgement on all athletic transfer appeals

The Athletics Committee shall consist of interested faculty from the Academic Units. The Director of Athletics and the University NCAA Academic Representative shall be ex-officio members.

Meeting: October 8, 2020

- Committee met with new AD 0 Greg Bamberger
- Discussed purpose of committee
- Discussed possibility of adding FAR as an additional Ex-Officio
- Fall sports moved to Spring
- Athletes given additional year of eligibility due to pandemic
- Scholarships dependent upon availability from the institution
- Faculty brought up availability of athletes during season
- Will meet at end of academic year in April-May

Please let me know if you have any questions or concerns,

Sincerely,

James B. Davis, MBA  
Assistant Professor, School of Business  
206-G Jaynes Hall  
304-367-4188  
[James.davis@fairmontstate.edu](mailto:James.davis@fairmontstate.edu)

Committee on Admissions and Credits  
Annual Report to the Senate  
2020-2021

During the current academic year, the Committee conducted two meetings, in the first of which Leland George was elected to serve as chair for the year; two electronic votes were appended to the minutes of the second meeting.

The second meeting was convened, at the request of Senate President Shields, to elect a chair for the academic year 2021-2022, as the current chair is retiring effective May 15, 2021, and so will not be available to chair the first meeting next year. Brian Blackwood was elected to serve as chair effective May 15, 2021.

Respectfully submitted,

Leland M George, PhD  
Professor of English  
Chair, Committee on Admissions and Credits

Addendum:  
An electronic vote was held during the summer.

Brian Blackwood, PhD



Fairmont State University  
Common Book Committee  
Senate Committee Report – Academic Year 2020-2021

8/27/2021

During the Academic Year 2020-2021, this committee did not meet.  
We will be resuming meetings for the 2021-2022 school year.

Thank you.

Respectfully,  
Nina Slota, Member of the Committee,  
Assistant Professor of Psychology

## Senate Committee Report – Curriculum Committee - Academic Year 2020-2021

**CURRICULUM COMMITTEE** reviews initial decisions concerning curriculum change as reported by the Academic Vice President; hears any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals; undertakes research into the successes and failures of the University curriculum; and develops policy guidelines that will assist the University in curriculum development. All four functions of the Committee result in recommendations reported to the Faculty Senate for final action. The Associate Provost for Academic Affairs serves as an *ex-officio* member.

### Members:

1. Susan Ross ex officio representative for Academic Affairs	11. Jason Vosburgh (2022), Aviation
2. Lori Schoonmaker ex officio Interim FSU Registrar	12. Donna Long (2021), Humanities
3. Stephanie Gabor ex officio Degree Works Coordinator	13. _____ (2022), Performing Arts
4. Laura Ransom ex officio Academic Records Coordinator	14. Zacharia Moore (2022), Behavioral Sciences
5. Brianna Locante (2021), Nursing	15. Robert Bolton (2022), Social Sciences
6. _____ (2022), Nursing	16. Kayla Lantz (2022), Natural Sciences
7. Jason Noland (2022), Education	17. Stephanie Jones (2022), Computer Science & Math
8. Andrea Haney (2021), HHP	18. _____ (2022), Architecture, Art, & Design
9. Raymond Alvarez, (2021), Marketing & Management Studies	19. James Vassil (2021), Engineering Technology
10. Jean Engebretson (2021), Accounting, Economics, & Finance	20. Molly Barra – Chair (2021), Library

The committee met virtually in response to COVID-19 guidelines during the 2020-2021 academic year. The committee received and passed 28 curriculum proposals onto Faculty Senate for final action. The 2020-2021 proposals may be accessed through the Faculty Senate website at <https://www.fairmontstate.edu/facstaffresources/fsusenate/approved-curriculum-proposals/2020>.

Respectfully,

Molly Barra  
 First Year Experience Librarian  
 Fairmont State University  
 Ruth Ann Musick Library  
 1201 Locust Avenue, Fairmont, WV 26554  
 304.333.3590 | [Molly.Barra@fairmontstate.edu](mailto:Molly.Barra@fairmontstate.edu)



For the 2020-2021 academic year the committee met virtually in response to COVID-19 restrictions. At the first meeting, Dr. Surendran reminded the committee of the charge to investigate, promote and coordinate all phases of international education among the students and faculty. Throughout the 2020-2021 academic year the committee endeavored to determine the state of international education on campus as it relates to the mission of the university to educate global citizen leaders, and as it relates to the students of the university.

Consistent with many other efforts across campus, COVID-19 presented a variety of challenges to the international education programs and activities. The findings of the committee point to the need for greater investment in students who come to study at Fairmont State. Especially during the pandemic, students feel lost and undervalued. Students relay their experiences to their home institutions, thus introducing stress and concern to our international partners.

The committee determined that there are three areas that need to be addressed most urgently.

1. The EPICS Director position.
2. English as a Second Language education
3. Status of International Partnerships.

Currently the university has no EPICS director, this vacancy has been detrimental to the sense of community among the students, and has added to the strain on our international partnerships. The EPICS director is key to fostering relationships between the students, with the university, and with the community at large. Additionally, the EPICS director is instrumental in developing and maintaining partnerships with institutions abroad.

Currently the university lacks formal English as a Second Language academic programs. Formal programs with full-time faculty are necessary to address the needs of international students. Formal programs with dedicated faculty also provide opportunities for international partners to send students to Fairmont State specifically for these programs.

The committee asked that the status of the established relationships with university partners, and those that were in the early implementation/pending stages be reported to the committee. Additionally, the committee requested that we be informed of the process for implementing international partnerships. The status of the relationships was not provided by the university.

Respectfully,

Philip Freeman, Chair, International Education Committee

Fairmont State University Legislative Advocacy Report

2020/2021

Report

Prepared by Dr. William Harrison Chair

August 30, 2021

Early Spring Semester 2021 Dr. William Harrison replaced Dr. Harry Baxter as Chair of the Legislative Advocacy Committee

March 11, 2021 trip to Charleston

Galen Hansen and I (Dr. Harrison hereby known as I) traveled down to Charleston (Thursday March 11, 2021) to meet with legislators. We met with Delegates Barbara Evans Fleischauer (D) Monongalia, Danielle Walker (D) Monongalia, Jim Barach (D) Kanawha, and Guy Ward (R) Marion in their offices and met with Phil Mallow (R) Marion in the hall. We also met with Senators Mike Caputo (D) Marion and Patricia Puertas Rucker (R) Jefferson (chair of the Senate Education Committee.) We attempted to meet more legislators today but their schedules were full and/or they were unable to return my earlier call for an appointment.

We focused on four main issues:

1) HEPC: In this I was surprised to be told that Fairmont already had an HEPC exemption but that we had not yet applied. (I don't know if this is true)

2) The income tax elimination and its potential impact on higher ed. funding and the promise scholarship: We were told by Chairwoman Rucker it would be phased in over time and that the budget of the state will be sound. Democrats who we talked to disagreed and feel this is a potential problem. There does seem to be support for the Promise Scholarship but it might possibly contain drug testing.

3) The merger: Legislators seem to be on the fence just wanting what “works.” One legislator mentioned that there is a possibility the accrediting agency might refuse to accredit the new combination should it go through. (In the ensuing months Fairmont and Pierpont formally separated and there was no merger)

4) There were questions posed to legislators about the Board of Governors holding closed meetings that could not be observed by the Fairmont Community. The legislators listened and some said they would look into this.



**FAIRMONT STATE  
UNIVERSITY™**

*Department of Social Sciences*

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*Professor Charles Shields  
Faculty Senate President*

Dear Professor Shields and our colleagues on the Faculty Senate,

As chair of the Faculty Welfare Committee, I submit the following report for the 2020-2021 academic year. Over the course of this academic year, the Faculty Welfare Committee focused on the following matters.

The committee identified a problem with policy adoption and implementation coming out of the work of faculty-run committees: namely, that there is no such uniform policy in place. The details of implementing any such policy have depended largely on the idiosyncrasies of whichever administrators have been in place at the time. During the 11/10/20 meeting of the Faculty Senate, Sam Spears carefully articulated the problem. A motion was passed to charge the Faculty Welfare Committee to work with the Provost and others to recommend a process for passage and implementation of policies. Preliminary work was done on this in a subcommittee, and we expect that work to continue next academic year with our new Provost.

The committee identified the lack of any professional development resources devoted to the distinctive needs of our trans student population. A pilot session was proposed as part of one of the regularly scheduled professional development periods. That session was composed and led by Mandy Sanchez. It was a smashing success, and she has been invited to offer additional sessions.

The committee made various requests of Merri Incitti to i) notify faculty well in advance of when course evaluation surveys would be open to students, and ii) to clarify the customization options available to faculty regarding those surveys. Merri has since agreed to adjust when she notifies faculty. (She has also included this on a new calendar being shared with deans and chairs next academic year, which also includes due dates for AFR and promotion and tenure.) Merri has also agreed to provide professional development sessions in the future to highlight for faculty the customization options available to them, regarding course evaluations.

The committee took necessary steps to reignite the implementation of FSU's Academic Integrity Policy. The policy originated with this committee, and the General Counsel's office proposed various edits. But the policy's implementation since stalled for reasons outside of either of our control. The committee met with interested parties (including General Counsel and the Provost), helped to identify where matters stalled, and was able to acquire the latest version of the Academic Integrity Policy. Next academic year, we plan to continue the conversation about its ultimate shape and push for its final implementation.

On a final note, the Faculty Welfare Committee feels compelled to urge Faculty Senate to look more carefully at the program review process. The way in which the Fine Arts and Performing Arts Programs were handled raised deep concerns across campus. Any such process must be conducted with full transparency and must constitute an exercise in shared governance.

If the Faculty Senate has any questions, please don't hesitate to contact us.

Sincerely,

Dr. Adam C. Podlaskowski  
Associate Professor of Philosophy, Fairmont State University  
Chair, Faculty Welfare Committee

# Memo

**To:** Faculty Senate  
**From:** Matthew Scanlon, Chair General Studies  
**cc:** Susan Ross, Chuck Shields  
**Date:** 8-19-2021  
**Re:** General Studies final report 20-21

---

The General Studies Committee has taken the following actions in the year 2020-21

Approval of the following courses for inclusion in the Core curriculum

In category 1: (First Year Seminar)  
Nurs 1025 Introduction to Nursing.  
In category 7: Fine Arts with Critical Thinking  
ART 1141: Design II: 3D  
In category 11B: (Fitness & Well-Being)  
CHEP 1100 Health promotion  
CHEP 1110 Nutrition and Health Promotion  
In category 8: Natural Science with Critical Thinking  
SCIE 1250 Life in the cosmos

Removal of the following course

In category 8: Natural Science with Critical Thinking  
Biol 2205

Other business

A Transfer Core Curriculum Credit form was approved  
A Draft General Studies/ Core curriculum Course Assessment Rubric was developed,  
and used to assess proposals



Department of Humanities  
1201 Locust Avenue • Fairmont, West Virginia 26554  
Phone: (304) 367-4260 • Fax: (304) 367-4896  
JRobert.Baker@fairmontstate.edu

17 April 2021

Dr. Charles A. Shields, President  
Faculty Senate  
Fairmont State University  
Campus

Dear Professor Shields:

Last month, Dr. Rick Stephens, the Provost, asked the Faculty Handbook Committee to consider a draft of a post-tenure review as part of the overall revision of the Handbook. Many of the main points and the idea behind the draft were reasonable and acceptable, but some portions seemed objectionable to a majority of the Committee's members.

By bringing the proposal to the Committee Dr. Stephens intended that the shared governance process of the University be engaged. To that end, the Committee has considered and revised that initial proposal into the attached draft in which we have tried to emphasize recognition of faculty achievement.

As a Committee, we agreed that it is important to share this draft with the Faculty Senate because the new policy will affect faculty. Of course, the Senate and the administration will need to work out the details of the process that is acceptable to both faculty and administration.

Please do not hesitate to let me know if you or the Senate has questions or needs additional information.

Yours sincerely,

A handwritten signature in blue ink that reads "J. Robert Baker".

J. Robert Baker, Chair  
Faculty Handbook Committee





# Post-tenure Achievement Review

## *Introduction/Summary:*

- 1) The Post-Tenure Achievement Review (PTAR) is a comprehensive, formal, and periodic evaluation of cumulative faculty performance. The prime purpose of the PTAR is to ensure continued faculty professional development, to recognize activity outside the classroom, and to support and encourage faculty excellence.
- 2) In addition to the existing Annual Faculty Report (AFR) for all faculty, each tenured faculty member will undergo a comprehensive, cumulative review on a regular and systematic basis not less than every five years. A review undertaken to decide on promotion qualifies as such a cumulative review. This comprehensive review shall cover all aspects of the professional performance of faculty, whose primary responsibilities are teaching, scholarship, and service.
- 3) Faculty performance will be examined relative to the mission of the University, college, and program. Exemplary faculty performance will be recognized and rewarded.
- 4) Goals of the PTAR are to recognize long-term meritorious performance; to improve the quality of faculty efforts in teaching, scholarship, and service; to increase opportunities for professional development; to uncover impediments to faculty productivity; and to identify clear expectations and areas for possible improvement over the next review period.
- 5) The PTAR is intended to be developmental and supported by institutional resources for professional development or a change of professional direction. The PTAR is sufficiently flexible to acknowledge different expectations in different academic disciplines and changing expectations of teaching, scholarship, and service at different stages of faculty careers.
- 6) The PTAR is not to be a reevaluation of tenure nor will it be used for purposes of retention or non-retention of tenured faculty. The PTAR will not be undertaken for the purpose of dismissal, as other formal disciplinary procedures exist for that purpose.

## *Process:*

- 1) The PTAR is required for all tenured faculty. The Provost will notify faculty when they are to submit materials for the PTAR. The review conducted within every fifth year will exclusively address the previous five academic years of performance.
- 2) The faculty member's dean or departmental chair will meet with each faculty member annually as part of the AFR process conducted in Digital Measures. Feedback to the faculty member and recommendations made are documented in Digital Measures. This documentation in the AFRs will serve as the basis for review.
- 3) The Faculty Handbook contains the written standards and criteria by which faculty members are evaluated by faculty colleagues during the PTAR process. The basic standard for appraisal both in the AFR and the PTAR should be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position, not whether the faculty member meets the *current* standards for the award of tenure, as those standards may have changed since the initial granting of tenure.
- 4) PTAR materials should include

- a) *Personal Information*: using Digital Measures, the faculty member will prepare a current *curriculum vitae (CV)*; a copy of his or her appointment letter; and a description of any additional administrative duties and reallocation of teaching, scholarship, or service.
  - b) *Personal Reflection*: Faculty members shall create a summary document listing accomplishment in relationship to each of the University and academic unit criteria in the areas of teaching, scholarship, and service, and the quality, relevance, and impact of the faculty member's work. The self-reflections should not duplicate achievements listed on the *CV* but should discuss how the items listed on the *CV* demonstrate that University and academic unit criteria have been met.
- 5) After submission, the appropriate academic dean will convene a Peer Review committee, chaired by the relevant departmental chair, and may, at the dean's discretion, include colleague(s) from the same discipline, and one or more faculty members external to the academic unit to review the submission and make recommendations regarding meritorious recognition. The University will ensure that members of the Peer Review committee and administrators have training and ongoing support in conducting meaningful, unbiased reviews of faculty.
- 6) Workflow: PTAR documents submitted by the faculty member -> Dean convenes Peer Review -> Peer Review committee reviews and the chair submits recommendation to the dean -> Dean reviews and submits recommendation to the Provost -> Provost makes final determination of meritorious recognition.

To: Faculty Senate Executive Committee  
From: Elizabeth Savage, Chair, Presidential Perception Survey Committee  
Date: April 12, 2021  
Subject: PPSC Year-End Senate Report

The PPSC accomplished its charge for the 2020-21 academic year, the details of which are recorded in the Faculty Senate minutes. In the course of carrying out our responsibilities, two areas of concern persist, and we request the Senate address them as they see fit:

1. The PPSC functions best with full representation of the academic units. Ideally, each academic unit that has not already done so will elect a representative from its tenured faculty and request that representative contact the FS Executive Committee (to update the FS site) and the chair of the PPSC immediately.
2. Full-time faculty are eligible to participate in the PPSC each year, but the definition of “full-time faculty” no longer aligns with our faculty’s characteristics. Please provide clear criteria for full-time faculty represented by Senate who may take this survey.

I will be leaving the PPSC at the end of this academic year; Troy Snyder replaces me as the Humanities representative.

## **Student Financial Aid Appeals Committee**

2020-2021 Annual Report

### 2020-2021 Members:

Angela Schwer (2021) Humanities

Robin Payne (2021) Social Sciences

Brian Blackwood (2022) Computer Science & Mathematics

Rebecca Giorcelli (2021) Business & Aviation

Sharon Smith (2022) Education

Ellen Condron (2021) Nursing

Tresa Weimer - Executive Director of Student Support Services – ex-officio

### Statement of Activities:

The Student Financial Aid Appeals Committee meets on an as-needed basis as directed by The Director of Financial Aid or their appointee. There were no financial aid appeals, and thus the Student Financial Aid Appeals Committee did not meet.

## **Student Hearing Board**

2020-2021 Annual Report

### 2020-2021 Members:

Craig White  
Donna Long  
Bob Niichel  
Tia Como  
Mark Flood  
Jason Frazer  
Jason Noland  
Tyler Singer  
Jennifer Satterfield  
Stephanie Andnora  
Cecelia Cotton Elam

### Statement of Activities:

The Student Hearing Board meets on an as-needed basis as directed by the Vice President for Student Affairs or his/her designee. There were no requests from the Vice President for Student Affairs to hear disciplinary cases, and thus the SHB did not meet.

**Technology Committee  
2020-21  
Year-End Report**

**I – Members:**

- Chair: Joshua Smallridge (2022) Social Sciences
- Zach Moore (2022) Behavioral Sciences
- Tom Cuchta (2022) Computer Science & Mathematics
- Gary Zickefoose (2021) Engineering Technology
- Kristy Henson (2021) Natural Sciences
- Phil Yeager (2021) Natural Sciences
- Cliff Jackson (2021) Business & Aviation
- Jason Noland (2022) Education
- Debra Hoag (2021) Nursing
- Leia Bobo (2021) Nursing
- Theresa Jones (2021) Nursing
- Travis Wamsley (2021) Nursing
- Toru Chiba (2022) Library
- Jan Kiger (2021) Health & Human Performance
- Robert Kelly (2022) Architecture, Art, & Design

**II – Mission:**

“To assist the institution in the research, evaluation, and recommendation of technological tools and techniques to promote effective learning, whether that is in the classroom or other delivery mechanisms.”

**II – Activities:**

- a. The committee had not met for the previous year or two so there was a loss of continuity at the start of the year as nearly all members were new members. For this reason, the committee started by researching the charge of the committee. Committee members communicated via email until the charge was settled. See the mission mentioned above. Most of the work of the committee was carried out asynchronously through email.
- b. 9/15/2021 Meeting Held Via WebEx
  - a. It was determined that the committee would develop a survey to send to all faculty to assess technology needs and issues. Joy Hatch was invited to the meeting to share insights from IT.
- c. Spring 2021 Committee met asynchronously to work on drafts of the survey. The survey was completed and placed in Qualtrics. However, due to the shifting nature of the pandemic the survey was not sent out that year. It is the top priority at the start of the 21-22 academic year to send out the faculty survey, and develop a comparable student survey.

## Ad Hoc Winter Term Committee

### Report for 2020-2021

#### 2020 Members:

Provost Stephens (ex officio)

Charles Shields

Charley Hively

Mark Flood

Bob Niichel

Lindsey Walck

Pamela Pittman

Spencer Tyce

Jeri Kirby

#### Activities for Fall 2020:

The Winter Term Committee met with Dr. Stephens on August 28, 2020. The Provost went over the finer details of his plan for the Winter Term and posed the following questions to committee members:

1. Should there be a limit to the number of courses a student is able to take during the winter session?
2. How many courses should faculty be allowed to teach?
3. What should be the drop/add period during the Winter Term?

The Committee deliberated these questions and arrived at the following answers:

1. Students should be limited to taking only one course during the Winter session.
2. Faculty should be limited to teaching only one course, with the proviso that that course may, upon enrollment numbers, be extended to two sections of the same course, with compensation to equal teaching two different sections.
3. A two-day add/drop period for students.

The committee also expressed concerns that there should be some vetting of courses by chairs or deans, especially courses that had not yet been approved by the Curriculum Committee. We also suggested that interested faculty be required to take a Quality Matters course in order to be eligible to teach a Winter Term Course. Ultimately, neither of these suggestions were implemented by the Provost.

There were no further requests from the Provost, and so the Committee was not convened again.