

West Virginia School of Osteopathic Medicine

Faculty Handbook



Effective as of June 27, 2025

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The Four Tenets of Osteopathic Medicine

- 1. The body is a unit***
- 2. Structure and function are interdependent***
- 3. The body has self healing and self regulatory capabilities***
- 4. Rational osteopathic care relies on the integration of these tenets in patient care***

A Message from the President

The Faculty Handbook provides the faculty with useful information about policies, procedures, services and activities at the West Virginia School of Osteopathic Medicine. It is the responsibility of every faculty member to be familiar and compliant with the contents contained within the Faculty Handbook.

My thanks to all those who provided assistance in formulation of this document.

*James W. Nemitz, Ph.D.
President*

WVSOM Mission

The West Virginia School of Osteopathic Medicine (WVSOM) empowers students to find health within themselves and the people and the communities they serve. We advance health and well-being in West Virginia and beyond through cutting-edge training, pioneering research, and immersive clinical experience. By blending innovation, compassion, and a deep-rooted dedication to osteopathic principles, we are shaping the future of health.

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Authority of this Handbook

This document is the officially sanctioned reference of faculty policies and definitions until amended or modified by those empowered to do so; the faculty and administration of WVSOM reserve the right to make changes in this document.

The Faculty Handbook is separated into two distinct areas of responsibility. Two sections reflect administrative prerogatives, and the power to initiate any alteration lies with the Vice President of Academic Affairs and Dean and the President. Alterations are subject to approval by the Academic Policy Committee and the President.

Section 1 - INSTITUTIONAL GOVERNANCE

Section 4 - FACULTY ORGANIZATION AND PROCEDURES

These sections are included in the Faculty Handbook for informational purposes. Any changes in these sections will come from the WVSOM administration and will be included in the handbook as they are received. Such amendments and alterations will conform to the format adopted for the faculty handbook.

The remaining sections reflect faculty prerogatives, and the power to initiate changes lies with the voting faculty; these changes are subject to administrative approval through the Academic Policy Committee.

Section 2 - FACULTY COMMITTEES AND REPRESENTATIVES

Section 3 - FACULTY BY-LAWS

Section 5 - EVALUATION, PROMOTION AND TENURE

These are policies, procedures, and definitions established by the voting faculty at WVSOM.

It is understood that all material in the Faculty Handbook may be superseded by policies developed by the BOG and that any amendments or alterations made must correspond to any existing policies of the BOG.

The master copy of the Faculty Handbook will be updated as changes are made. The master copy is maintained by the Chairperson of the Faculty Council. The current copy of the Faculty Handbook will be posted on the WVSOM web site with amendments added as they are approved by the Academic Policy Committee and the President. A hard copy is also available in the WVSOM Library.

The Faculty Handbook also contains a number of *APPENDICES*. Each *APPENDIX* has been approved by the faculty, and by the Vice President of Academic Affairs and Dean. An *APPENDIX* can be amended by including the amendment as an agenda item for the faculty assembly and approval by a simple majority of the voting faculty present. The amended *APPENDIX* must be approved by the Vice President of Academic Affairs and Dean.

SECTION 1 – INSTITUTIONAL GOVERNANCE

The contents of this section are for informational purposes only and include descriptions developed by the WVSOM administration; the faculty has no authority to alter the definitions or organizations described.

1.1 Higher Education Policy Commission

The West Virginia School of Osteopathic Medicine is a tax-supported state institution which receives guidance from the Higher Education Policy Commission, whose functions are designated in the West Virginia State Code.

1.2 WVSOM Board of Governors

WVSOM's Board of Governors consists of twelve persons, including an elected advisory, non-voting full-time member of the faculty; an elected member of the staff; a member of the student body in good academic standing; and nine lay members appointed by the governor. The elected advisory, non-voting staff and faculty members serve a term of two years; the elected student representative serves a one-year term. Appointed members serve four-year terms. The Board of Governors shall carry out the duties as described in West Virginia Code §18B-2A-1 through §18B-2A-4.

1.3 The President

The President, the Chief Executive Officer of WVSOM, is appointed by the WVSOM Board of Governors. They report to the Board of Governors and are responsible for the acquisition of sufficient resources to achieve institutional goals. The WVSOM Board of Governors has delegated to the President the authority to initiate and implement approved policies as defined by Institutional Policy GA 35, Section 5.1 (<https://www.wvsom.edu/About/policies/ga-35>)

1.4 WVSOM Vice Presidents

WVSOM Vice Presidents report to, and serve at the will and pleasure, and under direction of the President. The job description for each Vice President will be regularly reviewed and updated as applicable. The job description serves as a formal account of the position's responsibilities and includes a summary of the position's general duties and responsibilities, as well as other information that should assist the employee in understanding the function of the position. It is not an exhaustive list of the functions performed by the position. Job descriptions can be obtained through the Office of Human Resources and are also saved on the campus shared drive accessible by all employees. Vice President positions are as follows:

1.4.1 VICE PRESIDENT OF FINANCE & FACILITIES

The Vice President of Finance & Facilities, who also serves as the Chief Financial Officer, advises the President on all fiscal, budgetary, and facilities matters for the institution as well as conducts financial planning and forecasting to assist the President in making both short-term and long-term decisions.

1.4.2 VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN

The Vice President of Academic Affairs and Dean, who also serves as Chief Academic Officer, oversees the institution's educational programs in accordance with the mission of the institution. The Vice President/Dean must be an osteopathic physician.

1.4.2.1 The Senior Associate Dean of Academic Affairs

The Senior Associate Dean of Academic Affairs is a supplemental appointment that provides leadership for the planning and implementation of components of the academic programs' administration for the medical school. This includes oversight and supervision of the divisions of the Preclerkship Education (including ASPIRE, Exam Center and the Office of National Boards), Clinical Education, Graduate Medical Education, and the Clinical Evaluation Center.

1.4.2.2 The Associate Dean of Preclerkship Education

FUNCTION OF JOB: Reports to and serves at the pleasure of the Vice President of Academic Affairs and Dean. Is responsible for the content of the Year 1 and Year 2 curriculum and is administratively responsible for Year 1 and Year 2. In addition, oversees the Academic Support and Intervention Resources (ASPIRE), the Exam Center and the Office of National Boards.

1.4.2.3 The Associate Dean of Student Affairs

FUNCTION OF JOB: Under administrative supervision from the Vice President of Academic Affairs and Dean, the Associate Dean of Student Affairs is the Chief Student Affairs Officer and provides leadership, direction, strategic vision, and oversight for all programs and activities related to Student Affairs. The Associate Dean educates the campus community and upholds all student code of conduct policies, inclusive of the Honor Code, Student Code of Conduct, and Student Sexual Misconduct Policy. The Associate Dean of Student Affairs also serves as the Title IX officer for the school and assists with training in policies. The Associate Dean is responsible for creating a welcoming and respectful environment for students of all backgrounds.

1.4.2.3.1 Assistant Dean of Student Affairs

FUNCTION OF JOB: Under administrative supervision from the Associate Dean of Student Affairs, the Assistant Dean of Student Affairs has primary oversight of the professionalism program, including training students in appropriate professional behavior, receiving all positive and negative professionalism reports about students, investigating events, coaching students, and referring for further processing such as to Fact Finding or Student Promotions Committee. The Assistant Dean will also support the Associate Dean and staff for student programming.

1.4.2.4 The Associate Dean of Clinical Education

FUNCTION OF JOB: Reports to and serves at the pleasure of the Vice President of Academic Affairs and Dean. Is administratively responsible for Years 3 and 4 of the curriculum as well as those components of the clinical curriculum.

1.4.2.4.1 The Assistant Dean of Clinical Sciences

FUNCTION OF JOB: Under the direction of the Associate Dean of Clinical Education, the Assistant Dean of Clinical Sciences is responsible for the administration of the Clinical Education Center and the Year 1 and 2 clinical curriculum, working with the chairs of Osteopathic Principles and Practices and Clinical Sciences.

1.4.2.4.2 The Regional Assistant Deans

FUNCTION OF JOB: Under direction of the Associate Dean of Clinical Education, each osteopathic physician in this position serves as the chief academic, administrative, financial and public relations liaison for WVSOM at the specified statewide campus region.

1.4.2.5 The Associate Dean of Graduate Medical Education

FUNCTION OF JOB: Reports to and serves at the pleasure of the Vice President of Academic Affairs and Dean. Responsible for post-graduate residency development, career advising on graduate medical training and the Match, and directing the Mountain State OPTI.

1.4.2.6 The Associate Dean of the Graduate Programs

FUNCTION OF JOB: Reports to and serves at the pleasure of the Vice President of Academic Affairs and Dean. Responsible for the planning, direction and administration of the Masters of Biomedical Sciences program and development of new graduate programs.

1.4.2.7 The Associate Dean of Research and Sponsored Programs

FUNCTION OF JOB: Executes the administrative responsibilities that are necessary to the development and promotion of a culture of research and professional development activities in biomedical and clinical research and scholarship across all disciplines; assists faculty in development of research programs and encourages successful grant proposals by exploring the availability of grant opportunities; promotes medical student research and scholarly activity programs and encourages student involvement in research; oversees the administration of policies and procedures mandated by federal and state law in the areas of human subjects protection, animal welfare, research biosafety, responsible conduct of research, conflict of interest in research, export control, and sponsored program compliance; and maintains oversight of research facilities including research labs and animal quarters.

1.4.3 VICE PRESIDENT OF COMMUNITY ENGAGEMENT

The Vice President of Community Engagement, who also serves as Chief Operations Officer, is responsible for cross-functional collaboration in providing project leadership to and on behalf of the President as well as managing content and communications to and from the Office of the President.

1.4.4 VICE PRESIDENT OF HUMAN RESOURCES

The Vice President of Human Resources, who also serves as Chief Human Resources Officer, is responsible for the leadership and administration of a comprehensive human resource strategy in support of the overall business plan and strategic decision of the institution.

1.4.5 ASSOCIATE VICE PRESIDENT OF GOVERNMENT AND EXTERNAL RELATIONS

The Associate Vice President of Government and External Relations, who also serves as the Chief Communications Officer expands WVSOM's outreach and network at the national and state levels, with a goal of raising the school's overall visibility. This position works with members of West Virginia's congressional delegation, state legislature, federal and state agencies, as well as the media, business and industry leaders, medical, professional, civic and social organizations, and the general

public. This position works closely with the Office of the President and the Marketing Department on messaging and communications for the school of medicine.

1.4.6 ASSISTANT VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

The Assistant Vice President of Institutional Effectiveness reports to and serves the Vice President for Academic Affairs and Dean. This position is responsible for initiating and overseeing institutional and academic assessment plans and faculty development, both on the Lewisburg campus and statewide campuses, for clinical education programs; oversees the accreditation and continuous quality improvement (CQI) process; manages the system for student feedback on courses, systems, clerkships and teaching performance; supports educational development statewide, for both clinical education and our postdoctoral training partners; in close cooperation with appropriate faculty/administrators, monitors and improves assessment of student/trainee performance, core competencies, and institutional outcomes; and provides leadership regarding institutional internal and external reports and using evaluation data to implement program improvement. Monitors national developments in health professions education, and conducts appropriate educational research.

1.4.7 GENERAL COUNSEL/CHIEF LEGAL OFFICER

FUNCTION OF JOB: Reports to and serves at the pleasure of the President and Board of Governors. The General Counsel/Chief Legal Officer provides legal counsel, preventative legal guidance, and advice and services in all matters pertaining to the practice of law on behalf of the institution. The General Counsel performs the following activities in carrying out the responsibilities of this position: performs legal research, drafts legal documents, provides legal advice, monitors and assists outside attorneys hired to represent WVSOM in litigation or to provide special expertise on complex legal matters, develops administrative regulations and policies, provides legal analysis of policies, state and federal statutes, and other issues affecting WVSOM, participates in preparation of grant proposals, drafts and negotiates contracts with external organizations, entities, and agencies, and may represent WVSOM or its officials in legal and other proceedings. In consultation with the WVSOM Board of Governors, President, and other key stakeholders.

1.5 Institutional Committees, Councils, Boards, and Associations

In addition to the Faculty Committees discussed in Section 2, the following have been established by the administration as Institutional Committees:

1.5.1 THE PRESIDENT'S FORUM

The President's Forum consists of the Vice Presidents and Deans, the Directors of all programs, the Department Chairpersons and the Chairpersons of the Faculty and Staff Councils, and a student representative. The President's Forum is a forum for development and discussion of institutional issues, and is used to enhance dissemination of information throughout the institution.

1.5.2 THE FACULTY COUNCIL

The Faculty Council advises the Vice President of Academic Affairs and Dean and President in matters concerning the Faculty. The composition of the Faculty Council is described in Section 2 of this Handbook.

1.5.3 THE STAFF COUNCIL

The Staff Council advises the President on matters pertaining to staff concerns.

1.5.4 THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) maintains communication among all members of the student body and acts as the representative of the student body to the faculty, administration, fellow professionals, and the public at large. Every full-time student shall be represented by this organization. The Executive Committee of the SGA consists of its elected officers, including the President, Vice President, Recording Secretary, Historian, Treasurer, the Student Representative to the WVSOM Board of Governors, and the Student Representative to the State Advisory Council of Students.

1.5.5 THE INSTITUTIONAL REVIEW BOARD

The Institutional Review Board is established according to requirements of the federal Office of Human Research Protection (OHRP) to safeguard the rights and welfare of human subjects participating in research at WVSOM (see 45 Code of Federal Regulations Part 46 Protection of Human Subjects).

1. The Institutional Review Board is authorized to suspend any activity involving humans without administrative approval in order to protect patient health and safety, as set forth in 45 Code of Federal Regulations Part 46, Subparts A and D.
2. The function of this committee is to review research protocols involving humans as subjects and recommends approval, alteration, or rejection of the proposal and makes timely recommendations for approval, alteration, or rejection of proposals. The committee is authorized to suspend any activity involving humans as set forth in 45 Code of Federal Regulations Part 46, Subparts A and D.
3. Committee representatives are specified according to regulations of the OHRP (45 CFR 46). The committee is composed of at least five appointed faculty members, including at least one member from the biomedical sciences division and at least one clinician. Additionally, membership is composed of at least one extramural member (not affiliated with the institution), and at least one member whose expertise is with primarily non-scientific concerns, all of whom have a vote. The Chairperson of the committee will be a faculty member appointed by the President to an unlimited term. Four faculty members at large with the expertise noted above will be appointed by the President, each serving a staggered four-year term.
4. The extramural members are appointed to four-year staggered terms by the President.

1.5.6 THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

1. The Institutional Animal Care and Use Committee (IACUC) reviews research and teaching protocols involving the use of animals at the institution to ensure that such protocols adhere to the Guide for the Care and Use of Laboratory Animals the Federal Animal Welfare Act, the WVSOM Assurance of Compliance with Public Health Service Policy on Humane Care and use of Laboratory Animals, and institutional policy (see Institutional Policy on Use of Research Animals at <https://www.wvsom.edu/policies/r-01>). The Committee oversees the operations of the animal facility, conducts semiannual reviews of the animal care program, and inspects the facilities and animals. A report and recommendations of each semiannual review will be made in writing to the Institutional Official (IO), as described in the Assurance. The IACUC reports directly to the IO who is given full responsibility for meeting the terms of the Animal Welfare Act and the Assurance with all laws and regulations governing the use of vertebrate animals in research and teaching at WVSOM. The IO is the Vice President of Academic Affairs and Dean.
2. The IACUC is authorized to suspend any activity involving animals as set forth in PHS Policy IV.C.6.
3. Committee members are specified according to the Animal Welfare Act, 9, CFR, 2.31 (a)(b) and Public Health Service PHS Policy IV.A.3.a.b, and are appointed by the President of WVSOM as described in the Assurance.

4. The external members are appointed annually by the President upon recommendation of the IO, as described in the Assurance.
5. At least once every 12 months, the Committee, through the IO, will report in writing to the federal Office of Laboratory Animal Welfare (OLAW) any changes or lack of changes in a) the program of animal use and b) the Committee membership.
6. The Committee, through the IO, will provide the OLAW and USDA with prompt and full explanation of any continuing noncompliance with Public Health Service policy, any serious deviation from guidelines, or any suspension of activity by the IACUC.

1.5.7 INSTITUTIONAL BIOSAFETY COMMITTEE

1. The Institutional Biosafety Committee (IBC) is charged by the National Institutes of Health to ensure that research conducted at WVSOM is in compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules (<https://osp.od.nih.gov/biotechnology/biosafety-and-recombinant-dna-activities/>). The IBC is further charged to assess the biosafety risk of research that uses potential biohazardous materials and/or biologics (CDC/NIH Biosafety in Microbiological and Biomedical Laboratories – 5th Edition; <https://www.cdc.gov/labs/BMBL.html>), research experiments that include select agents (Federal Select Agent Regulations; <https://www.selectagents.gov/regulations/index.htm>), and research that includes the potential exposure to bloodborne pathogens (<https://www.osha.gov/SLTC/bloodbornepathogens/>). The IBC ensures that research conducted at WVSOM is in compliance with applicable federal regulations and guidelines, granting agency guidelines, and WVSOM policies and procedures and will provide input on the use of biohazardous agents to safeguard the health and safety of WVSOM personnel, students, the community, and the environment.

Committee responsibilities include:

- Reviewing protocols for each project or each research laboratory using rDNA, biohazardous agents, and/or bloodborne pathogens.
- Updating and approving the WVSOM Biosafety Manual; an institutional handbook that outlines procedures necessary to establish safe practices for the use of biohazardous agents; the safe procurement, use, storage, and disposal of biohazardous agents; and the preparedness and response to biohazard emergencies. Providing feedback on institutional policies regarding biohazardous agents, risk assessment, and
- Containment. Additional responsibilities are described in the Institutional Biosafety Committee Procedures Manual.

Official records of IBC activities and deliberations will be retained by the ORSP. All records shall be accessible to IBC members.

2. The IBC is composed of at least three faculty members and two external members (not associated with the institution) who represent the community with respect to the health and protection of the environment, all of whom have a vote. The Associate Dean for Research and Sponsored Programs, Research Integrity and Compliance Administrator, and Supervisor of the Animal Facility are ex-officio members, without vote.

The Chairperson of the IBC will be a faculty member appointed by the Vice President of Academic Affairs and Dean (VPAA) to an unlimited term. Two faculty members at large will be appointed by the VPAA, based on recommendations from the IBC Chair, Associate Dean of Research and Sponsored Programs, and other input, each serving a staggered three-year term, with re-appointment as appropriate. The external members are appointed annually by the VPAA based on input from the IBC.

1.5.8 MASTER OF BIOMEDICAL SCIENCES PROGRAM COMMITTEE

1. The Master of Biomedical Sciences Program committee is advisory to the Vice President of Academic Affairs and Dean.
2. The function of the committee is to assist with the development and maintenance of the curricula appropriate to the mission and goals of the institution. Responsibility to assist with the development of the curricula necessitates that proposed curricular changes including but not limited to contact time, schedule time, and course objectives be presented to the committee for review and approval before implementation. In addition, the committee proposes admissions standards and policy, as well as recommends candidates to the Vice President of Academic Affairs and Dean for admission to the program.
3. The voting members of the committee are the graduate program's course directors*; additional voting members may be appointed by the Vice President of Academic Affairs and Dean.
4. The Associate Dean of Graduate Programs, Chairperson of the Department of Biomedical Sciences, and the Executive Director of Enrollment Management or their designees are ex-officio members without vote.
5. The Associate Dean of Graduate Programs will chair the committee.
6. Meetings may be called by the chairperson or by a simple majority of voting committee members.

1.5.9 RESIDENCY APPEALS COMMITTEE

The Residency Appeals Committee is established by Institutional Policy ST-10 as approved by the President.

1. The Residency Appeals Committee is advisory to the Vice President of Academic Affairs and Dean.
2. This committee serves as a panel to review the appeal of a student who has been denied a change of state residency for admissions, tuition and fee purposes. The committee meets only when an appeal is filed under the procedure defined in Institutional Policy ST-10.
3. The committee is composed of four standing members, two students appointed by the Student Government President and two faculty members at large elected by the faculty. The appellant shall select three of the four to hear the appeal.
4. Each year the Faculty will elect one member to serve a two-year term.

1.5.10 THE ACADEMIC POLICY COMMITTEE

The Academic Policy Committee reviews, modifies and creates academic policies and procedures. The committee makes recommendations to the Vice President of Academic Affairs and Dean with final approval of policy revisions and new policies by the WVSOM Board of Governors. The committee consists of the Associate Dean of Preclerkship Education, who serves as chairperson, the Associate Dean of Clinical Education, the Associate Dean of Student Affairs, the Associate Dean of Graduate Programs, the Faculty Council Chairperson, the Registrar, and General Counsel.

1.5.11 THE INSTITUTIONAL POLICY COMMITTEE

The Institutional Policy Committee reviews, modifies and creates institutional policies and procedures. The committee makes recommendations to the President with final approval of policy revisions and new policies by the WVSOM Board of Governors. The committee consists of the General Counsel, who serves as chairperson, the Vice President of Academic Affairs and Dean, the Vice President of Human

Resources, the Vice President of Finance and Facilities, the Faculty Council Chairperson, and the Staff Chairperson.

1.5.12 CONTINUOUS QUALITY IMPROVEMENT (CQI) COMMITTEE

The Institutional Continuous Quality Improvement (CQI) Committee engages in continuous quality improvement processes that review short and long-term programmatic goals that are used to improve programmatic quality and ensure effective monitoring of WVSOM's educational program's compliance with accreditation standards. This committee functions in an advisory and collaborative role with leadership, administration and department heads. The CQI committee is advisory to the President.

The Institutional CQI Committee is comprised of the Assistant Vice President of Institutional Effectiveness, who serves as chairperson, the Vice President of Academic Affairs and Dean, Vice President for Administration and External Relations (Co-Chair), the Associate Dean of Preclerkship Education, the Associate Dean of Clinical Education, the Chair or Vice Chair of Biomedical Sciences, Chair of Vice Chair of Osteopathic Principles and Practice (OPP), Chair of Vice Chair Clinical Sciences, Faculty Council Chair, Assistant Dean of Clinical Sciences, Director of Accreditation and CQI, and Coordinator of Institutional Research.

The Departmental CQI Committee reviews the ongoing quality improvement efforts of departments that address areas identified as potential opportunities for advancement. While the Departmental CQI Committee makes recommendations on departmental goals and outcomes, the Department Chairs and their next level supervisor has the final authority and responsibility for setting departmental goals and outcomes. The Departmental CQI Committee will not infringe upon the autonomy and authority of Departments or Committees.

The Assistant Vice President of Institutional Effectiveness and Director of Accreditation and CQI meet with individual Department Chairs and their next level supervisor annually to review their Departmental CQI Annual Report.

SECTION 2 - FACULTY COMMITTEES and REPRESENTATIVES

Except where noted, the descriptions within this section have been determined by the faculty; as such, the faculty reserves the right to alter definitions consistent with institutional and extramural mandates.

Definition: For this and subsequent sections “**Biomedical Science department**” refers to the Department of Biomedical Sciences; “**clinical departments**” refers to the Department of Clinical Sciences and the Department of Osteopathic Principles and Practice.

2.1 Faculty Committees

2.1.1 COMMITTEE AUTHORITY

2.1.1.1 Advisory Committees

The actions of advisory committees are subject to approval or disapproval by the administrative officer to whom the committee reports. Therefore, the administrative officer assumes responsibility for the effect of such committee actions by acting upon them. All faculty committees listed in Section 2 of this Handbook are advisory.

2.1.1.2 Administrative Committees

Administrative Committees or Boards (for example, the Institutional Review Board or Institutional Animal Care and Use Committee) are established in response to extramural requirements and function according to the procedures established by such external agencies. An administrative committee may serve in an advisory capacity to an administrator or administrative unit; however, in order to comply with extramural policies the actions of the administrative committees may supersede the authority of any administrative officer or unit as long as those actions fall within the defined authority of the committee.

2.1.2 COMMITTEE GUIDELINES

Every faculty committee described in this Section will be subject to the following general guidelines:

2.1.2.1 Organizational Year

The organizational year for each committee is June 1 to May 31.

2.1.2.2 Elections

1. Elections for faculty committees will take place in the month of April; the authority for those members elected will commence the 1st day of the following June. Procedures for election are defined in Section 3.5.

2. Committee members are elected from among the Voting Faculty (see Section 3.1.1), unless otherwise specified.

3. Unless numerically impossible or superseded by other guidelines, elections for committees which specify multiyear terms will be scheduled in such a way that at least one new member is elected each year. On those committees for which clinical and basic science membership is specified, to the extent possible elections will be scheduled in a manner that elects at least one new clinical member and one new Biomedical Science member each year.

4. If a vacancy appears on any committee during the year a replacement member will be elected at the next meeting of the Faculty Assembly or (at the discretion of the Faculty Chairperson) by electronic vote to complete the term of the departing committee member.

2.1.2.3 Meeting Schedule

1. While some committees may wish to organize in June and work during the summer, each committee will hold its first organizational meeting by the end of August; the meeting will be called by the past year's committee chairperson or (in the event that individual is not available) other ranking officer.

2. The purpose of the first meeting is to elect committee officers, transfer records to the new committee, and advise them of any unfinished business. The results of committee elections will be conveyed to the Faculty Chairperson and Vice President of Academic Affairs and Dean as soon as they become available.

3. If the Faculty Chairperson has not received notification of the committee elections by the specified time, a temporary chair will be appointed by the Faculty Chairperson for purposes of calling the first meeting.

4. Unless otherwise specified in the committee definition, committees will meet a minimum of two times a year. Additional meetings will be scheduled as committee responsibilities dictate.

2.1.2.4 Committee Officers

Committee officers will consist of a chairperson, a vice-chairperson if desired and a recording secretary if desired. Unless otherwise specified in this Handbook, officers are elected from among the voting members of the committee for a one-year term.

2.1.2.5 Meeting Minutes

1. Every meeting of the committee, regardless of length, will be recorded through minutes.

2. Minutes will be taken by the secretary or designated staff member and a copy of all non-confidential minutes will be posted on the WVSOM web site. The minutes will include:

- The committee name
- Date of the meeting (regular, called, etc.)
- Members present (by name)
- The body of the report

3. Each committee may establish its own methods for approval of minutes. If not otherwise established by the committee, draft minutes will be distributed by email to members (with a copy to the Vice President of Academic Affairs and Dean and/or the Dean's designee) and considered approved if corrections are not received from a member within two weeks of distribution. If draft minutes are amended, the revised minutes will also be distributed by email and will have a note at the top of the first page indicating the date of the revision. The Dean and/or his designee will maintain an electronic copy of the minutes in a place accessible to all faculty.

2.1.2.6 Business Requiring Faculty Input

Committee business that might be considered by the Faculty Assembly will be presented to the Chairperson of the Faculty Council, who will bring this to the Faculty Council for consideration at their next meeting

2.1.2.7 Subcommittees

Any committee has the authority to temporarily create subcommittees or invite outside consultants on either a regular or *ad hoc* basis to address specific issues. Subcommittees and consultants may include, but are not restricted to, alumni, faculty, and students. If any costs are involved in the inclusion of external individuals or groups, such costs must be submitted to the administrator to whom the committee reports for prior approval.

2.1.2.8 Participation in Committee Work

Every faculty member elected to a committee is expected to attend all meetings called by the chairperson and to perform any work assignments made by the chair, unless sufficient reason can be provided for non-participation. If the committee chair feels that a member is not participating adequately in committee work, then a written statement of reasons for non-participation may be requested. If the reasons provided are insufficient, or if no response is forwarded, then the member may be asked to resign so that a working member can be elected to the position. If such a resignation occurs, all paperwork relating to the case will be forwarded to the appropriate Departmental Chairperson and the Vice President of Academic Affairs and Dean for inclusion in the faculty member's file. An elected committee member may resign from a committee if, for unseen circumstances, he or she can no longer participate in the work of the committee.

2.1.2.9 Temporary Replacement of Committee Member

In the event that a member of a committee is granted sick leave, academic leave, or is otherwise absent for an extended period of time the committee chairperson may request that the Chairperson of the Faculty Council, in consultation with the Faculty Council, appoint a temporary replacement. The replacement will be selected from the same constituent group as the elected committee member. This appointment will remain in effect until the elected committee member returns to campus.

2.1.2.10 Term Limits for Committees Members

Any one faculty member may serve no more than two consecutive terms on any one committee before cycling off for at least one year. After one year, they may be re-elected to the committee. For those faculty completing a partial term, if they complete more than or equal to 1/2 of the term, it will count as a full term for purposes of term limits. Less than half of the term will not count toward a term limit.

2.1.3 COMMITTEE DEFINITIONS

2.1.3.1 Faculty Council

The Faculty Council is described in Section 3.4 of the Faculty Handbook.

2.1.3.2 Promotion and Tenure Committee

1. The Promotion and Tenure Committee is advisory to the Vice President of Academic Affairs and Dean.
2. The function of this committee is to establish criteria for promotion and tenure, and evaluate and recommend approval or disapproval of faculty candidates for advancement in rank or tenure.

3. The committee is composed of five tenured faculty members with at least two members from the Biomedical Science department, at least one member from the Clinical Sciences department, and at least one member from the OPP department.
4. Committee members are elected for three-year terms, the terms being staggered so that no more than two are elected in any one year.

2.1.3.3 Research Committee

1. The Research Committee is advisory to the Associate Dean of Research and Sponsored Programs.
2. The function of this committee is to facilitate and advise on research activity at the institution. The committee recommends the allocation of equipment, space, and intramural funding assigned to research from state resources. (Criteria for Research Committee recommendations on intramural research grants are provided in Appendix 4.)
3. The committee is composed of five faculty members, with at least one member from the Department of Biomedical Sciences and at least one member from the clinical departments. The Associate Dean for Research and Sponsored Programs is an ex-officio member, without vote.
4. Committee members are elected for two-year terms, with terms staggered so that no more than three new members are elected in any one year.

2.1.3.4 Educational Resources Committee

1. The Educational Resources Committee is advisory to the Vice President of Academic Affairs and Dean.
2. The function of the committee is two-fold: to explore the use of newly developing educational resources at the institution and to assess the utility of currently used educational resources. The exploration and assessment functions will be applied to educational technology and physical plant facilities.
3. The committee is composed of nine voting members: four faculty members (at least one of whom is from a clinical department and at least one of whom is from the Department of Biomedical Sciences), the Chief Technology Officer, the Director of Academic Technology and Faculty Development, the Director of the Library, a representative from WVSOM's State Wide Campus, and a representative from Audio Visual and Production are also voting members. Additional staff members may be invited to participate, as needed, but will not have a vote.
4. Faculty committee members are elected for two-year terms, the terms being staggered so that no more than two are elected in any one year.
5. Student input will be provided by a student subcommittee, consisting of Year 1 and Year 2 class officers and the student curriculum committee representatives, chaired by a faculty member of the full committee.

2.1.3.5 Academic Development Committee

1. The Academic Development Committee is advisory to the Assistant Vice President of Institutional Effectiveness.

2. The function of the committee is to facilitate opportunities for faculty to improve and enhance their academic and administrative skills. The means available for providing opportunities may include:

- In-service day
- Special workshops
- Noontime seminars
- Obtaining speakers for special topics
- Upon request, provide assistance with submission of academic development grants

In addition, the committee may recommend policies regarding opportunities for professional development at the institution (exclusive of research and service).

The committee will review and make a recommendation for academic innovation intramural grants, using the criteria as set forth for intramural academic innovations (criteria attached as Appendix 4). Recommendations are submitted to the Assistant Vice President of Institutional Effectiveness who will submit the recommendations to the Vice President of Academic Affairs and Dean for final approval.

3. The committee is composed of five faculty members, with at least one member from the Department of Biomedical Sciences and one member from the clinical departments. The Assistant Vice President of Institutional Effectiveness is an ex-officio member without vote.

4. Committee members are elected for two-year terms staggered so that no more than three new members are elected in any one year.

2.1.3.6 Curriculum Committee

1. The curriculum committee is advisory to the Vice President of Academic Affairs and Dean.

2. The function of the committee is to assist with the development and maintenance of the curricula appropriate to the mission and goals of the institution.

Responsibility to assist with the development of the curricula necessitates that proposed curricular changes including but not limited to contact time, schedule time, and course objectives be presented to the committee for review and approval before implementation.

3. The committee is composed of twelve voting members: four faculty from the Department of Biomedical Sciences, with not more than two basic scientists from the same discipline (pharmacology, anatomy, etc.) on the committee at the same time; four faculty from the clinical departments with at least one of the latter representing the Department of Osteopathic Principles and Practice and at least one representing the Department of Clinical Sciences; and two educators from years three and/or four who are appointed by the Vice President of Academic Affairs and Dean. Students in the second and third years will elect a peer to represent them as voting members on the committee. Students in the first and fourth years will elect a peer to serve as a backup/alternate for the second and third year student representative respectively.

4. The voting members of the committee are elected, or appointed by the Dean as described above, on a staggered basis for three-year terms. Students are elected annually. No faculty or student member may serve for more than two consecutive terms.

5. Regional Assistant Deans, the Associate Deans of Preclerkship Education, Clinical Education, Graduate Medical Education, and the Assistant Vice President of Institutional Effectiveness, or their designees are ex-officio members, without vote.
6. At the beginning of the academic year the committee will elect a chairperson, vice-chairperson, and secretary. The committee will then determine a meeting day and time for that academic year, which may be supplemented with additional meetings, if deemed necessary.
7. Meetings may be called by the chairperson or by a simple majority of voting committee members.

2.1.3.7 Admissions Committee

1. The Admissions Committee is advisory to the Vice President of Academic Affairs and Dean.
2. The function of the committee is to recommend candidates to the Vice President of Academic Affairs and Dean for admission to the school. In addition, it proposes admissions standards and policy to the Vice President of Academic Affairs and Dean.
3. The committee is composed of seven voting members: three members of the Department of Biomedical Sciences or their designees, three members of the clinical departments or their designees, with at least two of the latter being osteopathic physicians, and a Dean appointed member. This Dean appointed member must be a DO, but need not be affiliated with WVSOM.
4. Committee members are elected for a three-year term in such a way that one member from the Department of Biomedical Sciences and one from the clinical departments is elected each year.
5. The Director of Admissions is an ex-officio member without vote.
6. Each year, the committee will determine a meeting day and time for that academic year. Additional meetings may be called, if necessary, by the chairperson or by a simple majority of voting committee members.

2.1.3.8 Student Promotions Committee for the D.O. Program

1. The Student Promotions Committee is established by Institutional Policy DO-01: Academic and Professional Standards, and is advisory to the Associate Dean of Preclerkship Education, Associate Dean of Clinical Education and Vice President of Academic Affairs and Dean as appropriate.
2. The function of the committee is to review student academic and professional performance and recommend promotion, remediation, or dismissal. The committee is also responsible for considering student matters referred by an administrative authority for recommendation of penalties/sanctions for violation of policy including by not limited to standards of conduct, academic integrity and professional conduct. Appeals may also be referred to the committee for consideration. The committee is responsible for reviewing the academic and professional performance of each student and grants promotion to the next academic year, as well as approval for graduation. In addition, it proposes student academic policy to the faculty for adoption.

3. The committee is composed of nine faculty members-at-large elected by the faculty. At least 4 members must be from the clinical departments (at least one Clinical Sciences and at least one OPP) and 4 must be from the Biomedical Science Department.
4. Elected faculty members serve for a three-year term. The terms of the members are to be staggered so that 3 members including at least one clinician and one biomedical faculty member are elected each year.
5. The chairperson of this committee is elected by the committee to a one-year term.

2.1.3.9 Graduate Academic Performance Committee

1. The Graduate Academic Performance Committee is established by Institutional Policy GP-01: Academic and Professional Standards, and is advisory to the Associate Dean of Graduate Programs and the Vice President of Academic Affairs and Dean.
2. The function of the Graduate Academic Performance Committee is to review student academic and professional performance and recommend graduation, remediation, or dismissal.
3. This committee is composed of five faculty members recommended by the Associate Dean of Graduate Programs and approved by the Vice President of Academic Affairs and Dean (at least one member must represent Clinical Sciences or OPP and at least three members must hold appointments in Biomedical Sciences) Non-voting members include a representative from the Registrar's Office and the Graduate Program Coordinator.
4. Faculty committee members serve staggered three-year terms with at least one new member appointed annually.

2.1.3.10 Graduate Programs Curriculum Committee

1. The Graduate Programs Curriculum Committee is advisory to the Associate Dean of Graduate Programs.
2. The function of the committee is to assist with the development and maintenance of the curricula of graduate programs appropriate to the mission and goals of the institution. Responsibility to assist with the development of the graduate program curricula necessitates that proposed curricular changes including but not limited to contact time, schedule time, and course objectives be presented to the committee for review and approval before implementation.
3. The committee is composed of five faculty members elected by the voting faculty. At least three members must be either a core (non-elective) course director in a graduate program or have an FTE appointment of 0.3 or greater in a graduate program. The remaining two members can be elected from any department, who may or may not have current teaching responsibilities within the graduate programs. Terms should be staggered so that no more than one of each of the three graduate program members is elected in a given year. Members can serve up to two consecutive terms.
4. Graduate program student alumni that are current WVSOM D.O. students will elect a peer to represent them as a voting member on the committee. Students will also elect an additional peer to serve as a backup/alternate representative.
5. Students are elected annually. No faculty or student member may serve for more than two consecutive terms.

6. At the beginning of the academic year the committee will elect a chairperson, vice chairperson, and secretary for one-year terms. The committee will then determine a meeting day and time for that academic year, which may be supplemented with additional meetings, if deemed necessary. Additional meetings may be called, if necessary, by the chairperson or by a simple majority of voting committee members.

2.1.3.11 Graduate Programs Admission Committee

1. The Graduate Programs Admission Committee is advisory to the Associate Dean of Graduate Programs.
2. The function of the committee is to recommend candidates to the Associate Dean of Graduate Programs for admission to a WVSOM graduate program. In addition, it proposes admissions standards and policy to the Associate Dean of Graduate Programs.
3. The committee is composed of three faculty members elected by the voting faculty. At least one member must be either a core (non-elective) course director in a graduate program or have an FTE appointment of 0.3 or greater in a graduate program. Because the Direct-to-D.O. program allows direct entrance into the WVSOM D.O. degree program, at least one member must be elected from a clinical department (CS or OPP) who may or may not have current teaching responsibilities in a graduate program. The remaining member can be elected from any department but must have any level of current teaching responsibilities within a graduate program. Members can serve up to two consecutive terms.
4. The Director of Admissions, or their designee, is an ex-officio member without vote.
5. The Associate Dean of Student Affairs is advisory to the committee.
6. At the beginning of the academic year, the committee will elect a chairperson for a one-year term and will determine a meeting day and time for that academic year. Additional meetings may be called, if necessary, by the chairperson or by a simple majority of voting committee members.

2.1.3.12 Fact-Finding Committee

The Fact-Finding Committee is established by Institutional Policy DO-01: Academic and Professional Standards.

1. The Fact-Finding Committee investigates alleged violations of policy or any other matter as directed by an Associate Dean or the Dean where disputes of material facts exists that require independent findings of fact.
2. The jurisdiction and authority of the Fact-Finding Committee shall be to (1) hear evidence and (2) make findings of fact from the evidence presented. The Committee issues a written report on its conclusions to the Associate Dean or Dean that referred the matter. The Fact-Finding Committee neither recommends nor imposes sanctions and cannot overturn any prior decisions on a matter. The Committee may reconsider a matter under certain circumstances (e.g., new evidence) if so directed by an administrative authority
3. The Fact-Finding Committee is composed of eight faculty representatives, with at least three members from the Department of Biomedical Sciences and three members from the clinical departments (at least one Clinical Sciences and at least one OPP), elected by the faculty. These eight shall elect one member to serve as chairperson for the academic year.

The procedures for Fact Finding Committee Hearings are specified in the Fact-Finding Committee Procedures document.

4. Fact-Finding committee members are elected to two-year terms staggered so that no more than four new members are elected in any one year. The Committee will meet only as necessary.

5. Each class of the Year 1 and Year 2 student body shall elect three (3) students to serve as representatives to the Fact-Finding Committee on cases of cheating or non-academic matters.

2.2 Faculty Representatives

2.2.1 REPRESENTATIVE GUIDELINES

Unless specified by the committee or board upon which the representative serves, each faculty representative will be subject to the following general guidelines:

2.2.1.1 Membership Year

The organizational year for each committee is June 1 to May 31.

2.2.1.2 Elections

1. Elections for faculty representatives will take place in the month of April. Procedures for the election are defined in Section 3.5.

2. Faculty representatives are elected by the voting faculty.

2.2.1.3 Minutes

The minutes of each meeting that are received by the representative will be posted to the WVSOM web site or copied to the Faculty Chairperson for distribution to the Faculty Council and, if necessary, to the faculty as a whole.

2.2.2 REPRESENTATIVE DESCRIPTIONS

2.2.2.1 Faculty Representative to the Institutional Board of Governors

The Faculty Representative shall be elected in April of odd numbered years to serve a two-year term. A member may serve up to four successive terms.

2.2.2.2 State Advisory Council of Faculty

1. This council is established by W.VA. Code §18B-6-2a.

2. During the month of April of each odd-numbered year a faculty representative and alternate must be elected. The term of office shall be two years. A member may serve up to four successive terms.

3. The council, through its chairperson and in any appropriate manner, shall communicate to the Higher Education Policy Commission, through the chancellor, matters of higher education in which the faculty members may have an interest.

2.2.2.3 Faculty Representatives to the Institutional Review Board

The function of this Committee is described in Section 1.4.6. As outlined there, five faculty members are appointed to the committee and must have the specific areas of expertise described in that section.

2.2.2.4 Faculty Representatives to the Institutional Animal Care and Use Committee

The function of this Committee is described in Section 1.4.7. As outlined there, three faculty members are appointed to the committee.

2.2.2.5 Faculty Representatives to the Residency Appeals Committee

The function of this Committee is described in Section 1.4.9. Two faculty members are elected as representatives to this committee. They are elected to two-year terms, preferably on alternate years.

SECTION 3 - FACULTY BY LAWS

3.1 Faculty Membership

For meeting purposes, the faculty is composed of two groups, voting and non-voting members. See Institutional Policy PE-02: Faculty.

3.1.1 VOTING FACULTY

With the exception of individuals holding administrative appointments as Deans, the Voting Faculty is made up of all faculty members with tenure-track contracts, full-time temporary faculty, and campus-based part-time faculty members with appointments equal to or greater than 0.53 FTE.

The Voting Faculty is accorded the privileges of voting and serving in elected positions (Section 3.5.1).

3.1.2 NON-VOTING FACULTY

The non-voting faculty is composed of:

1. Faculty holding appointment of less than 0.53 FTE;
2. Clinical/adjunct faculty in state-wide campus system;
3. Volunteer, visiting, and service faculty;
4. Members of the administration with teaching appointments; and
5. Professors Emeriti (Section 4.4.1).

3.1.3 PETITION TO BECOME A VOTING FACULTY MEMBER

A non-voting faculty member may submit a petition on a yearly basis describing their instructional duties to the Faculty Chairperson to be granted an exception to the non-voting classification. Approval of the petition requires a two-thirds majority of the Faculty Assembly present at the meeting when the petition is considered. Such petitions are generally heard prior to Committee elections in the spring, but they may be submitted at any time.

3.2 Conduct of Faculty Meetings

3.2.1 CONVENING A MEETING

1. Meetings at which official business of the voting faculty is conducted will be referred to as the Faculty Assembly.
2. The Faculty Assembly will meet at least once per quarter, at a time determined by the Chairperson of the Faculty Council at the beginning of the year. Such schedule will be distributed to each faculty member at that time.
3. Additional meetings of the Faculty Assembly may be called for an expressed purpose by the Faculty Chairperson (Faculty Council), by 50% of the voting faculty, by the Vice President of Academic Affairs and Dean, or by the President.
4. Any meeting called by the administration shall be classified as an informational meeting and no voting may be conducted.
5. Any special meetings not regularly scheduled must be announced by an e-mail at least 24 hours in advance of the special meeting. Three to seven days advanced notice is preferred.

6. State code § 18B-6-3-f specifies that the college president shall meet with the “faculty senate” at least quarterly to discuss matters affecting the faculty and the effective and efficient management of the institution.

<https://code.wvlegislature.gov/18B-6-3/>

7. State code §18B-6-3-g specifies that the governing board of the institution shall meet at least annually with the faculty senate to discuss matters affecting faculty and the effective and efficient management of the institution.

3.2.2 FACULTY ASSEMBLY AGENDA

1. The agenda for Faculty Assembly is established by the Faculty Chairperson, in consultation with the Faculty Council. Agendas for meetings called under the other two options are established by the individual(s) initiating the call. The agenda and related documents must be distributed via email at least 24 hours prior to the meeting.

2. Once the Faculty Assembly has been convened, the agenda may be modified by a 2/3 vote of those voting faculty present.

3.2.3 QUORUM

A meeting of the Faculty Assembly is not official, nor may any voting take place, unless 40% of the voting faculty is present.

3.2.4 CONDUCT OF FACULTY MEETINGS

Robert's Rules of Order, Revised, is the parliamentary authority for the conduct of the Faculty Assembly except where it is superseded by the Faculty By-Laws. The Faculty Secretary serves as Parliamentarian.

3.2.5 VISITORS

1. A visitor is anyone who is not a member of the faculty of the institution.

2. Visitors may be admitted to a meeting of the Faculty Assembly through invitation by the Faculty Chairperson to specific individuals whose presence is required by the business of the meeting. Alternatively, if a more general participation by other groups is desired, the Faculty Chairperson may issue group invitations.

3. Visitors may also be admitted to, or removed from, the Faculty Assembly by majority vote of the voting faculty present. Debate on a motion to admit or remove a visitor is limited to one speaker in favor of and one in opposition to the motion.

3.2.6 MEETING MINUTES

1. An account of the proceedings of each meeting of the Faculty Assembly is recorded by the Faculty Secretary. In the case where the Secretary cannot attend the meeting, the Faculty Chairperson will appoint someone from among the faculty present.

2. The unapproved minutes are to be circulated to the faculty by e-mail before the next faculty meeting.

3. The minutes shall be corrected or approved at the next meeting of the faculty assembly, or may be regarded as approved if circulated by email and no corrections are received within two weeks. Once approved they will be posted on the WVSOM web site.

4. Approved, official minutes are kept by the Vice President of Academic Affairs and Dean where they may be made available for inspection.

3.3 Officers of the Faculty

3.3.1 FACULTY CHAIRPERSON

The Faculty Chairperson presides over the Faculty Assembly, serves as Chair of the Faculty Council, and acts as the principal spokesperson between the faculty as a body and the administration and other non-faculty groups. The Faculty Chairperson also serves as Faculty Marshal, subject to approval by the President.

3.3.2 FACULTY VICE-CHAIRPERSON

The Faculty Vice-Chairperson acts as chairperson in the absence of that individual.

3.3.3 FACULTY SECRETARY

The Faculty Secretary is responsible for recording and distributing Faculty Assembly minutes and for assisting the Chairperson in matters of announcements and polling.

3.4 Faculty Council

3.4.1 MEMBERSHIP

The Faculty Council is made up of the Officers of the Faculty (Section 3.3) and two members-at-large elected from among the voting faculty. There must be at least one member from the Department of Biomedical Sciences and one member from the clinical departments on the Council.

3.4.2 TERMS OF OFFICE

1. All members of the Faculty Council are elected to two-year terms. As specified in state code § 18B-6-3-d, the chairperson of the faculty council is limited to two consecutive two-year terms.

<https://code.wvlegislature.gov/18B-6-3/>

2. The members of the Council are elected in the spring; the authority of the Council begins June 1.

3.4.3 DUTIES

In general, the function of the Council is to develop faculty policy for consideration by the faculty and represent faculty opinion to the administration and other non-faculty groups. Specifically, the Council is charged with:

1. The preparation of particular policy proposals (including reasonable alternatives) for adoption by the faculty as a whole; and
2. Participation in the development of policy proposals by the administration in cases where those proposals may affect faculty business; and
3. The representation of faculty opinion or desires to the administration, especially the Vice President of Academic Affairs and Dean.

3.4.4 MEETINGS

1. Faculty Council meetings will be called by the Faculty Chairperson, or, if unavailable, the Vice-Chairperson. A majority of the Council may also call a meeting, if the Faculty Chairperson refuses that request.
2. A quorum will consist of three members; no official business may be conducted without the requisite three members in attendance.
3. Minutes of each meeting will be recorded by the Faculty Secretary. Unless the Council chooses another procedure for approval of minutes, the draft minutes will be distributed to each Council member and no comments are received within one week, the minutes will stand as approved. A copy sent to the office of the Vice President of Academic Affairs and Dean and/or designee to retain on file.
4. All faculty are openly invited to Council meetings. Non-faculty visitors may be admitted under the guidelines established for faculty meetings (Section 3.2.5.).

3.5 Faculty Elections

3.5.1 ELIGIBILITY

All voting members of the faculty (Section 3.1.1) are eligible to vote in elections for officers of the faculty, representatives to various non-faculty committees, and members of faculty committees; such voting faculty are similarly eligible to be nominated to these positions as long as any other prerequisites are met.

3.5.2 PREPARATION FOR ELECTION

During the first two weeks of April, the Faculty Chairperson will distribute an electronic copy of a memorandum to the voting faculty stating the current representative to a board or committee, or membership of each committee, and the positions which must be filled for the next year. The memorandum will also request, in some form, a statement from each faculty member indicating the positions they would be willing to fill. By indicating a preference, it is assumed that the faculty member is willing to serve as a representative or as a member of a committee. The nomination forms will be returned electronically or through a hard copy to the Faculty Chairperson within one week. At that time, the Chairperson will compile a preliminary ballot listing all faculty who are willing to serve as a representative to a board or committee, or a member of each committee. An electronic copy of this preliminary ballot will be distributed to each voting faculty member. Additional preferences for each vacancy will be accepted for one week, and any additional names will be added to the ballot.

3.5.3 CONDUCT OF ELECTIONS

Elections will be conducted according to the following guidelines:

1. An electronic copy of the completed ballot will be posted with a deadline for voting being set for one week after receipt. Each faculty member may vote for a number of faculty nominated which equals the number of vacancies on the committee.
2. At the conclusion of the voting period the ballots will be tallied by at least three members of the Faculty Council. The individual with the most votes will fill a single position; if multiple positions are to be filled, the next individual with the most votes will be added to the committee until all vacant positions are filled.
3. A list of the winning candidates for each vacant position will then be circulated to the Faculty. A faculty member selected for a committee may decline a position because of being selected for other

positions which he/she deems more important for them. In that case, the Faculty Council will add the person with the next highest vote to the committee until all positions are filled. In the event of a tie vote, the Chairperson will notify the faculty electronically, and a run-off election will take place within a week.

3.6 Amendment of Faculty Handbook

3.6.1 INITIATION OF AMENDMENTS

1. Amendments to portions of the Handbook under the authority of the faculty (Section Two, Faculty Committees and Representatives, Section Three, Faculty By-laws, and Section Five, Evaluation, Promotion and Tenure) may be initiated by either an individual faculty member or by the Faculty Council.
2. Amendments to portions of the Handbook under the authority of the institutional administration or the State (Section 1 Institutional Governance and Section 4 Faculty Organization and Procedures) may be initiated by the Vice President of Academic Affairs and Dean.
3. A draft of the proposed amendment must be submitted to the Faculty Council at least one week before it is to be considered by the Council.

3.6.2 REVIEW BY FACULTY COUNCIL

The Faculty Council will examine the proposed amendment and determine:

1. If it conforms to state statutes, institutional policies and other portions of the handbook; and, if it fits the editorial style of the Handbook.
2. The Council will then meet with the initiator and make any changes necessary to meet the requirements stated above.
3. The Council will distribute electronic copies of the proposal to each faculty member at least one week before the next meeting of the Faculty Assembly, but no earlier than three weeks prior thereto.

3.6.3 CONSIDERATION AND VOTE BY THE FACULTY ASSEMBLY

1. The proposed amendment will be considered as an agenda item by the Faculty Assembly. The faculty will discuss, debate, and, if necessary, amend the proposal.
2. Amendments to the faculty-controlled sections of the handbook are approved by a 60% majority vote of the faculty present.

In the event that extensive revisions are necessary to the original amendment proposal, the final form of the amendment may be distributed to the faculty in written form and approved or disapproved by ballot without calling an additional faculty meeting. Faculty members who will not be on campus during the voting period may arrange to cast an absentee ballot.

3. Amendments to Sections 1 and 4 do not require a faculty vote but a vote representing faculty opinion may be requested.

3.6.4 REVIEW BY THE VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN

1. Within 5 working days after affirmation by the Faculty Assembly, the amendment must be submitted to the Vice President of Academic Affairs and Dean.

2. Within 10 working days after receiving the amendment, the Vice President of Academic Affairs and Dean must return it to the Faculty Council specifying either:

- Full approval;
- No decision, with a request for modification; or
- Veto, with a written explanation.

If the Vice President of Academic Affairs and Dean specifies modifications, then a revised amendment proposal is submitted to the Faculty Assembly for approval. In any case, the action of the Vice President for Academic Affairs and Dean must be communicated to the faculty.

3. If the Faculty Council receives no response from the Vice President of Academic Affairs and Dean within 10 working days after receipt of the amendment, it is considered to be approved as submitted.

4. Approved amendments are submitted to the Academic Policy Committee and the President for final approval.

3.6.5 *DISPOSITION OF THE AMENDMENT*

A final copy of the approved amendment will be distributed to each faculty member and to the institutional academic administration.

The amendment will be entered into the official copy of the Faculty Handbook by the means currently approved.

SECTION 4 - FACULTY ORGANIZATION and PROCEDURES

4.1 Hiring Policies

4.1.1 *EQUAL OPPORTUNITY POLICY*

WVSOM, in compliance with state and federal laws, is committed to recruiting, employing, compensating, and promoting the best-qualified candidate for each employment position. WVSOM does not discriminate against any employee or applicant for employment on the basis of any category that is protected under federal, state, or local anti-discrimination laws.

4.1.2 *RECRUITMENT OF FACULTY*

The process of faculty recruitment is carried out through the Office of Human Resources with the assistance of the Department in which the individual is to serve. The Search Committee is appointed by the Department Chairperson in consultation with the Vice President of Human Resources. The responsibility for verifying academic and professional credentials for faculty is carried out by the Office of Human Resources.

4.1.3 *FACULTY APPOINTMENTS*

Faculty appointments are officially defined by Institutional Policy PE-02: Faculty.

4.2 Responsibilities and Privileges of Employment

(Evaluation, Promotion, and Tenure policies are defined in Section 5 of the Faculty Handbook.)

4.2.1 *FUNDAMENTAL RESPONSIBILITIES AS A BODY*

Faculty members, in accordance with the best traditions of higher education have a responsibility to improve their effectiveness in carrying out their professional roles. The faculty member is responsible for pursuing their professional development in accordance with the mission of the institution.

4.2.1.1 *Teaching*

The faculty is to provide instruction and training to, and evaluation of, students at the institution.

4.2.1.2 *Academic Policy*

The faculty advises the Vice President of Academic Affairs and Dean concerning the determination of academic policy including curriculum content (Curriculum Committee).

4.2.1.3 *Entrance Requirements and Admission*

The faculty advises the Vice President of Academic Affairs and Dean regarding determination of student entrance requirements and recommends individual candidates for admission (Admissions Committee).

4.2.1.4 *Academic Standards*

The faculty recommends and maintains the academic standards of the institution, including student grading and promotion (Student Promotions Committee).

4.2.1.5 *Requirements for Graduation*

Within the confines established by the American Osteopathic Association Commission on Osteopathic College Accreditation, the faculty assists the Vice President of Academic Affairs

and Dean in determining requirements for the degree of Doctor of Osteopathic Medicine; and, having determined that all requirements for the degree have been fulfilled, recommends candidates for graduation through the Student Promotions Committee and approves the graduates through a faculty vote.

4.2.1.6 Research

The faculty assists in overseeing the research and professional development mission of the institution, and makes recommendations for allocating funds from the research budget to individual faculty (Research and Academic Development Committees).

4.2.1.7 Biohazards

Using guidelines established by appropriate external agencies, the faculty assists in the establishment of procedures concerning the use of radioisotopes and bio-hazardous materials at the institution (Research and Biosafety Committees).

4.2.1.8 Human Subject Research

Following standards established by Federal statute, the faculty participates in the enforcement of standards for human subject research (Institutional Review Board).

4.2.1.9 Animal Care and Use

The faculty monitors the operation of the animal facilities to ensure that federal, state, and municipal requirements for animal care are met. The faculty also reviews all applications for the use of animals in research and teaching (Institutional Animal Care and Use Committee).

4.2.1.10 Student Recruitment

The faculty advises the Vice President of Academic Affairs and Dean regarding student recruitment (Admissions Committee).

4.2.2 FUNDAMENTAL RESPONSIBILITIES AS INDIVIDUAL FACULTY

4.2.2.1 Presence on Campus

1. Faculty members are expected to meet their responsibilities in presenting lectures, laboratories or clinical instruction, clinical practice, student counseling, research, and/or service.
2. Faculty members are covered by Institutional Policy PE-03: Institutional Holidays and Employee Leave.
3. Faculty members may take approved professional development leave. Institutional leave forms must be submitted to, and approved by, the appropriate supervisor prior to the beginning of the leave.

4.2.2.2 Teaching

Teaching is the fundamental purpose of WVSOM and of the WVSOM faculty.

4.2.2.3 Institutional Service

1. Members of the faculty are expected actively to participate as members of faculty committees and other institutional representative responsibilities as elected or assigned.

2. All committee and representative assignments are accomplished through faculty elections in April.
3. The responsibilities for faculty committees are defined in Section 2.1; those for the faculty representatives are defined in Section 2.2.

4.2.2.4 Research

1. Research is a universally-accepted vehicle for professional development. It is the right and responsibility of every faculty member to pursue research and/or some equivalent scholarly activity after teaching and committee responsibilities have been satisfied.
2. The institutional research physical plant is established for common use and any faculty member may submit a request for research space from the Research Committee, which makes recommendations for use of research space to the Associate Dean of Research and Sponsored Programs.
3. Intramural research grant funds are available for equipment, supplies, and salary supplement and may be requested through application to the Research Committee in the spring of each year. Recommendations for available funds are made on the basis of project merit and past productivity of the investigator. Recommendations are made to the Associate Dean of Research and Sponsored Programs in consultation with the Vice President of Academic Affairs and Dean, shall make final recommendations to the President, who has final approval.
 - Extramural grant proposals must be approved by the Associate Dean of Research and Sponsored Programs prior to submission.
 - Researchers may request professional development leave and funding to present their work at professional meetings.
 - The Associate Dean of Research and Sponsored Programs has the responsibility to assist faculty with research projects in any way possible.
 - Inactive researchers may lose space and funding if these resources are required by active research faculty.

4.2.2.5 Service

1. Service to the state and local community is a recognized vehicle for career development, if it utilizes facilities available at the institution and/or expertise unique to the individual faculty member and is aimed at the educational and medical missions of the institution.
2. A faculty member may request institutional leave to conduct service projects.
3. Service will be approved at the discretion of the Department Chair and/or evaluating supervisor and the Vice President of Academic Affairs and Dean.

4.2.2.6 Clinical Practice

The practice of medicine, and particularly one's medical specialty, is a universally accepted vehicle for professional development. Clinical Faculty are strongly encouraged to pursue practice opportunities at the Robert C. Byrd Clinic to maintain their clinical competence.

4.2.2.7 Recusal

4.2.2.7.1 Healthcare Providers and Student Performance Evaluation

Faculty members who provide health, medical, or psychiatric/psychological services to a student, have a close personal or familial relationship to a student or have other conflicts of interest pertaining to a student must recuse themselves from the following:

- Participation in grading or clinical assessment of the student
- Participation in decisions related to promotion of the student
- Participation in WVSOM committee discussions of, and voting on, the student

4.2.2.7.2 Healthcare Providers Providing Professional Services to Other Faculty Members

Faculty members who provide health, medical, or psychiatric/psychological services to another faculty member, have a close personal or familial relationship to another faculty member or have other conflicts of interest pertaining to another faculty member must recuse themselves from discussions of, and voting on, that faculty member.

4.2.3 PRIVILEGES OF FACULTY APPOINTMENT

4.2.3.1 Outside Employment and Consulting

1. The faculty member shall render full-time service to the institution. Outside activities, except the practice of medicine, which is restricted below in subsection 4.2.3.1.2, shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The institution expects its faculty to give full professional effort to assignments of teaching, research, and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. The Administration shall establish a program of periodic review of outside services of appointees to guide faculty members.

2. Clinical faculty appointments will render medical patient services only at facilities affiliated with their assigned institution, or at such other locations or facilities as may be authorized in their annual notice of appointment, or otherwise approved in writing by the Vice President for Academic Affairs and Dean.

Fees for professional patient-related services rendered by full-time medical faculty appointees shall be billed, collected and expended in accordance with the by-laws of the faculty practice plan for their respective institution, or through such other billing and collection mechanism as may be provided for in the faculty member's annual notice of appointment, or as otherwise approved in writing by the Vice President of Academic Affairs and Dean.

- Fees for professional services not directly related to patient services including, but not limited to, royalties, honoraria, legal actions where no patient services have been rendered, or such other similar sources as may be approved in writing by the Vice President of Academic Affairs and Dean are permitted as individual income to the individual faculty member.
- If a faculty member wants to engage in outside employment or service, this needs to be presented to and approved by the Vice President of Academic Affairs and Dean in

advance of undertaking such employment. In the case of clinical faculty, a moonlighting agreement will need to be established with the Dean in advance of starting outside employment.

- If a faculty member's outside employment interferes with the performance of the regular institutional duties of the appointee, the institution has a right to a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution, and by the appointee's use of institutional equipment and materials, or c) dismiss appointee from their position for cause.

4.2.3.2 Political Activity

1. State law prohibits a State Government employee from holding office as a member of the West Virginia State Legislature.
2. Political activities on campus are also prohibited, as is the use of WVSOM resources for political activity.
3. There is no prohibition of faculty involvement in political activities after working hours or on personal time.

4.2.3.3 Academic Freedom

1. Academic freedom at WVSOM, a public institution of higher education, is necessary to enable the institution to perform its societal obligation. Faculty members and students must always remain free to inquire, study, and evaluate.
2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the authorities of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.
3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at a public institution of higher education in West Virginia is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research, and service as defined by the institution. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty

member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

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

4.2.3.4 Sabbatical Leave

Sabbatical leave may be granted to a faculty member so that he/she may engage in research, writing, or other activity calculated to contribute to professional development and usefulness to WVSOM. Requirements regarding granting of sabbatical leave are described in Institutional Policy PE-02.

4.2.3.5 Benefits

Faculty greater than .53 FTEs are eligible to receive benefits, as outlined in the WVSOM Employee Handbook. <https://www.wvsom.edu/policies/employee-handbook>

4.2.3.6 Faculty Resignations

A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, shall give a minimum of 90 days' notice. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

4.2.3.7 Professional Ethics

The Commission on Osteopathic College Accreditation requires each college to have a statement of academic professional ethics for its entire administration, faculty and staff. The WVSOM Statement on Academic Professional Ethics may be found at <https://www.wvsom.edu/about/statement-on-academic-professional-ethics>.

4.3 Title IX Nondiscrimination Policy

4.3.1 TITLE IX NONDISCRIMINATION POLICY STATEMENT

The West Virginia School of Osteopathic Medicine does not discriminate on the basis of sex in the education program or activity that it operates. WVSOM, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 ("Title IX") and 34 C.F.R. § 106 ("Title IX regulations") not to discriminate in such a manner. The requirement not to discriminate in WVSOM's

education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to WVSOM may be referred to WVSOM's Title IX Coordinator or the Assistant Secretary, Office of Civil Rights, U.S. Department of Education, or both.

4.3.2 TITLE IX COORDINATOR

WVSOM has designated and authorized Aaron Phillips, Ph.D., Interim Associate Dean of Student Affairs, as Interim Title IX Coordinator to coordinate WVSOM's efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106.22 and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator's contact information is as follows:

Campus office address: Student Center, Room SC101G

E-mail address: aphillips@osteo.wvsom.edu

Title IX report/complaint email address: TitleIX@osteo.wvsom.edu

Office telephone number: (304) 647-6836

4.4 Faculty with Administrative Responsibilities

4.4.1 DEPARTMENT CHAIRPERSONS

4.4.1.1. Administrative Status

The position of Department Chair is an administrative appointment serving at the pleasure of the Vice President of Academic Affairs and Dean.

4.4.1.2. Faculty Status

Department chairpersons retain full membership privileges as voting faculty.

4.4.1.3. Responsibilities

The Department Chair is responsible for the operation of the department, including its faculty, staff, and programs.

4.4.1.4 Chain of Command

Each Chair reports directly to the Vice President of Academic Affairs and Dean.

4.4.1.5 Term

The Department Chairs are appointed for a three-year term which ends on June 30th of the final year of appointment. As an administrative appointment, Chairs serve at the pleasure of the Vice President for Academic Affairs and Dean.

4.4.1.6 Process

1. After a search process that is open to both internal and external candidates, the Vice President of Academic Affairs and Dean shall appoint the Department Chairs after consideration of the recommendation of the appropriate Associate and Assistant Deans, other chairs and members of the department.

2. No later than 6 months before a Chairperson's three-year term ends, the Vice President of Academic Affairs and Dean will organize a formal review process of the Chair, including seeking formal feedback from department faculty and staff members, Assistant and Associate Deans and other Chairs. Elements of the solicited feedback will include but are not limited to communication, completion of required chair duties, professionalism,

quality of teaching of department supported courses, support and success of faculty and staff, and quality of administrative work.

3. At the end of each 3-year review process, the Vice President of Academic Affairs and Dean will decide whether the Chair should continue in their role, be required to attend professional development to improve skills in certain areas, or another Chair should be sought.

4.4.1.7 Vacancy

Should the position of Department Chair become vacant during a term, the Vice President for Academic Affairs and Dean will appoint an acting successor until such time that a permanent replacement is named. The interim success will often be the Vice-Chair.

4.4.1.8 Contractual Obligation

The salary for Chair will be negotiated upon hire.

4.4.1.9 Annual Evaluation

1. The Vice President of Academic Affairs and Dean will be responsible for providing an annual written evaluation of the performance of each Department Chairperson under their direct supervision.

2. In evaluating each Department Chairperson the supervising Vice President of Academic Affairs and Dean may request information from all individuals within the Department

3. The evaluation will also assess progress toward yearly goals as established for the Department.

4. The Vice President of Academic Affairs and Dean will provide a copy of the evaluation to each Department Chairperson.

4.5 Emeritus

4.5.1 *PROFESSORS EMERITI*

The institution may, at the time of a faculty member's retirement, confer upon that individual the Emeritus Status. This honor is granted selectively in recognition of meritorious service.

4.5.1.1 Definition of Entitlements

Emeritus faculty members shall be entitled to:

1. Maintain their respective WVSOM email account,
2. Full access to the WVSOM Library including but not limited to interlibrary loan request. Any cost for interlibrary loans will be at the expense of the emeritus faculty member,
3. Maintain their access to receive on campus mail,
4. Maintain their privileges to the WVSOM Founder's Activity Center,
5. Be listed as professor emeritus on the WVSOM webpage. In addition, a brief synopsis pertaining to their goals and accomplishments may be listed on the WVSOM faculty webpage. The accomplishments could include research awards, teaching awards, teaching accomplishments, or any other school related accomplishment.
6. Be listed on a plaque placed in the Library to show appreciation for all emeritus faculty.

4.5.1.2 Mechanism

The following mechanism will be used:

1. A recommendation for Emeritus Status is initiated by a letter from the Department Chairperson or their Associate Dean or by letters from the nominee and two additional members of the voting faculty, delivered to the Chairperson of the Faculty. This letter must be accompanied by a summary of the individual's contributions to the institution and the profession, including length of service, record of academic performance, and leadership demonstrated while a member of the faculty. The Faculty Council may solicit additional information if it feels such information is necessary.
2. The Council will review all information and make a recommendation, which is confidential (not be published in Council minutes). The Faculty Chairperson will inform the retiring faculty member of the recommendation and the tally of votes. Unless the retiring faculty member chooses to withdraw the petition, the Faculty Chairperson will then take the Faculty Council's recommendation to the Faculty Assembly for discussion and vote. The Faculty Assembly's recommendation is submitted to the Vice President of Academic Affairs and Dean who, upon approval, then submits it to the President for consideration. Upon approval, it is then taken as a recommendation to the Board of Governors for final approval.

4.5.1.3 Criteria

The basis for recommendation and approval of Emeritus status will rest upon, but not be limited to the following:

1. The length of service to the institution, generally of not less than ten years;
2. Service to the osteopathic profession;
3. The record of academic performance; and
4. Leadership demonstrated while a member of the faculty.

4.5.1.4 Title

Titles using "Emeritus" (for males) or "Emerita" (for females) are constructed by placing the modifier after the rank and title held at time of retirement: e.g., "Associate Professor Emeritus."

4.5.2 EMERITUS ADMINISTRATORS

The institution may, at the time of retirement of an administrator who holds a faculty appointment, confer upon that individual Emeritus Status. This title would generally be granted only to Senior Educational Administrators, i.e., the President and Vice President of Academic Affairs and Dean. This honor is granted selectively in recognition of meritorious service and must be submitted to the Board of Governors for approval or denial.

4.5.2.1 Definition of Entitlements

This honor carries with it the privilege of:

1. A listing in future college materials, where appropriate;
2. Use of the school library; and
3. Such other facility use as approved by the President.

4.5.2.2 Mechanism

The following mechanism will be used:

1. A recommendation for Administrator Emeritus status is initiated by individual letters from two members of the voting faculty, delivered to the Chairperson of the Faculty. This letter must be accompanied by a summary of the individual's contributions to the institution and the profession, including length of service, record of academic performance, and leadership demonstrated while a member of the faculty. The Faculty Council may solicit additional information if it feels such information is necessary.
2. The Council will review all information and make a recommendation, which is confidential (not be published in Council minutes). The Faculty Chairperson will inform the retiring administrator of the recommendation and the tally of votes. Unless the retiring administrator chooses to withdraw the petition, the Faculty Chairperson will then take the Faculty Council's recommendation to the Faculty Assembly for discussion and vote. The Faculty Assembly's recommendation is submitted to the Vice President of Academic Affairs and Dean who, upon approval, then submits it to the President for consideration. Upon approval it is then taken as a recommendation to the Board of Governors for final approval.

4.5.2.3 Criteria

The basis for recommendation and approval of Emeritus status will rest upon, but not be limited to the following:

1. The length of service to the institution generally of not less than ten years;
2. Service to the osteopathic profession;
3. The record of administrative performance; and
4. Leadership demonstrated while in office.

4.5.2.4 Title

Titles using "Emeritus" (for males) or "Emerita" (for females) are constructed by placing the modifier after title held at time of retirement: e.g., "Vice President Emeritus."

SECTION 5 – EVALUATION, PROMOTION, AND TENURE

The West Virginia School of Osteopathic Medicine is primarily a teaching institution. In order to be considered for retention, tenure, or promotion, a faculty member must demonstrate appropriate teaching performance, professional development (which encompasses research and scholarly activities), and service to the institution, as defined in sections 5.2.2.1, 5.2.2.2, and 5.2.2.3. Community Service, as defined in section 5.2.2.3., may supplement, but not replace, research and scholarly activity or institutional service.

5.1 Faculty Tracks

Faculty tracks are defined in Institutional Policy PE-02. Every faculty member will be identified as being in one of the defined tracks.

5.2 Yearly Evaluation

5.2.1 INTRODUCTION

Faculty activities for evaluation fall into three main areas: teaching, professional development, and service. Goals for teaching, professional development, and service that are set and agreed upon by the faculty member and their Department Chairperson with concurrence of the appropriate Associate Dean and the Vice President of Academic Affairs and Dean should be in alignment with the time allocations of the appointment.

Pre-tenure faculty are evaluated by a Full Review yearly until they attain tenure. Included in the evaluation is a recommendation for retention or non-retention. Tenured Faculty are evaluated by a Full Review every fourth year with a Brief Review of progress in the off years. Tenured Faculty reviews do not include recommendation for retention or non-retention.

5.2.1.1 Evaluation – Tenure Track Faculty

Full-time pre-tenure faculty are evaluated on a yearly basis at the institution in an effort to provide a means of identifying and commending effective academic and scholarly performance as well as to define those areas of performance requiring further development. The success of this process is dependent upon an objective evaluation of the faculty member; this, in turn, is founded on careful observation of performance in the requisite areas. The evaluations are based on explicit goals agreed to in the faculty member's permanent file and are a major component of application for tenure or promotion. Near the end of their fourth year, each pre-tenure faculty member shall submit documentation of accomplishments to date to the Departmental Chairperson, to obtain written feedback of progress toward obtaining tenure from both the Departmental Chairperson and the Promotion and Tenure Committee.

It is the responsibility of the faculty member to make sure their self-study is submitted by the required time and the responsibility of the Department Chair and Administration to provide evaluations in the required time periods as determined in the "Faculty Evaluation, Promotion, and Tenure Procedures" document.

5.2.1.2 Evaluation – Non-Tenure Track Faculty

Part-time and other faculty members with academic contracts as defined in Institutional Policy PE-02 are evaluated on a yearly basis through a limited review which provides a means of identifying and commending effective academic and scholarly performance as well as defining those areas of performance requiring further development. The evaluation

will be based on peer, student, and administrative reports, surveys, and observations when appropriate. A summary evaluation report shall be made to the appropriate Associate Dean and forwarded to the Vice President of Academic Affairs and Dean with recommendations for retention or non-retention, commendations, and/or areas of performance requiring improvement.

5.2.2 EVALUATION AREAS

All faculty shall be evaluated on a regular basis as described in Institutional Policy PE-02. Pre-tenured faculty are evaluated in depth yearly until they attain tenure status. Tenured faculty are evaluated in depth in the year prior to the end of each appointment contract but not more frequently than every four years with a brief review of progress in the off years. Individual faculty performance will be evaluated based on achievements in a selection of the following items appropriate to their assigned percentage of effort in teaching, professional development, and service, as negotiated with the faculty member's Department Chairperson and with concurrence of the appropriate Associate Dean, Assistant Dean, and the Vice President of Academic Affairs and Dean.

5.2.2.1 Teaching (Includes Educational Leadership)

Teaching encompasses all aspects of student education, including but not limited to classroom instruction, clinical instruction, tutorials, small-group facilitation, preparation, and administration of examinations, preparation of learning materials and counseling of students.

Specific areas for consideration include, but are not limited to:

- Teaching performance, evaluated by:
 - Review of teaching in annual Departmental evaluation documents, including corresponding letters from the Chair and Associate Dean, with indications of significant progress on, or completion of, agreed upon teaching goals and objectives and stated performance expectations
 - Review of student feedback; successive student feedback documents should indicate that previously identified deficiencies have been interpreted for validity and addressed or performance improvements are occurring, or being maintained.
 - Review of letters from faculty who have directly observed the faculty member's teaching performance and/or reviewed their tests, etc.
- Receipt of teaching awards
- Invited lectures, courses, or workshops outside of the institution
- Development of original, high-quality teaching materials and methods
- Development of a new course or major course revision
- Providing additional education or training aimed at enhancing teaching effectiveness or knowledge of osteopathic medicine
- Clinical teaching of students, interns, and residents on and off campus
- Teaching students in the research laboratory (mentoring)
- Curricular content management
- Individual tutoring, mentoring, and counseling of students
- Mentoring other faculty

- Educational leadership assignments integral to a position's purpose, such as coordinator of faculty development
- Participation in course building, curriculum design, and curriculum evaluation

5.2.2.2 Professional Development

Professional development involves the generation of new knowledge or mastery and application of existing knowledge aimed to advance the understanding of basic or applied scientific principles, advance the practice of clinical medicine, or advance the effectiveness of the education and training process. Scholarly activity includes other professional development activities besides research. Clinical practice entails the delivery of clinical care in settings including but not limited to Robert C. Byrd Clinic, Greenbrier Valley Medical Center, and area nursing homes. Clinical faculty members are expected to stay current with continuing education, licensure, and certification requirements in their respective specialty area(s) and accomplishments as a clinician are a component of professional development.

Specific areas for consideration include, but are not limited to, the following within the broad areas of scholarly activity and research:

Scholarly Activity

- Publications of scholarly contributions in venues which may or may not be peer reviewed
- Maintenance of license, where applicable
- Meeting current standards in patient care
- Participation in research and other scholarly activity
- Development of special teaching materials
- Participation in extramural professional activities
- Activities directly involved in enhancing teaching effectiveness and self-knowledge about osteopathic medicine
- Authorship of manuscripts undergoing peer review
- Health care delivery quality improvement
- Board certification
- CME credits
- Maintenance of professional privileges
- Supporting students in scholarly activity

Research

- Authorship of refereed publication
- External grant awards and/or solicitation
- Presentation at national/international meeting
- Membership on editorial boards
- Letters from internal and external peer reviewers indicating positive reputation in research and scholarly activity
- Serving as an external peer reviewer for grants and publications
- Research recognition awards
- Supporting students in research activity

Administration

- Program or department management
- Course administration

5.2.2.3 Service

Service to the institution involves a variety of activities that promote and help to accomplish the overall mission of the school.

Specific areas for consideration include, but are not limited to:

Institutional Service

- Significant contribution to committees and completion of administrative responsibilities
- Major responsibilities in relevant professional societies
- Significant participation in student recruitment/retention activities
- Faculty sponsor/advisor for student organizations
- Attendance at institutional function (e.g. graduation, white coat ceremony)
- Participation in school activities and events

Community Service

- Activities directly involved in enhancing knowledge about or public awareness of osteopathic medicine or WVSOM
- Effective participation in programs representing the institution to outside groups
- Effective participation in community service activities and on community boards
- Providing uncompensated health care

Each activity will be placed into only one of the three evaluation areas. When major deficiencies have been identified by the Chairperson, Associate Dean, and Vice President of Academic Affairs and Dean, students, or peers in previous years, the faculty member is expected to design goals to address these deficiencies or provide justification for why changes will not be made. A faculty member's progress towards achieving their goals will be evaluated by taking into account the totality of the actual circumstances that the faculty member experienced. (For example: changes in the promotion and tenure requirements, equipment failures, available resources, personal tragedy, etc.)

5.2.2.4 Sources of Information

Sources of information for in-depth evaluation must include the following:

- A self-assessment discussing the faculty member's past and present contributions and goals for future development.
- Peer Evaluations: There must be a minimum of two peer evaluations included, one requested by the faculty member and a second requested by the Chair of the Department as describe in Institutional Policy PE-02.

5.2.2.5 Student Feedback

Student feedback on teaching will be collected following the procedure described in the [Procedure for Institutional Policy DO-07](#). All reports of student feedback on teaching activities will be included in the faculty member's file.

5.2.2.6 Evaluation by Immediate Supervisor

Any further documentation that may be required for evaluation will be requested by the Department Chairperson or Associate Dean. In the case of evaluation of the Department Chairperson, any procedure which normally requires input from the Chairperson will substitute input from the appropriate Associate Dean; such instances where input from the Associate Dean must be substituted are indicated in parentheses. This will also pertain to any faculty member if the Department Chairperson is unable to supply the necessary input due to absence or illness.

5.3 Promotion

5.3.1 OVERVIEW OF PROMOTION

To be considered for promotion, a faculty member must provide information concerning teaching, professional development, and service to the academic community, as described in Institutional Policy PE-02. Decisions about promotion will consider the candidate's accomplishments since hiring or last promotion. A faculty member hired less than three years before nomination who wishes to have their work at another institution considered as part of the promotion process must provide to their academic file documentation regarding that previous work.

A letter of application by the Faculty Member along with a letter of recommendation from their Department Chair or two letters of support from peers will constitute an application for Promotion. Letters are to follow guidelines in the "Faculty Evaluation, Promotion, and Tenure Procedures" document (Appendix 5).

5.3.1.1 Promotion to the rank of Assistant Professor

Promotion to the rank of Assistant Professor constitutes recognition of a faculty member's completion of a terminal Academic Degree or other special qualifications in the field and having met or exceeded their quantifiable goals since joining the Faculty at WVSOM.

5.3.1.2 Promotion to the rank of Associate Professor

Promotion to the rank of Associate Professor constitutes recognition of significant professional achievement and the promise of continued development in each of the above areas. In the area of professional development, these achievements must be commensurate with resources provided by the institution.

5.3.1.3 Promotion to the rank of Professor

Promotion to the rank of Professor acknowledges a record over several years of excellence in teaching, outstanding professional achievement, and dedicated service to the academic community. In the area of professional development these achievements must be commensurate with resources provided by the institution. External recognition in the areas of teaching, scholarly activity, or service is expected for promotion to full professor.

5.3.2 CRITERIA FOR PROMOTION IN RANK

All faculty will be evaluated primarily on their activities in teaching, professional development, and service to the institution and will normally fulfill the following conditions:

5.3.2.1 Promotion to Assistant Professor

The candidate must have a terminal academic degree or other special qualifications in the field.

Individual performance will be based on written documentation of meeting or exceeding expected accomplishment of quantified goals negotiated with their Department Chair and having concurrence of the Associate Dean and the Vice President of Academic Affairs and Dean. Significant accomplishment is expected prior to promotion.

5.3.2.2 Promotion to Associate Professor

Promotion to the rank of Associate Professor constitutes recognition of significant achievement and the promise of continued development in the three evaluation areas.

In addition to the requirements for Assistant Professor above, the candidate is expected to fulfill the following criteria:

- The expected time to develop significant achievement is five years of growth as an Assistant Professor at WVSOM. Earlier consideration will occur with exceptional progress or accomplishment in one or more of three areas of evaluation.
- Clinical practice faculty must have achieved Board Certification and non-physicians must have achieved comparable national certification, if applicable.
- Growth in teaching excellence must be documented and accomplishments in professional development will take into consideration time in rank, as well as, the type of research or other activities being undertaken. Prior teaching and professional development will also be taken into consideration for time in rank.

5.3.2.3 Promotion to Professor

Promotion to the rank of Professor constitutes internal and external recognition of significant sustained achievement in one or more of the three evaluation areas.

In addition to the requirements for Associate Professor above the candidate is expected to fulfill the following criteria:

- The expected time to develop significant sustained achievement is eight years of growth as an Associate Professor.
- Sustained documented excellence in teaching and continuous presentation of results in professional development is expected.
- Earlier consideration will occur with exceptional accomplishment in teaching, professional development, or service, or any combination of the three areas of evaluation.

5.3.3 SOURCES OF INFORMATION

As long as the requirements regarding sources of information, amount of information, and areas of evaluation are satisfied, the actual style of the information presented is determined by the faculty member in consultation with the Department Chairperson (or Associate Dean).

In the case of evaluation of the Department Chairperson for promotion, any procedure which normally requires input from the Chair would substitute input from the appropriate Associate Dean; such instances where input must be substituted are indicated in parentheses. This would also pertain to

any faculty member if the Department Chairperson were unable to supply the necessary input due to illness, or other event, rendering that person unavailable.

Sources for an evaluation include the following items: (Submission dates are specified in the “Faculty Evaluation, Promotion, and Tenure Procedures” document.)

5.3.3.1 Self-Assessment

This must discuss the faculty member’s past and present contributions based on activities in the previous academic year(s) [July 1 – June 30] and their plans and goals for future development in the areas of evaluation. To be considered for Promotion, the self-study must be submitted to the Department Chairperson and must be made part of the faculty member’s file by the date specified in the “Faculty Evaluation, Promotion and, Tenure Procedure” document.

5.3.3.2 Peer Evaluations from within the Institution

Peer evaluation letters should be based upon observation rather than reputation. The letters should address only those specific areas of evaluation (Section 5.1.2) for which the peer reviewer has direct experience; i.e., the peer reviewer should not make an overall recommendation regarding Promotion unless the peer reviewer has direct knowledge regarding the candidate’s performance in all three evaluation areas.

5.3.3.3 External Peer Evaluations

Candidates may submit contact information for external individuals qualified to evaluate the candidates’ teaching, research, and scholarly activity and/or service, or may provide evidence of external evaluations such as grant or manuscript reviews. The Committee may contact these individuals to evaluate the quality and/or quantity of these contributions.

5.3.3.4 Student Feedback

Student feedback on teaching will be conducted following the [Procedure for Institutional Policy DO-07](#). All reports on student feedback on teaching activities are to be included in the faculty member’s file.

5.3.3.5 Evaluation by Immediate Supervisor and Associate Dean

Letters of evaluation will be provided by the Department Chairperson and the appropriate Associate Dean. The Associate Dean of Preclerkship Education will write a letter of evaluation for members of the Department of Biomedical Sciences faculty. The Associate Dean of Clinical Education will write a letter of evaluation for members of the Department of Clinical Science and Osteopathic Principles and Practice. Any further documentation that may be required is to be provided by the Department Chairperson or Associate Dean.

5.3.3.6 Other Information

Self-studies from previous years, annual evaluations by Department Chairpersons, previous letters of evaluation by appropriate Associate Deans, copies of publications and posters, and all other information included in or referred to in the faculty member’s academic file may be reviewed in making a decision.

5.4 Tenure

5.4.1 INTRODUCTION

1. Tenure is a status granted by WVSOM to faculty based on professional growth in teaching, research, and service within the philosophy of WVSOM and consistent with our institutional needs. Tenure status protects academic freedom and professional stability for the experienced faculty member. Tenure represents a significant commitment between the faculty member and the institution, and the prospect of a lifelong professional relationship.

Normally, the awarding of tenure is a seven-year process for a beginning academic faculty member at WVSOM. The process begins with a midterm review at the end of year three of employment. Feedback is provided by the Faculty Promotion and Tenure Committee on progress to date. The normal time to first apply for tenure is May 1 of the fourth full year of employment. If successful at this time, tenured status begins with the year six contract. If it is determined that additional accomplishments are required, the applicant applies May 1 of year five and tenure is granted with the year seven contract. If tenure is not granted, year seven is a terminal one-year contract. The clock on tenure may be extended for up to two years for good cause, after application to and permission by the Vice President of Academic Affairs and Dean, and the President. Examples of good cause would be serious illness, pregnancy/childbirth, or changed tenure requirements.

2. There shall be a midterm review of the progress of a faculty member toward tenure in June of the third year of employment. The packet will include all elements required for complete tenure review including an evaluation by the faculty member's immediate supervisor (except for letters from reviewers outside the institution). If the individual fails to take this opportunity to obtain feedback from the Promotion and Tenure Committee, a note to this regard will be placed in the faculty member's permanent file by the chair of the Promotion and Tenure Committee. The midterm review may be submitted earlier based on previous experience if stated in the original offer letter, and/or exceptional contributions in teaching, research and service. Faculty whose initial offer letters state that prior years of employment may be counted may submit a review packet at any time to receive feedback on how many years may be credited.

3. In making tenure decisions, careful consideration will be given to the tenure profile of the institution, projected enrollment patterns, staffing needs of the institution, both the current and projected mission of each department, specific academic competence of the faculty member, and the preservation of opportunities for infusion of new faculty talent. The institution, while not maintaining tenure quotas, will always be mindful of the dangers of losing internal flexibility and institutional accountability as a result of an overly-tenured faculty. Tenure may be granted only to people in positions funded by State Appropriate accounts and the Tuition and Required Education Fee Expenditures State account.

4. Tenure will never be granted automatically or in recognition of years of service, but will result from action by the President of the institution following consultation with the appropriate academic units.

5. In certain cases, tenure may be granted at the time of appointment by the President. Otherwise, tenure may be attained only by faculty who hold the rank of Assistant Professor or above at the institution, as specified in section 5.3.2.1.

6. Non-tenured faculty in the tenure track are referred to as pre-tenure in the following descriptions.

7. Regular, full-time non-tenure track faculty may petition to join the tenure track. This petition must include submission of a review packet to the Promotion and Tenure committee to receive feedback on how many years of service may be credited.

5.4.2 CRITERIA FOR TENURE

Tenure is granted after documentation of sustained professional achievement in the areas of teaching, professional development, service, and perceived potential for significant future contributions in these three areas. Unless tenure was granted at initial appointment, tenure is normally granted after a faculty member has at least five years of productive experience at WVSOM, giving both peers and the administration confidence that high levels of academic contribution will continue and that this position is important to WVSOM's mission.

5.4.3 FUNDAMENTAL REQUIREMENTS

The granting of tenure depends on documentation of sustained achievement and perceived potential for future development. All requirements listed in this section must be met before further criteria are considered.

- Possession of a terminal degree or other special qualifications in the field.
- Typically, the first application for tenure is made by submission to the Departmental Chair by May 1 of the fourth full year of employment. If the applicant is successful at this time, tenured status begins with the year six contract. If tenure is not granted, application must be made by May 1 of year five if he/she wishes to remain at WVSOM.
- Faculty having a contract start date between and including July 2 to January 1 have the option of counting or not counting their first year toward the seven-year tenure clock. The Department Chairperson will discuss this with the candidate, and the candidate will indicate their preference in their first self-study, or defer the decision to the following year. The decision, however, must be made and indicated in their self-study by the end of their third year. Faculty who start after January 1 cannot have the first academic year count toward the seven-year tenure clock.
- Application for early tenure is allowed. Consideration is based on exceptional activity in teaching, research, and service. Each applicant still has up to the total six-year period for obtaining tenure from the start of WVSOM employment.
- The Faculty Member applies for Tenure in writing, and the application is accompanied by either a letter of support from their Departmental Chair or letters of support from two tenured members of the voting faculty familiar with the candidate's entire professional body of work. (See "Faculty Evaluation, Promotion, and Tenure Procedure" document for deadlines and other procedures that must be followed.)

If an individual reaches March of their fifth pre-tenure year at the institution, the Promotion and Tenure Committee must automatically notify the individual, their Department Chairperson and the Vice President of Academic Affairs and Dean that the individual concerned must apply to be considered for tenure if he/she wishes to remain at WVSOM. However, failure to act on a pre-tenure faculty member's tenure status shall not allow de facto tenure. Tenure is awarded only by a positive affirmation from the President.

5.4.4 EVALUATION AREAS

Individual faculty performance for consideration for tenure will be, in part, based on the quantity and quality of the following, appropriate to their position as negotiated with their Department Chair and in concurrence with the Associate Dean and the Vice President of Academic Affairs and Dean. Each activity will be placed into only one of the three evaluations areas: Teaching Performance, Professional Development, or Service.

Further, a candidate's perceived ability to meet the current and long-range missions of the institution, work with all peers and students consistent with the philosophy of the institution and other institutional needs defined in Section 5.4.1 will be evaluated.

5.4.5 SOURCES OF INFORMATION

Sources for an evaluation must include the following items:

5.4.5.1 Self-Assessment

The applicant is expected to provide a performance summary (generally less than five pages) supporting their application for tenure. The materials below are also to be included as part of the application.

5.4.5.2 Peer Evaluations from within the Institution

Peer evaluation letters should be based upon observation rather than reputation. The letters should address only those specific areas of evaluation (Section 5.1.2) for which the peer reviewer has direct experience; i.e., the peer reviewer should not make an overall recommendation regarding Tenure unless the peer reviewer has direct knowledge regarding the candidate's performance in all three evaluation areas.

5.4.5.3 External Peer Evaluations

Candidates may submit contact information for external individuals qualified to evaluate the candidates' teaching, research, scholarly activity and/or service, or may submit evidence of outside evaluations such as grant and manuscript reviews. External letters of recommendation are required for consideration of a faculty member's promotion to Professor.

5.4.5.4 Student Feedback

Student feedback on teaching will be collected following the [Procedure for Institutional Policy DO-07](#).

5.4.5.5 Evaluation by Immediate Supervisor

Letters of summary evaluation and recommendation for Tenure will be provided by the Department Chairperson and the appropriate Associate Dean. Any further documentation that may be required is to be provided by the Department Chairperson (or Associate Dean). The past annual evaluation files must also be provided by the faculty member's supervisor.

5.4.5.6 Other Information

Self-studies from previous years, documentation of previous activity prior to employment by WVSOM, annual evaluations by Department Chairpersons, previous letters of evaluation by appropriate Associate Deans, copies of publication and posters, and all other documents in the faculty member's academic file may be reviewed in making this decision.

In the case of evaluation of the Department Chair, any procedure which normally requires input from the Chair will substitute input from the appropriate Associate Dean or the Vice President of Academic Affairs and Dean; such instances where input must be substituted are indicated in parentheses. This will also pertain to any faculty member if the Department Chairperson is unable to supply the necessary input due to illness or otherwise.

APPENDIX 1. Reserved

APPENDIX 2. OPP Integration

OP&P Integration is the process by which the basic tenets of the osteopathic profession are consciously applied to the teaching of the practice of medicine and related fields.

The four tenets are as follows:

The body is a unit.

Structure and function are interdependent.

The body has self-healing and self-regulatory capabilities.

Rational osteopathic care relies on the integration of these tenets in patient care.

APPENDIX 3. Primary Care Orientation for Faculty

1.1. Rationale:

1.1.1. The Faculty adopted a vision for curriculum change that by academic year 2006-2007 all courses and systems will begin implementation of the following:

1.1.1.1. Integration of osteopathic primary care knowledge and core competencies into all courses where appropriate by creating a curriculum that ensures the basic and clinical science content essential for osteopathic primary care is included; and,

1.1.1.2. Eliminating basic and clinical science content not necessary for osteopathic primary care education and core competencies.

In curriculum development, it would be helpful for all members of the WVSOM faculty to have a solid understanding of osteopathic primary care, to better evaluate which of their potential course material is essential, and which is not necessary, for future primary care physicians serving rural West Virginia.

Faculty who are not in primary care specialties, and particularly Biomedical Science faculty, are encouraged to participate in this "Primary Care Orientation."

1.1.2. Additional goals of this experience are to:

1.1.2.1. Promote collaboration and the exchange of ideas on science, research and education between the Biomedical Science and clinical faculty;

1.1.2.2. Improve integration of basic sciences with osteopathic principles and practices; and,

1.2.2.3. Help Biomedical Science faculty develop their understanding of clinical education and clinical practice, and therefore be better mentors, student advisors, curriculum developers, teachers, and evaluators.

1.2. Procedure:

Faculty participating in this experience may choose either of the following strategies:

1.2.1. Student Shadowing – attaching themselves to a 3rd or 4th-year student on clinical rotation. The experience would be arranged by:

1.2.1.1. Working with Clinical Education to identify an appropriate student, and rotation;

1.2.1.2. Obtaining travel permission from the faculty member's Department Chair;

1.2.1.3. Contacting the students Director of Medical Education and/or Preceptor for authorization; and

1.2.1.4. Contacting the student directly to arrange logistics (as, the specific location, date, and time that the student's work-day begins).

1.2.2. Physician Shadowing – attaching themselves to a physician, preferably an osteopathic primary care physician practicing in a rural, underserved area. The experience would be arranged by:

- 1.2.2.1. Working with administrators in Clinical Education or Graduate Medical Education to identify a physician;
- 1.2.2.2. Obtaining travel permission from the faculty member's Department Chair;
- 1.2.2.3. Contacting the physician directly for authorization and to arrange logistics (as, the specific location, date, and time that the physician's work-day begins).
- 1.2.3. These experiences can be for as little as one day, or as long as can be negotiated and approved by all parties. In all cases, the following procedures are to be followed:
 - 1.2.3.1. The Faculty member must document completion of HIPAA patient privacy training (which can be provided on an individual basis from the Office of Clinical Education).
 - 1.2.3.2. It is recommended that the physician's office staff request permission for the observation, perhaps by asking patients, "We have a faculty member from the West Virginia School of Osteopathic Medicine observing here today to learn more about clinical medicine – is it OK with you if that faculty member is involved with your case?"
 - 1.2.3.3. This authorization may be either oral, or written (a draft written authorization is below).
 - 1.2.3.4. If such permission is not requested by staff, non-physicians must clearly identify themselves to patients by asking, "I'm John Doe, an anatomist at the West Virginia College of Osteopathic Medicine, here to get a better understanding of clinical practice so I can help with our curriculum development. May I observe here today?"
 - 1.2.3.5. The Faculty member must have approval (oral agreement in a phone call is fine) from an administrator in Clinical Education; standard written travel authorization for Department Chair, on form which can be provided by the Department Secretary; and should ask Department Secretary to explain what receipts and other documentation will be needed to obtain reimbursement of any expenses.
 - 1.2.3.6. The non-physician must not provide medical care.
 - 1.2.3.7. Scientists are welcome to provide input in educational settings such as Teaching Rounds and Case Conferences.

Sample written authorization from Robert C. Byrd Clinic
OPTIONAL, to be used if the Preceptor requests one:

Patient Authorization

I give authorization for _____
to be present in the examination room with the physician on the date written below to observe the
physician/patient relationship for the purpose of advancing educational goals.

Patient Name (Printed): _____

Patient Signature: _____

Date: _____

APPENDIX 4. WVSOM Academic Development Committee Guidelines for Intramural Support of Academic Innovations

Project: Designed explicitly to promote the acquisition, enhancement, or assessment of knowledge, skills, behaviors, or attitudes in specific, defined populations of learners relevant to WVSOM’s mission. Possible populations of learners relevant to this Institution’s mission might include medical students, residents, physicians in CME courses, patient groups, K-12 students, etc.

The WVSOM Academic Development Committee will participate in evaluating proposals for project development and make recommendations regarding whether these projects should receive Institutional support. Requests for intramural funding should follow guidelines A – E outlined below. All proposals must use a minimum font size of 11 and have margins of at least one inch on all sides. Deadline for proposal is 5:00 pm on August 15, December 15, and April 15. If the 15th falls on a weekend, the deadline will be on the following Monday.

A. Summary of proposed project (not to exceed 1 page). Provide a brief summary of the planned project. If the project received WVSOM IM funds in the past, explain what progress was made on the project related to the timeline in the previously funded request. If student travel was funded, indicate role of student(s) in project. Attach any relevant poster(s) / presentation(s) / publication(s) / related to the work.

B. Description of the proposed project (not to exceed 4 pages). Include discussion of the following: 1) brief review of relevant professional literature including any relevant pilot work done by faculty member; 2) outcomes, objectives of project and why it is needed; 3) expected goals 4) impact of work (i.e. will work be disseminated to peers, will project lead to a presentation at a national meeting, will work be peer reviewed for distribution); 5) methods to be used and 6) ability of faculty member to complete project; 7) how project supports mission and/or goals of Institution; 8) any copyright or other legal issues that may prevent project from being completed; 9) evaluation methods to determine project success/effectiveness. Additional information that is required but will not count toward the 4 page limit: 10) time-line with start and end dates, major deadlines for project component completion, description of who will carry out the proposed work (i.e. ALIA; student; faculty), and % of effort/time required. If work is to be conducted by individuals who are not ALIA’s or students, letter(s) of collaboration/support should be included.

C. Itemized budget and justification (not to exceed 1 page). Include: major supply items and equipment; requests for student travel with registration fees, approximate travel costs listed. Proposals requesting equipment should also include number of users and at least two quotes reflecting cost. (Note: items over \$25,000 will need to go out for bid.) Please note: if budget includes computer-related requests a letter of agreement from IT is needed to indicate their ability to support item(s).

D. The time during which the proposed project is developed should be decided on between the PI and their supervisor.

E. A report summarizing achievement of outcomes and objectives of the project must be submitted within a year of the funds being distributed.

Name(s) of PI: _____ Date _____
Advisor (If applicable): _____ Date _____
Departmental Chair/Supervisor _____ Date _____

APPENDIX 5. Faculty Evaluation, Promotion, and Tenure Procedures

1. Introduction

The following guidelines must be followed by those individuals involved in the In-Depth Review process. Tenured faculty will undergo this procedure in the year prior to the end of each faculty appointment contract but not more frequently than every four years with a brief review of progress in the off years. Pre-Tenure Faculty will undergo In-Depth Review annually. These evaluation documents and other materials in the faculty member's academic files will be the primary source of information for tenure and/or promotion consideration.

The dates listed are the deadlines for completion of that particular step in the process.

In the schedule listed below there are two sets of dates, corresponding to two sets of circumstances: first-year faculty and second-year or more faculty. These are expressed in the form [FIRST YEAR FACULTY/SECOND YEAR OR MORE FACULTY].

Deadlines referred to in this section, with the exception of the retention/non-retention date, are provided as good faith guidelines. There may be circumstances when these deadlines may not be met. Failure to adhere to dates does not constitute a violation of due process or this policy.

2. Statement of Goals

Fundamental to the evaluation is a statement of professional goals for the individual faculty member. Such a statement should include both annual and long-term academic objectives.

A first-year appointee should have a counseling session with the Department Chairperson during the first month of employment to establish academic assignments and goals. The outcome of this session is recorded as an autonomous document, signed by the Department Chairperson and the faculty member, and placed in the faculty member's file. Academic assignments and goals outlined in this document should be appropriate for the position and should accurately describe the significant level of contribution expected.

At the end of the first year of employment, the goals statement becomes an integral part of the self-study document.

Each year, the statement of academic assignment and goals must again be signed by both the faculty member and the Department Chairperson. Significant changes during the academic year are to be documented by a mutually signed addendum.

The Department Chair must receive concurrence from the Associate Dean and the Vice President of Academic Affairs and Dean of the goals set for the faculty member.

If there are exceptional circumstances in which the Department Chairperson and the faculty member cannot agree on assignments and goals, the final determination of appropriate goals will be made by the faculty member's Associate Dean, and these goals will be the basis for the evaluation. The Chairperson and the faculty member will sign these goals to indicate that they have received copies of them.

3. Faculty Evaluation Procedures

3.1. First Year Faculty Progress Review

At a date halfway between the start of employment and the end of the first academic year the following process is to occur: (This can be used flexibly depending on hiring date.)

3.1.1. Self-Study Document

The faculty member writes a brief summary of activity for each goal set in teaching, professional development, and service with plans for the remaining time in year one. This progress report is submitted to the Department Chair by an agreed upon date.

3.1.2. Additional Information

The Department Chair (or Associate Dean) may solicit additional information from the faculty member and any other sources deemed necessary. This is to be completed within two weeks of receipt of the faculty self-study.

3.1.3. Chair Counseling Meeting

The Department Chair (or Associate Dean) is to then write a critique of the faculty member's progress and propose actions to fulfill first year goals, if needed. This critique is to be provided to the faculty member at a counseling session within three weeks of the initial self-study document request. Final results of this session are to be written and signed by both parties.

3.2. Pre-Tenure Faculty Annual Review – Tenured Faculty In-Depth Review

3.2.1. Self-Study Document

By June 1, the faculty member will have completed assembling the self-study document based on activities in the previous academic year (July 1 – June 30) and submitted it to the Department Chairperson (or Associate Dean). This date is also the deadline for presentation of peer evaluations. Failure to submit Annual Self-Study by this date will result in the Faculty Member being ineligible for the Merit Pay process.

Faculty being considered for promotion and/or tenure are to follow earlier dates listed below under procedures for Promotion or Tenure.

3.2.2. Additional Information

During the period from June 15 to June 30, the Department Chairperson (or Associate/Assistant Dean) may solicit additional information, both from the faculty member and from any other sources deemed necessary. This may include internal or external review of the quality and impact of work, including but not limited to requests for letters documenting the quality of research and service activities.

This section does not apply for Brief Review years of Tenured Faculty.

3.2.3. Review of Materials by Faculty Member

If new material is received, the faculty member will be duly notified and have two working days to review the new material.

After this review, the faculty member will meet with the Department Chairperson (or Associate Dean) to define goals for the upcoming year as well as categorization for merit pay. Anyone not submitting a self-study within the timelines indicated above will not be eligible for merit pay. At the same time, the Department Chairperson (or Associate Dean) will issue a list of all evaluation documents. This list is to be signed by the faculty member and placed in the faculty member's file.

This section does not apply for Brief Review years of Tenured Faculty.

3.2.4. Retention/Non-Retention Recommendation by Department Chairperson

During the period from July 1 to July 21, the Department Chairperson (or Associate Dean) will prepare:

- A synopsis of all information accumulated;
- The Chairperson's (or Associate Dean's) evaluation;
- The goals for the faculty member; and

- For Pre-Tenure Faculty, the following statement is required: “I recommend that [faculty name] be [retained/not retained] for the contract year July 1 [year] to June 30 [year].”

The complete file of the faculty member, including the documentation listed above will be sent to the appropriate Associate Dean. The faculty member will also be given a copy of the documents.

3.2.5. Evaluation and Retention/Non-Retention Recommendation by the Associate Dean

During the period from July 21 to August 7, the appropriate Associate Dean will have reviewed and evaluated the faculty member’s file and written an evaluation and for pre-tenure faculty, including a recommendation for retention/non-retention which will be submitted along with the faculty member’s file to the Vice President of Academic Affairs and Dean. The faculty member will be given a copy of the Associate Dean’s evaluation.

3.2.6. Counseling Session with the Vice President of Academic Affairs and Dean

During the period from August 8 to October 15, the Vice President of Academic Affairs and Dean will consider the recommendation of the Department Chairperson and Associate Dean.

After reviewing the recommendation and supporting documents, the Vice President of Academic Affairs and Dean will schedule a counseling session with the faculty member; the appropriate Associate Dean and Department Chair may be invited to this session. This meeting will serve as a forum to discuss the faculty member’s past performance and agreed upon short and long-term goals.

Upon completion of the session, the Vice President of Academic Affairs and Dean will retain all original documents and copies sent to the Department Chairperson.

3.2.7. Retention/Non-Retention Recommendation by the Vice President of Academic Affairs and Dean

By October 15, the Vice President of Academic Affairs and Dean will form a recommendation for retention or non-retention of the faculty member after the current academic year and will transmit it, by letter, to the President. At the same time, the Vice President of Academic Affairs and Dean will inform the Department Chairperson and the appropriate Associate Dean of the decision.

3.2.8. Review of Recommendation by the President

By October 30, the President will affirm or reject the recommendation of the Vice President of Academic Affairs and Dean.

3.2.9. Notification of Retention/Non-Retention

By November 10, the faculty member will be informed of the decision for retention or non-retention by the President; if the decision is non-retention, notification will be provided by certified mail (return receipt requested). In addition, the notification will also be provided to the Vice President of Academic Affairs and Dean, the appropriate Associate Dean, and the Department Chairperson.

3.2.10. Non-Retention Appeal Procedure

Upon receiving formal notification of non-retention, the faculty member may initiate an appeal of the decision in writing within 15 working days of the notice of non-retention.

4. Promotion Procedure

4.1. Application for Promotion

- 4.1.1.** It is the candidate's responsibility and right to apply for promotion. For the applicant to be considered for support from their Chair, the candidate must provide their self-study and supporting documents to the Department Chairperson and placed in the candidate's academic file no later than May 1. Candidates failing to submit these materials by May 1 may not be considered for promotion, as sufficient time would not be available for Department Chair review before the deadline for submission to the Promotion and Tenure Committee.
- 4.1.2.** The candidate may request from the Department Chairperson written (or e-mail) notification by May 10 or three weeks after the materials are submitted, whichever is earlier, regarding whether the Chairperson is willing to support the application. If the candidate does not receive this letter of support, the candidate should presume that the Chairperson will not be providing such a letter. Therefore, in order for the application to be considered, the candidate needs to identify two peers willing to carefully review the candidate's entire file and write peer recommendation letters if the documentation so warrants.
- 4.1.3.** The letters of application and Chair support may be submitted by the Department Chairperson or letters may be submitted by the nominee and two supporting members of the voting faculty with rank at or above the rank to which promotion is being requested. These letters of application and support must be delivered to the Chairperson of the Promotion and Tenure Committee on or before June 1.
- 4.1.4.** The letters of support from the Chairperson or peers must confirm that the person making the nomination has reviewed the candidate's entire file for the period under consideration. The letters must contain the following statements verifying the writer's review of the criteria specified in Institutional Policy PE-02.
- Statement required of Chairperson or peers for nomination for promotion to Assistant Professor: "After careful review of their complete academic file, it is my professional judgment that [faculty name] should be promoted to the rank of Assistant Professor in recognition of their completion of a terminal Academic Degree and having met or exceeded their quantifiable goals since joining the Faculty at the WVSOM."
 - Statement required of Chairperson or peers for nomination for promotion to Associate Professor: "After careful review of their complete academic file, it is my professional judgment that [faculty name] should be promoted to the rank of Associate Professor, in recognition of [their] significant achievement and promise of continued development in each of the three evaluation areas of teaching effectiveness, research and scholarly activity, and service to the academic community."
 - Statement required of Chairperson or peers for nomination for promotion to Professor: "After careful review of their complete academic file, it is my professional judgment that [faculty name] should be promoted to the rank of Professor, in recognition of a record over several years of excellence in teaching, outstanding research and scholarly activity, and dedicated service to the academic community."
- 4.1.5.** Whether the recommendation is by the Department Chairperson, or by the nominee and peers, the Department Chairperson must provide (or be requested by the nominee to provide) a synopsis of the past annual evaluations.

4.2. Submission of File with Supporting Data

The information listed in Section 3.2.1.-3.2.6. for each in-depth review year as well as annual review of progress, along with the Department Chair synopsis, will be submitted to the Promotion and Tenure Committee by June 1. Documentation of professional activity and evaluations prior to employment by WVSOM may also be included.

4.3. Solicitation of Additional Information

Between June 1 and August 15, the Committee may solicit additional information if it feels such information is necessary. The Committee or its representative(s) may meet individually with the candidate, the Department Chairperson, appropriate Associate Deans, and/or any others the committee deem to have information relevant to the requested promotion.

4.4. Review of Materials by Faculty Member

If new material is added to the file, the candidate will be duly notified and have five working days to review the file and provide written comment.

4.5. Recommendation by Promotion and Tenure Committee

Beginning August 15, the Committee will review all accumulated information. If the faculty member has added information to the file during the candidate's review period, the Committee will verify the accuracy of the information provided and in that process may share any new material with those involved in providing information to which the candidate responded. After careful deliberation, the Committee will transmit its recommendation and all supporting documentation not already in the candidate's file to the Vice President of Academic Affairs and Dean on or before September 30.

4.6. Recommendation by Vice President of Academic Affairs and Dean

By October 30, the Vice President of Academic Affairs and Dean will forward their recommendation, and provide access to all supporting materials and recommendations, to the President. At this time, the Vice President of Academic Affairs and Dean will inform the Promotion and Tenure Committee in writing that a recommendation has been forwarded to the President.

4.7. Decision by President

By November 14, the President must forward the decision, in writing, to the Vice President of Academic Affairs and Dean, the Promotion and Tenure Committee, the candidate, the Department Chairperson, and the appropriate Associate Dean.

4.8. Disposition of Recommendations

All letters prepared by the Promotion and Tenure Committee, the appropriate Associate Dean, the Vice President of Academic Affairs and Dean, and the President, which contain their recommendations or decisions, will be placed in the candidate's academic files.

5. Tenure Procedure

5.1. Midterm Review

5.1.1. There will be a midterm review at the end of year three of employment. The midterm review may be submitted earlier based on previous experience if stated in the original offer letter, and/or exceptional contributions in teaching, research and service. Faculty whose initial offer letters state that prior years of employment may be counted may submit a review packet at any time to receive feedback on how many years may be credited. The candidate must provide all materials to the Department Chairperson before June 1.

5.1.2. The Department Chairperson must submit all materials, including their evaluation of the candidate, to the Chairperson of the Promotion and Tenure Committee by July 15.

- 5.1.3. The Promotion and Tenure Committee shall provide written feedback to the candidate by September 1.

5.2. Application for Tenure

- 5.2.1. Application for tenure is the responsibility of the individual faculty member. To apply for tenure in any year before the beginning of the sixth pre-tenure year, the candidate must provide all materials to the Department Chairperson before May 1. Candidates failing to submit these materials by May 1 may not be recommended by the Department Chairperson.
- 5.2.2. The candidate may request from the Department Chairperson written (or e-mail) notification by May 10, or three weeks after the materials are submitted, whichever is earlier, regarding whether the Chairperson is willing to make the recommendation for tenure. If the candidate does not receive this confirmation, the candidate should presume that the Chairperson will not be providing a nomination; therefore, in order to be considered, the candidate needs to identify two peers willing to review the candidate's entire file and write peer nomination letters if the documentation so warrants.
- 5.2.3. The letters of application and support may be submitted by the Department Chairperson or letters may be submitted by the nominee and two supporting members of the voting faculty who have tenure. These letters must be delivered to the Chairperson of the Promotion and Tenure Committee on or before June 1.
- 5.2.4. The letters from the Chairperson or peers must confirm that those making the nomination have reviewed the candidate's entire file for the period under consideration. The letters must contain the following statement, verifying knowledge of the criteria specified in Institutional Policy PE-02.
- “After careful review of their complete academic file, it is my professional judgment that [faculty name] should receive Tenure, in recognition of [his or her] meritorious contribution and the promise of future development and contribution in each of three evaluation areas of teaching effectiveness, professional development, and service to the academic community.”
- 5.2.5. If tenure must be considered because a faculty member is about to begin his or her sixth pre-tenure year at the institution, and the Chairperson cannot support tenure, the letter should contain the following language:
- “After careful review of their complete academic file, it is my professional judgment that [faculty name] should not receive Tenure, having failed to achieve sufficiently meritorious contribution and/or lacking sufficient promise of future development and contribution in the evaluation areas of (specify areas – teaching effectiveness, professional development, and/or service to the academic community.)”
- 5.2.6. The file of a candidate evaluated by the Chairperson as not yet ready for tenure may be presented to the Promotion and Tenure Committee for review and comment, without the expectation of possible tenure that year, to allow the candidate to appropriately address any deficiencies.

5.3. Submission of Tenure Materials

The information listed in 3.2.1.-3.2.6. for each year of employment will be submitted to the Promotion and Tenure Committee by June 1. Documentation of professional activity and evaluations prior to employment by WVSOM may also be included. Additional discussion of why the applicant meets the requirements of tenure as discussed in Section 5.4.1. of the Faculty Handbook is requested.

5.4. Solicit Additional Information

Between June 1 and August 15, the Promotion and Tenure Committee may solicit additional information if it feels such information is necessary. The Committee or its representatives may meet with the candidate, the Department Chairperson, appropriate Associate Deans, and/or any others the committee deem to have information relevant to the requested promotion.

5.5. Review of Materials by Candidate

If new material is received, the faculty member will be duly notified and have five working days to review the new material and provide written comment.

5.6. Review of Materials and Recommendation by the Promotion and Tenure Committee

Beginning August 16, the Committee will review all accumulated information. If the faculty member has added information to the file during the candidate's review period, the Committee will verify the accuracy of the information provided, and may share any new material with those involved in providing information to which the candidate responded. After careful deliberation, the Committee will transmit a recommendation to the Vice President of Academic Affairs and Dean on or before September 30

5.7. Recommendation by Vice President of Academic Affairs and Dean

By October 30, the Vice President of Academic Affairs and Dean will forward their recommendation, and provide access to all supporting materials and recommendations, to the President.

At this time, the Dean will inform the Promotion and Tenure Committee in writing that a recommendation has been forwarded to the President, but the nature of the recommendation will be confidential until after the President's decision.

5.8. Decision by President

By November 15, the President must forward the decision, in writing, to the candidate, the Vice President of Academic Affairs and Dean, the Promotion and Tenure Committee, the Department Chairperson, and the appropriate Associate Dean. If the decision in 5.7. is for non-tenure – the faculty member's year seven is to be a Terminal Contract.

5.9. Disposition of Recommendations

All letters prepared by the Promotion and Tenure Committee, the Vice President of Academic Affairs and Dean, and the President which contain their recommendations or decisions will be placed in the candidate's academic file. After this process is completed, Department Chairpersons may request a meeting with the Promotion and Tenure Committee to review any deficiencies or concerns regarding members of their department.

5.10. Tenure Appeal Process

Candidates who feel that they have not received due process at any point in the tenure procedure may initiate a grievance in accordance with the West Virginia Public Employees Grievance Procedure (Chapter 6C, Article 2 of the West Virginia Code).

APPENDIX 6. Clinical /Adjunct Appointments and Promotions

Definition

The appointed WVSOM Adjunct Faculty Members are physician-educators based in WVSOM's Statewide Campus System located within a private practice and/or hospital setting. The main focus of Clinical Adjunct Faculty is clinical patient care with teaching of WVSOM medical students occurring primarily in the context of patient related activities.

Privileges

Adjunct Clinical Faculty may utilize library resources. They may borrow library materials for a period of one month with the possibility of renewals. Online access is available to an extensive array of medical information, including the following: Clinical Key, Access Medicine, LWW Health Library, AHA eBook collection, R2 Digital Platform, EBSCOHost, OVID e-journals, John Hopkins ABX Guide, Procedures Consult, Audio-Digest, Psychiatry Online, AMA manual of Style, and RefWorks. The Statewide Campus Regional Office can provide the preceptor with a complete list of links along with user names and passwords. Interlibrary loan is provided for items not available through WVSOM library subscriptions. Such items can be ordered by completing the form: <https://www.wvsom.edu/Library/interlibrary-loan>. WVSOM library staff members are available to assist with any of these resources via email at library@osteowvsom.edu or calling 304-647-6261.

Adjunct Faculty Reviews and Renewals

Clinical Adjunct Faculty reviews are completed biennial, according to academic year (July 1 through June 30).

Credentialing Requirements

All candidates for Clinical Adjunct Faculty appointments must provide the following documentation:

- Current CV,
- Current medical license or medical license verification,
- Current DEA certificate,
- Current proof of malpractice insurance, and
- Current board specialty certification.

In addition to the above listed documents, the office of Pre-Doctoral Clinical Education will verify that the candidate is in good standing with their state medical licensing board.

Criteria for Appointment

Initial Appointment

- Justification for nomination by Regional Assistant Dean summarizing the nominee's activities with WVSOM students.
- Received positive feedback regarding teaching in a clinical or classroom setting, including from trainees, for at least two consecutive years.
- Must have achieved and maintained active board certification.

Promotion Criteria from Assistant to Associate Professor

- Received positive feedback regarding teaching in a clinical or classroom setting, including from trainees, for at least three consecutive years.
- Completion of faculty development activities based on established criteria determined by the Office of Clinical Education.
- Must have achieved and maintained active board certification.
- Letter of recommendation from appropriate SWC Assistant Dean.

Promotion criteria from Associate Professor to Professor

- Letter of recommendation from appropriate SWC Assistant Dean.
- Received positive feedback regarding teaching in a clinical or classroom setting, including from trainees, for at least six consecutive years.
- Completion of faculty development activities based on established criteria determined by the Office of Pre-doctoral Clinical Education.
- Must have achieved and maintained active board certification.
- In addition to promotion criteria (see above), consideration of other areas that enhance the faculty member's teaching credentials, which include but are not limited to the following:
 - Professional and personal maturity
 - Educational leadership
 - Documentation of published papers in reputable professional journals
 - Additional documented professional development
 - Research
 - Specialty board certification or equivalent evidence of professional growth in an individual's area of expertise
 - Additional academic degrees or certificates

Termination

Clinical/Adjunct appointments may be non-renewed at any time for reasons including but not limited to: voluntary resignation/departure/retirement, failure to complete biennial review forms and respond to additional requests or inquiries, or inability to demonstrate clinical training participation.

Procedure Title: WVSOM Faculty Handbook

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APPROVED BY:

Approving Administrator – Vice President of Academic Affairs and Dean:

Linda Boyd, D.O. Date: 10/7/2025 | 7:32 PM EDT

General Counsel/Chief Legal Officer:

Brian Lutz Date: 10/7/2025 | 2:22 PM EDT

President:

James W. Munitz, Ph.D. Date: 10/7/2025 | 12:45 PM EDT

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