INSTITUTIONAL POLICY: PE-11

Category: Personnel
Subject: Faculty and Staff Development
Effective Date: October 1, 1993
Last Revision Date: March 22, 2006

PE 11-1. Authority

1.1 WV Code §18B-1-6
1.2 WV CSR §133-4

PE 11-2. Policy

2.1 The West Virginia School of Osteopathic Medicine accepts and affirms its duty to adopt and implement Series 64, Faculty Development, and Series 41, Staff Development.

2.2 A standing Academic Development Committee which is advisory to the Director of Educational Development will be appointed annually to recommend policies regarding opportunities for professional development and propose programs to assist the faculty in this endeavor.

2.31.1 The Director of Personnel with consultation and advice from the Chair of the Classified Employees Council, or his/her designees, is responsible to recommend policies and implement training and development programs to assist Classified Staff to increase professionalism, productivity, and individual and organizational effectiveness.
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. No member may serve more than two consecutive terms.

2.1.3.3 Research Committee

1. The Research Committee is advisory to the Associate Dean of Affiliated 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 6.)

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 of Affiliated and Sponsored Programs is an ex-officio member, without vote. The Associate Dean for Osteopathic Medical Education is advisory to the Committee.

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. No member may serve more than three consecutive terms.

2.1.3.4 Educational Resources Committee

1. The Educational Resources Committee is advisory to the Vice President for 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 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 Director of Information Technology, the Director of the Library, the Director of the Office of National Boards and Exam Center, a representative from WVSOM’s State Wide Campus, and a representative from Media Services 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 Associate Dean of Assessment and Educational Development.
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 7). Recommendations are submitted to the Associate Dean of Assessment and Educational Development who will submit the recommendations to the Vice President for 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 Associate Dean of Assessment and Educational Development 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 for 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 for 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.
12.5 Employees shall receive an annual written performance review based on the performance standards or annual goals established by the supervisor for the position, during the time period determined by the department, and approved by the Chief Human Resources Officer. Supervisors should also provide regular, informal feedback throughout the year. Before a performance review is completed, a supervisor shall solicit feedback from the employee’s prior WVSOM supervisor if the employee has changed supervisors within the current performance review period.

12.6 Rights of Employees

12.6.1 Once the annual written performance review is completed, the supervisor shall meet with the employee and explain the contents of the review.

12.6.2 An employee shall be given 10 business days to respond in writing regarding the results of his/her performance review, if the employee would like to do so. The response shall be delivered to the employee’s supervisor. Upon receipt, the supervisor will review the employee’s written response and determine if any changes should be made to the performance review.

12.6.3 If an employee has a concern, he/she is encouraged to talk to his/her supervisor, next-level supervisor, or Office of Human Resources. However, WVSOM considers a performance review finalized 15 business days after it is first delivered to the employee by the supervisor.

12.6.4 If an employee receives an evaluation or review of “needs improvement” or its equivalent designation, the employee’s supervisor shall document in the evaluation a plan of improvement and, if applicable, defined objectives and timelines for improvement. An employee who does not meet the objectives for improvement in accordance with the timeline specified in the improvement plan may be considered for additional personnel action, including termination of employment.

12.6.5 In accordance with West Virginia Code § 6C-2-1, et seq., eligible employees may utilize the West Virginia Public Employee Grievance Procedure to seek resolution for their grievable issues involving performance management.

PE 01-13. Additional Employment Practices Regarding Staff

Part-Time Staff. The President should only establish part-time staff positions based on the operational needs of a department or the institution, and shall not create part-time staff positions solely to avoid the payment of benefits.

PE 01-14. Continuing Education and Professional Development for Staff

14.1 The Chief Human Resources Officer shall establish and operate a continuing education and development program for staff that encourages and supports continuing education and professional development. However, supervisors, with requested assistance from the Chief Human Resources Officer, shall primarily be responsible for identifying developmental opportunities in partnership with individual staff.
14.2 Subject to appropriate supervisory approval, any staff is eligible to participate in continuing education and professional development programs appropriate to his/her position. Any WVSOM programs or practices shall require that staff be selected on a nonpartisan basis using fair and meaningful criteria which afford all individuals opportunities to enhance their skills and productivity in the workforce.

14.3 Funds allocated or made available for continuing education and professional development may be used to compensate and pay expenses for staff employees pursuing additional academic study or training to equip themselves better for their job duties. The programs or practices may include reasonable provisions for the continuation of employment of any staff receiving the benefits of the education or training, or for reimbursement to WVSOM for expenditures incurred on behalf of the individual.

**PE 01-15. Adoption of WVSOM Employee Handbook**

15.1 WVSOM shall adopt and enforce an Employee Handbook to administer the provisions of this policy and to address procedural personnel matters.

15.2 All revisions to the Employee Handbook may occur pursuant to WVSOM’s Procedure for the Adoption, Amendment, or Repeal of Institutional Operating Procedures.

**PE 01-16. Superseding Provisions**

This policy supersedes the West Virginia Higher Education Policy Commission (“HEPC”) Series 8 (W. Va. Code R. § 133-8), Series 39 (W. Va. Code R. § 133-39), Series 53 (W. Va. Code R. § 133-53), any other rule of HEPC which relates to the subject matter contained within this policy, and any conflicting provisions within the WVSOM Faculty Handbook and the WVSOM Employee Handbook. This policy also repeals and supersedes WVSOM Institutional Policies PE-01: Adoption of WVSOM Employee Handbook (effective February 1, 1990; last revised on January 8, 2013); PE-04: Recruitment and Hiring; PE-11: Faculty and Staff Development; PE-15: Classified Employee Salary Administration; and any other WVSOM policies or procedures which relate to the subject matter contained within this policy.