



ADJUNCT FACULTY HANDBOOK FALL 2015

This handbook has been prepared to assist adjunct faculty in providing students with the highest possible quality of instruction. It contains information on UVa-Wise policies and procedures and where to go for assistance. Instructors are encouraged to read it thoroughly to gain a better understanding of their role in the College's academic community. We welcome your input on this handbook, especially regarding how to make it more useful. Please send comments to the Academic Dean.

The policies described in this handbook apply to all faculty and staff of The University of Virginia's College at Wise and are only accurate as of the date of publication. Faculty and staff are responsible for being aware of and following all current policies. Links to the policies are provided where available. For the most up-to-date information please consult these links or the appropriate vice chancellor.

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Accreditation

The University of Virginia's College at Wise is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Virginia's College at Wise.

Equal Employment Opportunity / Affirmative Action

It is the policy of The University of Virginia's College of Wise not to discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status, or on any other basis prohibited by state or federal law. The College adheres to the University of Virginia's affirmative action and equal opportunity programs for faculty, staff, and students consistent with resolutions of the Board of Visitors and with federal and state requirements.

To carry out this policy, the College takes affirmative action to ensure that all applicants for employment and all employees are considered equitably in University personnel actions such as hiring, compensation, benefits, transfer, promotion, demotion, layoff, return from layoff, and training and apprenticeship programs.

The University has specific policies and procedures to implement this general policy. The Policy on Discriminatory harassment states that such harassment in any form is unacceptable behavior and will not be tolerated. Discriminatory Harassment Training is available online at <http://www.virginia.edu/eop/>. The training is available 24 hours a day, 7 days a week and can be accessed from any computer.

The Discrimination Complaint Procedures are available to any faculty member, staff employee, or student having a complaint of prohibited discrimination. A complainant may file a discrimination complaint with the Office of Equal Opportunity Programs (EOP), University of Virginia, Washington Hall, East Range, Charlottesville, Virginia, 22903; telephone – Toll free – 1-888-882-9258. The EOP Office is responsible for the enforcement of the College's non-discrimination obligation, including dissemination of the policy.

The College is committed to equal opportunity and affirmative action. A copy of the Equal Opportunity Plans, including the Equal Employment Opportunity Policy, the Non-Discrimination Policy, the Policy on Discriminatory Harassment, and the Discrimination Complaint Procedures, is available for review in the Human Resources Office, Resource Center, UVa-Wise, 1 College Avenue. Wise, Virginia 24293, 276-328-0240.

Organizational Chart

Please visit <http://www.uvawise.edu/ir/org-chart> for the most recent UVa-Wise organizational charts.

Office of Compliance and Conduct

<http://www.uvawise.edu/compliance>

UVa-Wise is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. The Office of Compliance and Conduct serves to:

- promote campus compliance with applicable laws, regulations and policies
- keep the campus community informed of compliance information and resources
- support the coordination of campus compliance activities and ongoing training
- provide updates to the campus community regarding required guidelines and mandates
- promote a campus culture of ethical conduct and commitment to compliance
- oversee the student conduct system and Student Code of Conduct

CLERY ACT

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))* is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery, a 19-year-old Lehigh University student that was raped and murdered in her dorm room by a fellow student. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

Individuals in certain positions throughout campus whose functions include significant responsibility for student and campus activities, building relationships with students, and/or providing access to campus events are designated as Campus Security Authorities (CSAs).

CSAs include, but are not limited to, the following personnel: campus police, resident advisors (RAs), club/organization advisors, athletics, student life, student center, convocation center, and Greek life. Licensed counselors and athletic trainers are exempt from reporting. NOTE: Counselors and trainers serving as club or organization advisors forfeit this exemption.

CSAs are required to promptly report any crimes of which they become aware to the Campus Police Department (276-328-0190 and 276-328-COPS weekday business hours; 276-376-3756 after hours, non-emergency; 911 emergency). These incidents will be included in campus crime reports and logs in accordance with Clery Act requirements.

Clery Act reporting requirements also include off-campus locations when students travel overnight for College-sponsored events, such as athletics and Study Abroad trips. Those faculty and staff coordinating the travel must provide: the name and address of the hotel(s) stayed in during the trip, dates of the trip, and the specific room numbers and floor numbers occupied. The Clery Compliance Administrator will compile all information and request additional information from law enforcement agencies in those localities for Clery reporting purposes.

For more information, contact Stephanie Shell, the Clery Compliance & Student Conduct Administrator at 276-328-0216 (office), 276-870-5127 (cell) or stephanie.shell@uvawise.edu.

CAMPUS SECURITY-CLERY ACT: UVa-Wise is committed to helping the campus community provide for their own safety and security. The Annual Security Report and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at www.uvawise.edu/ASR. A copy is available upon request by calling 276-328-0190 or 276-376-3451.

STUDENT CONDUCT

The Student Conduct System of UVa-Wise is designed to support the purpose and mission of the College. A fundamental premise of the system is that students are expected to act responsibly so that each student has the opportunity to grow intellectually, spiritually, physically and socially. The System also is designed to encourage accountability by stressing the relationship inherent between individual action and consequences. The System is intended to be educational in nature, rather than punitive. The principles of fairness and reasonableness serve as foundations for the System, using a preponderance of the evidence to determine responsibility.

CODE OF CONDUCT Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and elsewhere. For student conduct which is outside the jurisdiction of the Honor Court but which tends to discredit or injure the College, the Chancellor is authorized by the President of the University of Virginia to impose such penalty as he/she may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Clery Compliance & Student Conduct Administrator and the Student Conduct Board. The College reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the Code of Conduct.

The Student Conduct Board is composed of five student members appointed by the Clery Compliance & Student Conduct Administrator who serves as its advisor. The Board hears cases that are violations of the Code of Conduct and imposes such penalties as it deems appropriate for conduct that tends to discredit or injure the College.

All student conduct violations accumulate during a student's time at the College. Student conduct records are maintained for a minimum of seven academic years or longer in the case of more severe or repeat offenders.

Inquiries or concerns regarding the Student Conduct System or Code of Conduct infractions should be referred to Stephanie Shell, the Clery Compliance & Student Conduct Administrator at 276-328-0216 (office), 276-870-5127 (cell) or stephanie.shell@uvawise.edu.

THREAT ASSESSMENT TEAM

In accordance with requirements outlined in the Code of Virginia (23-9.2:10), UVa-Wise has established a Threat Assessment Team for education and the prevention of violence on its campus. The UVa-Wise Threat Assessment Team (TAT) serves to assess and to intervene regarding any individual whose behavior may potentially pose a threat to self, others, or the campus community. The team will plan and respond to potential threats or any act of violence in an attempt to prevent a critical incident and to maintain the safety of those involved as well as the safety of the campus community.

In the event of any campus emergency, you may contact the Campus Police Department (276-328-0190 and 276-328-COPS weekday business hours; 276-376-3756 after hours, non-emergency; 911 emergency). In the event that you would also like consultation regarding individuals, events or other concerns, please contact one of the TAT members or chairperson Jewell Worley, Associate Vice Chancellor for Compliance & Conduct at 276-376-1004 (office), 276-708-6405 (cell) or jewell.worley@uvawise.edu. Additional information is available

online at www.uvawise.edu/threat_team.

TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender in all academic, educational, extracurricular, athletic and other programs and activities of students and employees of educational institutions which receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. The US Code specifically states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."
20 U.S.C. § 1681

Educational institutions that receive federal financial assistance are covered by Title IX. If only one of the institution's programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations. In compliance with Title IX, UVa-Wise prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

UVa-Wise strives to provide a working and educational environment for all faculty, staff and students that is free from sexual misconduct/harassment. Sexual harassment, sexual assault and other acts of sexual misconduct are forms of sex discrimination prohibited by Title IX. The prohibition against gender discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit, or if sponsored at other locations.

UVa-Wise does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually-based or not and include dating violence, domestic violence, and stalking. The College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

The Title IX Coordinator at UVa-Wise is Tabitha Smith. She may be reached at 276-328-0131 (office), 276-870-5065 (cell), and tabitha.smith@uvawise.edu.

Reporting an Incident A complainant is encouraged to immediately report an incident to a responsible employee of the College (i.e. an employee who has the authority and/or duty to report to the Title IX Coordinator, including Campus Police and student employees such as Resident Advisors (RAs)). The Title IX Coordinator is responsible for accepting and processing all sexual misconduct/harassment complaints.

Reporting to Campus Police Campus Police may be contacted by calling 276-328-0190 during regular business hours, 276-328-3756 after hours, or 911 at any time. Reporting an incident is a separate step from choosing to prosecute. When a report is filed with Campus Police, a complainant is not obligated to pursue either criminal or campus charges. Campus Police will maintain a written report which will be available should the complainant choose to pursue charges immediately or at a later date.

Additional information, including the Title IX Notification reporting form, the Notice of Complainants Rights, and the full Sexual Misconduct Policy with definitions, reporting, investigations, sanctions, recordkeeping, and resource material are available on the Compliance and Conduct webpage at www.uvawise.edu/compliance.

EMERGENCY PREPAREDNESS

The UVa-Wise Crisis Management Team is tasked with the planning as well as the external and internal communication for UVa-Wise in the event of a crisis or emergency situation. Emergency protocol information sheets are posted in campus buildings and residential facilities. For more information about UVa-Wise emergency response planning and preparedness, visit www.uvawise.edu/emergency.

Campus Notifications

Please take a moment to familiarize yourself with these UVa-Wise campus notification methods. Be sure that you take any notification from Campus Police or College personnel seriously. Note that the notification systems are tested periodically with advance notice provided to the campus community.

UVa-Wise Emergency Siren – The College has an emergency siren that will sound in the event of a campus emergency. Please listen to the siren and the following loudspeaker announcement from Campus Police.

UVa-Wise Electronic Mail – College email is one of the first places to look for alert notifications and instructions on what to do in the event of an emergency.

UVa-Wise Emergency Alert System (phone/text message) – This system allows for phone and/or text messages to registered numbers. Visit <http://home.uvawise.edu/alertsystem> to update your information.

UVa-Wise Web Site – Emergency notifications and additional information will be posted on the UVa-Wise main web site at www.uvawise.edu.

UVa-Wise TV Channel 55 - Emergency notifications and additional information will be posted on the local UVa-Wise Comcast television channel.

NOTE: Your contact information will NOT be used for any other use than campus emergency notifications (dangerous situations, weather warning events, and text messages will include College closure notifications.

Lockdown/Shelter in Place

In the event that the campus is in lockdown, no one is permitted to leave the campus. Do NOT go to your vehicle, do NOT leave buildings, do NOT go to class/meetings, etc.

Immediately seek shelter in the nearest secure location, lock and barricade doors, and stay behind solid objects away from the door and windows. Stay quiet and calm. Minimize noise that may draw attention to your location – turn off lights, computers and radios, and put cell phones on vibrate.

If you have knowledge of an incident or assailant, call 911 when it is safe and provide as much detailed information as possible, including location, description, etc.

Follow all directions of authorities; do not challenge law enforcement.

CHAPTER ONE: PART-TIME AND ADJUNCT FACULTY

Part-time faculty are elected by the U.Va. Board of Visitors on a year-to-year basis. They must meet the same standards of qualifications and teaching excellence as full-time faculty. They teach less than a full-time load (12 credit hours/semester) and are not eligible for fringe benefits. Instructors are expected to personally meet each class; hold class for the full time allotted; and administer a final exam as scheduled during exam week.

Adjunct faculty are hired on a semester-to-semester or annual basis according to the demand for their services. Adjunct faculty must meet minimum degree requirements or demonstrate qualifications by experience; adjuncts must be recommended by the Department Chair of the respective department in which they will be teaching.

The use of part-time and adjunct faculty is limited to instances of demonstrated need. Minimally, this requires that first consideration be given to full-time faculty for the delivery of any course taught by part-time or adjunct faculty.

1.1 QUALIFICATIONS

The College recruits and selects competent and qualified part-time and adjunct faculty. Part-time and adjunct faculty meet the same standards of qualifications and teaching excellence as full-time faculty.

All part-time and adjunct faculty meet minimum degree requirements or demonstrate qualifications by experience. Each part-time or adjunct faculty member teaching credit courses must hold at least a master's degree with a major in the teaching discipline, or hold the minimum of a master's degree with at least 18 graduate semester hours in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation and documented in a letter of justification filed in the Office of Academic Affairs. Such cases must be approved by the Academic Dean and the Provost.

Adjunct faculty instructing courses for UVa-Wise should have the time necessary to make each course a quality educational experience. An adjunct faculty member who is otherwise employed full-time may instruct a maximum of four credit hours per semester. Someone who is otherwise partially employed may instruct a maximum of six credit hours per semester, while an instructor who is not otherwise employed may instruct up to eight credit hours per semester. Variation from these guidelines may, in exceptional circumstances, be approved by the Department Chair and the Academic Dean.

1.2 HIRING PROCEDURES

The Provost receives and keeps on file for all adjunct and part-time faculty members documentation of academic preparation, such as official transcripts and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications and certifications and other qualifications.

All part-time and adjunct faculty are approved by the Department Chair of the respective department in which they will be teaching and by the Academic Dean. Prior to employment, each potential faculty member participates in a personal or telephone interview with the Department Chair or his/her designee. This hiring and interview process includes an assessment of the potential

faculty member's command of spoken and written English.

1.3 ORIENTATION

Adjunct and Part-time Faculty will have conferences with the appropriate Department Chair regarding syllabi, academic policies, policies on attendance, assessment, specific course expectations and desired outcomes, and any external regulations which may apply (such as those for licensure or certifications). All Adjunct Faculty are provided with access to the online *Adjunct Faculty Handbook* for additional information.

1.4 STUDENT ACCESS

Part-time and adjunct faculty must provide for student access. Minimally, this requires that enrolled students be provided an email address and a work or home phone number for the faculty member and acceptable hours when such faculty member will routinely be available to the students. The faculty member shall also provide adequate time for personal contact with students as requested. This may be immediately prior to or after class sessions, or as otherwise arranged.

1.5 SUPERVISION

Part-time and adjunct faculty are supervised by the appropriate Department Chair. This requires that he/she be approved by the Chair prior to the offering of the course. The Department Chair also reviews the student course evaluations. Routine contact between the part-time and adjunct faculty member and departmental faculty and Chair, in person and by telephone, is encouraged.

1.6 EVALUATION

Course evaluations are completed by students in each course offered by part-time and adjunct faculty. These are reviewed by the appropriate Department Chair and the Academic Dean and kept on file in the Provost's Office. It is expected that all part-time and adjunct faculty be routinely rated above satisfactory. Immediate attention will be given to any deficiencies noted.

Department Chairs will evaluate adjuncts and part-time faculty members preferably yearly, but not less than every two years. These evaluations will be kept on file in the Provost's office.

1.7 PERSONNEL FILE

Before an adjunct faculty member can be added to the payroll, the Provost's Office must have on file a current resumé official transcripts of all college work, and three letters of reference, as well as completed payroll forms. A current form of identification is required. Payroll forms may be completed in the Provost's Office in Smiddy Hall.

When all paperwork has been turned in to the Provost's Office and a positive background check returned, adjunct faculty will be assigned a faculty ID, an email login and temporary password. This information will be mailed to the home address in the faculty members' personnel file. The user

ID and password will be used to gain access to the faculty portal in Jenzabar, email, and the Learning Management System (LMS) commonly known as Moodle.

1.8 PROFESSIONAL DEVELOPMENT

Each year adjuncts and part-time faculty are invited to attend the fall and spring faculty workshops to assist them in learning about the College and its policies. They will also be invited to participate in all technology classes and workshops held by the Office of Information Technology. Additionally, the College has made Atomic Learning available to all employees, an online program which provides training in a variety of topics, such as online teaching, use of Moodle, the College's learning management system, and various software programs.

A small amount of money has been set aside to provide funding for long-term adjuncts to attend regional conferences. The Academic Dean will administer these funds. Further information about eligibility and the application process is available in the Dean's office.

1.9 RELEASE OF INFORMATION FROM FACULTY PERSONNEL RECORDS

Faculty personnel files are kept in the office of the Provost and consist of initial application documents, letters of appointment, conditions of employment, Department Chair evaluations, student evaluation summaries; and other matters related primarily to state employment matters. Information in these files which is not exempt from disclosure is available to faculty members, who may request the opportunity to review their personnel files from the Provost in the presence of the supervisor of faculty records. By law and College policy, confidential letters and statements of recommendation and evaluations of qualifications for employment, retention, or promotion are not available for access to faculty members.

The College adheres to the Virginia Freedom of Information Act (FOIA) and the Virginia Privacy Protection Act of 1976. Categories of personnel information considered public information under the Freedom of Information Act are an individual employee's "position, job classification, official salary or rate of pay [above \$10,000]... and allowances or reimbursements for expenses." Faculty salary information is publicly available as part of the budget summary.

1.10 SEMESTER CONTRACTS

Adjunct faculty members are hired on a semester basis. Appointments for subsequent semesters are subject to the need for adjunct faculty. Contracts are entered into with the expectation that the instructor will personally meet each class during the semester, hold class for the full time allotted, and administer a final exam as scheduled. There shall be 15 hours of classroom instruction per semester credit hour. Classes may not be canceled without prior approval of the Department Chair or Academic Dean.

1.11 PAYROLL

Adjunct faculty should visit the Office of the Provost in Smiddy Hall 209 to complete payroll forms before the first day of class each semester. Please bring a current form of

identification. All paychecks will be received via direct deposit. Failure to complete the forms could result in the delay of the first paycheck. Checks are distributed three times each semester, beginning with Fall Break.

CHAPTER TWO: ADMINISTRATIVE POLICIES AND PROCEDURES

2.1 GRADES, EXPLANATION OF

Faculty members have full responsibility for the assignment of grades utilizing fair grading practices. They must describe the grading procedure in the course syllabi and provide explanation at the beginning of the course. Final semester grades are to be submitted to the registrar's office within 48 hours after each exam is administered. Instructors should use only those grade symbols designated in the UVa-Wise Catalog.

In the course syllabus, students are informed of the method used in determining grades. *A*, *B*, *C* and *D* represent passing grades from highest to lowest. Passing grades may also be recorded with a plus or minus. *F* represents failure.

The measure of academic success is expressed in a grade point average. The number of grade points earned in a course is determined by multiplying the number of semester hours by the point value of the earned grade as shown in the following table:

<u>Letter Grade</u>	<u>Grade Points per Semester Hour</u>
A+	4.0
A (Excellent)	4.0
A-	3.7
B+	3.3
B (Good)	3.0
B-	2.7
C+	2.3
C (Average)	2.0
C-	1.7
D+	1.3
D (Poor)	1.0
D-	0.7
F (Failure)	0.0

The grade point average (GPA) is the number of grade points earned divided by the number of semester hours attempted.

Audit: The grade notation *AU* will be recorded for those students registered as auditors in a course. Students cannot register to audit a course after the last day to add a course.

Credit-No Credit: Semester hours attempted under the credit-no credit option will not count in the computation of grade points.

2.2 GRADES, INCOMPLETE

An "I" represents incomplete work in a course and indicates that the grade for the course is being withheld until additional work is performed and approved. Incompletes are not considered prejudicial grades. The decision to award an incomplete is made by the instructor. Students may receive this grade when serious illness, death in the immediate family, military service or other

hardship during the semester in which they are registered prevents them from completing course requirements. To receive an incomplete, a student should have completed a majority of the course's major requirements. A grade of "T" automatically becomes an "F" after 45 days if the instructor has not submitted a grade change prior to that time or requested an extension. Under extraordinary circumstances, extensions may be permitted at the request of the instructor with the approval of the Academic Dean.

2.3 GRADE REPORTS

Official grade reports are made available on the student portal within two weeks after the close of the semester. Grade reports will also be mailed to freshmen. Freshmen will receive mid-term grade reports which may be viewed on the student portal by the students and advisors.

2.4 OFFICE HOURS

Adjunct and Part-Time Faculty should be available for student consultation 30 minutes before and 30 minutes after class. The course syllabus should include the instructor's email address and a telephone number. It is the faculty member's discretion whether to give out a home phone number. If it is preferable that messages be left with the department secretary, the instructor should let students know that calls will be returned within a specified time.

2.5 PARKING

All faculty and staff who bring a motor vehicle or bicycle onto the UVa-Wise campus **must** register that vehicle within two working days and receive a parking decal from Campus Police located in Cantrell Hall. A copy of parking rules and regulations is provided annually upon vehicle registration. Parking decals are issued for vehicles, motorcycles, and bicycles and are valid from September 1 through August 31. Parking fees for part-time faculty are \$30 per year. Each individual vehicle must display the current, valid UVa-Wise parking decal on the back of the rear windshield. All faculty and staff parking lots on campus are designated for vehicles displaying red decals.

Failure to display a current parking decal will result in a parking fine of not less than \$20, and/or being towed at the owner's expense. Parking fines are paid at the Cashier's Office in Crockett Hall during normal business hours. Unpaid fines may be deducted from employee's paychecks. A person who is fined for a parking or decal violation has five working days in which to appeal the fine with the Campus Police. Lost or defaced decals must be replaced with a new parking decal issued at the Campus Police office in Cantrell Hall. A \$5 fee is charged for replacement decals.

2.6 TEXTBOOKS

If the Department Chair does not specify a textbook for the course, the Adjunct Faculty member should consult with the Chair before choosing a textbook.

Contact the Bookstore at 276-328-0210 or via email at mssl6r@uvawise.edu for a textbook order form. The completed form should be sent to the Department Chair for approval, and then to the Bookstore. Desk copies can be ordered through the department secretaries.

CHAPTER THREE: CLASSROOM POLICIES AND PROCEDURES

3.1 ACADEMIC FREEDOM

The College endorses fully the statement on Academic Freedom in the 1940 Statement of Principles of the American Association of University Professors (AAUP), and the following specifically:

(a) Teachers are entitled to freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be in compliance with College policy.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject or which would violate College policy. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. Faculty members must avoid expressing their personal views on College letterhead.

(d) Any events or issues involving academic freedom shall be addressed by the Faculty Relations Committee, which is the principal organization of the College charged with protecting academic freedom.

3.2 ASSESSMENT

Assessment is required by both the Southern Association of Colleges and Schools – Commission on Colleges (SACS), the College’s accrediting agency and the State Council for Higher Education in Virginia (SCHEV).

Assessment, as promoted by SACS, is a tool which not only tells faculty whether they are achieving the learning outcomes they have set in all academic areas, but also permits them to continually improve student learning, teaching, and the curriculum.

The College is obligated to assess both majors and general education competencies. For the most part, the general education competencies assessed are those required by SCHEV: writing, oral communication, scientific reasoning, quantitative reasoning and foreign language.

Writing and oral communication are assessed by means of college-wide rubrics in the capstones or senior seminars for those majors that have these classes. In the case of majors that have no capstones, writing and oral communication are assessed in upper division writing intensive courses which include oral presentations. Scientific reasoning is assessed by means of post-test which is embedded in the final exams of general education science courses, but only scored for assessment purposes. Quantitative reasoning is assessed with the use of quantitative reasoning

problems embedded in semester tests. These problems are not graded, but are scored using a rubric developed for the purpose. Foreign languages are assessed through oral exams, cultural competence pre- and post-tests, and minimum competency exams embedded in the finals.

Assessment of its general education courses and its majors' curricula is the responsibility of the faculty of each department. The assessment effort should be led by the Chair, but all faculty will participate in assessment activities as necessary, and as requested by the Academic Dean and the Director of Assessment.

All assessment is reported in WEAVE, an online tool the College has been using for several years. **Assessment reports in WEAVE are due by June 1 each year.** Any questions about assessment should be addressed to the Director of Assessment or the Academic Dean.

3.3 ATTENDANCE, FACULTY

A faculty member who finds it necessary to miss class for any reason should report the absence to the Department Chair and the Academic Dean. Faculty should miss class only for personal illness, family illness or death, or attendance at a professional meeting. The Department Chair will make the decision to cancel class or find an alternate instructor.

3.4 ATTENDANCE, STUDENT

Instructors should carefully check class rosters to make certain all students enrolled are attending class. During the time period specified by the Registrar, all faculty will confirm course enrollment using the following steps:

- On the faculty portal, access each class list.
- Confirm that the roll is correct by taking attendance in each class.
- On the class list page in the top left corner is an instruction printed in blue that says Verify Rolls.
- Click on Verify Rolls. This will activate an email that will allow the instructor to report any discrepancies identified on the class list.
- Report any students who are enrolled but not attending class, as well as students who are attending but not enrolled, in this email. A copy of the email will be sent to Elizabeth Steele. You may reach Elizabeth at 328-0313 or els3a@uvawise.edu.
- Repeat this procedure for each class.
- A student who attends fewer than 50 percent of the lectures or laboratories in a course is not eligible to receive credit for that course.

3.5 CLASS ROLLS

Faculty members should check their class rolls carefully during the first week of classes. Faculty should report any missing students (or students attending who are not on the roll) via the online Roll Verification process during the first three weeks of the semester. Shortly after, faculty then have the opportunity to provide information via the **Early Alert Process**. Early Alerts are also submitted through the faculty portal and instructors are asked to share any and all concerns they have regarding the student's academic progress in the course. This information is shared with various offices across campus as well as the students' advisors. The Office of Advising and Retention follows up on any needed student interaction. Faculty are expected to comply with all

requests for information from the Office of the Registrar regarding the identification of absent or under-performing students.

3.6 CONFIDENTIALITY OF STUDENT RECORDS

Faculty are encouraged to speak with the Office of Academic Affairs or the Registrar any time they have questions or concerns regarding students' privacy, or communicating with parents.

3.6.1 Family Education Rights and Privacy Act (FERPA)

Students attending, or who have attended, UVa-Wise have certain rights under the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) and Rules of the United States Department of Education: to review educational records; to obtain copies of those records; to receive a response from the College to reasonable requests for explanation of those records; to obtain a hearing to challenge the content of those records; to have educational records treated confidentially; to exercise all rights on the student's behalf, regardless of the student's dependence upon parents; and to file complaints with the Office of Family Educational Rights and Privacy of the United States Department of Education of alleged failures by the College to comply with the requirements of the Act and rules. Students are notified annually of the FERPA policy by the registrar's office via their UVa-Wise email account.

It is important to remember that any communication you have with the student in writing (emails, notes, grades) becomes part of the student's academic record and is subject to review by the student. An important caution would concern the information you place in emails to students regarding grades and other activities. Those emails, when containing information relating directly to the student's educational record, are then part of the FERPA protected content.

The student's written consent is required before disclosing personally identifiable information from a student's education records, except to College officials and certain other statutory officials in the course of pursuing their official duties. Parents of dependent students may obtain access to a student's records by submitting a written request to the Registrar's Office providing proof of tax dependency, or providing the signed consent of the student for such release.

Directory information may be released without a student's prior written consent unless the student informs the Registrar's Office in writing within five days of the first day of classes that specified categories of directory information are not to be released. Students have the right to restrict the disclosure of directory information, and for those who do so, no information whatsoever can be released without written permission, except as otherwise permitted or required by law. Students can establish a privacy flag by writing to the registrar. Directory information includes the following: student name, address, campus address, telephone number, date/place of birth, class level, major and minor fields of study, participation in activities and sports, weight and height of team members, dates of attendance, fraternity and/or sorority membership, degrees sought, degrees conferred, date of graduation, awards and honors, educational society membership and student photograph. Faculty are encouraged to review the UVa-Wise FERPA brochure at www.uvawise.edu/registrar/FERPA

3.6.2 Communication with Parents

Speaking with the student's parents requires discretion, and faculty should be familiar with UVa-Wise confidentiality policies. Non-directory information (grades, attendance, classroom performance, etc.) about a student may not be discussed unless the following conditions are met:

- The student has signed a FERPA waiver in the Office of the Registrar. You may check with the Registrar's Office to verify.
- The parent has submitted a recent year tax return to the Office of the Registrar to provide documentation that the student is a dependent under the federal law and has permission to receive non-directory information.
- There is a direct threat of harm to self or others in the community. (These should be reported directed to the Academic Affairs representative on the Threat Assessment Team – the Registrar.)

3.6.3 Policies Concerning Confidentiality and Security of Student Records

The University of Virginia's College at Wise has multiple policies and procedures designed to ensure comprehensive protection of the privacy of all students, regardless of course delivery method. UVa-Wise policies regarding the protection of student rights and the security of academic records and other institutional data can be found in the Faculty/Staff Computing Policies Handbook on the College website. These policies guarantee compliance with FERPA, HIPPA, and Graham-Leach-Bliley. FERPA policies are addressed on the webpage; in a FERPA brochure for students; in the student handbook; in the faculty handbook; and the College Catalog.

Administrative Computing at UVa-Wise is a core service to the campus community. The campus uses Active Directory authentication to manage access for all college students and employees. Active Directory is managed by the Office of Information Technology. This is supplemented by Jenzabar's Total Campus Solution for the management of student information services. Jenzabar is jointly managed by the Office of Information Technology and individual campus office module managers.

The Administrative Computing System at UVa-Wise provides and guarantees security for the following functions that involve the privacy of student records.

1. Online registration and student records
2. Online advising and degree audit
3. Online applications and admissions information management
4. Institutional reporting and reporting support
5. Financial operations for accounts payable, accounts receivable, and general ledger operations
6. Housing and health records data

The policies and procedures that protect the data/information and privacy of all students include those listed below. These UVa-Wise policies can be accessed at the

following URL: <http://www.uvawise.edu/oit/files/oit/docs/policy/UVa-Wise%20Policies%20and%20Index.pdf>

UVa-Wise Institutional Policies Protecting the Security of Student Data

UVa-Wise Policies		
Identifier	Title	Description
UVAW-1 & UVAW-2	College Information Technology Infrastructure, Architecture, and Ongoing Operations	Establishes standards and procedures for configuring the firewall/s, network/s and system/s to minimize risks of exposing sensitive electronic data to unauthorized access and/or misuse.
UVAW-3	Administrative Data Access	Establishes rules for access to administrative data, including definitions explaining what such data include and the rules for using such data. [Information Technology Services]
UVAW-7	Unique Identifiers	Ensures authentication and provide a secure computing environment to insure the confidentiality, integrity and availability of College resources. Unique Identifiers–unique user ID, password (identity) verification, background checks, contracts, encryption, user revocation, group/shared passwords, password complexity and rules
UVAW-8	Physical Data Access	Establishes rules for physical access to sensitive data systems– access controls, data retention
UVAW-11	Risk Management and Recovery	Provides a method for assessing risks and provides guidance for recovery.
UVAW-13	Information Security Incident Management and Reporting	Establishes guidelines and procedures for handling all incidents involving Information Technology Resources, including but not limited to data, equipment, access, and infrastructure. Such reporting ensures particularly serious incidents, such as violations of confidentiality or integrity of sensitive College data, are handled by experts in accordance with relevant laws.
UVAW-16	Electronic Data Removal	Establishes procedures to minimize the risks of exposing electronic data to individuals unauthorized to view such data and transferring software to those not licensed to use it.
Applicable UVa Policies		
IRM-015	Electronic Storage of Highly Sensitive Data	Establishes requirements that must be met by those who store highly sensitive University data on individual-use electronic devices or electronic media. [Information Security, Policy, and Records Office]
IRM-014	Protection and Use of Social Security Numbers	Assists the University in its commitment to safeguard personal and confidential information by protecting the privacy and legal rights of the University community, reducing the use of the social security number (SSN) for identification purposes, and promoting

		confidence by students, employees, patients, and others that SSNs are handled in a confidential manner. [Information Security, Policy, and Records Office]
Institutional FERPA Policies & Procedures		College Catalog
		Faculty Handbook
		Student Handbook

UVa-Wise IT Handbooks and Policy Guides		
Source	Title	Description
Faculty/Staff Computing Policies Handbook, Sections 3-4	Responsible Computing at UVa-Wise	Educates employees of the College on the responsible use of computing resources.
UVa-Wise Student Computing Policies Handbook	Responsible Computing	Educates students on the responsible use of computing resources.

3.7 COURSE EVALUATION

Course evaluations are completed by students in each course offered by adjunct faculty. These are reviewed by the Department Chair and the Academic Dean and kept on file in the Provost's Office. It is expected that all adjunct faculty be routinely rated above satisfactory and immediate attention given to any deficiencies noted.

A Department Chair may request that an Adjunct complete an analysis or self-evaluation for courses offered. Department Chairs will evaluate adjunct faculty members preferably on a yearly basis, but not less than every two years. These evaluations will be kept on file in the Provost's Office.

3.8 COURSE SYLLABUS

A course syllabus is required in all courses. The course syllabus is both a valuable learning tool and a binding legal contract between the course instructor and the student. When grade challenges are decided in courts of law, the syllabus is frequently the defining document, and when courts rule against instructors in such cases, it is usually because of deficiencies in the course syllabus. A good syllabus should include the following information:

1. Course information: title and number of course, credit hours, prerequisites, location of classroom (if available), and time of class meetings.
2. Instructor information: name, title, office location, office phone number, office hours, email address, emergency phone number (may be departmental office number, or home number).
3. Texts, reading, materials: author, title, date and edition, publisher; materials required, e.g. safety equipment, art supplies, calculators, computers, etc.
4. Course description/objectives: Also daily or weekly schedule of topics, dates of tests and exams, due dates for major assignments, required special events, e.g. field trips, attendance at cultural activities.
5. Course policies: attendance, class participation (if active participation required, the syllabus should indicate how participation is to be evaluated), missed exam policy, extra credit (if available), lab safety, grading policies and percentages.
6. Academic Honesty Policy: Cheating and plagiarism. May refer them to the Student Handbook section on the Honor System. Go over honesty policy, especially the definition of plagiarism employed in the class including any penalties that may be imposed by the instructor independently of an Honor Court sanction.
7. Support Services: library assignments or collections available, writing center, computer labs, etc.
8. ADA Statement: “All students with disabilities requiring accommodations should present the Faculty Accommodation Notice obtained from the ADA Coordinator. It is the student’s responsibility to present this paperwork in a timely fashion and follow up with the instructor about the accommodations being offered. Accommodations for test-taking (e.g. extended time) should be arranged at least 3 class days before an exam. If you are not registered with the Disability Services, please do so as soon as possible by contacting the ADA Coordinator in Zehmer Hall 152.”

Copies of the course syllabus should be provided to each student on the first day of class, as well as to the Department Chair and the Provost.

3.9 EXAMS

Written examinations are held at the end of each semester. A schedule of examinations is listed on the Registrar’s page on the UVa-Wise web site. All examinations are to be administered during the time provided on the published schedule. Any exception to this policy must be approved in advance by the Department Chair and Academic Dean.

Final exams and papers should be retained for one year after the term for which the grade was received, or until resolution of any pending or ongoing litigation, claims, or audit reviews.

3.10 THE FACULTY AND THE HONOR SYSTEM

The Honor System was adopted by the students of UVa-Wise in May, 1956. It is recognized and approved by the College as an integral part of College regulations. Administered and controlled by students, it is the basis for student self-government. At the heart of the system is the assumption that anyone who enrolls at the College is bound by an Honor Code. An honor offense is defined as

an *intentionally* dishonest *act* of lying, cheating, or stealing within the scope of academic work. It is the responsibility of each student to ensure that the community of trust is maintained by reporting any suspected honor offense.

Students and faculty accept an active guardianship of the Honor System. Since the Honor System as adopted by the students cannot work without cooperation of the faculty, it is necessary that the faculty share collective responsibility with the student body in encouraging and upholding the System. Faculty members have a responsibility to understand the system and to organize their classes to further its success.

In cases in which knowledge of a suspected breach of honor comes to faculty members, they should report the fact to the Prosecutor of the Honor Court. (The name of this officer may be obtained from the Office of the Provost.) The faculty member should then be ready to act as accuser or witness should the case come before the Honor Court for trial. Full-time faculty members are appointed by the Provost to serve as advisors to the Honor Court.

A verdict of guilty by the Honor Court does not entail automatic dismissal. The Court may suspend the accused student temporarily, or permanently expel the accused student, or pronounce any other reasonable and lawful sanction the Court may deem proper. The College will, however, automatically enforce the dismissal of a student certified to be guilty of a breach of the Honor Code when the Honor Court assigns a sentence of dismissal. UVa-Wise was the first institution in the state to provide for intermediate punishment and rehabilitation in its honor system, and faculty members must be prepared to cooperate in enforcing any intermediate punishments. Faculty members are expected not to use their own sanctions as a substitute for an Honor investigation. Faculty members have the discretion to assign grades, or take other appropriate academic measures, regardless of the outcome of an Honor investigation. The assignment of grades and other academic measures are subject to College policies and procedures, including grade appeals.

3.10.1 Faculty Responsibilities

Faculty members should establish clear-cut rules regarding pledged work for their classes (including tests, exams, labs, papers, and group projects), make the policy clear, and if possible, give it to the students in writing at the beginning of the semester.

Faculty who assign special projects or take-home tests should be careful that these projects or tests cannot be misconstrued as normal assignments which a student receiving tutoring may work on with the tutor. It is advisable to notify the tutors when such projects or tests are given. Faculty should design tests and exams that do not encourage cheating. Faculty who assign papers should clarify the meaning of plagiarism to reinforce what students have learned in high school, freshman English, and other courses.

3.10.2 The Honor Pledge

Appended to an assignment or examination, the pledge is a signed reaffirmation of the student's commitment to academic integrity. The Honor Court recommends requiring all students to write out and sign the pledge on all graded work.

The standard pledge is: "On my honor as a student of UVa-Wise, I certify that I have neither given nor received aid on this examination (or assignment)."

The wording may be altered to suit specific course requirements. Faculty should clearly state what assignments (examinations, homework, laboratory exercises) require an honor pledge.

3.11 STUDENT CONDUCT

The Student Conduct System of UVa-Wise is designed to support the purpose and mission of the College. A fundamental premise of the system is that students are expected to act responsibly so that each student has the opportunity to grow intellectually, spiritually, physically and socially. The System also is designed to encourage accountability by stressing the relationship inherent between individual action and consequences. The System is intended to be educational in nature, rather than punitive. The principles of fairness and reasonableness serve as foundations for the System, using a preponderance of the evidence to determine responsibility.

CODE OF CONDUCT Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and elsewhere. For student conduct which is outside the jurisdiction of the Honor Court but which tends to discredit or injure the College, the Chancellor is authorized by the President of the University of Virginia to impose such penalty as he/she may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the Clery Compliance & Student Conduct Administrator and the Student Conduct Board. The College reserves the right to suspend, enforce the withdrawal of, or expel a student who violates the Code of Conduct.

The Student Conduct Board is composed of five student members appointed by the Clery Compliance & Student Conduct Administrator who serves as its advisor. The Board hears cases that are violations of the Code of Conduct and imposes such penalties as it deems appropriate for conduct that tends to discredit or injure the College.

All student conduct violations accumulate during a student's time at the College. Student conduct records are maintained for a minimum of seven academic years or longer in the case of more severe or repeat offenders.

Inquiries or concerns regarding the Student Conduct System or Code of Conduct infractions should be referred to Stephanie Shell, the Clery Compliance & Student Conduct Administrator at 276-328-0216 (office), 276-870-5127 (cell) or stephanie.shell@uvawise.edu.

CHAPTER FOUR: COLLEGE POLICIES

4.1 COLLEGE EQUIPMENT, USE OF

The following policy statements address the use of College-owned equipment by faculty, staff, and students for personal or commercial purposes; and the use of such equipment by individuals and organizations who are not part of the College community. The intent of this policy is to ensure that any extracurricular use of equipment is consistent with the purpose, mission, and goals of the College.

"College community," as used herein, includes the College, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students, and institutionally approved student organizations.

The administrative head of each unit of the College, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for assuring that use of the equipment is consistent with this policy and the purpose, mission, and goals of the College.

College equipment may not be used by College faculty, staff, or students for personal purposes unrelated to the College's mission or for commercial purposes. Likewise, College-owned and provided consumable materials and supplies may not be used for such personal purposes or commercial purposes.

Personal activities related to teaching, scholarship and research, or public service promote the College's mission. Accordingly, faculty and staff members may be granted the privilege of occasional and reasonable use of college equipment in connection with their personal academic pursuits and professional development, provided the College incurs no unreasonable costs for materials and supplies, maintenance, and repairs. Approval of these situations are made on a case-by-case basis.

Use of College equipment by individuals and organizations not part of the College community is not permitted unless the responsible unit head approves a user request form. Such a form may be approved only when the use meets one of the following criteria:

1. The use is in connection with approved College-sponsored activities, events, or services.
2. The use is part of a contractual agreement between the College and a government agency, a private business, or another educational institution; and the agreement has been reviewed for consistency with College policy relative to competition with the private sector and unrelated business income by the administrative head of the related unit.
3. The use is by official visitors to the College and is appropriate to the purpose of the visit.
4. The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

The unit head responsible for the equipment may establish a user fee, when appropriate, with the approval of the Comptroller's Office and the Provost.

College-owned equipment may be taken home by College faculty, staff, or students for College business only with the approval of the appropriate unit head.

Faculty members must also distinguish between their general obligations as scholars to produce and disseminate knowledge and their personal interests when using College resources such as College letterhead, postage, secretarial time, long-distance telephone service, photocopying services, computer facilities and other supplies, equipment, or services that the College normally

provides to support professional activities. Professional ethics are the best guide to maintaining this distinction.

4.2 USE OF COLLEGE LOGOS AND STYLE GUIDE

The Rector and Visitors of the University own all names, nicknames, indicia, and logos identified with the College. UVa-Wise uses a marketing firm to monitor use of the trademarked logos, nicknames, and all names associated with the College.

The Office of College Relations is charged with drafting and maintaining the Style Guide, as well as setting procedures to carry out the guide's policies to meet institutional needs. The Office of College Relations will monitor policy, as well as resolve conflicts and answer questions regarding the policy.

All material to be printed using College funds must be printed by Printing Services, located in the Resource Center, who will assist departments by outsourcing any request that cannot be printed internally. It is the responsibility of the department to ensure Printing Services is given the appropriate amount of time to ensure the piece is printed in accordance with all College policies and procedures.

Every printed piece that will be distributed externally, uses any College logo or seal, or will have the signature of the Chancellor must have prior documented approval of the Office of College Relations before being printed.

No publications are exempt from the logo and identity standards. Any questions should be directed to the Office of College Relations.

For the complete policy regarding publications and visual identity guidelines for UVa-Wise, consult the UVa-Wise Style Guide, available from the Office of College Relations. Call 276-376-1027 or e-mail kls7ad@uvawise.edu for more information.

In an effort to present a cohesive graphic identity for UVa-Wise, departments and offices may not have their own logos. With help from the Office of College Relations, logos may be developed for special purposes, such as fundraising campaigns, special events, academic centers or programs, student recruiting events or projects, or special projects designated by the Chancellor.

4.3 COLLEGE PROPERTY, EXTRACURRICULAR USE OF

In general, College space, playing fields, and other facilities are available to any group of students, academic or administrative department, or College related organization or foundation for any use if employed in a matter which is consistent with the goals of the College, which is not unlawful, which does not discriminate, which does not violate College policies and procedures, and which does not disrupt academic activities, scheduled events, College functions, and other normal pursuits that take place in the property. Specific rules for the use of particular buildings have been developed (for example, the Chapel of All Faiths).

Some College facilities, however, may be rented to unsponsored, non-College groups (if the other general policies are followed) under contractual arrangements approved by the Director of the David J. Prior Convocation Center (for the convocation center, athletic playing fields, and Greear gymnasium) or the Director of the C. Bascom Slemple Student Center when such use will not interfere with other functions of the College, as determined by the Chancellor or Chancellor's designee.

College facilities may be used - subject to the *University of Virginia Policies and Procedures Manual*

guidelines and other space restrictions - for religious purposes by College students, groups of students, student organizations, faculty members, or staff members. However, College property may not be used for regular and routine meeting purposes by a religious congregation.

College space may be used by a non-college group as long as the group is sponsored by a College group or executes a facilities use agreement. Individual students, faculty, or staff members may not act as sponsors for non-College groups for the purpose of using College facilities.

College space can and should be reserved. Information on availability and user fees may be obtained and reservations may be made through the Special Events office at 276-376-4522, David J. Prior Convocation Center at 276-376-4505, and the C. Bascom Slemp Student Center at 276-376-4651. In cooperation with those who have reserved the space, specific rules may be promulgated to govern conduct at a given event in order to prevent disorder or other interference with the activity and to prevent physical harm to the property or participants.

Please refer to the *University of Virginia Policies and Procedures Manual* for additional guidelines.

4.4 COLLEGE VEHICLES, USE OF

When approved by the department head, faculty and staff who have a valid operator's permit shall use College vehicles when traveling on official College business. Under certain conditions, students may also operate College vehicles when pre-approved by the Campus Police and when traveling on official College business. All users are responsible for operating the vehicle in a safe and courteous manner, for all traffic citations incurred while the vehicle is assigned to them, for damages resulting from misuse, abuse, or negligence, for reporting needed repairs and maintenance to Fleet Management, and for reporting accidents to the State Police and Campus Police. Use of a state vehicle for personal business or pleasure or transporting hitchhikers is strictly prohibited. Please contact Fleet Management at 328-0101 for procedures and forms.

4.4.1 Vehicle Safety Belt Policy

All College personnel must wear safety/seat belts at all times while operating College/State vehicles/equipment in or on which such belts are provided. Removal, cutting, or to any other way render safety/seat belt systems inoperable is strictly prohibited. This policy is entirely for the benefit of users, and its sole aim is to reduce injuries in the case of an accident. The safety and protection of persons will more than compensate for the inconvenience of "buckling up".

Persons who are ticketed for failure to wear a safety belt may be denied further use of College or State vehicles or equipment, regardless of the impact this may have on the person's continued employment or association with the College.

4.5 COMPUTING POLICIES

<http://www.uvawise.edu/oit/SecureComputing/Policies>

<http://its.virginia.edu/policy/explicit.html>

4.5.1 Software Copyright Policy

It is the policy of the College to respect the copyright protection given by federal law to owners of digital materials and software. It is against College policy for faculty, staff, or students to use College equipment or services including, but not limited to the College

network, to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to “fair use”) or specific license.

The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

The College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

4.5.2 Computer Usage Policy

Faculty, staff and students are required to abide by institutional computing policies. Current UVa-Wise computing policies may be found online at <http://www.uvawise.edu/oit/SecureComputing/Policies>. The Commonwealth of Virginia restricts the use of state-owned computer and network resources for accessing sexually explicit materials. More information on this subject can be found online in the link above and at <http://its.virginia.edu/policy/explicit.html>.

Everyone within the College community who uses College computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- Respect for intellectual property rights (e.g., as reflected in licenses and copyrights) and ownership of data.
- The integrity of the systems must be respected. This means that users of systems will not divulge passwords, pins, private keys or similar elements to anyone else, and they will not exploit sessions left open or otherwise misappropriate or steal the “identity” of another user.
- Privacy of other users must not be intruded upon at any time.
- Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
- The rules and regulations governing the use of facilities and equipment must be respected. Persons responsible for computing devices connected to the network will ensure that those devices are maintained in a secure state in accord with related policy.
- No one shall obtain unauthorized access to other users’ accounts and files.
- Peer-to-Peer networking is prohibited at the University of Virginia’s College at Wise. P2P networks include but are not limited to the following: Kazaa, Morpheus, Gnutella, eDonkey, BitTorrent, etc.
- No faculty member or department shall install, move or modify any networking equipment without the explicit authorization of the Office of Information Technology. This includes but is not limited to: WAPs (Wireless Access Points), routers, Hubs, Switches, etc.
- The intended use of all accounts, typically for College research, instruction and administrative purposes, must be respected.
- E-mail, College computers, and the College network cannot be used by individuals for commercial purposes or for personal gain.
- Employees may not use the College name in personal Web pages in any way that implies College endorsement of other organizations, products, or services.
- Users shall become familiar with and abide by the guidelines for appropriate usage

for the systems and networks that they access.

- Respect for individuals' rights to be free of intimidation, harassment, and unwarranted annoyances.
- Access to College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file of mail contents of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by College system administrators in order to safeguard College resources and protect College privileges.
- If abuse of computer systems occurs, those responsible for such abuse will be held accountable and may be subject to disciplinary action.
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4.5.3 Retention of Computer Files

It is the responsibility of each individual user to backup, to an appropriate medium, and/or make a copy of any electronic mail and/or personal document that they deem important. The College regards electronic mail and network servers as a method and means to enhance communications and work flow among students, faculty and staff. It is not the responsibility or policy of the College to retain personal email and documents. All records should be retained in accordance with the College policy on records retention and disposition and the code of Virginia. Records that are retained by an individual, even if they are retained on an electronic medium, are subject to the Virginia Freedom of Information Act and the Privacy Act.

4.5.4 Data Security

- It is the responsibility of every individual who uses the College computing network to protect and maintain a secure working environment. This includes privately owned computers that attach to the College network. These responsibilities include but are not limited to:
- Installing antivirus software and maintaining current virus definitions.
- Regularly backing up your data files on removable media such as CD-R, DVD-R, external hard drives and flash drives. NOTE: More than one copy of important files is highly recommended.
- Do not share your login ID or password with anyone. (That includes writing them down on a "post-it" and attaching it to your monitor.)
- Abiding by all laws, policies and guidelines.
- Installing only properly licensed software.
- Reporting violators

Refer to Computer Usage Policy for additional guidelines for securing the network. Anyone who has reason to suspect a deliberate or significant breach of established security policy or procedure should promptly report it to the Director of Information Technology at 376-4578 or send an email to abuse@uvawise.edu.

4.5.5 Privacy of Electronic Records

All users of electronic systems at the University of Virginia's College at Wise have a right to electronic privacy. Within reason, all College systems and services will be protected in a manner that provides security to users' electronic information. No member of the administration, staff, or any other users will view, use or otherwise access personal user data except under the following conditions:

- (1) the owner of that information gives consent; or
- (2) Information Technology staff need to install updates or make repairs, in which case the staff will access only those files necessary to complete the task; or
- (3) sufficient cause exists, based upon a violation or suspected violation of College policy, University policy, federal and/or state law.

All College electronic equipment is the property of the institution. Therefore, UVa-Wise and the University of Virginia reserve the right to retain, analyze, and hold as evidence any computer, component, or device necessary to the investigation of possible violations of UVa-Wise policy, U.Va. policy, state and/or federal law. This aforementioned privacy statement does not cover routinely bounced messages; however, the Office of Information Technology will employ extreme discretion when dealing with bounced email messages from its users. All personnel and student information is subject to federal and state regulations on privacy and confidentiality.

4.6 CONFLICT OF INTEREST POLICY

<http://provost.virginia.edu/node/67>

Faculty members are public officials whose professional activities may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A faculty member must be sensitive to the potential for conflict of interest situations, or the appearance of such, and act in a manner to minimize their effects.

As a matter of state law and College policy, it is the responsibility of faculty members to avoid being in a position of authority over a spouse, a member of the immediate family or an individual sharing the same household who also is employed by the College. A faculty member and his or her spouse or another member of the immediate family may both be employed by the College, so long as the faculty member does not exercise any control over the employment conditions and activities (such as initial appointment, retention, promotion, tenure, salary, leave of absence, grievance advantage) of the spouse or relative. Furthermore, the state Conflict of Interests Act permits dual employment of spouses or other immediate family members, in the following limited circumstances: (a) if both the employee and the family member are in teaching, research, or administrative support positions; (b) if the Board of Visitors finds that it is in the best interests of the institution and the Commonwealth for such dual employment to exist; and (c) if the Board of Visitors ensures that neither the employee nor the family member supervises, evaluates, or otherwise participates in personnel decisions regarding the other.

As a matter of sound judgment and professional ethics (see Section 4.10.2), faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students. It is the responsibility of faculty members to avoid being placed in a position of authority - by virtue of

their specific teaching, research, or administrative assignments - over their spouses or other immediate family members who are students at the College. It is also the responsibility of faculty members to avoid engaging in sexual relationships with or making sexual overtures to students over whom they are in a position of authority by virtue of their specific teaching, research, or administrative assignments. In this context, the term "faculty members" broadly includes all full-time and part-time College personnel who hold positions on the academic or general faculty, as well as all teaching fellows, graders, and coaches. These professional constraints derive from AAUP ethical standards and the College's policy prohibiting conflict of interests, in order to ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. Equally compelling is the interest in avoiding potential harm to students as well as the liability that could occur, for example, if facts regarding a sexual relationship or sexual overture are demonstrated that support a legal claim of sexual harassment by either party. (See Section 5.3).

The Conflict of Interests Act also currently contains other pertinent provisions. For example, a College employee may be allowed to have a contract with another state agency if the contract is awarded through a competitive process and the employee discloses the employee's personal interest in such a contract to the administrative head of that agency. Except under extraordinary circumstances, the College does not buy goods or services from faculty or staff members. Should an occasion arise where such a purchase appears to be in the best interest of the College, the department should contact the Vice Chancellor for Finance and Administration and the Provost. An employee is prohibited from soliciting or accepting money or any other item of value for performing official duties, except the compensation or expenses paid by the College. Under the Act, an employee of the College may not use for his own economic benefit confidential information not available to the public and acquired by reason of his/her position.

In accordance with the Act and the Ethics in Public Contracting section of the Virginia Public Procurement Act, College employees must not accept personal gifts of any kind, including food and beverages, travel, and tickets to sporting and cultural events, from firms with which the College does business. Gifts of goods or services to the College or to an employee cannot influence the selection of a vendor to provide goods or services to the College. Offers of incentives, free goods and services, gifts, and coupons should be reported to the Vice Chancellor for Finance and Administration and the Provost.

The technical details of these and other conflict of interests situations are set forth in the *University of Virginia Policies and Procedures Manual* (<http://www.virginia.edu/uvapolicies/>) and in the *Code of Virginia* (<http://lis.virginia.gov/000src.htm>), which should be consulted by all faculty members who may be involved in any such situation. Failure to abide by the conflict of interest principles described above can have serious consequences. Violations of the employment-based restrictions contained in the State Conflict of Interests Act may lead to civil, and if willful, criminal penalties, as well as termination from state employment. Breaches of professional ethics standards (e.g., an abuse of the faculty member's authority over students) may also prompt disciplinary action.

4.7 USE OF COPYRIGHTED MATERIAL

<http://records.ureg.virginia.edu/content.php?catoid=37&navoid=2044&hl=copying+copyrighted+material&returnto=search#copyright>

It is the policy of the College to respect the copyright protections given by federal law to owners of intellectual property, including books, journals, music, art, multi-media materials, digital materials and software ("Copyright-Protected Materials") It is against College policy for faculty, staff, or students to use College equipment, services, or facilities to access, use, copy, reproduce, distribute, or display Copyright-Protected Materials except as permitted under copyright law. Application of the

legal principle of “fair use” or other exemptions under the Copyright Act (Title 17 U.S.C) which protect many teaching and learning activities; obtaining the permission of the copyright holder; or receiving a license to use Copyright-Protected Materials; are ways to address the federal copyright requirements. It is the individual responsibility of faculty, staff and students to comply with this policy in all College programs and activities and in use of all College equipment, services, or facilities. The College Library and Information Technology can provide copyright guidance and information resources.

Copyright-Protected Materials include software, library, and other technology and information resources provided through the College for use by faculty, staff, and students. Such materials must be used for teaching, education, and research activities consistent with the licenses that have been entered into by the College.

Special requirements apply to public performance of motion pictures and videos. Federal law grants copyright owners the exclusive right to perform motion pictures in any “place open to the public or at any place where a substantial number of persons outside a normal circle of a family and its social acquaintances is gathered.” (United States Code, Title 17, Section 101). Students should be aware that dormitories, clubs, fraternities and sororities may also be “semipublic” places. Further information regarding the showing of videotapes can be obtained by contacting the Director of the C. Bascom Slep Student Center at 376-1000.

Under federal law, violations of copyright law may result in civil and criminal penalties, including imprisonment. The College regards violation of its copyright policy as a serious matter. Any such violation is without its consent and is subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant College services, resources, or property (including computing privileges) to dismissal or removal from the College as determined by applicable employment or student disciplinary policies. For other policies related to computer use, consult <http://www.uvawise.edu/oit/SecureComputing/Policies>

4.8 POLICY REGARDING INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights at UVa-Wise are governed by University policy *RES-001*. This policy aims to balance the rights of faculty to their scholarly production and the interest of the institution in products that they have supported with significant university resources. This policy states in-part:

‘This policy governs the respective ownership rights of the University and its employees in copyrightable material produced within the scope of employment. The “work-for-hire” rule in the Copyright Act gives the University ownership of the copyrights to works produced by its employees within the scope of their employment. The University cedes copyright ownership to the author(s) of scholarly and academic works (such as journal articles, books and papers) created by academic and research faculty who use generally available University resources. However, the University asserts its right of copyright ownership if significant University resources (including sponsor-provided funds) are used in the creation of such works, and: (a) the work generates royalty payments; or (b) the work is of commercial value that can be realized by University marketing efforts. The University retains a non-exclusive, royalty-free right to use for non-commercial purposes works produced by its employees while acting within the scope of employment even if copyright ownership is ceded to the author or authors.’

4.9 DISCRIMINATORY HARASSMENT¹

As an employer and institution of higher learning, UVa-Wise seeks to discharge its legal responsibilities as well as serve its diverse and talented community through fair and responsible application of this policy. This policy does not allow curtailment or censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discriminatory harassment. Offensive workplace behavior that violates this policy should be addressed by the appropriate supervisor or office.

4.9.1 Definition of Discriminatory Harassment

Discriminatory harassment is contrary to College policy and may also be illegal. The College defines discriminatory harassment as:

1. Conduct that conditions a person's employment, enrollment as a student, or participation in College activities on that person's age, color, disability, sex(including pregnancy), national or ethnic origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law; or
2. Employment or academic decisions made in retaliation for a person's unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or
3. Conduct of any type (oral, written, graphic or physical) directed against a person because of his or her age, color, disability, sex(including pregnancy) national or ethnic origin, political affiliation, race, religion, sexual orientation, veteran status, or participation in a College, state, or federal discrimination investigation and which also unreasonably interferes with the person's work or academic performance or participation in College activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the College (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 1 or 2 above to be applicable. Part 3, however, does not require that a person misuse College-delegated authority, and applies whenever such conduct by any person while on College grounds or during College activities interferes with work or academic performance or participation in College activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances. Nothing herein overrides existing College policy, or circumscribes the authority of the College to establish policy that is not otherwise contrary to law.

4.9.2 Responding to Harassment

If you believe you are experiencing treatment that violates this Policy, you may take the following steps:

1. If possible, clearly tell the harasser to stop. Make a note of what happened, what you did, and when.
2. If you cannot or do not wish to confront the harasser, or your efforts did not stop the conduct, you should contact your supervisor, the department chair, or a faculty advisor for help.

¹ Revised 11/20/14

3. You may also contact the Office of Equal Opportunity Programs at any time whether or not you have taken the above steps. EOP is the office responsible for receiving and addressing discriminatory harassment complaints. You may seek informal help or information from EOP, or you may file a formal complaint. Information on the complaint process is provided below.

4. Regardless of whether you have done any of the above, you may contact a state or federal office authorized to receive complaints of discrimination. EOP can provide information on how to contact these offices. You may contact the University of Virginia EOP office toll-free at 888-882-9258 or by email at uvaeop@virginia.edu.

4.9.3 Supervisor Responsibilities

Supervisors are responsible for communicating the College's Policy on Discriminatory Harassment to employees, and for taking action when they observe or hear of incidents that may violate this Policy. A supervisor must:

1. Be receptive and open to concerns of harassment. Know and be able to explain the College's policy and employees' or students' options.
2. Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training.
3. Contact EOP for assistance or to refer matters that have not been resolved.
4. Make sure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.
5. Monitor situations that have been addressed, and follow-up if necessary.

Note: Supervisors who do not appropriately handle reports or incidents of discriminatory harassment or retaliation, or do not refer them to EOP, will be subject to disciplinary action. All supervisors and faculty members should complete Discriminatory Harassment training. The training is available on-line at www.virginia.edu/eop/.

4.9.4 Formal Complaint Process

Formal complaints of discriminatory harassment may be filed with the Office of Equal Opportunity Programs. EOP's procedures for processing harassment complaints are described in the brochure entitled "Discrimination Complaint Procedures," which is also available on the website at www.virginia.edu/eop/

EOP requires that complaints be in writing and made within 300 days of the last allegedly discriminatory action, but both requirements may be waived at EOP's discretion under appropriate circumstances.

EOP will:

1. Respond to every complaint of discriminatory harassment;
2. If investigations are conducted, act impartially considering the interests of all parties;
3. To the extent practicable and legal, protect the privacy of all parties and the confidential nature of the complaint; and
4. In the case of formal complaints that are not resolved through negotiation, issue a report to both parties and the relevant Vice Chancellor containing findings and conclusions, and recommending appropriate actions depending upon the circumstances.

For further information regarding equal opportunity, disability, harassment,

discrimination and retaliation that is **not sexual misconduct related** please contact:

Stephanie Perry, Director of Human Resources
UVa-Wise
1 College Avenue, Wise VA 24293
Phone: 276-328-0240 | Email: stephanie.perry@uvawise.edu

4.10 SEXUAL MISCONDUCT UNDER TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

<http://www.uvawise.edu/compliance>

UVa-Wise is committed to maintaining a respectful and professional academic and working environment for students, faculty, staff, and visitors. This includes having an environment free from unlawful sexual misconduct. So that the College may continue to foster a climate of respect and security on campus as it relates to preventing and responding to acts of sexual misconduct, it maintains a Sexual Misconduct Policy that applies to all settings and activities of the College, whether on campus property or off campus.

4.10.1 Definition of Sexual Misconduct

This policy covers all students, employees and other individuals who have a relationship with UVa-Wise that enables the College to exercise some control over the individual's conduct in places and activities that relate to the College's work (e.g., contractors, vendors, etc.). Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking also are prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

An individual violates this policy when: (1) submission to unlawful conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

4.10.2. Policies and Procedures Related to Sexual Misconduct

The policy on Sexual Misconduct, including procedures for reporting, may be found at https://www.uvawise.edu/compliance/files/compliance/UVaWise_SexualMisconductPolicy.pdf

For further information regarding sexual misconduct please contact:

Tabitha Smith, Title IX Coordinator & Director of Compliance Programming
Office of Compliance and Conduct

4.11 DRUG-FREE WORKPLACE POLICY

<http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-employee-relations-policies-and-procedures/drug-and-alcohol-use/>

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee (faculty or staff) on its property or as any part of its activities. Under local, state, or federal law, those individuals who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In addition to criminal penalties, violators of this policy may be subject to College disciplinary action up to and including termination.

The use of alcohol by employees while on College owned or controlled property, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. Authorization is obtained through the office of the Chancellor. No employee will report to work while under the influence of alcohol or illegal drugs.

In order to comply with federal law and state policy, the College requires that an employee notify a supervisor in writing of any criminal drug statute conviction no later than five days after such a conviction. The College must notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace. The College will impose sanctions on or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including dismissal. This policy applies to all employees (full-time, part-time, students, etc.).

4.12 FIREARMS POLICY

The possession, storage or use of any kind of ammunition, firearms, fireworks, explosives, air rifles and air pistols on College-owned or operated property, without the expressed written permission of the College police, is prohibited. Requests for permission should be addressed in advance to the College Police Department where they will be evaluated on a case-by-case basis in accordance with State and federal law and the safety of the College community.

4.13 FRAUDULENT TRANSACTIONS

A deliberate action to obtain an unauthorized personal benefit is a fraudulent transaction. This might include misappropriation of cash or property, unauthorized use of College property, unauthorized use of College employees to perform non-College business, or use of the College telephone system for personal long distance telephone calls. All personnel are responsible for reporting any fraudulent transactions to the Campus Police, the Vice Chancellor for Finance and Administration, and the Provost.

4.14 GOVERNMENTAL RELATIONS

Any faculty member is free to communicate with members of the General Assembly or Congress, or other elected officials, but in doing so must be careful to distinguish *personal* opinion from the position or policy of the College. In particular, a faculty member must avoid expressing such an opinion on College letterhead or by use of the College's name in a verbal presentation.

State law and directives from the Office of the Governor require the College to designate official spokesmen to represent its positions to the General Assembly and to coordinate its legislative proposals through the governor's secretaries. The Chancellor and her designees are the spokespersons.

4.15 HIV DISEASE: RIGHTS AND RESPONSIBILITIES OF FACULTY AND STAFF

The College has adopted this policy for all academic division faculty and staff in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes Acquired Immunodeficiency Syndrome (AIDS).

All College policies relating to HIV disease foster the same goals: (a) to provide education, information, and counseling concerning the causes, effects, transmissibility, and treatment of HIV disease; (b) to safeguard the personal rights of individuals with HIV disease; (c) to promote a safe environment for all members of the College community; and (d) to comply with the requirements of applicable federal and state laws relating to HIV disease.

There are three components to this policy: (a) education, information, and counseling programs; (b) provisions to safeguard the rights of faculty and staff with HIV disease; and (c) standards to govern personnel and other administrative actions involving HIV-positive status.

The College will periodically review and, when appropriate, revise or update this policy as warranted by advances in scientific and medical understanding of HIV pathophysiology, new epidemiological perspectives on HIV-related diseases, and evolving social policy and legal thought.

The College recognizes that, as a result of the fear, anger, and anxiety some people feel in reaction to AIDS, some employees who are either known to have or suspected of having HIV disease may be subjected to emotional, verbal, or physical abuse by other employees. The College will provide counseling and education to employees engaging in such behavior as may be necessary and appropriate in the circumstances. The College will also take such administrative and disciplinary action as may be appropriate under applicable personnel policies and procedures.

4.16 INCLEMENT WEATHER POLICY

<http://www.uvawise.edu/academics/InclementWeatherPolicy>

Winter weather in the mountains can often necessitate schedule changes. When severe conditions exist, the decision to alter the class schedule will be made by appropriate administrative officers. An announcement will be made on the College's inclement weather line at **376-4SNO** and www.uvawise.edu, as well as area radio and television stations at the earliest possible time. When classes are canceled and offices are closed, essential personnel will work to meet the needs of the residence hall students.

Given the variability of the weather in the Southwest Virginia mountains, there will be occasions when classes will not be canceled even though conditions on some surrounding areas may make travel hazardous. When weather conditions in the immediate area permit classes to be held,

the College will be open on a snow schedule. This decision will be made at the earliest possible time and will be announced on the telephone hot line 376-4SNO and regional television and radio stations. The approved snow schedule for classes is as follows:

M-W-F Classes*

<u>Block</u>	<u>Regular Schedule</u>	<u>Snow Schedule</u>
I	8:00 - 9:00	9:30 - 10:20
II	9:00 - 9:50	10:30 - 11:20
III	10:00 - 10:50	11:30 - 12:20
IV	11:00 - 11:50	12:30 - 1:20
V	12:00 - 12:50	1:30 - 2:20
Conv	1:00 - 1:50	<i>Canceled</i>
VI	2:00 - 2:50	2:30 - 3:20
VII	3:00 - 3:50	3:30 - 4:20
VIII	4:00 - 4:50	4:30 - 5:20
IX	5:00 - 5:50	<i>Canceled</i>
X	6:00 - 7:15 (M, W)	6:00 - 7:00
XI	7:30 - 8:45 (M, W)	7:00 - 8:00

T-TH Classes#

<u>Block</u>	<u>Regular Schedule</u>	<u>Snow Schedule</u>
XII	8:00 - 9:15	9:30 - 10:30
XIII	9:30 - 10:45	10:45 - 11:45
XIV	11:00 - 12:15	12:00 - 1:00
XV	12:30 - 1:45	1:15 - 2:15
XVI	2:00 - 3:15	2:30 - 3:30
XVII	3:20 - 4:35	3:45 - 4:45
XVIII	4:40 - 5:55	5:00 - 6:00
XIX	6:00 - 7:15	6:00 - 7:00
XX	7:30 - 8:45	7:00 - 8:00

***If classes are on a snow schedule on Monday, Wednesday, or Friday, then the Convocation period is canceled.**

#Tuesday and Thursday classes on a snow schedule are only 60 minutes in length.

Student safety is of the utmost importance. When the college is operating on a delayed schedule or during any other severe weather conditions such as flooding, commuter students should use their best judgment about whether it is safe to drive from their homes. Commuter students also should use their best judgment on whether to leave the College early on days when snow begins to fall during the school day.

Commuter students who live outside the Town of Wise corporation limits who are unable to attend class because of inclement weather are allowed to make up any academic work missed in consultation with the appropriate professor. Contact with the professor should occur immediately

upon return to class. Residence Hall students, including those living in the Townhouse Apartments and students living within the Town of Wise corporation limits are expected to attend classes when the College is operating on a snow schedule and will not be granted excused absences.

Addendum to Inclement Weather Policy -- Transportation Difficulties for UVa-Wise Staff Members (Non-essential)

When weather conditions create transportation difficulties that result in late arrival of an employee to work, lost time need not be applied to leave balances nor should the employee otherwise experience loss of pay provided the arrival is within a one-hour grace period beginning at the scheduled time to report. In the case of extreme inclement weather later arrivals will not be charged against leave balances if, in the judgment of the departmental head or designee, such lost time was justifiable in consideration of weather conditions, place of residence, or other pertinent factors. Compensatory leave will not be credited to employees who report at their normal time under these conditions.

4.17 KEY AND LOCK POLICY

Key control is one of the most important phases of any security program. Without proper key control, locks provide little deterrent to unauthorized or illegal entry into a facility. Therefore, it is essential that UVa-Wise provide guidance and regulation on the issuance, accounting, control, and return of all keys.

Facilities Management (FM) is authorized to make and issue keys for the College's Master Keyed System. Unless specifically approved by FM, keys manufactured or duplicated by a vendor or through any other source are strictly prohibited. (See CODE OF VIRGINIA Section below).

4.17.1 Code of Virginia

No person shall knowingly possess an unauthorized key or duplicate any key to property owned or leased by the UVa-Wise. Violation will constitute a Class 3 misdemeanor of the State Code reproduced below:

18.1-503. POSSESSION OR DUPLICATION OF CERTAIN KEYS:

a. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.

b. No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy, or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division or agency thereof. (Code 1950, 18.1-408; 1972, c. 1939; 1975, cc, 14, 15)

4.17.2 Master Key Approval and Verification

Requested master keys for personnel to use in areas directly under their control must be approved by the appropriate Vice Chancellor responsible for the area requested. Requests for master keys will be sent to Facilities Management. Annually, Vice Chancellors or their

designee shall verify the physical existence of Master Keys they have authorized. Vice Chancellors or their designee are responsible for 1) ensuring the return or 2) approving the transfer of all UVa-Wise keys when an employee leaves their organization.

4.17.3 Returning of Master Keys

When master keys are broken or when no longer required, the responsible person shall return the master key in person to the College locksmith. The College locksmith shall fill out receipt for the master key on the Key Request form, providing a copy to the responsible person.

4.17.4 Destruction of Master Keys

The College Locksmith is solely responsible for the destruction of the master key in such a manner to prevent its duplication.

4.17.5 Responsibility of Key Recipients

All keys remain the property of the UVa-Wise. Individuals with custody of College keys are authorized to use them for access to their work areas. Key recipients are responsible for returning keys when they are no longer needed.

Departmental keys are for use by several people within a department. These keys will remain secured at the College after working hours. A member of the department must have custody of these keys and be responsible for their security. Individuals assigned custody of departmental keys may request and receive more than one key to a particular area.

Key recipients are responsible for reporting lost keys immediately to departmental representatives who in turn must advise Facilities Management and the Campus Police and their Vice Chancellor. Lost or stolen keys or possession of unauthorized keys will be reported to the Campus Police and to the department head for appropriate investigation, disciplinary and/or legal action. Supervisors may request the return of keys during period of leave.

4.17.6 Lockouts

Occasionally, keys are forgotten by an individual requiring building access. When this occurs and a building master key is not available, Campus Police personnel may be of assistance. Additionally, FM lock-shop personnel will respond to a lock-out situation.

4.17.7 Key Verification Reports

FM will annually prepare and distribute Master Key Verification Reports to Vice Chancellors. These reports are for informational purposes and used for verification of keys issued under their authority.

4.17.8 Financial Responsibility

Maintenance and repair of master keyed systems for Educational and General Facilities are funded by FM. Auxiliaries are responsible for funding repairs to their master

keyed systems.

4.17.9 Vendor Access to College Property

Vendors requiring access to College property should obtain keys from the department responsible for the vendor contract.

4.18 NON-DISCRIMINATION POLICY

The College recognizes that it is important to coordinate this policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual's sex, sexual orientation, or gender expression can occur in conjunction with misconduct and harassment related to a person's race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. Therefore, when a report is made of harassment or discrimination based on sex as well as harassment or discrimination based on some other protected status, the College will use all applicable policies respectively to address the reports and will coordinate the investigation and resolution efforts.

The College is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. Further, the College does not discriminate on the basis of sex in any educational, employment, or extracurricular activity. Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking also are prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

An individual violates this policy when: (1) submission to unlawful conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) unlawful conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive working or learning environment.

*Employees should seek further information regarding equal opportunity, disability, harassment, discrimination and retaliation that **is NOT Sexual Misconduct related** with:*

Stephanie Perry, Director of Human Resources | The University of Virginia's College at Wise |
1 College Avenue | Wise VA 24293 | 276-328-0240 | Email: stephanie.perry@uvawise.edu

UVA Office of Equal Opportunity Programs | Washington Hall, East Range | P.O. Box 400219
Charlottesville, VA 2290 | Telephone: 434-924-3200 | Fax: 434-924-1313

Students, faculty, and staff may direct questions and concerns regarding accommodations for persons with disabilities to the ADA Coordinator. The Section 504 Coordinator and the College's Americans with Disabilities Act (ADA) Coordinator is:

Whitney Wells, ADA Coordinator | The University of Virginia's College at Wise | Zehmer Hall
Wise, Virginia, 24293 | 276-328-0177 | Email: wew3x@uvawise.edu

4.19 PATENT POLICY

As a condition of employment, the College requires all persons engaged in research to sign the Patent Policy Agreement. This agreement specifies the rights and obligations of both parties when a patentable product is produced in the course of research activities for which an employee has been compensated by or through the College or has used facilities owned, operated, or controlled by the College. The policy of the College is to consider and, where appropriate, assist in the patenting and commercial development of discoveries or inventions that are the product of College research. This policy is intended to provide incentive for creative intellectual effort, to ensure that the respective interests of the faculty member, the College, any supporting sponsor, and society are considered and protected through the development of fair contracts and procedures; to assist the researcher and the College to realize tangible benefits from inventions or discoveries; and to advance and encourage further research.

The faculty member is responsible for timely and responsible disclosure of potentially patentable inventions and discoveries. At present the policy provides that the inventor will receive 15 percent of the gross royalties that accrue from inventions for which the College obtains a patent. The College assigns patents to a patent management firm, such as the University of Virginia Alumni Patents Foundation, which negotiates licensing agreements and royalty rates. The College will normally relinquish any claim to an invention or discovery that is judged not to be a product of College-sponsored research. The *University of Virginia Policies and Procedures Manual* outlines the Patent Policy in much greater detail.

4.20 PETS ON CAMPUS

Pets are not permitted in College buildings by state law. Pets may be walked outdoors on campus grounds, but must be appropriately leashed or caged and under the control of and accompanied by their owners. Pets must not be left unattended. Pet owners must clean up after their pets while on campus. Pet owners shall be held responsible for any personal injury or property damage inflicted by their pets.

Exceptions to this policy are limited to service animals; animals under the control of and used by academic departments for approved teaching and/or research purposes. The police have the right to pick up and hold unattended pets and any pet, whether or not under an owner's control, constituting a public hazard or nuisance. Pets creating a nuisance may be banned from campus by the College Police. The Office of Housing & Residence Life promulgates and administers policies governing pets in residential facilities.

4.21 POLITICAL AND CIVIC ACTIVITY

<http://provost.virginia.edu/node/68>

A faculty member is entitled to engage freely in political and civic activity. This engagement should be consistent with obligations as a teacher and scholar and with the principles of academic freedom. The political and civic positions assumed by members of the faculty are personal ones, and faculty members must ensure that they do not necessarily, nor even inferentially, imply that such positions are endorsed by the College. For this reason, a faculty member must avoid expressing such political and civic positions using College resources, i.e., letterhead stationery.

Many kinds of political and civic activity are consistent with effective public service and the

College encourages such service. Some activities may involve so much time as to affect adversely the faculty member's ability to perform expected academic responsibilities. In that situation a faculty member should seek a leave of absence. The Provost and the Chancellor are responsible for determining whether a given kind of public service will require modification of a faculty member's full-time employment status or will require some form of leave of absence. Such a leave of absence, should it be required, shall not affect unfavorably the tenure status of a faculty member.

The Board of Visitors has established a policy on campaigning for and serving in an elected public office. A faculty member who becomes a candidate for the General Assembly must take a leave of absence without pay during both primary campaigns and general elections, and, if elected, during the time that the General Assembly is in session. Any other time devoted to legislative business must conform to the limits on consulting activity. A faculty member who holds an administrative position is governed by the same policy, except that a leave of absence must be taken from the administrative position during any election campaign, and, if elected, the administrative position must be relinquished at the beginning of the elective office.

4.22 PRESS AND COMMUNICATIONS

<http://provost.virginia.edu/node/69>

The College communicates its activities openly to the public, principally through mass media.

The Office of College Relations releases news, videotape and social media information about the College to the print and electronic media. Media requests for information should be directed to College Relations. An exception to this policy is sports information, which is handled by the Sports Information Director in the Athletics Department.

Departments and/or faculty who have news regarding conferences and events, recently published books, new research, awards, or other information of public interest should inform the Office of College Relations. The director will provide advice and consultation in planning external communications and media contacts. The Vice Chancellor for Development and College Relations, or his/her designee, is the official spokesperson representing the College in all emergency situations. All media calls must be directed to the spokesperson under emergency circumstances.

The Chancellor has responsibility for the College's compliance with the Virginia Freedom of Information Act. Faculty members are free to communicate with the media as private citizens in matters not directly related to the College.

Posters, brochures and other marketing material must be approved by College Relations before the material is distributed to the general public.

4.23 PROFESSIONAL ETHICS

UVA's College at Wise subscribes to the Statement on Professional Ethics of the AAUP (*AAUP Policy Documents & Reports, 1990 Edition*). The applicable portions of the introduction and the statement are reprinted here.

“In the enforcement of ethical standards, the academic professions differ from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession, the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group.”

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

“As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.”

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

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

“As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

4.23.1 University Code of Ethics

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable law.
2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions and departments by the State Auditor of Public Accounts and/or the University Auditor who shall report directly to the Board of Visitors' Audit and Compliance Committee.
3. While in the service of the University, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the University has been delegated fundamentally for the public good.

Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of University business and other transactions.

4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law. University procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.
5. We preserve and respect the confidentiality of University records, including patient and student records. We do not externally disclose confidential records or other non-public information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.
6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to University services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people which, in the words of our founder, promote “the illimitable freedom of the human mind.” Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.
7. Our communications on behalf of the University with all persons, including co-employees, clients, customers, patients, students, guests and vendors, are conducted professionally and with civility.
8. We do not condone dishonesty in any form by anyone, including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that the police and/or State Auditor of Public Accounts will be notified when circumstances reasonably indicate fraud or theft of University funds.
9. We strive for continuous improvement in our performance of public duties for the University, mindful of the public cost to our activities which must be reasonable and appropriately authorized.
10. We bring to the attention of supervisors and managers, the University auditor or other responsible University office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any University employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with University policy and state law.

4.24 PURCHASE ORDERS/REQUISITIONS

State statutes and policies control the procurement of all supplies, equipment and services. College Services implements all guidelines and procedures for carrying out these statutes and policies. Please contact your department secretary and/or College Services for these guidelines and procedures. Purchases made without proper approval and procedure could prevent the vendor from being paid through the use of state funds and require the individual placing the order to be held liable for payment to the vendor.

4.25 REIMBURSEMENT OF EXPENSES

With prior authorization, certain expenditures that a faculty member may make are reimbursable. These include travel expenses on College business, authorized relocation or moving expenses, and some petty cash expenditures. Reimbursement for Christmas cards, club membership, parking lot rental fees and parking tickets/fines are prohibited regardless of the source of funds. Other types of expenditures, such as gifts and flower arrangements, are allowed from local funds under special circumstances with appropriate approval.

4.26 SMOKING POLICY

The University of Virginia's College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff and students. Smoking and/or the use of other tobacco forms pose a significant health risk to individual members of the campus community. All members of the campus community are responsible for abiding by the smoking policy outlined below.

The College prohibits smoking in all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and pool vehicles. Smoking will also be prohibited within 25 feet of entrances to campus buildings and the seating areas/stands of outdoor athletic facilities.²

4.27 SOLICITATION OF GRANTS AND CONTRACTS

<http://www.virginia.edu/finance/polproc/pol/viii1.html>

All solicitations of grants and contracts must be made in the name of "The Rector and Visitors of the University of Virginia" and authorized by one of the officials designated to sign sponsored program documents on behalf of the College. When processed in this way, the College is legally and financially responsible for fulfilling the contracted requirements of the sponsoring agency. Faculty members are not authorized to sign contracts on behalf of the College. Please refer to the policies and procedures set forth by the University regarding authorized personnel. An unauthorized person signing a contract in the College's name may be held personally liable for the contract.

All grant and contract solicitations must be cleared through College administrative channels before submission to a potential funding agency. The channels include the principal investigator who is proposing the research, the Department Chair, the Provost and/or the Academic Dean, and

² Adopted by the Chancellor's Cabinet Feb. 16, 2010

the Office of Gift and Grant Accounting. The Academic Dean and the Provost are responsible for certifying that the proposal is consistent with the educational and research objectives of the department and the College, that the faculty time allocated is appropriate, and that the various resources available to conduct the proposed research activities are adequate.

Once a grant or contract has been awarded, the award document will be reviewed by the appropriate administrative channels to be sure that the grant or contract does not contain any restrictions or obligations that are contrary to College policies and procedures. It will then be accepted by one of the persons authorized to accept awards for the University on behalf of the College.

4.28 SOLICITATION OR ACCEPTANCE OF GIFTS AND BEQUESTS

The term "gift" refers exclusively to private gifts or contributions from private sources including individuals, foundations, or corporations from which no goods or services are expected and in which no proprietary interests are to be retained by the donor.

The Office of Development and College Relations is responsible for encouraging financial support for the College and is staffed to advise and assist faculty, departments, and the College in securing greater private support. The development office is the general clearinghouse for all fund-raising activities throughout the College and is responsible for coordinating private fund-raising efforts. Before any program of fund-raising from private sources is initiated, plans should be discussed with the Office of Development and College Relations as well as appropriate academic leaders before approaching the Vice Chancellor for Development for approval.

Private contributions to the College may be for the general purposes of the College as a whole or for the specific use of the College, an individual department, a particular program, area of study, or facility. Gifts may be made directly to the College or to the University of Virginia's College at Wise Foundation.

4.29 TOBACCO PRODUCTS USE³

The University of Virginia's College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff, and students. Smoking and/or the use of other tobacco products pose a significant health risk to both individual members and the campus community at large. All members of the UVA-Wise community, as well as visitors on campus for events, receptions, and classes, are responsible for abiding by the tobacco products policy outlined below.

The College prohibits any tobacco product use within all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and College-owned vehicles. Tobacco product use is also prohibited within 25 feet of the entrance to campus buildings, residence halls and the seating areas/stands of outdoor athletic facilities.

For the purposes of this policy, "*tobacco product*" is defined as any substance containing tobacco leaf including but not limited to: cigarettes, cigars, blunts, bidis, pipe tobacco, hookah tobacco, chewing tobacco, dipping tobacco, snuff, nicotine vapor products (e.g. electronic cigarettes), alternative nicotine products and any other items containing or reasonably resembling tobacco or tobacco products. "*Tobacco product use*" includes smoking, chewing, dipping, or any other use of tobacco products.

³ Approved by Senior Staff July 24, 2014

The policy does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco addiction.

4.30 TRAVEL POLICIES

<http://www.procurement.virginia.edu/pagetravelbasics>

The College encourages faculty to attend meetings of professional associations. For this purpose and other professional development activities, the College annually provides a limited amount of funds to academic departments. The Department Chair is responsible for setting the policies that determine the allocation of these funds. Travel reimbursements from state funds, sponsored program funds, and private gifts are all controlled by the same policies and procedures. A traveler should check the travel policy website referenced above to ensure that travel policies have not changed.

Faculty may travel from their normally assigned location or "base" to and from another location, at College expense, to accomplish official business for the College. Local travel which does not involve expenses for meals or lodging, and which is considered a normal function of the employee's position does not require additional authorization. However, faculty must complete the Proposed Travel Pre-approval Form for all other travel and obtain the approval of the Provost **prior to the trip**. Failure to obtain the approval of the Provost may cause the faculty member to be held personally liable for any expenses incurred in the name of the College and/or to repay the College for any charges paid by the College. Travel expenses for official business may be reimbursed to the degree that they have been previously authorized and if funds are available. Travel by private or chartered airline requires prior written approval.

4.30.1 Travel Requiring Advance Approval of the Vice Chancellor

Anyone proposing travel which will require reimbursement from a state account must prepare an estimate of the total cost, including **all costs** associated with transportation, lodging, meals, associated gratuities, conference registration, and training or course fees. Advance approval of the traveller's Vice Chancellor is not needed in the case where the total cost of the trip does not exceed \$500. In the event that a trip not expected to exceed \$500 does in fact exceed this amount, an explanation will be required demonstrating why the original estimated cost was exceeded.

4.30.2 Out of Country Travel

A Pre-approval of Proposed Travel Estimate form from the Travel Workbook must be completed and signed by the Provost prior to the trip.

4.30.3 Meal and Lodging Expenses

Travelers should limit meal expenses to reasonable, moderate costs, and request government rates at hotels. Travelers should select lodging in the economy class. Cost of meals will not be reimbursed unless the travel requires the traveler to be away from home overnight as evidenced by a hotel bill. Maximum rates of reimbursement of in-state and out-of-state lodging and meals are set by the Commonwealth of Virginia and reimbursement shall be in accordance with applicable regulations.

4.30.4 Payment of Travel Expenses

Travel expenses for official College business may be paid through various methods to the degree that they have been previously approved and the availability of funds. Airline tickets may be charged to the ~~Visa~~ Purchasing Card, or paid by the traveler and then reimbursed on the Travel Reimbursement Claim form. Airline tickets may not be charged to the College. Conference registration fees may be charged to the Purchasing Card. Some expenses can be directly billed to the College. Faculty members may obtain a ~~Visa~~ travel card to pay for ground transportation, lodging, meals, etc. by completing an application with the Comptroller's Office. The travel workbook must be presented for payment **within 14 days** from completion of the trip, or in the case of continuous travel, **within 14 days** of the last date of travel. Expenses must be itemized and supported by receipts or **paid** bills covering hotel accommodations, automobile rentals, and transportation. The billing procedure usually allows time for filing travel reimbursement forms and receipt of the reimbursement check before the travel card bill becomes due. Additional information regarding travel guidelines may be obtained from the UVa-Wise Office of Accounts Payable and the *University of Virginia Policies and Procedures Manual*.

4.31 WEAPONS, FIREWORKS, AND EXPLOSIVES, REGULATION OF ⁴

This policy applies to all University of Virginia's College at Wise personnel, students, trainees, or volunteers and the general public while on College property or while attending a sporting, entertainment or educational activity.

4.31.1 Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Firework" means any combination of explosives and combustibles, set off to generate colored lights, smoke and/or noise.

"Law enforcement officer" means any sworn law enforcement officer who has the duty and obligation to enforce the penal or traffic laws of the Commonwealth of Virginia, or any portion thereof, as certified by his appointing authority and including, but not limited to, any person appointed pursuant to Code of Virginia sections 4.1-100, 9.1-101, 15.2-1609, 15.2-1700, 23-232, 29.1-200, 30-34.2:1, 52-1, 53.1-1, 53.1-143, 66-25.3; any attorney for the Commonwealth as provided in Code of Virginia section 18.2-308(B)(9); any conservator of the peace exempt from the Code of Virginia section 18.2-308(A) pursuant to section 18.2-308(C)(4); and any sworn federal law enforcement officer or agent and any law enforcement agent of the Armed Forces of the United States who is authorized to carry a weapon by federal law and who is within his or her territorial jurisdiction or who is contracted with the University to provide services within the University's territorial jurisdiction and who is on-duty and/or providing services to the University.

"University" means the University of Virginia, including its College at Wise and its Medical Center.

"University Medical Center" means the hospital and all other buildings that make up the Medical Center such as facilities used for administrative, clinical, or lab activities.

"University property" means any land, buildings, or vehicles that the University owns or

⁴ Adopted by the Board of Visitors Nov. 11, 2011

leases or that is under its control.

“Weapon” means any firearm including any pistol, revolver, rifle, shotgun, air-pistol, paint-ball gun or other instrument designed or intended to propel a bullet, cartridge or other missile of any kind including a bow or cross-bow; or any dirk, bowie knife, switchblade knife, ballistic knife, butterfly knife, sword, machete, or other bladed weapon with a blade longer than four inches in length, razor slingshot, spring stick, metal or lexan knucks, blackjack; or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as throwing star or oriental dart.

4.31.2 Weapons, Fireworks and Explosives prohibited

A. The safety of the University community is promoted by the reasonable regulation of weapons, fireworks and explosives.

B. Members of the University Community. The possession, storage or use of any weapon by any University student, faculty, employee, trainee, or volunteer, except a law enforcement officer, on University property is prohibited.

C. General Public and Visitors. The possession, storage or use of any weapon by the general public or visitors, except a law enforcement officer, on University property in academic, administrative, athletic, entertainment, or student residence buildings, child care or dining facilities, the University Medical Center, or while attending sporting, entertainment or educational activities is prohibited.

D. Exceptions. In the following circumstances, the Chief of the University Police Department, or his designee, may authorize in writing a person to possess, store or use a weapon: (i) educational or artistic display, parade, or ceremony in connection with a University-sponsored activity (unloaded or disabled only and with other specified safeguards, if appropriate); (ii) official military or ROTC activities; (iii) University contracted protection or security details; (iv) any University-approved training, course, or class; or (v) University personnel, other than law enforcement officers, required to possess a weapon as part of their official duties. A request for permission pursuant to one of the above exceptions shall be addressed in advance to the Chief of the University Police Department where it will be evaluated on a case-by-case basis in accordance with state and federal law, university policy and the safety of the university community.

E. Fireworks and other explosives. Except as approved by authorized University personnel or otherwise authorized by applicable University policies and procedures, the possession, storage, or use of any firework or other explosive or any lethal combustible chemical or combination of chemicals on University property or while attending sporting, entertainment or educational activities is prohibited.

4.31.3 Persons lawfully in charge

In addition to University personnel responsible for the management or supervision of University property and activities, University police officers are lawfully in charge of University property for purposes of forbidding entry upon or within, or prohibiting remaining upon or within University property while possessing weapons or other devices, instruments, fireworks, explosives or combustible chemicals in violation of this chapter. University personnel or students who violate this chapter also may be subject to disciplinary action. The provisions of this chapter apply regardless of whether a person has a concealed weapon permit.

4.32 WORK STOPPAGE BY FACULTY

<http://lis.virginia.gov/000/src.htm>

Section 40.1-55 of the *Code of Virginia* provides that any employee who engages in a strike (by abstaining, impeding, or suspending activity of the employing agency) in concert with two or more other employees is considered automatically to have terminated employment. Such a person is not eligible for re-employment by the state during any part of the next twelve months.

CHAPTER FIVE: SUPPORT SERVICES

5.1 CAMPUS MAIL

Each building has a mail room with mailboxes where faculty may receive interoffice mail. Contact the department's faculty secretary to be assigned a mailbox. The campus post office is located on the fourth floor of the C. Bascom Slep Student Center where employees may purchase stamps and deposit outgoing mail. The College address is not to be used for personal mail.

5.2 INFORMATION TECHNOLOGY

5.2.1 Email Accounts

UVa-Wise email is the **only official** means for communication with every College student, faculty and staff member. You are expected to receive and read those communications in a timely fashion. Specifically,

- the College recommends checking email once-a-day at a minimum, as certain communications may be time sensitive.
- individuals are responsible for any consequences resulting from their failure to check their email on a regular basis for official College communications.

Please note: email, by default, is sent clear text. Do not send any information that is classified as “Confidential” and/or “Sensitive” via email (unless encrypted).

The College primarily uses Microsoft Outlook as the preferred email application and webmail is available through [MyUVaWise](#).

The Office of Information Technology (OIT) provides an electronic mail system that allows users to communicate with other email users via the Internet. Campus email accounts can be accessed three ways:

1. **Computers which are attached to the campus network (LAN) usually located in faculty/staff offices, computer labs, the library, and residence halls.** OIT distributes a computer to all full-time faculty and staff members assigned to an office on campus upon their arrival to campus. These computers are configured for email access using Microsoft Outlook, but can also access the email system via Outlook Web Access (OWA).
2. **OWA access using a standard web browser.** With a valid UVa-Wise email account, you can check and send email from any computer with Internet access. Simply go to the UVa-Wise Web page (www.uvawise.edu) and select Faculty & Staff at the top. Select the EMAIL icon under “Resources for Faculty and Staff” enter your User Name (Computing ID) and password.
3. **Access via mobile devices.** Mobile devices, such as smart phones and network-enabled desktop assistants, often have an installed client capable of checking email. Instruction for configuring these devices for access to the UVa-Wise email system can be found on the www.uvawise.edu/oit/home or can be obtained by calling the OIT Helpdesk at 376-4509.

Configuration information is available for MS Outlook. OIT supports Microsoft software and has a tutorial program for common functions on the OIT web page. Mail for UVa-Wise recipients should be addressed to <user>@uvawise.edu where <user> is the official Computing ID assigned by OIT. All adjunct faculty members will receive an email account when payroll forms filed with the Provost's Office have been processed by Charlottesville (usually not until the semester starts). Official College communication is sent first to email boxes; faculty are expected to check their email frequently and respond promptly.

5.2.2 Helpdesk

Office of Information Technology maintains the Helpdesk located on the first floor of Darden Hall. The Helpdesk is staffed between the hours of 8 a.m. and 5 p.m. Monday through Friday. Telephone assistance is available until 5 p.m. Monday through Friday at 376-4509.

5.2.3 Media Services

The College's Media Services Department centrally located in Zehmer Hall provides audio-visual equipment and services such as TV/VCRs, movie cameras, slide projectors, overhead projectors, tape duplication, video projectors, videotaping of conferences, seminars and colloquiums.

Two video-conferencing rooms are available to teach to other locations or to take part in video conferences. Other facilities include a TV studio and cable channel. One-on-one instruction on the use of the equipment is available upon request. Contact 328-0312 for assistance.

5.2.4 Telephones

For assistance with ShoreTel office phones, please refer to www.uvawise.edu/oit/voip or call 376-4663.

5.3 LIBRARY SERVICES

The John Cook Wyllie Library (<http://lib.uvawise.edu>) is open Monday-Thursday from 8 a.m. to 10 p.m.; Friday from 8 a.m. to 5 p.m.; Saturday from 1 to 5 p.m.; and Sunday from 1:30 to 10 p.m. Although closed for Thanksgiving and Christmas, the library is open during most other holiday periods, including the breaks between semesters. Special hours of operation, including extended hours during exams, will be posted in the library during these periods, and for the summer session.

5.3.2 Circulation Policies

The campus ID card is also the library card for faculty members. Faculty may borrow library materials for the semester and audiovisuals for three weeks. At the end of each semester, faculty will receive a list of unreturned library materials. Books may be renewed for another semester by presenting them at the circulation desk. Materials may be renewed a maximum of three times. Books loaned to faculty must be returned if requested

by a student. If requested, a notice will be sent to the faculty member when the student returns the book to the library.

Faculty member's spouses will be issued a Library borrower's card upon request and completion of the appropriate form. The loan period is three weeks with renewal privileges. Any faculty dependents enrolled in courses at UVA-Wise must abide by the same library rules as other students.

5.3.2.1 Other Services to the Faculty

A brochure entitled *Services to Faculty* is available in print from the Library. The brochure describes the facilities and services available at the Library. This section highlights those described in the brochure.

Curriculum Support under Library Services on the Library's webpage includes a section on copyright, links to higher education web sites, and resources for the selection of books and periodicals.

Subject Guides under Research Help highlight library resources available to students and faculty by subject area and are available from the Library's homepage. These resource pages include both print resources and links to databases and internet sites.

Reserve Materials

Books, articles and media may be placed on RESERVE for classes by completing a Reserve Form at the Circulation Desk. Personal copies may also be placed on reserve. Reserve loan periods are 2 hour, 1 day, 3 day and 7 day. Please allow 2-3 working days to process requests.

Faculty need to be aware that the Library adheres to copyright regulations. For more information on copyright, see <http://www.copyright.com>.

Interlibrary Loan

Interlibrary Loan (ILL) Service is available to help faculty obtain material which the John Cook Wyllie Library does not own. There is no fee for this service. A completed ILL Request Form, with a full bibliographic citation and an email address are required to initiate a loan. ILL request forms may be submitted either in paper or online. Although the Library processes requests promptly, please allow a minimum of ten working days to obtain materials. Loan periods are set by the lending libraries; therefore, there is a charge of \$0.25 per day per item for overdue ILL materials. Requests for articles must comply with copyright law. Abuse of ILL services may result in suspension of user privileges.

Library/Bibliographic Instruction

The Library faculty instruct classes on the use of library resources and research strategies, utilizing both print and electronic resources. The librarians stress course-related and course-integrated instruction tailored to the needs of each faculty member and their course; hence, it is best to arrange such classes two weeks in advance to allow Library staff adequate preparation time. Bibliographies or other guides prepared by the Library faculty may be distributed to students as part of a library instruction session or by the faculty member in the classroom.

Reference Services

Five professional librarians are available to assist with research. Access to indexes and databases, many of them full-text, is provided through VIVA, the Virtual Library of Virginia. In addition, the Library provides access to full-text articles through databases such as EBSCO. Direct access to electronic journals is also available through the Library's catalog.

5.4 PHOTOCOPYING

Photocopying and other clerical support services are available through the department secretary. Faculty members must be assigned a code number in order to use a photocopier.

5.5 STUDENTS WITH DISABILITIES

In compliance with state and federal legislation regarding disability, UVa-Wise provides accommodation services for all self-identified students with disabilities whose documentation meets our policy standards and guidelines. It is our goal to assure access to both facilities and educational programs. Students in need of assistance should contact the ADA Office by calling 276-328-0265 or via email at wew3x@uvawise.edu.

Students needing accommodations must provide documentation of the disability. Documentation must:

- 1) state the diagnosed disability by a licensed professional: verifying the presence of a mental or physical impairment which substantially limits the condition, manner and duration in which the person performs a major life activity or function and describes the degree of impairment or limitation;
- 2) provide enough information about the functional impact of the impairment(s) to support and suggest reasonable accommodations that are appropriate and effective;
- 3) be current (generally speaking, three years is acceptable for most disabilities, five years for learning disabilities); and
- 4) include complete educational and medical history relevant to the disability.

5.6 STUDENT SUPPORT SERVICES

Student Support Services offers tutoring, counseling, advising and other academic support services to students who need assistance and meet eligibility requirements. Student Support Services has a proven record in helping students achieve academic success at the College; any student who is interested is encouraged to apply for services.

The project is funded by the U. S. Department of Education in the amount of \$285,305 and is staffed by a director, an academic coordinator, a counselor, and an administrative assistant. The office is located on the first floor of Zehmer Hall. Call 276-328-0177 for additional information.

5.7 TUTORING

The Tutor Connection serves all students who are currently enrolled in classes at UVa-Wise. Peer tutors, recommended by College faculty, are employed to provide tutoring in many subject areas.

Hours of operation are 8 a.m. until 5 p.m. weekdays with evening and weekend hours arranged as needed. Any student enrolled in a course at the College has access to free tutoring through the Tutor Connection.

The office is located on the first floor of Zehmer Hall. The Tutor Connections also offers an alternative tutoring service. SMARTHINKING provides web-based tutoring in multiple subjects to students of the College. The service is also free of charge and acts as a supplement to existing academic support services. Tutoring is available in real-time using state-of-the-art chat technology, virtual whiteboards and personalized feedback tools. Students can visit www.uvawise.edu/tutor for additional and log-in information. Call 276-328-0177 for additional information.