

**WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS
POLICY 25: DEFINITION OF FACULTY AND STAFF**

GENERAL

1. This rule establishes policy in defining West Liberty University employees: Faculty and Staff.
2. This rule establishes policy upon the decision of West Liberty University's Board of Governor's to identify all Non-Faculty employees as staff.
3. Authority is based on WV Code 18B Section 9A-2.

I. FACULTY POSITIONS (FACULTY STATUS)

This category includes all full-time and part-time positions with formal academic appointments and such other positions as may be determined by the President. In general, employees in this category are primarily engaged in teaching, research, professional activity and service work having a direct relationship to academic programs in the teaching or allied departments. (May refer to HEPC Rules if applicable.)

II. STAFF

"Employee" means, non-faculty regular employee of University who meets one or more of the following criteria as stated in WV Code 18B-9A-2:

- Holds a direct policy-making position at the department or organization level including but not limited to executive, administrative, college, administrative and academic support departments
- Reports directly to the president or chief executive officer of the University;
- Is in an information technology-related position as outlined by title, working title or job description
- Is hired after July 1, 2017, and meets the duties test for exempt status under the provision of the Fair Labor Standards Act at the time of hire or anytime thereafter; or
- Was in a staff position as of January 1, 2017.
- Is designated by the president or designee to be critical to the accomplishment of the mission of the University.

West Liberty University considers all positions critical to the accomplishment of the mission of the institution. While critical to daily operations, a staff person may or may not be deemed essential for operation or completion of his/her duties and therefore not required to report for duty in emergencies or other special situations as identified by the President or his/her designee. Supervisors are required to notify employees in advance of specific University situations if identified as essential.

A. AT-WILL EMPLOYEES

This category includes full-time and part-time administrative officers, deans (faculty members may serve in administrative roles, with the administrative position of their duties being at-will), heads of major service units or departments, information technology-related staff, and non-academic staff officers. The inclusion OR exclusion of a specific position within this category will be determined by the President or his/her designee on the basis of level of duties and responsibilities assigned to the position and consistent with the provisions of applicable policies and WV Code 18B-9A-1 et seq. Such appointments are considered to be "at-will employment" and, as such, serve at the discretion of the President.

B. ALL OTHER EMPLOYEES

All regular full-time and part-time positions not covered in the definitions I and II above shall be included in this category. Employees in this category are primarily engaged in non-teaching support activities of the University. Such employees are subject to progressive discipline as outlined in BOG policy 57.

Approved by the WLSC Board of Governors on 12/11/07.

Approved by the WLU Board of Governors on 06/25/17.

REPEAL
INCLUDE IN BOG HR POL