

**DRAFT DOCUMENT: FOR DISCUSSION AND REVISION ONLY (November 15, 2007
version)**

CONCORD UNIVERSITY BOARD OF GOVERNORS

POLICY NO. _____

MILITARY CALL-UP OF FACULTY, STAFF OR STUDENTS

- SECTION 1.0 GENERAL
- 1.1 This policy establishes the procedures to follow should full or part time faculty, staff, or students be called to active military duty.
- 1.2 Authority:
- 1.3 Effective Date: _____
- 1.4 Approved by: _____
- SECTION 2.0 PURPOSE
- 2.1 In order to assure that full or part time faculty, staff or students are treated with understanding, dignity and fairness, Concord University adopts this policy to guide administrators and faculty in issues of employment and course enrollment which may be interrupted by a legitimate call up to active military duty by the State of West Virginia or the United States of America.
- SECTION 3.0 FACULTY MILITARY CALL-UP
- 3.1 This policy applies equally to part time or full time faculty called to active military duty.
- 3.2 Faculty called to active military duty from employment by Concord University must confirm the military call by providing his/her immediate supervisor with verification of military orders.
- 3.3 Compensation due to the faculty member to the date of call-up will be pro-rated to the day of separation from Concord instructional assignment(s).
- 3.4 Once on active military duty, the faculty member should notify the Vice President and Academic Dean of the expected date of return to Concord University employ.
- 3.5 Concord University will return a faculty member to the same professorial rank, time in probationary status (if the faculty member held a tenure-track appointment at the time of call-up), and equivalent discipline appointment, should the discipline remain in force at the time of return. In the event the discipline has been discontinued, every effort will be made to place the returning faculty member in a similar discipline appointment.

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3.6 Should the faculty member return to civilian status at a time not consistent with the beginning of an academic term, Concord University will return that person to the University payroll at the salary level at the time of military call-up, plus any across-the-board salary adjustments made during the term of the faculty member's military service. In addition, he/she will be employed in a role other than instructional until the commencement of the next regular academic term, at which time the faculty member will return to the teaching faculty.

3.7 Faculty called to military duty from employment at Concord University may appeal assignment upon their return to Concord University, should they disagree with the terms and conditions of re-employment. Such appeal should be directed to the Vice President and Academic Dean. If the VPAD's decision is unacceptable, appeal should be directed to the President or his/her designee. If the President's decision is unacceptable, for full time faculty, the appeal should be directed to the grievance system in force at the time of appeal. For part-time faculty, the appeal should be directed to the Board of Governors, who will represent the final arbiter.

SECTION 4.0 STAFF MILITARY CALL-UP

4.1 This policy applies equally to part time or full time classified or non-classified staff called to active military duty.

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4.2 Staff called to active military duty from employment by Concord University confirm the military call by providing his/her immediate supervisor with verification of military orders.

4.3 Compensation due to the staff member to the date of call-up will be pro-rated to the day of separation from Concord University employ.

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4.4 Once on active military duty, the staff member should notify his/her supervisor and the Concord University Human Relations Office of the expected date of return to Concord University employ.

should
4.5 Concord University will return a staff member to the same job position, that job remain in force at the time of return. In the event the job has been discontinued or it has been necessary to fill the position permanently, every effort will be made to place the staff member in a job of equivalent pay grade and job description. The staff member will be returned to the seniority level and annual/sick leave levels at the time of call-up. Should the staff member choose not to return to Concord University employ upon his/her return to civilian status, he/she will be afforded all separation rights to due to an employee who voluntarily resigns a staff position.

- University
- 4.6 Should the staff member return to Concord University employ, the will re-instate that employee at the salary level in force at the time of military call-up, plus any across-the-board salary adjustments made during the employee's term of military service.
- appeal
- 4.7 Staff called to military duty from employment at Concord University may assignment upon their return to Concord University, should they disagree with the terms and conditions of re-employment. Such appeal should be directed to the President or his/her designee. If the President's decision is unacceptable, appeal should be directed to the grievance system in force at the time of appeal for full time classified employees. Non-classified employees or part time employees may appeal to the Board of Governors, who will represent the final arbiter.
- SECTION 5.0 STUDENT MILITARY CALL-UP
- 5.1 This policy applies equally to part time or full time students called to active military duty.
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- 5.2 Students called to active military duty while enrolled at Concord University confirm the military call by providing the Vice President and Academic Dean with verification of military orders.
- 5.3 In the event of military call-up, all tuition and fees for the term in which the call-up is effected are to be refunded to the student.
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- 5.4 Should the student reside in University housing at the time of call-up, room board will be pro-rated and refunded accordingly.
- student
- 5.5 If the call-up occurs before the mid-term date of the term in which the is enrolled, a mandatory withdrawal of classes will be effected with the Registrar's notation of "W" to be posted to the student's transcript, regardless of the date or the grade earned at the time of withdrawal.
- is
- 5.6 If the call-up occurs after the mid-term date of the term in which the student enrolled, the student will have the option of withdrawing with the Registrar's notation of "W" to the student's transcript, regardless of the date or grade earned at the time of withdrawal, or the student may request the grade of "I" to be posted to his/her transcript with the Incomplete to be removed by completion of the course requirements within two (2) semesters of the student's return to civilian status and re-enrollment at Concord University.
- 5.7 A student who has interrupted enrollment at Concord University for military

call-up may elect to complete institutional graduation requirements in force in the Concord Academic Catalog at the date of the military call-up. If this option is selected, Concord University will make every effort to teach or make suitable course substitutes for graduation requirements in force at that time. If the student who has interrupted Concord University enrollment due to military call-up chooses to transfer to an academic catalog in force at the time of his/her return to the University, that student must meet catalog graduation requirements in force in that subsequent academic catalog.

- 5.8 Students who re-enroll in academic programs with graduation or certification requirements established by government or professional societies beyond the control of Concord University must meet any or all external graduation requirements in force at the time of the military call-up or adopted during their term of military service.
- 5.9 A student called to military duty while enrolled at Concord University may appeal academic decision(s) made at the time of their re-enrollment at Concord University should he/she disagree with the terms or conditions of re-enrollment. Such appeal should be directed to the Vice President and Academic Dean. If the VPAD's decision is unacceptable, appeal should be directed to the President or his/her designee. If the President's decision is unacceptable, appeal should be directed to the Board of Governors, who will represent the final arbiter.