**West Virginia State University Constitution and By-Laws Committee**

**Report to the Faculty Senate**

April 4, 2014

The Constitution and By-Laws committee did not have any formal meeting this year because there was no new Handbook.

Things that were pointed out to the committee that needs updating are:

1. New Office Hours guidelines

2. Travel Request timeline

3. Merit Review

4. Faculty Annual Plan

5. Department Chairs Appointment

6. Program Coordinators role etc..

The Chair of the committee had discussion about the Handbook with the Associate Provost -

Committee members: Armstrong, Sonya; Ladner, Barbara; Turner, Robin; Waugh, Emily; Wilson, Patricia and Workman, Mike.

Sonya Armstrong, Ph. D.

Chair Constitution and By-Laws Committee

4/4/2014