

# Faculty Handbook



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**1.0 INTRODUCTION**

**1.1 HISTORY, MISSION, ACCREDITATIONS, GENERAL ORGANIZATION AND GOVERNANCE**

- 1.1.1 History
- 1.1.2 Mission Statement
- 1.1.3 Accreditations and Memberships
- 1.1.4 Administrative Structure
  - 1.1.4.1 Authority of the Institutional Executive
  - 1.1.4.2 Chief Academic Officer
  - ~~1.1.4.3 College Dean~~
  - 1.1.4.4 Department Chairs
  - 1.1.4.5 Academic Degree Program Coordinator
- 1.1.5 Governance
  - 1.1.5.1 Shared Governance
  - 1.1.5.2 Standing Committees and Councils
  - 1.1.5.3 Faculty Committees
  - 1.1.5.4 Graduate Council

**2.0 FACULTY PERSONNEL POLICIES AND PROCEDURES**

**2.1 FACULTY**

- 2.1.1 Organization of Faculty
- 2.1.2 Faculty Senate

**2.2 FACULTIES OF MAJOR EDUCATIONAL UNITS**

**2.3 ACADEMIC FREEDOM AND RESPONSIBILITY**

- 2.3.1 Academic Freedom
- 2.3.2 Code of Ethics

**2.4. EQUAL OPPORTUNITY**

- 2.4.1 Employment of Relatives

**2.5 EMPLOYMENT POLICIES**

- 2.5.1 Authorization of Employment
- 2.5.2 Delegation of Authority
- 2.5.3 Retention of Authority
- 2.5.4 Faculty Rank

## **MVSU FACULTY HANDBOOK**

- 2.5.4.1 Faculty Qualifications
- 2.5.4.2 Application for Faculty Employment Procedure

### **2.6 PRESERVATION AND DISCLOSURE OF FACULTY PERSONNEL RECORDS**

- 2.6.1 Faculty Files
- 2.6.2 Office of the Provost/Chief Academic Officer
- 2.6.3 Office of the College Dean
- 2.6.4 Department Office

### **2.7 RESIGNATIONS**

### **2.8 STANDARDS FOR RANK AND PROMOTION**

- 2.8.01 Standards for Faculty Ranking
- 2.8.02 Promotions in Rank
- 2.8.03 Tenure and Promotion
- 2.8.04 Minimum Standards for Tenured Employment
- 2.8.05 Tenure and Promotion Policy
- 2.8.06 Qualifications and Procedure for Promotion and Tenure
  - 2.8.06.01 Promotion in Rank
  - 2.8.06.02 Tenure
  - 2.8.06.03 Criteria for Awarding Promotion and Tenure
  - 2.8.06.04 Promotion and Tenure Procedures
  - 2.8.06.05 Promotion/Tenure Dossiers
  - 2.8.06.06 Materials to be supplied by the Chairperson to the Dean
  - 2.8.06.07 Materials to be supplied by the Dean to the Office of the Chief Academic Officer
  - 2.8.06.08 Dossier Completion
  - 2.8.06.09 Dossier Confidentiality
  - 2.8.06.10 Dossier Review Procedures
  - 2.8.06.11 Notification of Decision
  - 2.8.06.12 Tenure and Promotion Appeals Procedures
  - 2.8.06.13 Tenure and Promotion Committees
- 2.8.07 Notice of Non-Renewal of Tenure Track
- 2.8.08 Post-Tenure Review
- 2.8.09 Tenured Faculty Dismissal
- 2.8.10 Procedures for Approval and Dissemination of Tenure and Promotion Policies and Standards
- 2.8.11 Appeals to the Board

### **2.9 GRIEVANCE**

- 2.9.1 Grievance Defined
- 2.9.2 Appeals to the Board Concerning Grievances

**2.10 TENURE OF INSTITUTIONAL EXECUTIVE OFFICERS**

**2.11 NON-TENURE TRACK FACULTY**

**2.12 NOTICE OF NON-RENEWAL OR TERMINATION OF  
NON- TENURE TRACK PERSONNEL**

**2.13 FACULTY ROLES AND ESPONSIBILITIES**

- 2.13.01.1 Faculty Roles in Teaching Load Assignment
- 2.13.02 Teaching Load
- 2.13.03 Syllabi
- 2.13.04 Class Meetings
- 2.13.05 Absence from Duty
- 2.13.06 Examinations
- 2.13.07 Academic Integrity
- 2.13.08 Office Hours
- 2.13.09 Record Keeping
- 2.13.10 Class Roster
- 2.13.11 Class Attendance Policy
- 2.13.12 Faculty Evaluation
- 2.13.13 Faculty Performance Report
- 2.13.14 Educational Trips
- 2.13.15 Summer School
- 2.13.16 Summer/Winter Term Employment
- 2.13.17 Summer Research
- 2.13.18 Meetings
- 2.13.19 Advising
- 2.13.20 Final Course Grade
- 2.13.21 Classroom Decorum
- 2.13.22 Student Conduct
- 2.13.23 Academic Programs Change Process
- 2.13.24 Faculty Contracts
- 2.13.25 Faculty/Staff Housing
- 2.13.26 Convocation
- 2.13.27 Faculty Compensation
- 2.13.28 Professional Growth and Development

**3.0 HOLIDAYS, VACATIONS, AND LEAVES**

**3.1 OFFICIAL HOLIDAYS**

**3.2 SEVERE WEATHER AND EMERGENCY CONDITIONS**

**3.3 PERSONAL LEAVE**

- 3.3.1 General Policy
- 3.3.2 Application of Rules
- 3.3.3 Full-Time Faculty
- 3.3.4 Nine and Ten-Month Faculty
- 3.3.5 Personal Leave Procedure

**3.4 MEDICAL LEAVE POLICY**

- 3.4.1 Full-Time Faculty
- 3.4.2 Nine and Ten-Month Faculty

**3.5 SABBATICAL LEAVE**

- 3.5.1 Purpose
- 3.5.2 Eligibility for Sabbatical Leave
- 3.5.3 Application and Plan of Activities
- 3.5.4 Formal Agreement and Requirements
- 3.5.5 Compensation and Fringe Benefits While on Sabbatical Leave
- 3.5.6 Number on Sabbatical Leave at One Time
- 3.5.7 Conclusion of Sabbatical Leave
- 3.5.8 Completion Report
- 3.5.9 Procedure for Applying for Sabbatical Leave

**3.6 PROFESSIONAL LEAVE**

- 3.6.1 General Policy
- 3.6.2 Professional Leave Procedure

**3.7 LEAVE OF ABSENCE**

- 3.7.1 General Policy
- 3.7.2 Entitlement
- 3.7.3 Jury Duty and Elections
- 3.7.4 Military Leave
- 3.7.5 Leave Without Pay
- 3.7.6 Administrative Leave

**4. ADMINISTRATIVE AND FINANCIAL POLICIES OF INTEREST TO THE FACULTY**

- 4.1 Faculty Employee Orientation
- 4.2 Employee Records
- 4.2.1 Sexual Harassment
- 4.3 Identification Cards
- 4.4 Exit Interview

## **MVSU FACULTY HANDBOOK**

- 4.5 Telephones
- 4.6 Travel
  - 4.6.1 Travel Authorization
  - 4.6.2 Approval for Travel Abroad
- 4.7 Automobile Registration
- 4.8 Purchasing on Behalf of the University
- 4.9 Political Activities
- 4.10 Outside Employment
- 4.11 Undergraduate Tuition Remission
- 4.12 Faculty Employees Taking Courses
- 4.13 Use of Facility
  - 4.13.1 Carpenter Auditorium
  - 4.13.2 Application Procedure to Use Facilities
- 4.14 Students who are Placed in Active Military Status
- 4.15 Employment Eligibility Verification
- 4.16 Intellectual Property Policy
- 4.17 Drug Free Workplace Statement
- 4.18 Policies and Procedures for Funded Grants and Contracts
  - 4.18.1 Role of Grants and Contracts Office in Promotion of Acquisition of Grants and Contracts
  - 4.18.2 Award Procedures
- 4.19 External Relations Policies
  - 4.19.1 Communication Channels: Policies and Procedures
  - 4.19.2 Procedures for Submission of Press Releases
  - 4.19.3 Publicity for Faculty Activities
- 4.20 Extra Compensation
  - 4.20.1 Non-Exempt Employees
  - 4.20.2 Full-Time Faculty
  - 4.20.3 Chairs, ~~Deans~~, Administrators, and Other Exempt Employees
  - 4.20.4 Overload/Continuing Education Courses
- 4.21 Student Records Policies (Buckley Amendment)

## **5. APPENDICES**

APPENDIX A	GRADUATE FACULTY
APPENDIX B	ADJUNCT FACULTY EVALUATION PROCEDURES AND AGREEMENT FORM
APPENDIX C	FACULTY EVALUATION FORM
APPENDIX D	PEER EVALUATION OF CLASSROOM TEACHING
APPENDIX E	TENURE AND PROMOTION CALENDAR
APPENDIX F	GRIEVANCE PROCEDURES
APPENDIX G	COURSE SYLLABUS FORMAT
APPENDIX H	CURRICULUM ACTION FORM
APPENDIX I	POLICIES FOR FACULTY DEVELOPMENT GRANTS
APPENDIX J	SEXUAL HARASSMENT POLICY
APPENDIX K	STANDING COMMITTEES
APPENDIX L	IHL UPDATES

**GENERAL INFORMATION ABOUT MISSISSIPPI VALLEY STATE UNIVERSITY**

**LOCATION**

Mississippi Valley State University is located in Leflore County, one mile northeast of Itta Bena, adjacent to U.S. Highway 82 West. The Institution is located on a 450-acre tract of land. The site for campus development consists of 200 acres.

Mississippi Valley State University is approximately 10 miles from Greenwood, which has a population of 18,425 and approximately 50 miles from Greenville, which has a population of 41,633. The University is approximately 100 miles north of Jackson, Mississippi and 120 miles south of Memphis, Tennessee. It is located in the heart of the Mississippi Delta where 34 percent of the black population of the state is located.

The Faculty Handbook of Mississippi Valley State University is issued by the Institutional Executive Officer under the laws of the State of Mississippi and the regulations of the Board of Trustees of State Institutions of Higher Learning.

The information contained in the handbook is intended to inform the faculty of policies pertaining to employment at Mississippi Valley State University. Policies of the Board of Trustees and of Mississippi Valley State University are included. Each faculty member is urged to read the entire handbook and to consult with the academic Department Chairs, Deans and Chief Academic Officer for procedures pertaining to each policy statement. Additional policy statements and/or changes in present policies will be forwarded to each faculty member.

Any policy, statement or procedure contained in this handbook which is found to be in conflict with the policies of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi, the laws of the State of Mississippi, the federal government or relevant decisions of state or federal courts is declared null and void.

The policies, practices, and procedures contained in this handbook are subject to periodic modification and change initiated by the Institutional Executive Officer, the Faculty Senate, or Board of Trustees. Accordingly, from time to time revisions will be made in the Faculty Handbook to incorporate changes affecting the faculty and University.

## **1.0 INTRODUCTION**

### **1.1 HISTORY, MISSION, ACCREDITATIONS, GENERAL ORGANIZATION AND GOVERNANCE**

#### **1.1.1 History**

Historical Milestones:

-Legislation authorizing the establishment of the institution under the name Mississippi Vocational College was enacted by the Mississippi Legislature in 1946. The expressed purpose for the new college was to train teachers for rural and elementary schools and to provide vocational training.

-The groundbreaking ceremony was held February 19, 1950, with the late Honorable Governor Fielding Wright, the Board of Trustees of State Institutions of Higher Learning, the first Institutional Executive Officer of the University, Dr. J. H. White, and interested friends participating.

-The College opened in the summer of 1950 with an enrollment of 305 in-service teachers.

-The first academic year, 1950-51, opened with 14 regular students and seven faculty members. The College offered the Bachelor of Science degree in 14 areas and provided Extension Services.

-The name of the institution changed to Mississippi Valley State College in 1964. The College was authorized to offer the Liberal Arts degree, as well as, the Science and the Education degrees.

-Dr. Earnest A. Boykins, the University's second Institutional Executive Officer, took office in July, 1971.

-The Honorable Governor William A. Waller signed into law the bill granting university status to the institution on March 15, 1974. The institution has since been known as Mississippi Valley State University.

-The University began offering its first Master's degree in 1976. The University now offers the Master's degree in Bioinformatics, Business Administration, Criminal Justice, Elementary Education, Environmental Health, Master of Arts in Teaching, Rural Public Policy, Social Work, and Special Education.

-Dr. Joe L. Boyer, the third Institutional Executive Officer of MVSU, took office in January 1982.

-Dr. William W. Sutton, the fourth Institutional Executive Officer of MVSU, took office in July 1988.



## **MVSU FACULTY HANDBOOK**

-The Greenwood Center, an off-campus site of MVSU, opened January 1996.

-Dr. Lester C. Newman, the fifth Institutional Executive Officer of MVSU, took office on July 1, 1998.

The Greenville Higher Learning Center, an off-campus site of MVSU, opened in January 2001.

-Dr. Roy C. Hudson, Interim-President of MVSU, took office in July 2007

-Dr. Donna H. Oliver, the sixth Institutional Executive Officer of MVSU, took office on January 1, 2009.

-Dr. Alfred Rankins, Jr., Acting-President of MVSU, ~~took office in~~ served from November 2012 to October 2013.

~~-Dr. William Bynum, President of MVSU, took office in November 2013.~~

The University is under the jurisdiction of the Board of Trustees of State Institutions of Higher Learning which is composed of 12 members. Funds for the operation of the University come from general appropriations of the Legislature, student tuition and fees, federal grants, and gifts.

### **1.1.2 Mission Statement**

#### **MISSION**

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate and graduate programs in education, the arts and sciences, and professional studies. The University is driven by its commitment to excellence in teaching, learning, service, and research--a commitment resulting in a learner-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. MVSU is fundamentally committed to positively impacting the quality of life and creating extraordinary educational opportunities for the Mississippi Delta and beyond.

#### **STATEMENT VISION**

Mississippi Valley State University aspires to become the educational crown jewel of the Mississippi Delta, and in so doing, the institution will attract students of diverse backgrounds as a result of its innovative academic programs; commitment to developing entrepreneurs; and globalized focus intertwined throughout the academic curricula and support services. In its quest for distinctiveness, uniqueness, innovation, and longevity, the University will become the public square of the Mississippi Delta, responsible for engaging an ever-expanding group of collaborators focused on identifying and implementing solutions to the problems that have plagued the delta region for generations. As a result, Mississippi Valley State University will serve as the catalyst for an enhanced quality of life and increased educational opportunities for the citizens of a revitalized Mississippi Delta.

### **1.1.3 Accreditations and Memberships**

Mississippi Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Valley State University.

Any questions about accreditation in general or in regards to the institution's continuous self study process should be directed to the MVSU's SACS Liaison.

#### **Accreditations**

American Alliance for Health, Physical Education, Recreation and Dance/The National Association of Sports and Physical Education  
Association of Collegiate Business Schools and Programs  
Council on Social Work Education  
National Accreditation Council for Environmental Health Curricula  
National Association of Industrial Technology National Association of Schools of Art and Design National Association of Schools of Music  
National Collegiate Athletic Association  
National Council for the Accreditation of Teacher Education (NCATE) Southern Association of Colleges and Schools (SACS)

#### **Memberships**

American Assembly of College Schools of Business  
American Association of Colleges for Teacher Education  
American Association of Collegiate Registrars and Admissions Officers  
American Council on Education  
American Forensic Association American Library Association American Mathematical Society  
American Society of Composers, Authors and Publishers  
Association for Departments of English Association of Gerontology and Human Services  
Broadcast Music, Inc.  
Cooperative Education Association Council on Colleges and Universities International Reading Association  
Mississippi Association for Supervision and Curriculum Development  
Mississippi Association for Colleges for Teacher Education  
National Association of Colleges and University Business Officers  
National Association of College and University  
Summer Sessions National Association of Collegiate Deans and Registrars  
National Association of Industrial Technology National Association of Schools of Performing Arts National Association of Schools of Art and Design  
National Association of Student Financial Aid Administrators National Association of Student Personnel Administrators National Council of Teachers of English  
National Collegiate Athletic Association  
Southern Association of Colleges and Universities Business Officers

Southern Association of Collegiate Registrars and Admissions Officers  
Southern Association of Student Financial Aid Administrators  
Southern Business Administrators Association  
Southwestern Athletic Conference  
Speech Communication Association  
Teacher Education Council for Schools, Colleges and Universities  
University Press of Mississippi

#### **1.1.4 Administrative Structure**

##### **1.1.4.1 Authority of the Institutional Executive**

The Board has delegated to the Institutional Executive Officer of Mississippi Valley State University the authority to administer the policies and programs of the institution. The Institutional Executive Officer is also the representative and spokesperson for the University in all administrative relations with the state, regional, and national agencies. The duties of the Institutional Executive Officer are addressed in **Section 301.0801** of the **Policies and Bylaws of the Board of Trustees of State Institutions of Higher Learning**, State of Mississippi as of **June 18, 2015**.

The Institutional Executive Officer of each of the several state institutions of higher learning shall be responsible for the administration of the divisions and departments of his/her institution and for keeping its expenditures strictly in harmony with the budgetary authorizations of the Board and within the limitations provided therein.

The institutional executive officer shall have the initiative in shaping the educational policies and academic standards of his/her institution, and in cooperation with the Commissioner shall recommend such policy to the Board for approval.

The Institutional Executive Officer, generally has the authority to select and hire university employees. However, certain categories/types of employees require Board approval prior to hiring, same as specified within **Board Policy 401.0102** of the **Policies and Bylaws of the Board of Trustees of State Institutions of Higher Learning**, State of Mississippi as of **June 18, 2015**; and he/she shall have authority to fill vacancies that occur as emergencies, when the salary outlay is within the budget appropriations provided for such positions, all subject to authority for review and rejection or approval by the Board, when such is required, unless that power has been delegated per Board Policy.

All personnel appointments at the level of deans and above shall be submitted separately for approval before appointments have been finalized and/or announced.

The Institutional Executive Officer is charged with the responsibility for maintaining appropriate standards of conduct of students, and is authorized to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations, subject to procedures of due process.

**1.1.4.2 Chief Academic Officer**

The Chief Academic Officer is appointed by the Institutional Executive Officer with the approval of the Board of Trustees and shall hold office at the pleasure of the Institutional Executive Officer.

Responsibilities of the Chief Academic Officer:

- a. Coordinate course offerings and instruction;
- b. Evaluate academic departments and conduct program reviews;
- c. Monitor policies and procedures governing academic appointments, retention, tenure and promotion;
- d. Assign academic and professional responsibilities to department chairs and evaluate their performance;
- e. Make recommendations to the Institutional Executive Chief—Academic—Officer regarding faculty and staff appointments, reappointments, salaries, promotions, tenure, and other personnel matters;
- f. Develop and supervise the annual budget for the areas under his/her supervision;
- g. Articulate applicable Board of Trustees’ policies to the areas under his/her supervision;
- h. Provide leadership and guidance to all academic areas;
- i. Establish~~ment~~ and secure ~~of~~ academic records;
- j. Perform other such duties as designated by the Institutional Executive Officer;
- k. Provide supervision to the personnel and activities of the Office of Academic Affairs.

~~1.1.4.3 College Deans~~

~~College Deans will be selected pursuant to the university search process which includes input and recommendations from the faculty, staff, and students of the respective college and the Chief Academic Officer and in accordance with the policies enforced by the Office of Human Resources. College Deans will be appointed by the Institutional Executive Officer with advice from the Chief Academic Officer. The appointment is subject to the approval of the Board of Trustees. The Deans shall hold office at the pleasure of the Institutional Executive Officer. As leaders of colleges, the Deans are responsible to the Chief Academic Officer. College Deans oversee the total operation of their respective colleges consistent with the goals and plans of the University, the policies of the~~

~~Board of Trustees, and the guidelines of accrediting bodies.~~

~~Responsibilities of Deans:~~

- ~~a. Evaluate their colleges’ overall effectiveness;~~

- ~~b. Develop and supervise the academic schedule and curricula of their colleges;~~
- ~~e. Administer and supervise the policies and regulations of the University within their colleges;~~
- ~~d. Plan, implement and manage their college budget;~~
- ~~e. Supervise the administration of all programs within their college;~~
- ~~f. Assign academic and professional responsibilities to department chairs and—evaluate their performance;~~
- ~~g. Make recommendations to the Chief Academic Officer regarding faculty and staff appointments, reappointments, salaries, promotions, tenure, and other personnel matters;~~
- ~~h. Perform other such duties as assigned by the Chief Academic Officer;~~
- ~~i. Provide oversight to their respective college offices.~~

#### **1.1.4.4 Department Chairs**

The Department Chair is the most significant academic administrator in the University's effort to promote and maintain shared governance, collegiality, positive peer-to-peer relationships, and to promote academic effectiveness. Serving as Chair is the highest form of shared governance in academe.

As the faculty and peer-leader, the Chair is first and foremost expected to promote collegiality and professionalism among his/her peers. Chair's responsibilities are carried out in consultation with department faculty. Decisions on new or revised practices and policies will be enacted with consensus ~~on of the~~ faculty. Chair will inform and seek faculty input on proposed academic policy changes. As the leaders of the basic units of academic organizations, Chairs are responsible to the ~~Dean of the respective College or next level administrator~~ Chief Academic Officer.

Responsibilities of Department Chairs:

#### **I. MANAGEMENT OF DEPARTMENT PERSONNEL**

- a. In consultation with faculty **and, if relevant, degree program coordinators**, assign faculty courses on the basis of academic qualifications and rank, experience, and effectiveness in teaching.
- b. In consultation with faculty, recruit new faculty on the basis of academic qualifications and experience, effectiveness in teaching, potential for research and public service, and commitment to the purpose and goals of Mississippi Valley State University.
- c. In consultation with faculty, develop programs and strategies that inspire faculty to grow professionally and personally.
- d. In consultation with faculty, establish and employ procedures for faculty involvement in developing, implementing, and evaluating the programs and services of the department.

## MVSU FACULTY HANDBOOK

- e. In consultation with faculty, establish and disseminate policies and procedures for implementing the programs and services of the department ~~with faculty involvement~~.
- f. Conduct an annual evaluation of each faculty and staff member within the department. Department Chairs should inform the faculty members in advance of scheduling to observe classroom performance, including on-line courses, for evaluative purposes. If department chairs schedule to observe a faculty member's class(es), said faculty member should be consulted and agree to scheduled visit, as well as the number of such observations per year.
- h. Any observations and information obtained in a manner that violates established policies, procedures and codes of ethics (as defined in this Handbook and the Personnel Handbook), or laws cannot be used for evaluation purposes.

### II. MANAGEMENT OF CURRICULUM

- a. ~~Develop course outlines, Maintain files of course syllabi and curriculum patterns for department offerings in consultation with faculty.~~
- b. Evaluate, ~~in consultation with degree program coordinators~~, the curriculum for each degree program within the department.
- c. Monitor, ~~in consultation with degree program coordinators~~, the progress of students in each degree program within the department.
- d. Conduct a review of the textbooks used within the department, ~~in consultation with degree program coordinators~~.
- e. Review, ~~in consultation with degree program coordinators~~, the status of library holdings and other instructional support services for the programs of the department.
- f. Seek to attain and/or maintain accreditation of all applicable programs within the department.

### III. MANAGEMENT OF STUDENT AFFAIRS

- a. Maintain a file on each student that includes ~~an application to a degree program, curriculum guide sheets patterns~~, records of academic advisement sessions, grade reports, and academic organizations to which each student belongs.
- b. Maintain an up-to-date file on graduates and drop-outs from department programs including current addresses, employment, and any other information pertinent to the status of graduates and drop-outs.
- c. Develop programs to facilitate field experience and ~~after-graduation placement~~ ~~career skills development~~ for students of the department.
- d. Establish and maintain student organizations and honor societies through which students can enhance their knowledge of both their discipline and ~~of~~ the community of scholars.
- e. Establish and maintain programs and services that enhance students' awareness

## **MVSU FACULTY HANDBOOK**

and appreciation of their chosen career, associated with degree programs of the department.

- f. Encourage faculty to support programs and services that enhance academic performance.

### **IV. MANAGEMENT OF FINANCIAL RESOURCES**

- a. Develop and administer the department budget in accordance with the policies and procedures regarding finances at Mississippi Valley State University.
- b. Seek funds from external sources to support the programs and services of the department.
- c. Provide faculty members with the budget and financial status of the department at the beginning of each semester.
- d. Develop and maintain a program to conserve energy, time, and resources that impact on the financial resources of the department.
- e. Maintain University equipment and properties in accordance with the policies and procedures.

### **V. MANAGEMENT OF PROFESSIONAL AND COMMUNITY SERVICES**

- a. Establish incentives for faculty to develop programs of service to the community.
- b. Establish advisory committees or other means of assessing the department's impact on developing the educational, cultural, and economic areas of the community.
- c. Establish and maintain a program of professional development for both students and faculty of the departments.

#### **1.1.4.5 Academic Degree Program Coordinator**

To meet its obligations to accrediting agencies and to insure academic integrity in all of its majors, the University assigns responsibility for academic degree program coordination, as well as, curriculum development and review to faculty academically qualified in the specific discipline. In departments granting multiple academic degrees in separate disciplines, a faculty member qualified in each discipline will be assigned as the academic degree Program Coordinator for each major or concentration. The primary role of the academic degree Program Coordinator is to enhance and secure the integrity of disciplinary offerings within multidisciplinary departments. In areas where there is a concentration rather than a major, the University will also assign academic degree Program Coordinators. Each academic degree Program Coordinator is responsible to the chairperson of his/her respective department. In departments with multiple majors in separate disciplines, the academic degree Program Coordinators will be primarily responsible for making decisions in curriculum matters in all areas pertaining to the individual major.

## **Responsibilities of Academic Degree Program Coordinator**

- a. Assign courses in consultation with unit faculty
- b. Plan and review the curriculum
- c. Coordinate all assessment activities within the academic unit
- d. Coordinate advisement of students
- e. Coordinate the clearance of graduating students in that major
- f. Coordinate the review of common texts for multi-section courses within the discipline
- g. Prepare and submit changes in curriculum for the majors
- h. Serve on committees for candidates for positions within the discipline,
- i. Conduct meetings with faculty in that academic unit; and
- j. Make recommendations to the Department Chair on all other matters pertaining to the curriculum and academic integrity of the specific discipline.

The University recognizes that the academic degree Program Coordinator assumes duties and responsibilities that are in excess of regular duties and responsibilities and that the academic degree Program Coordinator assumes duties and responsibilities that are essentially those of a Department Chair. The academic degree Program Coordinator position, therefore, will be further compensated by the University either financially or with release time but not both. In some cases, accrediting bodies' policies will supersede University policies.

### **1.1.5 Governance**

#### **1.1.5.1 Shared Governance**

The basic concept of Shared Governance at Mississippi Valley State University is one of shared authority among the faculty, staff, students and administration. Recognizing the legal authority of the governing board and the Institutional Executive Officer for governance of all aspects of the institution, faculty judgments should ordinarily prevail in three areas: (1) curriculum (course content, class scheduling, subject matter and methods of instruction, and research); (2) matters of faculty status (e.g. hiring, discipline, dismissal, retention, tenure, promotion and other faculty welfare issues); and, (3) those aspects of student life that relate to the educational process. The faculty's role shall include representation on University decision and policy-making units or bodies and representation on search committees for University administration. Administrators will act on such recommendations and provide timely rationale for any modification or rejection of input received.

#### **1.1.5.2 Standing Committees and Councils**

The faculty is expected to participate in University governance through committees and councils.

Membership on University wide committees and councils is through election by the faculty and approval and appointment by the Institutional Executive Officer. Faculty members are encouraged to indicate interest in serving on particular committees and councils to the Department Chair. Appointments to committees shall be made in September of each academic year to ensure



effective participation in University governance. Every effort will be made to ensure a fair and equitable assignment of committees. There should be a three-year (3 year) consecutive time limit of service on all academic committees. (Refer to Appendix L for a list of the University's Standing Committees).

### **1.1.5.3 Faculty Committees**

The concept of university governance is one of shared authority among the various constituents of the university. Faculty participation is exercised in general faculty and departmental meetings, membership on university standing and departmental committees, and through the Faculty Senate. Committee membership will be selected by the faculty through election. Faculty members serve on standing committees reporting to the Institutional Executive Officer, the Chief Academic Officer, and other members of the executive staff. ~~Each College should have Faculty should be~~ representation on Councils or Committees that organize programs and develop policies on academic functions such as Honors Convocation, Founders Convocation, Commencement, etc.

Further, faculty participate in decision making regarding curriculum development and academic standards through the departmental ~~and university~~ curriculum committees, faculty meetings, the ~~Graduate Council~~ and the Academic Policy Council (see Appendix ~~K M~~-Standing Committees).

### ~~1.1.5.4 Graduate Council~~

~~The Graduate Council is the body responsible to develop and recommend graduate policy, rules, regulations, and guidelines that govern academic programs leading to advanced degrees. This body meets monthly. In addition, the body also recommends admission, retention, and graduation requirements for graduate students. Coordinators, Directors, and Chair persons of graduate programs serve on the council. The Dean of the Graduate School or next administrative level designee is the chairperson of the Council and is responsible for the administration of the regulations, requirements for advanced degrees, and the enforcement of policies that govern admission, retention, and matriculation.~~

## **2.0 FACULTY PERSONNEL POLICIES AND PROCEDURES**

### **2.1 FACULTY**

At Mississippi Valley State University, the faculty consists of the Corps of Instruction and administrative officers with faculty rank.

FACULTY DEFINED: ~~This section should be brought to full Senate~~

The faculty is defined as the teaching staff and those members of the administrative staff having academic rank in a department, ~~school, college~~, university or other educational institution or one of its divisions.

## **MVSU FACULTY HANDBOOK**

### **FULL-TIME FACULTY:**

Full-time faculty are those faculty members whose primary appointment is within an instructional department within the university and carry either the minimum number of credit hours designated by the university for full-time faculty or an equivalent number of hours in teaching, research and/or service activities.

### **PART-TIME FACULTY:**

Part-time faculty are those faculty members whose primary appointment is ~~an in-a-non-~~ instructional department within the university, but who carry less than the minimum number of credit hours designated by the University for full-time faculty ~~and whose. Part-time faculty are also those faculty members whose primary appointment is within an instructional department, but whose teaching,~~ research and/or service activities are less than those designated by the university for full-time faculty.

### **PRIMARY FACULTY APPOINTMENT:**

This is the appointment in an academic unit with which the faculty member has a primary academic affiliation. It is through this unit that the individual holds tenure in the university, if any, and it is from this unit that recommendations for appointment, promotion, tenure, salary adjustment and other actions concerning the faculty member are initiated.

### **SECONDARY FACULTY APPOINTMENT:**

This is the appointment an individual faculty member may hold in addition to the primary faculty appointment. Usually, an individual may not hold academic rank in a secondary appointment higher than that in the primary appointment. No tenure is granted through a secondary appointment.

#### **2.1.1 Organization of Faculty**

The Institutional Executive Officer of the University is the executive officer of the faculty; the Chief Academic Officer is the Institutional Executive Officer's executive officer in academic matters.

The faculty at the University is represented by the Faculty Senate as specified in the Constitution and Bylaws of the Faculty Senate at Mississippi Valley State University.

##### **A. Corps of Instruction:**

The Corps of Instruction at Mississippi Valley State University consists of full-time professors, associate and assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board. Research and extension personnel and duly certified librarians may be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty (BT Minutes, 3/91; 3/98; 3/2008).

## MVSU FACULTY HANDBOOK

### B. Administrative Officers:

A nine-month faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts a twelve-month appointment to an administrative office shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he or she has been appointed. Full-time administrators without teaching duties will not be considered as faculty regardless of title. Hence, as to the administrative appointment, the employee may be removed from the administrative position at the will and pleasure of the Institutional Executive Officer. The “at-will” status of the administrative position is to be stated within the faculty employment contract, as to make clear to the employee that the Institutional Executive Officer may remove the employee from the administrative position at any time.

### C. Faculty Change of Status to 12-Month Interim Position

When a faculty member is appointed to a 12-month interim position, his/her salary should be annualized to reflect compensation for the additional months of work required in the interim position.

Annualized salary shall be payable on a monthly basis at the beginning of the interim contract period. The additional months of salary shall be considered as an administrative stipend or administrative incentive payable only during time served in the interim position. Such monies will be discontinued when the individual returns to faculty status.

Upon return to faculty status, faculty salary shall be ~~reinstated~~ **reinstated** with additions of raises, cost of living, or other increases that employee would have been eligible to receive as faculty. In some instances, a minimal amount of the stipend/incentive may be added to the base amount of the faculty salary, e.g. \$1000 per year or fraction of year that faculty served in a 12-month position.

Examples of computations:

Move from 9 months to 12 months

Faculty Salary \$45,000 (9 x \$5,000) Annualized Salary \$60,000 (12 x \$5,000)

Administrative Stipend is \$15,000 Move from 12 months to 9 months

Annualized Salary \$60,000 Deduct Stipend \$15,000

Faculty Salary	\$45,000
Hypothetical Year 1 Salary Increase	\$1,350
Hypothetical Year 2 Salary Increase	\$2,317.5
New Adjusted Faculty Salary	\$48,667.

**D. Change of Status from 12-Month Administrative to 9-Month Faculty**

An administrative officer having faculty status shall retain privileges of faculty membership. In cases of a twelve-month administrator becoming a full-time faculty member, his or her salary shall be determined on the basis of such individual's qualifications. The reduction in salary or method of salary computation shall be stated in the employment contract. Administrative officers shall be nominated by the Institutional Executive Officer for election by the Board, as provided in **Section 401.0102 Delegation of Authority** of the **Policies and Bylaws of the Board of Trustees of State Institutions of Higher Learning**, State of Mississippi as of **June 18, 2015**.

The faculty at Mississippi Valley State University is organized by ~~colleges~~ **departments** and academic support units as follows:

1. Army ROTC
2. Business Education
3. Criminal Justice
4. Engineering Technology
5. English/Foreign Languages
6. Fine Arts
7. Health, Physical Education & Recreation
8. University Library
9. Mass Communication
10. Mathematics, Computer & Information Sciences
11. Natural Science & Environmental Health
12. Social Sciences
13. Social Work
14. Teacher Education
15. University College

- ~~1. College of Arts and Sciences~~
- ~~2. College of Education and Professional Studies~~
- ~~3. University Library~~

**2.1.2 Faculty Senate**

The Faculty Senate is composed of elected representatives from the various departments or the general university population at-large. The purpose of the Faculty Senate is to serve as the primary vehicle for faculty participation in the governance of the University. The Faculty Senate also has responsibility for maintaining academic freedom in providing a forum for the faculty to voice their opinion on key issues and concerns related to shared governance and faculty welfare.

More specifically, the Faculty Senate can review and make recommendations on academic policies; make recommendations on the membership on all university-wide non-standing (temporary) advisory or decision-making committees; make recommendations on criteria for faculty appointment, promotion and tenure; evaluate and make recommendations on various academic support functions including library, computer services, and the university calendar; evaluate and make recommendations on policies associated with conditions of employment; and review, make recommendations and approve the Faculty Handbook. This list of actions the

## **MVSU FACULTY HANDBOOK**

Faculty Senate can take is not meant to be exhaustive.

Faculty Senate meetings are held on the first Tuesday of each month and/or the first Tuesday of the academic calendar when the University reopens after the first Tuesday of the month. In the event that a department meeting becomes necessary and prudent, Faculty Senate members may be given consideration for release from the department meeting, with the understanding that departmental meetings take precedence over Senate Meetings.

Members of the Faculty Senate are elected by the faculty according to the Constitution and Bylaws of the Faculty Senate. Elected department representatives are responsible for keeping their respective department apprised of issues, concerns and outcomes under consideration by the Faculty Senate. Senators shall communicate the issues discussed in the Faculty Senate to their respective departments/units. Service in the Faculty Senate shall be acknowledged as University service. The Faculty Senate Institutional Executive Officer shall be given one-quarter release time during the fall and spring semesters for which he/she serves in order to perform Senate duties.

The faculty at-large may submit items for consideration by the Faculty Senate by writing a letter to the Faculty Senate Institutional Executive Officer, or to their Faculty Senate department representative, who will, in turn, forward these items to the Institutional Executive Officer of the Senate for inclusion on the following month's agenda. ~~Letters written and signed by a Faculty Senate representative shall be considered items submitted by the department faculty which he/she represents or the University at large.~~ Written documentation (letters written and signed, email, and other documentation with faculty name) shall be considered legitimate items for consideration by the Faculty Senate.

The Faculty Senate shall be empowered to make recommendations to the Institutional Executive Officer and the Chief Academic Officer on policies affecting the University and to ~~give~~ ~~make~~ ~~advices~~ on such matters as the Institutional Executive Officer shall lay before it or as the Faculty Senate may request. The Faculty Senate shall also keep the general faculty informed of its recommendations. The Institutional Executive Officer of the Faculty Senate, or a representative, shall represent the faculty as a voting member of the Academic Policy Council. The Institutional Executive Officer and other members of the Faculty Senate shall be among the representatives of the faculty at meetings of standing University committees or other such bodies established, or to be established, by the Institutional Executive Officer of Mississippi Valley State University to act as advisor in administering the affairs of the University.

### **2.2 FACULTIES OF MAJOR EDUCATIONAL UNITS**

The following constitute the major educational units of the University ~~the Departments of:~~ ~~Army Reserve Officer Training Corps, Business Education, Criminal Justice, Engineering Technology, English and Foreign Languages, Fine Arts, Health, Physical Education and Recreation, Mass Communications, Mathematics and Computer Information Sciences, Natural Sciences & Environmental Health, Social Sciences, Social Work, Teacher Education and the University Library~~ and other such units as may be added by the Institutional Executive Officer from time to time, with the approval of the Board of Trustees.

## MVSU FACULTY HANDBOOK

Membership in the faculty of the ~~colleges departments~~ and support units includes **Chairs**, all full-time personnel with faculty ranking, and personnel appointed to faculty status by the Institutional Executive Officer. Each ~~college department~~ shall have a ~~Dean or next level administrator and Department~~ Chair of its faculty and appropriate office support staff. The unit may provide such other officers as it may need from time to time. ~~The University Library is supervised by the Director with appropriate support staff. The Dean serves as the executive officer of the college.~~ The Chair and/or Director is the executive officer of the unit and its faculty.

University faculty members hold membership in a department, ~~college~~ and the University faculty as a whole. The faculty at the University is represented by a Faculty Senate as specified in the Constitution and Bylaws of the Faculty Senate.

The concerns of faculty of the ~~colleges-departments~~ generally fall within the following areas:

1. Recommending requirements for admission to the unit subject to the approval of the Departmental Curriculum Committee, the Chair, ~~the Dean or next level administrator~~, the Academic Policy Council, the Chief Academic Officer and the Institutional Executive Officer.
2. Recommending and abolishing courses and curricula for the unit subject to the approval of the Departmental Curriculum Committee, the Chair, ~~the Dean or next level administrator~~, the Academic Policy Council, the Chief Academic Officer and the Institutional Executive Officer.
3. Recommending the schedule of studies offered to the Chair, ~~Dean~~ or Chief Academic Officer.
4. Recommending such regulations and procedures for their own area as shall not conflict with the regulations and procedures established by the Board of Trustees or any regulation or procedure which has been approved by the Institutional Executive Officer.
5. Exercising, subject to the approval of the Chair, ~~the Dean~~ or Chief Academic Officer and the Institutional Executive Officer, any disciplinary action in regard to their own members.
6. Promoting scholarship and research among the faculty.
7. Developing scholarship among students.
8. Advising, guiding and counseling students, and giving support to, with appropriate participation in, other student development services.
9. Improving instruction.
10. Recommending to the Chair, ~~the Dean~~ or the Chief Academic Officer and the Institutional Executive Officer, candidates for degrees, diplomas and certificates.

11. Assuming appropriate responsibility for controlling expenses for the unit.

~~Colleges shall meet once a month to conduct University Business. Each college department shall prepare its schedule of faculty meetings for the year and file a copy in the Office of the Chief Academic Officer.~~ The departmental faculty shall meet once a month at such ~~other~~ times as the Head or Chair may designate. The Chair shall appoint a faculty member to record and disseminate the minutes of all regular and special meetings.

The minutes of the meetings of the Faculty ~~of a College and~~ Department shall be kept in standard form including time, place, persons present, persons absent, agenda, reports, action taken, and such other materials as the Head or Chair of the unit may direct. Electronic copies of minutes will be sent to faculty. Six copies of the approved minutes of each regular and special meeting shall be made and distributed as follows: Chair's office, two copies (one for the files and one to be made available to faculty members upon request); and one copy each for the Secretary, ~~the Dean or~~ the Chief Academic Officer, and the SACS Office.

## **2.3 ACADEMIC FREEDOM AND RESPONSIBILITY**

### **2.3.1 Academic Freedom**

A general expression of individual academic freedom is included in the "1940 Statement of Principles on Academic Freedom and Tenure" by the American Association of University Professors (AAUP). This Statement by the AAUP has no legal effect, but the AAUP publicly censures colleges and universities that they believe have violated academic freedom. However, all major colleges and universities have adopted this Statement, or a variation of this Statement, which is contained in the faculty policy manual of each college or university, and is incorporated by reference in the employment contract between the University and each individual faculty member.

- Faculty members are entitled to full 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 based upon an understanding with the authorities of the institution.
- Faculty members 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. 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. Faculty are entitled to be free from coercion regarding their evaluation of student performance and assigning of course grades while following the syllabus that has been distributed to students for that course.
- Faculty members are entitled to the right to speak on matters of Institutional governance ("intramural speech").
- College and 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 their 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.

- Freedom to learn and freedom to teach are inseparable facets of academic freedom. Students have a right to enjoy the fullest First Amendment rights. They have a right to dissent from the mainstream in politics. They have a right to protest peacefully and lawfully. They have a right to disagree with teachers. They have a right to disagree with administrators. They have a right to publish and publicize their disagreements, but they are responsible for learning the content of any course of study in which they are enrolled.
- Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

### **2.3.2 Code of Ethics**

Recognizing the importance of integrity in the performance of professional duties, Mississippi Valley State University expects high ethical standards of all faculty and instructional personnel. To that end, the University endorses the 1966 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors, as revised and approved by the Association's Committee on Professional Ethics, adopted by the Association's Council in 1987, and endorsed by the Seventy-third Annual Meeting. The Statement sets forth general standards for conduct with regard to those responsibilities inherent in the academic profession, including but not limited to professors' utterances as citizens, exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.

#### **Statement on Professional Ethics**

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.



## **Responsibilities to Teaching and Students**

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.

## **Types of Unacceptable Conduct**

Failure to meet the responsibilities of instruction, including:

1. arbitrary denial of access to instruction;
2. significant intrusion of material unrelated to the course;
3. significant evidence of a pattern of failing to adhere, without legitimate reason, to the rules of the faculty in the conduct of courses, to meet class, to keep office hours, or to hold examinations as scheduled;
4. evaluation of student work by criteria not directly reflective of course performance;
5. participating in or deliberately abetting disruption, interference, or intimidation in the classroom;
6. breach of the confidential relationship between faculty member and student;
7. unauthorized or inappropriate use of self-authored textbooks;
8. using the creative achievements of students for publication or presentation without appropriate consultation and credit to all parties involved as well as approval by the ~~area~~ **Dean Department Chair**.
9. Discrimination, including harassment, against a student on political grounds, or for reasons of race, religion, sex, sexual orientation, ethnic origin, national origin, ancestry, marital status, medical condition, status as a covered veteran, or, within the limits imposed by law or University regulations, because of age or citizenship or for other arbitrary or personal reasons; and,
10. Violation of the University policy, including the pertinent guidelines, applying to nondiscrimination against students on the basis of disability.

## **Responsibilities to Colleagues**

Academic freedom is an important aspect of a collegial system that is inherent in the discharge of university education, administration and service. It is understood, by definition, that a colleague is anyone of a faculty rank, administrative, or professional status without regards to one's major job. For effective and positive university governance therefore, it is essential that ALL colleagues recognize the basic tenets of a good collegial system. These include, but are not limited to:

## **Ethical Standards**

1. Demonstration of the spirits of constructive cooperation with integrity and principles.
2. Freedom of participation of colleagues (faculty, administrator, and professional) in a collegial process.
3. Freedom of colleagues to participate fully and professionally on advisory or decision-making committees.
4. Yielding genuine and mutual respect for ~~ALL~~ all colleagues.
5. Good-faith consultation on all policies and amendments that impact faculty and professionals.
6. Respect and support for decisions reached through a collegial process.
7. Freedom to seek policy changes through established University process/policies.
8. Freedom for Committee Chairs, Directors, Chairs, ~~Deans~~, Faculty Senate, Vice Institutional Executive Officers, and Institutional Executive Officer to communicate and execute decisions wrought through the collegial system without malice.
9. Acceptance of shared responsibility for governance of the University by Faculty and Professionals.
10. Objectivity in professional judgment of colleagues.
11. Freedom from discrimination or harassment by colleagues.

## **Types of Unacceptable Conduct**

1. Evaluating the professional competence of faculty members by criteria not reflective of professional performance.
2. Breaching established rules governing confidentiality in personnel procedures.
3. Interfering with the academic freedom of faculty members operating within departmental or university policy, including but not limited to interfering with the academic freedom of faculty including, but not limited to, teaching methodologies, strategies, course content, **textbook selection and syllabi design**.
4. Knowingly violating any departmental or university policy.
5. Using the creative achievements of colleagues without appropriate consultation and credit.
6. Discrimination, including harassment, against a student on political grounds, or origin, ancestry, marital status, **gender, sexual orientation**, medical condition, status as a covered veteran, or, within the limits imposed by law or University regulations, because of age or citizenship or for other arbitrary or personal reasons.
7. Violation of the University policy, including the pertinent guidelines, applying to nondiscrimination against colleagues on the basis of disability.

## **Responsibilities to Scholarship**

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 due notice of their intentions.

### **Types of Unacceptable Conduct**

1. Violation of canons of intellectual honesty, such as intentional misappropriation of the writings, research, and findings of others.
2. Engaging in activities where conflict of interest may influence the evaluation of, funding for, or general promotion of research proposals or research results.
3. Sexual harassment which relates to research responsibility of the faculty member whether related to students, faculty, or staff.

### **Responsibilities to Community**

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.

### **Types of Unacceptable Conduct**

1. Deliberately misrepresenting personal views as an official position of the university or its agencies.
2. Using the university's name or logo to create the impression of university sanction for private activity.
3. Committing a felony or other serious act that demonstrates impropriety to continue as a member of the faculty.

In addition to all of the above, all faculty/employees must abide by the requirements of the State Ethics Laws. The State Ethics Commission oversees compliance with the State Ethics Laws and its staff is available as a resource concerning any ethics issues or possible ethics issues.

## **2.4. EQUAL OPPORTUNITY**

MVSU is an Equal Opportunity Employer and is expressly committed to maintaining and promoting non-discrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. The University is committed to recruit, hire, and promote all faculty and staff without regard to race, religion, ~~sex, gender, sexual orientation,~~ national origin, physical or mental handicap, status as to disabled veteran or Vietnam era veteran, or age as specified by applicable laws and regulations.

It is the responsibility of all persons making employment decisions to support this policy. Students are also assured that access to educational opportunities, financial assistance, and social and recreational programs will be free from discrimination.

### **2.4.1 Employment of Relatives**

- a) No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance or welfare.
- b) For the purpose of this policy, relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing within the third degree.
- c) This section does not apply to any employee who shall have been in said department prior to the time his or her kinsman, within the third degree, became the head of said department, or when such appointments are made purely on academic merit/qualifications.
- d) An employee who falls within "c" shall have all matters dealing with the individual's progress, performance, welfare, assignment, salary, tenure or promotion decided by the next highest administrative officer upon approval of the Board.

## **2.5 EMPLOYMENT POLICIES**

The University's general employment policies for professional staff are formulated in accordance with portions of the Board of Trustees Policies and Bylaws as amended from time to time.

### **2.5.1 Authorization for Employment**

By statute, the Board has the power and authority to contract with all ~~deans, chairs~~, professors, and other members of the teaching staff and all administrative employees of said institutions for a term not exceeding four years. Although the law does not empower the Board to contract for indefinite periods, its bylaws provide that -It shall be the policy of the Board to elect all officials for a definite tenure of service and to re-elect during the period of satisfactory service. The Board also empowers the executive heads of the institutions to adopt policies of continuing employment for the purpose of making nominations for the teaching positions. All amendments, revisions, additions and reductions to employee contracts are subject to approval by the Board.

### **2.5.2 Delegation of Authority**

Acting under appropriated statutory authority, the Board of Trustees hereby empowers the executive officers of the several institutions to nominate individuals for positions on the faculty of the respective institutions, consistent with Board policies.

### **2.5.3 Faculty Rank**

There are four ranks for full-time members of the MVSU faculty: Professor, Associate Professor, Assistant Professor, and Instructor. Professional members of the library staff may

hold faculty rank.

Part-time and adjunct faculty are employed as conditions warrant. Part-time faculty are those employed full-time with the university whose primary responsibility is in a non-instructional department. Adjunct faculty are those teaching in an instructional department, but are not employed full-time by the University. For the Adjunct Faculty Evaluation Procedures and Agreement Form, see Appendix B.

### **2.5.3.1 Faculty Qualifications**

All full-time, part-time, and adjunct faculty teaching at the baccalaureate degree level must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. Graduate degrees must be from an **regionally** accredited institution.

All faculty teaching graduate level courses should hold the highest earned degree in their disciplines, or related disciplines, although in some cases experience and/or scholarly or creative activities may substitute for the highest degree. The decision of substitution must be made by the full faculty meeting within the respective department.

### **2.5.3.2 Application for Faculty Employment Procedure**

The basic information that must be submitted by each applicant for a position includes a completed application, personnel data form, official transcripts (or other official documentations deemed as equivalents) of all college work, at least three **professional** references and any other information that the applicant deems pertinent.

The selection process is outlined below.

1. When a vacancy occurs, a search committee is formed and an advertisement is placed usually in The Chronicle of Higher Education or other professional journals by the Office of Academic Affairs and the University Human Resources web site. **The search committee must be made up of full-time faculty members, a majority of whom are from the degree program in which the position is advertised.**
2. Applicants are asked to send a letter of application for the position, a copy of their curriculum vita, three letters of recommendation, and an official copy of their transcripts (or other official documentations as equivalents), and any other relevant materials to the Office of Human Resources. The Office of Human Resources forwards said documents to the Department with the vacancy.
3. These credentials and all materials submitted are forwarded to the departmental search committee. The search committee reviews the credentials and makes a recommendation to the Chair of the department for campus interviews.
4. The Chair forwards the recommendations to the **Dean-or** next level administrator of the College. If the **Dean-or** next level administrator concurs with the Chair's recommendation, she/he forwards the recommendation to the Office of Academic Affairs along with his/her

## **MVSU FACULTY HANDBOOK**

recommendation. The Office of Academic Affairs reviews and approves or disapproves inviting the candidates to the campus.

5. Upon receiving approval for an interview from the Office of Academic Affairs, the Chair of the department arranges an interview with the candidate(s). At this point the candidate(s) should be informed to make themselves familiar with policies in the Faculty Handbook and its location on the MVSU website.
6. The candidate(s) will be interviewed by the search committee, which includes faculty members, students and other constituencies interested in the program, the Chair of the department, ~~the Dean of the College~~ or the Chief Academic Officer. The Institutional Executive Officer may also choose to conduct an interview.
7. After the interview, the search committee consults with faculty members and students of the department to collect their observations. The committee meets and deliberates on each candidate's strengths and weakness, and transmits the results through the ~~Dean Chair~~ to the Chief Academic Officer.
8. On recommendation from the Chief Academic Officer, notification of the appointment, if approved by the Institutional Executive Officer, will be forwarded to the applicant.
9. Faculty appointments that also include certain administrative appointment may require IHL Board approval pursuant to IHL Board Policy 401.0102.

## **2.6 PRESERVATION AND DISCLOSURE OF FACULTY PERSONNEL RECORDS**

### **2.6.1 Faculty Files**

This policy statement sets forth the regulations for governing the maintenance of faculty personnel records. The Office of Human Resources maintains and houses complete personnel files on all non-exempt and exempt employees of the University with the exception of the credentials portion of faculty files. The credentials portion of faculty files and faculty contracts are maintained and housed in the Office of the Provost. While some faculty files may need to be maintained in several offices, the official credentials file for faculty will reside in the Office of the Provost. The following regulations describe the character and content of the type of information to be kept in the provost's files as well as indicate the contents expected to be maintained by the respective college dean and the department or program office.

### **2.6.2 Office of the ~~Provost~~/Chief Academic Officer**

The following items, maintained in the Office of the ~~Provost~~ Chief Academic Officer, will constitute the official record for each full-time and part-time faculty member:

- A. Confidential Personnel Records: All records supporting faculty actions relating to status, the basis for remuneration, discipline, official transcripts (or other official documentations deemed as equivalents), and all records related to appeals or grievances a

## MVSU FACULTY HANDBOOK

member of the faculty has filed against the university; grievance documents and records shall be in a separate file available only to the Grievance Committee, Office of the information which is not exempt under the Mississippi Public Records Act, those parts of such records are of public record.

- B. Appointment Letters/Contracts: The appointment letter, contracts, and letters of recommendation made at the time of the initial appointment, and,
- C. Academic Records: A record of the faculty member's status, such as tenure **applications and related materials**, rank and promotions; assignment to university wide committees and other special assignments; and educational leaves, such as sabbatical and professional leaves.

### **2.6.3 — Office of the College Dean**

~~The following items should be maintained for each full-time and part-time faculty member in the Office of the Dean:~~

- ~~A. Appointment letters;~~
- ~~B. Academic records including academic achievements, such as publications, speeches, honors, study, educational travel and academic advancements, such as new degrees, licenses;~~
- ~~C. Faculty vitas;~~
- ~~D. Personal statement of one's educational philosophy;~~
- ~~E. Faculty course assignments including number of semester hours, number of students enrolled and number of student credit hours — semester by semester.~~
- ~~F. Courses taught at other institutions;~~
- ~~G. Summary of peer evaluations; and,~~
- ~~H. Promotion and/or tenure applications and related materials.~~

### **2.6.4 Department Office**

The following items should be maintained for each full-time and part-time faculty member in the office of the department or program:

- A. Faculty vitas;
- B. Personal statement;
- C. Faculty course assignments including number of semester hours, number of
- ~~D.~~ Students enrolled and number of student credit hours —semester-by-semester;
- D. A record of courses taught at other institutions;
- E. Summary of peer evaluation;
- F. Promotion and/or tenure applications and related materials;
- G. Course syllabi;
- H. Copies of all books, publications, etc. and,
- I. Summary of student evaluations.

## **2.7 RESIGNATIONS**

A faculty member who desires release from a post is expected to submit a letter of resignation to the Institutional Executive Officer at least forty-five (45) days before the resignation is to go into effect.

## **2.8 STANDARDS FOR RANK AND PROMOTION**

In accordance with the most recent Policies and Bylaws compiled by the Board of Trustees of State Institutions of Higher Learning, State of Mississippi, the following are minimum standards for rank and promotion of the MVSU faculty.

### **2.8.01 Standards for Faculty Rankings**

#### **A) PROFESSOR:**

- 1) Doctoral or other terminal degree or equivalent
- 2) Successful teaching experience
- 3) Successful research and/or creative work

#### **B) ASSOCIATE PROFESSOR:**

- 1) Doctoral or other terminal degree or equivalent
- 2) Successful teaching experience
- 3) Successful research and/or creative work

#### **C) ASSISTANT PROFESSOR:**

- 1) Master's degree or the equivalent
- 2) One year of additional graduate work

#### **D) INSTRUCTOR:**

Master's Degree or the equivalent

#### **E) OTHER EQUIVALENT RANKS:**

Other ranks equivalent to the above designations may be proposed by the Institutional Executive Officer to the Board for approval. Such ranks may reflect assignments in medical and/or health related, agricultural, research, library science and other special areas.

### **2.8.02 Promotions in Rank**

The Institutional Executive Officer, in making decisions regarding ranks and promotions in rank, shall take into consideration evidence of professional achievement and academic growth to include, but not necessarily limited to, the following:



- a) Professional training and experience;
- b) Effectiveness of teaching;
- c) Effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness and responsibility;
- d) Professional growth, such as research, publications and creative activities;
- e) Service and other non-teaching activities which reflect favorably upon the institution.

### **2.8.03 Tenure and Promotion**

Non-tenure Defined:

Universities are authorized to establish faculty positions designated as non-tenure track positions. Universities may enter into renewable contracts, for periods up to four years in length, with non-tenure track faculty members in three separate categories - research, teaching, and service - based on the mission and needs of the institution. Each institution employing non-tenure track faculty will have a formal system of annual evaluations to assess each such faculty member's performance. Renewal of contracts is not guaranteed and will be determined by the institution on the basis of the faculty member's performance, availability of funding, and institutional priorities. Individuals employed in non-tenure track positions have no expectation of continuing employment beyond the expiration of their contracts and shall not be eligible for consideration for the award of tenure. Individuals in non-tenure track positions may not have their status converted to tenure track positions. However, they are eligible to apply for tenure track positions when posted or announced.

Non-tenure track faculty may hold the rank of instructor, assistant professor, associate professor, or professor. Faculty on non-tenure track are eligible for promotion in rank based on the criteria set forth in 2.8.06 (Mississippi Valley State University's Qualifications for Promotion and Tenure).

Tenure Defined:

Tenure is defined as continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. A tenured faculty is protected from dismissal except for those reasons set forth below within Section 2.8.09. A faculty member is tenured to a department unless otherwise designated by the Board. In the interpretation of this principle (Board Policy 403.0101), it is understood that the following represent acceptable academic practice:

### **2.8.04 Minimum Standards for Tenured Employment**

Mississippi Valley State University's faculty contracts specify whether the appointment is with tenure, tenure track, or non-tenure track. The position of Instructor is a non-tenure track position. Therefore, appointment at the Instructor level carries no eligibility for tenure consideration.

However, an Instructor may apply for an announced/posted tenure track position for which he/she qualifies. Beginning with a tenure track appointment to a professorial rank as assistant professor, associate professor, or professor, a faculty member will be reviewed for tenure during the sixth academic year of the probationary period or at the end of the designated probationary period as discussed below. A letter of invitation to apply for tenure shall be initiated from the Office of the Chief Academic Officer. The review shall include, but not be limited to, the criteria set forth in Section 2.7.02. See **Appendix E (Tenure and Promotion Calendar) for specific dates.**

Upon written agreement between the institution and the faculty member, credit up to a maximum of five (5) years toward fulfillment of the minimum probationary period may be allowed for service at an institution of higher education. Such credit toward the probationary period must be determined at the time of initial appointment to rank. Such allowance is to be granted only to an individual who possesses exceptional professional qualifications and achievements and is not to be construed as exempting said individual from any other institutional policies and procedures governing the award of tenure.

Once the probationary period has been completed, a tenure track professor of any rank, if reappointed, must be awarded tenure or a terminal contract. For tenure to be awarded, the Institutional Executive Officer must make a recommendation to the Board in writing. Only faculty members of professorial rank can be awarded tenure. The award of tenure is not vested until notice of the award is given in writing by the Institutional Executive Officer, after approval by the Board, and the written notice is actually received by the faculty member.

At the time of initial employment by the Board, a faculty member or an administrative employee whose preceding employment included faculty rank at the level of assistant professor, associate professor, or professor and tenure may be granted tenure only if so recommended by the Institutional Executive Officer and approved by the Board.

There shall be appropriate tenure/grievance committees at Mississippi Valley State University.

### **2.8.05 Tenure and Promotion Policy**

Mississippi Valley State University is a teaching, research and service institution meeting regional educational needs. In granting tenure to a faculty member, academic qualifications are to be considered, especially with regard to excellence in teaching.

For changes in rank or tenure appointment, only full-time faculty or faculty who are awarded a reduction in teaching hours, or faculty teaching at least fifty percent (50%) time per year and holding a joint administrative or other appointment will be considered.

### **2.8.06 Qualifications and Procedure for Promotion and Tenure**

A ranked faculty member is a full-time employee of Mississippi Valley State University who has been appointed to one of the three regular academic ranks within an academic department/unit: assistant professor, associate professor, or professor.

Such an individual fulfills the duties and responsibilities of a faculty member as specified in Section 2.13 Academic Regulations.

### **2.8.06.01 Promotion in Rank**

Normally, faculty at the professorial rank applying for promotion serve five full years at their present rank and in the sixth year are eligible to apply for promotion (including any credit given toward tenure/promotion as outlined in 2.8.04 Minimum Standards for Tenured Employment). While length of service is important, it is not a sufficient condition for promotion. To be considered for promotion, candidates must satisfy the department specific criteria. For the purpose of promotion, the University recognizes the MLS and MFA as terminal degrees. A full contract year is defined as one that starts in August for 9-month employees and in July for 12-month employees and continues until the next contract period. If the initial contract is for a partial year, e.g., starts after August for a 9-month employee and after July for a 12-month employee, that time is not included in the probationary period.

### **2.8.06.02 Tenure**

To be considered for tenure, candidates must satisfy the department specific criteria. For the purpose of tenure, the University recognizes the MLS and MFA as terminal degrees.

### **2.8.06.03 Criteria for Awarding Promotion and Tenure**

Each department shall develop a policy for discipline specific criteria for awarding promotion and tenure. The development and implementation of this policy must be voted on and approved by all faculty members who are tenured or on tenure track. This policy should be given to each new faculty member within the first month of employment by the Chair of the Department. During the first month of employment, the Department Chair shall meet with a new faculty member (tenured, tenure track and non-tenured) and develop a plan for progress toward tenure, promotion post-tenure review, or continued employment. This plan shall be voted on and approved by the Department Tenure and Promotion Committee.

The criteria to be used in recommendations regarding promotion and plan for progress toward tenure include the following, with the greatest weight being given to the first criterion:

#### **Teaching Excellence:**

This criterion may include regular classroom and laboratory instruction; supervision of field work, internships, and performances; direction of senior projects and/or theses; development of educational materials; presentation of non-credit and off-campus public lectures and demonstrations; and other teaching activities as defined by the department specific criteria. Excellence in teaching includes the ability to impart the knowledge, methods, and standards of the discipline, the ability to communicate effectively with students by counseling, advising, or motivating them, the ability to direct students in their own research, and the ability to evaluate student work accurately and fairly according to prevailing academic standards of the discipline.

Excellence in teaching may be documented by peer reviews, student evaluations, sample course materials, graded student work, recordings of teaching sessions, senior projects and graduate student theses, and any other documentary materials that demonstrate teaching effectiveness.

**Research, Scholarly and Professional Activities:**

Scholarly inquiry and learning vary by discipline and are reflected in, but are not limited to, the following: dissemination of research and scholarly findings through books, journal articles, monographs, and presentations at professional meetings; presentation of creative achievements through exhibitions, performances, and publications; development of new research methodologies; grants or contracts that support scholarly and creative activity; honors and awards for significant scholarly and creative activity, and participation as an editor and/or referee in support of scholarly and creative publications.

**Service (University/Community):**

Criteria may include activities which enhance the scholarly life of the university or the Discipline and related disciplines, improve the quality of life or society, or promote the general welfare of the institution, the community, the state, or the nation. Thus, it includes outreach and extension of academic knowledge to the public, participation on departmental, college, or university committees, or on regional, national, or international scholarly committees, boards, or review panels, or on public boards as a representative of the scholarly community. Membership or participation in such bodies may constitute satisfactory service, but excellence requires leadership or initiative leading to substantial improvements or progress.

**2.8.06.04 Promotion and Tenure Procedures**

**Promotion:** It shall be the responsibility of the faculty member to inform his/her Department Chair in writing of his/her intent to apply for promotion. Following consultation with the Chair regarding eligibility for promotion, it shall be the responsibility of the faculty member to send copies of a letter of intent to the Dean of the respective College and to the Chief Academic Officer for transmittal to the University Tenure and Promotion Committee (See Appendix E- Tenure and Promotion Calendar).

**Tenure:** In the case of tenure, the Chief Academic Officer shall inform the faculty member of his/her eligibility. Faculty members who, according to the policy in effect, are scheduled to apply for tenure shall be notified by the University by the first Monday in April of the Spring Semester prior to the year of application (see Appendix E- Tenure and Promotion Calendar).

**Verification:** In both cases (Tenure and/or Promotion) The Chief Academic Officer will verify eligibility and issue each candidate a binder for their dossier.

**2.8.06.05 Promotion/Tenure Dossiers**

For purposes of review by levels beyond the applicant's academic unit, the applicant is strongly

## **MVSU FACULTY HANDBOOK**

encouraged to prepare a dossier of manageable size. Faculty with dossiers exceeding the **recommended maximum size of one 3” binder** are encouraged to collect the materials in one location in the academic unit, list these materials in the appropriate section of the dossier, and state where the listed materials can be found for review.

### **Materials to be included in the Applicant’s Dossier:**

- A. Cover letter with name and department of applicant and title of dossier (i.e. Application for Promotion to ... or Application for Tenure.... or both);
- B. Checklist of dossier. All items are to be initialed by the Candidate, Chair/Dean of the Department/Unit, and Chair of the Unit Committee to affirm that all parties have seen, reviewed or provided all materials contained in the dossier.

The dossier should be divided into sections based on this list with the checklist and table of contents before the first divider.

#### **I. Cover letter of applicant**

#### **II. Faculty Vita**

#### **III. Copies of all graduate transcripts as filed with Academic Affairs/Human Resources**

#### **IV. Evaluation Materials**

- A. Annual Faculty Performance Evaluations (see notes at bottom of this section).
- B. Summary forms from the student evaluation process from the past five years (see notes at bottom of this section).

#### **V. Teaching Competency**

- A. Applicant’s self-evaluation of teaching effectiveness (**narrative**); must include a statement of teaching philosophy.
- B. Official peer evaluation results from all evaluations of teaching (from classroom visitation forms conducted by the Chair and/or peers) during the last five years, as received by the faculty member. Peer evaluations should include evaluation of objectives, methods, and materials of courses taught by the applicant.
- C. Distribution of Effort Form or statement covering the past five years of teaching assignments/load.
- D. Most recent syllabi for all courses taught in the past five years.
- E. Samples of any noteworthy course materials developed by the applicant over the

last five years.

**VI. Scholarly and Creative Activities**

- A. Applicant's self-evaluation of scholarly and creative activities (**narrative**).  
The applicant may submit self-developed instructional materials as evidence of scholarly/creative activity.
- B. Evidence of scholarly/creative activity as defined in Section 2.8.06.03. It may or may not include examples such as research, publications, paper presentations, professional services, external activity and funding, professional organization activities, performance and/or other creative works.

**VII. Service**

- A. Applicant's self-evaluation of university and community service (**narrative**).
- B. Evidence of university and community service. It may or may not include committee work, involvement with student activities and organizations, service learning, public service to the community, and professional ethics and collegiality.

**VIII. Continuing Growth**

Evidence of continuing growth in the areas of teaching, professional activity, and service should be included in the appropriate sections above. If there is evidence of other continuing growth activities, include such information here. Examples include works in progress, continuing education, additional certification, etc.

**IX. Other Relevant Materials.**

Evidence of other relevant materials (e.g., proof of currency in professional memberships, letters of recommendation from internal and external reviewers, unsolicited letters of commendation, etc.) should be included here.

**Notes:**

**Annual Faculty Performance Evaluation:** If an Annual Faculty Performance Evaluation was not performed during a year, a statement to that effect should be written by the applicant and inserted in its place. All Annual Faculty Performance Evaluations since last successful review for promotion and/or tenure should be included. Instructors or individuals formerly serving in administrative positions should submit all available evaluations over the past ~~six~~ **five** years.

**Student Evaluations:** Must be submitted up to ~~six~~ **five** years since last successful evaluation. Evaluations cannot be used if they were previously used for a successful promotion. In the case of promotion from Instructor to Assistant Professor, three years minimum and up to the past five years are required. If no student evaluations are available for one year, a statement to that effect

should be written by the applicant and inserted in its place. In addition, the applicant should request a statement from the Office of Institutional Research confirming this to be attached to applicant's statement.

**Teaching Competence** is reflected in high academic standards, demonstrated knowledge of the individual's area of academic appointment, continuing education and/or updating skills, revising and/or implementing new courses, participating in faculty initiatives, and utilizing new technology or methodologies. Such competence ~~is~~ **may be** evidenced in annual faculty evaluations.

**2.8.06.06 Materials to be supplied by the Chair ~~person to the Dean or~~ Next Administrative Level**

The Chair ~~person~~ should submit the following information:

- A. The Chair ~~person~~'s evaluation (letter) of the candidate's dossier based on the department specific criteria;
- B. Complete dossier of the candidate organized in the format provided (Copies of publications, works of art, etc. shall be included);
- C. ~~A letter from the Department Tenure and Promotion Committee, signed by all members, stating the vote and the rationale for the decision, and a summary of the procedures used in evaluating the candidate;~~ and,
- D. In the case of an ad-hoc **departmental** committee, the composition of the committee shall be indicated in the **Chair's evaluation** letter (See item ~~CA~~ above).

**Note:** In the case of a Chairperson applying for tenure and/or promotion, the Department Tenure and Promotion Committee shall supply the ~~Dean~~ **Chief Academic Officer** with the relevant material from above.

~~**2.8.06.07 Materials to be Supplied by the Dean to the Office of the Chief Academic Officer**~~

~~The Dean should submit the following information:~~

- ~~A. All the material supplied by the Department Chairperson and the Department Tenure and Promotion Committee, and~~
- ~~B. A letter from the Dean.~~

**2.8.06.08 Dossier Completion**

After the dossier leaves the academic unit, no information shall be added to the dossier other than that required by the review procedures or requested by the University Tenure and Promotion Committee ~~or Dean~~ for clarification of evidence of some listed items.

### **2.8.06.09 Dossier Confidentiality**

Upon request, the candidate may review his/her dossier prior to the final tenure and/or promotion review (administrative review).

### **2.8.06.10 Dossier Review Procedures**

#### **Steps in the Review Procedures for Promotion and/or Tenure Dossiers**

(See Appendix E-Tenure and Promotion Calendar for calendar of critical dates).

#### **Departmental Tenure and Promotion Committee**

The dossier is first submitted by the candidate to the Department Chairperson who forwards it to the Departmental Tenure and Promotion Committee, ~~which has been elected by the department faculty members~~. The Departmental Tenure and Promotion Committee shall make a recommendation, state a rationale for the recommendation, ~~and forward the Committee recommendation to the Chief Academic Officer~~ ~~turn materials to the Chairperson~~.

**Note:** In the case of the Chairperson/~~Dean~~ applying for tenure and/or promotion, the candidate shall submit his/her dossier directly to the Chairperson of the Department Tenure and Promotion Committee.

#### **A. Chairperson Review**

After review by the Department Tenure and Promotion Committee, the Chairperson will make his/her independent recommendation, state the rationale for such recommendation and forward all materials to the ~~respective Dean~~ **Chief Academic Officer**.

#### ~~**B. Dean Review**~~

~~The Dean or next administrative level designee shall review all materials including dossier, letters of recommendation, rationale statements, and the summary of procedures from the Department Tenure and Promotion Committee. Following this review, the Dean shall make his/her recommendation, state the rationale for such recommendation and forward all materials to the Chief Academic Officer.~~

#### **B. University Tenure and Promotion Committee Review**

The Chief Academic Officer forwards the dossier and all materials to the University Tenure and Promotion Committee Chairperson for University review.

The University Tenure and Promotion Committee reviews all dossiers and recommendations regarding tenure and/or promotion based on the criteria set by the respective departments and the Faculty Handbook. It may request additional information and interviews with tenured and non-tenured faculty to reach its recommendation regarding a candidate. In addition, the University Tenure and Promotion Committee will review all promotion/tenure materials for conformity with established promotion policies,



procedures, and administrative guidelines. The University Tenure and Promotion Committee's recommendation and statement of rationale for the recommendation, along with all recommendations and the candidate's dossier, must be submitted to the Chief Academic Officer for administrative review.

#### **D. Administrative Review**

The Chief Academic Officer shall review the recommendations from the Department Tenure and Promotion Committee, Chairperson, ~~Dean~~, and the University Tenure and Promotion Committee and make a recommendation including a rationale for each candidate to the Institutional Executive Officer. The Institutional Executive Officer shall make all positive recommendations to the IHL Board whose action shall be final.

##### **2.8.06.11 Notification of Decision**

The Institutional Executive Officer will notify applicants and the appropriate administrators in writing about the status of their applications following action by the IHL Board.

##### **2.8.06.12 Tenure and Promotion Appeals Procedures**

Faculty members who have been denied promotion or tenure may, within ten working days of receipt of the Institutional Executive Officer's decision letter, request an appeals hearing before the University Faculty Appeals Committee. The request must be made through the Chief Academic Officer who will forward the request to the University Faculty Appeals Committee. Grounds for requesting an appeal are (1) that the decision was prejudiced, arbitrary, or capricious; or (2) that the procedures contained in the promotion and tenure policies of the IHL or MVSU were not properly followed.

The University Faculty Appeals Committee, upon request of the Chief Academic Officer, will review the entire case. The appeal will be heard by all five faculty members **of the University Faculty Appeals Committee**. Members should excuse themselves from appeals by candidates who are relatives or with whom they have some conflict of interest, if the committee member has served in the previous levels of evaluation of the appellant or if for any reason the committee member feels he/she cannot be objective.

A committee member will not vote on an appeal unless he/she has heard all hearings pertaining to the case. In the event that a committee member has excused themselves from an appeal, the Committee Chair may, with the concurrence of the committee and approval of the Chief Academic Officer, appoint substitutes from among the professors of the general faculty. In special circumstances potentially prejudicial to the appellant, the Committee Chair may, with concurrence of the committee and approval of the Chief Academic Officer, **may** appoint an ad-hoc committee to assist in the resolution of the appeal. This ad-hoc committee shall report its findings to the University Tenure and Promotion Committee and to the Chief Academic Officer.

The Committee will review all available pertinent information and will conduct interviews with appropriate persons (i.e., appellant, Department Committee, Department Chair, Dean, and the Chief Academic Officer). The committee will render its recommendation, in writing, to the Chief

Academic Officer. The committee will also provide a copy of this written recommendation to the candidate.

The Chief Academic Officer will transmit the Committee's written recommendation along with his/her own recommendation to the Institutional Executive Officer, who will make the final on-campus decision. This decision will end the university appeals process. A copy of each recommendation will be provided to the candidate.

The Board of Trustees of the Institutions of Higher Learning may grant a further appeal as outlined in Board of Trustees Policy 403.0105. Please note that any statement of grievance regarding a request for a Board review of a denial of tenure **and promotion** must be submitted to the Commissioner of Higher Education within 30 days following notification by the Institutional Executive Officer of the denial of tenure **and promotion**.

Candidates who are denied tenure and who have no time remaining in the probationary periods will receive terminal contracts for the year following.

### **2.8.06.13 Tenure and Promotion Committees**

The following committees are involved in the tenure and/or promotion review procedures:

#### **Department Tenure and Promotion Committee:**

Each academic department shall establish a tenure and promotion committee of a minimum of three faculty **members** and a maximum of seven faculty **members** who are tenured and hold the professorial rank of Associate or Professor, excluding Chairs. All members of the Department's Tenure and Promotion Committee will be elected by departmental faculty. If an academic department does not have a minimum of three qualified faculty members, the Department Chair, with approval from the Dean and the Chief Academic Officer, shall appoint an ad hoc committee composed of the department's qualified faculty members, if any, and others from a related department. The committee itself shall elect a chairperson.

#### **The University Tenure and Promotion Committee:**

The University Tenure and Promotion Committee shall be composed of five (5) tenured faculty members (faculty must hold the professorial rank of Associate or Professor) elected by the faculty using a secret ballot during the fall orientation. This election will be conducted by the Chief Academic Officer who will **in turn**, recommend those elected **by the faculty** to the Institutional Executive Officer for appointment to the University Tenure and Promotion Committee. In the case of promotion, faculty members of the committee must hold a rank equivalent to or higher than the one being sought. **The University Tenure and Promotion Committee shall be made up of five members elected by the faculty. Two members must be from Education/Professional Studies disciplines and two members must be from Arts and Sciences disciplines. Each of the academic college (Arts and Sciences and Education/Professional Studies) shall have two (2) representatives;** the remaining member of the committee will be selected from among the faculty at large. **No department shall have more than one representative on the University Tenure and**

**Promotion Committee.** Department Chairs, ~~Deans~~ and administrators are not eligible to serve. Qualified library faculty are eligible to serve on the committee. Each committee member shall serve for a one-year term. The committee itself shall elect a chairperson. If a vacancy occurs on the University Tenure and Promotion Committee after the recommendation by the faculty at large, the person with the next highest number of votes in the University election shall be elected to serve.

**Faculty Appeals Committee:** The purpose of the Faculty Appeals Committee is to hear appeals on tenure and promotion decisions.

The University Faculty Appeals Committee shall be composed of five (5) faculty members, one of whom may be non-tenured, elected by the faculty using a secret ballot during the fall orientation. This election will be conducted by the Chief Academic Officer who will recommend those elected to the Institutional Executive Officer for appointment to the Faculty Appeals Committee. ~~Each academic college (Arts and Sciences and Education/Professional Studies) shall have two (2) representatives; the remaining member of the committee will be selected from among the faculty at large. The Faculty Appeals Committee shall be made up of five members elected by the faculty. Two members must be from Education/Professional Studies disciplines and two members must be from Arts and Sciences disciplines. Each of the academic college (Arts and Sciences and Education/Professional Studies) shall have two (2) representatives; the remaining member of the committee will be selected from among the faculty at large. No department shall have more than one representative on the Faculty Appeals Committee.~~ Department Chairs, ~~Deans~~ and administrators are not eligible to serve. If a non-tenured faculty member is to serve on this committee, he/she must **not** be a probationary faculty member who is on tenure track. Each committee member shall serve for a one-year term. The Committee itself shall elect a chairperson.

**Post-Tenure Review Committee:**

The University Post-Tenure Review Committee shall be composed of five (5) tenured faculty members, elected by the faculty using a secret ballot during the fall orientation. This election will be conducted by the Chief Academic Officer who will recommend those elected to the Institutional Executive Officer for appointment to the University Post-Tenure Review Committee. ~~The University Post-Tenure Review Committee shall be made up of five members selected by the faculty. Two members must be from Education/Professional Studies disciplines and two members must be from Arts and Sciences disciplines. Each of the academic college (Arts and Sciences and Education/Professional Studies) shall have two (2) representatives; the remaining member of the committee will be selected from among the faculty at large. No department shall have more than one representative on the University Post-Tenure Review Committee. Each academic college (Arts and Sciences and Education/Professional Studies) shall have two (2) representatives; the remaining member of the committee will be selected from among the faculty at large.~~ Department Chairs, ~~Deans~~ and administrators are not eligible to serve. Committee Members must be at the rank of Associate Professor or higher. The Committee itself shall elect a chairperson.

### **2.8.07 Notice of Non-Renewal of Tenure Track**

Notice of intention not to renew a tenured track faculty member shall be furnished in writing according to the following schedule:

- 1) Not later than March 1 before the date of termination during the first year of service.
- 2) Not later than December 1 before the date of termination during the second year of service.
- 3) Not later than September 1 before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part time positions, or persons with courtesy appointments, such as adjunct appointments.

### **2.8.08 Post-Tenure Review**

#### **Post-Tenure Review**

Post Tenure Review shall be intended to provide a means for continued faculty development and evidence of academic effectiveness. The tenured faculty member shall be evaluated and assessed in the areas of teaching effectiveness, scholarly and professional activity, and university and community services. Post-tenure review is not a re-evaluation of tenure. The burden of proof should not be shifted from the University's administration (to show cause for dismissal) to the individual faculty member (to show cause for retention). The post-tenure review process should allow substantive due process of individual faculty members at all times and the process shall be under the control of the faculty. In addition to the annual evaluation of all faculty members, the Post-Tenure Review shall be initiated in every sixth year following the grant of tenure or following the most recent post-tenure promotion or when the tenured faculty member's annual evaluation is unsatisfactory for three consecutive years. The department chair/~~dean~~ may postpone the Post Tenure Review of the faculty member because of illness, university special assignments, or extenuating circumstances.

#### **Mandatory Sixth Year Review**

In every sixth year following the grant of tenure or following the most recent post-tenure promotion, the five most recent reviews of each tenured professor shall be reviewed by the ~~dean~~ **department chair** to determine whether there is ~~commutative~~ evidence of low performance on first view. If the ~~dean~~ **department chair** has determined that there is evidence of low performance, he or she shall inform the ~~department chair and~~ professor **and Chief Academic Officer** in writing and ask the Post-Tenure Review Committee to conduct an informal investigation to determine whether there is evidence of low performance. It shall interview the professor, the department chair and any other parties whose assistance it considers relevant. This committee shall have the same access to university records that is granted the University Tenure and Promotion Committee. If the committee finds that there is insufficient evidence of low

performance or that there is evidence of insufficiently recognized merit, it will report its findings in writing to the ~~dean or~~ next administrative level designee and the review is concluded. If the committee finds that there is evidence of low performance, the committee shall recommend to the department chair and the faculty member to develop a plan to improve the performance of the tenured faculty member.

### **Review Triggered by Three Consecutive Unsatisfactory Evaluations**

Upon the tenured faculty member receiving three consecutive unsatisfactory evaluations, the post tenure committee shall review the unsatisfactory evaluations **provided** by the department chair. The Post-Tenure Review Committee shall conduct an informal investigation to determine whether there is evidence of low performance. It shall interview the professor, the department chair and any other parties whose assistance it considers relevant. This committee shall have the same access to university records that is granted the University Tenure and Promotion Committee. If the committee agrees with the chair's unsatisfactory evaluation, the committee will recommend to the chair and the faculty member to develop a plan to improve the performance of the tenured faculty member. The post tenure improvement plan and the chair's recommendations shall be submitted to the Post Tenure **Review** Committee for review and subsequently submitted to the Chief Academic Officer for final approval. Should the committee disagree with the chair's unsatisfactory evaluation, the committee shall submit the evaluation and recommendations to the Chief Academic Officer for review and final resolution.

### **Post-Tenure Improvement Plan**

If the Post Tenure Review Committee finds that there is evidence of low performance, the committee shall recommend to the department chair and the faculty member to develop a plan to improve the performance of the tenured faculty member including a list of items to be completed and available resources to accomplish the listed tasks/activities. The post-tenure improvement plan shall be over a period of 18 months to two years. The post-tenure improvement plan and the chair's recommendations shall be submitted to the Post-Tenure **Review** Committee for review and approval then subsequently submitted to the Chief Academic Officer for final approval. In the event that approval is not granted the **process plan** shall be returned to the department chair and professor for revising.

### **Results of the Post-tenure Improvement Plan**

Upon completion of the post-tenure improvement plan, the chair shall submit to the Post Tenure **Review** Committee, in writing, the results of the post tenure improvement plan. If there is a difference of opinion between the department chair and the faculty member on the results of the post-tenure review plan, the faculty member may submit a rebuttal to the Post Tenure Review Committee within ten working days of the completion of the post-tenure improvement plan. If the Post Tenure **Review** Committee agrees with the chair's results, the Committee shall make their written recommendation and submit the results to the Chief Academic Officer for approval and acceptance. The Chief Academic Officer shall provide a written statement to the President for final approval and acceptance of the Post Tenure Review of the faculty member. If the Committee disagrees with the chair's report of results, the entire Post Tenure Review file, along with the committee's recommendations and all other relevant material shall be submitted to the

Vice President for Academic Affairs for final resolution. The Vice President for Academic Affairs shall provide a written statement to the President for final approval or disapproval of the post tenure review of the faculty member.

The President shall notify the faculty member in writing as to the preliminary outcome of the post tenure review process. The faculty member is entitled to 30 days to submit to the President a rebuttal to any and all parts of the post tenure review process. The Chief Academic Officer shall be responsible for the resolution of all items of rebuttals submitted to the President and make recommendations to the President for final approval and acceptance. The President shall notify the faculty member as to the final outcome in writing of the post tenure review process. If the result is favorable, the letter shall be added to the professor's personnel file. If the result is not favorable, the President shall include in his/her written statement one or a combination of the listed sanctions included in this policy.

**Sanctions:**

The tenured faculty member who fails to **make corrections** or complete their post tenure improvement plan in the required time period, with special exception, shall be subject to the following sanctions:

- Revocation of Tenure
- Reduction in Academic Rank and Salary
- Involuntary Leave
- Termination of Employment

Note that the post-tenure review process is not the only process under which a tenured faculty member may be terminated. Tenured faculty dismissal may occur at any time pursuant to the procedures set out below within Section 2.8.09.

**2.8.09 Tenured Faculty Dismissal**

A. Termination of service of a tenured faculty member is made only under these extraordinary circumstances:

1. Financial exigencies as declared by the Board;
2. Termination or reduction of programs, academic or administrative units as approved by the Board;
3. Malfeasance or contumacious conduct; or,
4. For cause.

B. Termination or Dismissal for Cause of a faculty member prior to the expiration of a term appointment shall be recommended only after the faculty member has been afforded the opportunity for a hearing. In no event shall the contract of a tenured faculty member be terminated for cause without the faculty member being afforded the opportunity for a hearing. In all cases the following procedure shall be adhered to:

## MVSU FACULTY HANDBOOK

- The Chair, after consultation with the ~~Dean and/or Vice-President of Academic Affairs~~ Chief Academic Officer and/or her/his designee, shall inform the faculty member in writing of the allegations and proposed actions being recommended against him/her and that he/she has the opportunity to request to be heard in his/her own defense.
- Within ten (10) ~~calendar~~ working days of notification of the proposed action and opportunity to be heard, the faculty member shall state in writing his/her desire to have a hearing. The request to have a hearing must be submitted and received by the MVSU Director of Human Resources within the same ten (10) ~~calendar~~ working day period. If a hearing is requested, he/she shall be permitted to have with him/her an adviser of his/her own choosing and expense who may be an attorney. The institution is directed to record (suitable for transcription) all hearings. In the hearing of charges of incompetence, the testimony shall include the testimonies of faculty and other scholars where applicable or necessary.

Any decision made by a hearing body shall be a non-binding recommendation to the Institutional Executive Officer.

C. Tenured faculty members, who are dismissed for reasons stated as follows:

1. Financial exigencies as declared by the Board; or
2. Termination or reduction of programs, academic units and/or units as approved by the Board, shall remain employed for a minimum of 9-12 months, consistent with current contract, periods of time, from date of notification.

Tenured faculty members, who are dismissed for reasons stated as follows:

3. Malfeasance or contumacious conduct; or
4. For cause;

shall have their contracts terminated at any time subsequent to notice and hearing with no right to continued employment for any period of time. At the discretion of the Institutional Executive Officer, any faculty member's salary may be paid, and he/she may be relieved of all teaching duties, assignments, appointments and privileges when he/she is dismissed for any reasons stated above or pending a termination hearing.

### **2.8.10 Procedures for Approval and Dissemination of Tenure and Promotion Policies and Standards**

It is the responsibility of the Chief Academic Officer and the Faculty Senate to review University standards for promotion and/or tenure periodically and, with consent of each party, recommend changes to the Institutional Executive Officer.

## **MVSU FACULTY HANDBOOK**

Each academic department shall develop discipline specific criteria for tenure and/or promotion, consistent with applicable Board policy or the provisions of the Faculty Handbook. These criteria should be voted on and approved by all faculty **within the department** who are tenured or on tenure track. The academic department criteria must be submitted to the ~~Dean of the College in which the unit is housed~~ or next administrative level designee for approval. Following the ~~Dean's~~ or next administrative level designee's approval, the **Chief Academic Officer** ~~Dean~~ shall forward ~~the document~~ **criteria** to the Faculty Senate for approval. Following Faculty Senate approval, the Senate shall send the document back to the ~~Dean who in turn will forward the document to the~~ Chief Academic Officer for approval. In the event that approval is not granted at any point, a rationale stating concerns shall be attached and sent back to the department of origin ~~through the Dean or next administrative level designee~~.

The Chief Academic Officer shall monitor the application of these criteria. Any changes in the University procedures or criteria shall require the review of unit criteria for conformity with new University criteria and procedures. This review and any changes shall be submitted through the same process as stated above.

### **2.8.11 Appeals to the Board**

#### A) Conditions of Appeals to the Board of Trustees:

Miss. Code Ann., Section 37-101-15 sets forth the general obligations of the Board of Trustees of State Institutions of Higher Learning with respect to employment at the various institutions of higher learning. It is the policy of the Board to consider appeals of faculty personnel decisions only after the aggrieved faculty member has exhausted all administrative remedies at the institutional level. In the event that an appeal to the Board is requested by the aggrieved party, the Institutional Executive Officer shall transmit to the Board the full report of the grievance/tenure **and promotion** committee concerning the matter appealed. The types of faculty personnel decisions that may be appealed to the Board include denials of tenure **and/or promotions**, terminations of tenured faculty, and termination of employment contracts before expiration of the contract.

The individual allegedly aggrieved will be allowed to submit a written statement of his grievance to the Commissioner within a thirty (30) **calendar** day period following notification of the decision of the Institutional Executive Officer. No persons will appear personally before the Board unless invited.

If review is allowed by the Board, only the record developed at the institution will be reviewed. No new evidence may be submitted on appeal.

Review by the Board is not a matter of right, but is within the sound discretion of the Board.

#### B) Review of Appeal by the Board:

The Board, upon receipt of such an appeal, shall review the records of the institutional committee's hearing and all documentation relative to the personnel decision. The Board reserves the right to correct an omission or other inaccuracy in the record submitted upon suggestion by either party or



## **MVSU FACULTY HANDBOOK**

upon its own motion. The Board shall then determine the following:

1. If the institutional due process procedures were followed; and/or
2. If the decision was arbitrary or capricious.

The Board, after reviewing the written argument and documentary evidence, shall affirm the decision of the Institutional Executive Officer or make another decision which shall be final and binding.

### **2.9 GRIEVANCE DEFINED**

#### **2.9.1 Grievance Defined**

A grievance is defined as the claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to personnel policies, including working hours, working conditions, leaves, promotions, and other conditions of employment. (Board Policies, 403.0201)

#### **2.9.2 Appeals to the Board Concerning Grievances**

Grievances, as defined in Section 2.9.1, are **not** appealable to the Board. The **decision of the** Institutional Executive Officer is binding and final.

Appeals may take place only after the faculty member has exhausted all other prerequisite administrative remedies as prescribed by the institution and a decision has been rendered by the Institutional Executive Officer. During final review by the Institutional Executive Officer, legal counsel may be assigned to assist in the review. Appeals to the Board on these matters will follow the same policies and procedures as set forth for dismissal of tenure track faculty.

### **2.10 TENURE OF INSTITUTIONAL EXECUTIVE OFFICERS**

The Institutional Executive Officer of Mississippi Valley State University, upon appointment, will be concurrently appointed to the faculty in his/her discipline at the rank of full professor. After the successful completion of five (5) years of service as Institutional Executive Officer, he/she may be tenured as a full professor in the designated department at the discretion of the Board. Tenure shall carry the usual rights and privileges as specified in Board and institutional policy. In the event that the Institutional Executive Officer resigns and elects to remain with the institution, his/her salary as a Professor shall be determined based upon the appropriate consideration of teaching, research and public service, and salary conditions in the discipline.

After ten (10) or more years of satisfactory service as an Institutional Executive Officer, he/she may be appointed to a Board Distinguished Professorship per Section 301.0801 (G) Duties of the President (Board Policy).

### **2.11 NON-TENURE TRACK FACULTY**

Mississippi Valley State University is authorized to establish faculty positions designated as non-

tenure track positions. The University may enter into renewable contracts, for periods up to four years in length, with non-tenure track faculty members in three separate categories - research, teaching, and service - based on the mission and needs of the institution.

The University, when employing non-tenure track faculty, will have a formal system of annual evaluations to assess each such faculty member's performance. Renewal of contracts is not guaranteed and will be determined by the institution on the basis of the faculty member's performance, availability of funding, and institutional priorities.

Individuals employed in non-tenure track positions have no expectation of continuing employment beyond the expiration of their contracts and shall not be eligible for consideration for the award of tenure. Individuals in non-tenure track positions may not have their status converted to tenure track positions. However, they are eligible to apply for tenure track positions.

## **2.12 NOTICE OF NON-RENEWAL OR TERMINATION OF NON- TENURE TRACK PERSONNEL**

Notice of intent not to renew non-tenure track personnel shall be furnished in writing thirty (30) **Calendar** days prior to the expiration date of the contract.

Notice of termination of non-tenure track personnel prior to the expiration of the contract due to lack of funds shall be furnished in writing thirty (30) **calendar** days prior to the termination.

## **2.13 FACULTY ROLES AND RESPONSIBILITIES**

Faculty members should be cognizant of university policies and practice collegial and collaborative relationships. Faculty should also engage students in class discussions, research, and service.

### **2.13.01 Faculty Roles in Teaching Load Assignment**

- Courses assigned to faculty should reflect the qualifications, teaching effectiveness, experience, and expertise of the faculty member. (See statement 1.a under Section 1.1.4.4, Management of Department Personnel)
- Faculty member shall have input in the selection of courses to be included in his/her teaching load.
- Faculty member shall receive teaching load assignments (courses, other related assignments) soon after semester schedule has been approved by **Dean/Chair**.
- **Dean/Chair** shall inform and consult with faculty member in a timely manner when a change in teaching load or other assignment becomes necessary.
- Except in special circumstances, assignment of overloads or the assignment of adjuncts shall be considered only after regular faculty members have full teaching load assignments.

- Faculty members should familiarize themselves with, and be guided by, all University publications concerning academic policies and procedures.

### **2.13.02 Teaching Load**

In addition to the primary responsibility of providing instruction for courses assigned to them, faculty members have further professional responsibilities which consist of service on University Committees and academic advisement to students. Full-time teaching load will be defined by the following guidelines which apply to each academic semester (other than the summer and winter sessions):

1. For teaching assignments entirely of undergraduate classes the full-time teaching load shall be twelve (12) credit hours.
2. For assignments consisting of graduate classes or a combination of graduate and undergraduate classes, the full-time teaching load shall be nine (9) credit hours.

Under certain circumstances, workload may be adjusted. Examples of factors which may lead to adjustment of workloads are committee assignments (such as directing the SACS self-study), nature of instruction (such as initiation of new degree programs), and class size.

Laboratory or studio supervisions shall be designated in credit hours according to the following definitions of equivalence:

- A. Each fifty-minute lecture or recitation period per week during a semester shall equal one (1) credit hour.
- B. Each set of two fifty-minute laboratory or studio periods per week during a semester in which the entire student exercise is conducted within the organized instructional period shall equal one (1) credit hour.

### **2.13.03 Syllabi**

Each faculty member shall prepare a syllabus, for each course assigned. Each student should receive a syllabus during the first class meeting. The syllabus should include required and optional textbooks, assignments, grading policies, attendance rules, course prerequisites, etc. The objectives and evaluation procedures should be clearly spelled out in the syllabus in a language students can understand. Cheating and plagiarism penalties, as well as Americans with Disabilities Act policies, should also be a part of the outline (see Appendix G-Sample Course Syllabus).

Copies of each syllabus should be on file in the departmental office. Any modifications in the syllabus should be provided to the students and the Department Chair.

**2.13.04 Class Meetings**

Classes should be taught at the regularly designated times and places providing quality instruction based on the stated objectives of each course. Any permanent changes in the schedule and classroom must be approved in advance by the Chair.

In compliance with IHL and SACS policies, the University requires a minimum of 2,250 minutes per three semester hour course, which may include final examination time. The number of weeks must meet federal financial aid requirements. Summer semesters begin the week of Memorial Day.

**2.13.05 Absence from Duty**

Whenever it is necessary for a faculty member to be absent from the University, the Chair should be notified as soon as possible. Personal and professional leave **MUST** be approved before it is taken. Faculty must comply with Human Resource Policies and Procedures on leaves of absence.

**2.13.06 Examinations**

To ensure compliance with Board guidelines for student contact hours, faculty members shall administer mid-term and final examinations according to the University calendar and final examination schedule. Faculty shall use appropriate evaluation measures as often as necessary to determine the students' mastery of the course objectives.

Examinations, papers and class projects should be graded promptly and made available for students to review. Final examinations, papers/class projects should be retained for at least two months after the beginning of the following term.

**2.13.07 Academic Integrity**

The instructor ordinarily has final authority over the grades given to students or the lowering of grades resulting from any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records or computer systems. The following will apply to cases of academic dishonesty:

1. The instructor will take appropriate disciplinary action which may include the awarding of an "F" on the particular assignment or in the course.
2. The instructor will make a report of the incident and of the action taken, if any to his/her Department Chair, the Vice Institutional Executive Officer of Student Affairs, and the student.
3. The Student Conduct Committee may review the incident and impose conduct discipline, including probation and suspension, if warranted.
4. The student may desire to discuss the matter with the Student Conduct Committee.

**2.13.08 Office Hours**

Each full-time faculty member shall establish ten (10) posted office hours per week for advisement

and conferences with students in their classes. These hours should be spread over at least three different days.

### **2.13.09 Record Keeping**

All grade/roll books (print or electronic) are the property of the University and therefore, faculty members are to turn them in to the Chair of the Department at the end of each semester and the end of each summer and winter session. All adjunct faculty must submit grade/roll books at the end of each semester. These grade/roll books will remain with the University for a period of five years. Faculty members should make a copy for their records prior to submission of the grade/roll books.

### **2.13.10 Class Roster**

It is the responsibility of faculty to periodically review class rosters to ensure accuracy. Inaccuracies should be reported to the Office of Student Records. Additionally, attendance indicators must be submitted as directed by the Office of Student Records to ensure the accuracy of class rosters and compliance with federal guidelines.

It is the responsibility of the student to attend all classes and complete any academic requirements the instructor may prescribe. Absences are a matter between the instructor and the student. When absence from class is due to extenuating circumstances (e.g. accidents, death/serious illness in the immediate family), it is the responsibility of the student to inform his/her instructor. It is the responsibility of the student to also inform the Office of Student Affairs of an absence.

### **2.13.11 Class Attendance Policy**

**Policy:** Regular and punctual attendance is required for all classes and activities earning credit. Students must comply with class attendance policies set by individual faculty members and complete all work required for each course.

Faculty members are obligated to notify students in writing at the beginning of each semester of the policies and procedures on absences and make-up work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed.

When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments. Students may obtain from the Vice President of Student Affairs an official excuse from class due to an emergency (illness, accidents, jury duty, or death in the immediate family, etc.) or for attendance at officially-authorized functions and authorized field trips sponsored by the University. Official absences presented to the instructor within seven days from the date of the absence entitle the student to make up any work missed.

Faculty members are required to submit absences and -never attended reports at a designated time via the Banner System. Students who receive Financial Aid awards can only receive funds

## MVSU FACULTY HANDBOOK

for -class attendance. The MVSU Attendance Policy for Financial Aid includes No Shows and Unofficial Course Withdrawals.

**No Shows:** Students who never attended the class at all, during the first 10-14 days of the semester will be administratively dropped from class which may affect the students' eligibility for financial aid. Faculty must submit an electronic report via the Banner System to the Office of Student Records immediately after the close of the last day to drop/add a course or at a designated time.

**Unofficial Class Withdrawals:** The student's financial aid is based upon class attendance throughout the semester. If a student officially withdraws from all courses, a refund calculation is performed using the actual date of withdrawal to determine the amount of funds earned by class attendance and the amount of unearned funds to be returned to the programs that provided the aid. For students who cease attending a class and earn a grade of -Fll for the semester, the last date of attendance (LDA) will determine the time attended and the amount of aid earned and unearned. For a student who attends the class for at least 60% of the semester, the full financial aid award is considered earned. For unofficial withdrawals, faculty members are requested to indicate the last date of attendance or participation in a class event or activity at the time they report the final grade of "F". The accuracy of reporting can have an impact on the student's account and on the University's budget.

### 2.13.12 Faculty Evaluation

Each faculty member is evaluated at least once annually in three ways:

1. By his or her Chair;
2. By students enrolled in courses; and,
3. By a peer(s) in the faculty members' respective department.

The purpose of the evaluation is to provide adequate feedback to the employee; to serve as a basis for changed behavior, which leads toward more effective work habits; and, to provide data for decisions on assignments, employment status, and comparison (see Appendix C-Faculty Evaluation Instrument). Because peer evaluation is not just an evaluative process but also an opportunity to enhance teaching effectiveness, the Peer Evaluation Form provides for both a formative and a summative evaluation. Results of the actual evaluations are confidential. However, the summary is to be shared with the Department Chair and the faculty member being evaluated before the end of the semester in which the evaluation is completed (see Appendix D – Peer Evaluation Instrument).

Annually, each faculty member will be given an opportunity to assist in the evaluation of their respective Chair by completing an administrative survey. The ~~Dean of the respective College~~ Chief Academic Officer will conduct this evaluation.

### 2.13.13 Evaluation Procedures

Faculty evaluations will be determined using the following Instruments:

1. Faculty Evaluation Plan- statement completed by the faculty in consultation with his/her

## **MVSU FACULTY HANDBOOK**

Department Chair no later than September 30 of the academic year in which the evaluation will take place.

2. Statement of the Faculty Members Accomplishments – statement initiated by the faculty to be evaluated and submitted to the Department Chair by March 1 covering the twelve-month period immediately preceding this date.
3. Faculty Evaluation Instrument- to be completed by the Department Chair, discussed with the faculty being evaluated, and submitted to the ~~College Dean~~ Chief Academic Officer by April 30<sup>th</sup>. Faculty members are encouraged to maintain an updated folder documenting their teaching, research, and service activities.
4. Student Rating Instrument-Student evaluations of the faculty's performance will be conducted annually. These surveys will measure aspects of each of the following categories: 1) the course, 2) the instructor, and 3) the method of delivery. After the surveys are assessed by the Office of Assessment, it will be the Department Chair's responsibility to distribute a copy of the results to the faculty being evaluated. A copy of the results will also be added to the faculty's file in the Department and others distributed to the ~~College Dean and the Provost~~ Chief Academic Officer.

The performance instruments are designed to provide faculty members with data to support their strengths, denote where improvements are needed, and to assist the University in determining where faculty support services are needed.

### **B. Additional Evaluation of Faculty**

All faculty members are expected to provide the Department Chair with additional information that will serve to support their teaching, service and research performance. In addition to the above referenced methods of evaluation, faculty may choose one or more of the following criteria to support their performance:

1. An external peer evaluator
2. Course syllabi and examinations
3. Teaching, grants, and awards
4. Additional student input in the form of letters, emails, faculty nominations, etc.
5. Curriculum development and innovation

#### **2.13.13 Faculty Performance Report**

Each faculty member shall submit annually a cumulative self-report to the Chair. The following should be included in the report: teaching load, proof of teaching effectiveness, academic achievement, service to the institution, professional development activities, and any supporting documentation considered relevant by the faculty member to provide information that could be useful in the evaluative process.

#### **2.13.14 Educational Trips**

Faculty members who take students on tours or trips off the campus shall secure the approval of the Chair, ~~the Dean of the College or the next administrative level designee~~, Vice Institutional Executive Officer for Student Affairs and the Chief Academic Officer using the appropriate form.

#### **2.13.15 Summer School**

Scheduling of classes for the summer terms shall be based on cooperative planning between the faculty and the Chair. Consideration will be given to student request, course prerequisites, and the appropriateness of the course for effective instruction within the abbreviated period.

#### **2.13.16 Summer/Winter Term Employment**

Employment of faculty to teach summer/winter courses is voluntary. Faculty may teach a maximum of two courses per Summer Session and one for the Winter Session. It is permissible for faculty to teach in both summer sessions. Priority shall be given to full time faculty.

Each academic unit must determine its program needs in selecting Summer/Winter Session courses. Research based courses cannot be taught during the Winter Session. However, research based courses may be taught in a Summer Session with the approval of the ~~area Dean or~~ Chief Academic Officer. Once courses have been selected, the most qualified faculty members who have volunteered should be selected to teach the courses. In situations where there are equally qualified faculty members for a course willing to teach, the faculty should be rotated.

The minimum class enrollment for summer classes is ten students for undergraduate classes and five students for graduate classes. Exception to the minimum class size policy may be requested by the Department Chair, and Approved by the ~~area Dean or~~ Chief Academic Officer.

#### **2.13.17 Summer Research**

Employment of faculty to conduct funded research depends on the salary provision made on the research budget and projected research activities for the summer as specified in the project proposal. A maximum duration of summer employment for nine-month faculty for research is three (3) months and one may work on a part-time or full-time basis. The summer pay should not exceed the prorated nine-month salary.

#### **2.13.18 Meetings**

When a general faculty meeting is called, all faculty members are required to attend unless specifically excused by the Chief Academic Officer or the Institutional Executive Officer. Departmental faculty meetings are convened at the discretion of the Chair. ~~Deans are also given authority to convene college meetings at their discretion.~~

#### **2.13.19 Advising**

Student advising and counseling is an integral function of the faculty. While the specific advising program may vary by program or department, the advisor should understand the curriculum and all



relevant University policies and requirements relating to student progression toward completing a degree. Advisors should insist that students complete the core curriculum before proceeding with major courses. Advisement forms shall be developed for each program. Advisement forms should be signed each semester by both the advisor and student with a copy kept in the students' file in the departmental office. Course Substitution and Course Transfer Forms must be completed prior to the submission of the student's application to graduate. Furthermore, formal evaluation of transcripts should precede course registration for transfer students.

### **2.13.20 Final Course Grade**

Faculty members must accurately record, account for, and register each student's progress and scholastic attainment. All final grades will be assigned in each class section on a consistent and equitable basis and in accordance with course syllabi. Faculty of record has sole responsibility for evaluating student performance and assigning course grades.

### **2.13.21 Classroom Decorum**

The classroom atmosphere must be one of mutual respect and professionalism on the part of the faculty and the students. Neither the faculty member nor the student is expected to tolerate rude or disrespectful behavior.

### **2.13.22 Student Conduct**

A student behaving in a disruptive manner may be dismissed from class. If the faculty member perceives that a student poses an immediate threat, the faculty member is encouraged to call campus police.

The faculty member may file charges against the student for misconduct. If formal charges are filed, a written report of the incident(s) leading to the charges, supporting documentation, and a list of witnesses should be submitted to the Vice Institutional Executive Officer for Student Affairs through the Chair ~~and the Dean~~.

Students must be encouraged and expected to conduct themselves with respect for others.

Faculty may wish to refer to the Student Handbook for further clarification and details.

Under no circumstances will firearms or other weapons be allowed in the classroom.

### **2.13.23 Academic Programs Change Process**

Mississippi Valley State University subscribes to the philosophy that the faculty's involvement in curriculum change/development is the most essential component in the process.

The process of curriculum change/development explicitly recognizes the roles of the Faculty, the Administration, the Board of Trustees of the Institutions of Higher Learning of the State of Mississippi (IHL), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and the professional accrediting agency, if the program is accredited by a specialized professional accreditation agency. Depending on the scope of a change, the latter two

organizations may or may not be involved in the process.

Curriculum change/development encompasses any change in curriculum, ranging from a minor change, such as changing course number or title, to establishing a new program. The units required to participate in the curriculum change/development are faculty of the unit originating change; the Chairs; ~~the Deans~~; the Academic Policy Committee; the Graduate Council; the Chief Academic Officer; and the Institutional Executive Officer who has ultimate authority to approve, disapprove, or return a curriculum proposal for recommended change.

The forms for curriculum change are located in Appendix H, and the sequence of curriculum change is described below.

### **Origin of Institutional Program Change Proposal**

Any proposal requesting changes to the academic programs must be generated by the faculty within the Department connected with the subject matter involved under normal circumstances. However, occasionally, the administration may request the faculty of a unit to develop a new proposal identified as needed through the university's strategic planning and/or by IHL. The proposal must be voted on and approved by a majority of the members of the Department.

The proposal must contain a detailed explanation of the desired change, including the following (all of which is illustrated in detail on the three primary approval documents):

- The rationale and need for the proposed curriculum change
- Course syllabus, prerequisite courses, course number and course title which should include:
  - A course description suitable for inclusion in the catalog
  - Course goals and objectives
  - Student learning outcomes of the course
  - Course assessment measures
  - Proposed textbooks and library materials supporting the course
  - Faculty Roster(s) indicating who will be responsible for teaching the course
  - Budgetary support, if additional funding is needed
- One of the Following Forms:
  - Curriculum Change Form (if changes to courses only) – Academic Change Form #2A
  - Academic Program Changes Proposal Form – Academic Change Form #2B
  - Academic Programs Proposal Form – Academic Change Form #2C
  - Academic Programs Clearance Form – Academic Change Form #3

**Please note:** At this point the proposal will be reviewed by the SACS liaison and he/she will attach a SACS Checklist form (Academic Change Form #4) to the proposal. If he/she determines that the proposed academic or curriculum changes constitute a substantive change, according to the regulations of SACSCOC, then the process will be suspended upon approval of the proposal by the full Faculty Senate until a Substantive Change Prospectus is completed and forwarded to the SACS COC office.

- If it is deemed to be a Procedure 1 Change, then the process can commence upon notification to SACSCOC. However, the proposal cannot be approved by APC until approval is granted by SACSCOC (either a six or twelve month time frame).
- However, if it is deemed to be a Procedure 2 Change, the process can commence, including approval by APC and the president, upon notification to SACSCOC of the impending change.

As the process continues, individuals are asked to complete their portion of the Academic Programs Clearance Form – Academic Change Form #4. This is critical as this is the documentation ensuring that all relevant parties have been involved in the process. Please note that regardless of whether the other documentation is completed, APC will not approve any changes without a completed checklist.

### **Review and Approval by the ~~Dean of the College~~ Chief Academic Officer**

The chair of the department originating the change should send a copy of the completed proposal to the ~~Dean of the College~~ Office of Institutional Research for substantive change assessment recommendations and approval. ~~If the change is at the graduate level, then the Dean of the Graduate School must also ratify the change.~~ Once the substantive change assessment is complete, the document is forwarded to the University Curriculum Committee.

### **Review and Approval by ~~the Faculty Senate~~ the University Curriculum Committee and Faculty Senate**

The ~~Faculty University~~ Curriculum Committee will review the proposal and (if necessary) ask the department to provide additional information and/or to make revisions. After review, the ~~Faculty University~~ Curriculum Committee will vote to approve or reject the recommended changes. If the proposed changes are rejected by the Committee, it must provide a rationale for rejection to the Department. A notification of when the Curriculum Committee meets, ~~as well as the agenda of the Faculty Senate meeting at which~~ when the recommendation of the Curriculum Committee is considered must be sent to the Department seeking the change, to allow for a representative to be present at the meeting to provide any additional information to the Committee.

The ~~Faculty University~~ Curriculum Committee must bring before the full Faculty Senate all approved proposals ~~deemed a substantive or major change~~ for a vote by the full senate. If the Senate votes to recommend approval for the proposed ~~substantive or major~~ changes, it must be forwarded to the ~~Office of the Provost~~ Chief Academic Officer. If the Senate disapproves of the proposed changes, it must provide to the ~~Office of the Provost~~ Chief Academic Officer a rationale for the rejection.

### **Review and Approval by the ~~Office of Provost~~ Chief Academic Officer**

Upon receiving the recommendation for approval of the proposed change from the Faculty Senate ~~or the University Curriculum Committee~~, the ~~Provost~~ Chief Academic Officer will call an Academic Policy Council (APC) meeting for review and approval of the proposed curriculum by the APC.

## **Review and Approval by the President**

The **Provost Chief Academic Officer** will forward the proposed curriculum changes to the President or his/her designee for review and approval. If the President approves the proposal, then the President will solicit approval from IHL or SACS, if such higher-level authority is required. If the President rejects the proposal, then the proposal is sent back to the **Office of the Provost Chief Academic Officer** with a rationale which will either trigger a series of reviews and revisions involving various units and committees or it may end the proposal process.

### **2.13.24 Faculty Contracts**

Contracts shall be awarded to faculty members annually per College Board policy.

### **2.13.25 Faculty/Staff Housing**

MVSU maintains on-campus housing for faculty which includes single family units, apartments and the Delta Sands Hotel. These facilities are for ~~exclusive~~ occupancy by faculty and administrative staff and their families and are assigned based on availability and order of request. However, these facilities are intended as temporary accommodations. Preference will be given to the faculty. ~~The seventy-seven (77) faculty apartments consist of one, two, and three bedroom individual apartments, with living room, kitchen or kitchenette, and bath. Along with apartments, there are thirty two (32) houses.~~

### **2.13.26 Convocation**

Faculty members are expected to attend formal academic exercises of the University as designated on the contract. Academic regalia is the attire for such convocations as Founders, Honors, and Graduation.

### **2.13.27 Faculty Compensation**

Mississippi Valley State University endorses the concept of an equitable salary for each faculty rank. Salaries by rank will be determined based on available financial resources and will be established annually.

### **2.13.28 Professional Growth and Development**

Professional development must be a constant concern of each faculty member. Requests for professional development activities and/or funding should be developed in cooperation with the Chair ~~and Dean~~. Funding for such activities may be provided through ~~college and~~ departmental budgets to the extent available. Additional funding may be available through the Office of Faculty Development and other external funding sources. See Appendix K for Faculty Development Grant Policies.

## **3.0 HOLIDAYS, VACATIONS, AND LEAVES**

### **3.1 OFFICIAL HOLIDAYS**

The official holidays observed by MVSU are the Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr., Day, Good Friday/Easter, and Memorial Day. Unless the occasion warrants otherwise, all offices will be closed. Special holidays may be announced at the discretion of the Institutional Executive Officer.

### **3.2 SEVERE WEATHER AND EMERGENCY CONDITIONS**

The decision to close the university due to inclement weather or for other emergencies shall be made by the university administration. The decision shall be communicated internally through the unit heads and directors. Local radio and television stations will be officially notified of closing and reopening. Furthermore, employees may call the University switchboard or University Police for information.

When the University is reopened, persons unable to report to work based upon their particular circumstances shall call their supervisor as soon as possible and complete a leave form upon returning to work.

The University has developed, and keeps on file in the Office of the Director of the Physical Plant, an Emergency Response Plan. The Plan is aimed at protecting the health and safety of the campus community. Emergency situations include but are not limited to tornadoes, fire, explosions, hazardous waste material, utility failure, and civil disturbance, acts of terrorism or threats of such, and evacuation routes.

### **3.3 PERSONAL LEAVE**

Personal leave matters are handled by the Mississippi Valley State University Office of Human Resources as published in the *University Personnel Handbook* under policy on personal leave.

#### **3.3.1 General Policy**

MVSU shall maintain proper leave records and shall keep the employee informed as to the employee's accumulated leave balances. Personal leave may be used for vacation and personal business and shall be used for the first day of an employee's illness.

#### **3.3.2 Application of Rules**

Faculty members do not earn personal leave time. Faculty employed on a nine-month contract shall not be eligible for personal leave.

#### **3.3.3 Full-Time Faculty**

All full-time university employees, except those described in Section 3.3.2 shall be allowed credit for personal leave computed as follows:

## MVSU FACULTY HANDBOOK

### Personal Leave for 12 Month Faculty

Continuous Service	Accrual Rate (Monthly)	Accrual Rate (Annually)
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1 month to 3 years	12 hours per month	18 days per year
37 months to 8 years	14 hours per month	21 days per year
97 months to 15 years	16 hours per month	24 days per year

Over 15 years 18 hours per month 27 days per year

However, employees who were hired prior to July 1, 1984, who have continuous service of more than five (5) years but not more than eight (8) years shall accrue fifteen hours of personal leave each month.

For the purpose of computing credit for personal leave, each employee shall be considered to work not more than five (5) days each week. Leaves of absence granted by Mississippi Valley State University for one year or less shall be permitted without forfeiting accumulated continuous service. The provisions of this policy shall not apply to military leaves of absence. The time for taking personal leave, except when such leave is taken due to an illness, shall be determined by Mississippi Valley State University. An official vacation period shall be announced each year by the institution. Personal leave and vacations must be taken at a time mutually agreeable to the immediate supervisor and the employer.

The earned personal leave of each employee shall be credited monthly after the completion of each month of service. Mississippi Valley State University will not grant personal leave in an amount greater than was earned and accumulated by the employee.

There shall be no limit to the accumulation of personal leave. Upon termination of employment, each employee shall be paid for not more than thirty (30) days of accumulated personal leave. Unused personal leave in excess of thirty (30) days shall be counted as creditable service for the purposes of the retirement system.

Under no circumstances will an employee be paid for accrued personal leave while still employed by Mississippi Valley State University or any other agency of the state of Mississippi. When members transfer to other agencies of the state, all accrued personal leave shall be transferred. Mississippi Valley State University shall furnish a statement of accrued leave at the time of transfer by an employee.

Should an employee die having accumulated personal leave as provided for in this handbook, the wages or salary which would have been paid to such employee during their leave shall be paid to the person designated by such employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees' Retirement System.

The foregoing vacation policy is in accordance with Section 25, Chapter 3 of the 1986 Cumulative Supplement to *Mississippi Code 1972 Annotated*, as amended.

**3.3.4 Nine and Ten-Month Faculty**

Faculty on nine and ten-month appointments are granted no additional vacation beyond the holidays and seasonal breaks occurring during the academic year.

**3.3.5 Personal Leave Procedure**

The following procedure is followed by all who accrue leave, as well as 9 and 10 month faculty with leave accrued previously:

1. Employee fills out a Request for Leave – Faculty from Human Resources
2. Employee requests by letter with attached Request for Leave Form to the department chair with approval by the dean and the provost.
3. Department chair notifies the employee of the decision.
4. If approved, employee contacts the Human Resources Department about continuation of benefits during the approved leave of absence.
5. Upon return to work, employee contacts the Human Resources Department about reinstatement of benefits.

**3.4 MEDICAL LEAVE POLICY**

**3.4.1 Full-Time Faculty**

All full-time University employees (except those described in Section 3.3.2) shall accrue credits for major medical leaves as follows:

Major Medical Leave for 12-Month Faculty

Continuous Service	Accrual Rate (Monthly)	Accrual Rate (Annually)
1 month to 3 years	8 hours per month	12 days per year
37 months to 8 years	7 hours per month	10.5 days per year
97 months to 15 years	6 hours per month	9 days per year
Over 15 years	5 hours per month	7.5 days per year

There shall be no maximum limit to major medical leave accumulation. All unused major medical leave shall be counted as creditable service for the purpose of the retirement system.

Major medical leave may be used for the illness or injury of an employee only after the employee has used one (1) day of personal leave for each absence due to illness, or leave without pay if the employee has no accrued personal leave. However, major medical leave may be used, without prior use of personal leave, to cover regular scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a medical doctor. For each absence due to illness of thirty-two (32) or more consecutive working hours (combined personal leave) major medical leave shall be authorized only when certified by a medical doctor.

## MVSU FACULTY HANDBOOK

In the event an employee is absent due to illness beyond the medical leave days earned, a prorated deduction will be made from the employee's salary for the number of days in excess of the employee's accumulated medical leave days. For accounting purposes, an employee's anniversary date is the date of the employee's appointment to full-time regular or provisional service at Mississippi Valley State University.

An employee may use up to three (3) days of earned major medical leave in any calendar year because of death in the immediate family requiring the employee's absence from work. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose. For the purpose of this section, the immediate family is defined as spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, son or daughter -in-law, mother or father-in-law, or brother or sister-in-law.

At no time will an employee be paid for accrued medical leave while still employed at Mississippi Valley State University except for medical leave pay which may be made as heretofore provided. No payment will be made for accrued major medical leave except for an employee who presents medical evidence that his physical condition is such that he/she can no longer work in any capacity. An employee so affected may be paid for not more than one hundred- twenty (120) days of earned major medical leave.

### 3.4.2 Nine and Ten-Month Faculty

Faculty members employed by Mississippi Valley State University on a nine or ten-month contract shall accrue credit for major medical leave as follows:

Continuous Service	Accrual Rate (Per month)	Accrual Rate (Per Academic Year)
1 month to 3 years	13-1/3 hours per month	15 days per academic year
37 months to 8 years	14-1/5 hours per month	16 days per academic year
97 months to 15 years	15-2/5 hours per month	17 days per academic year
Over 15 years	16 hour per month	18 days per academic year

Medical leave will not be paid in excess of that accrued by the employee. In order to be eligible for allowance of medical leave, the employee must be ill, notify the Chair immediately of the reason for absence, and keep the Chair informed of his condition. Unused medical leave will be counted as creditable service for purposes of the state retirement system.

If any nine-month faculty member becomes temporarily disabled prior to the end of the contract period but has accrued personal and major medical leave, he or she is not eligible to be continued on a paid leave status after the end of the contract period, if the contract period ends prior to using all earned leave days.

Upon retirement from active employment, a faculty member who is employed on a nine-month basis shall receive credit and be paid for not more than thirty (30) days of unused major medical leave for service as a state employee. Unused major medical leave in excess of thirty (30) days shall be counted as creditable service for the purposes of the retirement system as provided in [Miss. Code Ann.](#), Section 25-11-103 and 25-13-5.



## **3.5 SABBATICAL LEAVE**

### **3.5.1 Purpose**

A sabbatical leave shall be granted for the purpose of professional improvement only. The leave enables a member of the faculty to undertake such research, writing, study, advanced degree work, or other creative endeavors as he/she would not be able to do in the course of his/her full-time university responsibilities. A sabbatical leave is designed to increase the usefulness, effectiveness, and productivity of faculty.

Sabbatical leaves allowed under the Mississippi statute are not granted as rest periods, vacations, earned leave with part pay, or any other purpose except as explicitly stated in law. Sabbatical leaves are granted at the discretion of the university and subject to availability of funds.

### **3.5.2 Eligibility for Sabbatical Leave**

Only full-time faculty **members** are eligible for sabbatical leave. To qualify for one semester (four and one-half months) of leave, a faculty member must have served full-time on the faculty of Mississippi Valley State University for six (6) or more consecutive semesters of regular session work before the effective date of the leave; to qualify for two semesters (nine months) of leave, the faculty member must have served twelve (12) or more consecutive semesters of regular session work in the university before the effective date of leave. Absence on sick leave shall not be deemed to interrupt the active service herein provided for.

### **3.5.3 Application and Plan of Activities**

Application for sabbatical leave will be made to the Board of Trustees of State Institutions of Higher Learning through the Office of the Institutional Executive Officer, Mississippi Valley State University. The application must be obtained from the **Personnel Office of Human Resources**.

Applicants are required to submit an action plan that details anticipated activities during the period of sabbatical leave. The action plan must accompany the application for sabbatical leave.

Sabbatical leave requests for any part of a school year must be submitted at least six months (and preferably one year) prior to the anticipated leave. Sabbatical leave requests must begin at the level of the Chair and must be approved by the **Dean, and** Chief Academic Officer, Institutional Executive Officer and the Board of Trustees.

### **3.5.4 Formal Agreement and Requirements**

A faculty member who is granted sabbatical leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.

A faculty member granted sabbatical leave must enter into a formal agreement with the Board of Trustees to remain on the full-time regular faculty of the employing institution for one semester for each semester of leave granted. Full time contractual services will commence immediately upon

termination of the leave period. This formal agreement requires repayment of salary received while on leave by anyone given sabbatical leave who does not return to work for the specified time required. Persons who fail to return from sabbatical leave forfeit their relationship with the university.

Sabbatical leave may be spent on campus or off campus, depending on the type of activity to be undertaken. A faculty member shall not be expected to carry on committee assignments or special administrative functions during the period of leave.

Faculty members may have the right, while on sabbatical leave, to receive any grant or stipend designed primarily to further professional growth of students, scholars and professional people, whether under the sponsorship of any institutions of higher education or of an organization known generally to engage in educational promotions meritorious to higher education. Faculty members on such leave may not accept full-time employment or enter into any written or implied obligation employment which would violate the contracts for full service he/she will have with his institution while on sabbatical leave.

Application for sabbatical leave must not be later than six (6) months prior to the projected commencement of the leave period.

Sabbatical leave periods normally will be during regular session semesters (Fall and Spring). It is not intended to allow for summer school attendance only.

### **3.5.5 Compensation and Fringe Benefits While on Sabbatical Leave**

The College Board is hereby authorized to make payment of salary or such part of salary as may be decided for such faculty members who are under contract for academic leaves. No salary is to be paid by the institution for the period of leave, except under the provisions of the sabbatical leave policy. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner in which salaries of the other members of the faculty are paid.

A faculty member on sabbatical leave remains a full-time employee of the Board. Such faculty member shall retain all the rights and benefits including those of retirement, insurance, housing, longevity, and other benefits.

### **3.5.6 Number on Sabbatical Leave at One Time**

No more than 4 percent (4%) of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester.

### **3.5.7 Conclusion of Sabbatical Leave**

Recipients of paid sabbatical leave are expected to return to full-time service at Mississippi Valley State University for at least one semester for each semester that they were on sabbatical leave.

### 3.5.8 Completion Report

Within six months of returning from a sabbatical leave, the faculty member shall submit a report detailing the work and accomplishments of the sabbatical to the department chair and dean. A copy of this report will be forwarded to the Office of Academic Affairs for inclusion in the faculty member's personnel file.

### 3.5.9 Procedure for Applying for Sabbatical Leave

A written sabbatical application will be submitted to the appropriate department/division head at least one semester prior to the semester for which a faculty member requests the sabbatical.

Application and Processing Procedures:

To apply for a sabbatical, a faculty member will submit to the department chair:

- 1) A current curriculum vita;
- 2) A proposal that delineates the work that will be undertaken during the sabbatical. The proposal will include:
  - a) project objectives/goals;
  - b) rationale that links the sabbatical activity to the faculty member's research interests or work of the university;
  - c) explanation of the benefit of the work to the department, college, and/or the university; and
  - d) description of the activities necessary to accomplish the project.

The department chair will review the application and forward it to the Chief Academic Officer ~~dean~~ with an evaluation of the proposed project and a statement of how the faculty member's university assignments will be handled to ensure that students will not be unduly disadvantaged. When the proposal is forwarded to the ~~dean~~ Chief Academic Officer, a copy of the department chair's review of it is to be sent to the faculty member who submitted it.

~~In turn, the dean will review the document and then forward it with the reviews by both the department chair and the dean to Academic Affairs for review by the Provost. The dean will provide the faculty member who submitted the proposal a copy of the review.~~

The ~~Provost~~ Chief Academic Officer will review the application and all supporting documentation and notify the faculty member and department chair, ~~and respective dean~~ about whether the proposal is to be recommended to the Institutions of Higher Learning Board.

The evaluation of the proposal at each level (department chair, ~~dean~~, and ~~provost~~ Chief Academic Officer) will be based upon the relative merits of the proposal, available resources and replacement personnel, and the counsel of other administrators.

## **Completion Report**

Within six months of returning from a sabbatical leave, the faculty member shall submit a report detailing the work and accomplishments of the sabbatical to the department chair ~~and dean~~. A copy of this report will be forwarded to **Office of Academic Affairs** for inclusion in the faculty member's personnel file.

### **3.6 PROFESSIONAL LEAVE**

#### **3.6.1 General Policy**

Any actively contributing member of the Public Employees' Retirement System who has at least four (4) years of membership service credit and who receives, or has received, professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:

- (a) The professional leave is performed with a public institution or public agency of this state, or another state or federal agency;
- (b) The employer approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and employer;
- (c) Such professional leave shall not exceed two (2) years during any ten-year period of state service;
- (d) The employee shall serve the employer on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;
- (e) The actively contributing member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. The member may begin to purchase such service credit at such time as the total eligible additional credit, when added to the member's creditable service, will entitle the member to receive a retirement allowance within five (5) years.
- (f) Such other rules and regulations consistent herewith as the Public Employee Retirement System may adopt and in case of question, the Board shall have final power to decide the questions. (Miss. Code Ann., §25-11-109(8)), as amended from Board Policy.

#### **3.6.2 Professional Leave Procedure**

The following procedure is followed:

1. Employee fills out a Request for Leave – Faculty from **the Office of Human Resources**

## MVSU FACULTY HANDBOOK

2. Employee requests by letter with attached Request for Leave Form to the department chair with approval by the ~~dean and/or the provost~~ Chief Academic Officer.
3. Department chair notifies the employee of the decision.
4. If approved, department chair processes the Employment Action Form with the approved letter and application form attached to remove employees from the payroll.
5. If approved, employee contacts the Office of Human Resources ~~Department~~ about continuation of benefits during the approved leave of absence.
6. Upon return to work, the department chair completes the Employment Action Form to indicate the ~~employees'~~ employee's return from leave and to reinstate employee to the payroll.
7. Upon return to work, employee contacts the Office of Human Resources ~~Department~~ about reinstatement of benefits.

### 3.7 LEAVE OF ABSENCE

#### 3.7.1 General Policy

It is recognized that employees suffer temporary sicknesses or disabilities from time to time and are therefore unable to perform assigned duties. This policy describes employee entitlements, including leave with or without pay, for such temporary sicknesses or disabilities.

It is the intention of this policy and its entitlement to provide for any temporary disabled occurrence that normally has a reasonably predictable time frame, encompassing an onset and an end of the condition. Leave necessary for the purpose of child bearing is included in this policy. This policy does not guarantee an entitlement for any employee who is absent from work on a frequent and/or regular basis and whose attendance habits are such that the employee fails to accomplish assigned job responsibilities.

The respective universities and agencies reserve the right to require medical statements in support of uses of benefits under this policy as well as to support the universities' and agencies' needs to determine that employees be permitted to work. Failure to provide required necessary documentation may result in a "non-pay" status for the period of time in question, and/or in dismissal (although accrued personal leave and major medical leave exist). **The Family Medical Leave Act requirements govern this type of leave of absence.**

#### 3.7.2 Entitlement

Any regular full-time employee who has successfully completed the respective institutions' or agency's probation period and who suffers temporary sickness or disabilities thus making him/her unable to perform assigned duties may be granted leave.

An employee's group insurance plan will be kept in force as long as major medical leave or personal leave entitlements are paid. It may be kept in force, thereafter, through direct contribution by the employee not receiving pay under major medical leave. Arrangements for this service must be made by the employee with the appropriate designated institutional department prior to the date that such contributions should be made.

### **3.7.3 Jury Duty and Elections**

The head of an institution or division may grant administrative leave with pay to an employee serving as a witness or juror or party litigant, as verified by the Clerk of the Court.

Jury duty is recognized as a civic responsibility. Faculty, when summoned for jury duty, shall be given time off with pay.

In the case of local and national elections, an employee may request time off to vote.

### **3.7.4 Military Leave**

Faculty who are on permanent status with the institution and who are called to active military duty on a short notice, such as national emergencies, may be granted military leave of absence (without pay) beginning on the date of the call to military service.

A leave of absence with pay not in excess of fifteen (15) days annually may be granted to a regular faculty who, as a member of the National Guard or official militia of the State of Mississippi or a member of any of the reserve components of the armed forces, is ordered to active duty. However, any applicable Federal laws shall govern this policy.

## **4.0 ADMINISTRATIVE AND FINANCIAL POLICIES OF INTEREST TO THE FACULTY**

### **4.1 FACULTY EMPLOYEE ORIENTATION**

New employees will be given a brief orientation session by the Office of the ~~Director of~~ Human Resources shortly after arrival on campus. At this time, University policies and fringe benefits will be explained, as well as assistance given for completion of necessary forms.

### **4.2 FACULTY EMPLOYEE RECORDS**

The ~~Office of~~ Human Resources ~~Office~~ keeps a permanent record on each employee. It is important to the employee and Mississippi Valley State University that these records be accurate and up-to-date. Faculty should notify the Human Resources Office and their department of any change in name, address, telephone numbers, marital status, or number of dependents. Human Resources and the Department should notify employee of any changes to the file. Employees are encouraged to review their personnel folders periodically.

#### **4.2.1 SEXUAL HARASSMENT**

Mississippi Valley State University is committed to the principle that the working and learning environment be free from inappropriate conduct of a sexual nature. Sexual harassment is inappropriate, unprofessional and illegal behavior that will not be tolerated by the University. Individuals who engage in such conduct will be subject to disciplinary action. See MVSU Sexual Harassment Policy in Appendix K.

### **4.3 IDENTIFICATION CARD**

Identification cards are issued on a fiscal basis to all employees. This identification card serves to identify employees of the University for credit references, bookstore purchases, library use, as well as for other purposes. All identification cards must be returned upon resignation or termination.

### **4.4 EXIT INTERVIEW**

All personnel leaving the employment of Mississippi Valley State University must have an exit interview with the Director of Human Resources on their last regular working day. The interview will protect the employee's benefits, provide an accurate forwarding address for references, retirement fund, and tax purposes.

University property maintained by separating employees, such as keys, uniforms, handbooks and identification cards, must be returned to the appropriate office no later than the last working day. Verification must be obtained that all items have been returned and all accounts have been cleared from the various offices listed on the Termination Clearance Form. The final payroll check **may** be held until the signed clearance has been received. Forms are available in the **Office of Human Resources** ~~Office~~.

Faculty members who wish to express views or to provide an evaluation of one's working environment, will be granted an opportunity during an exit interview with the appropriate Department Chair ~~and dean~~. A summary report will be prepared by the Department Chair for the purpose of addressing any problems or concerns, including suggestions for improvement. A copy of this report will be forwarded to the ~~College Dean and the Provost~~ **Chief Academic Officer**.

### **4.5 TELEPHONES**

Mississippi Valley State University telephone lines must be kept clear for business use. Incoming personal telephone calls to employees are discouraged except in the cases of emergency. Personal long distance telephone calls should not be charged to the institution. Collect calls shall not be accepted.

### **4.6 TRAVEL**

In requiring certain of its employees to travel in the performance of their duties, the University expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence, as authorized by State Law.

#### **4.6.1 TRAVEL AUTHORIZATION**

Each employee required to travel in the performance of official duties shall obtain prior authorization from the Chair/~~Dean~~ or other designated officials (See Mississippi Valley State Travel Regulations on file in each department/unit of the University).

#### **4.7 AUTOMOBILE REGISTRATION**

Traffic regulations on campus have been established for the convenience and well-being of the campus community. Faculty automobiles must be registered to park on the campus. Parking decals for faculty can be purchased ~~in Annex 1~~ at the Cashier's window. A valid driver's license, motor vehicle registration papers, and proof of insurance are required (**Personnel Handbook pg. 69**)

#### **4.8 PURCHASING ON BEHALF OF THE UNIVERSITY**

Only the Institutional Executive Officer of the University or the Chief Financial Officer or the Institutional Executive Officer designated agent is authorized to contract for services, to purchase materials or equipment, or to make any financial obligation on behalf of the University and then only within prescribed budgetary limits. It shall be unlawful for any University employee, or other person, to order the purchase of any equipment, material, supplies or services in the name of the University without proper authorization. Invoices and bills for unauthorized purchases will both be processed for payment and will become the personal obligation of the person who initiated the order. Any member of the faculty, staff, or student body who attempts to make purchases or otherwise financially obligates the University without permission of the Institutional Executive Officer or the Chief Financial Officer is subject to disciplinary action.

#### **4.9 POLITICAL ACTIVITIES**

Participation by employee of Mississippi Valley State University in various community and public affairs is expected so long as such activities do not interfere with the regular duties of the employee. Political activity will be allowed at such times as the employee would not be ordinarily required to render service to the institution or if the employee elects to take and the institution grants **personal leave or a leave of absence without pay (800/4 policy 801.11 IHL Bylaws)**.

#### **4.10 OUTSIDE EMPLOYMENT**

Members of the faculty are permitted to engage in outside employment, provided permission is first obtained from the Institutional Executive Officer of the institution concerned and, provided further, that the Executive Officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will not interfere in any way with institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

#### **4.11 UNDERGRADUATE TUITION REMISSION**

Dependent Tuition Waivers: The Dependent Tuition Waiver policy for the state institutions applies to all single, dependent children of full-time faculty and staff of the universities and full-time employees of the Board.



## **MVSU FACULTY HANDBOOK**

In order to receive an undergraduate tuition waiver for fifty (50) percent of the total tuition, the dependent must gain admission to the university where the parent or legal guardian is employed and make a formal written request to the Office of Financial Aid of the respective institution.

Single, dependent children of continuing employees hired prior to July 1, 1977, are eligible for full waiver of undergraduate tuition at the appropriate institutions because of the grandfather clause included in April 28, 1977 minutes of the Board.

1. Continued Eligibility: a single dependent child may receive an undergraduate tuition waiver (consistent with the continued employment of the parent or guardian) which may be continued if the student maintains a 2.5 cumulative grade point average at the institution until the degree requirements for one baccalaureate degree are met or until age 25, whichever comes first.
2. Dependent tuition and fee waivers shall be accounted for and reported at the face value of the tuition being waived in the appropriate functional category.

### **4.12 FACULTY EMPLOYEES TAKING COURSES**

Full-time faculty may register with free tuition for up to six academic credit hours per semester. Only one of the courses may be taken during regular working hours. The supervisor shall have control of the time an employee may take a course during regular working hours. Guidelines for this program are available in the Office of Student Records.

### **4.13 USE OF FACILITY**

#### **4.13.1 CARPENTER AUDITORIUM**

Carpenter Auditorium is the official assembly hall for Mississippi Valley State University. The Auditorium may be used for programs sponsored by University committees, University-sponsored performance groups, and Executive administrators in which the student body, faculty, staff, and the community are invited.

Outside agencies may use Carpenter Auditorium for a fee assessed by the Chief Fiscal Officer.

#### **4.13.2 APPLICATION PROCEDURE TO USE FACILITIES**

All programs, meetings, etc., sponsored or called by internal campus personnel desiring to use University facilities must make formal application through the Director of the Student Union who maintains a campus-wide calendar of events and facility usage and receives all pertinent signatures of approval. All requests for use of facilities by external organizations must be approved by the Institutional Executive Officer or his/her designated representative.

### **4.14 STUDENTS WHO ARE PLACED IN ACTIVE MILITARY STATUS**

Any student who has enrolled at Mississippi Valley State University, an institution under the governance of the Board of Trustees, who is a member of any of the reserve components of the

armed forces of the United States, and who has been placed in active duty status by orders of the Institutional Executive Officer of the United States, or who has been drafted into any component of the armed forces of the United States, may be allowed to withdraw as a student of the institution.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student who has completed at least 3/4 of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the university pursuant to this policy, without his class standing affected, and without refund of any fees or tuition related to the course enrolled in. However, within ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 3/4 of the semester and is in good standing with the institution, has the option to leave the university pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he or she was called into active duty ( From Board Policy).

#### **4.15 EMPLOYMENT ELIGIBILITY VERIFICATION**

Within three (3) days of employment, a new employee must report to the Office of Human Resources. Mississippi Valley State University is required by the Board of Trustees of State Institutions of Higher Learning and the United States Department of Justice, Immigration and Naturalization Service to provide the age, birth date, and citizenship of all personnel employed by completing the Form I-9, which is the employment eligibility verification form. The Form I-9 gives a list of acceptable documents that will establish identity and employment eligibility. Failure to complete these forms will result in a delay of the employee's payroll check. The form is available in the Office of Human Resources.

#### **4.16 INTELLECTUAL PROPERTY POLICY**

The production of new knowledge and the dissemination of both old and new knowledge are major objectives recognized by university personnel. Activities pursuant to these objectives include the development of new and useful devices and processes and the publication of scholarly works. While the primary focus of such efforts is to advance the central purpose of the institution, the products of scholarship often have implications for wider and differing applications. These products – intellectual properties – thus may be of benefit to the individuals involved and to the institution.

Intellectual properties often come about because of activities of faculty and other employees who have been aided wholly or in part through the use of institutional resources. It becomes significant, therefore, to ensure the utilization of such resources to expedite their development and marketing. The rights and privileges of the inventor or authors must be preserved so their abilities and those of other employees may be encouraged and stimulated.

Under authority of the Board, the institution is authorized to develop intellectual properties and to participate in the income derived there from as defined and captured in the **BT Minutes 2/98: §800 – 15, and presented below:**

**DEFINITIONS:**

**Intellectual Property** means any patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

**Patentable Materials** means items, other than software, which reasonably appear to qualify for protection under Title 35, Section 101, U.S.C. of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable there under.

**Copyrighted Materials** means the following:

- (1) Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals;
- (2) Lectures, musical or dramatic compositions, unpublished scripts;
- (3) Films, film-scripts, charts, transparencies, and other visual aids;
- (4) Video and audio tapes or cassettes;
- (5) Live video and audio broadcasts;
- (6) Programmed instructional materials;
- (7) Mask works; and
- (8) Other materials or works, other than software which qualify for protection under the copyright laws of the United States (U.S.C. §102 et seq.), whether or not registration with the U.S. Copyright Office has been applied for.

**Trademarks** means all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logo types associated with intellectual property developed by or associated with the institution.

**Software** means one or more computer programs existing in any form, along with any associated operational procedures, manual, or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions and statements of related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

**Trade Secrets** means information including, but not limited to, technical or non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper and legal means by other persons, who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Additional definitions for other classifications of intellectual property may be developed by each institution to support its unique mission and areas of concentration.

#### **4.17 DRUG FREE WORKPLACE STATEMENT**

It is the policy of Mississippi Valley State University to maintain a drug-free workplace and workforce consistent with Federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988. Consequently, all employees--faculty, staff, part-time/full-time--are absolutely prohibited from the unlawful possession, manufacture, distribution, dispensation, sale, use or in any way involvement with controlled substances.

For the purposes of this policy, the term "controlled substances" means those defined in Schedules I through V of Section 202 of the Controlled Substances ACT {21 U.S.C. 812} and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

Any faculty or staff member found in violation of the aforementioned policy while on the university campus or while engaged in official university business off-campus shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action(s) to be imposed on faculty or staff members found in violation of the Drug-Free Workplace Policy. Such corrective actions may include (a) issuance of warning, (b) referral for treatment, (c) suspension, or (d) termination.

##### **NOTIFICATION OF CONVICTION:**

a) It is the policy of Mississippi Valley State University that any faculty or staff member convicted of a controlled substance violation at workplace is required to notify his or her supervisor or the University Institutional Executive Officer within five (5) work days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation.

b) It is the policy of the university to comply with the Federal law which requires that the University notify applicable Federal agency (ies) within ten (10) days after the university has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

##### **CONDITION OF EMPLOYMENT**

Strict adherence to the above policy and any future modification thereof is an absolute and irrevocable condition for employment at Mississippi Valley State University.

#### **4.18 POLICIES AND PROCEDURES FOR FUNDED GRANTS AND CONTRACTS**

##### **4.18.1 ROLE OF GRANTS AND CONTRACTS OFFICE IN PROMOTION OF ACQUISITION OF GRANTS AND CONTRACTS**

The Grants and Contracts Office is responsible for (a) conducting a frequent review of announcements regarding grants and contracts availabilities, such as *Federal Register* (daily), announcements sent by federal government to the Institutional Executive Officer's office or other executive offices and any other material received by the grants and contracts office; (b) following such review, forwarding information to appropriate area or unit (c) assisting the proposal writer

upon request in completion of the grant application; (d) reviewing the application and budget to ensure that the format has been adhered to (e) submitting it to the Institutional Executive Officer for his/her approval and signature; (f) mailing the proposal to ensure receipt by the deadline, and (g) providing any other assistance needed.

#### **4.18.2 AWARD PROCEDURES**

1. Once a commitment to write a proposal is made, a written Notice of Intent Form must be completed and submitted through area Chairperson/Supervisor to Office of Sponsored Programs. This is necessary so that all chairs and unit supervisors will be abreast of faculty/staff undertaking.
2. Upon completion of the proposal OSP will forward a copy of the guidelines to the area Vice Institutional Executive Officer and the Institutional Executive Officer.
3. All completed proposals/contracts must be in the Office of Sponsored Programs (OSP) ten (10) working days prior to the mailing deadline.
4. All proposals being submitted to OSP must meet the following conditions:
  - Proposals requiring matching funds from the University must be approved by the area vice Institutional Executive Officer and the Vice Institutional Executive Officer for Fiscal and Administrative Affairs;
  - Prior approval is required from the area chairperson/supervisor/dean and when appropriate, the area vice Institutional Executive Officer, if any of the following are required as grant conditions: special human resources, special facilities, special equipment not furnished by the grant, release time, special scheduling, etc.
  - All budgets are to be detailed in terms of line and position. For example: Project Director, \$30,000 for FY 1998-99. It is important to be specific and accurate in preparing the budget and/or the revised budget;
5. The OSP will perform the following functions: editorial, budgetary compliance and approval (obtaining the proper signatures).

#### **POST AWARD PROCEDURES:**

1. The award document is usually received by the Institutional Executive Officer's Office. In case it is received by the project director, it should be, immediately, transmitted to the OSP. The OSP will complete the appropriate forms for submission to the Office of Fiscal Affairs. An account number will be assigned to the project director. Expenditures can be made only after an account number(s) has been assigned. The Office of Fiscal Affairs will forward notification of all new accounts to the area Vice Institutional Executive Officers.
2. The original signed contracts for all grants are to be housed in the OSP. If the agency has different requirements, documentation and a "copy" of the contract must be forwarded to OSP.

3. All information or request for information relative to the grant should be forwarded to the respective grantee area in a timely manner.

#### **EXPENDITURE OF FUNDS:**

1. The University's policies governing expenditure of funds to include hiring personnel, acquisition of materials and equipment, and travel must be followed.
2. All personnel positions must be advertised. The Human Resource Department must receive proper notification (Position Announcement, Position Description, etc.). The area Vice Institutional Executive Officer and the Institutional Executive Officer must approve all new personnel. All paper work (Memorandum of Agreement, PCO5s, Contracts, etc.) must be properly executed prior to persons starting to work.
3. **To modify/revise a budget that has been approved and setup in the Office of Fiscal & Administrative Affairs requires documented approval from the granting agency. Documentation and the approved revised budget must be forwarded to the Office of Sponsored Programs.**

### **4.19 EXTERNAL RELATIONS POLICIES**

#### **4.19.1 COMMUNICATION CHANNELS: POLICIES AND PROCEDURES**

The Office of Public Relations is the official information agency for the University with all media, which includes newspapers, radio, television, student publications, printed programs, and external and internal newsletters. The Office of Public Relations shall be responsible for promoting a positive institutional image through internal and external media.

#### **4.19.2 PROCEDURES FOR SUBMISSION OF PRESS RELEASES**

All communications regarding any aspect of Mississippi Valley State University requiring interaction with the media (newspapers, radio, television--incoming and outgoing) should be channeled through the Office of Public Relations for dissemination via press releases. Information to be released should be submitted in writing no less than ten (10) working days prior to the press release date. The preferred format for the submission of information is a simple outline, which would include who, what, where, when, why, and how. Additional, information outlining the specifics of the subject matter is also preferred. Faculty/employees are encouraged to contact the Public Relations Office if clarification is needed.

#### **4.19.3 PUBLICITY FOR FACULTY ACTIVITIES**

Faculty are strongly encouraged to forward to the Academic Affairs and Public Relations Offices information pertaining to their professional activities, such as publications (especially those in refereed academic journals), research presentations, conference activities and honors. These offices will channel information to Public Relations to gain maximum local publicity for these activities and accomplishments.

Persons representing Mississippi Valley State University on local television and radio talk shows and newscasts or in newspapers will be selected according to the following criteria:

- a) Knowledge in the topic to be discussed;
- b) Proficiency in specific program, or area of interest;
- c) Unique or universal appeal concerning Mississippi Valley State University.

Persons selected to submit a written article or be featured in an issue of "The Communiqué" newsletter must:

- a) Be faculty, staff, alumni or students, who are knowledgeable in the particular topic area of the selected program focus.
- b) Express views which promote the objectives of the university's college/department or office or agency concerned or identified;
- c) Understand and accept the concept of this particular newsletter, (i.e., that it conforms to target, focus, and impact for optimum exposure to and interest by educational, business, commercial, and governmental leaders throughout Mississippi and the nation).

#### **4.20 EXTRA COMPENSATION**

In general, when the University enters into contracts or arrangements to provide services to an organization outside of the University, the participating personnel of the University will not be entitled to extra salaries for these services. The employee (s) will receive their regular salaries and the organization will reimburse the University.

It is the expectation that University personnel conducting University-related assignments beyond that which is normally expected will be granted release time by their administrative supervisor (s). The decision concerning such release time will be based upon the duration and nature of the concerned project. The policy statements listed below will serve as guidelines for extra compensation for the following categories of employees: non-exempt, full-time faculty, and exempt employees.

##### **4.20.1 NON-EXEMPT EMPLOYEES**

Mississippi Valley State University operates under the Fair Labor Standards Act as Amended in 1985. Non-exempt employees are those in clerical/secretarial, technical/ paraprofessional, skilled crafts and service/maintenance job classes. Overtime pay or compensatory time should be given for all time in excess of a normal forty (40) hour work week according to specific guidelines. All overtime pay and compensatory time is to be approved by immediate supervisors.

In areas where compensatory time will impose an undue hardship on existing employees (i.e., maintenance and some clerical/secretarial positions ) time and one-half pay should be given for all hours in excess of regular forty (40) hour-work-week (provided such funds are available in the budget).

Compensatory time should be given for said time beyond a regular forty (40) hour work week to be used within a reasonable time period during the same calendar year. This time is to be calculated on straight time if given during the same work week in which the overtime occurred. However, if time-off cannot be allowed within the same work week, the time-off must be calculated at time and one-half for all hours over forty (40) hours on month-to-month basis.

#### **4.20.2 FULL-TIME FACULTY**

**Salary for academic year:** Charges for work performed on sponsored agreements by faculty members during the academic year will be based on individual faculty member's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his salary. Charges for work performed on sponsored agreements during all or any portion of such periods are allowable at the base salary rate. In no event will charges to the sponsored agreement, irrespective of the basis of computation, exceed the proportionate share of the base salary for the period. This principle applies to all members of the faculty at the institution. Since intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary, the principle also applies to faculty members who function as consultants or otherwise contribute to a sponsored agreement conducted by another faculty member of the same institution. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his/her regular departmental load, charges for such work representing extra compensation above the base salary are allowable provided that such consulting agreements are specifically provided for in the agreement or approved in writing by the sponsoring agency.

The maximum daily rate that may be paid a nine-month employee is 0.5% of his or her nine-month salary for no more than forty (40) days of an academic year, including holidays, vacations, and weekends. Carryover time from one year to another will not be authorized.

Any and all such activities performed by faculty must have prior written approval by the Chair/Dean of the department to which the faculty person is assigned and the Chief Academic Officer of the University.

#### **4.20.3 CHAIRS, ~~DEANS~~, ADMINISTRATORS AND OTHER EXEMPT EMPLOYEES**

No additional payments for extra work will be made to Chair/~~Deans~~, Administrators or other exempt employees except under the following conditions:

- a) The work performed is in addition to his or her regular assigned duties, involves a separate or remote operation, and occurs during a time that will not interfere with the employee's primary responsibilities.
- b) Payment of extra compensation above the base salary, as outlined in Section 1, is allowable only if such arrangements are specifically provided for in the sponsored agreement or approved in writing by the sponsoring agency.
- d) The maximum daily rate that may be paid a twelve month employee is three percent (3%) of his or her twelve month salary for no more than fifty (50) days a year, including



holidays, vacations and weekends. Carryover time from one year to another will not be authorized.

#### **4.20.4 OVERLOAD/CONTINUING EDUCATION COURSES**

The normal teaching load is 12 (13 if teaching a 1 hour course) hours per semester. When conditions warrant, faculty members will be compensated for an overload when the teaching load exceeds (12) semester hours.

#### **4.21 STUDENT RECORDS POLICIES (BUCKLEY AMENDMENT)**

In accordance with the provisions of Section 438 of the Family Educational Rights and Privacy Act, commonly known as the Buckley Amendment, students shall have the right of access to their file, whether or not the University maintains a centralized record keeping system. Procedures shall be available in the office responsible for the maintenance of the record and students shall be informed that they may inspect and review the contents of their records and obtain copies of items in the file at their own expense. Students also have the right to a response from the appropriate official of the office, to reasonable requests for explanation and interpretations of their records and may challenge the accuracy, appropriateness or validity of any item in their file (Such rights, however do not extend to content placed in the file prior to January 1, 1975).

##### **1. Access to Public Information**

Directory information is public information unless specifically ordered withheld. Directory information is limited to name, campus address phone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Public information shall be released freely unless the student requests in writing that certain public information not be released.

##### **2. Access to Personal Information**

Access to personally identifiable information which consists of academic or citizenship records, academic standing, academic rank, grade point average, test scores, and other related educational records shall be released only upon written permission by the student. Certain documents may carry waivers, signed by the student, relinquishing to third parties the right of access to personally identifiable information.

##### **3. Faculty and Staff Access for Students Files**

Student records are open to members of the faculty and staff who have a legitimate need to know their contents, except where access is prohibited by special policies such as those governing medical and psychological records. The determination of —a legitimate need to know—will be made by the person responsible for the maintenance of the records. This

## **MVSU FACULTY HANDBOOK**

determination must be made scrupulously and with respect for the individual whose record is involved. Academic documents inaccessible to students (because the documents have been filed before January 1, 1975, or are segregated by waivers) are to be used only for the purpose for which they were prepared. (Detailed guidelines for the use and dissemination of information from student files, with provisions excluding the inspection of certain student records, can be obtained through the Office of Student Affairs).

### **5.0 APPENDICES**

#### **APPENDIX A**

#### **GRADUATE FACULTY**

The purposes of the graduate faculty are as follows:

1. To facilitate communication among the several colleges and departmental faculties offering graduate work, and between administrative officers and graduate faculty members.
2. To provide a medium for the incorporation of faculty judgment in legislating educational policies, procedures, and regulations with respect to graduate instruction and research.
3. To exercise the powers hereinafter specified. Assignment by the Chief Academic Officers of faculty who are eligible to teach in a graduate program will be upon the recommendation of the Chair of the Department, ~~the Dean of the College and the Dean of the Graduate College~~. Only those faculty members who hold terminal degrees in their teaching discipline and who are approved to teach graduate courses or to supervise the research of graduate students will be eligible for graduate faculty status.

The following administrative officers, and such other persons as the Institutional Executive Officer may appoint/, are eligible to be members of the graduate faculty:

1. Institutional Executive Officer
2. The Chief Academic Officer
3. Associate/Assistant Vice-Institutional Executive Officer
- ~~4. Deans of Colleges~~
5. Vice-Institutional Executive Officers of Other Programs

~~The duties of the Dean of Graduate College are those of a presiding officer in similar deliberative bodies.~~

A regular meeting of the graduate faculty shall be held at least once during the regular academic year. Special meetings of the graduate faculty shall be held at such times as the ~~Dean~~ **Chief Academic Officer** may designate.

**APPENDIX B**

**ADJUNCT FACULTY EVALUATION PROCEDURES AND AGREEMENT FORM**

Mississippi Valley State University, in efforts to maintain quality academic programs and professional staff, is committed to program and professional staff evaluations. The University believes that its professional staff evaluation system should provide adequate feedback to employees; should serve as a basis for changed behavior which leads toward more effective work; and should provide data for personal decisions.

**The criteria used to evaluate adjunct faculty shall include:**

**1 Teaching**

- Competence in subject matter and across disciplines
- Ability to communicate effectively
- Organization of material for presentation
- Student engagement
- Improvement of course materials
- Ability to understand, evaluate, and use research in –best practices
- Ability to tutor and mentor students
- Application of new knowledge of teaching and teaching techniques
- Ability to challenge and motivate students
- Demonstrating the ability to continually assess pedagogy and student performance

**2 Contribution to Department**

- Collegiality
- Collaboration

**MVSU FACULTY HANDBOOK**

**AGREEMENT OF INSTRUCTION FOR  
ADJUNCT FACULTY MEMBERS**

**OFFICE OF ACADEMIC AFFAIRS**

Name of Faculty \_\_\_\_\_ ID# \_\_\_\_\_

College of \_\_\_\_\_

With the approval of the ~~Dean or~~ Chair, I agree to teach the following course(s) at Mississippi Valley State University as an Adjunct Faculty. I understand that this appointment will have no assigned academic rank during the term of employment.

Further, my signature verifies that I have submitted an official transcript of all academic records to the academic department.

<b>Department</b>	<b>Number/Sect.</b>	<b>Title</b>	<b>Hrs/Day/Times</b>	<b>Location</b>
-------------------	---------------------	--------------	----------------------	-----------------

- 1 I understand that I may be assigned a maximum course load of six (6) credit hours per semester or summer term.
- 2 I shall work under the supervision of the academic administrator of the academic unit in which the course is listed.
- 3 I understand that I am required to attend all orientation sessions arranged by this administrator or the university.
- 4 I shall have the same academic freedom as regular faculty members.
- 5 I shall be available for consultation with students regarding grades, assignments and attendance.
- 6 I will use the syllabus, text books and other academic materials supplied to me by the academic administrator of the academic unit as well as other relevant materials.
- 7 I understand that advisement of majors is not a part of my responsibilities.
- 8 My teaching performance will be evaluated by the students in the course I teach and the academic administrator under whose supervision I will work.
- 9 Further I understand that

**MVSU FACULTY HANDBOOK**

- I am not eligible for any economic fringe benefits provided to the university full-time faculty members except as required by federal and/or state law.
- I am not eligible for tenure.
- Time served as an Adjunct Faculty Member shall not be counted toward tenure, or as prior service, should I later be appointed as a regular full-time member of Mississippi Valley State University faculty.

10. I understand that this contract is contingent upon the enrollment of at least 10 students (lower division courses at the 100/200 level) and/or at least 7 students (upper division courses at the 300/400/500/600 level) in each course that I am assigned.

11. I understand that, when necessary, as determined by Department Chair, I will be replaced by the full-time faculty member.

12. I will return my roll book to my Department Chair at the end of each semester.

13. Incomplete ("I") grades must be given only in exceptional circumstances and must be supported by the Report of Incomplete Grade Form.

14. I understand that I shall be paid in accordance with the fee schedule in effect at the time of my appointment. For regular semester (Fall and Spring), compensation will be paid upon completion of the course, delivery of final grades, and such other records as the administrator of the unit may require. Any additional reimbursement for expenses associated with teaching the course (i.e., travel) shall be in accordance with established university policies and procedures. For summer, compensation shall be paid at the end of each summer session.

My signature indicates acceptance of this agreement and the aforementioned conditions.

\_\_\_\_\_  
Signature of Adjunct Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair ~~or Dean~~

\_\_\_\_\_  
Date

NOTE: Failure to return signed form within five (5) working days of receipt will void this offer of appointment.

**MVSU FACULTY HANDBOOK**

**APPENDIX C**

**FACULTY EVALUATION FORM**

**MISSISSIPPI VALLEY STATE UNIVERSITY**

**ANNUAL FACULTY PERFORMANCE EVALUATION**

NAME \_\_\_\_\_ Degree \_\_\_\_\_ Rank \_\_\_\_\_

Years of service at MVSU \_\_\_\_\_ Department \_\_\_\_\_

Date of first appointment \_\_\_\_\_

Highest degree earned /date \_\_\_\_\_

Tenure status: (Circle the appropriate classification)

Tenure track

Non-tenure track

Tenured

Date of eligibility for tenure application: \_\_\_\_\_

Faculty member's signature \_\_\_\_\_

Department Chair's signature \_\_\_\_\_

~~College Dean's signature~~ \_\_\_\_\_

The annual evaluation is designed to facilitate the following: faculty self-development; identification, reinforcement, and acknowledgement of faculty strengths; identification of opportunities for continuous professional development; and, identification and strengthening of the role of faculty members within their respective departments. The evaluation also provides information that may be used in tenure and promotion recommendations, in the awarding of performance and merit raises, and in decisions regarding the retention of faculty. The three areas of faculty evaluation include Teaching Effectiveness/Activities; Research and Scholarly Activities; and University/Community Services. These areas will be evaluated separately and independently to obtain an overall score. Only activities conducted within the immediate past academic year will be considered. Copies of documentation/evidence of activities should be included.

## **MVSU FACULTY HANDBOOK**

Percentage points shall be awarded as follows:

Teaching	70%
Research and Scholarly Activity	15%
University and community service	15%
TOTAL	100%

### **I. Teaching Effectiveness**

Each numbered item should be ranked from 0 to 10

1. Degree of organization of the teaching process, i.e.:

Prepares and distributes a course syllabus that complies with University policy  
Starts and dismisses classes on time pursuant to University policy.  
Meets all assigned classes or makes appropriate arrangements when absent from class  
Constructs and administers examinations relevant to class discussions and course contents  
Maintains posted office hours  
Constructs and maintains class/student course records  
Demonstrates good teaching methods and practical laboratory techniques

2. Evidence of student advisement

Participates in the departmental student advisement system  
Available/accessible for advisement as required

3. Evidence that the faculty member keeps abreast of new developments in the field, revising course content and methodology

4. Evidence of innovative approaches in instruction

5. Evidence of effort to improve teaching ability or to develop new areas of competence

6. Results of student evaluations and other instruments of evaluation

7. Other considerations appropriate to instruction

**MVSU FACULTY HANDBOOK**

Summary Evaluation of Teaching Effectiveness by Chair

<input type="checkbox"/> Exceptional Performance	65-70
<input type="checkbox"/> Very good performance	60-64
<input type="checkbox"/> Good performance	55-59
<input type="checkbox"/> Improvement needed	50-54
<input type="checkbox"/> Failed to meet responsibilities	45-49

TOTAL SCORE AVAILABLE FOR THIS SECTION 70

TOTAL SCORE OF THIS SECTION \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Research and Scholarly Activities**

Total points in this area cannot exceed 15 and should be based on discipline specific criteria concerning the following.

Published journal articles or articles accepted for publication (with greater weight given to publication in refereed journals); authored books or chapters in books; edited or reviewed books or articles; participated in exhibits, performances, or colloquia

1. Grantsmanship – proposals submitted and/or funded
2. Faculty-student collaborative research, contribution to intellectual life and student training, or creative works and performances
3. Collaborative research/projects with other faculty
4. Professional development

Attended professional meetings, conferences, workshops, training sessions,  
Presentations of papers at academic or professional meetings, seminars, etc.



**MVSU FACULTY HANDBOOK**

5. Other appropriate accomplishments related to scholarly and creative activities

Summary Evaluation of Teaching Effectiveness by Chair

- ( ) Exceptional Performance 13-15
- ( ) Very good performance 10-12
- ( ) Good performance 7-9
- ( ) Improvement needed 4-6
- ( ) Failed to meet responsibilities 1-3

TOTAL SCORE AVAILABLE FOR THIS SECTION 15

TOTAL SCORE OF THIS SECTION \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. University/Community Service**

Total points in this area cannot exceed 15 and should be based on discipline specific criteria.

- a. Community Service: As a representative of MVSU, sponsoring educational session(s) for business, community, and/or professional groups and in-kind services:

Points for this item \_\_\_\_\_

- b. Exhibits and performances (such as workshops, conferences, symposia, and colloquia, other than listed in II.) in the discipline:

Points for this item \_\_\_\_\_

- c. Professional organization leadership/membership, including local, state, regional, national or international organizations (activities, offices/positions):

Points for this item \_\_\_\_\_

**MVSU FACULTY HANDBOOK**

**d.** Service on departmental/university committee(s):

Points for this item \_\_\_\_\_

**e.** Efforts toward recruitment, retention, and advisement toward graduation of students:

Points for this item \_\_\_\_\_

**f.** Honors and special recognition for outstanding service to the discipline as awarded by local, state, regional, or national organizations

Points for this item \_\_\_\_\_

**g.** Community involvement:

Points for this item \_\_\_\_\_

Summary Evaluation of Professional Services

- |  |       |
|--|-------|
| <input type="checkbox"/> Exceptional Performance         | 13-15 |
| <input type="checkbox"/> Very good performance           | 10-12 |
| <input type="checkbox"/> Good performance                | 7-9   |
| <input type="checkbox"/> Improvement needed              | 4 -6  |
| <input type="checkbox"/> Failed to meet responsibilities | 1-3   |

TOTAL SCORE AVAILABLE FOR THIS SECTION      15

TOTAL SCORE FOR THIS SECTION                      \_\_\_\_\_

**IV. TOTAL POINTS ACCRUED BY FACULTY MEMBER:**

I.      Teaching Effectiveness                      \_\_\_\_\_

II.     Scholarly Activities                              \_\_\_\_\_

III.    Professional Service                                \_\_\_\_\_

**MVSU FACULTY HANDBOOK**

TOTAL SCORE \_\_\_\_\_

Signatures:

Faculty member \_\_\_\_\_ Date \_\_\_\_\_

Chair Person \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The faculty member's signature does not necessarily indicate agreement; it only indicates that he/she has seen and discussed the evaluation instrument. If a faculty member desires, he/she may add a written statement addressing matters. If the faculty member declines to sign at this point, then the form is forwarded with only the Chair's signature. Such a document is not binding unless and until a convened grievance committee concurs with a decision or proposes a resolution acceptable to both parties, i.e. the Chair and the Faculty member.

Chair's Report

1. Evaluation

**MVSU FACULTY HANDBOOK**

2. Prospects for tenure
3. Chair's Signature/Date
4. Faculty Response I have read the Chair's report and agree with the Chair: _____ I have read the Chair's report and disagree with the Chair: _____
5. Faculty Comments

**V. Goals for the Next Academic Year**

Teaching Effectiveness:

**MVSU FACULTY HANDBOOK**

Scholarly and/or Professional Activities:

University and Community Service:

Professional Development:

Other:

Signatures:

Faculty member \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX D**

**Peer Evaluation of Classroom Teaching**

Peer evaluation at Mississippi Valley State University should be approached not just as an evaluative process but also as an opportunity to enhance teaching effectiveness. Accordingly, the peer evaluation form provides for both a formative and a summative evaluation. Peer evaluations are done for all faculty engaged in classroom instruction. All components of the peer evaluation should be completed by midterm of the spring semester. The forms are to be incorporated as part of an overall faculty development plan.

**PEER EVALUATION FORM**

Peer Evaluation is intended to be a vehicle to help improve the quality of classroom instruction. While the actual evaluation is confidential, the Summary is to be shared with the Department Chair before the end of the semester in which the evaluation is completed.

**Peer Evaluation Process**

There are three components to the Peer Evaluation process:

1. Pre-Visit Preparatory Meeting

The specific activities that are expected to occur are identified in the **Peer Evaluation Form**.

The Peer evaluator and faculty member meet approximately one week prior to class in which the Peer Evaluation is to take place. The purpose of the meeting is to:

Review course syllabus for course objectives, teaching, and evaluation methods.

Discuss the types of learners in the class.

Discuss methods of instruction selected for the class to be observed in relation to the types of learners and class.

Discuss the selection and implementation of student evaluation methods, the ways in which the methods are to be implemented, and how feedback is to be provided to students.

Discuss the source of information for the topic presented and its relationship to current state of knowledge and research.

Other areas, as requested by the faculty member being evaluated. Specify on the form any additional areas evaluated.

2. Peer Evaluation Visit

The **Peer Evaluation Form** is to be completed by the Peer Evaluator. Upon completion of the class session in which the peer evaluation occurs, the faculty member being evaluated is to complete the **Classroom Session Self-Appraisal Form**.

3. Post Evaluation Meeting

The Peer Evaluator and the faculty member are to meet following the class session and review the results of the Peer Evaluation Form and the Classroom Session Self-Appraisal Form. Following the review and discussion, a Summary is jointly developed by the Peer Evaluator and the faculty member.

**Faculty:**

**Evaluator:**

**Date of Observation:**

**Evaluation of Content Mastery**

Take into consideration the following questions:

- Does the instructor demonstrate command of the core subject matter?
- Does the content reflect –state of the art and current research findings?
- Is the purpose of the session evident?
- Is the content consistent with the course syllabus?

Successful Elements

Elements to Refine

**Evaluation of Delivery and Teaching Methods**

Take into consideration the following questions:

- Does the instructor use smooth transitions between ideas?

## **MVSU FACULTY HANDBOOK**

Does the instructor emphasize major points with relevant examples?

Is the presentation organized?

Is the instructor enthusiastic about the subject?

Could the instructor be seen and heard throughout the classroom?

Did the instructor maintain appropriate eye contact with the students?

Were audiovisual aids/technology used effectively to augment the session if appropriate or available?

Considering the type and size of the class, did the chosen methods of instruction maximize student participation in the learning process?

Do the evaluation methods planned for the observed class reflect the objective, class content, and assignments?

Successful Elements

Elements to Refine

### **Teaching and Learning Environment**

Take into consideration the following questions:

Is the classroom atmosphere participatory?

Does the instructor encourage questions?

Is the instructor attentive to cues of boredom or confusion?

Was the session thought provoking and stimulating?

Was the environment conducive to critical thinking and student participation in learning?

Successful Elements

Elements to Refine



**Classroom Self-Appraisal Form**

**Faculty:**

**Evaluator:**

**Date of Observation:**

**Evaluation of Content Mastery**

Take into consideration your response to the following questions:

- Did I demonstrate command of the core subject matter?
- Did the content reflect –state of the art and current research findings?
- Was the purpose of the session evident?
- Was the content consistent with the course syllabus?

Successful Elements

Elements to Refine

**Evaluation of Delivery and Teaching Methods**

Take into consideration the following questions:

- Does the instructor use smooth transitions between ideas?
- Does the instructor emphasize major points with relevant examples?
- Is the presentation organized?
- Is the instructor enthusiastic about the subject?
- Could the instructor be seen and heard throughout the classroom?
- Did the instructor maintain appropriate eye contact with the students?
- Were audiovisual aids/technology used effectively to augment the session if appropriate or available?
- Considering the type and size of the class, did my chosen methods of instruction maximize student participation in the learning process?
- Do my evaluation methods planned for the observed class reflect the objective, class content, and assignments?

Successful Elements

Elements to Refine

**Teaching and Learning Environment**

Take into consideration the following questions:

Was the classroom atmosphere participatory?

Did I encourage questions?

Was I attentive to cues of boredom or confusion?

Was the session thought provoking and stimulating?

Was the environment conducive to critical thinking and student participation in learning?

Successful Elements

Elements to Refine

**Summary**

**Post Evaluation Meeting** \_\_\_\_\_

**Type of Evaluation:** Formative \_\_\_\_\_ Summative \_\_\_\_\_

The Summary is developed jointly by the Peer Evaluator and the Faculty member. A copy is to be shared with the Department Chair by the end of the semester in which the Peer Evaluation occurs.

**Successful Elements**

Core Content Mastery

Delivery and Teaching Methods

Teaching and Learning Environment

**Elements to Refine**

Core Content Mastery

Delivery and Teaching Methods

Teaching and Learning Environment

Signed by:

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peer Evaluator

\_\_\_\_\_  
Date

**MVSU FACULTY HANDBOOK**

**APPENDIX E**

**Tenure and Promotion Calendar**

**Note: This document is being revised**

Deadline Due Dates	Action
October 1	Faculty informs Department Chair, <del>Dean</del> , and Chief Academic Officer via Letter of Intent, indicating plans to apply for tenure and/or promotion in rank (see Faculty Handbook for procedures). NOTE: Faculty members eligible for tenure will be so informed by the Chief Academic Officer by the <b>first Monday in April of the Spring Semester prior to the year of application.</b>
November 1	Faculty will submit appropriate dossiers to the Department Chair for review by the departmental <del>Promotion and</del> Tenure <del>and Promotion</del> Committee.
December 1	Departmental Chair will deliver dossiers and assessment recommendations to the <del>respective College Dean</del> Chief Academic Officer.  The Chief Academic Officer will deliver all documents to the University-wide Tenure and Promotion Committee for assessment and recommendation.
January 20	<del>College Dean will deliver dossier and assessment recommendations to the Chief Academic Officer who will submit all documents to the University-wide Promotion and Tenure Committee for assessment and recommendation.</del> Tenure and Promotion Committee will send recommendations to Chief Academic Officer.
February 4-20	The Chief Academic Officer will submit Promotion and Tenure recommendations to the Institutional Executive Officer for review and decision on the faculty applications.
March 15	Notification of President's Decision
March 30	Request for Appeal

**Note:** The Institutional Executive Officer will submit promotion decisions to the Board of Trustees of the Institutions of Higher Learning and will recommend to the Board the names of faculty members who meet the criteria for consideration for Tenure ~~and Promotion~~ consistent with IHL policies and procedures.

## **MVSU FACULTY HANDBOOK**

### **APPENDIX F**

#### **GRIEVANCE PROCEDURES**

##### **GRIEVANCE DEFINED**

A grievance is defined as the claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to personnel policies, including working hours, working conditions, leaves, promotions, and other conditions of employment. (Board Policies, 403.0201)

##### **GENERAL POLICY**

In any organization, conditions may arise that lead to dissatisfaction and misunderstanding among employees and between employees and employers. The grievance procedure is designed to facilitate resolution of problems and to maintain or re-establish an organizational atmosphere and working environment characterized by mutuality of respect, collegiality, and efficiency.

The steps in the grievance procedure are to determine the specific cause(s) of the grievance so that university officials can find an acceptable remedy for it. This section does not contain procedures for termination of tenured faculty, the dismissal for cause of a faculty member prior to the expiration of a term of appointment or on matters pertaining to promotion or tenure actions. Procedures for grievance/appeals of the aforementioned matters are discussed in the respective areas of this handbook.

##### **STANDING TO FILE GRIEVANCES**

All faculty have standing to file a grievance. However, only permanent, full-time faculty have standing to file employment grievances in the categories of promotion, tenure, and termination or suspension.

##### **ENCOURAGEMENT OF VOLUNTARY INFORMAL CONCILIATION EFFORTS**

Faculty members and those holding faculty status who feel aggrieved should first seek an informal resolution at the department or college level before filing a formal grievance. If a resolution has not been worked out within 30 days of the beginning of the informal resolution process, the aggrieved party may file a formal grievance as outlined below.

**GENERAL PROVISIONS OF THE GRIEVANCE PROCEDURE**

- a. The decision to utilize this grievance procedure shall be voluntary on the part of the employee.
- b. If a grievance hearing is conducted under this procedure, the grievant and the party against whom the complaint is made shall have the right to have a person of his/her choice present at the hearing for consultation or moral support.
- c. The Faculty Grievance Committee shall be convened to review the allegations submitted by the employee.
- d. The Faculty Grievance Committee shall keep all grievances and findings of administration strictly confidential.
- e. Each employee will be furnished a copy of the grievance procedure.
- f. At each step in the procedure, the grievant shall be furnished a written copy of the decision within the time period designated below.
- g. Where the grievance is not resolved before formally reaching the Institutional Executive Officer, the decision of the Institutional Executive Officer shall be final (Board Policy 403.0202).

Examples of bases for grievances include, but are not limited to, the following:

- a. Discrimination
- b. Decision regarding salary
- c. Problems affecting employee morale and efficiency d. Allegations of unfair or inequitable treatment
- e. Unsafe physical environment
- f. Hostile work environment
- g. Violation of academic freedom h. Violation of the Code of Ethics

**STEPS IN THE GRIEVANCE PROCEDURE**

**Step One:**

A faculty member with a grievance is encouraged to discuss the facts and circumstances giving rise to the grievance with his/her Chair and attempt to resolve the matter at that level. If the grievance is resolved through discussion between the parties, no written decision is necessary. If the grievance is not resolved, the faculty member must submit a letter within 90 days of the alleged grievance describing the nature and details of the grievance to the Department Chair. The Department Chair must render a written decision to the faculty member on the complaint within five (5) working days of receipt of the grievance letter.

**Step Two:**

If the employee is dissatisfied with the decision of the Department Chair, or if the decision is not rendered in a timely manner, the faculty member may appeal to the ~~school Dean~~ **Chief Academic Officer** with a second letter stating the unsatisfactory results of step one and attach the initial letter of complaint from step one. The ~~Dean~~ **Chief Academic Officer** will convene a meeting with the Department Chair and faculty member within five (5) working days of receipt of the letter. The ~~school Dean~~ **Chief Academic Officer** will investigate the matter, afford the faculty member an opportunity to present information and evidence pertinent to the grievance, receive information and evidence from the Department Chair, and must render a written decision to the faculty member on the complaint within ~~five (5)~~ **ten (10)** working days of receipt of the grievance letter.

~~**Step Three:**~~

~~If the faculty member is dissatisfied with the academic Dean's response, the faculty member may appeal in writing to the Chief Academic Officer within five (5) working days after receipt of the Dean's response. The Chief Academic Officer will review and investigate the matter, afford the faculty member an opportunity to present information and evidence pertinent to the grievance, receive information and evidence from the Dean and Chair, and must render a decision to the faculty member within ten (10) working days of the close of the meeting.~~

**Step ~~Four~~ Three:**

If the faculty member is dissatisfied with the Chief Academic Officer's response, the faculty member may appeal in writing to the Chief Academic Officer within five (5) working days to convene a Faculty Grievance Committee. Within ten (10) working days after receiving the appeal notification the Faculty Grievance Committee shall convene to receive information, review, and investigate the alleged grievance. Upon completion of the hearing, the Faculty Grievance **Committee** shall render a decision to the Faculty Member and the Institutional Executive Officer. This Committee's role is strictly advisory to the Institutional Executive Officer.

**Step ~~Five~~ Four:**

If the faculty member is dissatisfied with the Faculty Grievance Committee's recommendation, the faculty member may appeal in writing to the Institutional Executive Officer within five (5) working days.

**Step ~~Six~~ Five:**

The Institutional Executive Officer shall give the faculty member five (5) working days to submit an appeal and then will consider the recommendation of the Faculty Grievance Committee and/or the faculty member's appeal. The Institutional Executive Officer then

## **MVSU FACULTY HANDBOOK**

shall render a final decision in writing to the grievant within fifteen (15) working days after receiving the recommendation of the Faculty Grievance Committee.

**Board Policy, Section 403.0202:** Grievances are not appealable to the Board. The decision of the Institutional Executive Officer shall be final and binding.

### **THE FACULTY GRIEVANCE COMMITTEE RESPONSIBILITIES**

The Faculty Grievance Committee shall:

1. Conduct hearings, investigations, and all other activities that will bring to light all of the facts of the case that form the bases for actions. The Committee will ensure a complete, fair, and impartial hearing for the benefit of all parties concerned.
2. Schedule a hearing within ten (10) working days after receipt of the charge from the ~~Provost~~/Chief Academic Officer.
3. Meet in executive session after completion of all hearings and investigations to deliberate the findings and submit a written recommendation within five (5) working days following the hearing to the Institutional Executive Officer of the University and the employee.

### **COMPOSITION AND PROCEDURES OF THE GRIEVANCE COMMITTEE**

The Faculty Grievance Committee shall be composed of ~~nine (9)~~ **at least seven (7)** tenured faculty members elected by the faculty using a secret ballot during the fall orientation. This election will be conducted by the Chief Academic Officer who will recommend those elected to the Institutional Executive Officer for appointment to the Faculty Grievance Committee. The Chief Academic Officer shall set up procedures to appoint three members of the committee to hear each grievance. The three-member panel shall be selected on a rotational basis.

The Chief Academic Officer shall notify the three selected members of the committee who are to hear the grievance. The names of the three members and copies of the grievance shall be sent to the committee members, the grievant, and the accused party five (5) working days in advance of the hearing. A party may present a request in writing, at least three (3) days in advance of any hearing to the Chief Academic Officer, to remove any member from the committee for reasonable cause. If the Chief Academic Officer grants the request, the vacancy thus created shall be filled using the established rotation. The committee member thus chosen may likewise be removed for reasonable cause. The Chief Academic Officer may remove any member for reasonable cause.

The Human Resources Director shall sit in on all committee hearings as a non-voting member to record the proceedings.

It is the role of the grievance committee to investigate the complaint as presented to the committee by the grievant, to obtain facts in the dispute, and come to a conclusion as to whether or not the grievant had good cause to complain. A grievance committee convened pursuant to alleged affirmative action violations must come to ~~the~~ **a** conclusion as to



whether the procedures and rules, regulations, and standards of the involved unit have been applied in a discriminatory manner.

In grievances concerning the terms of faculty appointment, promotion, non-reappointment or the award of tenure, the role of the grievance committee is to determine whether the grievant has had all of the benefits of the procedures afforded by the grievant's contract and the University rules and regulations and whether the decision questioned was the result of adequate application of the relevant policies of the University.

**The Responsibilities of the Grievance Committee**

1. The Committee shall select a chairperson
2. The committee shall set the time, date and location of the hearing. The chairperson shall work with the grievant in establishing times for the appearance of witnesses to be presented by the grievant.
3. The Committee shall limit its investigation to the complaint described by the grievant.
4. The Committee may hold preliminary meetings with the grievant and other parties to provide for exchange of documents and to prepare for a fair and expeditious hearing.
5. The Committee may question the grievant and any witnesses the grievant presents.
6. The Committee may call such witnesses and examine such documents as it considers necessary.
7. A grievance hearing shall be confidential and only those concerned should be included in the grievance hearing.
8. The formal rules of civil procedure and evidence shall not be applicable.
9. The Committee shall be guided in its decision only by the evidence presented at the hearing.

**Rights and Responsibilities of the Grievant**

1. The grievant shall state his/her grievance with specificity.
2. It is the responsibility of the grievant to present all the facts and to prove the merits of the grievance.
3. The grievant may not be represented by counsel; however, counsel may be present in an advisory capacity.

**Rights and Responsibilities of the Charged Party**

1. Persons charged with a grievance shall be allowed to present any available witnesses or documents.
2. Charged parties have the right to be present and hear and question all witnesses and to inspect and rebut other statements presented by the grievant or any other

party against him/her.

3. Charged parties cannot be represented by counsel; however, counsel may be present in an advisory capacity.

### **Committee Report**

When the hearing is concluded, the Committee shall summarize the evidence that was heard and the conclusions reached by the Committee. Copies of the report shall be sent to the Institutional Executive Officer and faculty member within five (5) working days after the end of the hearing.

APPENDIX G

COURSE SYLLABUS FORMAT

Mississippi Valley State University

Department of \_\_\_\_\_ College of \_\_\_\_\_

1. **Course Prefix and Number, Title and Number of Credit Hours** \_
2. **Academic Term and Year** \_
3. **Meeting Days, Time, and Location of the class**
4. **Instructor's Contact Information**  
Name:  
Office Location:  
Office Hours:  
Office Phone Number ~~and Extension~~:  
Email Address:
5. **Prerequisites**
6. **Course Description**  
Catalog description (Use exact wording from the university catalog/Banner)
7. **Expected Student Learning Outcomes**
8. **Required Text and other recommended materials**
9. **Class attendance policy**  
.
10. **Cheating and plagiarism policy**
11. **Make-up policy**

**12. Teaching/Learning Strategies:**

**13. Technology**

**14. Evaluation**

**15. Grading Criteria**

**16. ADA Statement**

~~Mississippi Valley State University's ADA (Americans with Disabilities Act) Office offers students with disabilities (as defined by the ADA definition of a disability) accommodations according to provided documentation. Disability may include learning, psychiatric, and physical disabilities, or chronic health disorder. A disability is a permanent condition which substantially limits one or more major life activities. For additional information contact MVSU ADA Office at (662) 254-3434.~~

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit University College to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors. For more information or to schedule an appointment, please visit University College located in the H.G. Carpenter Building or call [662-254-8376](tel:662-254-8376) or [8433](tel:662-254-8433).

**Students must inform the instructor of any special need(s) within first week of class to ensure that such need(s) can be addressed in a timely manner.**

**17. Course Schedule and Topic Outline (May be a separate document)**

~~**18. Bibliography**~~

**“The schedule and procedures as presented in this syllabus are subject to change in the event of extenuating circumstances. You will be given written notification of any significant changes.”**

**APPENDIX H CURRICULUM ACTION FORMS**



**Academic Changes Action Request Form (Academic Change Form #1)**

THESE FORMS HAVE BEEN UPDATED AND ARE AVAILABLE ON THE MVSU WEBSITE IN OFFICE OF INSTITUTIONAL RESEARCH PAGE

Department \_\_\_\_\_ Date \_\_\_\_\_

Requestor \_\_\_\_\_

Requested Action (Check all that apply)

**Change(s) to Courses.** Please list each course for which changes are being proposed below and attach a Curriculum Changes Proposal Form along with required supporting documentation.

Course #	Course Name	Department	Type of Change (i.e. Name change,

**Introduction of New Program(s).** Please list each proposed program below and attach a New Academic Program Proposal Form along with required supporting documentation.

Degree	Department	Program Name

**Changing an Existing Program(s).** Please list each program below and attach an Academic Program Changes Proposal Form along with supporting documentation.

**MVSU FACULTY HANDBOOK**

Current Degree	Current Department	Current Program Name

Proposed Changes

New Degree	New Department	New Program Name

---

**Deleting an Existing Program(s).** Please list each program below and attach an Academic Program Changes Proposal Form along with supporting documentation.

Degree	Department	Program Name

---

**Program Consolidation.** Please list each program involved in the proposed consolidation below, complete an Academic Program Changes Proposal Form, and attach supporting documentation and the proposed wording. The changes must be shown exactly as they are to appear in required publications. In the supporting documentation, please show the **current wording** and **proposed wording** separately.

Degree	Department	Program Name

Please list the consolidated program information below

Degree	Department	Program Name

**MVSU FACULTY HANDBOOK**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_ Phone

Email \_\_\_\_\_



**Curriculum Change Proposal Form (Academic Change Form #2A)**

This form is to be completed for any curriculum changes or additions to current Mississippi Valley State University Programs. It must be completed at the outset of any suggested change process.

Requestor \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Department(s) impacted by the proposed curriculum changes

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Type of change to curriculum (To be completed by SACS Liaison)

- a) Name Change
- b) Change of Course ID
- c) New Course
- d) Course Consolidation
- e) Course Deletion
- f) Change in Credit Hours
- g) Other

**Name Change**

Course ID	Department	Current Name	Proposed Name



**MVSU FACULTY HANDBOOK**


**Change of Course ID**

<b>Department</b>	<b>Current Course ID</b>	<b>Proposed Course ID</b>

**Addition of a New Course**

<b>Department</b>	<b>Course ID</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Semester to Add Course</b>

**Courses Considered for Consolidation**

<b>Department</b>	<b>Course ID</b>	<b>Course Name</b>

**MVSU FACULTY HANDBOOK**


**Information for the Consolidated Course**

<b>Department</b>	<b>Course ID</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Semester to Add Course</b>

**Deletion of Course(s)**

<b>Department</b>	<b>Course ID</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Semester to Remove Course</b>

**Change in Course Hours**

<b>Department</b>	<b>Course ID</b>	<b>Course Name</b>	<b>Current Credit Hours</b>	<b>Proposed Credit Hours</b>

**Other Changes to Curriculum (Please give course id, name, and propose changes**

Required Attachments for change:

**Rationale:** Explain the need for this change as well as the pros and cons if the proposed addition is approved. When possible, also include evidence from external sources (external review, best practices literature, etc.) that the change reflects sound academic practice.

**Course Syllabi (Where Applicable):** Please include course descriptions for all changes impacting the content of courses (consolidations, addition of courses, deletion of courses, and change in credit hours) as well as syllabi. For new courses and consolidations, please also indicate which faculty will be teaching these courses as well as their qualifications. When possible, please also describe how this new program fits into the mission of Mississippi Valley State University and will help to establish a brand and niche for the University.

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**Approval:**

Department Chair \_\_\_\_\_

Date\_\_\_\_\_

SACS Liaison\*\_\_\_\_\_

Date\_\_\_\_\_

**MVSU FACULTY HANDBOOK**

Faculty qualifications are not a concern, so SACS liaison approval is not required

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SACS Liaison

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Date

\* The SACS liaison must review this form, but approval is required only when courses are being added or consolidated and faculty qualifications is a concern.



**Academic Program Changes Proposal Form  
(Academic Change Form #2B)**

This form is to be completed for any changes to current Mississippi Valley State University Academic Programs that go beyond solely curriculum changes. It must be completed at the outset of any suggested change process.

Requestor \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Academic Program in which Changes are Proposed

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Type of Change being Proposed

- |   |                          |
|---|--------------------------|
| 1) Name Change                                  | <input type="checkbox"/> |
| 2) Changing Program Length                      | <input type="checkbox"/> |
| 3) Adding a Minor, Concentration, or Emphasis   | <input type="checkbox"/> |
| 4) Removing Minors, Concentrations, or Emphases | <input type="checkbox"/> |
| 5) Consolidating Program(s)                     | <input type="checkbox"/> |
| 6) Deleting Programs                            | <input type="checkbox"/> |

Please note, type 2, 5, and 6 changes will constitute a substantive change to the academic programs and the process will need to be suspended until proper documentation is forwarded to SACS COC. Please refer to the program change procedure for details on how long the process will be suspended and whether MVSU must simply notify SACS COC about the change or whether approval is needed before implementation.

**Name Change:**

Current Name \_\_\_\_\_

Proposed Name \_\_\_\_\_

**MVSU FACULTY HANDBOOK**

**Change to Program Length (Substantive Change):**

Current Length \_\_\_\_\_

Proposed Length \_\_\_\_\_

**Adding a Minor, Concentration, or Emphasis:**

Existing Minors, Concentrations, or Emphases within the Program

<b>Degree</b>	<b>Name of Minor, Concentration, or Emphasis</b>	<b>Required Credit Hours</b>

Proposed Minors, Concentrations, or Emphases to be Added to the Program

<b>Degree</b>	<b>Name of Minor, Concentration, or Emphasis</b>	<b>Required Credit Hours</b>

**Deleting a Minor, Concentration, or Emphasis:**

Existing Minors, Concentrations, or Emphases within the Program

<b>Degree</b>	<b>Name of Minor, Concentration, or Emphasis</b>	<b>Required Credit Hours</b>

Proposed Minors, Concentrations, or Emphases to be Removed from the Program

<b>Degree</b>	<b>Name of Minor, Concentration, or Emphasis</b>	<b>Required Credit Hours</b>

**MVSU FACULTY HANDBOOK**


**Consolidating Programs (Substantive Change)**

Programs Proposed to be Merged

<b>Degree</b>	<b>Department</b>	<b>Name of Existing Academic Program</b>

Degree \_\_\_\_\_

Name of Consolidated Program \_\_\_\_\_

Department where Consolidated Program is Housed \_\_\_\_\_

**Deleting Programs (Substantive Change)**

Programs Proposed to be Deleted

<b>Degree</b>	<b>Department</b>	<b>Name of Academic Program</b>

Yes  No Has a teach-out agreement been established? Note: A teach-out agreement must be approved by SACS

Requested effective term:

Fall  Spring Year \_\_\_\_\_

Required Attachments for change:

**MVSU FACULTY HANDBOOK**

**Rationale:** Explain the need for this change as well as the pros and cons if the proposed change is approved. When possible, also include evidence from external sources (external review, best practices literature, etc.) that the change reflects sound academic practice.

**Course Syllabi (Where Applicable):** If the proposed change relates to the addition or deletion of minors, concentrations, or emphases or to the consolidation of programs, the syllabi and curricular maps must be provided upon the outset of the proposal process. Please also describe how student needs and concerns will be addressed during the transitional period.

---

**Approval:**

Department Chair \_\_\_\_\_ Date

**Review:**

SACS Liaison \_\_\_\_\_ Date

**Approval (If Substantive Change):**

SACS Liaison \_\_\_\_\_ Date





**New Academic Program Proposal Form (Academic Change Form #2C)**

This form is to be completed for any additions to current Mississippi Valley State University Academic Programs that go beyond solely curriculum changes. It must be completed at the outset of any suggested change process.

Requestor \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Name of Proposed Academic Program

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Department in which New Academic Program will be Housed

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Program Addition Checklist (To be completed by SACS Liaison)

- 1) Program is at a more Advanced Level (i.e. Ph.D)
- 2) Program Represents a Significant Departure from Current Programs
- 3) Program is at a Lower Degree Level
- 4) Addition of a Significantly Different Programs at an Approved Site
- 5) Distance Learning will Provide more than 25% of Coursework Online
- 6) Program will be Offered through Contractual Agreement/Consortium
- 7) Initiating Degree Completion Programs

Please note, any program additions constitute a substantive change and the process will need to be suspended until proper documentation is forwarded to SACS COC. Please refer to the program change procedure for details on how long the process will be suspended and whether MVSU must simply notify SACS COC about the change or whether approval is needed before implementation.

**MVSU FACULTY HANDBOOK**

Courses to be Added as Part of the New Academic Program

<b>Name of Course</b>	<b>Credit Hours</b>	<b>Qualified Faculty Member</b>	<b>Site of Course (i.e. Main Campus, Off-site, or Distance)</b>

Courses to be Included from Existing Academic Program

<b>Department</b>	<b>Name of Course</b>	<b>Credit Hours</b>	<b>Site of Course (i.e. Main Campus, Off-site, or Distance)</b>

**MVSU FACULTY HANDBOOK**


**Curriculum Map (Undergraduate)**

Freshman Year Semester 1

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Freshman Year Semester 2

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Sophomore Year Semester 1

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Sophomore Year Semester 2

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Junior Year Semester 1

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Junior Year Semester 2

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**MVSU FACULTY HANDBOOK**

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Senior Year Semester 1

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Senior Year Semester 2

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**Curriculum Map (Graduate)**

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Semester 2

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Semester 3

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Semester 4

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Semester 5 (If Applicable)

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Required Attachments for change:

**Rationale:** Explain the need for this change as well as the pros and cons if the proposed addition is approved. When possible, also include evidence from external sources

**MVSU FACULTY HANDBOOK**

(external review, best practices literature, etc.) that the change reflects sound academic practice.

**Course Syllabi (Where Applicable):** Please include course descriptions of all courses within the new program as well as syllabi and identified faculty members. Please also describe how this new program fits into the mission of Mississippi Valley State University and will help to establish a brand and niche for the University.

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**Approval:**

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
SACS Liaison\* \_\_\_\_\_ Date \_\_\_\_\_

\*Approval to proceed with the process will only be given by the SACS liaison after SACS has been notified of the proposal. Actual approval of the new program at the APC level, if it reflects a Procedure One change requiring SACS approval, will only occur after the President and SACS Liaison receive written approval by SACS of the proposal. The process to finalize the proposal can still occur while the matter is under SACS review, but the program cannot be approved by the APC until approval is granted by SACS.



**Academic Changes Clearance Form (Academic Change Form #3)**

**Brief Description of Proposed Programmatic Change (Must include the Program Action form and Program Change Proposal Form)**

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**Processing Steps and Dates**

**Department** \_\_\_\_\_ Forwarded To Dean on \_\_\_\_\_

**Received**

Dean \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Dean (or n/a) \_\_\_\_\_ Date \_\_\_\_\_  
SACS Liaison \_\_\_\_\_ Date \_\_\_\_\_

**Action by Dean and Dates (Check one)**

\_\_\_\_\_ Returned to Department Chair for Additional Clarification/Modification

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Forwarded to The Office of Provost Date \_\_\_\_\_

**Action Taken**

Dean \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Dean (or n/a) \_\_\_\_\_ Date \_\_\_\_\_

**Action by the Provost and Date**

\_\_\_\_\_ A copy forwarded to the Faculty Senate

Provost \_\_\_\_\_ Date \_\_\_\_\_

**MVSU FACULTY HANDBOOK**

**Action By Faculty Senate**

\_\_\_\_\_ Faculty Senate forwarded to the Senate Curriculum  
\_\_\_\_\_ Committee

Senate President \_\_\_\_\_ Date \_\_\_\_\_

**Faculty Curriculum Committee**

\_\_\_\_\_ Approved as submitted and forwarded to the  
President/Faculty Senate

Date \_\_\_\_\_

\_\_\_\_\_ Not approved for the following reason(s)  
\_\_\_\_\_

\_\_\_\_\_ Request for more  
information

Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**Action By the Full Faculty Senate**

\_\_\_\_\_ Approved and forwarded to the Provost for APC Review

Date \_\_\_\_\_

\_\_\_\_\_ Not Approved for the following reason(s):  
\_\_\_\_\_

\_\_\_\_\_ Returned back to the Provost

Senate President \_\_\_\_\_ Date \_\_\_\_\_

**Action by Campus SACS Accreditation Liaison**

The proposed academic change is considered in relation to the SACS Substantive change Policy as (Place a "X" mark)

\_\_\_\_\_ Minor change such as changes in course number or title and no action  
required

**Proposed Curriculum change Falls Under one of Three Procedures.**

**Procedure One** (Requiring Notification and Approval of SACS) Six (6) or twelve (12) months prior to implementation

**Procedure Two** (Requiring only prior notification to SACS)

**Procedure Three** (Review and Approval of SACS required) 12 months prior to implementation

\_\_\_\_\_ Academic Program Substantive Change Checklist Form is attached

\_\_\_\_\_ Forwarded to the Office of Provost on \_\_\_\_\_ Date \_\_\_\_\_

SACS Liaison \_\_\_\_\_ Date \_\_\_\_\_

Proposal Checklist

\_\_\_\_\_ Academic Program Action Request Form or  
\_\_\_\_\_ Academic Program Changes Proposal Form  
\_\_\_\_\_ New Academic Program Proposal Form  
\_\_\_\_\_ Curriculum Changes Proposal Form  
\_\_\_\_\_ Academic Programs Substantive Change Checklist

**NOTE: Proposal will not be approved by APC without a completed clearance form**





**Academic Programs Substantive Change Checklist (Completed by SACS Liaison upon Receipt of Proposal Form) (Academic Change Form #4)**

SACS Liaison \_\_\_\_\_

Requested Action (Check all that apply)

- Introduction of New Program(s)**
- Changing an Existing Program(s) (Beyond minor changes to courses)**
- Deleting an Existing Program(s)**
- Program Consolidation**
- Minor Curriculum Change**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm that I have checked off the type of substantive change identified within the Academic Programs Changes Proposal Form and am initiating the development of a substantive change prospectus to be reviewed by SACS.

\_\_\_\_\_  
SACS Liaison Signature

\_\_\_\_\_  
Date

**APPENDIX I**

**POLICIES FOR FACULTY DEVELOPMENT GRANTS**

**Full-Time Tuition Grants**

The Faculty Development & Travel Fund Committee, whose members the Faculty Senate selects and the Associate Provost Vice President of Academic Affairs appoints, will meet (if necessary) and award a full-time tuition grant up to \$3500 per semester, depending upon the availability of funds. They can be awarded to one (1) or two (2) qualified faculty who are released from their teaching duties to work full-time on a terminal degree. Recipients cannot teach any courses while working on this grant. In order to be eligible for a faculty tuition grant, one must have been actively employed for twelve consecutive months (excluding summer months) prior to application.

To receive these grants, recipients must sign an obligation agreement that commits them to one year of continuous service to Mississippi Valley State for every two semesters funded. Continuous service requirements will not exceed six years. If recipient chooses not to return to the University, they will be required to repay at current interest rates, all salary and other funds extended for purpose of upgrading credentials.

**Part-Time Tuition Grants**

Part-time faculty tuition grants will be awarded each semester. Recipients will receive \$2,000 for tuition and \$500 for travel expenses. Grants will be given to no more than five (5) eligible faculty each semester, contingent upon availability of funds. (Tuition grants for summer semester will be awarded only if funds are still available.) In order to be eligible for a faculty tuition grant, one must have been actively employed for twelve consecutive months.

Faculty must complete a Tuition Grant Application, along with a relevancy statement that addresses how the degree or certificate will further develop their current position and discipline and enhance Mississippi Valley State University.

They must also sign an obligation agreement that commits them to one year of continuous service to Mississippi Valley State for every two semesters of University support, not to exceed four years. If a recipient chooses not to return to the University, they will be required to repay at current interest rates all salary and other funds expended for purpose of upgrading credentials.

Application must be made before August 15 for fall semesters and December 15 for spring semesters. To receive reimbursement, recipients must complete a remittance voucher and attach a zero balance tuition receipt. Reimbursement must be obtained within 30 days after the end of the semester

Recipients must maintain a minimum GPA of 3.0 for masters and doctoral levels of study. They must submit to the Office of Title III Programs and The Faculty Development Office a copy of their course schedules two weeks after classes begin and a copy of their transcripts thirty days after classes end.

The Faculty Development & Travel Fund Committee will select applicants based on whether it strengthens their current service to the university, as well as their letter of purpose, the amount of time in the program, number of courses to complete degree, critical need of the degree, and cumulative GPA.

**No courses can be taken during normal working days.**

Any accomplishments received related to the grant, including workshops, seminars, readings, publications, degrees, and other related activities must acknowledge the support of the U.S. Department of Education, The Title 111-Part B Program, Mississippi Valley State University, and The Teaching and Learning Center. Documentation of any of these activities must be submitted for record keeping.

**Travel Grants**

**Overview**

Faculty travel grants support faculty travel to professional meetings, workshops & other professional development events.

The University will provide up to \$1,700, depending on the availability of funds, to support faculty travel until all funds are exhausted. The University also encourages faculty travel to professional meetings, even though one is not presenting a paper (up to \$1,000 if not presenting a paper), leading a roundtable discussion, or taking part in a poster session.

**Eligibility**

To receive a travel grant, faculty must have been employed at the University for twelve consecutive months. They must complete all application forms and submit all other forms as required by the University.

**Procedures**

Applications and any other important information can be obtained through the Faculty Development Office. The Faculty Development & Travel Fund Committee will meet to review travel grant applications on ~~the 15 of the month or~~ the closest following business day or when time constraints demand immediate attention. Applications should be submitted along with a travel request, conference agenda, flight itinerary, hotel arrangements, and relevancy statement that explains how the conference will add to the applicant's professional development and to the enhancement of the University.

Applicants will be notified once the application and proposal have been accepted or denied. If a proposal is accepted, recipients must submit a travel request form along with an application form and proposal. They will also need to include conference agenda, flight itinerary, and hotel information. (See Fiscal Affairs Handbook for the procedures, forms, and attachments that must be included.)

Upon their return, recipients will be reimbursed for their expenses after they submit the necessary forms. All forms must be submitted within 15 days after they return. Travel vouchers, remittance vouchers, and/or requisition forms must include a conference agenda, travel itinerary, hotel receipts, airline receipts, and any other required receipts. If travel expenses exceed the \$1,700 limit, any additional funds must come from another source. (See Fiscal Affairs Handbook for proper forms and other requirements.)

Recipients will also have to submit a final report to share with colleagues in a meeting or forum.

The report may be given in the Faculty Development conference room or some other appointed place.

A faculty member can receive only one travel grant ~~during the semester~~ within one academic year (from August to July next year). Travel funds will be awarded on a first come first served basis until all funds are depleted. Funds will be frozen if half of available funds are spent before November 15. They will begin to be awarded again on January 15.

Any accomplishments received related to faculty development grants, including workshops, seminars, readings, publications, and other related activities, must acknowledge the support of the U.S. Department of Education, The Title III-Part B Program, Mississippi Valley State University, and The Teaching and Learning Center. Documentation of any of these activities must be submitted for record keeping.

### **Summer Research Grants**

Summer research grants of up to \$5,000 for an individual faculty member are awarded in the spring semester. Faculty must complete an application form with all other necessary information as stated in ~~the application form~~ the MVSU Summer Research Grant Guidelines and Summer Research Grant Review Rubric (approved by the Faculty Senate). The forms, the copy of the Guidelines and supporting documents can be obtained from the Faculty Development Office. The forms and supporting documents must be submitted on or before the given due date in Summer Research Grant Guidelines. Any stipend request must be limited to 35% or less of the total amount of the grant.

Recipients of research grants must submit a final report within thirty (30) days after the close of the grant period on September 1, and no grant will receive additional funding after September 1. No future consideration will be given to grant recipients who do not complete their reports.

~~The Title III Office will form a committee to consider~~ The Faculty Development & Travel Fund Committee reviews and approves applications. The committee will employ the Summer Research Grant Review Rubric for reviewing applications and base their decisions on the feasibility of the project, a reasonable timeline, the innovative nature of the project, its contribution to professional development and field of study and on its contribution to the University, and the requirements stipulated in the Summer Research Grant Guidelines. Applicants will not be eligible to receive a grant for one consecutive year.

Any accomplishments received related to the grant, including workshops, seminars, readings, publications, and other related activities must acknowledge the support of the U.S. Department of Education, The Title 111-Part B Program, Mississippi Valley State University, and The Center for Teaching and Learning. Documentation of any of these activities must be submitted for record keeping.

### **Processing Grants**

Anyone receiving a grant must read and sign necessary documents. All grants must have prior approval, which includes all required signatures, to receive funds. The Teaching and Learning Center will process all grants in a timely manner, but has no control over the amount of time other units take to process paper work. Faculty should be aware that the reimbursement process could take as long as thirty days, which is not uncommon for any college or university.

## **MVSU FACULTY HANDBOOK**

The Faculty Development & Travel Fund Committee will ~~meet to~~ determine which applications have the most merit on account of the policies and guidelines as stated above. ~~See above grant categories for criteria used to making decisions.~~

**APPENDIX J**

**MVSU SEXUAL HARASSMENT POLICY**

**This policy needs to be checked with Title IX and HR**

**I. STATEMENT OF POLICY**

Mississippi Valley State University is committed to the principle that the working and learning environment be free from inappropriate conduct of a sexual nature. Sexual harassment is inappropriate, unprofessional and illegal behavior that will not be tolerated by the University. Individuals who engage in such conduct will be subject to disciplinary action.

**II. SCOPE OF POLICY**

This policy applies to all administrators, faculty, staff and students and is applicable regardless of the gender of the complainant or the alleged harasser.

**III. DEFINITION**

**A. Sexual Harassment.** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status;
2. Submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile or offensive environment.

**B. Examples.** Examples of behavior that could be considered sexual harassment include but are limited to:

1. Physical contact of sexual nature including touching, patting, hugging, or brushing against a person's body;
2. Explicit or implicit proposition or offers to engage in sexual activity;
3. Comments of a sexual nature including sexually explicit statements,

questions, jokes or anecdotes; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; speculation about sexual experience;

4. Exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
5. Physical interference with, or restriction of, an individual's movements.

#### **IV. INFORMAL COMPLAINT PROCEDURES**

This process may be used as a prelude to filing a formal complaint or, as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subjected to sexual harassment may immediately file a formal complaint as described in Section V of this policy. An individual wishing to utilize the options under the informal process should contact the Director of Human Resources or if the complainant is a student, the Vice Institutional Executive Officer for Student Affairs.

- A. **Consultative Services** are a part of the informal process and are designed to provide a member of the university community an opportunity to discuss specific concerns in a confidential setting. Assistance will be provided to help the employee understand the definition and the legal implications of sexual harassment.
- B. **Informal Assistance**: The complainant is provided assistance in attempting to resolve possible sexual harassment if the complainant does not wish to file a formal complaint. Such assistance may include strategies for the complainant to inform the offending party that his or her behavior is unwelcome and should ceased, action by an appropriate University official to stop the unwelcome conduct, and/or informal mediation.
- C. **Confidentiality**: The University will endeavor to maintain confidentiality to the extent permitted by law. Where the complainant's desire to maintain anonymity constrains attempts at establishing facts and eliminating the potential harassment, the University will attempt to find the right balance between the complainant's desire for privacy and confidentiality, and the responsibility of the University to provide an environment free of sexual harassment. However, not all circumstances will allow for complete confidentiality and, the University may take more formal action in cases of egregious sexual harassment.

**V. FORMAL COMPLAINT**

**PROCEDURE A. Reporting.**

1. Mississippi Valley State University encourages any person who believes that he or she has been subjected to sexual harassment to immediately report the incident to (1) the appropriate supervisor of the accused faculty member or employee, (2) to the Director of Human Resources or, (3) when a student is the complainant or the accused individual, to the Vice Institutional Executive Officer for Student Affairs. In no case will a complainant be required to report such behavior to the person accused in the misconduct. The complainant will be advised of the procedures for filing a formal complaint of sexual harassment at the time he or she reports the alleged harassment. When a supervisor or the Vice Institutional Executive Officer for Student Affairs receives a complaint, he or she will immediately notify the Director of Human Resources.
2. In order to initiate the investigation process, the complainant should submit a written statement setting out the details of the conduct that is the subject of the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. When a supervisor or the Vice Institutional Executive Officer of Student Affairs receives a complaint with a written statement, he or she shall immediately notify the Director of Human Resources.

**B. Compliant Investigation.**

1. The Director of Human Resources and/or the Vice Institutional Executive Officer for Student Affairs will investigate all complaints that are supported by a written statement, as appropriate. If the complaint is not in writing, the investigator should prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the complainant.
2. As part of the investigation process, the accused individual shall be provided with a copy of the complaint and allowed a reasonable time to respond in writing.
3. Any persons thought to have information relevant to the complaint shall be interviewed and such interviews shall be appropriately documented. Other acceptable methods for gathering information include, but are limited to, visual inspection of materials alleged to be offensive and follow-up interviews as necessary.
4. The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint. The Vice Institutional Executive



Officer for Academic Affairs shall review investigations exceeding sixty (60) days, and justification documented. The complainant, accused individual and supervisor will be provided an update on the progress of the Investigation after the interview.

5. Upon completion of the investigation, a written report will be submitted to the appropriate administrative head. A copy of the report shall be sent to the appropriate vice Institutional Executive Officer. The report shall include: findings, a recommendation as to whether disciplinary action should or should not be pursued against the accused individual and a proposed disciplinary penalty, if disciplinary action is recommended. Recommendations for disciplinary action regarding faculty and staff will be handled in accordance with the University's policies and procedures for discipline and dismissal of faculty and employees. The Vice Institutional Executive Officer of Student Affairs will proceed with the investigation and disposition of complaint against a student in accordance with the University's student disciplinary procedures.

**C. Retaliation.** A faculty member, student or employee, who retaliates in any way against an individual who has brought a complaint pursuant to this policy in good faith or, who retaliates against an individual who has participated in good faith in an investigation of such a complaint, is subject to disciplinary action, up to and including dismissal or expulsion as appropriate.

**D. Confidentiality.** To the extent permitted by the circumstances and the law, complaints and information received during the investigation will remain confidential. Relevant information must be provided to those persons who need to know in order to achieve a timely resolution of the complaint; therefore absolute confidentiality may be impossible.

**E. False Allegations.** Any faculty member, employee or student who is found to have intentionally made false allegations of sexual harassment against another shall be subject to disciplinary action up to and including dismissal from University employment or expulsion as a student, whichever is appropriate.

F. The compliant procedures set out in this policy are intended as a guideline. Immaterial deviation from these procedures should not be considered failure on the part of the University to respond appropriately.

**MISSISSIPPI VALLEY STATE UNIVERSITY SEXUAL  
HARASSMENT POLICY VERIFICATION OF RECEIPT**

By signing below, I verify that I have received a copy of the Mississippi Valley State University Sexual Harassment Policy. I agree to read and I understand that if I have any questions regarding it, that I should direct them to Office of Human Resources.

---

Recipient

---

Date

## APPENDIX K

### MISSISSIPPI VALLEY STATE UNIVERSITY FACULTY STANDING COMMITTEE LISTING

#### ~~ATHLETICS COMMITTEE~~

~~Purpose: To foster University community confidence in the intercollegiate athletics program by ensuring that the program is striving to meet the mission and goals for intercollegiate athletics at Mississippi Valley State University.~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: Monthly~~

#### ACADEMIC APPEALS COMMITTEE

Purpose: To review student appeals for reinstatement and academic forgiveness and make recommendations to the Chief Academic Officer.

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### ATHLETICS COMPLIANCE COMMITTEE

Purpose: To monitor the athletic programs compliance with policies relating to admissions, the academic performance and progress of student athletes toward graduation, and the integrity of the course of study of student athletes, seeking appropriate review of cases in which it appears that there has been abuse of academic integrity in order to promote athletics programs.

Reports to: The Chief Academic Officer

Meeting Schedule: Monthly

#### ~~BROADCAST ADVISORY COMMITTEE (Formerly the Radio Advisory Committee)\*~~

~~Purpose: To provide assistance, ideas and recommendations regarding the campus radio station and forms of broadcast media. This committee also assists in identifying external means of support for the campus radio station through sponsorships and fund raising and for providing guidance in the operations of the campus television station and recording studio.~~

~~Reports to: The Vice Institutional Executive Officer for University Relations~~

~~Meeting Schedule: Monthly~~

#### COMMENCEMENT COMMITTEE

Purpose: To plan and organize the University's Spring Commencement activities

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### ~~CUSTOMER SERVICE COMMITTEE~~

~~Purpose: Responsible for recommending and promoting activities and services designed to increase excellence in customer service throughout the campus community.~~

~~Reports to: The Executive Assistant to the Institutional Executive Officer~~

~~Meeting Schedule: Monthly~~

#### ~~EMERGENCY PREPAREDNESS COMMITTEE~~

~~Purpose: Responsible for the development and implementation of campus-wide emergency plans and procedures~~ Reports to: The Vice Institutional Executive Officer for Fiscal & Administrative Affairs Meeting Schedule: Quarterly or as needed

#### ~~ENROLLMENT MANAGEMENT COMMITTEE~~

~~Purpose: Responsible for the development and implementation of strategic plans to recruit and retain students at the University.~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: Monthly or as needed~~

#### ~~FOUNDER'S DAY COMMITTEE~~

~~Purpose: Responsible for the planning and promotion of activities for the University's Founder's Day Convocation~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: As needed~~

#### ~~HOMECOMING COMMITTEE~~

~~Purpose: Responsible for the planning and promotion of activities for the University's annual Homecoming Week activities~~

~~Reports to: The Vice Institutional Executive Officer for Student Affairs~~

~~Meeting Schedule: As needed~~

#### FACULTY GRIEVANCE COMMITTEE

Purpose: Responsible for hearing academic and employment grievances of faculty members

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### HONORS CONVOCATION COMMITTEE

Purpose: Responsible for the planning and promotion of activities honoring outstanding scholarship of MVSU students

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### ~~HUMAN RESOURCES COMMITTEE~~

~~Purpose: Responsible for the evaluation of current Human Resources policies and procedures as well as for making appropriate recommendations for the development of new policies or the enhancement of existing procedures~~

~~Reports to: The Vice Institutional Executive Officer for Fiscal & Administrative Affairs~~

~~Meeting Schedule: Monthly~~

#### ~~JUDICIAL AFFAIRS COMMITTEE~~

~~Purpose: This Committee is charged with hearing and adjudicating student disciplinary charges of infractions on campus~~

~~Reports to: The Vice Institutional Executive Officer for Student Affairs~~

~~Meeting Schedule: As needed~~

#### LIBRARY COMMITTEE

Purpose: Responsible for evaluating library holdings and equipment and for making appropriate enhancement recommendations.

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### ~~LYCEUM COMMITTEE~~

~~Purpose: Responsible for the planning and promotion of cultural awareness and cultural events throughout the University Community~~

~~Reports to: The Vice Institutional Executive Officer for Student Affairs~~

~~Meeting Schedule: As needed~~

#### ~~MEDIA AND PUBLICATION ADVISORY COMMITTEE (formerly the Marketing and Publications Committee)~~

~~Purpose: Responsible for the development of strategies and guidelines for university media and publications~~

~~Reports to: The Vice Institutional Executive Officer for University Relations & Executive Assistant to the Institutional Executive Officer~~

~~Meeting Schedule: Monthly~~

#### ~~MARTIN LUTHER KING/BLACK HISTORY MONTH COMMITTEE~~

~~Purpose: Responsible for the planning and promotion of activities for the University's annual Martin Luther King and Black History Month convocations~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: As needed~~

#### ~~MR. & MISS MVSU ADVISORY COMMITTEE~~

~~Purpose: Responsible for the planning and promotion of the activities designed to select Mr. & Miss MVSU as well as for the development and coordination of activities in which these university ambassadors may participate during their reign.~~

~~Reports to: The Vice Institutional Executive Officer for Student Affairs~~

~~Meeting Schedule: As needed~~

#### PROGRAM REVIEW AND ASSESSMENT COMMITTEE

Purpose: To establish guidelines for comprehensive program review for academic and Administrative units and provide guidance for student outcomes assessment throughout the institution. It also provides a forum for the exchange of program review and assessment information and strategies among graduate and undergraduate programs and administrative units.

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### RESEARCH COMMITTEE

Purpose: To promote contributions to the universe of knowledge throughout the campus community

Reports to: The Chief Academic Officer and the Vice Institutional Executive Officer for Research, Planning, Community and Economic Development

Meeting Schedule: As needed

#### SCHOLARSHIP COMMITTEE

Purpose: To review applications for University scholarships and make the appropriate recommendations regarding recipients

Reports to: The Chief Academic Officer

Meeting Schedule: As needed

#### SPECIAL OCCASIONS COMMITTEE

Purpose: To provide logistical support to University Standing Committees as well as Ad Hoc committees

Reports to: Institutional Executive Officer/Executive Assistant to the Institutional Executive

Officer

Meeting Schedule: As Needed

#### ~~STATUS OF MEN COMMITTEE~~

~~Purpose: To call attention to and address issues that affect men on campus and in the broader community~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: Monthly~~

#### ~~STATUS OF WOMEN COMMITTEE~~

~~Purpose: To capture and promote the contributions of women and to call attention to and address issues that affect women on campus and in the broader community~~

~~Reports to: The Institutional Executive Officer~~

~~Meeting Schedule: Monthly~~

#### TECHNOLOGY AND TELECOM PLANNING COMMITTEE

Purpose: To evaluate, maintain, and promote state-of-the-art technology across the campus and make recommendations related to the University's telecommunication system

Reports to: Chief Academic Officer & the Vice Institutional Executive Officer for Fiscal Affairs

Meeting Schedule: Monthly

#### UNIVERSITY POST TENURE REVIEW COMMITTEE

Purpose: To evaluate the records and performance of tenured faculty, as directed, and make recommendations to the Chief Academic Officer regarding continuation or termination of tenured status. This committee shall also recommend general policies, criteria, and procedures affecting post tenure status to the appropriate officials.

Reports to: The Chief Academic Officer and the Institutional Executive Officer

Meeting Schedule: As needed

#### UNIVERSITY TENURE AND PROMOTION ~~AND TENURE~~ COMMITTEE

Purpose: To consider all recommendations for persons seeking to be awarded faculty tenure and/or promotion and advise the appropriate University official(s) accordingly. This committee shall also recommend to the appropriate officials general policies relative to procedures and criteria affecting award or denial.

Reports to: The Chief Academic Officer and the Institutional Executive Officer

Meeting Schedule: As needed

#### UNIVERSITY TENURE AND PROMOTION ~~AND TENURE~~ APPEALS COMMITTEE

Purpose: To consider all faculty appeals of tenure and/or promotion decisions. This committee shall also recommend to the appropriate officials general policies relative to procedures and criteria affecting award or denial.

Reports to: The Chief Academic Officer and the Institutional Executive Officer

Meeting Schedule: As needed

#### UNIVERSITY PLANNING & BUDGET COMMITTEE

~~Purpose: To listen to budget requests and unit assessment reports as made by various university budget directors and make recommendations regarding departmental/unit budgets each fiscal year.~~

~~Reports to: The Vice Institutional Executive Officer for Research, Planning, Community~~

and Economic Development

Meeting Schedule: As Needed

~~ANIMAL CARE AND USE COMMITTEE~~

~~Purpose: To oversee and review the procedures and processes to ensure the health, welfare and proper handling of animals used in teaching.~~

~~Reports to: The Institutional Executive Officer and Vice Institutional Executive Officer for Fiscal & Administrative Affairs~~

~~Meeting Schedule: As Needed~~

## **APPENDIX L**

### **IHL Updates**

#### **502 ACCREDITATION**

Institutions shall endeavor to acquire accreditation for all programs for which professional accreditation is available and shall comply with the procedures as set forth below.

##### **PROCEDURE**

A copy of the Compliance Certification Report and Quality Enhancement Plan submitted in connection with SACS accreditation review shall be filed, electronically if available, with the Commissioner of Higher Education. Supporting documentation need not be submitted.

(BT Minutes, 9/90; 1/98; 3/2005) Page 500-3

#### **504.0101 HOURS TO DEGREE**

The IHL Board directs each institution's faculty to review credit hour requirements for all degree programs by July 2005, and to reduce the expectation of degree program requirements to 124 hours or less in every case possible . . . This policy takes effect for all undergraduate students first enrolled in the fall 2007 semester and thereafter.

(BT Minutes, 7/2004)

#### **801.06 HIRING PROCESS**

The policy of the Board requires that each institution develop, maintain, and follow written employment and/or hiring procedures for both faculty and staff. Such procedures shall conform to all applicable state and federal laws and shall be on file within each institution's personnel department.

(BT Minutes, 9/90; 1/98; 11/2005)

#### **711.08 INCIDENT PREPAREDNESS PLAN**

Each institution shall prepare an incident preparedness plan which will be updated annually, reviewed by the Board staff, and on file at the Board Office.

References to Board Policy are based upon the most current IHL Policies and Bylaws. It is the responsibility of employees to make sure that they are referring to current policy.