

## Policy 3.0

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**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Equal Employment Opportunity**

**Subject Component**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001; Spring 2008**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1A**

**Number:**

1. It is policy of Murray State University to recruit, hire, train, and promote persons in all job classification without regard to race, color, religion, sex, age, physical handicap, sexual orientation or national origin. All decisions of employment and promotion will be in compliance with and furtherance of principles of equal employment opportunity. Also, all actions such as compensation, benefits, transfers, layoffs, return from layoff, university sponsored training, education, and social/recreational programs will be administered without regard to race, color, religion, sex, age, physical handicap, sexual orientation, or national origin. (University Faculty Handbook)
2. Murray State University is obligated by provision of Civil Rights Act of 1964, as amended, and pertinent regulations of Equal Employment Opportunity Commission, Executive Order 11246, as amended; pertinent regulations of Office of Federal Contract Compliance of Department of Labor, and higher education guidelines and regulations of Office for Civil Rights of Department of Health, Education, and Welfare pertinent to Executive Order; Sections 503 and 504 of Rehabilitation Act of 1973 and pertinent regulations issued by Departments of Labor and Health, Education and Welfare; Equal Pay Act of 1963, as amended; Age Discrimination Act of 1967, as amended; and, pertinent regulations of Wage and Hour Division, Department of Labor, to operate in a nondiscriminatory manner. (University Faculty Handbook)
3. Dean, department chairpersons, and search committee chairpersons and members shall be knowledgeable of and comply with latest university policies on hiring.

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Guidelines for Screening and Selecting**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1B**

## **Faculty, Chairpersons, and Staff**

### **Subject Component**

**Effective Date: Oct 26, 1987**

**Revised Date: Oct, 1988(Letter Transmittal, Affirmative Action Officer); Spring 2001; Spring 2008**

HIRING OF FACULTY CHAIRPERSONS AND STAFF IN COLLEGE OF EDUCATION SHALL FOLLOW LATEST UNIVERSITY POLICIES REGARDING AFFIRMATIVE ACTION. UNIVERSITY AFFIRMATIVE ACTION OFFICE SHALL BE CONTACTED AND GUIDELINES FOLLOWED AS DIRECTED BY THAT OFFICE.

1. Search committees are to be utilized in filling all faculty, chairperson, and director vacancies, except in those instances when dean, in consultation with chairpersons and faculty, elects to fill a vacancy from within institution.
2. To fill a faculty vacancy involving an outside search, following procedures shall be utilized:
  - a. Chairpersons and faculty develop a job description and written rationale for filling vacant position. Following approval by dean, a formal request to advertise and fill position may be initiated utilizing procedures and forms prescribed by president.
  - b. Chairperson, in consultation with dean, shall appoint a search committee consisting of faculty and, where appropriate, students or practitioners. Department chairperson may serve as chairperson of search committee, or department chairperson may appoint committee chairperson.
  - c. Role and responsibilities of search committee are defined by university policy.
3. When a vacancy in a chairperson position is to be filled, dean, in consultation with faculty in department, will determine if an outside search is to be conducted. If position is to be filled from applicants inside university, dean will communicate this fact to college faculty and will establish process for nominations and applications for position. In consultation with faculty in department, dean will select and make final recommendation to provost and president.
4. When a vacancy in a director or chairperson position is to be filled utilizing a national search, dean shall appoint a search committee and designate its chairperson. This search committee will follow procedures outlined in 2c above. In consultation with faculty and search committee, dean will select and make final recommendation to provost and president.

5. When a vacancy occurs in a staff position, chairperson or unit director is responsible for conducting an appropriate search to fill position utilizing procedures that are contained in latest university Personnel Policy Manual.

#### Affirmative Action Process

It is imperative to adhere to latest university "Steps to Hire" procedures. Adherence to these procedures will facilitate hiring process and reduce university's exposure to risk. In particular, adhere to following points:

1. Interviews are not to be scheduled before Interview Request form has been submitted and final approval is secured.
2. Personnel Action forms are not to be initiated until Employment Summary Form has been submitted and approved.
3. All forms must include budget line number
4. All forms must be typed and legible

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Duties and Responsibilities**

**Subject Component: Assignments**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1C**

**Number: 03. 1C1**

**Reviewed Date: Spring 2008**

#### Kentucky Teacher Internship Program (KTIP)

When requested by department chairperson, each faculty member is expected to participate in KTIP that includes receiving necessary training. Maximum number of interns assigned each faculty shall not exceed four (04), independent of locations or whether assignments are for year or one-half year interns. Faculty member may request additional interns and may be approved by chairperson.

#### Committee Service

Faculty is expected, when requested, to serve on ad-hoc and standing departmental, college, and university committees.

#### Teaching/Supervision

Faculty should have scholarly preparation and professional experience appropriate to each assignment.

### Currency

Faculty will maintain involvement in and be informed about educational issues and will be committed to preparation of professionals to provide instruction/service in a multicultural society.

### Registration

Faculty, especially prior to and during registration, shall advise students concerning courses to be taken and oversee student class schedules. Adviser is to sign student trial schedules indicating approval. During actual enrollment procedure, faculty is responsible for assisting students as directed by department chairperson. It is adviser's responsibility to see that students are aware of prerequisites for desired courses. (University Faculty Handbook)

### Record of Student Grades and Absences

Records of student grades and absences should be kept in such a way that if illness or some other unforeseen circumstance makes it necessary for a class to be taken over temporarily or permanently by another faculty member, such a change can be made with a minimum of interruption. (University Faculty Handbook).

### Other

Faculty may have other duties as assigned by dean or chairperson.

**Policy Area: PERSONNEL**

**Number: 03**

**Subject Area: Faculty**

**Number: 03. 1**

**Specific Subject: Duties and Responsibilities**

**Number: 03. 1C**

**Subject Component: Meetings, Retreats, & Other**

**Number: 03. 1C2**

**College/Departmental Functions**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

1. Faculty shall attend and actively participate in all faculty meetings and retreats called by chairpersons or dean, unless excused by appropriate college administrators.
2. Faculty shall demonstrate a commitment to departmental, college, and university goals.

**Policy Area: PERSONNEL**

**Number: 03**

**Subject Area: Faculty**  
**Specific Subject: Duties and Responsibilities**  
**Subject Component: Commencement Program**  
**Effective Date: Spring 1989**  
**Revised Date: Spring 2001**

**Number: 03. 1**  
**Number: 03. 1C**  
**Number: 03. 1C3**

**Reviewed Date: Spring 2008**

Faculty shall attend commencement programs in appropriate academic attire, unless engaged in other university business or excused by dean. Academic attire may be procured through University Store.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Duties and Responsibilities**  
**Subject Component: Recruitment, Summer Orientation, & Pre-registration Activities**  
**Effective Date: Spring 1989**  
**Revised Date: Spring 2001**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1C**  
**Number: 03. 1C4**

**Reviewed Date: Spring 2008**

Faculty shall, when requested, participate in recruitment, summer orientation, and pre-registration activities.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Duties and Responsibilities**  
**Subject Component: Conflict of Interest**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1C**  
**Number: 03. 1C5**

1. No employee shall use any vehicle, building, equipment, or other university resource for personal use, private practice, or consulting unless otherwise approved in advance by chairperson or dean.
2. Faculty or staff shall not, individually or acting as agent for an outside firm, sell, rent or lease to college or department any equipment, merchandise, commodity, or service, except as covered in their contract of employment or unless awarded a contract for such service or merchandise through university bid or purchase procedures.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Duties and Responsibilities**  
**Subject Component: Outside Employment**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1C**  
**Number: 03. 1C6**

**Revised Date: Spring 2008**

Professional Activities and Outside Employment

A full-time member of university faculty is encouraged to engage in outside professional activities such as writing, consulting, collaboration with P-12 partners, lecturing or activities of similar nature that will enhance professional growth or reputation, subject to following restrictions:

1. Since faculty member's primary responsibility is to university, all outside employment is considered secondary. Outside activities will be deemed excessive when, in judgment of department chairperson, dean, and provost they are of an extent that interferes with discharge of faculty member's full obligation to university. While no fixed time is set, equivalent of one working day a week is sometimes used as an upper measure.
2. Advance discussion of proposed outside activities with department chairperson is desirable, and faculty member is responsible for keeping department chairperson and dean fully informed in writing about nature and extent of current outside commitments.
3. Except in rare instances, outside work schedule should be flexible so as not to require absence of faculty member from any university activity at which attendance is normally expected.
4. The above shall not be considered to apply to a faculty member when not officially on duty (e.g., during vacation periods, official holiday, leave without pay).
5. Except in cases specifically approved in writing by president authorizing official university involvement, faculty member in undertaking such employment shall act as an individual and not as an agent of university and shall not use name of university in connection with such work.
6. Amount of earnings from outside activities is not a concern of university. Except when advice or services are given free in public interest, faculty member should charge fees comparable to those charged by firms or individuals doing same work.

7. In undertaking outside employment, faculty member shall not make use of university facilities or personnel without prior written approval of head of unit responsible for facilities or personnel and office of Vice President for University Relations and Administrative Services. That office shall determine to what extent university shall be reimbursed for such use.
8. It is important that outside work or entrepreneurial activity not be scheduled in a manner to preclude scheduling and maintaining of reasonable office hours as defined elsewhere in this policy handbook. Except in those instances where professional travel or assigned supervisory or teaching duties preclude, faculty members are expected to be accessible on campus at least four days a week during normal working hours.

**See Faculty Handbook related to any other related issues.**

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Annual Evaluation of Performance**

**Subject Component:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1D**

**Number:**

**Revised Date: Spring 2008**

1. For determination of salary, each faculty member shall be evaluated annually, using university, college and departmental criteria and procedures to determine salaries.
2. In addition to evaluation to determine salary recommendations, each probationary faculty member shall be formally evaluated annually by faculty member's department chairperson who follows procedures and criteria of university tenure policy. The evaluation may include but not be limited to the following:
  - a. observing faculty in classroom teaching;
  - b. analysis of student feedback data information;
  - c. review of teaching materials;
  - d. review and assessment of departmental tenure committee—including research, service activities, and collaboration with P-12 partners.
  - e. review of grade course distributions;

- f. other criteria as specified by college or department policy.
3. Chairpersons shall provide to each faculty member (tenured and non-tenured) formal, annual, written feedback and evaluation.
4. Dean shall provide annual written performance evaluations to each faculty member (tenured and non-tenured).
5. If chairperson or dean finds a faculty member deficient to extent of eventual probability of not being retained, probationary faculty shall be notified in writing and, if appropriate, provided a written plan prescribing recommendations for improvement.

(See Appendix F: Evaluation Tracking Form and Appendix G COE Faculty Evaluation Handbook)

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Faculty and Student Appeal of Grievance**

**Subject Component:**

**Effective Date: November 18, 1974**

**Revised Date: October, 1996; 2001**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1E**

**Number:**

**Reviewed Date: Spring 2008**

A standing grievance committee is established in College of Education to collect pertinent data and to review all grievances that a complainant feels have not been satisfactorily resolved informally. (See Section 10.1 for committee composition.)

Faculty and Student Grievance Committee of College of Education is charged with responsibility for developing a procedure by which faculty and students can express what they consider to be inequitable procedures and unwarranted decisions which influence them.

Committee is further charged with establishing a procedure through which pertinent data shall be gathered concerning each grievance and a process through which complete and unbiased reporting of data will be made to appropriate administrative level.

### Policies

1. A grievance is a college-related problem or condition that a student or faculty believes to be unfair, inequitable, discriminatory, or a hindrance to his/her effective performance.



2. A grievance is defined as a claim of an individual or group that rights under announced rules and regulations or past practices have been violated.
3. Any student or faculty member has right to present any personal concern or dissatisfaction regarding college.
4. At any hearing, complainant and/or defendant may have representation of choice.
5. The complainant and/or defendant may obtain assistance from a member of college or may be provided assistance by college in collecting data and presenting case to committee.

#### Procedures

1. Complainant with a question or grievance shall attempt to solve problem informally by:
  - a. discussing it with that person to whom complaint is addressed;
  - b. then, if necessary, discussing it with that person's immediate supervisor or instructor.
2. A complainant not satisfied with an informal decision may present a formal grievance in writing to chairperson of College of Education Grievance Committee and defendant, using college grievance form.
3. Initial hearing must be held within two calendar weeks after written grievance has been filed.
4. After sufficient hearings have been held and needed data collected, committee will forward a recommendation to complainant, defendant and appropriate administrative level. Unless committee seeks extension of time, recommendations of committee will be rendered within two calendar weeks after initial meeting.
5. Time limits may be extended with consensual agreement of complainant, defendant, and committee.

6. In event grievance is not resolved at committee level, recommendation of committee along with pertinent data shall be forwarded to dean.
7. Unless an extension of time is sought, dean shall render a written response to complainant, defendant, and to committee chairperson within two calendar weeks.

[See Appendix A for copy of College of Education Grievance form.]

<b>Policy Area: PERSONNEL</b>	<b>Number: 03</b>
<b>Subject Area: Faculty</b>	<b>Number: 03. 1</b>
<b>Specific Subject: Professional Organizations</b>	<b>Number: 03. 1F</b>
<b>Subject Component</b>	<b>Number:</b>
<b>Effective Date: Spring 1989</b>	
<b>Revised Date: Spring 2001</b>	

**Reviewed Date: Spring 2008**

1. Faculty members are encouraged to maintain membership and active participation in professional organizations relative to their area of expertise.
2. Membership in specific professional organizations is an individual, professional matter, and individual faculty member shall make choice independently.

<b>Policy Area: PERSONNEL</b>	<b>Number: 03</b>
<b>Subject Area: Faculty</b>	<b>Number: 03. 1</b>
<b>Specific Subject: Teaching &amp; Supervisory Loads</b>	<b>Number: 03. 1G</b>
<b>Subject Component</b>	<b>Number:</b>
<b>Effective Date: February 2, 1979</b>	
<b>Revised Date: November 30, 1983, May 8, 1989, Spring 2001; Spring 2008</b>	

Maximum Teaching Loads:

1. Undergraduate -

The maximum teaching load for faculty in college may not exceed twelve (12) credit hours per semester, or that equivalent.

2. Graduate -
  - a. Graduate classes shall be defined as courses at 600-level or above or those that may be numbered at 500-level and for which majority enrolled are graduate students.

- b. Maximum teaching load for faculty in college assigned only full-time graduate teaching, as defined in above statement, may not exceed nine (09) semester credit hours, or that equivalent. Independent studies and student thesis direction are excluded from this requirement.

Maximum teaching loads are established to allow time for faculty research and service. Although teaching overloads may become necessary, caution should be taken to ensure that each faculty member can maintain a consistent research and service record, as well.

#### Supervisory -

1. Supervision of student teachers are established at rate of five (05) students supervised being equivalent to three (03) credit hours of teaching assignment.
2. Graduate internship and practicum courses will be considered in faculty load determination on a case-by-case basis, depending upon enrollments, geographic locations, duration, credit hour, and other special consideration (May 8, 1989).

#### Independent Studies -

Unless agreed to by chairperson and dean, a faculty member responsible for independent studies for less than six (06) students does not decrease teaching credit hour assignment

#### Summer Teaching -

Full-time summer teaching load is six (06) credit hours (or that equivalent) compensated at rate of fifteen (15) percent of previous academic year's nine (9) month contract salary of teaching faculty. Half-time summer teaching load is three (03) credit hours (or that equivalent) compensated at rate of seven and one half (7 1/2) percent of previous academic year's 9-month contract salary for teaching faculty. Department Chairpersons are the exception to this policy. Chairperson's contracts are for twelve (12) months and compensation is based on commitment to teach one summer course of three (03) hours.

#### Night and Weekend Classes -

A faculty member may be assigned one or more night or weekend class per semester as part of normal teaching load.

#### Electronically delivered Classes –

ITV and Web-courses may count as part of regular faculty load.

#### Teaching and Administrative -

1. Chairpersons are to teach half-time per semester.

2. Dean may elect to teach three or more hours during an academic year, upon approval of provost.
3. Assistant Dean may elect to teach three or more hours during an academic year, upon approval of dean.

Exceeding Load Maximum –

1. Teaching and supervisory hours in excess of maximum hours are considered an overload and faculty shall not be assigned overloads, except in unusual cases mutually agreed to by faculty member, chairperson, and dean, for which faculty member may be compensated.
2. Faculty members may be compensated as overload for special projects assigned to them.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Release Time**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Revised Date: Spring 2001**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1H**  
**Number:**

**Reviewed Date: Spring 2008**

1. Chairpersons make decision regarding faculty release time with approval of dean.
2. Faculty involved in a significant research project moving toward publication, or is scheduled to direct a significant externally funded program, or is elected to an executive office in a national professional organization, may be granted reduction in load by consent of chairperson and dean while thus involved.
3. Significant public service or administrative tasks are also considered possible reasons for requesting a reduction in teaching loads.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Advisement**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1I**  
**Number:**

**Revised Date: Spring 2008**

1. Teacher Education program provides for a system of dual advising for teacher education students. Majors outside of College of Education are assigned an advisor from Department of Adolescent, Career, and Special Education or Department of Early Childhood and Elementary and Education. Education advisors are responsible for providing pertinent advice on teacher education program and on matters relating to certification. Advisors who have responsibility for a student's primary academic program are termed "Academic Advisors," and advisors who have responsibility only for a student's teacher-certification program are termed "Education Advisors."
2. All advisors will retain a file on each assigned academic and education advisee—to be kept in a designated space by each department.
3. Advisors shall monitor each student's completion of admission to teacher education process (See 12-hour rule in current undergraduate bulletin). Students who have been registered for admission to teacher education for more than one year, and who have not been fully admitted, will be counseled concerning ramifications of taking professional education courses without being admitted to teacher education program, consistent with the 12-hour rule. Students who have been denied admission to teacher education shall not be permitted to enroll for professional education courses.
4. Advisors will maintain documentation records within the student's file. Documentation will be maintained so that the advisor and advisee can work effectively. Required university forms and Teacher Education Services forms will be maintained in the student's file. Faculty will be encouraged to maintain any program specific documentation, as well, in the student's file, as an aid to student advisement.
5. Advisors should carefully monitor progress of students not admitted to teacher education to be sure that student is making progress in fulfilling conditions for admission to teacher education.
6. Faculty will become acquainted with requirements for completion of academic programs as well as completion of admission to teacher education processes.

Change in Student Advisors:

Faculty or student may initiate a change in student's advisor by completing and process a Change of Advisor form.

**Policy Area: PERSONNEL**  
**Subject Area: Faculty**  
**Specific Subject: Promotion**  
**Subject Component**  
**Effective Date: Spring 1989**

**Number: 03**  
**Number: 03. 1**  
**Number: 03. 1J**  
**Number:**

**Revised Date: October 1996; Spring 2001**

**Reviewed Date: Spring 2008**

Promotion recommendations will originate each year with departmental committee consisting of faculty of member's department, using criteria for promotion established by university.

Timelines are as follow.

October 1 - Applicant submits promotion packet to department chairperson, who presents it to chair of departmental promotion committee.

November 1 - Promotion recommendations from committee forwarded to department chairperson. Copy of committee's recommendation, without comments, shall be provided to applicant.

November 15 - Promotion recommendations forwarded to collegiate promotion committee. Copy of chairperson's recommendation, without comments, shall be provided to applicant.

December 15 - Promotion recommendations forwarded to dean. Copy of committee's recommendation, without comments, shall be provided to applicant.

January 15 - Promotion recommendations forwarded via provost to University Promotion and Leave Committee. Copy of dean's recommendation, without comments, shall be provided to applicant.

(See Appendix G COE Faculty Evaluation Handbook)

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Tenure**

**Subject Component**

**Effective Date: Spring 1989**

**Revised Date: October 1996, Spring 2001; Spring 2008**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1K**

**Number:**

Probationary Faculty Before Tenure Year

1. Department chairpersons shall identify experienced faculty member(s) in their department to serve as mentor(s) to each first year faculty member in department. At beginning of fall semester, department chairpersons shall organize and conduct a formal orientation meeting with new faculty members and mentors to answer questions and explain tenure process, including annual tenure evaluations by chairperson, by departmental tenure committee, and by dean.

2. Each probationary faculty member shall be reviewed annually by Department Tenure Committee composed of all tenured faculty members in department. [If number of probationary faculty in a department to be reviewed exceeds 65 percent (excluding chairperson), dean may select tenured faculty from other departments to serve on that department's tenure committee, except during applicant's tenure year.]
3. On or before October 1, Department Tenure Committee shall meet and select chairperson from among its members who are members of that department, and on or before this date department chairperson shall present to committee tenure application packet prepared and submitted by each eligible probationary faculty.
4. Department Tenure Committee shall meet and review each applicant's packet. Using university criteria for tenure, committee shall make a written observation to probationary faculty member as to satisfactory progress toward tenure. Included in this progress report to probationary faculty member shall be suggestions for improvement for next annual review.
5. On or before November 15, written progress report and suggestions shall be presented to probationary faculty member in person by committee chairperson, accompanied by at least one committee member. A copy of progress report and suggestions shall be given to department chairperson.

#### Probationary Faculty During Tenure Year

Tenure recommendations shall originate with Departmental Tenure Committee comprised of all tenured faculty of member's department and only of tenured faculty in member's department. (See Faculty Handbook for procedures to be used when the department has fewer than three tenured faculty members.)

The timelines are as follow.

September 1 - Department chairperson will present to Department Tenure Committee applicant's tenure packet and all annual performance reviews by chairperson and tenure committee. Tenure applicants shall be individuals who have been eligible for final tenure consideration since August 1 of current academic year.

October 1 - Recommendations of Department Tenure Committee on each member eligible for tenure will be forwarded to department chairperson who will prepare specific recommendations. Copy of committee's recommendation, without comments, shall be provided to applicant

October 15 - Recommendations of department chairperson and recommendations of Department Tenure Committee will be forwarded to College Tenure Committee. Copy of department chairperson's recommendation, without comments, shall be provided to applicant

November 15 - Recommendations of College Tenure Committee, department chairperson, and Department Tenure Committee will be forwarded to dean. Copy of collegiate committee's recommendation, without comments, shall be provided to applicant.

December 15 - Dean shall forward dean's recommendation and all other tenure recommendations to provost. Copy of dean's recommendation, without comments, shall be provided to applicant.

(See Appendix G: COE Faculty Evaluation Handbook)

The Murray State University Faculty Handbook is the final authority on issues related to faculty evaluation, tenure and promotion.

<b>Policy Area: PERSONNEL</b>	<b>Number: 03</b>
<b>Subject Area: Faculty</b>	<b>Number: 03. 1</b>
<b>Specific Subject: Dealing with Academic Dishonesty</b>	<b>Number: 03. 1L</b>
<b>Subject Component</b>	<b>Number:</b>
<b>Effective Date: Spring 1989</b>	
<b>Revised Date: Spring 2001 Reviewed Date: Spring 2008</b>	

Each department shall develop policies and procedures related to academic dishonesty that complies with latest university policies.

<b>Policy Area: PERSONNEL</b>	<b>Number: 03</b>
<b>Subject Area: Faculty</b>	<b>Number: 03. 1</b>
<b>Specific Subject: Graduate Faculty Status</b>	<b>Number: 03. 1M</b>
<b>Subject Component</b>	<b>Number:</b>
<b>Effective Date: Spring 1989</b>	
<b>Revised Date: 11-28-89; Spring 2001</b>	
<b>Reviewed Date: Spring 2008</b>	

#### Minimum Criteria for Membership

Graduate faculty is composed of Members and Associate Members. Membership originates at departmental and collegiate levels. Categories of graduate faculty membership are defined as follows.

#### ASSOCIATE MEMBERSHIP:

This category shall apply to full-time faculty who hold appropriate terminal degree and who are responsible for any part of college's graduate program. This level shall also apply to part-time faculty who teaches graduate course(s), and full-time faculty who do not



have a terminal degree but are otherwise qualified. Both adjunct and full-time faculty will be admitted on one-year basis.

FULL MEMBERSHIP:

This category applies to faculty who holds terminal degree in teaching field and has held associate graduate faculty status for one year.

To serve as a member or associate member of Murray State University graduate faculty, faculty member must meet professional standards for teaching courses available for graduate credit set by Southern Association of Colleges and Schools, university's regional accrediting agent.

Procedures for Admission to and Review of Graduate Faculty

Faculty of Murray State University shall obtain membership on graduate faculty through following procedures.

1. Recommendation of departmental graduate faculty to be sent to dean of that college.
2. Recommendation of dean to be sent to the Graduate Studies Committee.
3. Recommendations to be reviewed and acted upon by Graduate Studies Committee and presented annually to Academic Council for information.
4. Notification of approval of graduate faculty to be sent to provost.
5. Notification of approval to be sent to new members by provost.
6. Colleges will review status of their graduate faculty annually. A full member will retain this status unless the departmental graduate faculty and dean recommend to Graduate Studies Committee that member be removed. Graduate Studies Committee must concur in this recommendation.

[See Appendix B for Recommendation for Graduate Faculty form.]

**Policy Area: PERSONNEL**

**Subject Area: Faculty**

**Specific Subject: Office Hours & Availability**

**Subject Component**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001; Spring 2008**

**Number: 03**

**Number: 03. 1**

**Number: 03. 1N**

**Number:**

Faculty members are to keep office hours posted on their doors, using form below. This form, or a form approved by department chair, is to be filed with department chairperson, who sends copy to dean at beginning of each semester.

Name \_\_\_\_\_  
 Semester \_\_\_\_\_

Office Room No. \_\_\_\_\_ Department \_\_\_\_\_

Please enter in proper block your location for each time during day. Give course number and section for classes, also classroom number.

	8:00	9:00	10:00	11:00	12:00	1:00	2:00	4:00	5:00	Night	Off Campus
M											
T											
W											
Th											
F											

Availability

Faculty shall adhere to posted office schedule unless other departmental, university and collegiate business interferes. It is necessary for faculty to be available to advise students and to care for other university business in addition to teaching. It is particularly important for faculty to be available before and after grading periods and during peak advisement periods.

Office Hours

Faculty shall schedule, post, and maintain office hours of no less than ten (10) hours a week. Departmental chair approval is needed if office hours are not distributed over a minimum of four days each week.

**Policy Area: PERSONNEL**  
**Subject Area: Adjunct Faculty**  
**Specific Subject:**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Revised Date: October, 1996; Spring 2001**

**Number: 03**  
**Number: 03. 2**  
**Number:**  
**Number:**

1. Employment of adjunct faculty in College of Education is primarily restricted to one of four conditions. These four conditions are: a) while college is searching for a full-time faculty member; b) when limited offerings in particular specialization would not support a full-time faculty member; c) in special situations where part-time faculty member's expertise is primary value; d) to meet student demand for a particular class. Excepting these conditions, employment of adjunct faculty in college is discouraged.
2. Adjunct faculty shall hold appropriate credentials and their performance must be assessed.
3. Continuity and consistency of college's conceptual framework will be ensured through training and/or providing materials for adjunct faculty. To this end, adjunct faculty shall meet with regular, full time faculty in college who have expertise and experience in course adjunct is to teach. Such college faculty will be identified to adjunct by department chairperson as designated faculty for a particular course. Adjunct shall conform as near as possible to syllabus used by designated faculty and to curricula emphasized in course by designated faculty.

**Policy Area: PERSONNEL**  
**Subject Area: Professional Staff**  
**Specific Subject: Duties**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Revised Date: Spring 2001**

**Number: 03**  
**Number: 03. 3**  
**Number: 03. 3A**  
**Number:**

**Reviewed Date: Spring 2008**

Within college are professional, non-teaching staffs who are an integral part of curricula and services provided by college.

Their job descriptions vary and are based on needs of programs with which they work. These individuals should be provided clear job descriptions and discussions should occur regarding role expectations of their supervisors. Job descriptions should facilitate efforts of department, college, and university in obtaining established goals.

**Policy Area: PERSONNEL**  
**Subject Area: Professional Staff**  
**Specific Subject: Evaluation of Performance**

**Number: 03**  
**Number: 03. 3**  
**Number: 03. 3B**

**Subject Component**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number:**

Criteria:

Performance evaluations of professional, non-teaching staff members are to be based on job descriptions. Criteria will be directly related to duties assigned in each job description. Evaluations will occur at least annually.

Frequency of Evaluation:

Annual

By Whom:

Immediate Supervisor

**Policy Area: PERSONNEL**  
**Subject Area: Secretaries**  
**Specific Subject: Duties**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 03**  
**Number: 03. 4**  
**Number: 03. 4A**  
**Number:**

Duties of secretaries vary and are based on needs of programs with which they work. It is policy that these individuals are provided clear job descriptions and that discussions occur regarding role expectations of their supervisors. Job descriptions should facilitate efforts of department, college, and university in obtaining established goals.

**Policy Area: PERSONNEL**  
**Subject Area: Secretaries**  
**Specific Subject: Evaluation of Performance**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 03**  
**Number: 03. 4**  
**Number: 03. 4B**  
**Number:**

Criteria:

Criteria will be directly related to duties assigned in each job description.

Frequency of Evaluation:

Annual

By Whom:

Immediate Supervisor

**Policy Area: PERSONNEL**  
**Subject Area: Use of University Resources**  
**Specific Subject:**  
**Subject Component**  
**Effective Date: April 24, 1986**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 03**  
**Number: 03. 5**  
**Number:**  
**Number:**

1. No employee shall use any vehicle, building, equipment, or other resource owned by the university for personal use, private practice, or consulting unless otherwise approved in advance by the Chairperson or Dean.
2. No university vehicle shall be driven by anyone under influence of an intoxicant or any substance that may impair safe operation of the vehicle.
3. All personnel shall be responsible for university equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged lost, stolen, or vandalized property shall be reported to department chairperson.
4. Faculty members are not permitted to keep university property in their homes.
5. Faculty and staff are to follow university guidelines and clearance procedures regarding return of university equipment, materials, and resources when leaving or terminating employment with university.

**Policy Area: PERSONNEL**  
**Subject Area: Gifts**  
**Specific Subject:**  
**Subject Component**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 03**  
**Number: 03. 6**  
**Number:**  
**Number:**

Any gift presented to faculty member for use of college or department must have prior approval of dean. Any gift so approved and accepted on behalf of college or department becomes property of college or department.

**Policy Area: PERSONNEL**  
**Subject Area: Ethical & Professional Standards**  
**Specific Subject:**  
**Subject Component**  
**Effective Date: Spring 1989**

**Number: 03**  
**Number: 03. 7**  
**Number:**  
**Number:**

**Reviewed Date: Spring 2001; Spring 2008**

Faculty members are expected to adhere to all ethical and professional standards specified by applicable professional organizations.

**Policy Area: PERSONNEL**

**Number: 03**

**Subject Area: Disruption of the Educational Process**

**Number: 03. 8**

**Specific Subject:**

**Number:**

**Subject Component**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

Any College of Education employee, while in the performance of duties or responsibilities for university, who participates in or encourages activities which are disruptive of educational process may be subject to university disciplinary action.

Behavior which disrupts the educational process shall include, but not limited to:

1. conduct which threatens the health, safety, or welfare of others;
2. conduct which may potentially damage property;
3. illegal activity;
4. conduct which interferes with, or hinders, orderly administration of college and university-related activities.

Any discipline action will meet legal and ethical norms of due process of university.

**Policy Area: PERSONNEL**

**Number: 03**

**Subject Area: Solicitations**

**Number: 03. 9**

**Specific Subject:**

**Number:**

**Subject Component**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

No employee shall provide to any outside group or individual a list of students, faculty, or other employees for solicitation or other purposes without prior authorization by dean.