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I. Mission Statement:

The mission of the College of Health Sciences and Human Services is to prepare students for careers in the areas of allied-health and human service. The faculty foster learning through student-centered activities including service learning projects, internships, and clinical experiences that are responsive to the needs of an evolving and diverse society. Each program develops graduates who exhibit interpersonal and critical thinking skills, cultural sensitivity, and the professional knowledge, skills and dispositions required to contribute to their chosen profession.

II. Vision Statement:

To achieve national recognition for the preparation of successful, dedicated, and caring professionals who serve the health and human service needs of an increasingly diverse society

III. Members of the College of HSHS:

Section 1. Faculty

The faculty within the college consists of individuals holding appointment made by the Board of Regents and who are responsible for, assist in, or administer the instructional program within their professional disciplines. More detail of faculty definitions, ranks and titles can be viewed in the MSU Faculty Handbook (Chapter 2, Section 2.1)

Section 2. Duties and Responsibilities

II. 2.1 Faculty in the College of HSHS have primary responsibility for curriculum, course development, method of instruction, research, community/professional service and those aspects of student life, which relate to the educational process.

II. 2.2 The university policy on Faculty Workload is set forth in Chapter 2, Faculty Employment Policies and Procedures, of the Faculty Handbook (Section 2.12). The specific workload policy for the faculty in the College of Health Sciences and Human Services is described below.

Faculty members are expected to post and keep office hours during which they are readily accessible to students. Full time faculty in the College should be available to students **at least ten hours per week spread over a minimum of four days per week** unless prior waiver is granted by the Chair and Dean.

Faculty members are expected to maintain a teaching load of twelve (12) hours per semester. There are exceptions to this rule depending on other responsibilities that a faculty member is assigned. **An exception to the 12-hour teaching load must be approved by the Chair and the Dean in writing unless specifically stated in the annual contract.**

The faculty shall familiarize themselves with reports from the President, Provost, the University Faculty Senate, Faculty Committees, Departments, Colleges, and other units of the university that make recommendations, discuss matters relating to the welfare of the College and the University, and amend or conflict with any part of the policies and procedures of the College.

IV. Organization of the College:

Section 1. Officers

IV. 1.1 The officers of the College of Health Sciences and Human Services shall be:

- (a) Dean, Assistant Dean, Department Chairs, and Program Directors. These officers shall perform the duties prescribed by job descriptions, the HSHS Policies and Procedures Manual (PPM) and/or the Faculty Handbook.
- (b) The Dean of the College is the chief administrative officer of the College of HSHS and shall serve as chair of the faculty of the College.
- (c) The Assistant Dean shall assist the Dean and shall preside in the absence of the Dean or at the request of the Dean. The Assistant Dean holds the title and responsibilities of “College Graduate Coordinator”.
- (d) Department Chairs are responsible for the administration duties as prescribed in the Murray State University Faculty Handbook (Sections 1.3.6 & 1.3.6.2) for each respective department and as required by the Dean of the College.
- (e) Program Directors are responsible for their respective areas and as required by their department Chair or Dean as appropriate.
- (f) An organizational chart of the College of Health Sciences and Human Services can be viewed in Table 1 of the PPM.

V. College Meetings:

Section 1. The general faculty of the College shall meet at least once during the regular academic year. Special meetings may be called by the Dean as necessary. The presence of at least 50 percent of the members of the general faculty shall be necessary for a quorum. All faculty members present during meetings shall have the right to vote in the event that a “call for question” is raised and requires a vote. All meetings shall be announced and scheduled to ensure maximum attendance. The Dean shall preside at all meetings unless other arrangements have been identified.

Section 2. Purpose of Meetings

V. 2.1 The purpose of College meetings shall be to advise and discuss with faculty, major issues/trends/concerns affecting the College and University. The Dean may ask to have faculty vote on items relating to the general direction of the College. The Dean may call for specific committee reports to be presented by the faculty or hold general college meetings for discussion.

V. 2.2 College meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction. The goal of the meetings shall be to further the concept of a community of scholars working to improve the College and University.

V. 2.3 During the first College meeting, guests from the university community may be present to offer information relevant to University matters upon the advice of the President's office, Provost's Office, and/or Dean.

VI. The Process of Faculty Evaluation:

Section 1. The process of faculty evaluation integrates ideas and concepts generated by various College and departmental committee discussions. During the summer and fall of 2012, Chairs and the Dean's office were involved in the development of a college wide tenure and promotion evaluation rubric. The purpose of the rubric is to integrate current components of Teaching, Research/Creative Activity, and Service into a basic scoring system that will assist with annual reviews for merit pay as well as more specific guidelines outlining expectations. It is important to note that each department within the College may refine the system of performance evaluation and portfolio development. Faculty were given several opportunities to review and discuss the rubric before it was implemented in the Spring of 2013.

VI. 1.1 Depending on university budgetary outcomes, the results of the annual performance evaluation are the basis for securing merit increases in salary for the following year. To be considered for tenure and/or promotion, faculty members must satisfy performance requirements in the areas of teaching, service, and research/scholarly activity.

VI. 1.2 Appraisal of faculty performance requires that every faculty member, regardless of tenure status, submit an "Annual Performance Evaluation" portfolio.

Section 2. Portfolio. The portfolio is a comprehensive record (i.e. evidence) of specific activities and accomplishments in the areas of teaching, research, scholarship, professional development, and service during the performance evaluation time period.

VI. 2.1 The exact composition of the annual performance evaluation portfolio will be developed by the department utilizing the performance evaluation rubric as a guide. The department Chair to ensure that appropriate material has been included will examine each faculty member's annual report. Departments may elect to utilize an advisory committee to counsel the Chair on the process.

VI. 2.2 After evaluating each annual performance evaluation, the Chair will make a recommendation in writing to the Dean for a salary adjustment, if the faculty member has met salary increase standards.

VII. College Standing Committees:

Section 1. All College committees will be comprised of a faculty representative from each department. Each department will determine the selection process of the respective representative. Representatives will serve on the assigned committee for a term not to exceed three years unless otherwise noted in the College procedures. A current collegiate committee membership list will be provided to all faculty members with the terms of each faculty rotation noted at the college meeting each year. (Appendix A)

VII. 1.1 The College of Health Sciences and Human Services will have the following Standing Committees (Faculty Handbook Section 1.5.3)

- University Standing Committees
 - Academic Appeals Board (1.5.3.1)
 - University Tenure Committee (1.5.3.2)
 - Promotion and Leave Committee (1.5.3.3)
 - Committee for Institutional Studies and Research (1.5.3.4)
 - Faculty and Staff Insurance and Benefits Committee (1.5.3.5)
 - University Studies Committee (1.5.3.8)
 - University Judicial Board (1.5.3.6)
 - University Student Appeals Board (1.5.3.7)
 - Affirmative Action Committee (1.5.3.9)
 - University Assessment Committee (1.5.3.10)
 - MSU Institutional Review Board (1.5.4.3)
 - Research Policy Committee (1.5.4.11)
 - Faculty and Staff Insurance and Benefits Committee (1.5.3.5)

- University Governance (1.4)
 - Faculty Senate (1.4.2)

The College of Health Sciences and Human Services will have 3 members with appointments from OSH, AHS, and CLHS. All full time faculty members are eligible to serve. All changes in appointments are made in accordance with Faculty Senate policy. The Dean solicits nominations, which are then elected by secret ballot among the members of the unit they are representing.

- Academic Council (1.4.3)

All full time faculty members are eligible to serve on the committee. All changes in appointments will be made at the beginning of each school year. Nominations are solicited by the Dean. When multiple persons express interest, each collegiate faculty member votes by secret ballot, for the candidate of their choice. The two college appointees serve staggered three year terms. In the event a regular member must leave the committee during his/her appointment, the Dean must designate a new member to complete the term.

Responsibilities of these committees may be found in the Faculty Handbook, Chapter 1.5.

VII. 1.2 The College of Health Sciences and Human Services will have representation on Advisory Committees (1.5.4) as required by the University Administration.

VII.1.3. The College of Health Sciences and Human Services will have the following Collegiate Standing Committee Structure based on the General Operating Principles of Collegiate/School Standing Committees found in the Faculty Handbook (1.6.1):

- Promotion Committee (1.6.3.1)
 - Submits recommendations in accordance with the Promotion Policy (Section 2.6) to the Academic Dean and policy recommendations as indicated.
Membership: One faculty member holding the rank of full Professor from each department within the college, excluding Chairs. Should a department have no full Professors, and then Associate Professors in that department shall be eligible for election. Should a department not have an Associate Professor, then Assistant Professors in that department shall be eligible for election.
- Tenure Committee (1.6.3.2)
 - Submits recommendations in accordance with the Tenure Policy (Section 2.7) to the Academic Dean and policy recommendations as indicated.
Membership: One tenured faculty member from each department within the college, excluding Chairs.
- Committee on Faculty Development (1.6.3.3)
 - Will request representation as needed.*This includes review for Teaching Excellence Award
- Curriculum Development Committee (1.6.3.4)
 - Will request representation as needed.
- Appeals and Grievances Committee (1.6.3.5)
 - Appointments are made by department chairs with representation from each department. All appointments are for two years with a staggered membership. In the event a regular member must leave the committee during his/her appointment, the department chair for that member must designate a new member to complete the term. In the situation of a student grievance, a student appointment shall be made from the department in which the grievance is filed. The committee Chair shall be appointed upon recommendation of the Dean's office. This person shall be in his/her second year of appointment and selected prior to beginning of the school year. The Chair shall serve for one academic year. Alternate committee members will be appointed by appropriate department chairs to temporarily replace regular members who are

personally involved in grievances. See additional policy information on pgs. 16-18.

- Undergraduate Programs
 - All full time faculty members are eligible to serve on the committee. The purpose of the committee is to review undergraduate academic curriculum proposals and changes prior to submission to Academic Council. All changes in appointments will be made at the beginning of each school year. Appointments are made by the department chairs. In the event a regular member must leave the committee during his/her appointment, the Dean must designate a new member to complete the term. The committee Chair shall be appointed by the Dean's office. The Chair shall serve for one academic year but may elect to continue as chair in subsequent years with committee approval. Appointments from CLHS and OSH will serve for three years and appointments from AHS will serve for two years. Any department submitting changes should have their representative contact the Chair to convene the meeting.

- Graduate Coordinators
 - The members of this committee will consist of Graduate Coordinators in each of the graduate programs within the college. The Assistant Dean will chair the committee and hold the title of Collegiate Graduate Coordinator. The committee is responsible for ongoing evaluation of all the graduate programs in the College. The committee will serve in the capacity of approving the addition of courses, changes in the curriculum requirements, and the addition/deletion of programs before they are presented to Academic Council. Coordinators for the graduate programs in CDI, OSH, and NTN are jointly determined by the respective department chair and the Dean of the College. The term of service is unlimited.

- International Programs and Study Abroad Scholarships
 - The committee functions as an advisory body to the College of Health Sciences and Human Services regarding International Programs. The committee will make recommendations to the Dean regarding the awarding of Study Abroad Scholarships when warranted.

- HSHS Policy and Procedures Manual Committee
 - The committee is responsible for annual review of the College of Health Sciences and Human Services Handbook. Activities of the committee may include the study and review of policies and procedures during the academic year. The committee will be comprised of one faculty member from each department. The Assistant Dean will chair this committee and forward recommendations to the Dean.

- **Research Committee**
 - Membership may change annually. This committee assists in promoting College-wide collaborative research. Activities of the committee would include meeting once per semester to discuss and share research in the college. The committee is responsible for identifying sources of grants/funding, and the committee will work with other university and community groups that share interest in research. The Assistant Dean will chair the committee. Any HSHS IRB members will be automatic members. Department chairs and the Dean make suggestions for additional members. This committee is responsible for the selection of all Collegiate research awards.

- **Strategic Planning Committee**
 - Membership varies but at least one member from each department will be asked to serve. The purpose of this committee is to provide direction and establish specific goals for future plans of the College. The committee reviews current programs and services as well as suggests plans for improving and establishing new innovative changes. Appointments are made by the Dean with suggestions from Departmental Chairs. Terms are unlimited.

*Other committees will be convened as needed.

The following are university committees with HSHS representation. Responsibilities of most of these committees may be found in the Faculty Handbook, Chapter 1.5:

Several other university committees are listed in the Faculty Handbook. The Dean and/or Assistant Dean will make recommendations as needed.

VIII. Instructions for Completing Application for Tenure:

Section 1. Academic tenure may be granted only by formal action of the Board of Regents. The Faculty Handbook (2.7, pp 53-58) outlines Murray State University Tenure Policy.

VIII. 1.2 Regular annual evaluations of untenured faculty as outlined in the Faculty Handbook will be completed. Untenured faculty will submit an annual portfolio each year as determined in accordance with departmental policy. All annual evaluations will document activities and progress in the areas of teaching, research, scholarship, creative activity, and service. The purpose of the annual evaluation is to determine whether there has been sufficient progress by the faculty member toward tenure. In making evaluations on progress toward tenure, the Department Chair shall consult with the tenured faculty in the department and provide a written document to the non-tenured faculty member and to the Dean of the College. Any deficiency in performance will be clearly stated in the

written document. The faculty member being reviewed will be given the opportunity to provide written response to the document. As outlined in the Faculty Handbook, the departmental tenure committee shall complete an independent review of each tenure track faculty member on an annual basis. Each year, probationary faculty in tenure tracks should receive independent annual reviews from the departmental tenure committee, the Chair, and the Dean.

VIII. 1.3 Applicants and each recommending agency are to complete the appropriate sections of the tenure portfolio. The portfolio is then forwarded to the next recommending agency according to the timetable in the Faculty Handbook and University Calendar. The complete application for tenure should include:

1. Tenure Recommendation Summary Forms. Forms are available online under Provost Office.
2. Candidates' application.
3. Recommendation of each evaluative agency. The faculty member being reviewed should provide the forms in the tenure packet (Departmental Committee, Chair, College Committee, Dean, University Committee).
4. Current Vita.
5. Annual performance reviews for each year of the faculty member's probationary period.
6. Evidence of teaching excellence.
7. Student Evaluation summaries.
8. Grade distribution summaries.
9. Other supportive materials. A second portfolio can be used to provide this information.

The guidelines for application are not limited to items/information a faculty member may choose to include in their tenure portfolio but serves merely as a guide. Each department has autonomy in suggesting items to be included for their faculty.

VIII. 1.4 In the event a faculty member is awarded prior years of service from another academic institution or professional employment, written documentation of prior service awards from appropriate administrators should be included in the portfolio. Generally, prior service years should be requested from the Dean within the first year of the probationary period. When considering a faculty member with prior service years, this should be noted as a reduction in the probationary period needed before applying for tenure. As tenure recommendations are completed by each committee, the faculty members' entire professional career should be considered.

VIII. 1.5 If a department has non-tenure track faculty members who may be moving toward a tenure track position, the department should encourage the faculty member to begin gathering portfolio items as soon as it is deemed appropriate by administrators or departmental annual review committees.

VIII. 1.6 The following are recommended documents and evaluation benchmarks that can be included in the tenure portfolio. It should be noted that the following are only suggestions and a faculty member is not limited to these items.

In the Area of Teaching

- The faculty member demonstrates: teaching excellence as documented by evaluations, awards, and recognition.
- Content and course materials are current and consistent with departmental objectives.
- Tests and course assignments are consistent with course objectives.
- Course requirements adequately address critical skill development and inquiry.
- Current knowledge/expertise in teaching area (s), (e.g. consultation, clinical practice, and/or supervision, application of research).
- Adequate and timely feedback is given to students.
- Adequate information to students on grades, course requirements, and deadlines.
- Availability to students (maintains regular office hours, phone and e-mail availability, etc.).
- A variety of teaching methods including technology.
- Creative/innovative teaching approaches including distance learning and ITV courses.
- Collaborative efforts with peers.
- Flexibility in meeting student's needs without sacrificing quality of the curriculum.
- Activities indicating efforts to improve teaching.
- Meaningful feedback and demonstrates interpersonal skills which create an atmosphere for accepting criticism and facilitate recruitment and retention efforts.
- Development of instructional materials and/or media as well as new course offerings.
- Respect and fair treatment of students.

In the Area of Research, Scholarship, and Creative Activity

Research/Publications

- Publication in refereed journals.
- Publications in non-refereed journals.
- New manuscripts submitted for publications.
- Single-authored publications and grants.
- Co-authored publications and grants.
- Grants written and funded (internal and external, state, or private foundations).

- Grants written but not funded (internal and external, state, or private foundations).
- Software published.
- Articles co-authored.
- Books.

Scholarship and/or Creative Activities

- Presentations at state, regional, national, and international conferences.
- Editorial and review activities.
- Non-published research activities.
- Thesis participation and/or direction.
- Other undergraduate or graduate student research assistance.
- Consultation.
- Clinical practice, licensure, certification.
- Internal publications for accreditation or technical workshops.

In the Area of Service and Professional Activities

Institutional and student advisement, which may include:

- Recruitment and retention
- Student organizations
- University governance
- Serves as a contributing member on departmental, collegiate, and university committees
- Residential College Activity

Professional Discipline

- Leadership in professional organizations
- Membership in professional organizations
- Board memberships
- Attendance at professional meetings

Community

- Fosters positive image of the department and university
- Participates in university outreach programs
- Participates in community and civic activities/organizations as MSU faculty
- Participates in activities to meet the community service mission statement

Quality of carrying out supervisory assignments

- Serves as a Program Director or similar administrative role

IX. Instructions for Completing Application for Promotion:

Section 1. University policy requires the following for promotion at every rank: Demonstrated achievement appropriate for this rank in teaching effectiveness, research/scholarly activity, and university service/professional activities. Decisions on promotion come from recommendations and approval of the Department Promotion Committee, Chair of the Department, College Promotion Committee, Dean of the College

of HSHS, University Promotion/Leave Committee and the university President. (The Faculty Handbook (2.6, pp 50-52) outlines Murray State University Academic Promotion Policy.

IX. 1.1 Demonstrated achievement in the three areas being evaluated will be considered only as it is relevant to the individual's area of professional competence. Only contributions since the last promotion will be considered for the next promotion. It is the responsibility of the candidate seeking promotion to provide promotion committees with the appropriate evidence on which to base a decision.

IX. 1.2 The applicant and each recommending agency are to complete the appropriate sections of the promotion portfolio. The portfolio is then forwarded to the next recommending agency according to the timetable published through the Provosts office. The Dean should assemble the completed documents and forward them to the office of the Provost. The complete application for promotion should include:

1. Promotion Recommendation Summary
2. Candidate's application
3. Recommendations of each evaluating agency
4. Current vita

Supportive materials (copies of books, articles, grants, etc.) should not be included with this application unless they are requested by a recommending agency.

IX. 1.3 Criteria:

A. Promotion to Associate Professor

1. Teaching: A demonstrated record of high quality teaching and student advising based on systematic evidence from students, peers and department chair. Inclusion of ongoing efforts to improve teaching effectiveness may be appropriate.
2. Research/Scholarship: Participation in an active program of scholarship that includes a combination of the following: publication in discipline-related refereed journals, book chapters and books, refereed presentations at national or regional conferences, professional consulting activity that has documented outcomes (e.g.; publication, report, patent), and successful grant activity.
3. Service: Significant service contribution to the university, the profession, and the community. University service includes committee work at the department, college, and university levels, sponsorship of student organizations, participation in the residential college system, and participation in recruitment efforts.

B. Promotion to Professor

1. Teaching: A demonstrated record of good teaching and advising based on systematic evidence from students, peers and departmental chair. Demonstration of continued efforts to improve teaching effectiveness.

2. Research/Scholarship: Evidence of a structured program of **exemplary** scholarship that includes a combination of the following: Publications in discipline-related refereed journals, book chapters and books, refereed presentations at national or regional conferences, professional consulting activity that has documented outcomes (e.g.; publication, report, patent), and successful grant activity.
3. Service: Significant continuing service contribution to the university and the professional community. University service includes committee work at the department, college and university levels, sponsorship of student organizations, participation in the residential college system, and participation in recruitment efforts.

X. Operational Guidelines:

A. Promotion to Associate Professor

1. Teaching: Participation in normal assigned teaching duties and course load as specified by the department's chair
 - Developing new courses and new course materials
 - Incorporating technology into courses (web/computer-based)
 - Sponsoring graduate/undergraduate research (theses, case studies, special projects, and independent studies)
 - Participation in professional training/workshops
 - Participation in off-campus classes and expanding course delivery methods
 - Involvement in experiential learning activities (internships, co-ops, field experiences, and practice)
2. Scholarship/Research:
 - Developing technical material such as workbooks or manuals
 - Obtaining and maintaining professional certifications and/or licenses
 - Attending professional conferences
 - Serving on committees as editor/reviewer of books, professional journals, etc.
 - Serving national associations/societies
 - Conducting, publishing, and presenting research
 - Professional consulting with documented outcomes and/or reports
 - Advising state and national agencies on education related issues and projects
3. Service:
 - Active involvement in departmental, collegiate, and university activities
 - Serving on departmental, collegiate, and university committees
 - Serving as faculty advisor for student organizations

- Active participation in professional organizations at local, state and national levels
- Participating in training/workshops for non-university personnel
- Active and effective membership in Roads-Scholar and Residential College programs

B. Promotion to Professor

1. Teaching:

- Same criteria as for promotion to Associate Professor
- Evidence of teaching excellence measured by appropriate and approved tools and/or methods
- Student teaching evaluations

2. Scholarship/Research:

- Same criteria as for promotion to Associate Professor
- Application of advanced knowledge in the field of expertise; such work is evidenced by **extensive** publication and presentation at local, state, and national levels
- Additional involvement in consulting with documented outcomes and/or reports
- Additional/continued involvement in national societies and committees, e.g.; committee chair, active leadership
- Participation in the processes for accreditation of programs offered by the department and/or unit

3. Service:

- Active involvement in departmental, collegiate, and university activities
- Serving on departmental, collegiate, and university committees
- Participation as faculty advisor for student organizations
- Active membership, in professional organizations at local, state, and national levels
- Participating in training/workshops for non-university personnel
- Active and an effective participation the Residential College programs
- Extended involvement in activities that improve recruitment and retention of students

XI. Grievance Policy:

POLICIES

- A grievance is a college-related problem or condition in which a student or faculty member believes to be unfair, inequitable, discriminatory, or a hindrance to his/her effective performance.
- Any student or faculty member has the right to present a grievance to the College of Health Sciences and Human Services.

GRIEVANCE COMMITTEE. A Grievance Committee is established in the College of Health Sciences and Human Services to review grievances that a complainant feels have not been resolved. There will be a permanent committee consisting of three faculty members called *regular* members. Each department chair in the College of Health Sciences and Human Services (hereafter called the “College”) will appoint one regular member, thereby providing three members. One graduate student committee member will also be appointed by the Dean (upon recommendation of the appropriate department chair) to serve on the Grievance Committee when student grievances are being considered. At all other times, only the three regular members will serve as committee members.

Membership Changes. All appointments will be made at the beginning of each school year. All regular appointments from the college (3) will be for two years. Appointments will be staggered so that at least one member remains on the committee for the subsequent year. In the event a regular member must leave the committee during their appointment, the department chair for that member must designate a new member to complete the term.

Committee Chair. The Committee Chair shall be a regular member serving in the second year of their appointment. The Dean and/or Assistant Dean will recommend a Chair at the beginning of the new academic year. The Chair shall serve for one school year.

Alternate Members. Alternate committee members will be appointed by appropriate department chairs to temporarily replace regular members who are personally involved in grievances.

PROCEDURES

The protocol for resolving complaints shall consist of the following steps outlined below:

Informal Resolution: When a complainant has a grievance, he/she shall attempt to solve the problem informally by:

1. Discussing the conflict with that person to whom the complaint is addressed in an attempt to resolve the issue. If they are unable to do so, then:

2. The complainant should discuss the grievance with his/her immediate supervisor or chair.
3. If the complainant is not satisfied with an informal decision, he/she may submit a formal grievance according to the following procedure.

Grievance Committee Resolution:

1. Obtain a Grievance Form from the administrative assistant to the Dean of the College of Health Sciences and Human Services. (Appendix X).
2. Submit the completed written grievance to the Dean's administrative assistant, who will forward a copy of the grievance to the Chair of the Grievance Committee.
3. The Grievance Committee Chair will forward a copy of the complaint to the remaining committee members and the defendant. If any additional information is requested, it is the responsibility of the Grievance Committee Chair to obtain the information and provide it to all parties.
4. At the discretion of the Grievance Committee Chair a preliminary meeting may be heard by the Grievance Committee prior to the initial hearing.
5. An initial hearing of the grievance will be heard by the Grievance Committee within two calendar weeks of receiving the grievance. (*See item number 8 for summer grievances*) Involved parties and the Committee members will be notified by committee Chair of the date and time of the hearing.
6. Individual interviews conducted at the initial hearing should begin with the complainant followed by the defendant. Either party may request additional testimony from individuals involved with the grievance.
7. Following the hearing, the committee will make a recommendation and complete the Grievance Form. The Chair of the Grievance Committee will forward the recommendation to the complainant, the defendant and the Dean's office. Unless the committee requires additional time, the recommendations of the committee will be rendered within two calendar weeks after the initial meeting.
8. All academic grievances must be filed in the semester of the grievance or if the grievance occurs at the end of the academic semester, within two weeks of the beginning of the following academic semester. In the case of a grievance occurring during a summer session, the grievance committee will convene within two weeks of the fall academic semester.
9. In the event the complainant is not satisfied with the outcome of the hearing and recommendations of the Grievance Committee, the complainant will notify the Dean's office in writing, within one week of receiving the Grievance Committee decision. All file information regarding the grievance will then be forwarded to the Dean for adjudication.
8. Only after departmental and collegiate procedures for grievances/appeals have been followed, shall the appeal be referred to the Dean.

9. Unless an extension of time is sought, the Dean shall render a written response to the complainant, to the defendant, and to the Chair of the Grievance Committee within two calendar weeks of receiving the file information and departmental chair.
10. These grievance policies and procedures shall be reviewed, evaluated and revised annually by the Dean's office with input from members of the Grievance Committee of the College of Health Sciences and Human Services.

XII. CODE OF ETHICS - College of Human Sciences and Health Services:

Faculty of The College of Health Sciences and Human Services will abide by the Ethical Principles and Code of Conduct ("Statement") adopted by the Board of Regents.

"Educators in the Commonwealth strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship and safeguard the freedom to learn and to teach. Kentucky educators believe in the worth and dignity of each human being and in educational opportunities for all. Educators in the Commonwealth strive to uphold the responsibilities of the education profession according to the highest ethical standards."*

This Code of Ethics has been adopted by the Arthur J. Bauernfeind College of Business at Murray State University to help the faculty and staff of the college uphold the responsibilities of the educational profession and maintain the highest ethical standards (also see Faculty Handbook). By adhering to this policy we, as educators, are recognizing the magnitude of our responsibility to students, colleagues, and others.

1. Responsibility of faculty and/or staff toward students:

- Shall provide students with a quality education on a fair and equitable basis. There shall be no discrimination regardless of age, race, sex, religion, national origin, disability, or political beliefs.
- Shall uphold student rights to privacy under the Family Educational Rights and Privacy Act (FERPA) that requires maintaining the confidentiality of academic records and private communications, unless disclosure is mandated by law or the students' approval.
- Shall maintain a professional approach to relationships with students and must avoid manipulation, coercion, or exploitation of students. This is especially true of acts that secure monetary or sexual gratification.
- Shall not participate in any form of sexual harassment as defined and explained in the appropriate section of the Faculty Handbook.
- Shall not knowingly make malicious or false statements about students.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall respect the constitutional rights of all students.
- Shall not deliberately distort or suppress subject matter for which the educator is responsible.

In addition:

- Students shall be granted freedom of research, freedom of classroom discussion, and freedom to advocate alternative opinions to those presented in the classroom within the structure of the goals and objectives of the course.*
- Students shall be free from evaluation based on personal or political beliefs and shall have protection from capricious or prejudicial evaluation.**

*This statement and many of the following responsibilities were taken from the Kentucky School Personnel Code of Ethics.

**Taken from Murray State University Student Life Handbook.

2. Responsibility of faculty and/or staff toward colleagues:

- Shall keep in confidence information acquired about colleagues in the course of employment.
- Shall not knowingly make false and/or malicious comments about a colleague.
- Shall apply for, accept, assign, or offer a position of responsibility only on the basis of professional preparations and legal qualifications.
- Shall not use coercive means or give special treatment in order to influence professional decisions.

3. Responsibility of faculty and/or staff to our profession:

- Shall avoid personal conflicts of interest so they can deal impartially and objectively with persons inside and outside the institution.
- Shall handle all funds in accordance with the established and responsible accounting procedures.
- Shall recognize and follow all copyright laws on articles, textbooks, computer software, etc.
- Shall not knowingly distort or misrepresent information relating to our teaching, research, and service.
- Shall not abuse institutional privileges for private gain, nor use institutional privileges for the promotion of political candidates or partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment.
- Shall not offer gratuities or gifts in order to maintain a special advantage or for personal gain.
- Shall not knowingly falsify facts relating to his or her own qualification or the qualification of other professionals.”

XIII. Personal Electronics Usage Policy:

The College of Health Sciences and Human Services recognizes that in today’s world cell phones are a familiar and often necessary form of communication for students.

It is the policy of the college that no cell phone usage shall be allowed in class and/or labs without the prior consent of the course instructor. This shall include verbal calling,

incoming calls, email, text messaging, and use of cell phone calculators or cameras on tests and quizzes.

Cell phones must be kept turned off and out of sight (i.e. secured to a person's belt or kept in a bag or purse away from desks and lab counters).

Should a student's cell phone be visible, ring, or other form of unauthorized usage occurs that is interruptive to the class or lab, the student may be asked to leave class and not return for that class/lab period. The instructor may choose to confiscate the cell phone for the remainder of the class period.

Upon prior consent of the instructor, the student may obtain permission to have the phone on in case of an emergency or in critical family situations.

This policy also includes pagers and other electronic equipment such as mobile devices and laptops.

UNIVERSITY/ACADEMIC POLICIES

XIV. Syllabus Requirement:

Every course is to have a syllabus, which is available for the students. The syllabus may be made available in several ways (hard copy to each student, on the web, and/or on reserve at the Library). In addition, a copy of it should be forwarded to the department chair that is responsible for maintaining a complete and accurate file of syllabi for all courses offered within the department. The following quoted material from the Provost's for Academic Affairs memorandum, which promulgated this requirement, identifies the advantages of providing syllabi to classes and the specifications for it:

- (1) The availability of a syllabus details procedures for the course and thereby aids in avoiding conflict.
- (2) The syllabus provides an effective means of communicating course content to other faculty members and aids in sequencing department courses.
- (3) The syllabus serves as an instructional plan for the teacher by helping to sequence topics, designate outside readings, and develop assignments before the course begins.
- (4) The syllabus may become a legal necessity in the future as students become more verbal about what they consider unfair grading practices and inadequate course content.

To facilitate meeting various accreditation expectations, the Academic Council adopted a standardized course syllabus outline. Faculty members are expected to conform to these guidelines as closely as possible. The following course syllabus outline is to be used for undergraduate and graduate level courses (see

<http://www.murraystate.edu/HeaderMenu/Administration/Provost/AcademicCouncil/CourseSyllabusOutlines.aspx>)

[Instructor Information]

DEPARTMENT:

COURSE PREFIX:

COURSE NUMBER:

CREDIT HOURS:

I. TITLE:

II. COURSE DESCRIPTION AND PREREQUISITE(S):

Prerequisite(s):

III. COURSE OBJECTIVES:

The student will be able to

A.

IV. CONTENT OUTLINE:

V. INSTRUCTIONAL ACTIVITIES:

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:

VII. TEXT(S) AND RESOURCES:

VIII. EVALUATION AND GRADING PROCEDURES:

IX. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

X. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. NON-DISCRIMINATION POLICY STATEMENT:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Director of Equal Opportunity, 103 Wells Hall. 270-809-3155 (voice), 270-809-3361 (TDD).

XII. OTHER REQUIRED DEPARTMENTAL OR COLLEGIATE COMMITTEE INFORMATION

XV. Academic Honesty Policy

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University 11

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If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State

University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost. (Revisions adopted by Board of Regents, June 2012.)

XVI. Class Attendance:

Students are expected to attend all classes in which they are enrolled for credit or audit purposes. An instructor may establish attendance policies for each class so long as they: (1) are clearly published in the course syllabus, (2) distinguish between excused and unexcused absences and (3) are consistent with university policies as outlined in the Bulletin.

Thus, the instructor is free to utilize class attendance performance in the manner most appropriate for each class. If any part of an instructor's grading system is based on attendance, this information should be conveyed to the students at the beginning of the term. It is preferable that this communication be in written form.

XVII. Dropping from Class:

The official drop dates for each semester are listed on the Calendar page in the Schedule of Classes for that semester.

Please refer to each semester's Schedule of Classes and remind your students of the various drop/withdrawal options. Situations such as "I'm failing the course" or "My course load is too heavy" are situations which should be accommodated prior to the drop deadline. Please do not encourage students to seek a later drop date unless events make it a truly unique set of extenuating circumstances.

If a student quits attending class but is not removed from the class roll, the instructor has no alternative but to assign a final grade based on all the work required for the term.

XVIII. Final Examination Policy:

Each class is to have a final examination or an appropriate terminal class exercise during the time scheduled for a final examination for that class. Exceptions from this policy require the approval of the appropriate departmental chair and college dean.

XIV. Grade Reporting:

Grades are reported through MyGate at mid-term and soon after the full semester ends. Deadlines for submission are indicated on the Teaching/Advising Tab on MyGate. Mid-term grades reports are **required** for 0-200 level classes only.

Final grades are submitted by the instructor on MyGate 48 hours after each final examination, with an absolute deadline date as listed on MyGate and in the calendar provided through the Provost office.

Grading System

The following system of grades is used for the evaluation of course work:

- A Exceptionally high quality, valued at four points for each credit.
- B Good, valued at three points for each credit.
- C Satisfactory, valued at two points for each credit.
- D Poor, valued at one point for each credit.
- E Failure, no credit, valued at no points but counted as hours attempted.
- P Pass, credit valued at no points and no hours attempted
- R A grade to be used in restricted instances in specific approved courses to denote either completion of a course for which credit is deferred until additional course work is completed, **or** that the course must be repeated.
- AU Audit, no credit
- I Incomplete, computed as hours attempted and no quality points.
- X Absent from final examination. Computed as hours attempted and no quality points
- W Withdrawn, no hours attempted and no quality points
- WP Withdrawn Passing, no hours attempted and no quality points.
- WE Withdrawn Failing, computed as hours attempted and no quality points.

Changing “I” and “X”:

A grade of “I” (Incomplete) means that some relatively small amount of the term’s work remains undone because of sickness or other reasons satisfactory to the instructor. **This work must be completed within the first semester or summer term after the student re-enters the institution if credit for the course is to be gained.** This procedure is not applicable to incompletes recorded for individual study such as graduate research or thesis. It should be noted that an “I” is calculated as an “E” in the students GPA.

A grade of “X” may be changed by special examination within the first four weeks (two weeks during summer term) after the student re-enters the institution if credit for the course is to be gained.

Grades of “I” or “X” affect a student’s grade point average negatively. A student who receives “I” or “X” grades and fails to enroll at Murray State within one calendar year from the end of the term in which such grades were received will forfeit the privilege of making up the incomplete course work or examinations for those courses.

XX. Course Evaluation:

Each Fall and Spring semester, every department in the College of Health Sciences and Human Services administers to students, a course/instructor evaluation for every class taught. This evaluation is conducted about two weeks prior to the end of the semester. Recreational activity classes and Graduate classes are not required to perform student evaluations. Faculty are expected to maintain records of the student evaluation results for annual reports, tenure and promotion process. Faculty are not permitted to administer evaluations for their classes and each department should have a plan in place to handle this situation. Faculty should not be present in the classroom, nor have any contact with the evaluation forms prior to, during, or after the time the evaluations are administered to the students. Adjunct faculty teaching regular academic courses are encouraged to have course evaluations completed in order to improve future class performance.

XXI. Background Check Policy

DESCRIPTION

Students engaging in clinical training/internships as a component of HSHS program curricula are required to meet clinical training/internship location requirements for background checks and drug screens. These requirements are established by the individual clinical training sites. The student is responsible for meeting these requirements, the cost involved, and reporting of the results in a timely manner. In addition, most facilities require the student to carry professional liability insurance.

PROCEDURE

1. Students and university supervisor’s work together to obtain placement in clinical training locations.
2. The HSHS program coordinator and /or the site supervisor will advise the student of the background check and drug screen requirements for the assigned training location.
3. The student will proceed with the required drug screen and background check in accordance with the policy of the assigned training site. Costs incurred for the tests/screens and criminal background checks are the responsibility of the student. Some sites may provide assistance to the student.
4. The student will provide the results of the background check and drug screen to the clinical training site and/or university as required. If needed, students shall

likewise provide the university with a signed release authorizing the university to provide the results of the checks and screens to the clinical site(s).

5. The drug screen and background check policies of the assigned training site will determine if a student is accepted or rejected for clinical training.

6. If student training is performed in multiple sites, students must comply with the requirements of each institution.

TIME REQUIREMENT FOR REPORTING RESULTS

Drug screens and background checks must be completed by the student in accordance with the reporting period required by the clinical training location.

XXII. Expectation Regarding Faculty Availability:

Historically, MSU has emphasized the “small campus” atmosphere in its student recruiting efforts. A significant part of the environment we wish to create requires reasonable student access to administrators, professors, advisors, and staff. Accordingly, faculty are expected to schedule and maintain reasonable office hours. **“Reasonable” means 10 hours/week at a minimum. Further, faculty are expected to be accessible on campus at least four days/week during normal working hours.**

XXIII. Textbook Ordering Policy:

It is a university policy to adopt new textbooks, excluding workbooks and laboratory manuals, for a minimum of three years. The policy may be waived in certain cases where new editions have been printed or a book is going out of print. It is the responsibility of the faculty member to give notice six months in advance before changing textbooks so that stock on hand may be reduced. Requests for new textbooks or any changes shall be initiated by the Chair of the department as early as possible and then routed to the Dean of the college and the Provost for approval. A textbook order must be turned into the University Bookstore for all classes being taught. If there is no textbook required for a class, a textbook order must be processed indicating no textbook required.

XXIV. Summary of Natural Disasters Policies and Emergency Procedures:

It is the responsibility of each Building Coordinator and faculty/staff to become familiar with the recommended procedures that are outlined in the Murray State University Emergency Procedures Guide (2nd Edition, Summer 2007).

The following are emergency phone numbers:

Fire, Police, Hospital..... 911
MSU Police..... 2222
Health Services..... 3809
Poison Control..... 753-7588

Environmental Safety & Health... 3480
Assistant Director, ESH..... 4059

A natural disaster—an earthquake, fire, or tornado—is rarely ever anticipated, and can often occur with very little or no prior warning.

Faculty/Staff can minimize the potential for loss by taking a few precautionary steps before a natural disaster ever happens:

- A. Become familiar with locations of **fire extinguishers** near classrooms and offices.
- B. Become familiar with basic **first aid** procedures.
- C. Prepare and maintain a personal supply of **survival items and food**.
- D. Discuss **emergency procedures** with students in each of your classes.
- E. Establish a procedure to **account for students** present in each class.
- F. Identify two or more students in each class who are willing to **assist** with evacuating **disabled persons**.

The following generalizations apply in the event that an earthquake, fire, or tornado strikes without warning:

- A. Stay **calm** and **in control** of the situation. **Be adaptable** and ready to **react** to any condition, which may arise.
- B. **Do not** attempt to **use the elevators** under any circumstances.
- C. **Do not use the telephones** unless for strictly disaster-related calls.
- D. **Avoid exposed** gas, steam, and electrical lines, or other **utilities**—inside or outside, above or below ground.
- E. **Avoid** using the **glass doors** in the breezeway.
- F. **Do not rush outdoors** until it is deemed safe to do so. Particular attention must be paid to the condition of the stairwells when evacuation is necessary from upper floors.
- G. If **evacuation of the building** becomes necessary:
 - 1. Faculty/Staff members must check the status of hallways and stairwells before allowing evacuation. Evacuation should not proceed until a safe route of departure is identified.
 - 2. Attempt to use the exit closest to your office or classroom first. The breezeways may be crossed only if it appears safe to do so.
 - 3. General Procedures for Assisting Physically Impaired Evacuation:
 - a. Identify people that may need assistance prior to an emergency, including persons with temporary disabilities (e.g., broken leg).
 - b. Prior to an emergency evacuation of any kind, a partner should be assigned to accompany disabled persons.
 - c. Communicate the type of emergency to the person.
 - d. Ask how you can assist.

- e. Evacuate mobility aides with the person (e.g., crutches, wheelchair, etc.)

Procedures for Persons with Visual Impairments:

- a. Announce your presence. Describe the nature of the emergency.
- b. Offer assistance, but let the person explain what help is needed.
- c. If assisted, let the individual grasp your arm; walk at their pace.
- d. If the person has a guide dog, ask for the best way to handle the dog. The dog should evacuate with the owner.
- e. After exiting, individuals should be advised where they are and what is happening.

Special Procedures for Persons with Hearing Impairments:

- a. Establish eye contact.
 - b. Use facial expression and hand gestures as visual cues. Use sign language if applicable.
 - c. Talk slowly in case the person has the ability to read lips.
 - d. As you evacuate, ensure that this person is evacuating and assist, if necessary.
4. Once outside, move away from the buildings to open areas. At all times beware of fallen trees, power lines, moving vehicles, etc.

XXV. Faculty Responsibilities Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This includes but is not limited to Social Security numbers, class rolls, advising files, tests, MAP reports, and a student's class schedule. These rights are listed below. As an employee of Murray State University you are expected to comply with this federal law. The Registrar's Office is the official source for all student data, and the Registrar is the authorized party to determine right of access to student data. Murray State identifies faculty members as school officials with a right to access certain specified student records based on an appropriate "need to know." Before an employee can gain on-line access to data he/she must participate in Confidentiality/FERPA training provided by the Registrar's Office.

The Registrar assigns a password to the advisor PIN site (accessed from MSU's home page) after the faculty member has received training. Key points to keep in mind when working with students or student records are: do not post or share your password with anyone; unless you are positive of a student's identification, ask for an ID with photo before discussing or releasing any information about that student to that student; keep all confidential documents in a secure location; do not let other students or employees see information for which they have not been authorized; do not post grades; do not allow students to look through a stack of tests or MAP reports for their specific documents; get signed permission forms

before preparing letters of recommendation, and keep those forms for at least one year after the student has left the University or one year after the letter was written, whichever is later; include confidentiality/FERPA issues in the training or performance evaluations for any student workers or employees that you supervise; since you are given access to student data only for your professional needs, refer third-party requests for student data to the Registrar; and when in doubt contact the Registrar for guidance on issues that relate to confidentiality of student records.

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request is submitted, then that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information (non-directory information) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including Public Safety personnel and Student Health Services staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The right to request that directory information is withheld from disclosure to parties other than school officials. Murray State University considers the following information to be "directory information" that may be released at its

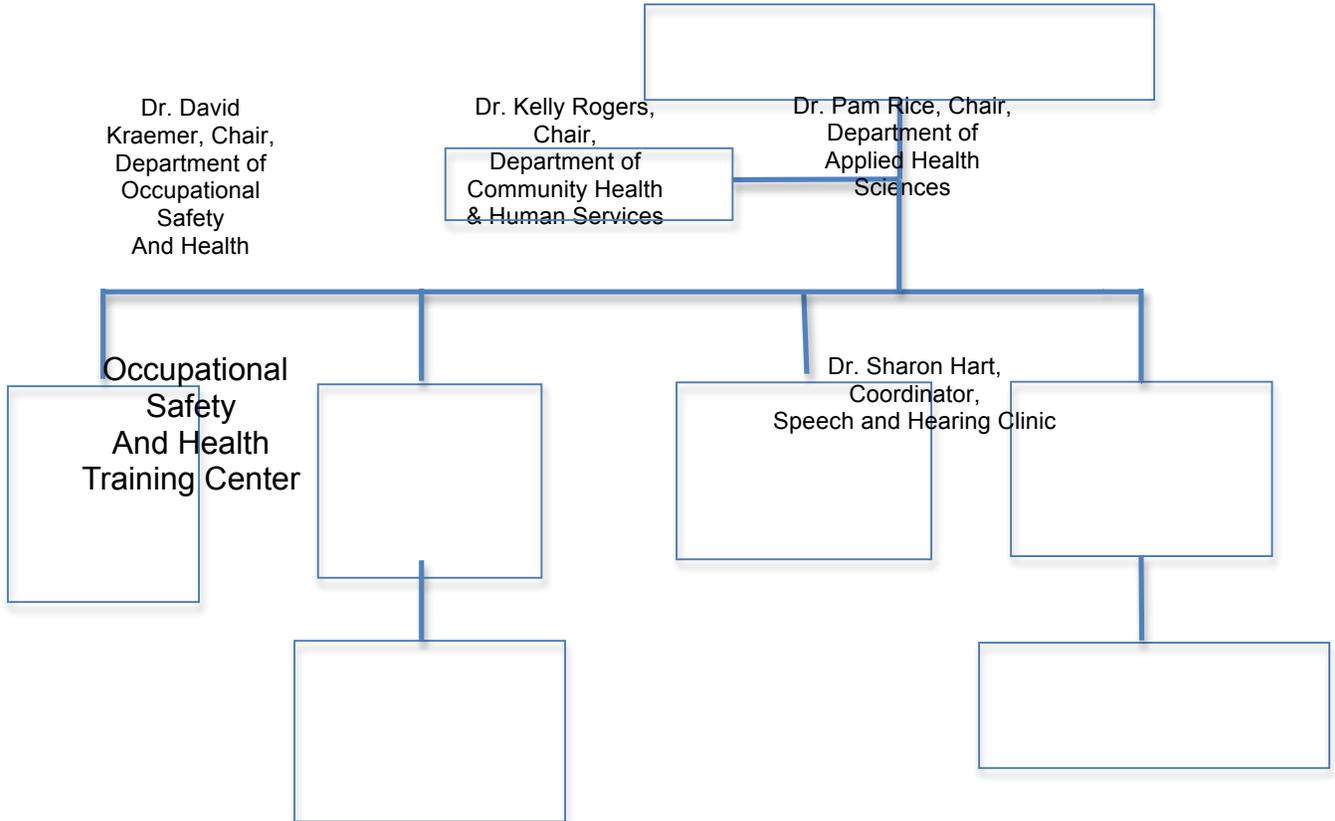
discretion, unless the student has indicated that any or all of the items are not to be released: name, addresses, classification, dates of attendance, telephone numbers, date of birth, place of birth, major field of study, e-mail address, participation in officially recognized activities and sports, weight and height of a member of an athletic team, degrees and awards received, and most recent previous educational institution attended. The student may request non-release of this information by coming to the Admissions and Registrar's Office during the first five days of classes and signing a form indicating the items to be withheld. This must be done at the first of each semester in which information is to be withheld. A request made during the last term a student enrolls remains in effect until the student notifies the Registrar to release the hold.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Murray State University to comply with the requirements of FERPA.

XXVI. Appendices and tables
Table 1. Organizational Chart

Dr. Susan Muller, Dean,
Health Sciences and Human Services

Dr. Kelly Kleinhans
Assistant Dean



Ms. Loretta
Maldaner,
Director,
Area Health
Education
Center

HSHS Committee Assignments

University Governance (1.4)

- Faculty Senate (1.4.2)

Corky Broughton (AHS)
Peggy P-Munke (CLHS)
Gary Morris (OSH)

- Academic Council (1.4.3)

Michael Kalinsky June 2015
Kelly Kleinhans June 2014

University Standing Committees (1.5.3) HSHS Representation 2013-2014

- Academic Appeals Board (1.5.3.1)
Kelly A. Kleinhans June 2015
- University Tenure Committee (1.5.3.2)
Bassam Atieh October 2013
- Promotion and Leave Committee (1.5.3.3)
Bertus Ferreira June 2016
- Committee for Institutional Studies and Research (1.5.3.4)
Kala Chakradhar No Term Limit
Traci Byrd June 2015
- Faculty and Staff Insurance and Benefits Committee (1.5.3.5)
Randall Keller June 2015
- University Studies Committee (1.5.3.8)
Sharon Hart No Term Limit
Beth Rice No Term Limit
- University Judicial Board (1.5.3.6)
Pearl Payne June 2015
- University Assessment Committee (1.5.3.10)
Susan Muller June 2014
- MSU Institutional Review Board (1.5.4.3)
Tracey Wortham No Term Limit

- Tenure Committee (1.6.3.2)
 - AHS Corky Broughton June 2014
 - CLHS Kala Chakradhar June 2015
 - OSH Eileen Mason, Chair June 2014

- Committee on Faculty Development (1.6.3.3) Will request representation as needed.*This includes review for Teaching Excellence Award

- Curriculum Development Committee (1.6.3.4) Will request representation as needed.

- Appeals and Grievances Committee (1.6.3.5)
 - AHS Ameilia Dodd June 2014
 - CLHS Kala Chakradhar, Chair June 2013
 - OSH Gary Morris June 2015
 - Graduate Student Shelby Prior CDI June 2014
 - Brandon Hoehn June 2014

- Undergraduate Programs
 - AHS Sharon Hart June 2014
 - CLHS Dot Merianos June 2013
 - OSH Dave Fender-Chair (OSH) June 2013

- Graduate Coordinators
 - AHS Kelly A. Kleinhans
 - AHS Beth Rice
 - OSH Bassam Atieh

Other HSHS Committees

- Policy and Review (PRC) Kirstie Moss-Robinson [always a CDI appointment] Open

- International Programs and Study Abroad Scholarships
 - Kathy Timmons Open
 - Amelia Dodd Open
 - Kala Chakradhar Open
 - Dave Kraemer Open

- HSHS Policy and Procedures Manual Review Committee **Open for the**
 - Kelly Kleinhans, Chair
 - Randy Keller
 - Sharon Hart
 - Kala Chakradhar

