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MURRAY STATE
UNIVERSITY

Faculty Handbook

Approved by BOR

June 7, 2019

Preface

The Faculty Handbook is designed to provide members of the faculty access to basic information relating to policies, procedures, and regulations that are important to them as teaching personnel employed at Murray State University. The Faculty Handbook does not refer to all policies and procedures at the university, but references those which are relevant to faculty. While the Faculty Handbook will provide information on many aspects of the university, faculty members are expected to be familiar with the contents of the Faculty Handbook, the Personnel Policies and Procedures Manual, the Staff Handbook, the University Academic Bulletin, and all student life policies found in the Student Handbook.

University policies adopted by the Board of Regents are identified within the Handbook by placing the date each policy was adopted in parentheses following the policy title. Amendments or additions approved by the President or the Board of Regents become effective by directive of the President. As university policies and procedures are modified and developed, revisions and additions will be made to the handbook as quickly as possible. A concerted effort is made to keep faculty informed of such changes. New faculty members will be given an electronic copy of the Faculty Handbook at the time of their employment and current faculty shall receive notice of new or amended Faculty Handbook policies within 30 days of final approval by the President or the Board of Regents (see Section 1.7.5).

Interpretation and Rights

Murray State University, through its Board of Regents and the authority granted by the Commonwealth of Kentucky, has adopted the personnel policies and procedures contained in this handbook to serve as a guide and reference for employees and supervisors to promote a well-organized and consistent personnel program.

1. Interpretation

This handbook makes an effort to summarize applicable provisions of state and federal law. This effort has been made in good faith with the aim of providing assistance to the Murray State University faculty member. In the event of a conflict as between federal and state law and the summary expression as stated herein, the federal and state law will prevail over the expression. The final responsibility for the interpretation of federal and state law is with the employee. The university has attempted, and will continue to attempt, to provide a degree of guidance, but the employee is responsible for the final determination as to his or her rights under federal or state law.

2. Reservation of Rights

Murray State University reserves the right to change any rule or regulation stated herein consistent with the provisions of Section 1.7. The right to modify or change is subject to any limitations imposed by law. Updates, additions, and changes to these policies will be made and distributed on a timely basis to faculty in accordance with Section 1.7.

3. Disclaimer of Contractual Significance

Nothing contained in Murray State University's written personnel policies, manuals, handbooks, publications, transmittals, website, or any oral statement in connection therewith shall constitute or imply a contract of employment between the university and any employee of such university.

This Handbook is subject to review and revision annually by the Faculty Senate and its committees. The official Handbook shall be kept in hard copy form in the Office of the Provost and Vice President of Academic Affairs. The official Handbook shall also be continually posted at: www.murraystate.edu/policymall

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CHAPTER 1: ORGANIZATION AND ADMINISTRATION

1.1 Mission of Murray State University

(Adopted by the Board of Regents September 2, 1994, revised September 26, 2003, and August 2011)

Vision

To build on our reputation as one of the best student-centered, comprehensive universities in the nation.

1.1.1 Mission and Statement of Purpose

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often experienced at research institutions with the nurturing student-teacher interactions usually found at smaller universities. We offer relevant undergraduate and graduate degree programs with core studies in the liberal arts and sciences, leading to degrees from certificates to advanced practice doctorates that prepare students for success. Through effective and creative teaching, the opportunity to apply knowledge and skills to real-world situations, and academic and student support services, our quality faculty and staff foster student growth in knowledge, critical inquiry, and innovative thinking. As a public comprehensive university dedicated to diversity, global awareness, and intellectual curiosity, we actively engage students, faculty, staff, and the community in collaborative scholarship, creative activity, and research. We invest in our communities through thoughtful public service in our 18-county service region and beyond. Our uniqueness arises from our combination of academic excellence, welcoming atmosphere, and dedication to student success through mentored, real-world learning opportunities in an open-minded and supportive learning environment.

Statement on International Education

(Adopted by Murray State University Board of Regents September 7, 1985, amended February 29, 2008)

The increasing interdependence of cultures and countries requires that universities prepare their students to function as citizens of the world. More than ever before, students need to acquire the knowledge, skills and attitudes that will equip them for living in a global environment. In recognition of this need, Murray State University affirms its commitment to international education as an integral dimension of the University experience. Through a number of programs, the University supports and encourages the development of international content across the curriculum, the provision of opportunities for international experience for both students and faculty, the active and continual exploration of international issues on campus and the meaningful involvement in the life of the University of international scholars and students.

1.1.2 Characteristics of the Murray State University Graduate

(Revised by the Board of Regents, September 26, 2003)

The excellence of a university's baccalaureate program is ultimately best demonstrated by the qualities, characteristics, and performance of its graduates. Murray State University sets as its goal a baccalaureate experience that ensures graduates who:

- Engage in mature, independent, and creative thought and express that thought effectively in oral and written communication;
- Understand and apply the critical and scientific methodologies that academic disciplines employ to discover knowledge and ascertain its validity;

- Apply sound standards of information gathering, analysis, and evaluation to reach logical decisions;
- Understand the roles and applications of science and technology in the solution of the problems of a changing world;
- Demonstrate a critical understanding of the world's historical, literary, philosophical, and artistic traditions;
- Understand the dynamics of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues;
- Understand the importance of and engage in ethical behavior and responsible citizenship;
- Understand the importance of the behaviors necessary to maintain a healthy lifestyle;
- Demonstrate mastery of a chosen field of study; and
- Value intellectual pursuit and continuous learning in a changing world.

1.1.3 Strategic Planning Goals

In order to facilitate its mission, Murray State University maintains a list of strategic planning goals. A small subset of these goals is selected each year, and used to provide focus for the entire campus for that year.

Visit the following link for the most current Strategic Initiatives Plan information.

<http://murraystate.edu/strategic-initiatives-plan/>

1.1.4 Values

Accessibility: Murray State values broad, equal, and affordable educational access for all.

Academic Freedom: Murray State values the generation and free exchange of ideas in a peaceful and orderly environment that encourages communication and the resolution of differences.

Accountability: Murray State values a comprehensive accountability system through outcomes assessment and institutional effectiveness, supporting our primary mission as a university.

Diversity: Murray State values attracting, developing, and maintaining a diverse, high-quality faculty, staff, and student body.

Excellence: Murray State values a sustained commitment to teaching, research, and service excellence.

Integrity: Murray State values an environment that demands high levels of professional and academic ethics.

Nurturing Environment: Murray State values a safe, friendly, and supportive campus and community environment.

Shared Governance: Murray State values a culture of shared governance, open communication, and understanding among administration, faculty, staff, and students.

Student-Centered Learning: Murray State values an environment that fosters the engagement of the student in the learning process both in and beyond the classroom.

Sustainability: Murray State values a commitment to the principles of sustainability and seeks to respond to environmental concerns about resource consumption, waste and climate change.

1.1.5 Accreditation

Murray State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, specialist, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Murray State University. Normal inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Murray State University.

Institutional and professional accreditations are listed online and in the [MSU Fact Book](#) and by contacting the Office of Institutional Effectiveness.

1.2 Governance of Murray State University

1.2.1 Murray State University Board of Regents

Governance of Murray State University is vested in the [Murray State University Board of Regents](#), a corporate body established by statute and enjoying all immunities, rights, privileges, and franchises of an educational governing body. It is specifically empowered to receive and expend money for the use and benefit of the university; to adopt bylaws, rules, and regulations affecting its members and employees; to require reports from employees; to determine the organizational structure of the institution; to grant diplomas and confer degrees; to maintain exclusive jurisdiction over appointments, qualifications, salaries and compensations, promotions, and all official relations of employees; to acquire and sell property; and to hold other powers necessary for the operation of the university.

The Board is comprised of eight citizens appointed by the governor; one member of the teaching or research faculty holding the rank of Assistant Professor, Associate Professor, or Professor; one member of the staff; and one member of the student body. The lay members of the board are appointed for six years, while the faculty member is elected to a three-year term by all faculty members having the rank of Instructor, Assistant, Associate, or full Professor. The staff member is elected to a three-year term by the staff and the student member is elected by the students and serves for one year.

1.2.1.1 Distribution of Board of Regents Minutes

(Adopted by Murray State University Board of Regents May 8, 1971, amended February 29, 2008)

All Minutes of the Board of Regents shall after their approval by the Board of Regents and upon the direction of the Chair be open to inspection by any citizen according to established procedures for such inspection under existing statutes governing open records and shall be made available online on the University's web site. All Regents shall be provided with approved copies of all Minutes of their actions. Similarly, all other public records, as provided by Kentucky Revised Statutes, shall be made available to the public in accordance with those statutes.

The minutes may also be accessed on the Board of Regents webpage for [minutes of recent meetings](#).

1.2.2 Kentucky Council on Postsecondary Education

Established as part of the education reforms set forth in the Postsecondary Education Improvement Act of 1997, the Council on Postsecondary Education is Kentucky's statewide postsecondary and adult education coordinating agency. The Governor appoints the Council members, which include 13 citizens, one faculty member and one student member; the Commissioner of Education is an ex-officio member. A supporting state agency is attached to the Governor's Office and run by the President, who is appointed by Council membership.

The Council on Postsecondary Education is charged with guiding the reform efforts envisioned by state policy leaders in the Kentucky Postsecondary Education Improvement Act of 1997. The Council has multiple responsibilities to ensure a well-coordinated and efficient postsecondary and adult education system. Among its many responsibilities, the Council:

- Develops and implements a strategic agenda and accountability system for the postsecondary and adult education that includes measures of educational attainment, effectiveness, and efficiency.
- Produces and submits a biennial budget request for adequate public funding of postsecondary education.
- Monitors and determines tuition rates and admission criteria at public postsecondary institutions.
- Defines and approves all academic programs at public institutions.
- Licenses non-public postsecondary institutions to operate in the state.
- Coordinates statewide efforts to improve college readiness, access to postsecondary education, and student success, including statewide transfer agreements, adult learner initiatives, KY GEAR UP, and postsecondary work related to SB1 (2009) implementation (college and career readiness legislation).
- Administers Kentucky's statewide adult education program and GED testing service.
- Administers Kentucky's Virtual Library, used by all postsecondary, public and K-12 libraries.
- Ensures the coordination and connectivity of technology among public institutions.
- Collects and analyzes comprehensive data about postsecondary education performance.

A complete list of the [CPE Roles and Responsibilities](#) is found on the Kentucky CPE website.

1.3 Administrative Organization

1.3.1 President of the University

The President of Murray State University is designated as the University's Chief Executive Officer of and is delegated the authority and duty to supervise and direct the day-to-day operations of the University including the authority and duty to implement the policies of the Board of Regents by rules and regulations not inconsistent therewith. The President shall also have oversight of Intercollegiate Athletics and institutional fundraising. In addition, the President has such additional authority and duties as the Board of Regents has delegated pursuant to the provisions of KRS 164A.550 et seq. The President shall, in all matters pertaining to policy not yet established by the Board of Regents, consult with the Chair of the Board of Regents (or the authorized representative of the Chair when the Chair is not available) before taking any action. Nothing herein shall be construed so as to give to the President of the University power or authority to act contrary to a policy established by the Board of Regents and/or in excess of authority permitted by law, or so as to constitute the exercise of authority not capable of being delegated. The President shall make recommendations to the Board of Regents as to both policy and administrative matters, and shall report to the Board of Regents as required by law, as the Board deems necessary, or as is necessary to keep the Board apprised of pertinent matters. The Board of Regents shall directly act on permanent appointments of employment at the Dean level and above.

1.3.2 Executive Officers

Following the organizational structure established by the Board of Regents, responsibility for most operational units of the university is divided among four vice presidents that report to the president. They include Provost and Vice President for Academic Affairs, Vice President for Student Affairs, and Vice President for Finance and Administrative Services. These officers serve as the President's executive council, with other individuals designated by the President, to advise on university operations and make recommendations on administrative policy, both individually and collectively, within the university governance system.

1.3.2.1 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the Chief Academic Officer and is responsible for much of the day-to-day operation of the university. Duties of the Provost include: responsibility for academic leadership, planning, and program evaluation; academic budget development; coordination of

academic programs, research, and service of six colleges/schools, University Libraries, Center for Adult and Regional Education, Office of the Registrar, Sponsored Programs, Honors College, Commonwealth Honors Academy, Education Abroad Office, and administration of the academic regulations and policies of the university. The Provost is acting President in the absence of the President. A position description is on file in the Office of Human Resources.

The Office of the Provost and Vice President for Academic Affairs coordinates all university activities relating to academics and recommends to the President action for conformity with the university's mission. The Provost chairs the University Academic Council and meets on a regular basis with directors, deans, other vice presidents, and the President. The office handles administrative communications with faculty. In addition, the Provost has a primary role in decisions concerning academic hiring, awarding and funding graduate assistantships, awarding and funding professional leaves, awarding tenure, promoting faculty, and determining salaries.

1.3.2.2 Vice President for Student Affairs

The Vice President for Student Affairs is the Chief Student Affairs Officer on campus. The Vice President for Student Affairs is responsible for creating and supporting an environment that promotes the growth and development of students and facilitates the process of learning. The Vice President for Student Affairs reports directly to the President. A position description is on file in the Office of Human Resources.

The following offices are under the direction of the Vice President for Student Affairs: Adventures in Math and Science, Multicultural Affairs, Career Services, University Counseling Services, Curris Center/Student Life, Student Conduct, Post Office, Student Disabilities Services, Student Government, Student Organizations, Student Support Services, Upward Bound, Veteran and Military Success, Wellness Center, Campus Recreation, Student Engagement and Success, International Studies, ESL, LGBT Programming, and Women's Center.

In 1994, Murray State University implemented a residential college system operating under the direction of the Office of Student Affairs. There are eight residential colleges that are each directed by a faculty college head. Every student—residential and commuter—is a member of one of the residential colleges. All faculty and professional staff are also members of a residential college.

1.3.2.3 Vice President for Finance and Administrative Services

The Vice President for Finance and Administrative Services serves as the Chief Administrative Officer and the Chief Financial Officer. The Vice President for Finance and Administrative Services is responsible for the fiscal stability of the university, provides direction for and administration of several university units, and provides financial counsel to the Board of Regents as Treasurer. As Chief Financial Officer, the Vice President has the primary responsibility for management of business and financial affairs; cash, debt, and investment management; accounts payable; accounts receivable; student accounts, payroll, bond issuance, the external audit; the university budget; and the acquisition of real property. In addition, the Vice President is responsible for establishing and maintaining cooperative relationships with financial institutions. As the Chief Administrative Officer, the Vice President provides management oversight for human resources, information technology, telecommunications, procurement, Murray State Police Department, parking, and risk management. The Vice President also is responsible for executing contracts and other agreements on behalf of the university and serves as a liaison between the university and various federal, state, and local organizations and agencies such as the Council on Postsecondary

Education, the Capital Projects and Bond Oversight Committee, the Capital Planning Advisory Board, and the Office of Financial Management and Economic Analysis (OFMEA). The Vice President reports directly to the President. A position description is on file in the Office of Human Resources.

Finance and administrative services provides support services that enhance the environment for faculty, students, and staff. Offices in this unit include Accounting and Financial Services, Human Resources, Information Systems, Procurement, Facilities Management, Murray State Police Department, Bursar's Office, and Auxiliary Services.

1.3.3 Murray State University Organizational Charts

Current organizational charts for the university are available online and from [Institutional Effectiveness](#).

1.3.4 Academic Units of the University

Murray State University is comprised of four colleges and two schools: Arthur J. Bauernfeind College of Business College of Business; College of Education and Human Services; College of Humanities and Fine Arts; Jesse D. Jones College of Science, Engineering and Technology; Hutson School of Agriculture; School of Nursing and Health Professions; University Libraries; and Center for Adult and Regional Education.

Each academic unit has its own committee system and academic procedures. Consistent with the university's stated mission, these units establish their own mission statements, goals, and strategic plans. Other academic units contribute to the mission of Murray State University as well.

Throughout this handbook, University Libraries will be considered as a college/school.

1.3.5 Academic Deans

1.3.5.1 Selection of Deans

The appointment of a Dean is an act of the Board of Regents based upon the recommendation of the President of the university. The President is guided in making a recommendation to the board by the recommendations of the screening committee and the Provost and Vice President for Academic Affairs.

The process for selecting a Dean is initiated by the Provost and Vice President for Academic Affairs. The Provost should appoint a screening committee whose main responsibility is to identify qualified candidates and recommends a Chair to the President. The screening committee should be comprised of individuals assuring a broad representation across the college/school and university. An individual outside the university may also be appointed to the committee.

The Provost and Vice President for Academic Affairs develops a position description and advertises the position vacancy locally and nationally.

The committee shall conduct a search and screen candidates for the position according to the guidelines published by the Office of Institutional Diversity, Equity and Access. The Director of the Office of Institutional Diversity, Equity and Access shall explain these procedures to the committee.

Upon completion of the screening task, including interviewing finalists for the position, the committee may recommend one or more candidates for the position to the Provost and Vice President for

Academic Affairs and the President. At the President's request, the committee may rank each finalist against the criteria for the position.

When necessary, the Provost and Vice President for Academic Affairs may recommend the appointment of an interim Dean. This appointment must be approved by the Board of Regents upon recommendation of the President.

If the President determines it is in the best interests of the university to restrict the search to internal candidates, applicable procedures outlined in this section shall be followed.

1.3.5.2 Functions and Responsibilities of Deans

Deans are responsible for the development of their colleges/schools. Accordingly, the Dean is the individual primarily responsible for the recruitment, evaluation, and retention of faculty; for the academic advising of students; for curriculum development, course offerings, and classroom instruction in the college; for library collection development and laboratory equipment; and for the administrative and financial management of the college or the University Libraries. The Dean must recognize and encourage research, public service, publication, and other professional activities designed to enhance the professional standing and abilities of the faculty. It is expected that Deans will remain active in teaching, research, and service.

Considerable academic autonomy is accorded each college/school. Each Dean is accorded commensurate authority and responsibility. Responsibility and authority are shared by the Dean with the Chairs, faculty, and staff to whatever extent is most productive for the college. The Dean is accountable to the Provost and Vice President for Academic Affairs, the President, and the Board of Regents for the success of the college or the University Libraries.

Deans supervise and work closely with the Chairs of academic departments. Due to this symbiotic relationship, a detailed description of the responsibilities of Chairs is contained in Section 1.3.6.2, Functions and Responsibilities of Chairs.

1.3.5.3 Review of Deans

Deans shall be evaluated annually by the Provost and Vice President for Academic Affairs. The evaluation will take into consideration the objectives and strategic plan of the college and the university, as well as efforts to comply with Office of Institutional Diversity, Equity and Access guidelines. Specific criteria for evaluation are determined by the Deans and Provost and Vice President for Academic Affairs at the beginning of each academic year and circulated to faculty. The Provost and Vice President for Academic Affairs shall seek input from departmental Chairs and collegiate/school faculty and incorporate this input into the evaluation process.

1.3.6 The Departmental Chairs

1.3.6.1 Selection of Chairs

The appointment of a Chair is an act of the Board of Regents based upon the recommendation of the President, who is guided by the recommendation of the Academic Dean of the college/school and the Provost and Vice President for Academic Affairs.

The process for selecting a Chair is initiated by the Academic Dean of the college/school. The Dean should appoint a committee whose main responsibility is to identify qualified candidates. The screening

committee may consist of faculty members in the department, a student enrolled in the department's programs, and faculty member(s) outside the department. An individual outside the university may be appointed to the committee when circumstances warrant. The committee should be of good working size and needs to represent a cross-section of the department's faculty, and, when possible, the college. The Dean appoints the committee's Chair.

The committee and the Dean will jointly develop a position description and, when appropriate, shall initiate a search by advertising the position locally and nationally.

The committee shall conduct the search and shall screen candidates for the position according to the guidelines published by the Office of Institutional Diversity, Equity and Access. The Director of the Office of Institutional Diversity, Equity and Access shall explain the procedures to the committee.

Upon completion of its screening task, including interviewing finalists for the position, the committee may recommend one or more candidates for the position to the Dean. If the Dean requests, the committee may rank each finalist against the criteria for the position. The Dean shall recommend one candidate to the Provost and Vice President for Academic Affairs. Final approval of this appointment rests with the Board of Regents upon recommendation of the President.

In the event there is no vacant position in the department, such as when a Chair returns to teaching, the appointment as Chair may come from extant faculty. The Dean shall consider the needs of the department resulting from such an appointment and provide resources to sustain the academic integrity of the department. In lieu of a search, the Dean shall consult with all full-time members of the departmental faculty and, at the Dean's option, other faculty in the college, and then make a recommendation to the Provost and Vice President for Academic Affairs and the President.

When necessary, the Dean may recommend the appointment of an interim Chair. This appointment must be approved by the Provost and Vice President for Academic Affairs, the President and the Board of Regents.

1.3.6.2 Functions and Responsibilities of Chairs

The Chair should set an example for the faculty in teaching excellence, rapport with students, the upholding of academic standards, concern for the welfare and interests of colleagues, attention to routine matters such as reports and assignments, and dedication to the interests of the students of the university.

Administrative Responsibilities

The Chair is a member of the administrative management team of the university. The Chair plays an important role in interpreting administrative policies and decisions to the faculty, and at the same time keeps the Dean, the Provost and Vice President for Academic Affairs, and the President informed of departmental or divisional needs, of trends in the field which might be of importance to the university, of individual accomplishments and recognitions, and of progress and special problems which arise. The Chair must work closely with the Dean and the departmental faculty.

Finances

The Chair is responsible for making the budgetary needs of the department known to the Dean. The Chair must know the needs of the department in all budget categories and be able to justify requests in terms of recognized educational and scholarly objectives. The Chair must make sure available funds are spent appropriately and that accurate records of expenditures are kept.

Teaching

The Chair must set an example of good teaching for the faculty. Effective and inspiring teaching is a major factor in the selection and retention of the Chair. The Chair must emphasize the importance of teaching excellence in the department as a whole. Department Chairs are expected to teach at least six (6) hours per semester.

Research and Professional Activities

The Chair must recognize and encourage research, public service, publication, and other professional activities designed to enhance the professional standing and abilities of the faculty. For teaching to be innovative and vital, it is imperative that the faculty engage in scholarly activities that ultimately bring recognition to themselves and the university.

Library and Laboratory Facilities

Critical to all academic areas of the university are library holdings. The Chair must assume primary responsibility for building the collection of library materials and services relating to the department and for advising the Dean of the libraries with respect to subscriptions to pertinent periodicals and acquisition of periodical files.

In discharging this responsibility, the Chair should seek the advice and assistance of colleagues. The Chair should make clear to faculty that library collection development is an important part of their responsibility.

The Chair must be aware of laboratory needs, of equipment which will best meet those needs, and of ways in which equipment might be shared within and outside the department.

Programs and Courses

The Chair should regularly evaluate the curricula and courses within the department, determining the extent to which curricula and courses fulfill their purposes. The Chair must be aware of similar curricula at other institutions. Participation of all faculty members in curriculum development and evaluation is essential.

The Chair should publicize educational programs and opportunities. The Chair should work with Undergraduate and Graduate Admissions, the Office of Recruitment, and other appropriate offices on campus to develop recruiting strategies.

Faculty Recruitment and Development

The strength of the institution rests in large measure upon judicious recruitment of faculty. The Chair will work with the Dean and the faculty in making personnel needs known, in advertising available positions, and in recommending persons who are best qualified for available positions.

Chairs and Deans are responsible for implementing the university's commitment to affirmative action in instructional positions. Searches shall follow guidelines published by the Office of Institutional Diversity, Equity and Access.

Chairs are also responsible for involving the departmental faculty in academic decisions, developing the full potential of each faculty member and assessing that potential, evaluating their performance, and making appropriate recommendations.

The Chair should seek opportunities for the faculty to grow and develop; encourage participation in professional activities and attendance at professional meetings; and encourage, compliment, and reward accomplishments by the faculty. The Chair should provide an atmosphere that stimulates colleagues to take pride in their work, improve as professionals, and contribute to the university community.

Faculty Personnel Decisions

In decisions regarding promotions, tenure, non-renewal, and dismissals of faculty, the Chair shares responsibility with the Dean, the Provost and Vice President for Academic Affairs, and the President. The Chair must be familiar with Board of Regents' policies in these matters.

Promotions and tenure are not granted automatically but are the result of deliberate action by the Board of Regents upon the recommendation of the President. For this reason, the Chair must evaluate the faculty carefully and keep the Dean informed of each member's service and progress. The Chair must inform each faculty member of strengths and weaknesses. Continuous improvement will be the goal of the Chair and the faculty member. The faculty member's commitment to self-improvement is vital.

Academic Advising/Student Counseling

One of the most important responsibilities of the Chair, and one which cannot be divorced from instructional responsibilities, is that of ensuring effective counseling and advising of students within the department.

It is incumbent upon the Chair to recruit faculty who will provide competent advice to students and be available for adequate periods of time and at hours reasonably convenient to students.

The following general tasks fall within the scope of an adviser's regular duties:

- To be approachable and readily available to students;
- To establish personal rapport with advisees and to help advisees set and achieve goals while at Murray State University;
- To give accurate information on academic regulations, class scheduling, graduation requirements, etc;
- To provide basic career guidance and information;
- To make appropriate referrals to academic and personal support services, as necessary, to meet student needs; and,
- To continually monitor and evaluate advisees' progress.

The Academic Adviser should be aware of other sources of counseling available to students and of special services for students with academic or personal problems. Many helpful referral services for students may be found in Chapter 3 of this handbook.

1.3.6.3 Review of Departmental Chairs

All departmental Chairs receive annual contracts. In no event is this policy to be considered as giving rights to employment as Chairs beyond the contract year.

All Departmental Chairs must be reviewed at least every three (3) years. Review may be more frequent at the discretion of the Dean of the college. All Chairs shall be eligible for reappointment one or more times.

- At least nine (9) months before the expiration of the contract year in which the Chair is to be evaluated an inquiry shall be directed to the Chair concerning the Chair's wishes as to reappointment.
- If the answer is affirmative, the Chair's Dean shall direct the review. The review shall consist of an invitation to all members of the department to meet individually with the Dean for a private review of the Chair's performance and the state of the department (for the reason that the state of the department reflects in part the quality and effectiveness of its leadership).
- The review process should be completed in approximately one month—at the end of which time the Dean should apprise the Chair of the results, as well as his/her own evaluation of the individual's performance as Chair. The Chair under review would then indicate whether, on the basis of the review, he/she still wished to seek reappointment.

- If the Chair wishes reappointment, the Dean should subsequently forward to the Provost and Vice President for Academic Affairs his/her recommendation. Both the Chair and the department faculty are to be informed by the Dean of the Dean's recommendation.
- In the event the Chair does not wish to be reappointed, the Dean shall still review, with all members of the department individually, its present state—that is, its strengths and weaknesses— and the kind of leadership necessary to its requirements.

1.4 University Governance System

1.4.1 Introduction

(Adopted by the Murray State University Board of Regents October 24, 1981, revised November 15, 1986, November 14, 1992, and December 6, 2002)

The Board of Regents of Murray State University endorses the concept of shared authority and responsibility in the governance of the institution. A university is comprised of many persons with knowledge and skills in diverse fields. Each member of the university community can make a special contribution to the vigor and progress of Murray State. Shared authority and shared responsibility tap these resources for the good of the university. Pursuant to the concept of shared authority and responsibility, the Board of Regents of Murray State University by this document recognizes and sets forth the role of Faculty Senate, Academic Council, Staff Congress, Student Government Association, and University Standing Committees.

All powers conferred by this document, whether characterized as the power to propose, formulate, review, determine, or as otherwise stated, shall be considered as advisory in nature to the President of the university. The component parts of the governance structure addressed herein (Faculty Senate, Academic Council, Staff Congress, Student Government Association, and University Standing Committees) may make recommendations to the President of the university on matters wherein they are empowered to act unless otherwise directed by the President. In cases where a component part of the governance structure is instructed herein to make recommendations to other individuals or groups, a copy of this recommendation shall be delivered to the President or to the appropriate Vice President as the President may direct.

1.4.1.1 Purpose

This policy establishes and/or clarifies the role of the Faculty Senate, the Academic Council, the Staff Congress, the Student Government Association, and the University Standing Committees in the University Governance System of Murray State University. This policy is designed to bring the special talents and expertise of the various elements of the university community to bear on policy matters of vital interest.

1.4.1.2 Authority

The legislature of the Commonwealth of Kentucky has vested the primary responsibility for the governance of Murray State University in the Board of Regents. The Board of Regents has, in turn, delegated to the President of the university the responsibility of ensuring that the affairs of the university are handled in a manner which is consistent with the policies of the Board of Regents. This policy will serve the purpose of ensuring university-wide participation in the decision-making process on those matters which involve faculty, staff, and student responsibility and interest.

1.4.1.3 Ratification

(Approved by the Board of Regents of Murray State University on October 24, 1981, revised November 15, 1986, and November 14, 1992)

1.4.1.4 Amendment and Review

Periodically, no less than every three years and no more than every year, the governance system, or any part thereof, shall be formally reviewed by the Faculty Senate, the Student Government Association, the Staff Congress, the Provost and Vice President for Academic Affairs, and the Vice Presidents. Following the review, amendments or corrections may be recommended to the President of the university. This provision shall not preclude the Board of Regents from making changes in the governance system at any time; nor does it preclude ad hoc recommendations to the President by any individual or group.

1.4.2 Faculty Senate

(Adopted by the Murray State University Board of Regents October 24, 1981, revised November 15, 1986 and November 14, 1992 and May 3, 1995)

Faculty Senate is empowered by the Board of Regents to act for the university faculty, with delegated authority to advise the President as to formulation and/or review of policies regarding the educational functions of the university. Faculty Senate is not precluded from making recommendations to the University Academic Council.

The composition of the Faculty Senate shall be in accordance with its constitution. Faculty Senate may:

1. Initiate and/or review policies relating to University academic matters and make recommendations to the University Academic Council. A copy of this recommendation shall simultaneously be delivered to the President and to the Provost and Vice President for Academic Affairs.
2. Initiate and/or review policies relating to the rights and responsibilities of faculty incident to their employment by the University. Any recommendation pursuant to this provision shall be made to the President and the Provost and Vice President for Academic Affairs.
3. Initiate and/or review changes and additions to the Faculty Handbook. Any recommendation pursuant to this provision shall be made to the President and the Provost and Vice President for Academic Affairs.
4. Receive any alteration of a proposal acted upon by Faculty Senate prior to its transmission to the Board of Regents; and
5. Act as the official channel of faculty opinion on all matters which have a bearing on institutional excellence.

Faculty Senate will formulate its own rules and procedures consistent with its constitution, policies of the university, and laws of the Commonwealth. All Faculty Senate meetings shall be open and Faculty Senate may request the opinion of any individual or group concerning any matter before the Senate, provided any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures. Members of standing committees shall be selected in accordance with the Bylaws of Faculty Senate.

1.4.2.1 Faculty Senate Constitution

PREAMBLE

The Murray State University Faculty Organization, acting for and with the faculty of Murray State University, does hereby establish Faculty Senate as a representative body through which the faculty may more effectively exercise its duties and responsibilities. The faculty has written this constitution in order

to provide a more creative environment at Murray State University by expanding the range and diversity of what educational groups can know and evaluate; increasing the faculty's ability to understand other components of university life and develop interdisciplinary communications; increasing the faculty's ability to deal with any pertinent issue in such a way that the consequences express the faculty's character and fulfill the purposes of the University; and increasing the faculty's capacity to integrate into its own functioning a greater diversity of experiences so that all encounters become a source of enrichment and strength for the students, faculty, and the University.

ARTICLE I. Name

The agency for the exercise of the responsibilities herein described shall be known as the Murray State University Faculty Senate.

ARTICLE II. Purposes and Responsibilities

The purpose of the Faculty Senate is to act as an effective faculty assembly which can, within the laws applicable to Murray State University, enter into a partnership for shared responsibility and cooperative action among the students, faculty, administration, the Board of Regents, and other elements of the university. In accordance with this purpose, the Faculty Senate shall function as an agency:

- A. To promote the growth and general welfare of the university.
- B. To consider and express faculty judgment and recommendations on university affairs, including personnel, financial, and academic matters, as the Senate deems appropriate and necessary.
- C. To afford avenues and procedures whereby communications within the university may flow freely, fully, and systematically, and to accept and share responsibility for creating, maintaining, and protecting a university environment conducive to the growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

Faculty Senate may, as it deems appropriate, consider and commend actions pertaining to all matters described in this article.

ARTICLE III. Membership in the Faculty Senate

- A. Faculty eligible for membership in the Senate are those members of the instructional/research staff who have been employed on a full-time basis at Murray State University for at least ONE academic year and whose major regular assignment is instruction of students, including those with released time for research. Chairs of departments are faculty if they have no other administrative title and if a part of their regular assignment is instruction of students. Members of the professional library faculty are faculty if they have no other administrative title. The Senate may, by two-thirds majority, waive this requirement for membership in the Senate for any individual. (*Amended January, 1989*)
- B. The Senate shall consist of one delegate elected from and by the faculty of each academic department, including the library faculty; five delegates elected at large, not more than two of whom shall be from any one college or academic division; and the faculty member of the Board of Regents as an ex officio, nonvoting member. (*Amended April 23, 1986*)
The faculty representative to the Board of Regents (Faculty Regent) shall inform the Board of Regents of faculty concerns. The Faculty Regent shall communicate, in a timely manner, to the faculty and the Faculty Senate issues of the board involving and/or affecting faculty (*Amended April 18, 1995*)
- C. The election of faculty senators shall be by secret ballot among the members of the unit from which they are selected. Elections for at-large senators shall be conducted among the faculty

- by the Senate. The elections of departmental and at-large senators shall be arranged so that, as nearly as possible, one half of the senators will be elected each year. (Revised April 23, 1981)
- D. The regular election of senators shall be held in April of each year for a term of two calendar years beginning on the first day of the following May. Any vacancy which shall occur in the elected Senate shall be filled in accordance with Article III, Section C except that in the event of a vacancy among the at-large senators the President of the Senate may, with the approval of the Senate, appoint a replacement to serve until the next regular election of senators.

ARTICLE IV. Officers of the Faculty Senate

- A. The Senate shall have the following officers: a President, a Vice President and, in the absence of an Executive Secretary, a secretary. The Senate may create whatever other offices it deems appropriate. (*Amended January, 1989*)
- B. The officers of the Senate shall be chosen from and elected by the Senate at the first meeting in May. Their term of office shall be until the first meeting of the following May.
- C. The President of the Senate shall preside at all meetings, call special meetings when he/she deems it necessary or upon petition of ten (10) members of the Senate, and take such actions as are necessary to expedite the operation of the Senate.
- D. The Vice President of the Senate shall perform all duties of the President in the absence of or during the incapacity of the President.
- E. The Secretary of the Senate, when elected, shall keep accurate minutes of all its regular and special meetings, distribute copies of minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (*Amended January, 1989*)
- F. An officer of the Senate may be recalled by a two-thirds vote of the whole Senate. A vote to recall must be taken upon presentation to another officer of a petition signed by one-fourth of the whole Senate. (*Amended January, 1989*)
- G. In the event of a vacancy in the Office of President, the Vice President shall become President. In the event of a vacancy in any other office the Senate shall elect a replacement at its next regular meeting.

ARTICLE V. Committees of the Faculty Senate

The Senate may establish such committees as are necessary to carry out its purposes and responsibilities. All actions of its committees are subject to review by the Senate.

Eligibility for membership on committees of the Senate shall not be limited to the membership of the Senate itself.

ARTICLE VI. Operation of the Faculty Senate

- A. Immediately following the election of its officers the Senate shall determine the frequency with which it will meet in regular session during the next year. These meetings will be termed regular meetings and will be held at least once each month during the academic year. At least one week prior to each regular meeting the Executive Secretary of the Senate shall send to each member of the Senate an agenda for the meeting and the minutes of all meetings since the previous agenda was sent. (*Amended January, 1989*)
- B. All meetings shall be open and no voting, except for elections, shall be by secret ballot or voice vote. (*Revised April 23, 1982*)
- C. Any faculty member, except a member of the Senate, may serve as a substitute for a senator in any meeting of the Senate. In any one meeting a person may not serve as substitute for two different senators.

- D. Unless otherwise stated, decisions of the Senate will be by majorities of those members, or their substitutes, who are present and voting, provided a quorum is present. The whole Senate refers to the enfranchised members, or their substitutes, whether present or not. (*Amended April 25, 1984*)
- E. A quorum shall consist of a majority of the whole Senate.
- F. The most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of all business unless other rules are adopted.
- G. The Senate shall be the final authority on any question of interpretation of this constitution.
- H. At each regular meeting the Vice President of the Senate shall advise the Senate of any senator who was absent from the three preceding regular meetings provided that the senator's current term of office includes those meetings. Unless by a majority of the whole Senate it is decided otherwise, the Vice President shall notify in writing the senator (and in the case of departmental senators, the senator's department) of this action prior to the next regular meeting. A senator who, during any one term, is notified in accordance with this provision and following such notification is absent from three regular meetings, shall be informed in writing by the Vice President that he/she will be removed from the Senate unless by a majority of the whole Senate it shall be decided otherwise at the next regular meeting. If a senator is removed from the Senate under this provision, the Senate, the senator, and in the case of the departmental senators, the senator's department shall be notified in writing. Attendance by a substitute shall be considered as attendance by the member. (*Revised April 22, 1980, amended January, 1989*)
- I. The Executive Secretary of the Senate shall keep accurate minutes of all its regular and special meetings, distribute copies of the minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (*Revised January, 1989*)

ARTICLE VII. Amendments

- A. Proposed amendments to this constitution must be presented in writing to the Senate during a regular meeting. At a regular meeting held not less than two weeks and not more than six months after this presentation the amendment may be approved by a majority of the whole Senate.
- B. Following the approval of an amendment by the Senate, the President of the Senate shall select a date for a secret ballot by the faculty and appoint an ad hoc committee to supervise the balloting.
- C. The balloting shall take place during the same academic year and not more than six weeks after the approval of the amendment by the Senate. Not less than five days prior to the balloting a copy of the amendment and a notice of the time and place of balloting shall be sent to each faculty member.
- D. An amendment shall be in effect immediately upon ratification which shall be by a two-thirds majority of those faculty members voting.

ARTICLE VIII. Ratification, Initial Elections, and Initial Meeting

This constitution shall be in effect immediately upon ratification by the Murray State University Faculty Organization. Ratification shall require a two-thirds majority of those voting, in accordance with a procedure approved by the Faculty Organization.

Upon ratification of this constitution, the Chair of the Murray State University Faculty Organization shall issue a call for the initial election of senators in accordance with Article III, convene the first meeting of the Faculty Senate, and preside until the Senate elects its first President. The requirement in Article III, Section C, that elections occur in April is suspended for the initial election of senators.

1.4.2.2 Bylaws

(Revised January 12, 1982, October 3, 1994, and December 10, 2010)

In accordance with Article VI, Section F, of the constitution of the Murray State University Faculty Senate, the Senate adopts the following bylaws:

ARTICLE I. General Principles and Rules

- A. In any case of conflict between the constitution and these bylaws, the constitution shall take precedence. In all cases not covered by the constitution or these bylaws, Robert's Rules of Order, Newly Revised, shall prevail.
- B. Adoption of, amendments to, or suspension of these bylaws will be by either:
 - 1. a two-thirds vote in a regular meeting, or
 - 2. a proposal presented in writing to the Senate at a regular meeting and a majority vote at a subsequent regular meeting.
- C. The President of the Faculty Senate may appoint a parliamentarian ad hoc or for a specified term, subject to confirmation by the Senate. The parliamentarian may be consulted on any matter of order or procedure by any member of the Senate or of any of its committees. The parliamentarian's ruling on any particular point of order or procedure shall, in accordance with the constitution and these bylaws, be subject to reversal by a two-thirds vote of the Senate.

ARTICLE II. Committees

- A. How Standing Committees Shall Be Constituted and Organized
 - 1. Each member of the Senate will serve on one or more of the standing committees (except in cases where membership is otherwise provided for). Selection of committee membership will be made at the Organization meeting of the Senate.
 - 2. If the number of senators agreeing to serve on any standing committee fails to provide its minimum membership, the Vice-President shall appoint further members to remedy the deficiency.
 - 3. If senators do not select a standing committee to serve on by the end of the second senate meeting, senators will be assigned to committees by the Vice-President.1.
 - 4. The President of the Senate shall appoint temporary Chairs where needed. Once constituted, each standing committee shall elect its Chair and Secretary from among its voting membership, except in cases of committees already provided such officers by these bylaws. The results of these elections shall be reported immediately to the Chair of the Executive Committee.
- B. Other Committees
 - 1. In accordance with the constitution of the Faculty Senate, the Senate or its President may establish committees ad hoc. Each such committee will function with the knowledge of the Senate as to its purpose and mandate, and the conditions of its dissolution.
 - 2. The officers of an ad hoc committee may be appointed by the President of the Faculty Senate, or the voting members of an ad hoc committee may elect its own officers, at the discretion of the President of the Faculty Senate, the Senate concurring.

ARTICLE III. Standing Committees

- A. Executive Committee

1. The Executive Committee shall consist of the Senate's officers; Chairs of the Senate's standing committees; the Faculty Regent; and three (3) senators, to be elected by the whole Senate at its May meeting for a term of one year, to serve as representatives of the body at large to the Executive Committee. The previous year's President of the Senate, if not a member of the Executive Committee in some other capacity, shall be a nonvoting member. The President of the Senate shall serve as Chair of the Executive Committee. The Vice President of the Senate shall serve as Vice Chair of the Executive Committee. *(Revised March 8, 1983)*
 2. The Executive Committee shall serve as the agenda committee for the Senate, a nominating committee for Senate officers and representatives, and an advisory board to the President of the Senate.
 3. The Executive Committee shall serve as the faculty liaison with the President of the university and the President's cabinet. *(Revised December 6, 1988)*
- B. Rules, Elections, and Bylaws Committee
1. The Rules, Elections, and Bylaws Committee shall have at least six (6) voting members, of whom one shall be the Vice President of the Faculty Senate, who shall serve as Chair. The Senate parliamentarian, should there be one in office, shall be a nonvoting member ex officio. The previous year's Vice President of the Senate, if not a member of the Rules, Elections, and Bylaws Committee in some other capacity, shall be a nonvoting member. *(Revised March 8, 1983)*
 2. The Rules, Elections, and Bylaws Committee, with the assistance of the Executive Secretary, shall be responsible for the preparation, maintenance, and publication of lists of faculty for voting purposes. It shall conduct all elections for which the Senate is responsible, and faculty referenda as directed by the Senate or its President. It shall ensure that the requirements of Article III of the constitution are satisfied in accordance with Article V of these bylaws. *(Amended December 6, 1988)*
 - a. The Rules, Elections, and Bylaws Committee shall review the functioning of the Senate to see whether changes in either the bylaws or the constitution are desirable and make appropriate recommendations to the Senate at the regular March meeting of the Senate and at any other times of its choosing.
 - b. The Rules, Elections, and Bylaws Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.
- C. Academic Policies Committee
1. The Academic Policies Committee shall have at least six (6) voting members. One member of the committee should be a Faculty Senate Representative to the Academic Council or a member of the Academic Council. *(Amended December 6, 1988)*
 2. The Academic Policies Committee shall consider and make recommendations to the Senate to enable the Senate to carry out its responsibility for initiating and/or reviewing policies relating to university academic matters, pursuant to 1.4.2 of the University Governance System.
 - a. The Academic Policies Committee shall consider and make recommendations to the Senate on matters which have a bearing on academic excellence to enable the Senate to carry out its responsibilities pursuant to 1.4.2 of the University Governance System.
 - b. The Academic Policies Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.
 3. Faculty Senate Representatives to the Academic Council are charged with providing reports of the activities of the Academic Council and Academic Council subcommittees to the Academic Policies Committee.
- D. Handbook and Personnel Committee

1. The Handbook and Personnel Committee shall have at least six (6) voting members. The Faculty Regent and the Chair of the Faculty and Staff Insurance and Benefits Committee shall be nonvoting members ex officio.
 2. The Handbook and Personnel Committee shall consider and make recommendations to the Senate on policies relating to the rights and responsibilities of faculty members incident to their employment by the university to enable the Senate to carry out its responsibilities pursuant to 1.4.2.2 of the University Governance System.
 - a. The Handbook and Personnel Committee shall consider and make recommendations to the Senate on changes and additions to the Faculty Handbook to enable the Senate to carry out its responsibilities pursuant to 1.4.2.2 of the University Governance System.
 - b. The Handbook and Personnel Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.
- E. Finance Committee
1. The Finance Committee shall have at least five (5) voting members, including at least one member with a background in finance or accounting. The Faculty Regent and the Chair of the Faculty and Staff Insurance and Benefits Committee shall be nonvoting members ex officio. *(Amended December 6, 1988, April 2, 2002)*
 2. The Finance Committee will consider and make recommendations to the Senate on budgetary matters and matters concerning the fiscal resources and health and the financing of university programs.
 - a. The Finance Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.
- F. Governmental Affairs Committee
1. 1. The Governmental Affairs Committee shall have at least six (6) voting members, including the four Murray State University representatives to the Coalition of Senate and Faculty Leadership (COSFL); the chair of this committee; the Faculty Senate President; the Faculty Regent, who shall be a non-voting, ex-officio member of this committee; and the American Association of University Professors (AAUP) chapter president. In the absence of an AAUP chapter president, the Faculty Senate may take nominations of and vote to approve a Murray State University faculty member to serve as the fourth COSFL representative and ex officio, non-voting member of this committee. This person shall serve a term of two academic years, unless an AAUP chapter is established at this university. *(Amended April 3, 2018)*
 2. The Governmental Affairs Committee shall have responsibility for keeping the Senate informed of the actions and proposals of legislative, administrative, and other agencies, public and private, which might affect aspects of university program and governance for which the Senate has responsibility.
 - a. The Governmental Affairs Committee will serve as an advisory board to the Murray State University COSFL representatives, and will bear primary responsibility for developing and conducting programs advocating the advancement of faculty and university interests with publics external to the university, and for making recommendations to the Senate pursuant to these ends.
 - b. The Governmental Affairs Committee shall undertake other duties consistent with its purpose as assigned by the Senate or its President.

ARTICLE IV. Election and Recall of Representatives of the Senate

- A. Regular Election of Representatives of the Senate

1. The Faculty Senate shall elect three (3) representatives to the University Academic Council, each for a two-year term. Every odd year the Senate shall elect three of these during its regular May meeting. *(As amended by the Board of Regents June 6, 2014)*
 2. The Faculty Senate or its President may elect other representatives for stated purposes and terms. If the President of the Faculty Senate appoints a representative of the Senate ad hoc, he/she shall so inform the Senate at its next meeting, and of the terms of the appointment, all of which shall be subject to Senate confirmation.
- B. Recall of Representatives of the Senate
1. Representatives of the Faculty Senate may be recalled by a vote of a majority of the whole Senate (an "absolute majority").
- C. Filling Vacant Representative Positions
1. Should a representative position be vacated for any reason, it shall be filled pro tempore by appointment by the President of the Faculty Senate, who shall promptly notify the Executive Committee of his/her action.
 2. The Senate shall elect a representative at any regular meeting to fill any representative position vacated since the previous regular meeting.

ARTICLE V. Election of Departmental Senators

The regular election of departmental senators shall be held as indicated below. Each year the Rules, Elections, and Bylaws Committee shall review the list of departments to ensure that the requirements of Article III of the constitution are satisfied. Changes in departmental nomenclature approved by the Academic Council and the Board of Regents will be automatically incorporated into these bylaws as amendments. *(Revised March 8, 1983) (Amended May 1993; May 1994; May 1995; May 1999)*

DEPARTMENTAL SENATORS

Odd Year Election	Even Year Election
Accounting	Agricultural Science
Adolescent, Career, and Special Education	Animal Health Technology and Pre-Veterinary Sciences
Animal and Equine Science	Center for Communication Disorders
Applied Health Sciences	Chemistry
Art and Design	Community Leadership and Human Services
Biological Sciences	Economics and Finance
Breathitt Veterinary Center	English and Philosophy
Center for Academic Success	Earth and Environmental Sciences
Computer Science and Information Systems	Global Languages and Theater Arts
Early Childhood and Elementary Education	History
Educational Studies, Leadership and Counseling	Journalism and Mass Communication

Institute of Engineering	Mathematics and Statistics
Management, Marketing, and Business Administration	Nursing
Military Science	Occupational Safety and Health
Music	Organizational Communication
University Libraries	Political Science and Sociology
	Psychology

ARTICLE VI. Election of At-Large Senators

The election of at-large senators shall be held during the third week of April.

- A. Nominations will be accepted by the Chair of the Rules, Elections, and Bylaws Committee from the first of March until the end of the first Tuesday in April. A candidate may be self-nominated or nominated by a member of the Senate. To be valid, a nomination must be made in writing (email) and include the name of the nominee and the name of the nominator. No nominee will become an official candidate until his/her eligibility for office and willingness to serve has been confirmed by the Rules, Elections, and Bylaws Committee.
- B. Not less than one week prior to the election the Chair of the Rules, Elections, and Bylaws Committee will mail a list of candidates and a notice of the time of the balloting to all faculty members who are eligible to vote in the election. The election shall be by secret ballot.

In elections where the number of candidates nominated equals the number of positions, nominees will be elected by general consensus (acclamation) by the Chair of the Rules, Elections, and Bylaws Committee (*Robert's Rules of Order, Newly Revised, 9th edition, pg. 433*).

This amendment is applicable to the election of at-large senators; however, the committee recommends that this apply to University Governance Committees as well. (*Amended May 20, 2011*)

ARTICLE VII. Election of the Faculty Regent

- 1. Faculty Regent is a faculty member who is elected to represent faculty on the Board of Regents.
- 2. With respect to the Faculty Regent, KRS 164.321 reads:

The faculty member of a comprehensive university shall be a teaching or research member of the faculty of his or her respective university of the rank of assistant professor or above. The faculty member shall be elected by secret ballot by all faculty members of his or her university of the rank of instructor, assistant professor, or above. The faculty member shall serve for a term of three (3) years and until his successor is elected and qualified. The faculty member shall be eligible for reelection, but he or she shall not be eligible to continue to serve as a member of the board if he or she ceases being a member of the teaching staff of the university. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for the original election.

This section of the handbook shall be considered amended as KRS 164.321 is amended.

3. The term of office for a Faculty Regent is three years. The Faculty Regent election shall be held in April of the third year or as a special election is needed.
4. The Faculty Senate Rules, Elections, and Bylaws Committee is the Board of Election for the Faculty Regent election, responsible for determining and announcing the procedures and timeframe for the election process, the eligibility of candidates, the eligibility of voters, and the winner of the election. Potential candidates should seek information regarding the policies and procedures of the election from the Rules, Elections, and Bylaws committee; appropriate Kentucky Revised Statutes; and other relevant University policies set forth by the Board of Regents.
5. Any eligible faculty member may secure candidacy for the election by submitting a candidacy form with fifteen signatures from faculty members who are eligible to vote, along with a candidacy biography, no longer than one page, to the Office of the Faculty Senate by the deadline announced by the Rules, Elections, and Bylaws Committee.
6. The Rules, Elections, and Bylaws Committee will verify the eligibility of all candidates and announce the candidates during the first full week of April before a regular election or two weeks prior to a special election, and will organize, as it deems appropriate, a forum for the candidates to present themselves to the faculty of the university.
7. There are to be no absentee ballots, and eligible voters may only cast their votes during the announced dates of the election. The Rules, Elections, and Bylaws Committee will determine the ballot method of the election.
8. The candidates' names will appear on the ballot in a random order via drawing.
9. A faculty member may vote in the election if he or she holds the rank of instructor, assistant professor, or above, as specified in KRS 164.321. Administrators who hold such rank as faculty members may vote in the election.
10. Each voter may cast one vote. The successful candidate will be elected by a simple majority of those voting. "Majority" means more than half.
11. If no candidate secures more than half the votes cast, a run-off election will be held between the two candidates who received the greatest number of votes in the initial election. The procedures for the run-off election will be the same as the procedures for the initial election. The run-off election will take place one week after the initial election.
12. Once the election has concluded, a candidate has secured a simple majority of the votes cast, and the Rules, Elections, and Bylaws Committee certifies the election, the winner will be announced to the faculty, the university community, the President of the university, and the Chair of the Board of Regents. The Rules, Elections, and Bylaws Committee may void the election results if an event has occurred that seriously disrupts the ability of large numbers of eligible faculty to cast their votes. If the election is not certified, the procedures, policies, results, and other pertinent information will be submitted to the Rules, Elections, and Bylaws Committee and the Faculty Senate for review and action.

13. The successful candidate will be sworn in at the first meeting of the Board of Regents following July 1, unless the prior Faculty Regent has vacated the position.

ARTICLE VIII. Procedural Rules

For a motion/resolution to be considered by the full Faculty Senate, that motion/resolution must be submitted to the Faculty Senate members/committees 5 working days before the monthly Faculty Senate meeting. If a motion/resolution is submitted after that time period, it will not be addressed until the subsequent month's meeting.

All proposed motions/resolutions must be sent to the Faculty Senate Executive Secretary and the Faculty Senate President.

1.4.3 University Academic Council

(Adopted by the Murray State University Board of Regents October 24, 1981, revised November 15, 1986, November 14, 1992, June 30, 1999, and November 2000)

The University Academic Council is an agency created to assist the faculty and the administration in the discharge of their responsibilities for academic programs. All matters relating to academic programs shall be considered by the Academic Council, whether such matters are brought to that body by the President, other administrative officials, the Faculty Senate, or the Student Senate. The University Academic Council may make recommendations to the President of the university on all programs, policies, and other academic matters formulated, reviewed, or considered, unless otherwise directed by the President.

The University Academic Council shall make recommendations to the Board of Regents through the President of the university in cases where the board's approval is required. In cases where the Board of Regents' approval is not required, the University Academic Council's actions and/or recommendations shall be transmitted to the President.

The University Academic Council shall consist of:

1. Two faculty members elected by each college faculty and the library faculty (for staggered three- year terms);
2. the Academic Deans;
3. three faculty members, not more than two of whom may be from any one college or the library, selected by the Faculty Senate in accordance with its bylaws;
4. a student member from each college selected by the Student Senate in accordance with its bylaws, two graduate students selected in accordance with the bylaws of the Academic Council; and,
5. The Provost and Vice President for Academic Affairs, who shall serve as Chair.

The University Academic Council may:

1. Formulate and/or review all university academic policies;
2. Formulate and/or review all university policies concerning the University Libraries and other segments of the university which serve to support academic programs;
3. Formulate and/or review university and program admission requirements;
4. Formulate and/or review new degree programs and all major changes in existing programs;
5. Review proposals and make recommendations on all proposals for academic reorganization; and,
6. Consider all other academic matters as requested by the Faculty Senate, the Student Senate, and the academic officers of the university. A copy of any report or recommendation shall be simultaneously delivered to the President of the university.

The Academic Council will formulate its own rules and procedures consistent with the policies of the university and the laws of the Commonwealth. All meetings of the Academic Council shall be open and the Academic Council may request the opinion of any individual or group concerning any matter before the council, provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures.

Members of standing committees shall be selected in accordance with the bylaws of the Academic Council subject to the provision that the Graduate Studies Committee be selected from members of the graduate faculty and in addition shall include the same two graduate students selected in accordance with 1.4.3.D. who shall be voting members of the Graduate Studies Committee.

1.4.3.1 Academic Council Bylaws

(Adopted February 4, 1982 and approved by the Faculty Senate March 2, 1982, revised April 28, 1985, and November 2000)

PREAMBLE

The Murray State University Academic Council is established by Section 3 of the University Governance System document approved by the Murray State University Board of Regents on October 21, 1981, which describes it as “an agency created to assist the faculty and the administration in the discharge of their responsibility for academic programs” and defines its composition and specific functions. The Bylaws are enacted by the authority of that document. In the event of any conflict the University Governance System document shall take precedence over these Bylaws. The Academic Council shall adopt Standing Rules consistent with these Bylaws.

ARTICLE I. Officers of the Academic Council

- A. Chair: The Chair of the Academic Council shall be the Vice President for Academic Affairs. The Chair shall compose the agenda for and preside at meetings of the Council and shall be the Chair of the Executive Committee. The Chair may create ad hoc committees subject to the approval of the Council no later than the next regular meeting.
- B. Vice Chair: The Vice Chair shall be elected from the membership of the Council for a one-year term. The Vice Chair shall preside at meetings in the Chair’s absence.
- C. Recording Secretary: The Secretary shall be appointed by the chair and affirmed by the membership of the Council for a one-year term. The Secretary shall review proposals made to the Council and shall ensure they are routed to the appropriate Committee of the Council or recommend to the Chair that they be placed on the agenda of the next meeting of the Council, keep Council meeting minutes, prepare the agenda for Council meetings, distribute the agenda, and the previous meeting minutes to Council members, President, Vice Presidents, Departmental Chairs, and campus media of the Council’s actions.

ARTICLE II. Standing Committees of the Academic Council

All committees of the Council shall report to the Council for appropriate action.

- A. Executive Committee
 - 1. The Executive Committee shall consist of the following members of the Academic Council: The Chair, the Vice Chair, the Chairs of the Standing Committees, and two additional members elected from the floor.
 - 2. The functions of the Executive Committee shall be:

- a. to serve as an advisory board to the Council Chair;
 - b. to initiate review procedures provided for by the University Governance System document;
 - c. to coordinate the annual elections for the membership of the Council and to supervise the election of Council officers;
 - d. to consider suggested changes in Section 3 of the University Governance System document, in the Bylaws, and in the Standing Rules of the Council and to make recommendations to the Council; and
 - e. to review annually the functioning of the Council and to make recommendations concerning its operation.
- B. Undergraduate Studies Committee
- 1. The Undergraduate Studies Committee shall be composed of the following members of the Academic Council: two Academic Deans, at least one representative from each college/school and the library, one Faculty Senate representative, one student, the Executive Director of the Center for Adult and Regional Education, and the Registrar. No more than two members from any one college/school may serve, including the Dean/Director of that unit.
 - 2. The functions of the Undergraduate Studies Committee shall be:
 - a. to make recommendations on specific proposals in the areas of undergraduate university and program admissions, new undergraduate degree programs, major changes in existing undergraduate degree programs, proposals for new courses, and any other area of academic policy;
 - b. to investigate, review, and formulate proposals in the area of undergraduate academic policy, as requested by the Executive Committee of the Council.
 - 3. Initial review and final approval on curriculum proposals may not occur at the same meeting of the Undergraduate Studies Committee.
- C. Graduate Studies Committee
- 1. The Graduate Studies Committee shall be composed of the following members of the Academic Council: two Academic Deans, at least one representative from each college/school and the library, one Faculty Senate representative, one graduate student, the Registrar, and the Graduate Coordinator. No more than two members from any one college/ school may serve, including the Dean/Director of that unit.
 - 2. All faculty members on the Graduate Studies Committee shall be members of the Graduate Faculty.
 - 3. The functions of the Graduate Studies Committee shall be:
 - a. to make recommendations on specific proposals in the areas of graduate university and program admissions, new graduate programs, major changes in existing graduate degree programs, and any other area of academic policy;
 - b. to investigate, review, and formulate proposals in the area of graduate academic policy, as requested by the Executive Committee of the Council
 - 4. Voting on curriculum proposals may not occur at the same meeting of the Graduate Studies Committee at which the proposal was presented.
- D. Academic Support Systems Committee
- 1. 1) The Academic Support Systems Committee shall be composed of the following members of the Academic Council: two Academic Deans, at least one representative from each college/school and the library, one Faculty Senate representative, one student, and ex officio non-voting members include the Dean of the Libraries, Chair of the University Studies Committee, the Director of the Writing Center, and the Director of the Communication Center.
 - 2. The functions of the Academic Support Systems Committee shall be:

- a. to make recommendations on specific proposals involving university policy concerning the University Libraries, Academic Computing Systems, and other segments of the university which serve to support academic programs, as assigned by the Vice Chair of the Council;
- b. to investigate, review, and formulate proposals concerning the policy of the University Libraries, Academic Computing Systems, and other segments of the university that serve to support academic programs, as requested by the Executive Committee of the Council; and
- c. to implement and enforce regulations or standards of the professional associations, as requested by the Chair.

ARTICLE III. Operation of the Academic Council

- A. Collegiate/school elections to fill vacant positions on the Academic Council shall be held in April and the term shall begin the following May. If an unexpired term is vacated, the Dean/Director of the affected college/school shall appoint a substitute to serve until the Executive Committee conducts an election to fill the unexpired term.
- B. All faculty members shall be eligible to participate in elections for and serve as members of the Council who hold full time positions at the rank of Instructor, Assistant Professor, Associate Professor, or Professor and who are engaged at least half time in either teaching, research or library services.
- C. A quorum of the Council shall be more than 50% of voting members or their proxies.
- D. No voting, except elections, shall be by secret ballot.
- E. All actions of the Council shall be by the whole body, and its authority shall not be delegated except as specifically designated in the Bylaws.
- F. The graduate student member described in section 1.4.3.D of the University Governance System document shall be appointed in the following way: Deans/Director of the college/school will nominate a graduate student from their unit during the first full week of classes of each fall semester. These names will be submitted to the university's Graduate Coordinator who will select a graduate student to serve on the Graduate Studies Committee and the Academic Council.
- G. No member of the Academic Council shall be a voting member of more than one of the following standing committees: Undergraduate Studies Committee, Graduate Studies Committee, or the Academic Support Systems Committee, except by approval of the Academic Council.
- H. Recommendations by the Council in accordance with Section 3 of the University Governance System document which would involve changes in the Faculty Handbook shall be made through the Faculty Senate for its review in accordance with Section 2.3.
- I. The Academic Council shall act on proposals submitted by the Board of Regents, the President of the University, the Faculty Senate, the Student Government Association, a Dean or Director, the Executive Committee of the Council, the Chair of the Council, or any other member of the Council.
- J. Recommendations and/or actions of the Council on proposals not included on the written agenda shall require two readings.

ARTICLE IV. Amendments to these Bylaws shall require

- A. presentation in writing at a meeting of the Council
- B. approval at subsequent meeting by a two-thirds majority of the voting membership of the Council.

1.4.4 Staff Congress

(Adopted by the Murray State University Board of Regents, Policy Manual 6.4)

The Staff Congress is authorized by the Board of Regents to act for the university staff, with delegated authority to advise the President in matters involving the formulation and/or review of policies regarding staff concerns.

1.4.5 Student Government Association

(Adopted by the Murray State University Board of Regents, Policy Manual 6.5)

The officially organized body governing all students and student organizations at Murray State University shall be the Student Government Association. The Student Government Association shall be composed of the Student Senate, the Judicial Board, the University Center Board, and any other boards or agencies created in accordance with the bylaws.

1.5 University Standing Committee System

(Adopted by the Murray State University Board of Regents October 24, 1981; revised November 15, 1986; November 14, 1992; December 10, 1999; March 11, 2003; December 10, 2010; August 26, 2011; March 02, 2012; June 10, 2016)

1.5.1 General Operating Principles of University Standing Committees

1.5.1.1 The President's Office shall keep and maintain a current list of all standing committees and other university-wide committees. At a minimum, the list shall contain the name, special instructions, purpose and membership of each committee.

1.5.1.2 Elections to standing committees shall be held prior to May 1 of each year. Faculty and staff representatives to a committee, unless otherwise specified, shall be elected for three-year terms, beginning July 1, with the exception of the University Tenure Committee whose members begin their terms October 1. The terms of the elected faculty and staff representatives to each committee shall be staggered so that one third of each group is elected each year.

1.5.1.3 The election of faculty representatives shall be conducted by the Faculty Senate. Vacancies in elective positions shall be filled by appointment unless another provision has been made by the electorate for that position. The appointment shall be by the Dean for an academic college/school representative; the Dean of Libraries for a library representative; the Provost/Vice President for Academic Affairs for a representative normally selected by the whole faculty; and the President of the Faculty Senate, the Staff Congress, or the Student Government Association for representatives selected by those bodies.

1.5.1.4 When student membership is specified for a committee, those student members shall be elected by the Student Government Association for one-year terms from May 1 to May 1 on the basis of submitted applications.

1.5.1.5 Ex-officio members of the committees, unless otherwise specified, shall not have voting privileges.

1.5.1.6 The Vice President of the Faculty Senate and the Vice President of the Staff Congress shall ensure that these standing committees are convened for an organizational meeting not later than September 15 of

each year unless otherwise specified. Each committee shall choose its own chair from its membership, exclusive of ex-officio members. The chair has full voting privileges.

1.5.1.7 Each committee shall have the authority to form sub-committees for the purposes contained in the charge to that committee and to invite other members of the University community to meet with the committee.

1.5.1.8 All committee meetings shall be open except for executive sessions.

1.5.1.9 Each committee shall keep minutes of each meeting and shall transcribe and maintain those minutes.

1.5.2 Procedure

Each of the committees will submit its recommendations, decisions, and/or policies as indicated in the description of the committee. In the event that the administrative officer disagrees with any one of these recommendations, a written response will be made within twenty (20) working days.

On policy matters which involve faculty, staff, and/or students, and which are not among the functions of one of the agencies listed in this University Governance System, the President of the university shall create a joint committee with appropriate representation and request that the bodies involved (Faculty Senate, Staff Congress, and/or Student Government Association) nominate their representatives. The recommendations of the committee shall be forwarded to each of the parent bodies for their approval.

1.5.3 University Standing Committees

1.5.3.1 Academic Appeals Board

Submits decisions, policies, and/or recommendations to the Provost and Vice President for Academic Affairs as indicated below.

Purpose:

1. To adjudicate appeals from students or faculty members relating to decisions made by administrators and/or faculty members on admissions, grades, credits toward graduation and academic dishonesty. Such appeals should occur only after all collegiate appeals procedures have been followed.
2. To adjudicate appeals from students relating to decisions by administrators on suspension or expulsion for academic reasons; and
3. To make recommendations to the University Academic Council relating to recurring curriculum problems which are not specifically dealt with in current policy and which may prevent some students from being graduated within appropriate time limits as determine by the committee.

Membership:

1. One faculty member elected from each academic college/school;
2. Two student members; and
3. Ex-officio the Registrar who shall serve as secretary and be non-voting in adjudications

1.5.3.2 University Tenure Committee

(This committee is established by the Tenure Policy as adopted by the Board of Regents August 7, 1975, and amended February 21, 1976, and September 6, 1980)

Submits recommendations to the President or as indicated.

Purpose: For further detail see the Tenure Policy, Section 2.7.

1. To review tenure recommendations to ensure that the tenure policy, procedures, and administrative guidelines have been observed uniformly throughout the University;
2. To consider appeals and make recommendations to the President;
3. To write an annual report to the President of the University concerning areas of the University in which policy, procedures, or guidelines have not been followed;
4. To advise the Provost and Vice President for Academic Affairs, at his/her request, of the University Tenure Committee's interpretation of the Appointment and Tenure Policies in any instance where various interpretations may arise; and
5. To notify the Faculty Senate concerning recurring problems within the Tenure Policy, procedure, and guidelines.

Membership: One tenured faculty member elected from each academic college/school and the University Libraries (see 1.5.1). Should circumstances prevent a member of the University Tenure Committee from serving for a hearing or other official duty, a replacement shall be elected by the college/school or library tenure committee.

1.5.3.3 Promotion and Leave Committee

Submits recommendations and decisions to the Provost and Vice President for Academic Affairs or as indicated.

Purpose:

1. To evaluate and make recommendations on faculty applications for promotion, sabbatical leaves, and leaves without pay;
2. To establish procedures for promotion application and recommendations; and
3. To make recommendations to the Faculty Senate concerning policies on promotion, sabbatical leaves, and leaves without pay.

Membership:

1. One faculty member, holding the rank of full Professor, elected from each academic college/school and the library to a three-year term (if a college/school or the library does not have three full Professors, then an Associate Professor shall be eligible for election);
2. The Academic Deans; and
3. Ex-officio the Provost and Vice President for Academic Affairs.

1.5.3.4 Committee for Institutional Studies and Research (CISR)

Submits decisions and recommendations to the Provost and Vice President for Academic Affairs.

Purpose:

1. To evaluate faculty research proposals and determine allocations of institutionally sponsored research funds; and

2. To make recommendations for the development of the university research and institutional studies programs.

Membership:

1. Two faculty members representing separate disciplines, appointed by Dean of each academic college;
2. One faculty member appointed by the Dean of each school; and
3. Ex-officio, Associate Provost for Graduate Education and Research.

1.5.3.5 Faculty and Staff Insurance and Benefits Committee

Submits recommendations to the Vice President for Finance and Administrative Services.

Purpose: To evaluate and make recommendations concerning group health and life insurance and other benefits for faculty and staff.

Membership:

1. One faculty member selected by the Faculty Senate from each academic college/school and the library;
2. An equal number of members selected by the Staff Congress; and
3. Ex-officio the Director of Human Resources and the Director of Procurement Services.

1.5.3.6 University Judicial Board

Submits recommendations to the Vice President for Student Affairs.

Purpose:

1. To hear disciplinary cases involving students in which suspension or expulsion might result and in those disciplinary cases passed on to it by the Office of Student Affairs or the Office of Academic Affairs.
2. To act as an appellate body for review of informal administrative proceedings of the Office of Student Affairs.
3. The University Judicial Board shall be considered the representative committee of designated faculty, staff, and students with the power to suspend or expel students for disciplinary violations in accordance with KRS 164.370.

Membership:

The University Judicial Board shall be composed of three members of the Student Judicial Board, three faculty members and one administrative staff member. A hearing officer will conduct the hearing only to ensure proper procedures are followed. The three representatives from the Student Judicial Board shall be chosen by a random drawing for each hearing by the chairman of the Student Judicial Board. The three faculty members shall be elected by the faculty as a whole for staggered three-year terms. One administrative staff member shall be appointed by the President of the University for a one-year term. A quorum of the board shall consist of any five members present and voting. The University Judicial Board shall elect its own chairperson.

1.5.3.7 University Appeals Board

Submits recommendations to the Vice President for Student Affairs.

Purpose: To adjudicate student disciplinary actions which could result in sanctions, suspension, or expulsion of a student for reasons of disobedience to university rules, contumacy, insubordination, or immoral conduct. See Student Life Policies, "Procedural Standards in Disciplinary Procedures."

Membership: Six faculty members and three students appointed by the Board of Regents. Staggered terms are for three years, ending on June 30 of the final year. Student terms are for one year.

1.5.3.8 University Studies Committee

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose:

1. Monitor the content of the University Studies courses to assure compliance with the educational goals of the university;
2. Review all course proposals and guidelines designed for University Studies and make appropriate recommendation to the Undergraduate Studies Committee of the Academic Council; recommend, as appropriate, the addition and deletion of courses from University Studies;
3. Design or adopt assessment instruments to measure the effectiveness of the University Studies Program;
4. Sponsor faculty development seminars for individuals assigned to teach in the University Studies Program;
5. Institute strategies that encourage faculty collegiality and appreciation for all programs among faculty, staff, and students; and
6. Conduct a general review of the structure of the University Studies Program every six to ten years.

Membership:

1. One faculty member appointed by the Dean of each academic college/school
2. One faculty member appointed by the Dean of University Libraries; and
3. One faculty member from each academic college appointed by the Provost and Vice President for Academic Affairs from a list of candidates provided by the academic college.
4. The Director of the University Studies Program serves as chair.

1.5.3.9 Affirmative Action Committee

Submits recommendations to the President.

Purpose: Represents a cross section of the University community with the following goals:

1. To serve as a sounding board for individuals or groups with concerns that fall within the interests protected by equal opportunity/affirmative action law or policies of the University;
2. To review and survey those aspects of University life which involve affirmative action or equal opportunity;
3. To ensure that the University will comply with the Higher Education Guidelines for Executive Order 11246 (or succeeding relevant guidelines) as published by the Department of Education;
4. to evaluate and monitor existing affirmative action goals and timetables;
5. To survey and investigate past discrimination resulting from overt acts or from unconscious systematic exclusion of minorities and women;
6. To recommend to the President new policies and procedures which will aid the University in meeting its affirmative action or equal opportunity responsibilities; and

7. To serve as Affirmative Action Compliance Officers on search committees organized to fill vacant and/or new positions on which they may serve.

Membership:

1. Three members of the faculty,
2. Three members of the staff;
3. Two students;
4. One representative of Public Safety; and
5. The Executive Director of Institutional Diversity, Equity and Access (IDEA).

Members of this committee are appointed by the President from lists provided by the Faculty Senate, Staff Congress, Student Government Association, and the Director of Public Safety. Faculty, staff and Public Safety representatives serve staggered three-year terms. Student members serve one-year renewable terms. Meetings of the committee will be called by the President or the Executive Director of Institutional Diversity, Equity and Access.

1.5.4 Advisory Committees

In addition to the university standing committees described in Section 1.5.3, a number of continuing committees have specific advisory functions. These non-governance committees are described below.

1.5.4.1 Information Technology Advisory Committee (ITAC)

Submits information technology recommendations to the Provost and Vice President of Academic Affairs and the Vice Presidents for their review and recommendation to the President. Policy and procedures that impact academics should be referred to the University Academic Council for review and recommendation in accordance with Section 1.4.3.

Purpose:

1. Recommend information technology policy, standards and procedures;
2. To study and recommend information technologies vital to the discovery, collection and communication of knowledge; and
3. To recommend technologies essential to the increased productivity required in the administration of higher education.
4. Foster collaboration, transparency and effective communications on University-wide technology related issues and
5. Recommend University-wide technology priorities and plans aligned with Murray State University's Strategic Plan and budget.

Membership (20 total members):

1. The University's Chief Information Officer, who serves as chair;
2. One faculty member from each academic college/school and the University Libraries, appointed by the respective Dean (seven total);
3. One representative from Regional Academic Outreach and one from Faculty Development Center (two total);
4. The Associate Chief Information Officer;
5. One administrator appointed by each Vice President and one from Enrollment Management (five total); and
6. One student member appointed by SGA and

7. Up to three “at large” representatives from either inside or outside Murray State University appointed by the Chief Information Officer.

1.5.4.2 Commencement Committee

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose:

1. To be responsible for commencement ceremonies; and,
2. To review nominations and recommend individuals for honorary degrees to the Provost who submits recommendation for final approval to the President.

Membership: One faculty member per academic college/school selected by the Dean, and in a non-voting capacity, the Associate Provost for Undergraduate Education.

1.5.4.3 Institutional Review Board (IRB)

Reports to the Provost and Vice President for Academic Affairs.

Purpose:

1. To review for ethical acceptability all research activities dealing with the use of human subjects as defined by Department of Health and Human Services (DHHS);
2. To advise individuals in the academic community regarding the ethical acceptability of proposed research utilizing human subjects.

Membership: Seven members are appointed for staggered, three-year terms by the Provost and Vice President for Academic Affairs. Membership is determined in accord with Federal DHHS regulations.

1.5.4.4 International Studies Advisory Committee (ISAC)

The advisory body for international education at Murray State University. Submits international education policy recommendations to the Director of the Institute for International Studies, the Provost and Vice President for Academic Affairs, and the President. Organizes and manages faculty and professional staff participation in international education activities.

Purpose: To function as an advisory body to the Director of the Institute for International Studies, the Provost and Vice President for Academic Affairs, and the President on international education policies and activities on campus, as well as the policies and procedures of the Institute, including English as a Second Language and other special programs; international student enrollment, recruiting, admissions, retention, support services, and scholarships; grants and other external funding in support of internationalization; international curricula, including foreign language and culture; student exchanges, study abroad, internships, and scholarships; faculty development; and institutional international relationships and agreements.

Membership: The Director of the Institute for International Studies (IIS), the IIS Associate Director for Education Abroad, the IIS Associate Director for International Enrollment, the IIS Associate Director for International Student Services, the IIS Associate Director/Director of the English as a Second Language (ESL) Program, the Director of the English Support Program, and the Director of the Marvin D. Mills Multicultural Center. One representative from the Offices of the President and each Vice President, international recruitment, the faculty of each academic college/school, the University Libraries, the Faculty Senate, Staff Congress, Student Government Association, International Student Organization,

Office of Student Disability Services, Office of Enrollment Management; and ex-officio: Board of Regents' Academic Affairs Committee Chair, the Faculty Regent, representatives of Murray State study abroad consortia, representatives of units offering international degrees, and the Executive Director of the Center for Adult and Regional Education. The ISAC Chair will be appointed by the Provost and Vice President for Academic Affairs.

1.5.4.5 University Budget Advisory Committee

Purpose:

Serves as an advisory committee to the President to discuss budgetary recommendations and priorities.

Membership:

1. Two members appointed by the Faculty Senate.
2. Two members appointed by the Staff Congress.
3. Two members appointed by the Student Government Association.
4. Vice President of Finance and Administration or his/her designee (ex officio).
5. President or his/her designee (ex officio).

The process for selection of the two members from each of the Faculty Senate, Staff Congress, and Student Government Association (SGA) is to be determined by the respective body. Members appointed by the Faculty Senate and Staff Congress will serve staggered, three-year terms. The SGA members appointed will serve a one-year term. The SGA members shall be eligible for reappointment.

The Budget Officer, or other appointed staff member, will serve in a staffing role for the committee.

Charge of the University Budget Advisory Committee:

As the University has a comprehensive Strategic Plan approved by the Board of Regents on June 5, 2015, for the years 2015-2022, the budgetary priorities of the University are meant to align with the Strategic Plan. The committee has an advisory role opportunity to help the University with these and other priorities.

The University Budget Advisory Committee will provide thoughts, insights and recommendations on the overall annual budget. The Committee will also be able to provide specific recommendations on overall budgeting priorities, and large-scale initiatives. These recommendations will be evaluated by the University President.

The focus of the Committee is to have a university-wide perspective and while the Committee may make recommendations within the overall University budget and the process, the purpose of this Committee is not to review specific unit budgetary items or particular line items within the University, or college/school/unit budget.

The members of the Committee are also charged with serving as an important communication link to and from their respective governing bodies.

In times of financial distress, within the spirit of shared governance, the President may expand this committee and/or create additional specific task force to meet the immediate needs of the University. The President will evaluate the purpose and charge of this committee every three years.

1.5.4.6 Campus Safety Committee

Submits recommendations to the President. Addresses campus safety issues, concerns, needs and makes recommendations to the President.

Purpose:

1. To review campus security and recommend appropriate policies.
2. To formulate parking policy.
3. To adjudicate faculty and staff parking violation appeals, either by committee or subcommittee.
4. To make recommendations concerning buildings and grounds.
5. To evaluate and make recommendations concerning the visual impact of the campus.

Membership:

Appointees of the Vice President for Student Affairs.

1.5.4.7 Institutional Animal Care and Use Committee (IACUC)

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose:

1. To review for ethical acceptability all research proposals for federally funded grants dealing with the use of animal subjects.
2. To advise individuals in the academic community regarding the ethical acceptability of proposed research utilizing animal subjects.

Membership: At least five members are appointed for indefinite terms by the Provost and Vice President for Academic Affairs.

1.5.4.8 Honors College Committee

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose: Screens, interviews, and selects the scholarship applicants who qualify to attend the Academic Excellence recognition events and recommends guidelines for Honors College members, including course offerings and faculty.

Membership:

1. One faculty member from each academic college/school and the University Libraries selected by the Provost upon recommendation of the Director of the Honors College;
2. Honors College Student Council President; and
3. Director of the Honors College, non-voting.

1.5.4.9 Residency Appeals Committee

Submits decisions to the Registrar.

Purpose: To hear appeals of residency rulings made by the Registrar.

Membership:

1. Three faculty members appointed by the Provost;
2. Two staff members appointed by the President;

3. One student appointed by the President; and
4. Bursar, who serves as Chair.

1.5.4.10 University Intercollegiate Athletic Council

Submits recommendations to the President.

Purpose: To facilitate continuous communication among the on- and off-campus constituencies interested in the intercollegiate athletic program.

Membership: Appointments to the Council shall be made by the University President as follows:

1. One faculty member representing the Faculty Senate;
2. One staff member representing the Staff Congress;
3. One alumnus representing the Alumni Association;
4. One member representing the Office of the Registrar;
5. One student member representing the Student Government Association;
6. Two student members representing the student athletes;
7. The Faculty Athletic Representative;
8. One faculty member representing SDS or SSS;
9. One staff member representing the Bursar's Office;
10. Two faculty members at large;
11. One staff member at large;
12. One community member at large;
13. One representative from the Office of Financial Aid/Scholarship;
14. The Senior Women's Administrator;
15. One representative from the Office of the President; and
16. One representative from the Office of Institutional Diversity, Equity and Access.

The Director of Intercollegiate Athletics, Vice President for Finance and Administrative Services; Director of Equal Opportunity/Affirmative Action; and Academics Coordinator for Intercollegiate Athletics shall each serve as ex-officio, non-voting members.

1.5.4.11 Research Policy Committee

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose: A faculty advisory committee to the Provost and Vice President for Academic Affairs on research, scholarship, and creative activities of the faculty. Submits recommendations to the Provost and Vice President for Academic Affairs on university policies to strengthen the research environment on campus.

Membership: One faculty member from each academic college/school and the University Libraries selected by the Provost and Vice President for Academic Affairs, one Sigma Xi faculty member, the Director of Sponsored Programs, and the Director of Office of Research and Creative Activity.

1.5.4.12 University Committee on Naming of Facilities, Programs and Activities

Submits recommendations to the President.

Purpose: Receives nominations for naming university buildings, rooms, sites, programs or other facilities or areas. Nominations approved by the committee shall be forwarded to the university President for

consideration and possible recommendation to the Board of Regents, who will make the final determination of the matter.

Membership: One representative each recommended by the Faculty Senate, the Staff Congress, the Student Government Association, and the Alumni Association. These members shall be nominated by their respective organizations and appointed by the President for a term of one year. One or more of the following, as deemed appropriate by the President:

1. The Provost and Vice President for Academic Affairs
2. The Vice President for Student Affairs
3. The Vice President for Marketing and Outreach, who will serve ex-officio as chairman of the Committee. The Chair of the Committee will be responsible for forwarding the recommendation of the Committee to the President.
4. The Associate Vice President for Marketing and Outreach
5. The Vice President for Finance and Administrative Services.

1.5.4.13 Council for Faculty Development

Submits recommendations to the Provost and Vice President for Academic Affairs.

Purpose:

1. To serve as a forum for broad-based discussions;
2. To help provide direction, establish overall goals, and set priorities for faculty development initiatives; and
3. To advise the Office of Technology Support and Consulting Services.

Membership: One faculty member from each academic college/school and the University Libraries, appointed by the Provost and Vice President for Academic Affairs from nominations by the Deans; a Faculty Senate representative; the Directors of the Office of Technology Support and Consulting Services and the Office of Sponsored Programs; the CISR Chair; the Director of the Office of Research and Creative Activity; the Director of the Institute for International Studies; and the KATE director. The Associate Provost for Graduate Education and Research serves as Chair.

1.5.4.14 Undergraduate Admission Appeals Committee

Submits decisions and/or recommendations to the Director of Undergraduate Admissions for appropriate action.

Purpose:

1. To review admission appeals made by domestic undergraduate new freshman and new transfer students who have been denied admission to Murray State University by the Director of Undergraduate Admissions
2. To meet monthly and render a decision on each student's appeal and, if an admission is granted, stipulate any conditions/restrictions. A minimum of three votes is required to determine decision. Decisions of the Admission Appeals Committee are final.

Membership: Three faculty members, appointed by the Provost and Vice President for Academic Affairs; one student member, appointed by the SGA Executive Board; Director of the Center for Academic Success; and ex-officio, the Director of Undergraduate Admissions.

1.5.4.15 Office of Research and Creative Activity Advisory Board

Submits recommendations to the Director of Office of Research and Creative Activity.

Purpose: To advise and oversee the programs of the Office of Research and Creative Activity.

Membership: Two faculty members from each academic college/school and a representative from the University Libraries.

1.5.4.16 Parking Services Advisory Committee

Purpose: To address parking services issues, concerns and needs and to make recommendations to the President. The Committee is asked to:

1. Review campus parking policies and procedures.
2. Study and recommend campus parking needs, including zoning changes.
3. Foster collaboration, transparency and effective communications on parking-related issues.

Membership: Three members appointed by the Student Government Association, three members appointed by Faculty Senate, three members appointed by Staff Congress. Ex-officio members include Vice President for Finance and Administrative Services or designee, Vice President for Student Affairs or designee, Chief of Police, MSU Police Department or designee and Parking Manager, MSU Police Department or designee.

1.6 Collegiate/School Standing Committee System

Each college/school has a standing committee structure consistent with the University Governance System, as well as committees unique to each college/school.

1.6.1 General Operating Principles of Collegiate/School Standing Committees

1.6.1.1 The Dean shall keep and maintain a current list of all standing committees and other college/school-wide committees. At a minimum, the list shall contain the name, special instructions, purpose, and membership of each committee.

1.6.1.2 Elections to standing committees shall be held prior to May 1 of each year. Representatives to a committee shall be elected for a one-year term, beginning August 1.

1.6.1.3 The election of representatives shall be conducted by each academic department and the library individually.

1.6.1.4 The faculty of a college/school may choose to combine the functions of two or more committees. In addition, the faculty of a college/school may choose to select an alternative name for any committee described in 1.6.3.

1.6.1.5 Each committee shall have the authority to form subcommittees for the purpose contained in the charge to that committee and to invite other members of the university community to meet with the committee.

1.6.1.6 All committee meetings shall be open except for executive sessions.

1.6.1.7 Each committee shall keep minutes of each meeting and shall transcribe and maintain those minutes.

1.6.2 Procedures

1.6.2.1 Each of the committees will submit its recommendations, decisions, and or/policies as indicated in the description of the committee. In the event that the Dean disagrees with any one of these recommendations, a written response will be made within twenty (20) working days.

1.6.2.2 On policy matters which involve faculty, staff, and/or students, and which are not among the functions of one of the agencies listed in the University governance system, the Academic Dean shall convene an ad hoc committee with appropriate representation from each of the departments. The recommendations of this committee shall be forwarded to the Dean for approval.

1.6.3 Collegiate/School Standing Committees

1.6.3.1 Promotion Committee

Submits recommendations in accordance with the Promotion Policy (Section 2.6) to the Academic Dean and policy recommendations as indicated.

Purpose:

1. To evaluate and make recommendations on faculty applications for promotion and
2. To make recommendations to the Academic Dean concerning collegiate/school practices on promotion.

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, then Associate Professors in that department shall be eligible for election. Should a department have no Associate Professors, then Assistant Professors in that department shall be eligible for election. In the case of the school/library, all faculty members holding the rank to which the applicant is applying and above shall constitute the promotion committee. Should there be fewer than three members the faculty of the next lower rank shall sit on the committee.

1.6.3.2 Tenure Committee

Submits recommendations in accordance with the Tenure Policy (Section 2.7) to the Academic Dean and policy recommendations as indicated.

Purpose: To review and make recommendations on candidates for tenure.

Membership: One tenured faculty member from each department within the college, excluding Chairs. In the case of the school/library, all tenured faculty members shall constitute the tenure committee.

1.6.3.3 Committee on Faculty Development

Submits: (1) recommendations in accordance with the Leave Policy (Section 2.10) to the Academic Dean, and (2) annual selection for Board of Regents' Teaching Excellence Award to the Provost and Vice President for Academic Affairs and to the President of the Faculty Senate

Purpose:

1. To develop guidelines for proposal formats and for final activities reports and
2. To review nominations and select the recipient for the Board of Regents' Teaching Excellence Award.

Membership: One faculty member shall be elected from each department within the college. In the case of the school/library, the committee shall consist of four members chosen by the faculty. The Board of Regents recommends that a student be included on the committee during the selection process for the Board of Regents' Teaching Excellence Award.

1.6.3.4 Curriculum Development Committee

Submits recommendations to the Dean regarding new course proposals or changes in the level of current course offerings.

Purpose: To evaluate course proposals and make recommendations to the Dean.

Membership: At least one faculty member shall be elected from each department within the college. In the case of the school/library, the committee shall consist of four members chosen by the faculty.

1.6.3.5 Appeals and Grievances Committee

Submits decisions or recommendations to the Dean relating to academic appeals or grievances. Such appeals should occur only after departmental procedures for appeals or grievances have been followed.

Purpose:

1. To adjudicate appeals from students or faculty members relating to decisions made by administrators and/or faculty members on admissions, grades, and/or credits toward graduation; and
2. To adjudicate grievances from faculty relating to actions taken or decisions made by the Chair or other faculty members within the college/school (see Section 2.17.4, Step 2).

Membership: One faculty member shall be elected from each department within the college and, in the case of the school, the committee shall consist of four members chosen by the faculty. Should a committee member be involved in an appeal or grievance, that faculty member shall be replaced during a special election held in the department. In appeals involving students, the committee shall select undergraduate or graduate student representation, as it deems appropriate.

1.7 Revision of the Murray State University Faculty Handbook

The following procedure is adopted as an orderly process for the initiation and consideration of amendments or additions to the Murray State University Faculty Handbook.

1.7.1 Submission of Proposed Amendments and Additions

Any faculty or staff member, administrator, university committee, or member of the Board of Regents may propose a revision in the Faculty Handbook. All such proposals should be sent simultaneously to the Faculty Senate Executive Committee and the Provost and Vice President for Academic Affairs.

A submitted proposal, whether intended as a revision of the handbook or as an addition to the handbook, shall follow these guidelines:

- A. a proposal shall be made on the appropriate form available from the Provost and Vice President for Academic Affairs;
- B. each proposal shall contain no more than one substantive alteration to the handbook; and
- C. a brief explanation of the reason(s) for proposing the revision or addition shall accompany the proposal.

1.7.2 Processing of Proposals

The Faculty Senate Executive Committee shall consider the proposal and refer it, with or without amendments, to the Faculty Senate committee it deems appropriate.

1.7.2.1 Role of the Faculty Senate Committees

In considering proposals, a Faculty Senate committee may, at its discretion, consult with individuals connected with or interested in the proposal. A Faculty Senate committee may also initiate proposals. Prior to making its recommendation to the Faculty Senate, the committee will appropriately edit and amend the proposal and suggest where it might most appropriately be integrated into the current handbook, if it were to be adopted.

A Faculty Senate Committee may propose amendments and additions to the Faculty Handbook based on suggestions made to any member of the committee, based on the committee's review of the Faculty Handbook, or upon adoption of policies and administrative regulations that do not include handbook language for implementation. In such case, the committee making a proposal is responsible for preparing the written proposal, submitting the proposal to the Provost and Vice President for Academic Affairs, and processing the proposal in accordance with Sections 1.7.1, 1.7.2, or 1.7.3.

1.7.2.2 Role of the Faculty Senate

Upon receiving a proposal from one of its committees with that committee's recommendation of approval or disapproval, the Faculty Senate shall vote to recommend approval or disapproval of the proposal, with or without further amendments and editing. The Faculty Senate shall inform the Provost and Vice President for Academic Affairs in writing of its recommendation.

Alternatively, the Faculty Senate may choose not to vote on the proposal at the current time and send it back to the committee that made the proposal for further work or modification prior to resubmission to the Faculty Senate.

When the Faculty Senate passes an item (for example, a letter, resolution, or proposal for changes to the Faculty Handbook) and submits it to the University administration, the Faculty Senate is entitled to a timely written response indicating approval or rejection. If the Provost does not respond in writing within thirty days or rejects the item after diligent attempts to reach a mutually agreeable compromise regarding the wording and intent of the proposal (as delineated in 1.7.2.3), then the Faculty Senate President may

refer the item back to the originating committee or submit the item to the University President. Upon submission to the University President, with a copy to the Provost and Vice President for Academic Affairs, the University President will respond in writing within thirty (30) days of submission. If the University President does not respond in writing within thirty days or rejects the item, then the Faculty Senate President will share the item back to the originating committee or, and in consultation with the committee, will determine whether to forward to the Faculty Regent.

1.7.2.3 Role of the Provost and Vice President for Academic Affairs

The role of the Provost and Vice President for Academic Affairs is to accept or reject the recommendation of the Faculty Senate. The Provost and Vice President for Academic Affairs may choose to remand any proposed amendment or addition to the Faculty Senate committee that made the proposal for further study or modification. All decisions on recommendations of the Faculty Senate must be made by the Provost and Vice President for Academic Affairs in writing within thirty (30) days.

The Provost and Vice President for Academic Affairs shall meet with the Faculty Senate committee that made the proposal to discuss the proposal and his/her concerns about it. The Provost and Vice President for Academic Affairs will make a diligent attempt to reach a mutually agreeable compromise regarding the wording and intent of the proposal.

The Faculty Senate committee that made the proposal, at its discretion, will resubmit the proposal, with or without further amendments, to the Faculty Senate. The Faculty Senate will once again vote to recommend approval or disapproval of the proposal and forward its recommendation in writing to the Provost and Vice President for Academic Affairs, who will accept or reject the recommendation, or modify the proposal. If the Provost and Vice President for Academic Affairs rejects the recommendation of the Faculty Senate or chooses to modify the proposal, he/she will explain promptly his/her decision to the Faculty Senate in writing.

1.7.2.4 Role of the President

Once a proposal has been accepted by the Provost and Vice President for Academic Affairs, it shall be sent to the President and, upon approval by the President, the proposal can be implemented unless the President determines that the proposal represents a new policy or a policy change in which case the proposal must go on to the Board of Regents for approval. No policy can become effective prior to approval by a vote of the Board of Regents.

1.7.3. Expedited Procedure for Adopted Board Policy and Administrative Regulation

An expedited process for approval of new handbook language will be used when the President or Board of Regents has approved or changed policies or administrative regulations that did not include handbook language for implementation. The language will be drafted by the Handbook and Personnel Committee, forwarded for approval by the Executive Committee of the Faculty Senate, and then simultaneously presented to the Faculty Senate as an informational item and forwarded to the Provost and Vice President for Academic Affairs. Individuals involved in this process are responsible for assuring that the policy or administrative regulation is placed in the proper part of the Faculty Handbook and that the handbook language does not modify the letter or intent of the approved document.

1.7.4 Emergency Procedure

When the President, the Provost and Vice President for Academic Affairs, the Academic Deans, the President of the Faculty Senate, and the Chair of the Faculty Handbook and Personnel Committee agree

that in the best interests of the university a modification to the handbook is immediately necessary, they may petition through the President and the Chair of the Board of Regents for a special Board review of a proposed policy at the next regularly scheduled or emergency meeting of the Board of Regents. It shall be fully within the discretion of the Board of Regents to grant or deny such a request for special review of a proposed policy.

1.7.5 General Rules of Implementation

An amendment or addition to the handbook approved by the President or the Board of Regents becomes effective by directive of the President. Upon administrative action by the President, Board adopted policies and administrative regulations are disseminated and placed in all appropriate documents. Any grandfathering provision will be specific to a given policy or administrative regulation and so noted in specific language.

At all times, a copy of the handbook with current revisions will be available for inspection during regular office hours in the Office of the Provost and Vice President for Academic Affairs. A copy will also be placed on the Faculty Senate webpage. Responsibility for maintaining this current copy will be with the Faculty Senate. Current faculty members shall receive written notice of new or amended policies and the web address for these policies within thirty days of final approval by the President or the Board of Regents.

This document is primarily for faculty; however, attention is directed to the fact that the policies and administrative regulations stated herein may also impact students and staff who are encouraged to access the online copy of the handbook. For additional policies, procedures, and information, faculty, staff, and students are advised to consult all official university publications, such as Faculty Handbook, Personnel Policies and Procedures Manual, Student Handbook, and University Academic Bulletin.

CHAPTER 2: FACULTY EMPLOYMENT POLICIES AND PROCEDURES

2.0 Faculty Employment Policies and Procedures

This chapter contains policies and procedures of Murray State University approved by the Board of Regents concerning the terms and conditions of faculty employment. Should there be any misapplication, misinterpretation, or violation of the specific provisions of this chapter, the faculty member involved may appeal or file a grievance consistent with the provisions of the particular policy or the grievance procedures found in Section 2.17.

Unless specified in particular sections of this chapter, the Department Chair and Academic Dean shall mean those individuals who administer the department, college/school or library to which a faculty member is assigned and the Provost shall mean the Provost and Vice President for Academic Affairs.

2.1 Faculty Definitions, Ranks, and Titles at Murray State University

The faculty of Murray State University shall include all persons holding appointment made by the Board of Regents and who are responsible for, assist in, or administer the instructional program. The faculty shall consist of three distinct groups: Ranked Regular Faculty, Ranked Administrative Faculty, and Special Appointment Faculty. Specific contract types (Section 2.2) and other contractual rights and responsibilities shall accrue to each faculty group as defined in the Faculty Handbook in appropriate sections of Chapter 2. In particular, Special Appointment Faculty have limited rights and responsibilities; these are fully defined in this section and in Section 2.5 on Evaluation and Section 2.8 on Separation. Qualified faculty from any of these three groups may become members of the Graduate Faculty. Criteria for membership and procedures for admission are found in Section 2.1.3.

2.1.1 Ranked Faculty

A ranked faculty member is a full-time employee of Murray State University who has been appointed to one of the four regular academic ranks: Instructor, Assistant Professor, Associate Professor or Professor. Descriptions of academic ranks and the criteria for appointment to each are presented in the Promotion Policy Section 2.6.

2.1.1.1 Regular Faculty

A regular faculty member holds academic rank and fulfills the duties and responsibilities of a faculty member as described in Section 2.12. This sub-section includes the following categories:

- A. Faculty having full-time teaching duties or teaching and other duties (e.g., research, counseling) equivalent to a full-time workload (see Section 2.12);
- B. Faculty who are full-time professional librarians or have library duties and other duties (e.g., teaching, research) equivalent to a full-time workload; and
- C. Faculty having full-time research duties or research duties and other duties (e.g., teaching) equivalent to a full-time workload.

2.1.1.2 Administrative Faculty

An administrative faculty member holds academic rank. This category includes:

- A. Departmental Chairs, Assistant Deans, Deans, Vice Presidents, the Provost and Vice President for Academic Affairs, and the President; and

- B. other professional personnel with academic rank who administer major academic support divisions or other units within the university

2.1.2 Special Appointment Faculty

Appointment to one of the categories of special appointment faculty is for a defined limited period of time. Special appointment faculty members receive contracts as defined in 2.2.1. These positions do not lead to or count toward tenure, or lead to promotion to the regular academic ranks.

2.1.2.1 Instructor

Instructors are faculty members with an appointment of half-time or greater. Instructors may be assigned other duties such as advising. Instructors or Senior Instructors (see 2.1.2.2) are expected to teach and engage in appropriate service and advising. They are not expected to engage in peer-reviewed research/creative activity, though they may be expected to engage in professional development activities to remain up-to-date in their disciplines.

Instructors are to be selected by the Department Chair in consultation with the Dean, consistent with the academic standards of Murray State University. A person assigned the title of instructor should meet or exceed the minimal requirements set forth for instructing their appropriate course level. In lieu of these requirements, considerable experience, as determined by the Provost and Vice President for Academic Affairs after receiving the recommendations of the Chair and the Dean, in an appropriate technical, artistic, or professional field may be substituted.

Instructors who are appointed for an academic year will be notified in writing on or before April 1st if their appointment is not to be renewed.

2.1.2.2 Senior Instructor

This title may be assigned to a faculty member defined in 2.1.2.1 in recognition of distinguished teaching service to Murray State University over a period of at least six years. Senior Instructors may be assigned other duties such as advising. Senior Instructors are expected to teach and engage in appropriate service and advising. They are not expected to engage in peer-reviewed research/creative activity, though they may be expected to engage in professional development activities to remain up-to-date in their disciplines.

Senior Instructors who are appointed for an academic year will be notified in writing on or before March 15th if their appointment is not to be renewed.

Assignment of this title is made by the President, upon recommendation of the Department Chair, the Academic Dean, and the Provost and Vice President for Academic Affairs.

2.1.2.3 Adjunct Faculty/Part-time Faculty

(Revised October 3, 1994)

Part-time per course employees are given the title adjunct instructor through adjunct professor. Part-time faculty members in all categories of rank and assignment are subject to the same guidelines for review of records and evaluation procedures as are full-time faculty. Such guidelines and review procedures will demonstrate a level of competence, experience, and scholarly preparation comparable to that required of full-time faculty. Adjunct/part-time faculty members are considered temporary employees of Murray State University and ordinarily have no other faculty duties and responsibilities, except those listed in Section 2.9.

2.1.2.4 Professor Emeritus

This rank may be assigned to Assistant Professors, Associate Professors, or Professors who have limited or terminated their responsibilities as ranked faculty members for valid reasons (e.g., retirement, illness) after ten or more years of distinguished service to Murray State University. A Professor Emeritus is so designated and appointed by the Board of Regents after recommendation by the Provost.

No compensation accrues by virtue of this rank unless specified in a contract between the university and the individual. A Professor Emeritus may receive a contract for part-time teaching or to fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the employment contract. (See Section 2.8.2.1, Option for Early Retirement/Professor Emeritus Status.)

2.1.2.5 Visiting Appointment

A visiting appointment is for a limited period of time with no intent of on-going employment. Visiting appointment is reserved for exchange faculty from other institutions, professor emeriti, and other persons distinguished in their fields.

2.1.2.6 Scholar-In-Residence

Murray State University may appoint to the faculty distinguished artists, writers, poets, or scholars to the special status of Artist/Writer/Scholar-In-Residence. Such an appointment shall be full-time or part-time depending on the needs of the university.

2.1.2.7 Replacement Faculty (with Appropriate Rank)

Murray State University may appoint a replacement faculty member. Such service does not count for tenure, promotion, or sabbatical leave unless such service is recognized by the Academic Dean, and approved by the Provost, at the end of the probationary contract.

2.1.3 Graduate Faculty

2.1.3.1 Minimum Criteria for Membership

To serve as a member or associate member of the Murray State University Graduate Faculty, a faculty member must meet the professional standards for teaching courses available for graduate credit set by the Southern Association of Colleges and Schools Commission on Colleges and Schools (Faculty Handbook Section 2.1.4). Membership will originate at the departmental and collegiate/school levels. The categories of Graduate Faculty membership are defined as follows:

Associate Membership: This category shall apply to full-time faculty who are responsible for any part of the college's graduate program and who do not have a terminal degree but are otherwise qualified under Section 2.1.4. This level shall also apply to all qualified part-time faculty who hold a terminal degree and who teach one or more graduate courses.

Full Membership: This category applies to full-time faculty who hold the appropriate terminal degree in their teaching field.

2.1.3.2 Procedures for Admission to and Review of the Graduate Faculty

A member of the faculty of Murray State University shall obtain membership on the Graduate Faculty through the faculty credentialing process.

Colleges/schools will review the status of their graduate faculty annually. A full member will retain this status unless the departmental graduate faculty and the collegiate/school Dean recommend removal.

2.1.4 Terminal Degree Categories and Appropriate Course Assignments

The system outlined below was developed to ensure compliance with Southern Association of Colleges and Schools Commission on Colleges' guidelines for faculty credentials.

Murray State University recognizes the following as the terminal degree: doctorate (for example, Ph.D., D.B.A., Ed.D., M.D., D.M.A., D.V.M., J.D, D.P.T., D.N.P.), the Master of Fine Arts, the Master of Architecture, and the Master of Library Science. For fields such as Veterinary Technology, and consistent with requirements as described in this section, the combination of a credential such as Licensed Veterinary Technologist and a Master's degree in a related content area will be considered a terminal qualification.

The term "Teaching Discipline" includes: 1) the discipline of the course; 2) for introductory courses, the general discipline that is recognized as including the specialized advanced area of the terminal degree, e.g., "biology" for a zoology Ph.D.; 3) for interdisciplinary courses (e.g., HUM 211), any discipline that is represented in the course; and 4) other cases specifically allowed by SACSCOC.

In exceptional cases, and referencing SACSCOC Standard 6.2 of the Principles of Accreditation, the University Provost and Vice President for Academic Affairs may grant an academic department or equivalent unit the ability to utilize a combination of degrees, related work experience, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and/or other demonstrated competencies and achievement for determining a faculty member's eligibility to instruct a course. In all cases, documentation must be on file in the Office of the Provost and Vice President for Academic Affairs and supported by external evidence.

CATEGORY A: GRADUATE AND POST-BACCALAUREATE COURSES Levels 000-999

Faculty teaching graduate and post-baccalaureate course work shall hold a doctorate in the teaching discipline, OR, in exceptional cases, a master's degree and documented scholarly or creative activity in the discipline through peer recognition, exceptional professional experience in the teaching discipline, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

CATEGORY B: BACCALAUREATE COURSES Levels 000-599

Faculty teaching baccalaureate courses should hold a doctorate in the teaching discipline or a closely related discipline, OR a master's degree in the teaching discipline or a related discipline, OR a master's degree with a concentration of at least 18 graduate semester hours in the teaching discipline and documentation of outstanding professional experience and/or demonstrated contributions to the teaching discipline, OR, in exceptional cases, a baccalaureate degree in the discipline and documented scholarly or creative activity in the discipline through peer recognition, exceptional professional experience in the teaching discipline, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

**CATEGORY C: ASSOCIATE DEGREE COURSES NOT FOR BACCALAUREATE TRANSFER
Levels 000-199**

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree should hold a bachelor's degree in the teaching discipline AND show documented training or classroom experience in the area, OR, in exceptional cases, an associate's degree with documentation of outstanding professional experience and demonstrated contributions to the teaching discipline.

**CATEGORY D: ASSOCIATE DEGREE COURSES FOR BACCALAUREATE TRANSFER
Levels 000-299**

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree should hold a doctorate in the teaching discipline or a closely related discipline, OR a master's degree in the teaching discipline or a closely related discipline, OR a master's degree with a concentration of at least 18 graduate semester hours in the teaching discipline and documentation of outstanding professional experience and/or demonstrated contributions to the teaching discipline, OR, in exceptional cases, a baccalaureate degree in the discipline and documented scholarly or creative activity in the discipline through peer recognition, exceptional professional experience in the teaching discipline, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

**CATEGORY E: GRADUATE TEACHING ASSISTANTS WITH MORE THAN 18 GRADUATE
HOURS Levels 000-599 Courses, 000-599 Laboratories**

Graduate teaching assistants in this category must hold a master's degree in the teaching discipline OR 18 graduate semester hours in the teaching discipline, be directly supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations. Category E graduate teaching assistants may be assigned primary teaching responsibility for introductory courses in the discipline, usually those at the 100 level.

**CATEGORY F: GRADUATE TEACHING ASSISTANTS WITH FEWER THAN 18
GRADUATE HOURS Levels—Only Laboratory and Breakout Sections Numbered 000-599**

Graduate teaching assistants with fewer than 18 graduate credit hours in the discipline may assist in teaching, or be assigned secondary teaching responsibility for laboratory and breakout sections. All students in this category must be enrolled in good standing in an appropriate graduate program in the discipline and hold a baccalaureate degree in or related to the discipline. Students must also be supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations.

CATEGORY G: ROTC / U.S. MILITARY SCIENCE PROGRAMS Levels 000-599

Faculty and staff in this category should hold a master's degree in an appropriate subject area, OR a baccalaureate degree in an appropriate subject area combined with two years of military service and documented success in specialty military training, OR an associate's degree in an appropriate subject area combined with three years of military service and documented success in specialty military training, OR Cadet Command-approved ROTC instruction as denoted in the Memorandum of Agreement with the U.S. Army.

CATEGORY H: REMEDIAL / DEVELOPMENTAL COURSES Levels 000-199

Faculty and staff instructing remedial/developmental courses, which do not count towards graduation credit hour requirements, must hold a baccalaureate degree in the teaching discipline or a related field AND show documented training or classroom experience in the area.

CATEGORY I: ENGLISH AS A SECOND LANGUAGE Levels ESL 000-399 (Non-credit bearing courses)

Full-time and part-time instructors of ESL courses, which do not count towards graduation credit hour requirements, should hold a master's degree in TESOL or a closely related field. Graduate Teaching Assistants in TESOL or a related degree field must have a documented enrollment of completion of methods and materials in teaching ESL. Accreditation reference: TESOL Commission on Accreditation (TCA) / Commission on English Language Program Accreditation (CEA).

2.2 Types of Contracts and Contract Definition Policies

All faculty contracts are offered annually by Murray State University and specify the faculty rank, term, and salary rate, and are signed by the President. Most regular faculty in category 2.1.1.1.a receive contracts for the academic year, August 15 through May 15, though some Category 2.1.1.1.a faculty may have contracts of other terms depending on specific duties. Contracts for other categories of regular faculty (Section 2.1.1.1.b and c) and administrative faculty (Section 2.1.1.2) are generally for twelve months, July 1 through June 30.

2.2.1 Contracts for Special Appointment Faculty

Murray State University offers contracts to special appointment faculty (defined in Section 2.1.2) whose period of employment is limited to the term specified in the letter of appointment. A special appointment contract shall stipulate that the appointment is not to a tenure-track position. In addition, a special appointment contract does not confer upon a faculty member any entitlement to continue employment after the term specified in the letter of appointment expires.

After the initial year, a contract for special appointment faculty may be renewed annually. The total length of service shall not exceed four (4) years, except when clearly justified by the special needs of a particular department. In such instances, a recommendation for reappointment after the fourth year and in each succeeding year thereafter is initiated by the Department Chair after formal consultation with the regular faculty in the department. The recommendation must then be approved by the Academic Dean, the Provost and Vice President for Academic Affairs, and the President.

At no time shall the number of special appointment faculty in a given department exceed one-third (1/3) of the total departmental faculty (as defined by student credit hours generated), nor shall the number of special appointment faculty within the university exceed twenty percent (20%) of the number of regular faculty of the university.

2.2.2 Contracts for Probationary Faculty

Murray State University offers probationary contracts to ranked faculty (as defined in Section 2.1.1) on tenure track. Such probationary contracts are typically for a period of one academic year and may be renewed annually during the probationary period up to and including the year of tenure consideration. This probationary period normally consists of six (6) academic years of continuous full-time service (exclusive of leaves). Notice of non-reappointment during the probationary period is covered in Section 2.8.4. Reduction of the probationary period is explained in Section 2.7.3.1.

2.2.3 Contracts for Tenured Faculty

A tenured faculty member normally is entitled to annual contract renewal unless the faculty member is dismissed for cause pursuant to the provisions of Section 2.8.6 of the Faculty Handbook or separated due to financial exigency or other reduction in force pursuant to the provisions of Section 2.8.5 of the Faculty Handbook.

2.2.4 Appointment to Department or Unit

Faculty appointments are made to specific departments or units of the university and are identified in the annual contract.2.2.5 Issuance and Receipt of Contract

All contracts for probationary and tenured faculty are issued in the late spring of the academic year. Contracts will provide a reasonable amount of time to be signed and returned to the Office of the President. If a contract offer is not accepted on or before the designated date, or a special arrangement made with the Academic Dean and approved by the Provost and Vice President for Academic Affairs, the offer will automatically expire. All contracts for special appointment faculty are issued on an individual basis as the necessity arises.

2.3 Appointment of Faculty

(Revised October 3, 1994)

The quality of initial appointments is vital to the quality of teaching, scholarship, and service to which Murray State University is committed. The following statements of policy on recruitment of faculty are intended to aid Chairs and Deans involved in making initial appointments.

In all interview and appointment processes, evaluation of the candidate's qualifications will include a determination that the candidate's proficiency in oral and written communication in the language in which the course(s) is being taught is appropriate. See "Procedures to Hire: Executive/Administrative/Managerial, Faculty, and Professional Non-Faculty Positions" for complete hiring guidelines.

The university gives notice of employment opportunities through appropriate publications and follows established procedures in the evaluation of applicants. Applications from women and members of minority groups are encouraged.

2.3.1 Affirmative Action Policy

Murray State University formally declares its commitment to all laws mandating affirmative action and equal opportunity regulations, together with all valid state and federal regulations enacted pursuant thereto. The policy of Murray State University is to guarantee freedom from discrimination in its operation and administration of its programs, services, and employment practices; in its relationships with students, faculty, and staff; and in its interactions with the community which it serves.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. All actions of Murray State University will be carried out without discriminating on the basis of race, color, creed, religion, sex, age, national origin, disability or veteran's status.

The Affirmative Action Policy is an on-going commitment. The policy of affirmative action is limited in that the achievement of its objective removes the necessity of its existence. Murray State University is committed to achieving the goals that have been established and published in the Murray State University

Affirmative Action Plan. It should also be known that this Affirmative Action Plan is an official policy of Murray State University.

Functions in connection with the evaluation and monitoring of the Affirmative Action Program of Murray State University have been assigned to the Director of Institutional Diversity, Equity and Access and Affirmative Action Committee by the President of the university. To this end, the Director of Institutional Diversity, Equity and Access and Affirmative Action Committee should have access to records necessary to effectuate its responsibility. A description of the composition and specific duties of the Affirmative Action Committee is found in Section 1.5.3.9, University Governance System.

Persons who wish to review the Murray State University Affirmative Action Plan or who seek other information about the Affirmative Action Program of Murray State University should contact the Director of Institutional Diversity, Equity and Access, Murray State University, Murray, KY 42071.

2.3.2 Faculty Appointment Policy

All appointments are made in accordance with state statutes by action of the Board of Regents. All ranked faculty appointments shall carry one of the four regular academic ranks: instructor, Assistant Professor, Associate Professor, or Professor. At the time of initial appointment, the Provost and Vice President for Academic Affairs, in consultation with the appropriate Academic Dean and the Department Chair, makes a judgment about rank for the initial contract using the criteria listed in Section 2.6.1 of the Promotion Policy. Appointment to each rank should reflect an equal level of accomplishment in both new and existing faculty. Written copies of the Provost and Vice President for Academic Affairs' decision shall be provided to the Dean and the Chair. Thereafter, rank changes are subject to Section 2.6.

2.3.3 Credit for Academic Service at Other Institutions

Following distinguished prior service at another institution, a faculty member joining Murray State University may have the tenure probationary period reduced. Credit for prior service is described in the Tenure Policy, Section 2.7.3.1.

2.3.4 Employment of Relatives

(July 01, 1993) as stated in [Personnel Policies and Procedure Manual](#)

No University employee may recommend the employment of his/her child, spouse, sibling or other close relative in his/her immediate area of supervision. This policy applies to all University employees and student employees on University Student Employment; College Work-Study; or federal, state, and institutional grants.

If any family relationship in employment is created by marriage, transfer, promotion, reorganization, etc., or was in existence prior to the effective date of the University's first policy on nepotism (June 6, 1970), the arrangement will not violate this policy; however, the supervisor may not make decisions regarding employment, promotion, pay, assignment, or working conditions of a member of his/her family. In such instances, final decisions will be referred to the next higher level of authority.

There may be times when it is in the best interests of the University to hire a relative on a temporary basis, thereby creating an intra-family, supervisor-employee relationship. Such an appointment should not exceed eighteen (18) months. However, in such cases there must be written justification from the dean/director and appropriate vice president and approval by the President prior to the relative commencing employment. All such appointments must be individually approved by the Board of Regents.

2.4 Personnel Records

Because appointment as a ranked faculty member may lead to a continuing relationship with the university, it is essential that there be adequate and detailed documentation to support every action involving each individual, especially those actions pertaining to appointment, promotion, tenure, suspension, and dismissal.

2.4.1 Personnel Files for Ranked Faculty

Personnel files are maintained on each faculty member relative to his/her employment with the university. The essential contents and location of these personnel files are explained below:

The file in the Office of the President shall include:

1. original signed contracts; and other requested information.

The file in the Office of Institutional Diversity, Equity and Access shall include:

1. Affirmative Action Compliance information.

The file in the Office of the Provost and Vice President for Academic Affairs shall include:

1. vita and official transcript(s);
2. materials establishing academic credentials in lieu of a degree, if any;
3. the promotion file;
4. the tenure file;
5. the leave file; and other requested information.

The file in the Office of Human Resources shall include:

1. personal data;
2. hiring transaction documents (payroll notices);
3. payroll change documents (salary increases or changes, changes in status);
4. salary and fringe benefit data; and
5. insurance and benefits documentation.
6. Background Check Consent Form; and other requested information.

The file in the Office of the Dean shall include:

1. copy of vita and copy of official transcript(s);
2. annual reviews and evaluations;
3. personal data;
4. hiring transaction documents; and
5. personnel action forms.

The file in the departmental office shall include:

1. personnel action forms;
2. annual evaluations by the Chair;
3. an up-to-date vita;
4. letters of application; and
5. student course evaluations.

The file in the Budget Office shall include:

1. personnel action forms; and
2. other requested information.

These files are kept in the strictest confidence by those charged with their maintenance and are available only to the university President, the Board of Regents, the university legal counsel, the Provost and Vice

President for Academic Affairs, and the individual faculty member. Others may obtain access on a need-to-know basis with the signature of the Provost and Vice President for Academic Affairs. Before such permission is granted, the faculty member will be notified by the Office of the Provost and Vice President for Academic Affairs. The requirements for confidentiality as set forth in this section (2.4) are subject to requirements for disclosure as set forth by state law.

The faculty member may, for the cost of duplication, obtain copies of all material in any personnel file described above, with the following exceptions: The complete tenure file and the complete promotion file kept in the Office of the Provost and Vice President for Academic Affairs may not be photocopied.

In addition, the university may permit access to and copying from such files pursuant to contract compliance or lawful requests from federal or state agencies relevant to investigations, hearings, or other proceedings pending before the court.

2.4.2 Personnel Files for Special Appointment Faculty

Separate files for each Special Appointment faculty are maintained in the same locations with access as defined in Section 2.4.1.

2.5 Annual Evaluation Policy

The Murray State University Board of Regents has expressed the expectation that evaluations be conducted on a valid and systematic basis so that the effectiveness of faculty and administrators may be continually assessed. While the Board directly evaluates the performance of the President, it is necessary for appropriate evaluations to be conducted for the Provost and Vice President for Academic Affairs, Vice Presidents, Deans, Chairs, faculty, and administrative staff.

It is recognized that each college/school of the university has its own unique qualities, expectations, and priorities and that the most effective evaluation system for faculty must be one centered at the college/school level. In addition to the university's systems for evaluation, (see the Academic Promotion Policy, Section 2.6.2, Number 1, and the Tenure Policy, Section 2.7.4.1, Number 1, Teaching Excellence) each college/school may include peer evaluation, portfolios, follow-up studies, graduate success, and other methods consistent with fundamental fairness.

Faculty evaluations are shared each year with the individual faculty member being evaluated. These evaluations will become part of the documentation that will support recommendations for promotion or tenure.

2.6 Academic Promotion Policy

(Adopted by the Murray State University Board of Regents October 1, 1977, revised November 17, 1990, and November 14, 1992)

This promotion policy recognizes the fact that differences exist among faculty members' achievements in the university community and that rank should reflect those achievements. Decisions on promotions are thus to be an individualized process whereby the qualifications and guidelines shall be considered. The primary responsibility for promotion recommendations should rest with the Department Chair and the Dean, after consultation with faculty of the rank to which the applicant aspires or higher (department promotion committee and college promotion committee). Recommendations citing significant professional experience and accomplishments should be accompanied by tangible supporting evidence.

The minimum qualifications of experience and education for the various ranks and guidelines for measuring professional achievement are to aid Chairs, Deans, committees, and faculty in their deliberations and recommendations. The qualifications as stated should not, however, be interpreted as an exclusive set of objectives to be met for automatic advancement in rank, or so rigidly applied as to prevent promotion of an individual with outstanding professional experiences and accomplishments, whose recommendations are accompanied by tangible supporting evidence.

2.6.1 Qualifications

The university is guided by appropriate discipline-related accrediting agencies in determining terminal academic degree achievement in each discipline. Where there is no such organization and no nationally accepted norms exist, the decision shall be made by the departmental faculty in consultation with the Dean and Provost and Vice President for Academic Affairs. In unusual circumstances, experience and/or scholarly or creative activity may substitute for the doctorate (see Section 2.1.4).

The minimum qualifications normally expected to be met prior to consideration for promotion for specific ranks are as follows:

Assistant Professor

1. Education: Earned doctorate appropriate to the teaching or professional field or the highest level of academic achievement normally attained in that field.
2. Experience: None.

Associate Professor

1. Education: Earned doctorate appropriate to the teaching or professional field or the highest level of academic achievement normally attained in that field.
2. Experience: Completion of five years of successful recognized teaching and/or other professional experience in the field.

Professor

1. Education: Earned doctorate appropriate to the teaching or professional field or the highest level of academic achievement normally attained in that field.
2. Experience: Completion of ten years of outstanding teaching and/or other professional experience in the field, with recognition of that experience extending beyond the university community.

2.6.2 Guidelines

The following guidelines will assist in the determination and evaluation of significant professional experience, accomplishments and qualifications. Individual colleges/schools and the library shall formulate and keep current further criteria specific to the professional activities and standards of the academic unit. These more specific guidelines may be formulated by the faculty of the colleges/schools and the library. Such criteria shall be no less stringent than the university-wide requirements and in any event shall be guided by fundamental fairness. Copies of all guidelines shall be on file with the University Promotion and Leave Committee and the Provost and Vice President for Academic Affairs.

1. Teaching Excellence, as evidenced by an unmistakable demonstration of teaching and advising effectiveness as recognized by students, colleagues, Chairs, and Deans. Teaching effectiveness will be judged by examining instructional delivery skills, instructional design skills, content expertise, and course management through the use of student evaluations and teaching portfolios as well as other evaluative tools. (See the Report of the Task Force on

- Teaching Evaluation, September 26, 1991.) Advising skills will be evaluated by ability to provide accurate and timely information to students on course selection, academic and degree requirements, policies and options, career opportunities, and graduate and professional school.
2. Research and Creative Activity, as evidenced by publications, presentations, or reports of pure and/or applied research recognized by agencies in the public or private sectors. Empirical research and contributions to scholarly publications are not always the preferred or even feasible methods of contributing to the advancement of every discipline. Criteria concerned with the creative activity of individual disciplines shall, therefore, be set forth in the specific guidelines formulated by the colleges/schools and the library.
 3. University Service and Professional Activities, as evidenced by service to students; attendance, participation in, or direction of, conferences, clinics, workshops, and professional societies; residential college service; professionally-related public service; preparation of institutional grant proposals; active participation in standing and special university committee work; service as an official representative of the university; sponsorship of or adviser to university-approved, extra-curricular activities; and other professional activities, awards, and recognitions.

2.6.3 Procedures Covering Application for and Consideration of Promotion

An application for promotion in academic rank shall be initiated by the faculty member and shall be based upon criteria delineated in Section 2.6.2. An application for promotion shall be accompanied by documentation in accordance with a format determined by the University Promotion and Leave Committee in consultation with the Provost and Vice President for Academic Affairs.

A faculty member's application with supporting documentation, or file, shall have recommendations plus rationale added to it according to the following chronology:

- By October 1, the applicant for promotion will forward his/her application for promotion to the departmental promotion committee.
- By November 1, the departmental promotion committee will forward its recommendation and the applicant's file to the Department Chair. The faculty in each department shall determine the composition of the promotion committee for each rank.
- By November 15, the Department Chair will forward his/her recommendation and the applicant's file to the college promotion committee.
- By December 15, the college promotion committee will forward its recommendation and the applicant's file to the Dean.
- By January 15, the Dean will forward his/her recommendation and the applicant's file to the University Promotion and Leave Committee.
- By February 15, the University Promotion and Leave Committee will forward its recommendation and the applicant's file to the Provost and Vice President for Academic Affairs.
- By March 1, the Provost and Vice President for Academic Affairs will forward his/her recommendation, the applicant's file, and the recommendation of the University Promotion and Leave Committee to the President.
- The President will present his/her recommendation to the Board of Regents at its final meeting of the academic year.

All timetables herein set forth, or elsewhere in this chapter, are to be considered guidelines. Any failure to meet these guidelines will not flaw the promotion decision unless the failure is so significant as to have a direct and substantial effect on that decision.

2.6.3.1 Notification

It is the responsibility of the Dean to notify annually all faculty members of the provisions, procedures, and the appropriate format for application to promotion. Each recommending agency shall promptly inform the applicant of that agency's recommendation in writing. The applicant shall have the opportunity to review his/her complete promotion file at any time during the process, and may withdraw the application at any time.

2.6.3.2 Reconsideration

The faculty member, his/her Chair or Dean, the Provost and Vice President for Academic Affairs or the President may ask the University Promotion and Leave Committee to reconsider its recommendation to the Provost and Vice President for Academic Affairs. This request shall be in writing and based on a belief that the committee's decision resulted from substantial improper procedure, or was predicated upon grounds which clearly violate academic freedom, Constitutional rights, or this policy. In such a request for reconsideration, the burden of proof rests on the individual submitting the request. The University Promotion and Leave Committee may, at its discretion, grant a hearing and report its findings and recommendations to the President. The University Promotion and Leave Committee shall develop rules of procedure for such hearings which ensure procedural due process.

Such a request for reconsideration must be directed to the Chair of the University Promotion and Leave Committee no later than 30 days after the Provost and Vice President for Academic Affairs has forwarded his/her recommendation to the President.

2.7 Murray State University Tenure Policy

(Adopted by the Murray State University Board of Regents August 7, 1975, revised February 21, 1976, September 6, 1980, November 17, 1990, and November 14, 1992)

2.7.1 Purpose of Tenure

Academic tenure may be granted only by formal action of the Board of Regents following the completion of the process described in this policy. The granting of academic tenure is an action with legal, societal and ethical implications. Therefore, the recommendation for tenure will be a deliberate and thoroughly considered act. Academic tenure is granted to a member of the faculty for three reasons:

1. To maintain an atmosphere favorable to academic freedom.
2. To provide the faculty member a reasonable expectation of security so that the university may attract and retain quality professional men and women.
3. To promote institutional stability by creating a faculty with a strong, long-term commitment to Murray State University.

Once tenure has been granted, the faculty member will receive an annual contract renewal (described in Section 2.2.3) unless the faculty member is dismissed for cause pursuant to the provisions of Section 2.8.6 or separated due to financial exigency or other reduction in force pursuant to the provisions of Section 2.8.5 of the Faculty Handbook.

2.7.2 Tenurable Appointments

A tenurable appointment is one held by a faculty member described in Section 2.1.1. Regular faculty (2.1.1.1 a-c), Department Chairs, Assistant Deans, Academic Deans, the Provost and Vice President for Academic Affairs and the President have tenurable appointments as faculty.

Pursuant to the purposes of tenure, especially "to attract and retain quality professional men and women," a faculty member shall hold tenurable appointment provided that the faculty member:

1. Is either employed at least half-time in teaching credit courses, in professional library services or Breathitt Veterinary Center, or holds the position of Chair, Academic Dean, or Assistant Dean. It is expected that Chairs will teach at least six (6) credit hours each semester and Deans will teach at least three (3) credit hours each semester.

Other employees, whose primary responsibilities do not include teaching, as evidenced by the employment contract, do not hold a tenurable appointment. Such individuals may have classroom teaching responsibilities assigned as part of their regular duties.

1. Has completed the appropriate degree or the equivalent thereof in the faculty member's principal area of responsibility as determined by the departmental tenure committee in consultation with the Dean and the Provost and Vice President for Academic Affairs.
2. Is employed in a position for which continuing funding can be reasonably expected. Funding of this sort includes state appropriations, tuition and fees, and designated endowment income.

The appointment and subsequent reappointment(s) of a faculty member to a position funded more than 50 percent from sources other than continuing funding shall specify in writing that the continuation of the faculty member's services shall be contingent upon the continued availability of such funds.

A faculty member holding a tenurable appointment does not relinquish such appointment when assigned to a position funded by non-recurring funds, unless otherwise agreed to in writing by the individual and the Dean.

With the exceptions herein noted, an appointment funded by non-recurring funds is not a tenurable appointment. Employment may continue so long as it is mutually agreeable to the faculty member and the immediate supervisor (e.g., Chair, Dean, or Provost and Vice President for Academic Affairs).

2.7.3 Probationary Period

Tenure consideration shall occur during the final academic year of the probationary period. This probationary period normally consists of six (6) academic years of continuous full-time service to Murray State University. Leaves taken during this probationary period shall not constitute a break in continuous service, but such service shall not count as time served toward tenure.

The period during which a faculty member may hold a tenurable appointment at Murray State University, exclusive of leaves, shall not exceed seven (7) years. A faculty member normally must serve a minimum of five (5) full academic years to be considered for tenure.

2.7.3.1 Reduction of the Probationary Period

With the consent of the faculty member, the probationary period may be reduced as follows: The Academic Dean may reduce the probationary period to five (5) or four (4) years (with tenure consideration occurring in the fifth or fourth year) through the granting of prior service credit at this or another accredited institution of higher education. Such reduction shall be made in writing not later than the end of the first year in which the faculty member holds a tenurable appointment.

In consideration of distinguished prior service at another institution, the probationary period may be further reduced to three (3) or two (2) years by the Provost and Vice President for Academic Affairs upon recommendation of the Dean. Ordinarily such a reduction will be made for a faculty member who has

previously been awarded tenure at another institution. Such reduction shall be made in writing not later than the end of the first year in which the faculty member holds a tenurable appointment.

A faculty member joining Murray State University, following distinguished service at another institution, may, after one academic year of probation, be appointed with tenure. Such an appointment will be made only upon recommendation of an absolute majority of the tenured members of the department to which the faculty member will be assigned and with the approval of the Dean. This consideration for recommendation for tenure by the tenured members will be concluded no later than March 15 of the probationary year. This recommendation will be forwarded through the Dean to the Provost and Vice President for Academic Affairs and from there to the President and to the Board of Regents for approval. Such an appointment will be made only if the appointee holds tenure at an institution comparable to Murray State University.

2.7.3.2 Extension of the Probationary Period

Upon request of the probationary faculty member and upon recommendation of the Dean and approval of the Provost and Vice President for Academic Affairs, the probationary period and tenurable appointment may be extended by one year if the faculty member experiences an extended life-changing event (of the type described by the Family and Medical Leave Act of 1993 and not otherwise covered in Section 2.14) during that period. The probationary faculty shall in writing inform the Chair, Dean, and Provost and Vice President for Academic Affairs of the event within six months of the event's inception and shall at that time request the extension. The Dean shall notify the faculty member and Provost and Vice President for Academic Affairs of his recommendation within 15 days of the request. The Provost and Vice President for Academic Affairs shall notify the faculty member, the Chair, and the Dean of his/her decision within 30 days of the request. Refusal of the request may be appealed in writing by the faculty member to the President of the university within 30 days of the Provost and Vice President for Academic Affairs' notification. The President shall notify the faculty member of his/her decision within 30 days.

2.7.3.3 Rescission of Prior Reduction or Extension

A previously agreed upon reduction or extension of the probationary period may be rescinded upon mutual agreement of the faculty member, the Chair, the Dean and the Provost and Vice President for Academic Affairs. Such rescission shall be made in writing at least one year before the tenure process was to have begun.

2.7.3.4 Annual Evaluation

Each academic year, in conjunction with the annual performance review for all faculty conducted by the departmental Chair and Dean (see Section 2.16.1 Salary Policy), each probationary faculty member shall receive written evaluations by Departmental Tenure Committee (see section 2.7.5.1), the Chair, and the Dean based on the established criteria for assessing faculty performance. Should the probationary faculty member disagree with any aspect of these annual evaluations, or if the faculty member has been granted an extension under 2.7.3.2, the faculty member shall have the privilege of forwarding a response, which will be attached to the written evaluation. The annual performance reviews are not tenure recommendations even though language may be used to this effect. The performance reviews will be used by the tenure recommending agencies in the year of decision.

Favorable annual performance reviews do not mandate positive recommendations for tenure.

The evaluation procedures do not preclude probationary faculty, Chairs or Deans from consulting with tenured faculty in the department or any tenure-recommending agency relative to the criteria for evaluating faculty performance or the needs of the university.

2.7.4 Basis for Awarding Tenure

The tenure decision must be a deliberate and considered action involving both faculty and administrative recommendations. To assure institutional stability and quality, and to facilitate a spirit of professional inquiry, both the capabilities of the individual and the needs of the department, the college, and Murray State University must be evaluated during the tenure consideration process.

The tenure recommending agencies will be guided by the established criteria for evaluating faculty performance and by those factors determining departmental, collegiate/school, and university needs for quality and development.

2.7.4.1 Faculty Performance

The following guidelines will assist in the determination and evaluation of significant professional experience, accomplishments and qualifications. Individual colleges/schools and the library shall formulate and keep current further criteria specific to the professional activities and standards of the academic unit. These more specific guidelines shall be formulated by the faculty of the colleges/schools and the library. Such criteria shall be no less stringent than the university-wide requirements. Copies of all guidelines shall be on file with the University Tenure Committee and the Provost and Vice President for Academic Affairs.

1. Teaching Excellence, as evidenced by an unmistakable demonstration of teaching and advising effectiveness as recognized by students, colleagues, Chairs, and Deans. Teaching effectiveness will be judged by examining instructional delivery skills, instructional design skills, content expertise, and course management through the use of student evaluations and teaching portfolios as well as other evaluative tools. (See the Report of the Task Force on Teaching Evaluation, September 26, 1991.) Evidence of concern for students, including academic advising, and contributions to student development, should be considered. Advising skills will be evaluated by ability to provide accurate and timely information to students on course selection, academic and degree requirements, policies and options, career opportunities, and graduate and professional school.
2. Research and Creative Activity, as evidenced by publications, presentations or reports of pure and/or applied research recognized by agencies in the public or private sectors. Empirical research and contributions to scholarly publications are not always the preferred or even feasible methods of contributing to the advancement of every discipline. Criteria concerned with the creative activity of individual disciplines shall, therefore, be set forth in the specific guidelines formulated by the colleges/schools and the library.
3. University Service and Professional Activities, as evidenced by service to students; attendance, participation in or direction of, conferences, clinics, workshops, and professional societies; residential college service; professionally-related public service; preparation of institutional grant proposals; active participation in standing and special university committee work; service as an official representative of the university; sponsorship of or adviser to university-approved, extra-curricular activities; and other professional activities, awards, and recognitions.

The above are university-wide criteria and, with the exception of (1), are not in order of priority. Further definition of these criteria shall be developed by the departmental or library tenure committees in

consultation with the Chair, Dean, and Provost and Vice President for Academic Affairs. However, any recommendation during the tenure consideration process which places emphasis on one or more university-wide criteria (or a logical subdivision of university-wide criteria) will not be construed in and of itself to constitute the development of new priorities or further definitions.

2.7.4.2 Needs of the University

The factors determining departmental, collegiate/school, and university needs for quality and development are:

1. institutional and disciplinary standards (including accreditation standards where applicable);
2. institutional and collegiate/school master plan goals and objectives;
3. breadth of graduate degree preparations;
4. sufficient flexibility to adapt staffing requirements to changing enrollments and programmatic needs; and
5. institutional funding.

2.7.5 Tenure Process

Only the Board of Regents by a majority vote of its membership may grant tenure to a faculty member. In the absence of such affirmative action by the Board, no individual is recognized as having tenure status.

The President will receive advisory recommendations both favorable and unfavorable for the granting of tenure from the first five tenure agencies described in 2.7.5.1. Based upon those recommendations and the President's own evaluation of both the candidate's capabilities and the needs of the university, the President will submit the names of those faculty members he/she recommends for the granting of tenure to the Board of Regents. Upon request, the President shall also provide the names of faculty not recommended for tenure, the advisory recommendations of each of the five other tenure recommending agencies, and any other information the board desires.

2.7.5.1 Tenure Consideration Procedure

The tenure process is initiated by the Chair who presents to the Departmental Tenure Committee a tenure folder for each faculty member who is to be considered for tenure during that year. At the same time, the Chair shall notify each faculty member that he/she may place additional supporting material in the tenure folder. A faculty member who disagrees for reasons of eligibility with his/her inclusion in or exclusion from that year's particular process may appeal the issue to the Dean no later than September 15. The Dean shall make the determinative judgment.

A faculty member's tenure folder with supporting documentation shall have recommendations plus rationale added to it in accordance with guidelines established by the Provost and Vice President for Academic Affairs and/or other tenure agencies, and shall be considered according to the following chronology:

- A. By SEPTEMBER 1, the DEPARTMENTAL CHAIR shall forward the faculty member's tenure folder to the Departmental Tenure Committee.
- B. It is the Chair's responsibility to place in the folder the annual performance reviews for each year of the faculty member's probationary period.
- C. By OCTOBER 1, the DEPARTMENTAL TENURE COMMITTEE shall forward the candidate's folder and its recommendation to the Department Chair.
- D. The Departmental Tenure Committee shall consist all of the tenured members of the department, excluding the Chair. This committee shall contain at least three members. If there are fewer than three tenured members (excluding the Chair) in a department, the Dean of the college shall, upon approval of the Collegiate/school Tenure Committee, appoint additional

- tenured faculty members from the college so that the Departmental Tenure Committee will have three members.
- E. Since there is no Departmental Tenure Committee in the library, the initial tenure-recommending agency is the area head.
 - F. By OCTOBER 15, the DEPARTMENTAL CHAIR shall forward the candidate's folder and his/her recommendation to the Collegiate/school Tenure Committee.
 - G. By NOVEMBER 15, the COLLEGIATE/SCHOOL TENURE COMMITTEE shall forward the candidate's folder and its recommendation to the Dean.
 - H. The Collegiate/school Tenure Committee shall consist of one tenured faculty member elected annually from each department within the college, excluding Chairs. In the case of the library, all tenured faculty shall constitute the tenure committee.
 - I. By DECEMBER 15, the DEAN shall forward the candidate's folder and his/her recommendation to the Provost and Vice President for Academic Affairs.
 - J. By JANUARY 30, the Provost and Vice President for Academic Affairs shall forward the candidate's folder and his/her recommendation to the President via the University Tenure Committee.
 - K. By FEBRUARY 28, the UNIVERSITY TENURE COMMITTEE shall forward its annual report and all tenure folders and recommendations to the President. In addition, the Tenure Committee shall forward its annual report to the President at this time. As described in Section 1.6.3.2, the University Tenure Committee acts as an oversight agency for the tenure process. This committee's annual report to the President shall concern areas of this process in which policy, procedures, or guidelines have not been followed.
 - L. By MARCH 31, the PRESIDENT shall notify the faculty member of his/her intended recommendation.

While meeting dates of the Board of Regents vary from year to year, the Board of Regents usually considers the President's tenure recommendations during the last quarterly meeting of the fiscal year. All timetables herein set forth, or elsewhere in this chapter, are to be considered guidelines. Any failure to meet these guidelines will not flaw the tenure decision unless the failure is so significant as to have a direct and substantial effect on that decision.

2.7.6 Notification

The faculty member shall be notified of any departmental criteria or further definition of faculty performance (as described in Section 2.7.4.1) in writing by the Dean during his/her first academic year of employment and in each subsequent year in which changes are made.

The faculty member will be promptly advised in writing at each step of tenure consideration as to whether the agency's recommendation is favorable.

When tenure is granted by the Board of Regents, notice of such action will be sent by the Secretary of the Board to the individual, his/her Chair and Dean and the Provost and Vice President for Academic Affairs. One year after the granting of tenure the tenure file shall be destroyed.

Any faculty member who is considered for but not recommended for tenure will be notified in writing by the Provost and Vice President for Academic Affairs not later than March 31 that a terminal contract shall be offered for one (1) additional year. Upon receipt of such notice the faculty member may discuss the reasons for the tenure denial with his/her Chair and Dean. In addition, the faculty member has the right to advisement by the Provost and Vice President for Academic Affairs as to the reasons for the tenure denial. Such reasons are given solely to assist the Professor in his/her professional growth and development.

2.7.7 Appeal for Reconsideration

A faculty member may initiate an appeal to the University Tenure Committee no later than sixty (60) calendar days after receipt of the terminal contract. This appeal shall be a written request for a hearing, setting forth the basis for the appeal together with a statement of facts in support thereof. The basis for an appeal shall be that the decision not to recommend the granting of tenure resulted from improper procedure, or rests on grounds which violate academic freedom or Constitutional rights, or is arbitrary or capricious. Any claim of improper procedure must set forth facts sufficient to indicate that the departure is substantial and played a direct and significant part in the decision. A hearing shall be granted by the University Tenure Committee, if the committee believes that the request for a hearing demonstrates that one or more of the bases for appeal may exist.

If the University Tenure Committee grants a hearing it shall be held within one hundred twenty (120) calendar days of the date of receipt by the faculty member of the terminal contract. In such appeal procedures, the burden of proof is on the faculty member making the appeal.

In the event of a hearing, the appealing faculty member shall be guaranteed due process which shall include, but not be limited to, the right of access to the complete tenure file; the right to appear before the committee; the right to call witnesses in his/her behalf; the right to cross examine other witnesses; and the right to present evidence in his/her behalf with respect to the bases of the appeal.

Following the appeal hearing, the University Tenure Committee shall submit a written report to the President summarizing its findings and making recommendations as it deems appropriate. The President may or may not recommend to the Board of Regents that tenure be granted. The report from the University Tenure Committee shall be made available to the Board of Regents.

2.8 Separation

Eventually, every faculty member must sever his/her contractual relationship with Murray State University. To protect the interests of both parties, categories of separation are here defined, and the policies and procedures related to each are set forth.

2.8.1 Exit Interview and Clearance Procedures

Prior to the termination of employment and receipt of the last salary payment, a clearance form must be completed and placed on file in the Office of Human Resources. Because of the extreme hardship which is often caused by untimely termination, it is requested that the faculty member provide the earliest possible notice to the Department Chair.

2.8.1.1 Department Responsibility

Upon ascertaining that a faculty member is terminating, the Department Chair must notify the Office of Human Resources and Payroll. The department must complete the top portion of the Employee Clearance Record (Personnel Form No. 8), submitting the top sheets to the Office of Human Resources and Payroll, and give the last page to the terminating faculty or staff employee to obtain proper signatures. The purpose for clearing each of the agencies is listed below.

- A. A faculty member's department must verify that all property of the university assigned to or belonging to the department has been accounted for and returned. The departing faculty member must be advised to discontinue the use of any university privileges and services after

- termination of employment. Such items which are the responsibility of the department should be retrieved by the department, including the Faculty Handbook and the Advising Handbook.
- B. The University Library must verify that all books or other library materials have been returned, and that all charges are paid. Should there be outstanding charges or library material, the Circulation Department and Interlibrary Loan Department of the Library must attach a list of such charges or titles to the Employee Clearance Record and forward a copy to the Department Chair.
 - C. The Cashier's Office must verify that all debts, parking fines, and equipment purchases have been paid.
 - D. Public Safety and Emergency Management must verify that all keys assigned by that department have been returned and that the parking permit has been returned.
 - E. Grants Accounting must verify that any pending grants are completed and obligations to granting authorities fulfilled.
 - F. University Store must verify that all charges have been paid. Should there be outstanding charges, the University Store must attach a list of such charges to the Employee Clearance Record and forward a copy to the Department Chair.
 - G. The Office of Human Resources discusses and counsels the terminating faculty member concerning fringe benefit options. This office completes the necessary form for fringe benefit termination and/or continuation, collects the American Express Card, if applicable, and collects the Employee Clearance Record. Office of Human Resources notifies the department concerning any unfinished clearance procedure or necessary action.

Improper approval by a clearing agency may result in loss of university property. Errors made by the clearing agency must be corrected by that department. Any financial loss to the university may be charged to the clearing agency's budget.

Final check(s) will be released or mailed to the employee's forwarding address by the Payroll Office upon completion of the Employee Clearance Record.

2.8.1.2 Faculty Responsibility

1. Each faculty member who is terminating his/her employment for any reason with the university must schedule an exit interview with his/her Department Chair as part of the faculty member's clearance procedure (applies to voluntary and involuntary termination). This exit interview must be scheduled far enough in advance of the last day of work to allow for completion of any required action by any party.
2. Each faculty member must obtain the proper signatures on the Employee Clearance Record and schedule a meeting with the Office of Human Resources to review appropriate benefit termination and benefit continuation.
3. The completed Employee Clearance Record must be submitted to the Office of Human Resources prior to receiving the final salary check.
4. Final check(s) will be released or mailed to the employee's forwarding address by the Payroll Office upon completion of the Employee Clearance Record.

2.8.2 Mandatory Retirement

(Adopted by the Board of Regents March 23, 1974, revised February 17, 1990, and November 14, 1992)

A non-tenured faculty member may not be terminated due to age as long as he/she is physically and mentally able to perform the job to which he/she is assigned. A tenured faculty member may not be

terminated due to age as long as he/she is physically and mentally able to perform the job to which he/she is assigned.

2.8.2.1 Option for Early Retirement/Professor Emeritus Status

Any tenured faculty member may apply for early retirement or professor emeritus status or both by submitting a request to the Chair. The Chair will endorse the request if such is in the best interest of the university. The request should be reviewed by the Dean, and if approved, be forwarded to the Provost and Vice President for Academic Affairs. Upon a favorable recommendation by the Provost and Vice President for Academic Affairs, the President shall consider the request for recommendation to the Board of Regents.

Upon approval of the request by the Board of Regents, the faculty member will be placed in early retirement status and may be hired as a professor emeritus for a term specified in the term of employment.

An early retirement/professor emeritus faculty member may be given the opportunity to teach a minimum of six and a maximum of twelve semester hours per year, or other approved special assignments, under guidelines established by KTRS. The faculty member should negotiate the base salary level with the Chair and Dean, with the approval of the Provost and Vice President for Academic Affairs, prior to participation in the early retirement program and may be entitled to annual salary raises. The Chair should assign the early retirement faculty member consistent with the needs of the department and stay within the limitations of KTRS.

2.8.3 Resignation

Resignation is a severance action by which a faculty member voluntarily seeks to be released from a contract with the university. Ordinarily, notice of resignation is submitted to the Chair, Dean, Provost and Vice President for Academic Affairs and President on or before March 15 of the year of resignation. It is expected that, except in unusual circumstances, resignation will be effective at the end of the academic year.

If a resignation is for reasons of prolonged mental or physical illness, the university in consultation with the individual or his/her representative, may consider whether the option of leave of absence would be appropriate and beneficial for all parties concerned (see Section 2.10.2.)

2.8.4 Non-Reappointment Policy

The term non-reappointment means that the university has decided not to renew a faculty appointment at the conclusion of the stated probationary contract term (see Section 2.2.2 and 2.7.3 for the definitions of probationary contract and period).

2.8.4.1 Reasons for Non-Reappointment

In addition to the grounds stated in KRS, paragraph 164.360 (see Section 2.8.5), reasons for non-reappointment of a probationary contract may include, but are not necessarily limited to, the following:

1. cancellation of or change in a program;
2. declining enrollment or enrollment emergency;
3. overstaffing;
4. incongruity between the teaching fields of the faculty member and the programmatic needs of the university;

5. unfavorable reviews of the faculty member's major appointment responsibilities of teaching and/or advising;
6. inadequate performance of the faculty member's appointment responsibilities; and,
7. financial exigency or other reduction in force.

The decision not to reappoint a ranked faculty member is made at the sole discretion of the President except that any such decision may not be discriminatory, arbitrary, or capricious. The President shall act after receiving the recommendation of the Provost and Vice President for Academic Affairs and Dean who shall have consulted with the appropriate Department Chair. If the faculty member is the Department Chair, the recommendation of the Provost and Vice President for Academic Affairs and Dean shall suffice. No statement of reasons for non-renewal is required.

2.8.4.2 Notification Deadlines for Non-Reappointment

Notice of non-reappointment must be given to the faculty member in writing by the following dates:

1. on or before March 15 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial, one-time appointment, if it expires during an academic year;
2. on or before December 15 of the second academic year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic year; or
3. in all subsequent academic years, at least twelve months prior to the expiration of the appointment.

2.8.5 Financial Exigency and Reductions in Force

Sometimes it may become necessary to reduce the number of faculty members carried on the university payroll due to an extreme financial shortfall, program elimination, or other reorganization.

2.8.5.1 Financial Exigency

In the event of a budget crisis, the university will always make good faith efforts to protect faculty members from the full effects of the shortfall. However, if the Board of Regents decides that after taking other reasonable steps, it is necessary to reduce the faculty payroll, it may vote to declare a state of financial exigency. Although priority will be given to protecting the appointments of senior and tenured faculty, all faculty positions are available for elimination once a state of financial exigency has been declared by the Board.

If such a declaration should be made, the Provost and Vice President for Academic Affairs will meet together with the Deans, the Faculty Regent, the President of the Faculty Senate, and the Chair of the Faculty Handbook and Personnel Committee to receive advice on establishing a rational means of carrying out the reduction goals established by the Board. The Provost and Vice President for Academic Affairs will then recommend a reduction plan to the President who, in turn, shall seek final approval of the plan by the Board of Regents.

2.8.5.2 Reduction in Force

If the Board of Regents should vote to eliminate an academic program or to combine academic programs resulting in a reduction of faculty positions, all faculty positions in that/those program(s) become available for elimination. However, the university must make a good faith effort to protect tenured faculty members from loss of position in the event of a reduction in force. As long as a vacant position exists somewhere in the university which the tenured faculty member might reasonably fill, as determined by the appropriate administrators of the effected units, such position should be offered to the faculty

member, although not necessarily at the same salary or benefit level he/she was receiving in his/her previous position.

2.8.5.3 Appeal Procedure

Any faculty member who is separated from the university as a result of financial exigency or other reduction in force has a right to a due process hearing. In consultation with the Faculty Senate the President shall name a hearing body. The hearing body shall establish appropriate due process procedures to guide the hearing process. The hearing board shall make its recommendation to the President. The President has the right to consult with appropriate individuals while considering the recommendation and prior to making a final decision. The faculty member shall have the right to request a hearing before the Board of Regents. Such request shall be made in writing no later than thirty (30) days after receiving the written decision of the President.

2.8.6 Dismissal for Cause

Dismissal for cause is a severance action by which the university terminates its contract with the faculty member for just cause. Any teaching contract is subject to action under this section. Dismissal proceedings may be instituted on the basis of the grounds as set forth in Kentucky Revised Statutes, paragraph 164.360, part (3) of which states:

Each board may remove the President of the university or college, and upon the recommendation of the President may remove any faculty member or employee, but no President or faculty member shall be removed except for incompetency, neglect of or a refusal to perform his duty, or for immoral conduct. A President or faculty member shall not be removed until after ten (10) days' notice and an opportunity has been given him to make defense before the board by counsel or otherwise and to introduce testimony which shall be heard and determined by the board. Charges against a President shall be preferred by the Chairman of the board upon written information furnished him, and charges against a faculty member shall be preferred in writing by the President unless the offense is committed in his presence.

In any case involving dismissal for cause, the burden of proof that just cause exists shall be on the university, which proof shall be by clear and convincing evidence in the record considered as a whole. Dismissal proceedings will not be used to restrain a faculty member's academic freedom or other rights as a citizen.

2.8.7 Action Short of Dismissal

Under circumstances which clearly and demonstratively warrant doing so, the President may choose to suspend a faculty member, with or without full pay and benefits, for a period of time of up to thirty (30) days. In unusual circumstances, the President may take appropriate personnel action without previous citation or warning but under neither circumstance shall the suspension be arbitrary or capricious.

Should a suspension of longer than thirty (30) days be deemed necessary, the President must receive the approval of the Board of Regents, which will hold a due process hearing on the matter. In all such hearings, the burden of proof will lie with the university. Following the hearing, the Board may exonerate the faculty member, issue a letter of warning which will become a part of the faculty member's permanent personnel file, place the faculty member on disciplinary probation for a period of one (1) year, or suspend the faculty member for up to one (1) year, with or without full pay and benefits. During the period of suspension, the faculty member shall not receive a promotion or a salary increment and may be denied faculty privileges.

2.9 Faculty Rights and Responsibilities

(Adopted by the Murray State University Board of Regents March 1, 1969; revised November 20, 1991, and November 14, 1992)

It is the desire of Murray State to provide a wholesome and intellectually challenging educational, moral, and social atmosphere for the students so they may fully develop into well-educated, responsible adult citizens. In order to stimulate growth, students must be exposed to a wide range of thoughts, ideas, and concepts. Therefore, the university respects the rights of members of the academic community—students, faculty, and staff—to explore and discuss questions or issues which interest them, to express their opinions in public and private, and to join together with others to express their concern via orderly means.

The university believes in and encourages the exercise of all the freedoms Americans enjoy, including the freedom of speech and dissent. However, the exercise of rights carries with it corollary responsibilities, including the exercise of rigorous self-discipline, thereby guaranteeing to all members of the university community, regardless of viewpoint, the free exercise of their constitutional rights. Accordingly, the university will not permit behavior which interferes with the exercise of basic rights, including intimidation, the destruction of property, interference with vehicular or pedestrian traffic, force or violence or the threat of force of violence, or the harassment of faculty, students, staff, or campus guests, including those who have been invited to speak on campus by the university. Anyone who violates one or more of these prohibitions or who encourages in such a violation may be subject to university disciplinary action and/or action by federal, state, or local governing authorities.

The university commits itself to the free exchange of ideas in a peaceful and orderly environment which encourages communication and the resolution of differences. The university will not allow disruptive or disorderly conduct which interferes with the educational process or with the use of university facilities. Free speech is appropriate to matters of public as opposed to private concerns.

2.9.1 Statement of Academic Freedom

(Adopted by the Murray State University Board of Regents October 16, 1958, revised December, 1991, and November 14, 1992)

The following statement is promulgated in the spirit of the 1940 Statement of Academic Freedom issued by the American Association of University Professors:

The classroom and the students have first call on a faculty member's time and interest, and the dedicated effective teacher will consider these his/her primary responsibility.

Faculty members are entitled to full freedom in research and in the publication of the results.

Faculty members are entitled to academic freedom in the classroom, but should limit the introduction during class of matters which have no direct relation to the subject matter of the course being taught.

A faculty member is a citizen, a member of a learned profession, a part of the educational institution. When such a professional speaks or writes as a citizen, there should be freedom from institutional censorship or discipline, but this special position in the community imposes special obligations. It should be kept in mind that the public may judge the profession and the institution by such utterances; hence, a faculty member should at all times be accurate, exercise appropriate restraint, show respect

for the opinion of others and make every effort when speaking or writing as a citizen to indicate that he/she is not an institutional spokesperson.

2.9.2 Code of Professional Ethics

Although no set of rules or professional code can either guarantee or take the place of the faculty's personal integrity, Murray State University believes that the "Statement of Professional Ethics" promulgated by the American Association of University Professors in 2009 may serve as a reminder of the variety of obligations assumed by all members of the academic profession. Murray State University endorses the Association's "Statement" in the Faculty Handbook which is stated below in abbreviated form:

1. Members of faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, the members of faculty encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects students' true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.
3. As colleagues, members of faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
4. As members of the institution, members of faculty seek above all to become effective teachers and scholars. Although they observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside and inside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, the faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Integrity, self-discipline, good judgment, intellectual honesty, and respect for students and colleagues all are faculty obligations. A personal relationship between a faculty member and a student that interferes

with or jeopardizes faculty obligations and faculty effectiveness is inappropriate, and is to be avoided. In particular, when a faculty member enters into an amorous, romantic, or sexual relationship with a student for whom the faculty member has direct academic responsibility (instructional, evaluative, or supervisory), that relationship is a conflict of interest and may subject the faculty member to sanctions.

Faculty should refer to section 2.17 and/or section 2.18 if they believe Code of Professional Ethics have been violated. Concerns may be reported anonymously through the [Whistleblower](#).

2.9.3 Sexual Harassment Policy

- A. Reporting Sexually Harassing Behavior. Murray State University is committed to maintaining an environment free from unlawful discrimination. Consistent with this, sexual harassment will not be tolerated at Murray State University. The University will continue to educate the campus with respect to sexual harassment and will continue to provide avenues for redress when issues arise. However, it is the responsibility of all Students, Faculty, Staff, and Regents to avoid sexually harassing behaviors.
- B. Definitions. Sexual harassment is a form of gender discrimination which violates state and federal law and University policy. Students and employees can be the victims, or perpetrators, of sexual harassment. Whether actions constitute sexual harassment depends upon the particular facts surrounding, and law applicable to, the situation in question. However, in general, sexual harassment may be present if there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and:
 - 1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation or performance in any course, program, or activity;
 - 2. submission to or rejection of such conduct by an individual is used as a basis for making decisions with respect to the individual's employment or participation or performance in any course, program, or activity; or
 - 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation or performance in a course, program, or activity, or creates an intimidating, hostile, or offensive environment for work or any course, program, or activity.

Sexual harassment can occur in different relationships including that of supervisor-employee, teacher-student, and student-student. Purely voluntary personal or social relationship without any of the discriminatory effects noted above may not be sexually harassing behavior. However, Regents, administrators, faculty, and staff are strongly urged to avoid relationships of an amorous or intimate nature with individuals, such as subordinates or students, whom they supervise, have an instructional responsibility for, or have or may have the responsibility to evaluate. The existence of a power differential between the parties naturally raises the question whether the relationship is, in fact, voluntary.

Victims of sexual harassment are primarily, but not exclusively, women. Sexual harassment occurs primarily, but not exclusively, between members of opposite sexes.

Sexual harassment takes many forms. It can include sexual innuendo, suggestive or demeaning comments, insults, hostile remarks, humor and jokes about gender or gender-specific traits, requests or demands for sexual favors, threats, or suggestive gestures. It can also include touching, pinching, brushing the body, assault, or coerced or nonconsensual sexual intercourse.

- C. Reporting Sexually Harassing Behavior. Murray State University encourages every member of the University community who believes he or she has been the victim of sexual harassment to report the allegations as soon as possible. Time limitations apply to the reporting of claims and the chance for remedial action may be lost by delay.

The University has formal and informal processes for resolving claims of sexual harassment. Victims of sexual harassment are encouraged to report their allegations even if they do not wish to utilize these processes. Claims of sexual harassment should be made to the following offices:

1. Claims by employees against other employees including their supervisors, and claims by students including student workers against Faculty members or other employees should be made with the Office of Institutional Diversity, Equity and Access, 103 Wells Hall, telephone number 270-809-3155.
2. Claims by a student against another student should be made to the Vice President for Student Affairs, 425 Wells Hall, 270-809-6831.
3. If the Director of the Office of Institutional Diversity, Equity and Access is the person against whom complaint is made, the report should be made to the President of the University.
4. If the complaint is against the President or a member of the Board of Regents, the report should be made to the Chair of the Board of Regents. If the complaint is against the Chair of the Board, the complaint should be made with the Vice-Chair of the Board.
5. If there is doubt about which office the allegations should be made to, or if assistance is needed with respect to a complaint, the Office of Institutional Diversity, Equity and Access should be contacted for help.

In accordance with law, there will be no retaliation against an individual making a good faith claim of sexual harassment.

- D. Sanctions. Any individual charged with sexual harassment will be accorded due process in compliance with established University procedures. Sanctions for sexual harassment may range from written warning to termination (for an employee) or expulsion (for a student).

Adopted by Murray State University Board of Regents on May 12, 1990. Section 2.21

Amended by Murray State University Board of Regents on February 29, 2008. Section 2.21; and September 7, 2012, Section 2.9.3.

2.9.4 Policy on Intolerance

The faculty of Murray State University affirms the university's Policy on Intolerance (as stated in the University Academic Bulletin 2012-2013, p. 12-13):

The university is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the university has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the university provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

When any violation of a university policy, rule or regulation is motivated by intolerance toward an individual or group based on characteristics such as race, color, national origin, gender, sexual orientation or political or religious beliefs, the sanction will be increased in severity and may include separation from the university.

2.10 Professional Development Leaves

Murray State University offers a variety of leaves to promote the professional growth and effectiveness of its teaching, research and administrative personnel. Faculty members, as defined in Section 2.1.1, are eligible for sabbatical leaves. The university expects a minimum term of employment following all leaves as specified in each leave policy.

Each college will establish and distribute criteria under which proposals are to be evaluated. These criteria will reflect the goals and objectives of the college as it in turn contributes to the overall mission of the university. Proposals shall directly relate to the university's three-fold mission of teaching, research, and public service.

For further sources of grant money for instructional improvement and research consult the Office of Sponsored Programs or the Committee for Institutional Studies and Research (CISR).

2.10.1 Academic Sabbatical Leave Policy

Academic sabbatical leaves are awarded for either two semesters at one-half salary or one semester at full salary. This program is open to ranked faculty (see Section 2.1.1) who have completed twelve (12) semesters (exclusive of leave without pay) of continuous full-time academic service at Murray State University.

Twelve semesters of full-time academic service (exclusive of leaves without pay) must be performed following a previous academic sabbatical to establish eligibility for an additional academic sabbatical. Sabbatical leaves are not awarded automatically.

2.10.1.1 Guidelines for Proposals

A proposal for academic sabbatical leave should state the purpose for which the sabbatical is sought and detail the manner in which the sabbatical would be used. Leaves may be granted for one or more of the following purposes:

1. Advanced study beyond the terminal degree (under special circumstances a sabbatical may be granted for the completion of a terminal degree).
2. Research or scholarly/creative activities.
3. Professional travel directly related to a program of professional improvement.
4. Professional activities approved by the Promotion and Leave Committee.

A faculty member who intends to hold a position in addition to the terms of the sabbatical application must be recommended by the Dean and approved by the Provost and Vice President for Academic Affairs prior to the beginning of the sabbatical.

2.10.1.2 Procedures for Application

1. By OCTOBER 15, the faculty member shall submit a sabbatical leave proposal to his/her Chair. Application forms may be obtained from the Office of the Provost and Vice President for Academic Affairs. Application should be initiated October 15 for leave granted for the next academic year.
2. By NOVEMBER 1, the Department Chair will forward all proposals to the Dean along with his/her recommendation. The Chair will also attach a statement of proposed scheduling and staff adjustments to permit the leave.

3. By DECEMBER 1, the Dean will review all the applications and forward them to the Promotion and Leave Committee with a funding plan.
4. At the termination of a sabbatical, the Dean shall be responsible for reporting to the Promotion and Leave Committee any problems regarding the completion of the proposals, scheduling of classes, or staff adjustments.
5. By DECEMBER 15, the Promotion and Leave Committee will review and forward all proposals to the Provost and Vice President for Academic Affairs. In determining its priorities for recommendation, the committee will give careful consideration to the needs of the university, faculty's length of service to the university, the relative merit of the proposed programs, the effect of postponement, the timeliness of the activity, and insofar as possible, the record of accomplishment on previous leaves.
6. By DECEMBER 30, the Provost and Vice President for Academic Affairs will review all leave proposals and forward them to the President with his/her recommendation.
7. By JANUARY 30, the President will notify faculty of his/her recommendation regarding the application for leave. The President presents his/her recommendations to the Board of Regents at its winter meeting.

2.10.1.3 Contract Agreement

The recipient of a sabbatical leave must sign a contractual agreement to return to Murray State University for a minimum of two years. Time spent on leave without pay does not count as time spent at Murray State University. Should the faculty member decide not to return to the university following the leave, or not to stay the entire two years, he/she will reimburse the university in full for the salary received and any accompanying fringe benefit costs as per terms of the contract. For further explanation of fringe benefit coverage see Section 2.15.

In extraordinary circumstances, a faculty member may request postponement of a leave. If such a request is granted, future funding for the leave is not guaranteed. However, if the postponement is initiated by the university, funding for the leave is guaranteed. In either event, eligibility for future leaves will be calculated from the semester for which the leave was initially approved.

No later than sixty (60) days after his/her return to the university, the faculty member shall complete the terms of the leave contract by submitting a written report of leave activities to his/her Chair. The Chair shall be responsible for routing the report to the Dean and the Provost and Vice President for Academic Affairs.

2.10.2 Leave of Absence without Pay Policy

(Adopted by the Murray State University Board of Regents March 5, 1977, revised November 14, 1992)

Leaves of absence without compensation are offered by Murray State University to promote the professional growth and effectiveness of its teaching, research and administrative personnel, as well as to permit faculty and administrative personnel to seek public office and to make their expertise available to government and other fields.

The Board of Regents may grant a leave of absence for a period up to one year, at which time the recipient is expected to return to the campus. While a leave is initially granted for only up to one year, it is subject to extension by the Board of Regents on a year-to-year basis. A tenured faculty member granted a leave beyond one year retains all tenure rights. Anyone hired to replace a faculty member on leave

should be informed that in the event the tenured faculty member on leave chooses to return at the end of the leave period, the position will no longer be available.

A proposal for leave of absence should state the purpose for which the leave is sought and detail the manner in which it would be used. A leave may be granted for one or more of the following purposes provided that satisfactory arrangements can be made for the handling of the recipient's responsibilities during the leave period:

- A. Advanced study directly related to teaching or professional responsibilities.
- B. Research or other scholarly/creative activities.
- C. Professional travel.
- D. Restoration of health.
- E. Participation in a political election, and holding public office.
- F. Significant service to government or other agencies.
- G. Professional activities approved by the Promotion and Leave Committee and the Provost and Vice President for Academic Affairs.

Time spent on leave shall not count toward the probationary period for tenure eligibility (see Section 2.7.3), nor toward time requirements for leave eligibility.

The administrative procedures and timetables described in Section 2.10.1.2 are followed for applications for a leave of absence.

An applicant for a leave of absence is advised to become familiar with policies concerning fringe benefits, specifically the Health Insurance Program, Section 2.15.2.1 (or Policy V A in the Personnel Policies and Procedures Manual), and the Kentucky Teachers Retirement System (Policy V B in the Personnel Policies and Procedures Manual), particularly the paragraph entitled Relation of Contribution, Salary and Service Credit.

2.11 University Sessions

The school year at Murray State University is divided into four sessions: the fall semester, the winter term, the spring semester, and the summer session. The official university calendar is published each semester in the Schedule of Classes.

2.11.1 Summer Session Employment

The number of faculty required for the summer session will be designated by the appropriate university officials and will depend upon projected academic needs and available financial resources. Faculty members teaching in the summer session will not receive a formal contract, will be hired on a Personnel Action form, and will be paid at the end of each session worked.

Each department has its own established criteria and procedures for determining who will be offered employment for the summer session. These criteria and procedures shall be reviewed by the Dean for conciseness and fairness prior to implementation.

If the university administration specifically requests an individual for summer employment, it will not affect his/her summer teaching status in the department in subsequent years. Individuals not under contract for the ensuing year should not expect summer employment unless the university has a special need for such service.

2.12 Workload

Murray State University recognizes a member of its faculty as a professional whose service to the institution cannot adequately be expressed in terms of hours of work.

Murray State University views faculty employment as entailing several professional responsibilities. The first of these is an expectation of teaching excellence. A commitment to the primacy of the teaching function and to ongoing efforts to improve one's teaching effectiveness is an uncompromising necessity. It is the policy of Murray State University that all classes meet as scheduled. In cases of anticipated absence, the instructor shall propose a plan to be approved by the Department Chair. In cases of unanticipated absence, the Department Chair shall be notified, and appropriate arrangements be made. The Department Chair, in the event of absence, is responsible for arranging coverage of his/her classes.

While teaching loads vary throughout the institution, twelve semester hours constitute a typical teaching load. Classroom contact hours vary from twelve to twenty-five, depending upon the nature of the discipline and the type of instruction provided.

Murray State, as a regional university, recognizes a responsibility to extended campus and distance learning programs. Faculty may, as a part of their teaching assignment, be responsible for classes at extended campus centers and/or distance learning instruction including classes offered on the Interactive Telecommunications Network.

2.12.1 Non-Teaching Duties of Faculty

The normal non-teaching duties and activities of faculty include:

1. Continuing scholarship is expected of each faculty member. It may be fulfilled in several ways. All faculty members are expected to keep abreast of developments in their fields including pedagogical innovations/improvements. Murray State University encourages—and within its resources, supports—faculty attendance at workshops, seminars and other professional conferences. Professional activity is likewise encouraged. Research activities are recognized and encouraged, especially in areas of the institution engaged in graduate education.
2. A second expectation is that of working with students and demonstrating a personal concern for them. Of particular importance is the responsibility for academic advising. Although decisions in the final analysis are the responsibility of the student, faculty members are expected to become acquainted with the academic requirements of students being advised and to maintain a counseling folder containing the academic program projections of each student advisee. Faculty-student contacts both in terms of campus organization activity and individual tutorial activity are encouraged. Faculty members are expected to post hours during which they are readily accessible to students. Specific office hour policies are determined by each college. A schedule of classes and office hours should be filed with the Chair and the Dean at the beginning of each semester as well as posted on the individual's office door.
3. A third expectation entails institutional responsibilities such as committee participation, attendance at university, college/school and departmental meetings, and involvement in activities and functions of the university community.

Upon approval of the Chair, faculty may utilize the service of the secretarial staff of their respective departments to assist in the preparation of books, professional articles, papers, reviews, grant proposals, and other service related activities.

There are a few occasions for which all faculty are expected to be in attendance. Such occasions include the fall faculty meeting, Founders Day, commencements, and special occasions as determined by the President. The Dean of the college may likewise call a special meeting of the faculty at which full attendance is expected.

Faculty members are expected to participate in commencement exercises in appropriate academic attire. Cap, gown, and hood may be purchased through the University Store. Commencement exercises are held at the end of the spring and fall semesters.

Faculty members are also expected to be familiar with the contents of this Faculty Handbook, the Personnel Policies and Procedures Manual, the Advising Handbook, and all student life policies found in the Student Handbook.

2.12.1.1 Grants

Faculty members are encouraged to seek grants from governmental or private sources for teaching or research. The Provost and Vice President for Academic Affairs and the Office of Sponsored Programs have established a library containing information from foundations and agencies which support higher education and are prepared to work with faculty members in preparing grant requests and proposals. The Provost and Vice President for Academic Affairs works with the President in determining the amount of university support which can be committed for matching grants. All grant activities must be coordinated with the Dean, the Office of Sponsored Programs and the Provost and Vice President for Academic Affairs. The official university signature form may be obtained from the Office of Sponsored Programs and must accompany all grant applications. Copies of the university's Grants and Contracts Policy are available in the Office of Sponsored Programs.

2.12.1.2 Research

Murray State University encourages research activity and supports research where possible through the actions of the Committee for Institutional Studies and Research. Research activities funded by or involving CISR must be coordinated with the appropriate Chairs, Deans, and the Provost and Vice President for Academic Affairs.

Research stresses creative activity and original contribution in any area of knowledge in the individual's discipline. Research is concerned with the discovery of new knowledge (basic research), with critical examination of the evidential basis of existing knowledge, and with the application of both old and new knowledge to the uses of humanity (applied research) and with the demonstration of scholarship and currency in one's teaching field. Research requires devotion to the discovery, development, and refinement of knowledge and the application of knowledge in a field of expertise, usually resulting in publication, for critical evaluation by peers. It should be noted that in the arts, presentations in the form of productions, original recitals, exhibitions, and concerts might assume a role similar to publications for critical evaluation by peers.

Two major programs of support for research projects are available on the campus, both administered by the Committee on Institutional Studies and Research (CISR). The first is the Presidential Research Fellowship program.

Offering a summer stipend, the Presidential Research Fellowship may be awarded to no more than two faculty members each year on a competitive basis. The guidelines are:

1. The activity must be aimed at research or scholarly production.

2. The successful applicants will be among those who are, in the opinion of the CISR Committee, most likely to produce significant results in a short period of time.
3. Fellowships may be held in conjunction with normal CISR grants but the proposed work must not be dependent on such a grant.
4. Other duties may not include:
 - i. summer teaching appointments
 - ii. significant outside obligations
 - iii. summer professional leave appointments.
5. The awarding of a Presidential Research Fellowship to an applicant in a twelve-month position is based upon the applicant receiving a two-month leave without pay from the university.
6. The successful applicants will be required to be in the continuing employment of Murray State University in the following academic year.
7. A summary report is due on October 1 following the summer term.
8. The regular grant support program administered by the CISR offers varying levels of funding, depending on the requirement of the recommended proposals, on a competitive basis to all members of the faculty.

In completing the proposal form for the committee, the applicant should carefully delineate his/her proposal within his/her field of scholarship, why the proposed research project is necessary, what gaps in scholarly knowledge will be filled by the project, and special skills, training, educational or research competencies he/she possesses that equip him/her to successfully complete the project. If the proposal is funded, the principal investigator is required to submit a progress report to the CISR committee at the end of the grant period.

2.12.2 Professional Activities and Outside Employment

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

1. Since the faculty member's primary responsibility is to the university, all outside employment is considered secondary. Outside activities will be deemed excessive when, in the judgment of the Department Chair, Dean, or the Provost and Vice President for Academic Affairs, they are of an extent which interferes with the discharge of the faculty member's full obligation to the university. While no fixed time is set, the equivalent of one working day a week is sometimes used as an upper measure.
2. Advance discussion of proposed outside activities with the Department Chair is desirable, and the faculty member is responsible for keeping the Department Chair and Dean fully informed in writing about the nature and extent of current outside commitments.
3. Except in rare instances, the outside work schedule should be flexible so as not to require the absence of the 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 holidays, leave without pay, etc.
5. Except in cases specifically approved in writing by the President authorizing official university involvement, the faculty member in undertaking such employment shall act as an individual and not as an agent of the university and shall not use the name or seal of the university in connection with such work.

6. The amount of earnings from outside activities is not a concern of the university. Except when advice or services are given free in the public interest, a faculty member should charge comparable fees as would be charged by firms or individuals doing the same work.

The university assumes no responsibility for the competence or performance of "outside activities" engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Faculty members may not represent themselves as acting on behalf of the university.

2.12.3 Use of University Facilities and Services

In undertaking outside employment, the faculty member shall not make use of university facilities or personnel without prior written approval of the head of the unit responsible for the facilities or personnel, who shall determine to what extent the university shall be reimbursed for such use.

Except for the use of office space assigned to a faculty member, university facilities (including, with limitation, computers and other equipment) may be used by faculty members in connection with "outside activities" and "outside professional activities" only after written approval by the Chair of the faculty member's department, the Dean and the person responsible for operating the facility or equipment. In all cases, the faculty member or his/her outside employer or sponsor will pay the rate established by the university for the use of the facility, equipment, materials, or services. The use of University Libraries' proprietary electronic resources to teach courses or provide other instructional support for institutions other than Murray State University is strictly prohibited.

Official stationary or university secretarial services may not be used in connection with "outside activities" except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of Murray State University attributed to it. The use of official university titles for personal gain or publicity is prohibited without the written approval of the President.

2.12.4 Political Activity

Faculty members, as citizens, are free to engage in political activities. Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of his/her university responsibilities (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for leave of absence with the Department Chair and the Dean before undertaking such activity. (See Section 2.10.2, Leaves of Absence without Pay Policy.)

The terms of such leaves of absence will be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service.

2.12.5 Compliance and Enforcement

The Dean and the Department Chair are available for advance consultation with respect to potential conflicts between a faculty member's primary responsibility and outside activities. The university expects faculty and staff members to seek advice from these sources. Legal guidance is also available for problems not otherwise resolvable. In cases where legal advice is sought, it should be remembered that the Office of General Counsel owes primary responsibility to the university as such and guidance should be sought through proper channels.

If the Department Chair or the Dean is concerned about whether a faculty member is meeting the standards of this policy, the Chair will discuss this with the faculty member. If a satisfactory resolution cannot be reached, the Chair will advise the Dean. The Dean will meet with the member of faculty to resolve the issue.

2.13 Work Environment

Policies concerning the campus working environment and the nature of university involvement in the faculty member's research activities are included in this section.

2.13.1 Copyright Compliance Policy

Faculty members are responsible for knowing and observing the laws concerning the use of copyrighted material. Faculty are especially urged to become familiar with the provisions concerning "fair use" as it pertains to teaching and with copyright issues which may be present, e.g., with distance learning and use of the Internet.

2.13.2 Intellectual Property Policy

Murray State University embraces the multiple missions of a state supported university: teaching, research and support of the public interest. The university encourages research and scholarship and recognizes that intellectual properties may arise from the scholarly activities of the university. While many intellectual properties are best disseminated by publication and placement in the public domain, there are a significant number that are most effectively handled by protection under the intellectual property laws (e.g., patenting and copyright) and licensing (or other transfer) to private sector entities, with attendant financial considerations. It is therefore important to establish clear policies regarding the ownership, commercialization and financial rewards resulting from the creation of such intellectual property. Accordingly, this intellectual property policy (IP Policy) is designed to: 1) establish ownership criteria for intellectual property developed by members of the university community and to resolve ownership questions if such arise; 2) define the responsibilities, rights and privileges of those involved; and 3) develop basic guidelines for the administration of the IP Policy.

Nothing herein shall be construed as granting any rights to any person such as may prevent or otherwise impede any responsibility, obligation or requirement of the university under any state, local or federal law/regulation or in regard to any regulatory or accrediting agency or entity.

2.13.2.1 Definitions

The following definitions apply for the purpose of this IP Policy:

- A. Intellectual Property – Information and technology that can have potential commercial value that is subject to university ownership and control includes inventions, discoveries or innovations (whether tangible or intangible and whether or not patentable or reduced to practice), patent applications, patents, methods, processes, proprietary information, protocols, specifications, techniques, copyrightable works, trademarks and service marks, software, computer programs, integrated circuit designs, industrial designs, databases, new machines, compositions of matter, written materials which are the subject matter of patents and copyrights, biological materials including cell lines, plasmids, hybridomas, monoclonal antibodies, plant varieties together with new life forms, bioengineered agents, technical drawings, data, formulae, codes, art and creative endeavors, trade secrets, know-how, and

- moral rights. It includes, but is not limited to, Intellectual Property which is protectable by statute or legislation, whether or not formal protection is sought and which are developed as the result of university activities.
- B. Copyrightable Works – includes, but is not limited to, written materials, sound recordings, videotapes, films, broadcast rights and licenses, promotional materials and merchandise, computer programs, computer-assisted instruction materials, and any copyrightable material as defined by federal law.
 - C. University Personnel – Any employee of the university (whether full or part-time, including temporary employees), including Faculty, staff, and Students (as set forth in 2.13.2.1(E) below), or individual covered by sponsored program agreements or other contractual arrangements. Visitors to the university who make Substantial Use of University Resources are considered as University Personnel with regard to any Intellectual Property arising from such use.
 - D. Faculty – all members of the university’s faculty organization as set forth in Chapter 2 herein, including Regular Ranked and Administrative Faculty and Special Appointment Faculty.
 - E. Student – any full- or part-time graduate or undergraduate student, regardless of whether the student receives financial aid from the university or from outside sources. A student shall be considered University Personnel under this IP Policy to the extent that any Intellectual Property developed by or with assistance from the student arises out of or in connection with: 1) work performed by the student as a university employee; 2) work performed by the student under a grant or other sponsored project of the university; or 3) work performed in connection with the Substantial Use of University Resources.
 - F. Scope of Employment – refers to activities which have been assigned to an employee/student by his or her supervisor, which are performed during normal working hours or which fall within the employee’s/student’s job description. Intellectual Property created by University Personnel who were employed specifically to produce a particular Intellectual Property shall be owned by the university.
 - G. Substantial Use – Substantial Use of University Resources occurs when development or creation of Intellectual Property involves the use of university resources (fiscal, human, or physical) beyond the following: customary use of 1) assigned office space, laboratories, studios, or libraries; 2) library collections, subscriptions or services; 3) secretarial or other staff assistance; 4) computer time or computer or lab equipment on hand; 5) network or Internet access; 6) standard office equipment and supplies; or 7) other support typically provided to faculty and staff. As a general guideline, the use of university resources (other than customary use of items (1)-(7) above) will be considered “substantial,” if, in any twelve consecutive month period, the value of those resources used exceeds \$2500. Beginning July 1, 2013, this initial amount shall be adjusted annually by a three percent increase.
 - H. Creator – any person or persons who create an item of Intellectual Property, including, but not limited to: 1) an inventor in the context of inventions (whether or not patentable), or 2) an author in the context of copyrightable works of authorship.

2.13.2.2 Applicability

This IP Policy shall apply to all Intellectual Property conceived, created, developed, first reduced to practice, written, or otherwise produced by University Personnel.

2.13.2.3 Ownership of Intellectual Property

- A. Intellectual Property developed by University Personnel and related rights shall be the sole and exclusive property of the university (subject to income distribution rights as set forth in Section 2.13.2.7) when the subject Intellectual Property is developed:

1. within the person's Scope of Employment within the university (except as may be specifically covered in Sections 2.13.2.3(C) and 2.13.2.4 below);
 2. with the Substantial Use of University Resources (except as may be specifically covered in Sections 2.13.2.3(B)(2)-(3) and (C) and 2.13.2.4 below); or
 3. in the course of a project arranged, administered, or controlled by the university and sponsored by persons, agencies, or organizations external to the university (subject to the terms of any external agreement between the university and any third party).
- B.
1. Intellectual Property resulting from independent work performed by a Student associated with coursework assignments or other than as set forth in this subsection shall belong to the Student (subject to Section 2.13.2.4(B) below).
 2. Absent a written agreement signed by the university to the contrary, Intellectual Property developed by a Student a) in connection with the activities set forth in subsections 2.13.2.1(E)(1)-(3) above, or b) in collaboration with other University Personnel, where the creation or invention of the Intellectual Property is related to another University Personnel's relationship with the university, shall be owned and controlled as set forth in Section (B)(3) below.
 3. Intellectual Property developed as per (B)(2)(a) above, including income therefrom, shall be owned and controlled by the university, except Students shall retain ownership of the copyright of their theses/dissertations (subject to Section 2.13.2.4(B) below). In cases involving collaboration with other University Personnel, as per (B)(2)(b) above, the parties who own the rest of the Intellectual Property will ordinarily retain ownership of the portion contributed by the Student (including any income therefrom). The Student shall execute any and all documents deemed by the owners to be necessary for the owners to have full use and enjoyment of the Intellectual Property and to carry out in good faith the intent and purpose of this IP Policy.
- C. Absent a written agreement signed by the university to the contrary, Intellectual Property and related rights shall be the sole and exclusive property of the university as well as income therefrom when the subject Intellectual Property constitutes:
1. Copyrightable Works not specifically exempted by Section 2.13.2.4 which are developed within the person's Scope of Employment within the university; and
 2. Works developed in the course of a project specifically sponsored or commissioned by the university.
- D. Creator(s) shall execute any and all documents deemed by the university to be necessary for the university to have full use and enjoyment of the Intellectual Property and to carry out in good faith the intent and purpose of this IP Policy. Intellectual Property developed by University Personnel other than as set forth in subsections A, B, and C above shall be the sole and exclusive property of the Creator(s). Intellectual Property or any other rights to Intellectual Property held by University Personnel prior to enrollment with or appointment to the university are excluded from this IP Policy. Such Intellectual Property shall be identified in writing at the time of appointment or enrollment. University Personnel shall file any disputes regarding ownership of prior Intellectual Property with the IPC (as defined in Section 2.13.2.5 below), and the IPC shall evaluate the ownership of such prior Intellectual Property in accordance with the same procedures set forth in this IP Policy regarding university ownership of Intellectual Property.

2.13.2.4 Exemptions and Exceptions

- A. Traditional Academic Works - This IP Policy recognizes the longstanding custom and understanding that Faculty members own copyright to their scholarly and creative work. Therefore, Faculty retain copyright to "Traditional Academic Works," (which includes, but is not limited to, printed materials such as books, manuscripts, research monographs, journal

- articles and reviews, theses and dissertations; works of art such as paintings, drawings, sculptures, musical or dramatic compositions and performances, poetry, popular fiction and nonfiction, choreographic works, pictorial or graphic works, movies, and television programs; course materials such as class notes, class handouts, exams, research proposals, classroom presentations, educational software, workbooks, and laboratory manuals) unless the copyright is developed pursuant to a sponsored research agreement (in which case ownership is determined as noted in subsection C of this section) or a contractual arrangement with the university or with the Substantial Use of University Resources. The university may have the need to have Intellectual Property developed for its use, ownership, and benefit that would normally be considered Traditional Academic Works. Should the university engage the services of a Faculty member to develop such Intellectual Property, the terms and conditions of the development, ownership, and compensation of the Faculty member shall be set forth in a predetermined written agreement.
- B. Students – Where Intellectual Property arising out of the Student’s own original work and participation in programs of study at the university is retained by the Student (as to student theses or dissertations), Students shall be deemed to have granted to the university or its designee a royalty-free perpetual non-exclusive license and consent to reproduce, use and publicly distribute the Intellectual Property for the limited purpose of the university in displaying said thesis or dissertation in its library(s) or electronically or as otherwise set forth in university policies regarding student theses/dissertations.
 - C. Externally Sponsored Work - Intellectual Property created as a result of work conducted under an agreement between an external sponsor and the university that specifies ownership of such Intellectual Property shall be owned as specified in said agreement and in accordance with state and federal law.
 - D. Individual Agreements - Except where limited by external sponsorship agreements, Creator(s) and the university may negotiate individual agreements to govern ownership, development and commercialization of Intellectual Property regardless of the applicability of any other provision hereof.
 - E. Consulting and Other Activity - Intellectual Property developed outside an employee’s Scope of Employment or contractual obligations, on the employee’s own time and without Substantial Use of University Resources shall be the sole and exclusive property of the Creator. Consulting activities that involve Substantial Use of University Resources may only be performed pursuant to written agreement with the University as set forth in Section 2.12.3 of the Faculty Handbook. In such cases, the written agreement shall specify ownership of Intellectual Property. If ownership is not specified, then ownership shall be determined in accordance with this IP Policy.

- University Personnel who engage in consulting work or in private business activities outside their Scope of Employment are responsible for ensuring that 1) such services or activities do not conflict with this IP Policy or with any of their other commitments to the university, and 2) the university's rights and the individual's obligations to the university are in no way abrogated or limited by the terms of such agreements. University Personnel shall 1) make the nature of their obligations to the university clear to those with whom they make such agreements and 2) inform such third parties that the university does have a formal IP Policy and ensure that such parties are provided with a current copy of the IP Policy.
- F. Public Domain Preference - The university and the Creator(s) may place Intellectual Property in the public domain for non-commercial, academic dissemination purposes if that would be in the best interest of the university’s mission of education and public dissemination of knowledge, and if doing so is not in violation of the terms of any agreements with third parties.
 - G. Waiver of Ownership –

1. University rights of Intellectual Property ownership may be assigned to the Creator(s). An assignment under this section shall only occur pursuant to a recommendation by the Provost and Vice President for Academic Affairs, or their designee, and through a written document signed by the President of the university.
2. In regard to Intellectual Property owned by University Personnel and in which the university has no ownership interests, in consideration of university support in evaluating such Intellectual Property, seeking patent protection, and/or pursuing commercialization activities, Creator(s) may request that the university accept such Intellectual Property for evaluation, management, and commercialization. If the university accepts such Intellectual Property, that Intellectual Property becomes subject to, and shall be treated in accord with, all provisions of this IP Policy.

2.13.2.5 Administrative Responsibilities and Procedures

- A. Creator(s) – University Personnel are responsible for disclosing to the university any Intellectual Property covered by this IP Policy, in accordance with this IP Policy. Disclosure shall be made to the Provost and Vice President for Academic Affairs, or their designee, using the Murray State University Invention Disclosure Form appended to this IP Policy (the Disclosure Form). The Provost and Vice President for Academic Affairs, or their designee, will coordinate the review of the Disclosure Form by the Intellectual Property Committee (IPC). The Creator(s) shall cooperate in the execution of all legal documents and in the review of literature and prior art (e.g., patent searches); be given the opportunity to assist in the further commercial development of the Intellectual Property as may be determined by the university in its sole discretion; and receive consideration (to the extent set forth in this IP Policy) regarding any income derived from the commercialization of such property as described herein.

Creators should particularly note that certain acts (e.g., publication of the Intellectual Property in an academic journal or presentation at a conference) may constitute a statutory bar to patent protection. Creators contemplating public disclosure activities prior to obtaining patent protection should contact the Provost and Vice President for Academic Affairs prior to engaging in those disclosure activities.

- B. Intellectual Property Committee - The IPC serves as the administrative committee for all matters concerning Intellectual Property. The IPC shall have three standing members by virtue of position: Provost and Vice President for Academic Affairs, or their designee, the Faculty Senate President, and the Director of the Office of Sponsored Programs. Three additional ad hoc members will be added when the IPC convenes to review a Disclosure Form: the dean of the college where the Intellectual Property originated, a faculty member with professional expertise in Intellectual Property matters or familiarity with the Intellectual Property subject to IPC review, and a graduate student who is a member of the Graduate Student Leadership Council or equivalent body, all to be identified and appointed by the Provost. The Provost, or their designee, shall serve as chair of the IPC. All members shall execute confidentiality agreements to ensure that all information concerning Intellectual Property disclosed to the IPC is held confidential. Administrative support for the IPC will be provided by the Office of the Provost, which will serve as the official repository of the Disclosure Form, all confidential records submitted to the IPC, documents involving the work of the IPC and all records reflecting ownership, assignments and transfer of Intellectual Property. Any such documents shall be provided to the Office of the President and/or the Office of General Counsel upon request.

- C. Disclosure and Review Procedures - Upon receipt of a Disclosure Form, the Provost shall notify the Creator(s), in writing, of the official receipt date (Official Receipt Date), and convene the IPC for evaluation of said disclosure.

The committee shall conduct an investigation as it deems necessary in performing its evaluation. The Creator(s) shall make available, upon request, originals or copies of all documents and designs, including logs, research workbooks, etc., that are necessary to support an understanding of the Intellectual Property and its scope and value. Moreover, as necessary, the Creator(s) shall assist the IPC in obtaining and maintaining legal protection for the Intellectual Property by disclosing essential information, signing applications and other necessary documents.

Upon completion of the evaluation, the IPC shall provide its recommendation as to ownership of the Intellectual Property, appropriate patent protection, and commercialization opportunities. The Provost and Vice President for Academic Affairs shall transmit these recommendations to the President of the university, who shall render the decision to pursue protection and/or commercialization of the Intellectual Property.

If the President determines that there is a reasonable chance for successful commercialization, the Provost and Vice President for Academic Affairs shall inform the Creator(s) and the IPC in writing that the university claims ownership rights to the Intellectual Property and determine and record the rights of the Creator(s) to share in any income. For disclosed intellectual property in which the university is deemed to have an ownership interest, following a decision by the President of the university to seek patent protection, copyright registration, and/or commercialization of the Intellectual Property, the Provost, or their designee, shall arrange to have these activities undertaken and oversee execution. All reasonable expenses associated with those activities shall be borne by the university.

The university may determine that it has an ownership right in the Intellectual Property but that the Intellectual Property has not been developed to the point where a decision as to patentability or commercialization is possible, in which case the Intellectual Property shall be placed in a pending status. The status shall be reviewed at six (6) month intervals to determine if additional information or data may make the Intellectual Property commercially feasible to pursue.

If the university has an ownership interest in the Intellectual Property, and the decision of the President is not to seek patent or copyright protection and/or commercialization of the Intellectual Property, the university's ownership interest shall be assigned to the Creator(s). The President will administer this action.

In cases where the Creator(s) have not received a written decision (i.e., determination of acceptance/ownership of the Intellectual Property or determination that additional time/work is needed for the Intellectual Property to be patentable or commercially feasible) within six (6) months of the Official Receipt Date, the Creator(s) of the Intellectual Property may request in writing that all university rights in such Intellectual Property be reassigned to the Creator(s). To the extent that Intellectual Property is not subject to any sponsored program or other contractual agreement, and provided that all other co-Creators, if any, of the subject Intellectual Property consent to the request, the university or its designee shall reasonably consider such a request. Any reassignment of the rights by the university to the Creator(s) shall be limited only to the Intellectual Property disclosed in the original Disclosure Form

submitted to the IPC and further subject to the university reserving the rights to use the subject Intellectual Property for research and other educational purposes.

For inventions made in the course of a project funded in whole or in part by a federal agency, the Bayh-Dole Act (37 CFR 401) imposes certain requirements associated with the technology transfer process. The Provost, or their designee, is responsible for ensuring that those requirements are satisfied.

- D. Appeals – If any Creator does not agree with the decision of the President, an appeal may be made to the Chairman of the Board of Regents. The appeal shall be made in writing, delivered to the Chairman of the Board of Regents and copied to the President and IPC chair within thirty (30) calendar days of the issuance of the decision. Any appeal shall set forth the specific reasons supporting the position of the Creator(s) and include any supporting documentation. Upon receipt of a Creator’s written appeal, the Chairman of Board of Regents shall review the information provided and, within sixty (60) calendar days, shall issue a written decision on the appeal. The decision on this review will be the final decision of the university.
- E. Policy Interpretation/Application – Any disputes concerning the interpretation or application of this IP Policy to Intellectual Property shall be submitted to the IPC, and the IPC shall evaluate the ownership of such Intellectual Property in accordance with the same procedures set forth in this IP Policy.

2.13.2.6 Development and Commercialization

- A. Development of Intellectual Property. The university will make every reasonable effort to develop the Intellectual Property. Development options may include, but are not limited to: 1) evaluating and processing the Intellectual Property through patent applications or copyright registration; 2) assigning Intellectual Property to a patent management agency for evaluation and processing; and 3) assigning or licensing Intellectual Property to a commercial firm.

If federal, state or other restrictive funding is involved in the development of the Intellectual Property, assignment may require governmental or other approval.

- B. Commercialization - All decisions concerning the commercialization of Intellectual Property governed by this IP Policy shall be determined by the university in its sole discretion. In commercializing Intellectual Property, the university shall be guided by the following principles: 1) active Creator(s) participation in all commercialization may be sought; 2) the primary objective and responsibility of the university shall be to assure that the products of its intellectual activity are brought into the widest possible use for the general benefit of society; and 3) Intellectual Property is treated as an asset and an appropriate return should be sought.

In an effort to commercialize Intellectual Property, the university may seek a variety of arrangements such as licenses, assignments or sale of rights, partnerships, and joint ventures. The selection of particular arrangements will depend upon the individual circumstances.

In some instances, it may be in the best interests of the Creator(s), university, and the general public to enter into a commercialization arrangement with entities wholly or partially owned or controlled by the University Personnel who originated the Intellectual Property. Because these arrangements have the potential of contributing to economic development, such arrangements may be considered and accepted,

provided they are not specifically prohibited by law and that adequate provisions, including full disclosure of interests, are made to avoid or otherwise protect against. Commercialization arrangements which involve or may involve University Personnel (i.e. any contract between the university and University Personnel or entity/business in which University Personnel has an interest) shall be subject to the requirements set forth in the university's Statement of Ethical Principles and Code of Conduct policy and shall be approved by the Board of Regents.

2.13.2.7 Income from Intellectual Property

- A. Reimbursement of University Expenses – All income derived from the commercialization of Intellectual Property owned by the university shall be first applied toward any reasonable expenses incurred by the university in seeking patent protection, copyright registration and in pursuing development and commercialization of the Intellectual Property. All expenses shall be identified and detailed in writing at the time they are made; the sources and amounts of income also shall be properly disclosed.
- B. Income Distribution – After the university is reimbursed for all expenses set forth above, the net income received by the university (royalties, license fees, etc.) on Intellectual Property that it assigns, sells, or licenses shall be divided among the Creator(s), department(s), college(s) and the university as follows:
 - Creator(s) - 35%
 - University Commercialization Fund - Office of the Provost - 32.5%
 - Collegiate Unit(s) of Origination - 13%
 - Department(s) of Origination - 13%
 - University Innovation Fund - Office of the President - 6.5%

Joint Creators shall reach agreement between and among themselves regarding relative contributions for the purposes of distribution of net income from the commercialization of said Intellectual Property. That agreement shall be in writing and notarized. In the absence of such agreement, the Creator's share of net income will be split evenly between the joint Creators.

In the event that two or more colleges and/or departments claim origination of the Intellectual Property, such academic units shall reach an agreement between and among themselves regarding relative contributions of the academic units for the purposes of distribution of net income from the commercialization of said Intellectual Property. In the absence of such agreement, the college's or department's share, as the case may be, will be evenly split among the originating academic units.

- C. A Creator's rights to share in revenue as stated above shall remain with the individual or pass to the individual's heirs and assigns for so long as net income is derived from the Intellectual Property.
- D. This IP Policy shall not change revenue-sharing agreements entered into prior to the adoption of this policy.

2.13.2.8 Binding Nature of this Policy

The policies set forth herein constitute an understanding that is binding on University Personnel as a condition of their participation in university research, teaching, and service programs and for their use of university resources.

Nothing herein shall require the university to negotiate with any person regarding ownership rights of Intellectual Property contrary to this IP Policy. Absent written documentation signed by the university specifically setting forth ownership of any Intellectual Property which is governed by this IP Policy, ownership interests shall be determined as set forth herein.

2.13.3 Research Use of Human Subjects

University policy requires compliance with applicable federal and state regulations for the protection of human research subjects. The university also expects faculty in departments engaged in such research to uphold the professional and ethical standards in their disciplines. The Institutional Review Board (Section 1.5.4.3) reviews proposals for federally funded research projects concerned with human subjects. This committee determines whether the risks to the subject are so outweighed by the benefit to the subject and the importance of the knowledge to be gained as to warrant approval of the proposal.

Institutional arrangements for ensuring both compliance with federal and state regulations and adherence to the highest professional and ethical standards in research involving human subjects are subject to review by the Institutional Review Board.

2.13.4 Safety Compliance

See [Policy # VID](#) in the Personnel Policies and Procedures Manual.

2.13.5 Laboratory Animal Care

The use of animals in university sponsored research or in the classroom is monitored by the Institutional Animal Care and Use Committee (see Section 1.5.4.6). Care of research animals is in accordance with guidelines published by the Department of Health and Human Services, the Department of Agriculture, and the University.

2.13.6 University Closure

The Board of Regents or the President of the university, or persons acting under their authority, may close the university due to circumstances beyond the university's control which impair its ability to continue normal operations. Such circumstances may include, but are not limited to, inclement weather, natural disasters, labor disputes, national emergencies, or other force majeure or circumstances beyond the university's control. During such periods of closure, ranked faculty shall be considered to be on leave of absence with pay.

2.13.7 Biomedical and Hazardous Waste Disposal

Employees who handle biomedical, toxic, or hazardous substances on behalf of the university are required to maintain, use, and dispose of such substances in accordance with applicable state, federal, and local laws and regulations as a condition of their employment. The employee may obtain assistance in ascertaining his/her obligations under these laws and regulations from the appropriate office. Any employee who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the university, shall be deemed to have acted outside the scope of his/her authority. Off-campus agencies employed or contracted on campus must also comply with the same regulations.

2.13.8 Drug-Free Campus/Drug-Free Workplace Policy

(Adopted by the Murray State University Board of Regents November 17, 1990, revised November 14, 1992)

It is the policy of Murray State University that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in buildings, facilities, grounds, or property controlled by the university and/or while any employee is engaged in university business. It is also the policy of Murray State University to enforce Kentucky statutes concerning the possession, sale, or use of alcoholic beverages. In addition, Murray State University specifically prohibits the possession or use of alcohol in the residence halls. Any enrolled student or any employee of the university, including faculty, staff, and student employees, found to be illegally manufacturing, distributing, dispensing, possessing, or using controlled substances, or found to be in violation of Kentucky statutes or university policy regarding the possession, sale, or use of alcohol on university property, shall be subject to disciplinary action in accordance with applicable policies of Murray State University up to and including expulsion or termination. Satisfactory participation in certain drug abuse assistance or rehabilitation programs may be required in certain cases. Students and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances, or illegal possession, sale, or use of alcohol, may also subject individuals to criminal prosecution. In appropriate cases, referrals will be made to outside law enforcement agencies. Murray State University reserves the right to pursue disciplinary action, however, independent of criminal disposition.

As a condition of employment, all employees of Murray State University shall abide by the terms of this policy statement and will notify Murray State University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Murray State University will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten (10) days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of Section 202 of the Controlled Substances Act and as further defined by regulation at 21CFR 1300.1 through 1300.5. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

2.13.9 Fund Raising Policy

While the university encourages employee involvement in fund-raising on its behalf, proper coordination and approval by the Associate Vice President for Marketing and Outreach is necessary to avoid conflicts and confusion. Therefore, any employee or agency of the university wishing to conduct fund-raising for any purpose at Murray State should seek the assistance of the Office of Development. Grants or gifts may be accepted on behalf of the university through the Office of Development.

Employees may not solicit funds on behalf of any university organization or department, other than an approved university organization or project, on or off university property unless prior approval is received from the Office of Development.

Employees may not sell, or solicit the sale of, products on university property or on work time other than university approved products, the sale of which is part of the employee's job duties or responsibilities.

It is unlawful for anyone to appropriate to his/her own use or the use of another the university name, logo, seal, emblem, or any trademark or service marks of the university without the written permission of the President (see Section 2.12.3).

2.13.10 On-Campus Vehicle Parking

Parking permits are required for all faculty members who park vehicles on campus. Parking regulations are distributed by the Office of Public Safety and Emergency Management and provide details regarding parking.

2.14 Vacations, Holidays, and Leaves

In addition to the leaves described in Section 2.10, Murray State University offers a wide range of short-term, non-academic leaves to its faculty. The leaves described in this section are for recreation, health, or civic duty. The policies governing these leaves are administered by the Office of Human Resources Office. Detailed explanations of specific policies are available in that office. General guidelines are found in the Personnel Policies and Procedures Manual.

2.14.1 Holidays

See Policy # IV D in the [Personnel Policies and Procedures Manual](#).

2.14.2 Vacation

2.14.2.1 Faculty on Academic Year Contracts

Faculty members under 2.1.1.1a observe the same vacation periods as students, specifically the winter semester break and the spring break, unless otherwise specified in their contracts.

2.14.2.2 Faculty on Twelve-Month Contracts

See [Policy # IV B](#) in the Personnel Policies and Procedures Manual.

2.14.2.3 Termination Vacation

The university does not compensate twelve month employees for unused annual leave. Authorized annual leave must be taken prior to the end of the specific contract period, unless arrangements have been previously made, consistent with university personnel policies, to extend annual leave into a subsequent contract period. Under no circumstances can annual leave benefits extend beyond the effective retirement or resignation date.

See Policy # IV B in the [Personnel Policies and Procedures Manual](#).

2.14.3 Leaves

Should a faculty member foresee that a leave would potentially last longer than one week, he/she is required to notify the Chair so that adequate arrangements can be made for covering the classes. Such

arrangements include covering the courses within the department, hiring additional faculty as defined in Section 2.1.2, or offering overload compensation to existing faculty in the department.

Faculty on any leave described in this section should expect at a minimum the same across-the-board salary increase available to all faculty (with the exception of sick leave lasting longer than one semester).

2.14.3.1 Sick Leave

See Policy # IV C in the [Personnel Policies and Procedures Manual](#).

2.14.3.2 The Employee and the Judicial System

See Policy # IV K in the [Personnel Policies and Procedures Manual](#).

2.14.3.3 Military Leave

See Policy # IV G, [Military Leave](#) and Policy # IV H, [Annual Military and Emergency Duty Leave](#) in the Personnel Policies and Procedures Manual.

2.14.3.4 Funeral Leave

See Policy # IV J in the [Personnel Policies and Procedures Manual](#).

2.14.3.5 Family Leave

See Policy # IV M, #4 in the [Personnel Policies and Procedures Manual](#).

2.14.3.6 Personal Leave

See Policy # IV E in the [Personnel Policies and Procedures Manual](#).

2.14.3.7 Public Service Leave without Pay

See Policy # IV L in the [Personnel Policies and Procedures Manual](#), also Section 2.10.2, Leave of Absence without Pay Policy.

2.14.3.8 Marriage Leave

See Policy # IV N in the [Personnel Policies and Procedures Manual](#).

2.15 Fringe Benefits

Murray State University offers a wide range of fringe benefits to its faculty members. Unless otherwise noted, these benefits are administered by the Office of Human Resources. Detailed explanations of specific policies are available in that office. General guidelines are found in the Personnel Policies and Procedures Manual.

2.15.1 Statutory Benefits

Benefits in this section are regulated by federal and state statutes. For further information, the faculty member is advised to contact the Office of Human Resources.

2.15.1.1 Social Security

See Policy # V D in the [Personnel Policies and Procedures Manual](#).

2.15.1.2 Workers' Compensation

An employee must report all injuries or occupational diseases to his/her supervisor. Forms used for this reporting can be obtained from the Office of Human Resources.

See Policy # V E in the [Personnel Policies and Procedures Manual](#).

2.15.1.3 Unemployment Compensation

See Policy # V F in the [Personnel Policies and Procedures Manual](#).

2.15.2 Carrier Benefits

The programs described in this section are offered by the university. The provisions of the various programs tend to change regularly. Therefore, faculty are urged to keep current copies of the specific brochures describing these programs.

2.15.2.1 Health Insurance Program

Murray State University provides a Group Medical and Life Insurance program for its eligible faculty and staff. Details of the program, certificates, identification cards, and claim forms may be obtained from The Office of Human Resources.

The contract with insurance companies to underwrite or administer claim payments is currently on a calendar year basis renewable January 1 of each year. The contract and/or coverage may be changed by the university at any time without prior notice to the employees in accordance with the terms of the underwriting contract. See [Policy # V A](#) in the Personnel Policies and Procedures Manual.

2.15.2.2 Retirement Benefits

See [Policy # V B](#) in the Personnel Policies and Procedures Manual.

2.15.2.6 Disability Income

See [Policy # V G](#) in the Personnel Policies and Procedures Manual.

2.15.3 Institutional Benefits

Numerous recreational and health care benefits are offered by the university for its employees and their dependents, including surviving spouses, who retain spousal benefits until their remarriage or death.

2.15.3.1 Faculty/Staff Identification Cards

Each faculty and staff member should obtain an ID card (RacerCard Office, Curris Center) so that all faculty and staff fringe benefits and services can be utilized. The card can also be used to check books out of the University Library.

2.15.3.2 Education Tuition Waiver

(Adopted by the Murray State University Board of Regents September 9, 1989, revised May 19, 1995, and June 30, 1997)

It is the policy of Murray State University to encourage the professional growth of all employees. To facilitate such growth, Murray State University will waive the tuition for up to six (6) credit courses per twelve-month fiscal year, not to exceed one (1) course offered during working hours in any given semester or session.

General Qualifications

1. Regular, full-time and regular, part-time employees currently working or on an approved leave of absence with or without pay and retired employees are entitled to a waiver of tuition. Adjunct faculty members are allowed to take one class using a tuition waiver during the semester they are teaching. A faculty member with one semester of service or an administrative staff member with six months of continuous service may transfer any unused portion of the tuition waiver benefit to his/her lawful spouse and/or dependent child(ren). A child includes natural, adopted or step-child or person for whom the employee has been given legal guardianship. A child is defined as a person under the age of 24 years at the beginning of the academic term during which the benefit is effective.
2. International exchange faculty at Murray State University in conjunction with Murray State University's exchange agreements and projects will be allowed to take one course per semester tuition free, upon the recommendation of the Director of the Institute for International Studies and the approval of the Provost and Vice President for Academic Affairs.
3. When any person sixty-five (65) years of age or older, who is a resident of the Commonwealth, is admitted and enrolls as a student in any state-supported institution of higher learning in this Commonwealth, the board of trustees of the institution or other appropriate institution officials shall waive all tuition charges and fees for such student, except as provided in the next statement. In the event that classes are full or the granting of free admission requires additional units, the institution may deny admission under law.
4. The tuition waiver form must be completed at the time of registration or prior to the time of registration.

Qualifying Courses

1. Courses must have a minimum number of tuition paying students enrolled; ordinarily the enrollment of tuition waiver employees will not count toward this minimum number. However, if the university determines that the value of a course offering as continuing education for employees is sufficiently important to justify it, then limitations as to paying students may be disregarded.
2. The tuition waiver does not extend to correspondence study, life and learning courses, and overseas programs.

Employee Responsibility

1. One course per semester or session can be taken during working hours if (1) the supervisor approves the time off during working hours, and (2) the lost working time is made up at times satisfactory to the employee's supervisor.
2. The employee must work the following academic year to be eligible for a summer session tuition waiver. If the employee voluntarily terminates after the summer session, he/she will be billed for tuition of the course.
3. If employees voluntarily terminate their employment during a semester in which they are enrolled in a course with tuition waiver benefit, they will be billed for the total tuition of the course.

2.15.3.3 Employee Assistance Program

Murray State University recognizes that a wide range of problems not directly associated with one's job function can have an effect on an employee's work performance and/or job attendance. If an employee senses that personal problems may be causing less than satisfactory job performance, he/she may take advantage of the [Employee Assistance Program](#).

2.15.3.4 Health Services

Murray State University's [health services](#) are provided by Primary Care Medical Center as of June 1, 2019. Health Services is located on the first floor of Wells Hall, facing the quad. A physician and staff will be on site during operating hours. Health services is available to faculty, staff and students.

2.15.3.5 Speech and Language Clinic

The Diagnostic and Remediation Center offers free diagnostic services to all regular employees of the university and their dependents in (1) reading; (2) speech, language and hearing; and, (3) basic skills remediation.

Remedial services are offered to employees and their dependents based on a sliding scale fee based on income. Inquiries concerning these services may be directed to the Diagnostic and Remediation Center located on the first floor of Alexander Hall.

2.15.3.7 Athletic Tickets

Full-time or retired members of the faculty and staff or surviving spouses may purchase a maximum of two (2) adult season tickets per sport at half price.

A full-time faculty or staff member or retired employee may purchase season tickets within the following rules:

1. Each eligible employee will be allowed to purchase a maximum of two (2) adult season tickets per sport at half price.
2. Children's tickets will be sold for one-half the full adult price for children 18 years of age and under on the family plan.
3. For more information, call the ticket office located in the CFSB Center.

2.15.3.8 University Store

Full-time and retired members of the faculty and staff or surviving spouses and their dependents who are Murray State University students receive a ten percent (10%) courtesy discount on all items purchased at the University Store, excluding cosmetics, over-the-counter medicines, candy, and sale items.

2.16 Compensation

2.16.1 Salary Policy

(Revised by the Murray State University Board of Regents May 8, 1980, revised November 14, 1992)

Salary levels for faculty and professional staff should equal or exceed benchmark salaries for universities of similar type and size in Kentucky, the surrounding states, and where appropriate beyond the mid-America region. When average salaries do not equal benchmark levels, budgetary priorities should be established to achieve that end. In preparing its biennial budget request, the university will seek salary funding at least equal to the increase in the annual cost of living as determined by the Consumer Price Index and additional funds necessary to reach benchmark and institutional allocations for salaries will reflect this priority.

The Finance Committee of the Board of Regents annually will review a base salary increment to be awarded each faculty and professional staff member adjudged to be performing his/her responsibilities at a satisfactory level according to the faculty performance criteria as established in 2.7.4.1 of the Tenure Policy. The base salary increment shall not be less than 75% of the total annual salary increment derived from funds appropriated by the Kentucky General Assembly and internal reallocation. In making this determination, the Budget Committee will receive recommendations from the Faculty Senate and other university groups.

A salary recommendation less than the base increment figure shall be justified in writing by the Chair and Dean, and the faculty member notified of the reason(s) for such recommendations.

A salary increment substantially above the base salary figure (see Annual Budget Preparation Guidelines) will be based upon the following factors: promotions, meritorious performance (see Section 2.7.4.1), extraordinary service to the university, market conditions, and for the purpose of correcting salary inequities. The criteria for performance for professional staff should be based upon fulfillment of institutional and unit objectives. The specific criteria and procedures to be employed in each college or administrative unit shall be communicated in writing to faculty and professional staff in that college or unit.

If sufficient funds, as identified in the budget guidelines, are not available to grant average faculty raises of three percent (3%), all faculty and professional staff accomplishments will be carried forward until such funding is available for evaluation and reward.

The Board of Regents will receive salary recommendations for the faculty and staff from the President, review and determine such salaries, and include such determination in the university budget.

2.16.2 Payment of Salaries

For proper payment of salaries, the Office of Human Resources requires the following forms be completed before a person is officially placed on the university payroll: withholding tax exemption certification (W-4), Kentucky Teacher's Retirement System or appropriate optional retirement plan application, an information sheet for the group medical insurance program, requests for any other approved withholdings, and other forms as required.

Monthly payroll checks are normally paid on the last working day of each month and are distributed to faculty members via direct deposit or by mail.

The following deductions are mandatory and will be withheld from the payroll checks:

- Deductions for federal and state withholding taxes are made on the basis of the number of exemptions claimed on the W-4 form and appropriate federal and state withholding tax tables. The number of exemptions claimed may be changed at any time by completing a new W-4 form.
- Social Security (FICA) withholdings are based on the appropriate tax rate and wage base. Each of these may be adjusted based on changes in the law.
- Teachers' retirement contributions are withheld from all payments made to faculty employed seven-tenths of full-time or anything above, for at least one semester.

The following optional deductions have been approved by the Board of Regents and may be deducted from a faculty member's salary:

1. Tax-sheltered annuities
2. Deferred compensation
3. Disability insurance
4. Supplemental group term life insurance
5. Deposits to Murray State University Credit Union
6. Deposits to any bank or savings institution in Kentucky
7. Deposits to Murray State University Foundation (e.g., Annual Fund, President's Club)
8. Contributions to the United Way or other agencies accommodated by Payroll.

The Office of Human Resources will provide additional information concerning these benefits upon request.

2.16.3 Extra Compensation Policies

(Adopted by the Murray State University Board of Regents August 5, 1977, revised November 14, 1992)

The policies described in this section cover extra compensation to be paid to faculty and exempt staff members participating in service and special educational programs conducted by Murray State University. Policies covering the payment for work done under a grant or contract with outside sources is covered in the Grants and Contracts Policies and Procedures.

2.16.3.1 Eligibility for Extra Compensation

Extra compensation may be paid when all four of the following conditions exist:

1. The work is done in addition to the individual's normal time workload.
2. No qualified person within the university is available to perform the work as a part of his/her normal workload.
3. The additional duties will not interfere with the performance of regularly assigned teaching, research, service, or administrative responsibilities.
4. The program produces sufficient income to pay extra compensation.

These conditions may be waived by the President in extraordinary circumstances. Members of the university's teaching faculty and staff may be paid extra compensation for participating in service and special educational programs under specified conditions. Full-time administrative or service-budgeted faculty and staff are not eligible for extra compensation for service activities which are a part of their regularly assigned duties and responsibilities. (This policy does not cover overload teaching responsibilities, which are handled by the Office of the Provost and Vice President for Academic Affairs.)

Full-time administrative or service-budgeted faculty and staff cannot receive extra compensation from university funds or university-generated funds for consultative service when either of the following conditions exists:

1. Where the unit of the university on whose budget the faculty or staff member appears also controls the account from which extra compensation is to be paid.
2. Where the unit of the university on whose budget the faculty or staff member appears is a major sponsor of the program.

These conditions may be waived by the President if the services rendered are deemed beneficial to the university.

Additional factors which must be given careful review are the clientele to be served by the faculty or staff member's participation and the function which the faculty or staff member will perform. Individuals should not be paid extra compensation for participation in programs which serve the same clientele as that which the faculty or staff member was employed to serve. Nor should he/she receive extra compensation to perform essentially the same function as that for which he/she was employed.

Requests for extra compensation of full-time administrative or service-budgeted faculty or staff shall be made on the appropriate Extra Compensation Form and must be accompanied by a written statement of justification which (1) identifies the unit controlling the account from which extra compensation is to be paid, (2) satisfies the question of sponsorship, (3) reviews the relationship between the regular responsibility of the faculty or staff member and his/her compensation for services to the clientele of the service programs.

For purposes of these extra compensation policies, a person is considered to be service-budgeted if one-half or more of his/her contract salary is paid from a service budget.

Faculty members may be assigned to both on- and off-campus duties as necessary.

2.16.3.2 On-Campus Overload Teaching

Overload teaching is determined at the collegiate/school level with the approval of the Provost and Vice President for Academic Affairs and is based on credit hours taught, contact hours, student hours generated and other relevant factors. Faculty members teaching an approved on-campus overload course are eligible for extra compensation.

2.16.3.3 Off-Campus Overload Teaching

(Adopted by the Murray State University Board of Regents October 3, 1975; revised April 29, 1978, December 21, 1978, and November 14, 1992)

Faculty members teaching overload classes will be reimbursed for normal expenses when traveling off campus. For a normal three-credit hour course overload salary will be factored according to the site's distance from the Murray State main campus. The current salary scale is available in Regional Academic Outreach.

2.16.3.3.1 Displacement from Campus

1. Zone 0 (less than 15 miles; Murray area)
2. Zone 1 (15-35 miles; Mayfield, Paris, Benton, Cadiz, etc.)
3. Zone 2 (36-60 miles; Paducah, Hopkinsville, Fulton, Princeton, etc.) Zone 3 (61-90 miles; Ft. Campbell, Marion, Wickliffe, etc.)
4. Zone 4 (91-130 miles; Morganfield, Madisonville, etc.)
5. Zone 5 (130 plus miles; Owensboro, Henderson and points beyond.)

2.16.3.4 Distance Learning

(Adopted by the Murray State University Board of Regents October 3, 1975, revised November 14, 1992)

Faculty who write, revise, or instruct college or distance learning courses shall receive additional compensation paid on a per-credit hour or unit basis. The current salary scale for distance learning is available at Center for Adult and Regional Education.

2.16.3.5 Non-Credit Courses

Non-credit courses are self-supporting so that all expenses are funded by student tuition and fees. Remuneration to the instructor is normally based on 75 percent of the fees collected. The current salary scale is available at VPAA.

2.16.3.6 Off-Campus In-Load Teaching

Faculty shall be paid allowable travel expenses plus driving time for displacement from campus teaching on an in-load basis. The per-hour rate of compensation is multiplied by the number of trips made with a maximum of 16 trips. The current salary scale is available at Regional Academic Outreach.

2.16.3.7 Learning Contracts for Bachelor of Integrated Studies

Faculty contracted to assist students in the Bachelor of Integrated Studies program receive compensation at the current pay scale for the BIS learning contracts. Current salary scales are available in Regional Academic Outreach.

2.16.3.8 Summer Session Compensation

Compensation for teaching six or more semester hours is 15 percent of the previous year's academic salary. Faculty members teaching off-campus in the summer do not receive displacement pay.

Extra compensation for twelve (12)-month teaching and administrative faculty instructing above their normal summer course load is allowable upon approval by the Provost, and ultimately the President. In all cases, provided nine (9)-month faculty express no interest in teaching the course, the request should be supporting in writing by the respective academic unit and should not interfere with regular duties during any given semester. Extra compensation for twelve (12)-month teaching and administrative faculty instructing courses shall follow the college/school adjunct compensation rate.

2.16.3.9 Grants and Contracts Policy

(Adopted by the Murray State University Board of Regents June 22, 1987)

Murray State University has three primary missions: teaching, research, and service. Externally funded projects (grants and contracts) contribute significantly to these missions, especially to research and service. Efforts on the part of faculty and staff for obtaining external funding are encouraged and supported by the university.

For additional information, see Sections 2.12.1.1 and 3.10.

2.17 Faculty Grievance Procedure

(Adopted by the Murray State University Board of Regents September 6, 1980, revised November 14, 1992)

2.17.1 Purpose

The purpose of the grievance policy is to allow faculty members the right to present a grievance to the university and have it considered on its merits through an expeditious and orderly process. Further, the policy carries the expectation that the process will reach an acceptable resolution. The procedure established herein is advisory in nature and is not an adjudicatory process.

2.17.2 Definitions

- Complainant—one who complains or appeals within the scope of these proceedings.
- Respondent—one against whom a complaint is filed or an appeal is taken
- Appellant—one who appeals
- Appellee—one against whom an appeal is taken
- Days—counted when classes or exams are scheduled, excluding Saturdays
- Faculty—defined by the Board of Regents in the Faculty Handbook, (see Section 2.1)
- Grievance—a written allegation or complaint in which a faculty member(s) believes that existing university policies, rules, regulations, practices, and/or procedures have been violated, misinterpreted and/or improperly applied by the administration; or that standards of academic freedom, behavior, and/or practices have been breached by another faculty member(s); either of which case is viewed by the complainant as unfair, inequitable, or a hindrance to his/her effective operation; save and except as limited in 2.17.3 herein below.

2.17.3 Limitations

This Faculty Grievance Procedure is not designed to include questions that may arise concerning the following: leave and promotion (Section 2.6); non-reappointment (Section 2.8.4); tenure denial (Section 2.7); dismissal (Section 2.8.5); salary, other than a violation of the university's Salary Policy (Section 2.16.1); or acts covered in the Equal Opportunity Statement (Section 2.3.1) or the Equal Opportunity Grievance Procedure (Section 2.18).

2.17.4 Procedure

1. Step 1—A faculty member, or complainant, shall follow the procedure for resolving grievances utilized in his/her department or appropriate academic unit. If the grievance involves individuals in two (2) or more colleges/schools and/or “appropriate academic unit,” then the complainant commences with Step 3. The departmental grievance procedure shall be concluded within thirty (30) days.

If the grievance is initiated against the Dean(s), then such a grievance shall be taken directly to the appropriate Vice President. If the grievance is initiated against any individual above the level of Dean, then such a grievance shall be taken directly to the President, who may resolve the matter as he/she deems appropriate. The President must make known his/her decision no later than twenty (20) days after receiving the grievance.

2. Step 2—If the grievance cannot be resolved to the complainant's satisfaction at the department level, the complainant may direct his/her grievance to the Collegiate/school Appeals and Grievances Committee (see Section 1.7.3.5).
3. Step 3—Failing to resolve the grievance by Step 2, the complainant(s) may complain or appeal to the appropriate Vice President specifically responsible for the area of the respondent's services (hereinafter referred to as “the Vice President”). This complaint or appeal will be in writing and will formally state all information the complainant(s) consider(s) pertinent and will include how the grievance ought to be resolved. An appeal must be made no later than five (5) days after notification of the decision in Step 1.
4. Step 4--The Vice President shall give notice in writing to all interested parties that a complaint/appeal has been filed with his/her office. This letter of notification to the parties shall also include a request for designees to serve on an ad hoc Faculty Grievance Board.

The Faculty Grievance Board shall consist of five (5) faculty members, two each designated by the complainant(s) and by the respondent(s). The fifth member is selected by these designees and the Vice President and shall serve as Chair. The complainant(s) and the respondent(s) shall notify the Vice Office of the President of their designees within five (5) days from the date of the letter of notification from the Vice Office of the President. Failure to make these recommendations within the stipulated time period could result in either the designees being selected by the Vice President, or the Vice President extending the time period not to exceed ten (10) days.

Faculty members shall be designated who have not previously formed a fixed and final opinion as to the merits of the grievance and who have not expressed an unwillingness to judge the case on its merits as determined by the evidence presented. No faculty member shall be required to serve on the board should he/she elect not to serve.

5. Step 5—The Vice President shall within five (5) days following the receipt of the names of the four designees convene the Faculty Grievance Board. The Vice President and the four designated faculty members shall select an additional faculty member who shall Chair the board. If a unanimous selection of the fifth member has not been made within two (2) days of their initial convening, the Vice President will select the fifth faculty member within two (2) days thereafter. The faculty member selected by the Vice President must be someone not previously rejected by the original members. The Vice President will not serve as a member of this board.
6. Step 6—This board, as constituted in Step 4, acting as one body under the direction of the Chair, may take any normal and reasonable action to ascertain all pertinent information necessary to resolve the grievance, save and except for information forbidden by law and/or university policy to be disclosed. This action may include calling before it any person(s) thought by the Faculty Grievance Board to have knowledge necessary for the resolution of the grievance. The board will complete its investigation no later than twenty (20) days after its initial convening by the Vice President.
7. Step 7—The Chair of the board shall submit a written report to the Vice President describing the factual findings and listing its recommendation(s) for specific action to resolve the grievance. Copies of this report will also be sent by the board Chair to the complainant(s) and to the respondent(s). This action will be completed no later than five (5) days after the board has concluded its investigation.

8. Step 8—No later than five (5) days after receiving the written report from the Faculty Grievance Board Chair, the Vice President will notify the parties in writing of his/her decision. In reaching his/her decision, the Vice President may request and receive additional information as he/she deems appropriate within the specified time period.
9. Step 9—If either the complainant(s) or the respondent(s) is (are) dissatisfied with the decision made by the Vice President, an appeal may be made in writing to the President of the university. This appeal must be made no later than five (5) days after notification of the decision in Step 7. The President must make known his/her decision no later than twenty (20) days after receiving the written appeal. The President shall base his/her decision upon the recommendation of the Faculty Grievance Board, the decision of the Vice President, and any other information he/she shall request or receive. The decision reached by the President regarding the resolution of the grievance shall be final.

Failure to communicate a decision at any step of this grievance procedure with the specified time limits shall permit it to be advanced to the next step of the procedure, unless a longer period is permitted herein or is established by mutual consent.

2.18 Reporting Allegations of Discrimination and Discrimination Grievance Procedures

I. Principles of Non-Discrimination at Murray State University.

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.

In addition, Murray State University does not discriminate on the basis of sex in its educational programs and activities and is required by Title IX and 34 CFR part 106 not to discriminate in such a manner. The prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Examples of prohibited sexual harassment and sexual violence can be found in the "Policy Prohibiting Sexual Harassment" which can be accessed via the link referenced in Appendix I.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the Assistant Secretary of the United States Department of Education.

Links to Murray State University's policies related to Non-Discrimination, Sexual Harassment, and the Americans with Disabilities Act; Affirmative Action; Sexual Assault; and Sexual Misconduct, Unwanted Pursuit, and Relationship Violence are found in Appendix I at the end of this policy. Allegations of violation of these policies are considered as allegations of discrimination under this policy.

Appendix II includes contact information for all offices mentioned in this policy and for other available resources.

II. Scope of this policy regarding Discrimination Grievance Procedures.

This policy establishes the procedures to be followed in the event of allegations of discrimination against a University employee (other than a student worker) or volunteer (other than a student volunteer) or against a non- University individual, including the employee of a contractor at, a visitor to, or a patron of the University.

Murray State University is committed to investigating, in a prompt, reliable, and equitable manner, allegations and claims of discrimination in the operation and administration of its programs, services and employment practices.

This policy supersedes any other grievance mechanism with respect to issues of discrimination and affirmative action, except as the question of discrimination and affirmative action constitute a part, but only a part, of grievances or complaints filed before other hearing bodies within the University. In these latter cases, the proceedings before the hearing body shall be suspended until matters of discrimination and affirmative action have been decided in accordance with the procedure provided by this policy.

III. Reporting Allegations of Discrimination and Where to report Violations

A. Where to report allegations that you have been discriminated against

Any member of the University community, including students, staff, faculty, patrons, visitors, employees of a contractor, and applicants for employment and admission, who believes he or she may have been subjected to discrimination by a University employee (other than a student worker) or volunteer (other than a student volunteer) or non-University individual is encouraged to report it as provided below.

1. Office of Institutional Diversity, Equity, and Access (IDEA)

Allegations under this policy against University employees (other than student workers), volunteers (other than student volunteers), and non-University individuals should be made with the Executive Director of the Office of Institutional Diversity, Equity, and Access (IDEA), who is also a Deputy Title IX Coordinator. The Executive Director of IDEA (Executive Director) will inform the Murray State University Title IX Coordinator of any allegations related to sex discrimination, including allegations of sexual harassment and sexual violence.

Allegations of discrimination should be made within 180 days of the last event about which complaint is made.

The Executive Director is obligated to report to the Murray State University Police Department any allegations which involve a crime.

If the allegations are against an employee in IDEA, the allegations should be made to the President of the University. The President is obligated to report to the Murray State University Police Department any allegations which involve a crime.

2. Claims related to sex discrimination including sexual harassment and sexual violence

Allegations against University employees (other than student employees) or volunteers (other than student volunteers) or non-University individuals related to sex discrimination, including allegations of sexual harassment and sexual violence, should be made to the Murray State University Title IX Coordinator or to the Executive Director of IDEA. The Title IX Coordinator will refer the allegations to the Executive Director of IDEA for review under this policy.

Allegations of discrimination should be made within 180 days of the last event about which complaint is made.

The Title IX Coordinator and the Executive Director of IDEA are obligated to report to the Murray State University Police Department any allegations which involve a crime.

If the allegations of sex discrimination are against the Title IX Coordinator or the Executive Director of IDEA, the allegations should be made with the President.

3. Allegations of discrimination against a student

Allegations of discrimination against a student, including a student worker or student volunteer, should be made to the Associate Vice President for Student Affairs, who is also a Deputy Title IX Coordinator, where they will be addressed under different procedures.

4. Requests for Confidentiality or that an Investigation not be pursued

Individuals are encouraged to report under this policy, allegations that they have been discriminated against even if they request confidentiality or do not wish to participate in an investigation.

In the event an individual alleging discrimination requests confidentiality or does not wish to participate in an investigation, the Executive Director will still take all reasonable steps to investigate and respond to the allegations consistent with the request for confidentiality or request not to pursue an investigation. In such instances, the Executive Director's ability to review the allegations may be limited.

Depending upon the application fact and circumstances, including the nature of the allegations, it may not be possible for the Executive Director to honor a request for confidentiality. Further, no request for confidentiality or not to participate in an investigation will prevent the Executive Director or any other University employee from reporting allegations as may be required by law.

Individuals requesting confidentiality or not to participate in an investigation are protected against retaliation, which is discussed at Section VI below.

5. Notifying the Murray State University Police Department

In addition to notifying the offices above, individuals should also contact the Murray State University Police Department any time they believe they have been the victim of a crime, are concerned for their safety, or if an act of discrimination occurs outside of normal University office hours.

B. Reporting allegations that another employee or a student has been subjected to discrimination

Any employee who is aware another employee or a student has been subjected to discrimination must, unless prohibited by law, immediately report that to: 1) the Executive Director; or 2) to the Title IX Coordinator with respect to sex discrimination including sexual harassment and sexual violence. This report must be made even if the individual who has been subjected to discrimination requests confidentiality or does not wish to pursue an investigation.

This reporting requirement is in addition to the reporting requirements of "Campus Security Authorities." A list of Campus Security Authorities may be found at <http://www.murraystate.edu/HeaderMenu/Offices/PublicSafetyAndEmergencyManagement/PoliceDepartment/CampusSecurityAuthorities.aspx>

C. Assistance with whom to contact

If there is doubt about where the allegations should be made, or if assistance is otherwise needed, the Executive Director of IDEA should be contacted.

IV. Review of Allegations

A. Role of the Executive Director of IDEA

Allegations of discrimination under this policy, including allegations of discrimination related to sex discrimination under Title IX, will be reviewed by the Executive Director.

The Executive Director will, if possible, meet with the individual who alleges discrimination or who is reported to have been subjected to discrimination.

The Executive Director will provide information to individuals involved in allegations of discrimination, in an attempt to assist them, of measures which may be immediately available and which are appropriate under the circumstances. Examples include counseling and modifying their work or academic schedules. The Executive Director will facilitate the implementation of such measures in consultation where necessary with the appropriate Vice President, or designee, and other offices. These measures may remain available regardless of the outcome of any complaint process.

B. Complaint Process

If the individual making allegations that he or she has been discriminated against wishes to pursue a formal complaint, the following procedures will be followed.

1. Initial Review

a. Submitting a complaint

An individual wishing to pursue allegations against a University employee (other than a student worker) or volunteer (other than a student volunteer) or non-University individual for discrimination must state his/her complaint in writing with the Executive Director of IDEA. The complaint shall state the nature of the discrimination, the facts upon which the complaint is based, and the relief demanded.

The individual wishing to pursue a complaint should attempt to meet with the Executive Director before submitting a complaint. A complaint may be based upon reports previously completed by the individual, but additional information may be required.

Complaints are to be delivered to the Executive Director in person or by way of postal delivery and must not be sent electronically by, for example, e-mail.

Under this process, the individual making the complaint is referred to as the "Complainant" and the individual against whom allegations are made is referred to as the "Respondent."

If review of the complaint by the Executive Director reveals that the complaint even if true demonstrates no discrimination, a recommendation will be made to the Vice President of the area in which the Respondent is employed that the complaint should be dismissed. If the Vice President agrees, the complaint will be dismissed and the remaining procedures

related to Initial Review will be inapplicable. A written final decision will be provided by the Vice President to the Complainant. A copy of the final decision will also be provided to the Title IX Coordinator if the allegations relate to sex discrimination. The Vice President may refer the Complainant to another University office if the allegations appear to relate to other University policies. The Complainant may seek further review of the decision of the Vice President as provided below under "Further Review."

The Office of General Counsel will be kept informed of all proceedings.

b. Notifying the Respondent

The Executive Director will immediately forward a copy of the complaint to the Respondent. The Respondent may submit a written response within 7 days from the time the complaint is hand delivered or 10 days from the date the complaint is mailed to the Respondent. Any response is to be delivered to the Executive Director in person or by way of postal delivery and must not be sent electronically by, for example, e-mail. The response will be deemed timely if it is postmarked within the stated time frame.

A copy of any response from the Respondent will be provided to the Complainant.

c. Investigation by the Executive Director/Decision

The Executive Director should complete any investigation within 35 days from the filing of any response or from the expiration of the time to file a response. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

i. Attempt at informal resolution

The Executive Director will inquire of the Complainant as to whether there is the possibility the allegations might be resolved through an informal resolution process without the need for investigation. Inquiry will also be made of the Respondent at the time he/she is notified of the complaint. The informal resolution process will be pursued only if all parties agree.

The informal resolution process will not be used with allegations of sexual violence.

If the informal resolution process is used, proper procedures will be implemented where appropriate. For example, in connection with allegations of sexual harassment procedures may be used to prevent the parties from having unnecessary contact with each other. Any party may, at any time, terminate the informal process and continue with the investigation described below.

In the event the parties are able to resolve the complaint, the parties' agreement will be reduced to writing for their signature. There will be no further investigation of the complaint. Any informal resolution must include measures to stop any discrimination, prevent any recurrence, correct any discriminatory effects, and protect other members of the University community from discrimination.

ii. Investigation by Executive Director/Recommendations/Decision

In the event the informal resolution process is not used or is unsuccessful, the Executive Director will proceed with the investigation of the complaint.

The Executive Director will meet separately with the Complainant and the Respondent to gather additional facts and information about the allegations in the complaint, including the identities of individuals who may have information.

The Executive Director will conduct such investigation as is believed is warranted. University employees are expected to cooperate with investigations by the Executive Director. All relevant files not privileged will be available to the Executive Director. The parties will be kept informed as to the progress of the investigation.

Once the investigation is finished, a report will be prepared by the Executive Director. The report will review the allegations in the complaint and any response; the factual findings from the investigation; and the Executive Director's conclusions as to whether any discrimination occurred. The report will be based upon assertions and allegations to which the parties have had the opportunity to respond. If the Executive Director concludes there was discrimination, the report will include recommended sanctions and corrective action regarding the Respondent if appropriate.

The report will be submitted by the Executive Director to the Vice President of the area in which the Respondent is employed and to the parties for consideration of the conclusions regarding discrimination and any recommended sanctions and corrective action. The parties will have 7 days from the time the report is hand delivered or 10 days from the date the report is mailed to submit written comments to the Vice President, who will provide copies of the comments to each of the parties and the Executive Director. The Vice President will have 5 days, after receipt of all comments or expiration of the time for submitting comments, in which to review the report and any comments. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

A final written decision as to whether discrimination occurred and any sanctions and corrective action will be made by the Vice President after considering the report and recommendations from the Executive Director and any comments from the parties. The final decision will state the basis for the Vice President's conclusions as to whether discrimination occurred. If there is a finding of discrimination, sanctions and corrective action imposed will include measures to stop the discrimination, prevent it from recurring, connect its discriminatory effects, and protect other members of the University community from discrimination.

The final decision may provide that any sanctions and corrective action, including disciplinary action, are to be effective immediately and are to remain effective during any Further Review.

A copy of the final decision will be provided by the Vice President to the Complainant, the Respondent, and the Executive Director. A copy of the final decision will be provided to the Title IX Coordinator if the allegations relate to sex discrimination.

In the event the Respondent is employed in an area which is not overseen by a Vice President and with respect to non-University individuals, the President will appoint an individual who will perform the duties and functions of a Vice President with respect to the complaint.

- d. **Time for Completing Initial Review Process**
It is the intent of this policy that the Initial Review process should typically be completed within 60 days of the filing of the Complaint. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).
- e. **Role of Advisors in the Initial Review Process**
The parties may have an advisor, including an attorney, during the Initial Review process. Advisors will not participate in any investigations or meetings.

V. Further Review

Any party shall have the right to request Further Review of the final decision. The request for Further Review may relate to the determination as to whether discrimination occurred and/or the sanctions and corrective action imposed.

A. Filing a Request for Further Review and Submitting a Response

A party has 7 days from the time the final decision is hand delivered or 10 days from the date the final decision is mailed to file a request for Further Review with the Executive Director of IDEA. A request for Further Review is to be delivered to the Executive Director in person or by way of postal delivery and must not be sent electronically by, for example, e-mail. The request for Further Review will be deemed timely if it is postmarked within the stated time frame. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

If a request for Further Review is not made within the stated time frame, there will be no additional review of the final decision.

The request for Further Review shall set forth the grounds for review in writing. A copy of the request for Further Review will be provided by the Executive Director to the other party/parties. The Executive Director will notify the President and any Vice President involved in the Initial Review of the request for Further Review. The Title IX Coordinator will be informed of the request for Further Review in matters related to sex discrimination.

The individual requesting Further Review is designated the "Petitioner." The other party is designated the "Answering Party."

B. Submitting a Response to the Request for Further Review

The Answering Party may submit to the Executive Director a written response to the request for Further Review within 7 days from the time the request for review is hand delivered or 10 days from the date it is mailed. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

Any response is to be delivered to the Executive Director in person or by way of postal delivery and must not be sent electronically by, for example, e-mail. The response will be deemed timely if it is postmarked within the stated time frame.

The Executive Director will provide a copy of any response to the Petitioner.

C. Procedures for Further Review

Further Review will be conducted by a Review Committee composed of 3 employees of the University appointed by the President. The chair of the Review Committee shall be designated by the President. The President shall appoint the Review Committee within 10 days after receipt of the request for Further

Review from the Executive Director. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

Except as otherwise provided here, the Review Committee's review will be by way of a hearing. It shall develop its rules of procedure which will include the following:

- a. A de novo hearing.
- b. The right to be represented by counsel.
- c. The right to produce witnesses and to cross-examine witnesses presented against a party.
- d. As a general practice, the Review Committee will not be obligated to conform to technical rules of evidence.
- e. The burden of proof shall be on the Petitioner.
- f. A record of the proceedings shall be retained by electronic and/or stenographic recording.

All procedures shall be applied in a manner which is consistent with due process under the circumstances of the case.

If consideration of the request for Further Review by the Review Committee reveals that if true the request provides no basis for review, it will recommend to the President that the request for Further Review be dismissed without a hearing.

D. Recommendation of the Review Committee

The decision of the Review Committee shall be in the form of a recommendation to the President of the University and shall include the question presented, its findings of fact based upon evidence presented at the hearing, and the conclusion and recommendation of the Review Committee. A copy of the recommendation will be provided to the parties. In the event discrimination is found to have occurred, sanctions and corrective action will be recommended which will include measures to stop the discrimination, prevent it from recurring, correct its discriminatory effects, and protect other members of the University community from discrimination.

The Review Committee should complete its review and preparation of its recommendations as expeditiously as possible, and typically within 30 days of appointment. The President may extend the time for good cause. "Good cause" is defined below at Section VII (E).

The President shall act upon the recommendation within 10 days of receipt and will state the basis for his or her decision in writing. The President may extend the time for good cause showing. "Good cause" is defined below at Section VII (E).

The decision of the President shall be made a part of the record. The President may request additional information in whatever form the President seeks to adopt. The parties will be advised of such requests for additional information and will be provided with a copy of any response along with the opportunity to provide a written reply.

The written decision of the President will be provided to the parties, the pertinent Vice President, and the Executive Director. A copy of the decision will also be provided to the Title IX Coordinator in the event the matter relates to sex discrimination. The decision of the President shall be final save and except as an appeal to the Board of Regents may be mandated by law.

VI. Retaliation Prohibited

There will be no retaliation against any individual because he or she has made a complaint, testified, assisted, or participated in any manner in any investigation, proceeding, or hearing.

Any individual who believes he/she has been a victim of retaliation should contact the offices listed above under Section III, "Reporting Allegations of Discrimination and Where to Report Violations." Such allegations will be investigated consistent with the procedures provided in this policy.

VII. Additional Information

A. Burden of Proof

The burden of proof is on the Complainant, in the Initial Review, and the Petitioner, in proceedings for Further Review, to prove his/her allegations by a preponderance of the evidence. A "preponderance of the evidence" means a matter is more likely than not.

B. Calculation of Time

In calculating any period of time under this policy, the last day of the period so computed is to be included unless it is a Saturday, Sunday or a Murray State University holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a Murray State University holiday.

As used in this policy, "days" refers to calendar days.

C. Confidentiality

Murray State University and all individuals involved in implementing this policy will, to the extent possible under law and except as provided under this policy, keep confidential allegations, complaints, responses, investigative materials, and other matters under this policy. In addition, individuals may also be provided with documents or information when necessary, if there is a need to know, and if allowed by law.

D. Conflicts of Interest

If the Executive Director of IDEA or a Vice President is the person complained against, the President of the University will designate an individual to perform the functions of that position under this policy. If the complaint is against the President, the Chair of the Board of Regents will designate an individual to perform the functions of the President.

Individuals involved in receiving and investigating allegations and complaints and in deciding any matters under this policy must not have any actual or perceived conflicts of interest with any party. Any conflict will be disclosed to the parties.

E. Determining Good Cause/Notification of Extension of Time

"Good cause" as used in this policy shall include but not be limited to matters such as illness, death within the family, absence from the University, and any other circumstances which will constitute undue hardship upon that person who may want to respond or who is required to respond or take action. "Good cause" may also arise from the circumstances surrounding a particular matter such as the number of parties involved, the number of issues involved, the unavailability of the parties and witnesses, or the number of witnesses or the amount of evidence involved.

All parties will be notified when an extension of time is allowed. F. Matters to Proceed Expeditiously
It is the express intent of this policy that all allegations and complaints be investigated and resolved in an expeditious manner and without unnecessary delay.

G. Other Action by Individuals Alleging Discrimination

An individual alleging discrimination has the right to pursue action with other agencies, including the right to pursue criminal charges if a crime has occurred. The University's response to allegations under this policy will, to the extent possible, not be delayed pending the outcome of any such other action.

H. Responsibility of the President

The President, or his or her delegate, will ensure that information in this policy is kept current and will provide for current and accurate references to policies, laws, offices, methods of reporting, and links. Updated information will be provided as needed.

I. Sanctions and Corrective Action

Any sanctions and corrective action taken in the event of a finding of discrimination will include measures to stop the discrimination, prevent it from recurring, correct its discriminatory effects, and protect other members of the University community from discrimination. Under certain circumstances, training may be required for an individual or a larger group.

Employees or volunteers who are found to have discriminated are subject to disciplinary action ranging from written warning to termination and ban from campus.

A non-University individual found to have discriminated is subject to disciplinary action ranging from written warning to a ban from campus.

The imposition of sanctions and corrective action under this policy does not prevent any other entity from imposing penalties.

CHAPTER 3: OTHER SUPPORT SERVICES AND POLICIES

3.1 University Libraries

The Libraries of Murray State University are committed to providing instruction in, and access to, information resources in all formats to students, faculty, staff, community, and regional residents both on- and off-campus. The University Libraries strive to support the overall university goals of teaching, research, and service by fully utilizing, managing, and developing its collections and services.

3.2 Office of Technology Support and Consulting Services

The Office of Technology Support and Consulting Services enhances teaching and learning through faculty development, student support, and staff training. Its mission is to provide the support necessary to improve students' educational experience. The center manages a variety of faculty and staff support services.

3.3 Institute for International Studies

The mission of the Institute for International Studies is the management, coordination, and support of international activities, programs, and institutional relations that contribute to the educational development of Murray State students and the professional development of staff and faculty.

3.4 Kentucky Institute for International Studies (KIIS)

The Kentucky Institute for International Studies is a consortium of colleges and universities dedicated to providing quality international education. Based on the conviction that an international experience should be part of the education of as many people as possible, KIIS programs have four primary objectives:

- to establish high-quality, low-cost, academically sound international study programs for students;
- to provide faculty from member institutions a means for professional growth;
- to create language and culture programs for professionals and develop links with their counterparts in foreign countries; and
- to promote the study of foreign languages.

KIIS also seeks to develop new opportunities for international experiences which meet the needs of students, faculty, academic institutions, and community organizations, always taking into consideration the changing times and shifting demands of a global society.

3.5 Cooperative Center for Study Abroad

Murray State University is a founding member of a consortium of colleges and universities who offer study abroad experiences to graduate and undergraduate students as the non-profit organization, Cooperative Center for Study Abroad (CCSA). Interested faculty members submit course proposals to CCSA. Courses are selected by the CCSA curriculum committee.

3.5.1 Eligible Faculty

Faculty eligible to teach CCSA study abroad courses include regular, administrative, and emeriti; instructor or senior instructor are also eligible.

3.5.2 CCSA Board of Trustee Members

Board of Trustee members: Murray State University holds two positions on the CCSA board of trustees selected by the director of the Institute for International Studies. One of these members shall be a faculty member who applies. Eligible faculty members include any ranked faculty member, or instructor/senior instructor. The Provost and Vice President for Academic Affairs will appoint a selection committee as vacancies occur to review applications and make a recommendation on selection. If no faculty member applies the Provost and Vice President for Academic Affairs will appoint a faculty member.

3.6 Office of the Registrar

The primary function of the Office of the Registrar is the support of admissions and academic processes/functions. Academic requirements, regulations and curricula are published in the Murray State University Academic Bulletin. Each faculty member should be familiar with general university academic regulations and requirements and with his or her specific departmental program requirements.

3.6.1 Class Rolls and Records

Tentative class rolls will be distributed by the Office of the Registrar on the first day of classes. These rolls will include only those students who have completed the registration process.

A student attending class who is not on this roll should be sent to the Office of the Registrar to complete registration. A student is not properly enrolled and therefore cannot receive credit for the class unless the prescribed enrollment procedures have been followed, including the payment of fees.

Drops and adds are initiated with the student's adviser. In order that instructors may be kept informed of drops and adds in their classes, reports will be made to instructors on a regular basis.

Faculty should keep clear records of student grades and attendance so that, in case of an emergency, colleagues may substitute for them and understand those records.

3.6.2 Course Syllabi

A syllabus documents the purpose, content, expectations, and requirements of a particular course. Syllabi are effective means of communicating course content and procedures to students as well as to faculty colleagues and other interested persons. For the faculty member, a well-designed syllabus provides a basis for assessing accomplishments against intentions. A syllabus is also a convenient aid in comparing courses and in sequencing and revising program offerings.

To facilitate meeting the expectations of SACSCOC, CAEP, CHEA, and other accrediting agencies, the University Academic Council adopted a reasonably standardized course syllabus outline. Faculty members are expected to provide a syllabus for each course they teach, consistent with the outline below. Such an outline should not be viewed as overly restrictive. Additions, deletions, and other changes should be permitted to meet the unique requirements of various courses.

A course syllabus should include the following kinds of information:

- Department
- Course Prefix
- Course Number
- Credit Hours
- Title

- Course Descriptions and Prerequisite(s)
- Course Objectives
- Content Outline
- Instructional Activities
- Field, Clinical, and/or Laboratory Experiences
- Test(s) and Resources
- Evaluation and Grading Procedures
- Attendance Policy
- Academic Honesty Policy
- Non-Discrimination Policy Statement

Other required departmental or collegiate committee information

STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY 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, admission, 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 information regarding nondiscrimination policies contact the Office of Institutional Diversity, Equity and Access, 270-809-3155.

3.6.3 Academic Regulations and Classifications

Policy on 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 the policies: (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 University Academic Bulletin. Excused absences fall into two broad categories:

- Absence due to personal illness or death in the immediate family or other extraordinary personal circumstance. Faculty may require appropriate authentication or documentation.
- Absence due to student participation in a University Sanctioned Event in which the student serves as a representative of the institution.

University Sanctioned Events shall include those officially scheduled activities (practice and training sessions NOT included) related to intercollegiate athletics, performing groups, and teams who represent the university in debate, forensics, or other academic competitions. Other activities and events may be added to this listing upon recommendation of the Sanctioned Events Committee and approval by the Provost and Vice President for Academic Affairs. This committee shall consist of the Vice President for Student Affairs, the Director of Intercollegiate Athletics, the Faculty Senate President, a student appointed by the President of the Student Government Association, and the Provost and Vice President for Academic Affairs or his/her designee. The official list of approved, sanctioned activities and events shall be maintained in the Office of the Provost and Vice President for Academic Affairs.

Attendance and participation in class activities is essential to success in college. Absences, for whatever purposes, can potentially undermine the shared goal of student learning. In cases where student absences are unavoidable, it is essential that students and faculty alike approach the resolution of the difficulty with a clear commitment to the mutual goal of student learning.

Responsibilities of Students: Students missing class(es) as a result of activities covered above shall notify the instructor in writing at the beginning of the semester and, in the case of scheduled events, this notification shall not be less than one week prior to the absence. Students with excused absences are excused from class attendance but are not excused from work assigned or expected as a part of that class period. Students, in conjunction with each course instructor, are required to develop a plan for alternative assignments or the make-up of all work missed and must complete this work within a time frame mutually agreed upon with the instructor.

Responsibilities of Faculty: Faculty members are expected to plan with students who have excused absences to develop alternatives and make-up assignments. Such alternatives are not expected to diminish faculty expectations of students, nor may they reduce opportunities for students to demonstrate performance.

Responsibilities of Others: Deans and Department Chairs share the responsibility for insuring proper orientation of all full and part-time faculty members regarding the provisions of this policy. Administrators, sponsors and coaches of various student activities share an important role in ensuring that students understand their responsibilities with respect to this aspect of student performance. Specific guidelines and procedures should be developed for each sport or activity to ensure timely communication between students and faculty. Advance lists of varsity/participating students along with schedules of away or off-campus activities or matches should be provided to students so that they, in turn, can share this information with faculty at the beginning of the semester.

Questions and Appeals: In the event of questions or concerns regarding the implementation of this policy in specific classroom situations, students and faculty should be guided by the following: If there is a question regarding whether a specific activity is an officially sanctioned event for which terms of this policy might apply, the inquiry should be addressed to the Office of the Provost and Vice President for Academic Affairs.

In the event a student is concerned with the implementation of this policy in a specific course, the student should try to resolve the matter by discussing it first with the instructor, then with the Department Chair, and if resolution is still not reached, then with the collegiate/school Dean. If the matter is not settled through this process, the student may seek resolution through the appropriate collegiate/school grievance/appeal process.

Instances of student abuse or violation of the terms of this policy should be reported to the Dean or Director responsible for the sanctioned event and to the Vice President for Student Affairs.

3.6.4 Grade Reporting

Grade rolls for undergraduate students will be distributed by the Office of the Registrar prior to the mid-term grade reporting date published online. Grades are reported for all students. A report of these grades will be sent to each adviser and will be made available to the student.

Grade rolls for all students will be distributed prior to the beginning of final exams for the reporting of final semester grades. Final grades must be turned in according to the time indicated on the individual class roll.

A copy of the final semester grades is sent to the student and the student's adviser. A student who drops a class before the end of the drop period will receive a grade of W in the course. A printout of the recorded grades will be returned to the instructor soon after the term ends. Faculty should cross-check these grades.

3.6.5 Graduation

During or after the second semester of the junior year, each student should apply for a degree in the Office of the Registrar.

Students planning to graduate in December should turn in their applications early in the previous Spring semester—usually the deadline is April 1. Those who will graduate in May should apply early in the previous Fall semester—usually the deadline is November 1. Summer graduates must apply early in the previous spring semester—usually the deadline is March 20.

When students apply for graduation they are given a folder containing a copy of their transcript and the necessary forms. The application, submitted in triplicate, includes a list of all courses completed and those planned for completion of degree requirements. The faculty advisor is responsible for working with the student in planning the remainder of his/her university program. The application, together with a receipt for the payment of the degree fee, is returned to the Office of the Registrar. The Registrar either approves the application as submitted or notes discrepancies and returns a copy of the application to the student and the adviser. If the student fulfills this plan and meets other graduation requirements, he/she is assured of being graduated.

Degrees are awarded three times a year—in December, May, and August. Formal commencement is held in May and in December. May and December graduates are expected to participate unless they notify the Office of the Registrar or the Office of the Provost and Vice President for Academic Affairs. August graduates may participate in the exercises if they indicate their desire to do so to the above offices.

3.6.6 Grade Appeals Policy

Murray State University recognizes that differences of opinion or interpretation may arise between students and faculty members regarding the assignment of course grades. The university urges students first to seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal, in the event that such differences cannot be resolved informally. The university recognizes the right of students to present a grievance to an established committee and to have that grievance considered on its merit by an expeditious and orderly process. It should be noted that situations involving academic misconduct should be directed to the University Judicial Board.

3.6.6.1 Definitions

Complainant—one who files a grievance, complaint or appeal within the scope of this policy.

Respondent—one against whom a grievance is filed.

Days—counted when classes or exams are scheduled, excluding Saturdays.

Faculty—all persons whether full or part-time, who are responsible for, assist in, or administer the instructional program. (See Section 2.1 of the Faculty Handbook for a complete definition.)

Grievance—a written allegation or complaint that there has been a violation, misinterpretation, or improper application of existing policies, rules, regulations, practices, and/or procedures which a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her effective performance.

3.6.6.2 Limitations

A grievance procedure must be initiated within the first twenty (20) days of the semester immediately following the semester or term during which the incident of grievance is alleged to have occurred,

exclusive of summer session. Any special circumstance or request involving the time limitation set forth above will be considered and evaluated by the appropriate Academic Dean. Documentation of any revision of the time limitation will be included in the Grade Appeals Form.

A faculty member has the responsibility to retain all course material and/or records not left in the student's possession which contribute to the final course grade. These materials must be kept for the 20-day period of the following semester during which a student may appeal a grade, or in the event of an appeal, until the conclusion of the appeal process.

3.6.6.3 Procedures

Step 1—Before a formal grievance may be filed with the Academic Appeals Board, the complainant should first seek resolution through informal discussion with the instructor. In the event that the instructor is a teaching assistant, the faculty supervisor should also be present during these discussions.

Step 2—Should the matter not be resolved to the satisfaction of the complainant; informal discussion should be sought with the appropriate Department Chair. In the event that the Chair is the respondent of the grievance, informal discussion will be held with the Academic Dean.

Step 3—Should the informal discussions as outlined in Steps 1 and 2 not prove satisfactory to the complainant, informal discussion should be sought with the appropriate Academic Dean, if the Dean has not been previously consulted.

Step 4—Once all means of informal resolution on the collegiate/school level have been exhausted, the complainant should present a completed Grade Appeals Form to the Registrar (Office of Admissions and Records) within fifteen (15) days of the initial discussion with the instructor. Grade Appeals Forms are available in the Office of the Registrar and in the office of each collegiate/school Dean.

Step 5—The Registrar shall immediately forward the Grade Appeals Form to the Chair of the Academic Appeals Board who in turn will notify the faculty member/respondent that a formal grievance has been filed. The faculty member/respondent will be provided a copy of the completed Grade Appeals Form.

Step 6—The Chair of the Academic Appeals Board shall convene that committee within twenty (20) days of the receipt of the Grade Appeals Form. (The Academic Appeals Board is defined in Section 1.5.3.1 of the University Committee System.)

Prior to the hearing, both complainant and respondent may elect to choose an adviser for the purposes of collecting data and/or presenting his/her position to the board.

Complainant and respondent have the right to be accompanied by their adviser during any open meeting of the board at which the board's agenda includes that particular grievance.

The board holds the prerogative to call for pertinent testimony from any party involved in the grievance, or any party whom the board believes could clarify the grievance.

Step 7—Unless an extension of time is sought by the board, the written recommendation of the Academic Appeals Board shall be forwarded to the Provost and Vice President for Academic Affairs for final disposition. Copies of the recommendation shall also be sent to the appropriate Academic Dean, the complainant, and the respondent, within ten (10) days of the completion of the hearing. Telephone notification to the complainant of the availability of the recommendation shall fulfill the terms of this requirement. The text of the recommendation and all pertinent testimony and gathered data shall be kept in confidence.

3.6.7 Confidentiality of Student Records

Murray State University is the custodian of many types of student records and as such the university has a substantial duty to protect the confidentiality of this information. As a general rule, unless granted written permission by the student, the university will release only general information about its students, such as address, telephone number, college major, classification and graduation date, if applicable. Of course, all student records are available for official use to authorized university personnel who demonstrate a need to know.

Disciplinary, counseling, medical, financial and other personal information will not appear on official academic records. No records will be disclosed without the student's written permission except under legal compulsion or if the withholding of such information could endanger the individual or other members of society. Students shall, upon request, have free and open access at reasonable times and under reasonable conditions to those of their university records which would normally be transferred to other schools or to third parties. However, students may waive their right of access to their records in writing at any time.

Students shall have the right to challenge the accuracy of information contained in their records, such as an incorrectly recorded grade, and may appeal such inaccurate contents to the custodian of those records. If an agreement cannot be reached between the records custodian and the student, the student may request in writing a hearing before the Academic Appeals Board. Such a request shall be addressed to the Chair of the Academic Appeals Board with a copy to the custodian of the records in question. The decision of the Academic Appeals Board shall be final and binding on all parties concerned.

Nothing in this policy statement is meant to take the place of university or collegiate/school policies dealing with grade appeal procedures. In addition, this policy is not retroactive in effect. This policy statement implements revised Section 438 of the General Education Provisions Act of 1974, also known as the Privacy Rights of Parents and Students Amendment.

3.6.8 University Academic Bulletin

Academic requirements, regulations and curricula are annually published in the Murray State Academic Bulletin. Each faculty member should be familiar with general university academic regulations and requirements and with his or her specific departmental program requirements.

3.6.9 Registration and Academic Advising

All students are assigned an Academic Adviser based upon their declared major. Students who have not declared a major are assigned to the Center for Academic Advising. After a student declares a major, a faculty member in the major department normally becomes his/her adviser.

Students are expected to confer frequently with their adviser and plan academic programs before registering. Students on academic probation are required to get an additional approval from the adviser to insure that the latest information about their grades and all academic regulations are considered in planning their schedules.

Although the student advisement program at Murray State University is specifically designed to assist students as they progress through a degree program, it is the responsibility of all students to be thoroughly familiar with rules, regulations, and requirements that apply to their program of study, and decisions made in connection therewith are the sole responsibility of the student.

Periodically, the Provost and Vice President for Academic Affairs should review special course fees to determine whether they should be continued.

3.7 Center for Telecommunications Systems Management

Murray State University received funding in 1998 for a Program of Distinction in telecommunications, using resources made available through the Regional University Excellence Trust fund. Specifically, a Center for Telecommunications Systems Management was established for the university to address regional and national public and private sector needs.

3.8 Honors College

The mission of the [Honors College](#) is to provide students with evidence of high achievement opportunities to develop exceptional thinking and communication skills, to exhibit a breadth and depth of knowledge, and to demonstrate a sense of social and cultural responsibility.

3.8.1 Commonwealth Honors Academy

The [Commonwealth Honors Academy \(CHA\)](#) is an exciting, challenging three-week academic, social and personal growth program for outstanding high school students who have completed their junior year. Students will be selected from the Commonwealth and surrounding region.

3.9 Office of Research and Creative Activity (ORCA)

The mission of the [Office of Research and Creative Activity \(ORCA\)](#) is to increase participation in faculty-mentored research, scholarly, and creative activity of undergraduates at Murray State University.

3.10 Office of Sponsored Programs

The mission of the Office of Sponsored Programs is to provide leadership and support to faculty and staff by facilitating their efforts to obtain extramural funding for program development, research, professional development, and other scholarly activities. As a support unit, the office organizes and administers the university's efforts to acquire grant-related financial support from non-university sources and serves as the liaison between such sources and the university. The office serves as a center for the identification and distribution of information concerning research programs, external funding agencies, grant support, and related matters. It provides timely and personal assistance to proposal developers and acts as a funding catalyst by suggesting new ideas for proposals and helping principal investigators expand their ideas.

3.10.1 Committee for Institutional Studies and Research (CISR)

The [Committee for Institutional Studies and Research \(CISR\)](#) provides small Competitive Grants and larger grants (Presidential Fellowships) for full time faculty, staff, and administrators, to promote research, scholarship, and creative activity that results in published and presented work. Grants help scholars and artists to achieve the standards set for faculty participation in institutional scholarship and research, and at the same time the grants reward work that reflects positively on Murray State University as a teaching and research institution. The Committee is comprised of two members from each college, one member from each school, and one member from University Libraries. Each member acts as an advocate and information source for applicants from his/her constituency. CISR is funded through the Office of the Provost, demonstrating the University's commitment to a faculty vibrant and active in scholarly and creative activity.

3.11 Teacher Quality Institute

The mission of the Teacher Quality Institute is to support the development and enhancement of pedagogy and content knowledge of teachers in Murray State University's service region through recruiting potential teachers, providing professional development opportunities, and structuring high quality preservice experiences. More information is available on the [TQI](#) webpage.

3.12 Academic Support through the Office of the Provost and Vice President for Academic Affairs

Various services to aid in teaching and learning are also provided through the Office of the Provost and Vice President for Academic Affairs. These include seminars, workshops, and conferences on topics related to instructional and professional development.

The Council for Faculty Development (see Section 1.5.4.12) serves as a forum for issues related to faculty development. The Council helps provide direction and set priorities for faculty development initiatives at the university.

3.13 Office of Human Resources

The mission of Human Resources is to provide visionary leadership, innovation, and strategic high-quality services in support of Murray State University's overall mission. Human Resources is committed to providing a respectful, inclusive, and welcoming environment for all members of the University community and visitors.

3.13.1 Employment Policies

Murray State University formally declares its commitment to all laws mandating affirmative action and equal opportunity regulations together with all valid state and federal regulations enacted pursuant thereto. The policy of Murray State University is to guarantee freedom from discrimination in its operation and administration of its programs, services, and employment practices; in its relationships with students, faculty, and staff; and in its interactions with the community which it serves.

Employment information can be found at the Office of Human Resources. Procedures specific to faculty are detailed in Chapter 2 of the Faculty Handbook. Other policies and procedures for faculty are provided by the Office of Institutional Diversity, Equity and Access.

3.13.2 Benefits Information

Murray State University benefits information can be found on the HR website under [Benefits](#).

3.13.3 Training Information

Training on university procedures is available for employees. In addition, computing, technology, and community education workshops are offered. Please visit the HR website [Employment](#) page for more information.

3.14 Office of Information Systems

Information Systems provides technology solutions which prepare Murray State University graduates to function in a culturally diverse, technologically-oriented society and increasingly interdependent

world. Information Systems meets the current and emerging needs of the University community by proactively providing high quality, reliable services and solutions in support of Academic Excellence, Student Success, Research and Scholarly Activities, and Engagement.

3.15 Postal Service

The University Post Office is located in the Curris Center and provides mail service from 8 a.m. to 4:00 p.m. Monday through Friday. No postage is charged for mail which originates and is delivered on campus.

3.16 Murray State University Police Department

The Murray State University Police Department is to support the educational mission of the University by making our community safe for its members to live, learn, and serve.

All Murray State University Police officers are certified through the Kentucky Department of Criminal Justice Training. Murray State officers spend 6 months in the Kentucky Law Enforcement Basic Training Academy in Richmond, Kentucky before receiving their certification. All officers have law enforcement authority throughout Calloway County with their primary focus being the campus community. The Murray State Police Department is accredited through the Kentucky Association of Chiefs of Police and has been accredited since 2007.

The Murray State Police Communications section can properly be called the "hub" of the Police Department. The Communications section is operated 24-hours a day and is where the vast majority of first encounters from the University and general public originate.

3.17 Budget Office

Budget preparation begins during the fall for the fiscal year beginning on July 1. At this time an assessment of current university needs is made by the central administration in conjunction with the Deans, Chairs, the Faculty Senate, and the Staff Congress. These needs and priorities are driven by and must be consistent with the University Strategic Plan. They are weighed against revenue projections prepared by Accounting and Financial Services, who then is guided by the central administration in the preparation of the budget guidelines and university priorities. Upon Board of Regents' approval of these guidelines and priorities, budget instructions are sent to the Provost and Vice President for Academic Affairs, other Vice Presidents, Deans, directors, and Chairs for completion.

Upon receipt of the budget guidelines and instructions, the Chairs will submit recommended budgets to the Dean of the college, who in turn submits completed budgets to the Provost and Vice President for Academic Affairs.

3.18 Procurement Services

The mission of Murray State University Procurement Services is to procure goods and services which support the mission of the University. Procurement Services strives to ensure the purchasing process provides the best value to the customer, while remaining compliant with all University, State, and Federal laws, rules, and procedures.

The Murray State University Financial Records Purchasing/Payment System (PPS) is designed to make the purchasing and payment process as easy as possible for the departmental user while still providing the types of control necessary for fiscal responsibility and financial information for managers.

3.18.1 Property Accountability

Department Chairs shall be responsible for the protective custody and accountability of university equipment within their assigned areas. University furniture and equipment shall not be moved from the assigned department without completion of a request for change in accountability form. Any property discovered to be missing, lost, or stolen should be reported immediately to the Office of Public Safety and Emergency Management, followed by a complete investigation report. The items shall be dropped from inventory records, and the Vice President for Finance and Administrative Services will be notified.

Disposition of surplus property is the responsibility of and must be coordinated with property services. Trade-in of equipment will not be completed until the equipment has been declared surplus to the needs of the university and the requisite approval has been obtained. Declaration of Surplus Property forms are available from the inventory coordinator.

3.18.2 Repairs, Alterations, and Renovations

All requests for repairs or alterations must be submitted in writing to the Chief Facilities Officer. No alterations to any university building, including both interior and exterior walls, are permitted without prior approval of the President or the Vice President for Finance and Administrative Services.

Requests for repairs and alterations in classrooms and offices should be channeled through the Chair of the department. These requests must be by memo, work order or Renovation Request Form. Emergency repairs may be requested over the telephone from the Director of Facilities Management.

3.19 Accounting and Financial Services

The mission of the area is to service the financial needs of all students and departments on campus while still assuring that all transactions adhere to the University policies and procedures, generally accepted accounting principles (GAAP) and rules established by the authoritative governing bodies.

Services are also available to faculty and staff. Policies and procedures can be obtained from the [Office of Accounting and Financial Services](#).

3.19.2 Travel Regulations

The Murray State University Board of Regents has adopted policies and procedures for all travel by employees and guests. These policies and procedures are available in the [Travel Procedures](#) manual from Accounting and Financial Services and online. It is the responsibility of the employee to become familiar with and follow these policies and procedures.

All travel must be authorized in advance. Authorizations for travel to foreign countries must be on file at least 14 working days prior to beginning the trip.

3.20 Facilities Management

The mission of the Department for Facilities Management is to utilize available funding, resources and personnel to effectively and efficiently operate and maintain all campus buildings, grounds, infrastructure and fleet and to plan, design and construct all new campus facility improvements with the goal of fostering a learning environment that supports the university's mission. A listing of [divisions](#) and [services](#) can be found on the web.

3.21 University Store and Textbooks

Information regarding [textbooks](#) and the [University Store](#) can be found online. Requests for new textbooks or any change 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 and Vice President for Academic Affairs for approval.

3.22 Student Handbook

Each faculty member should be familiar with a copy of the current [Student Life Handbook](#) and [Student Life Policies, Rules and Procedures](#). Faculty members should be, in particular, familiar with the sections on Student Services, Academic Policies and Procedures, Student Activities, Resident Life, and Student Rights and Responsibilities.

3.23 Student Affairs Programs and Services

Faculty members should be familiar with [Student Affairs](#) programs and services at Murray State University. Listings can be found on the [Student Affairs webpage for Departments and Programs](#).

3.24 Murray State University Foundation

The Murray State University Foundation, in cooperation with the Office of Development and Alumni Affairs, is authorized by the Board of Regents and the Foundation Board of Trustees to solicit, receive, record, and acknowledge gifts to the university. General and specific solicitations of all alumni, friends, foundations, corporations, faculty and staff, and other individuals and organizations, including the local business community, should be approved by the Foundation and Office of Development and Alumni Affairs.

Administered by an Executive Director and governed by a Board of Trustees, the Foundation serves the university community by administering an endowment and other funds, providing scholarship assistance to students, and operating a faculty/staff interest free travel loan program. In addition, the Foundation owns and operates the Frances E. Miller Memorial Golf Course. The staff of the Foundation assists other members of the university community in approaching businesses, corporations, foundations, individuals, and other organizations for charitable contributions or assistance.

3.25 University Development

All university programs for private fund raising are part of the unified development effort under the auspices of the University President and administered by the Office of Development in cooperation with the Foundation. These programs include annual, major, and planned giving, special event fund raising, and any other fund raising program of a college, department or student organization. Private support is utilized to improve the quality of campus life and programming beyond that which can be achieved through public funding alone. Contributions support academic programs, scholarships, intercollegiate athletics and many other Murray State University activities.

3.26 Solicitation

Some solicitation is inevitable on a college campus. However, no solicitation will be permitted without approval from the Office of Student Activities, located in the Curris Center, or from other appropriate officials named below. The university reserves the right to establish the time, place, and conditions of approved solicitation; this activity will not be allowed to disrupt classes. Generally limited to activities of

registered student organizations, solicitation is always limited to what the university deems appropriate and in the best interests of the institution.

Solicitation in campus residences requires permission from the Housing Office and is governed by regulations published by the Housing Office. Solicitation in the residence halls is not permitted on a door-to-door basis.

Solicitation in or around the Curris Center is controlled by separate regulations published by the University Center Board. Curris Center regulations may be picked up in the director's office and his/her approval is required before solicitation can take place in or around the Center.

Solicitation at or around athletic events is normally prohibited. If an exception to this general policy is to be made, it must be made by the Director of Intercollegiate Athletics.

Appeals of administrative decisions on solicitation requests may be made in writing to the University Judicial Board via the Office of Student Affairs. The Judicial Board will meet within three working days to hear the appeal.

3.27 Acceptance of Gifts to the University

From time to time gifts-in-kind (non-cash gifts) are donated to the university in general or for the use of a specific department. In order to assure that the best interests of the donors and Murray State University are protected, recipient departments are requested to complete a Notification of Proposed Donation Form for any non-cash gift. Once the proposed donation has been forwarded to the designated university officials for approval, a gift may be accepted in the name of Murray State University.

Donations of all gifts must be made through the Foundation/Office of Development and received officially by the university. Certain proposed gifts may have to be refused because of lack of space, utility, etc.

In order that appropriate acknowledgement, recognition, and publicity be provided, the following procedure for gifts-in-kind must be followed:

1. Gifts must be accompanied by an appraisal if the value is above \$5,000. The university cannot appraise gifts or be responsible for obtaining appraisals on gifts.
2. The recipient department shall complete a Notification of Proposed Donation Form and attach copies of any pertinent correspondence or documents.
3. The completed form shall be forwarded to the Foundation/Office of Development for processing.
4. Gifts of \$5,000 or more must be formally accepted by the Murray State University Board of Regents.

Notification of Proposed Donation Forms and/or assistance may be obtained from the Foundation or the Office of Development and Alumni Affairs.

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