Preface

The Faculty Handbook is designed to provide members of the faculty access to basic information in policies, procedures, benefits, services, rules, and regulations that are of importance to them as teaching personnel employed at Murray State University. The Faculty Handbook refers to policies of particular interest to faculty. The Faculty Handbook does not refer to all policies and procedures of the university, but contains or refers to those which are of particular interest 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 Life Handbook.

University policies, as adopted by the Board of Regents, are identified 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 as quickly as possible. A concerted effort is made to keep faculty informed of such changes. New faculty members will be provided copies of the Faculty Handbook at the time of their employment and current faculty shall receive written notice of new or amended policies and the web address for these policies within 30 days of final approval by the President or the Board of Regents (see Section 1.7).

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 comprehensive guide and ready reference for employees and supervisors to promote a well-organized and consistent personnel program.

1. Interpretation
   This handbook from time to time 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 employee. It should be obvious that 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.
Overview of the Handbook

1. The policies in this handbook were developed by the Faculty Senate or by the Office of Human Resources, reviewed by the Provost and Vice President for Academic Affairs, recommended by the President, and adopted by the Board of Regents.

2. Policies and procedures contained in this manual are intended to increase understanding, eliminate the need for personal decisions on matters of university-wide policy, and help assure uniformity of interpretation and application throughout the university. All administrators have the responsibility for administering these policies in a consistent and impartial manner.

3. The online version of the Faculty Handbook will be the official copy and responsibility for maintaining this current copy will be with the Faculty Senate, and the copy shall be on file in the Office of the Provost and Vice President for Academic Affairs. Please direct comments to the Faculty Senate President or the Handbook and Personnel Committee of the Faculty Senate, c/o Faculty Senate Office, 322 Wells Hall.

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 Statement

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 serves as a nationally recognized residential comprehensive university, with a strong extended campus and online presence, offering high-quality associate, baccalaureate, masters, specialist and doctorate degrees. Academic programs are offered in the core areas of arts and sciences, agriculture, business, health and human services, teacher education, communications, engineering and applied technologies, and nursing. Teaching, research, and service excellence are core values and guiding principles that promote economic development and the well-being of the citizens of the Commonwealth of Kentucky and the region.

Murray State University places a high premium on academic outreach, collaborative relationships with alumni, the public schools, business and industry, governmental agencies, and other colleges and universities at home and abroad. Murray State University prepares graduates to function in a culturally diverse, technologically oriented society and increasingly interdependent world. The University is committed to international education as an integral dimension of the university experience.

Murray State University emphasizes student-centered learning and educational experiences that include first year experience, the Honors College, internships, study-abroad programs, service learning, research and creative projects, residential colleges, and student organizations.

In sum, Murray State University fosters an exciting and challenging learning environment.

Statement on International Education
(Adopted by the Murray State University Board of Regents September 7, 1985, revised November 14, 1992)

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 its Institute for International Studies (IIS) and related efforts, 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 continuous exploration of international issues on campus, and meaningful involvement in the life of the university of foreign 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.

Goals Related to Students and Student Enrollment

• The university shall conduct sustained recruitment operations in a five-state area and internationally to meet the enrollment goals established by the Council on Postsecondary Education and the Board of Regents.
• The university shall establish academic and student life policies and programs to meet the retention and graduation rate goals established by the Council on Postsecondary Education and the Board of Regents.
• The university shall create a campus environment and student life program that values diversity, encourages and supports active involvement, and promotes student success and satisfaction.

Goals Related to Academics

• Quality teaching and learning shall be the pre-eminent activities at the institution.
• The campus focus shall be on developing information literacy and academic excellence through active learning.
• The university shall be committed to excellence in the general education curriculum, which is based upon the academic traditions of broad-based, liberal education.
• The university shall sustain a balanced range of liberal and professional programs of excellence and endeavor to prepare students for their chosen professions.
• The university shall promote the cultural and scholarly activities of the university and serve as a cultural center for the campus and the surrounding community.
• The university shall develop and sustain at least one program of national distinction.
• The university shall maintain its commitment to a competitive program in selected intercollegiate athletics for both men and women, consistent with the other educational goals of the institution.
• The university shall support the internationalization of the campus and curriculum.
• The university shall maintain national accreditation in the academic disciplines and professional programs currently accredited and pursue additional discipline accreditation as opportunities arise.
• The university shall continue to provide greater educational access and academic outreach to Kentucky’s population.
• The university shall encourage academic innovation.

Goals Related to Faculty and Staff

• The university shall attract, develop and retain high quality, diverse faculty and staff.
• The university shall foster high faculty and staff morale and productivity.
• The university shall create and implement an “enhanced service” plan that encourages and recognizes quality service to all constituents.
• Research and service shall be important functions of the university.

Goals Related to External Relations

• The university shall maintain regular communication with alumni and involve them in the university, its priorities, goals, and objectives.
• The university shall recognize the growing need to raise private funds and establish an ongoing comprehensive campaign to maintain excellence in all programs of the university, including student scholarships.
• The university shall play an active role in regional economic development.
• The university shall enhance its national reputation through ongoing marketing initiatives emphasizing quality and academic excellence.
• The university shall support the region through arts, cultural, and professional programs.
• The university shall engage in public service programs with business, industry and labor, public and private schools, governmental agencies, and the general public.
• The university, through its leadership, shall engage in discussions that shape the educational policies in the region and Commonwealth.

Goals Related to Needs and Uses

• The university shall continue to seek a fair and equitable percentage of state funding.
• The university shall develop a strategy to examine current facilities, allocate space efficiently, prioritize maintenance and renovation projects, and communicate the priorities.
• The university shall review institutional processes and procedures to encourage effective and efficient operations.
• The university shall support the pursuit of external funding.
Goals Related to Institutional Planning

• The university shall maintain its reputation as a public university of high quality.
• The university shall implement ongoing, collegial and effective strategic planning which enhances a strong sense of community and a shared vision.
• The university shall endeavor to keep tuition affordable and make education accessible to a diverse population.

1.1.4 Value Statements

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.

1.1.5 Accreditation

Murray State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Murray State University.

Institutional and professional accreditations are listed online and in the MSU Fact Book under General Information.

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 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 the Murray State University Board of Regents April 8, 1971)

Copies of the minutes of the meetings of the Board of Regents are distributed to the Provost and Vice President for Academic Affairs, Vice Presidents, Associate Vice Presidents, Deans, Department Chairs, directors, the news media, and the University Libraries.

1.2.2 The Kentucky Council on Postsecondary Education – Coordinating Board

The Council on Postsecondary Education (CPE) was established in 1997 as a fifteen-member coordinating board with twelve lay members, one faculty member, and one student, all appointed by the Governor. The Kentucky Commissioner of Education serves as an ex-officio member. Council members serve six-year terms, except for the student member who serves for one year. The Council hires a President who employs a staff.

The Council coordinates change and improvement in Kentucky’s postsecondary education system as directed by the 1997 Kentucky Postsecondary Improvement Act. It is responsible for general planning and oversight of Kentucky’s system of public postsecondary education: eight universities, the Kentucky Community and Technical College system, and the Kentucky Virtual University. Some of the Council’s responsibilities are regulatory—licensing private colleges and universities and approving programs and degree offerings at public institutions—and some are advisory, such as, budget recommendations to the Governor and General Assembly. Its most important function, however, is to help all institutions in the Commonwealth work together to provide more effective and efficient advanced education to larger numbers of Kentuckians.

State policy makers have made it clear that each Kentucky public postsecondary institution has a unique role to play in achieving the goals expressed in the 1997 Postsecondary Improvement Act.

These roles are laid out in the CPE Strategic Agenda document:

A. The Kentucky Community and Technical College System will be the primary provider of two-year transfer and technical programs, workforce training for existing and new businesses and industries and remedial and continuing education to improve the quality of life of the citizens of the Commonwealth.

B. The Regional Universities—Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University and Western Kentucky University—will work cooperatively to assure statewide access to appropriate, high quality baccalaureate and master’s degree programs. Each regional university will develop at least one program of national distinction. For Murray State
University, this area of national distinction has been identified as Telecommunications Systems Management.
C. The University of Louisville will be a premier, nationally recognized metropolitan research university.
D. The University of Kentucky will be a major comprehensive research institution ranked nationally among the top twenty public universities.

These same policy makers have identified specific indicators of what should result from the Commonwealth’s efforts to reform its postsecondary education system. They have been stated in the form of five basic questions which each agency and institution in the state is called upon to address; the answers will determine the extent of our success. They, too, are found in the CPE’s Strategic Agenda:
A. Are high school graduates going on to postsecondary education in greater numbers? Are they fully prepared when they get there? Are they advancing through the system smoothly and in a timely fashion? Are they graduating in greater proportions?
B. Are we helping people in preparation to lead fulfilling lives, be good workers, and perform their civic responsibilities? Are our students ready for the global marketplace of the 21st Century?
C. Is Kentucky creating its own businesses as well as attracting new businesses, industries and jobs? Are Kentucky employers able to find the qualified employees they need?
D. Are continued training opportunities available to keep workers’ skills up-to-date? Are major industries and small businesses receiving adequate advisory and research support? Are governments and corporations investing more research and development dollars in Kentucky research universities?
E. Have our schools, colleges and universities become nationally respected for their progress and their commitment to helping build better lives for all Kentuckians?

1.3 Administrative Organization

1.3.1 President of the University

The President serves as the Chief Executive Officer of the university and as such is ultimately responsible to the MSU Board of Regents for all matters pertaining to the institution. The President reports directly to the Board of Regents. A position description is on file in the Office of Human Resources.

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 who report to the President. These four officers are the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administrative Services, and the Vice President for Marketing and Outreach. Together, they serve as the President's administrative council or management team, with other individuals designated by the President, advising the President on the operation of the university, making recommendations on the establishment of administrative policy and executing responsibilities, 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 and Vice President for Academic Affairs include: responsibility for academic leadership, planning, and program evaluation; academic budget development; coordination of academic programs, research, and service of six colleges/schools, the University Libraries, Regional Academic Outreach, Office of the Registrar, Sponsored Programs, Honors College, Institute for International Studies, Office of Undergraduate Research and Scholarly Activities, Teacher Quality Institute, Program of Distinction in Telecommunications Systems Management (TSM), the Office of Institutional Effectiveness, Commonwealth Honors Academy, Office of Technology Support and Consulting Services, and administration of the academic regulations and personnel policies of the university. The Provost and Vice President for Academic Affairs 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 and Vice President for Academic Affairs chairs the University Academic Council and meets on a regular basis with directors, Deans, other Vice Presidents, and the President. This office handles administrative communications with faculty on a daily basis. In addition, the Provost and Vice President for Academic Affairs 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: Undergraduate Admissions, Adventures in Math and Science, Multicultural Affairs, Career Services, University Counseling Services, Curris Center/Student Life, Enrollment Management, Dining Services, First Year Experience, Governor's Minority Student College Preparation Program, Health Services, Housing, Intracollegiate Sports and Recreation, Judicial Affairs, Post Office, RacerCard Office, School Relations, Student Disabilities Services, Student Financial Aid, Student Government, Student Organizations, Student Orientation, Student Retention, Student Support Services, University Scholarships, University Store, Upward Bound, Veteran Affairs, Campus Recreation and the 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, 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, Public Safety and Emergency Management, 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 Financial Management and Planning, Facilities Management, Budget Office, Human Resources, Information Systems, Procurement, and Public Safety and Emergency Management and Emergency Management.

1.3.2.4 Vice President for Marketing and Outreach

The Vice President for Marketing and Outreach provides direction for many of the university’s external initiatives, its relations, and many of its constituencies. Institutional Advancement consists of the following units: Development, Alumni Affairs, Marketing, Public Relations, Publications, Broadcast Media Services, Regional Special Events Center, Lovett Auditorium, Wrather West Kentucky Museum, and WKMS Radio. A position description is on file in the Office of Human Resources.

These areas provide services to the public and assist other university units in relations with prospective students, parents, faculty, staff, alumni, donors, businesses, media, and MSU’s many public constituencies.

1.3.3 Murray State University Organizational Charts

Current organizational charts for the university are available online and from the Office of Institutional Research.

1.3.4 The Academic Units of the University

The major academic units of Murray State University are: the Arthur J. Bauernfeind College of Business; the College of Education and Human Services; the College of Humanities and Fine Arts; the Jesse D. Jones College of Science, Engineering and Technology; the Hutson School of
Agriculture; the School of Nursing and Health Professions; the University Libraries; and Regional Academic Outreach. The colleges, schools, University Libraries, and Regional Academic Outreach enjoy a strong measure of autonomy regarding operation, administration, and budgeting.

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. Several other academic units contribute to the mission of Murray State.

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

1.3.5 The 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 and Vice President for Academic Affairs 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 or library 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 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 these 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 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 MSU 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 MSU 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 the Faculty Senate, the Academic Council, the Staff Congress, the Student Government Association, and the 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 those matters wherein they are empowered to act unless otherwise directed by the President. In those 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 The 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)

The 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. The 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. The Faculty Senate may:

A. 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.

B. Initiate and/or review policies relating to the rights and responsibilities of faculty members incident to their employment by the university. Any recommendation pursuant to this provision shall be made to the President and to the Provost and Vice President for Academic Affairs.

C. Initiate and/or review changes and additions to the Faculty Handbook. Any recommendation pursuant to this provision shall be made to the President and to the Provost and Vice President for Academic Affairs.
D. Receive any alteration of a proposal acted upon by the Faculty Senate prior to its transmission to the Board of Regents.
E. Act as the official channel of faculty opinion on all matters which have a bearing on institutional excellence.

The Faculty Senate will formulate its own rules and procedures consistent with its constitution, the policies of the university, and the laws of the Commonwealth. All meetings of the Faculty Senate shall be open and the Faculty Senate may request the opinion of any individual or group concerning any matter before the Senate, 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 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 the 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 MSU 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 MSU, 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.
The 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 MSU 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 MSU 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.
   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. 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 and Vice President; and the Faculty Regent, who shall be a nonvoting, ex-officio member of this committee. (Amended December 6, 1988)
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 MSU 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

<table>
<thead>
<tr>
<th>Odd Year Election</th>
<th>Even Year Election</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Agricultural Science</td>
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<tr>
<td>Adolescent, Career, and Special Education</td>
<td>Animal Health Technology and Pre-Veterinary Sciences</td>
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<tr>
<td>Animal and Equine Science</td>
<td>Center for Communication Disorders</td>
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<tr>
<td>Applied Health Sciences</td>
<td>Chemistry</td>
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<td>Art and Design</td>
<td>Community Leadership and Human Services</td>
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<tr>
<td>Biological Sciences</td>
<td>Economics and Finance</td>
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<td>Breathitt Veterinary Center</td>
<td>English and Philosophy</td>
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<td>Community College</td>
<td>Geosciences</td>
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<td>Computer Science and Information Systems</td>
<td>History</td>
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<td>Early Childhood and Elementary Education</td>
<td>Journalism and Mass Communication</td>
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<td>Educational Studies, Leadership and Counseling</td>
<td>Mathematics and Statistics</td>
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<td>Institute of Engineering</td>
<td>Nursing</td>
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<td>Management, Marketing, and Business</td>
<td>Occupational Safety and Health</td>
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<td>Administration</td>
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<td>Military Science</td>
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<td>Modern Languages</td>
<td>Political Science and Sociology</td>
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<td>Music</td>
<td>Psychology</td>
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<tr>
<td>University Libraries</td>
<td>Theatre</td>
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### 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 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. The Faculty Regent is a member of the faculty who is elected to represent the 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 The University Academic Council


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:

A. Two faculty members elected by each college faculty and the library faculty (for staggered three-year terms);
B. the Academic Deans;
C. 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;
D. 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,
E. The Provost and Vice President for Academic Affairs, who shall serve as Chair.

The University Academic Council may:
A. Formulate and/or review all university academic policies;
B. Formulate and/or review all university policies concerning the University Libraries and other segments of the university which serve to support academic programs;
C. Formulate and/or review university and program admission requirements;
D. Formulate and/or review new degree programs and all major changes in existing programs;
E. Review proposals and make recommendations on all proposals for academic reorganization; and,
F. 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. This 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. 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 receive proposals made to the Council and shall assign them 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 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 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; and
   c. to implement and enforce regulations or standards of professional associations, as requested by the Chair.

3. Voting on curriculum proposals may not occur at the same meeting of the Undergraduate Studies Committee at which the proposal was presented.
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 Dean of Continuing Education and Academic Outreach, the Graduate Coordinator, and, in an advisory, non-voting capacity, the Registrar. No more than two members from any on 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 confirm graduate faculty appointments and affirm student requests for time extensions;
   c. to investigate, review, and formulate proposals in the area of graduate academic policy, as requested by the Executive Committee of the Council; and
   d. to implement and enforce regulations or standards of professional associations, as requested by the Chair.

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. 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 Office of Technology Support and Consulting Services, 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 which 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 on 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 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 select a 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.

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 The Staff Congress

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 The Student Government Association

(Adopted by the Murray State University Board of Regents, November 15, 1986)

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.
The Student Senate shall be the governing body of the Student Government Association and shall have the power to pass resolutions, bills, rules, and regulations necessary for the general welfare of the university and to implement and maintain any programs consistent with Student Government Association purposes. The Student Senate does not have the power to alter or supersede state law university policies, or administrative rules and regulations. For additional information refer to the online Student Life Handbook, also available in the Curris Center or in the Office of Student Affairs.

1.5 The University Standing Committee System


1.5.1 General Operating Principles of University Standing Committees

1.5.1.1 The Assistant to the President 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 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 the position. The appointment shall be by the Dean for an academic college/school representative; the Dean of University Libraries for a library representative; the Provost and 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 Assistant to the President shall ensure that these standing committees are convened for an organizational meeting not later than September 15 of each year unless otherwise specified in 1.5.1.2. 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 The 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 readmissions, grades, and/or credits toward graduation. Such appeals should occur only after all collegiate/school 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 determined by the committee.

Membership: One faculty member elected from each academic college/school, two student members, the Director of Retention, and, 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: One faculty member, holding the rank of full Professor elected from each academic college/school and the University Libraries (see 1.5.1) (if a college/school or the University Libraries does not have three full Professors, then Associate Professors shall be eligible for election); Academic Deans; and, ex-officio, the Provost and Vice President of 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: Two faculty members representing separate disciplines, appointed by the Dean of each academic college, one faculty member appointed by the Dean of each school, one faculty member appointed by the Dean of the University Libraries, and, ex-officio, the 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: One faculty member elected from each academic college/school and the University Libraries; an equal number of representatives selected by the Staff Congress; and, 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 cases in which suspension or expulsion might eventually result and
2. To act as appellate court in cases passed on to it by the Offices of Academic Affairs and/or Student Affairs.

Membership: Three members of the Student Judicial Board chosen by a random drawing for each hearing by the Chair of that board, three faculty members elected by the faculty as a whole, and one administrative staff member appointed by the President for a one-year term.

1.5.3.7 University Student 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. Chaired by the Director of the University Studies Program.

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: One faculty member appointed by the Dean of each academic college/school, one faculty member appointed by the Dean of the University Libraries, and 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. 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;
2. To review and survey those aspects of university life which involve affirmative action;
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 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: Membership includes three members of the faculty, three members of the staff, two students, and a representative of Public Safety and Emergency Management. 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 and Emergency Management. Faculty, staff members, and Public Safety and Emergency Management 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 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 for 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. To recommend information technology policy 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.

Membership: One faculty member from each academic college/school and the University Libraries, appointed by the respective Dean; a representative from Regional Academic Outreach; five members of Information Systems, appointed by the Chief Information Officer; eight administrators, appointed by the Vice Presidents (two from each Vice Presidential area); and one student member. The Chief Information Officer serves as Chair.

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.

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 MSU 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.
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 Dean of Continuing Education and Academic Outreach. 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.

Purpose: To address campus safety issues, concerns, needs, and recommendations. Membership: Appointees of the Vice President for Student Affairs.

1.5.4.7 MSU 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: One faculty member from each academic college/school and the University Libraries selected by the Provost and Vice President for Academic Affairs upon recommendation of the Director of the Honors College; one Honors College Student Council President (student) and 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: Three faculty members, two staff members, and one student all appointed by the President. The Bursar 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 MSU 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
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 MSU 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 Undergraduate Research and Scholarly Activities.

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 MSU 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 The 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 Undergraduate Research and Scholarly Activities; 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 MSU 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 Murray State University Community College; and ex-officio, the Director of Undergraduate Admissions.

1.5.4.15 Undergraduate Research and Scholarly Activities Advisory Board

Submits recommendations to the Director of Undergraduate Research and Scholarly Activities.

Purpose: To advise and oversee the programs of the Office of Undergraduate Research and Scholarly Activities.

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

1.6 The 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 The Collegiate/School Standing Committee**

**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 The 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 The 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.

1.7.2.3 The 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 The 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 at the Office of the Provost and Vice President for Academic Affairs and in the reference collection of the Waterfield Library. A copy will also be placed on the university intranet and will be accessible with a link from the Provost and Vice President for Academic Affairs’ page and from the Faculty Senate’s page. Responsibility for maintaining this current copy will be with the Faculty Senate. In addition, all new faculty members shall be provided a copy of the Faculty Handbook at the time of their employment. 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. To this end one copy will be deposited in the Waterfield Library and with the Provost and Vice President for Academic Affairs. For additional policies, procedures, and information, faculty, staff, and students are advised to consult all official university publications, such as the Faculty Handbook, the Personnel Policies and Procedures Manual, the Student Handbook, and the University Academic Bulletin.
CHAPTER 2: FACULTY EMPLOYMENT POLICIES AND PROCEDURES

2.0 Faculty Employment Policies and Procedures

This chapter contains the 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 The 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.
2.1.2 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 Lecturer

Lecturers are faculty members with an appointment of half-time or greater. Lecturers may be assigned other duties such as advising. Lecturers or Senior Lecturers (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.

Lecturers 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 lecturer 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.

Lecturers 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 Lecturer

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 Lecturers may be assigned other duties such as advising. Senior Lecturers 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 Lecturers 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 lecturer 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 and Vice President for Academic Affairs and the President.

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, professors 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 and Vice President for Academic Affairs, 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 (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 following procedures:

- Recommendation of the departmental graduate faculty to be sent to the Dean of the college/school.
- Recommendation of the collegiate/school Dean to be sent to the Graduate Studies Committee.
- Recommendations to be reviewed and acted upon by the Graduate Studies Committee.
- Notification of approval of graduate faculty to be sent to the university graduate coordinator.
- Notification of membership to be sent to new members by the Provost and Vice President for Academic Affairs.

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 to the Graduate Studies Committee that the member be removed. The Graduate Studies Committee must concur in this recommendation.

2.1.4 Terminal Degree Categories and Appropriate Course Assignments

The system outlined below was developed to ensure compliance with the 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), the Master of Fine Arts, the Master of Architecture, and the Master of Library Science.

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 Comprehensive Standard 3.7.1 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 2.1.1.1a 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 ongoing 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 MSU 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

(As revised January, 1992)

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 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:

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
6. appointment and Background Check Consent Form; 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:

Instructor

Instructors are full-time ranked faculty who hold significant advanced terminal degree course work. Specifically, they are faculty members who have a documented and approved plan in place to complete the terminal degree and would qualify for the minimum requirements for assistant professor within two years. No individual may hold this rank for more than two years. Instructors are eligible to request prior service credit should they be promoted to the rank of assistant professor.

1. Education: Significant advanced terminal degree coursework and have a documented and approved plan for completion of the degree within two years.
2. Experience: None.

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 The 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 The 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 The 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 The 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 April of 1966 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 professor and student. They avoid any
exploitation 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. 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, the professor
has 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.

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 to 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 and available library services, 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.

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. 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).

1. 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.

2. 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 MSU 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 MSU 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


2.13.5 Laboratory Animal Care

The use of animals in university sponsored research or in the classroom is monitored by the MSU 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.

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

When university recognized holidays fall during regular academic contract periods, they may be observed by faculty members. Specific dates of these holidays or additional holidays granted will be published in each schedule of classes. 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


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.


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

A faculty member accrues sick leave with pay at the rate of one working day for each completed month of service or major fraction thereof, (twelve or more working days constitute a major fraction). A faculty member on an academic year contract accumulates sick leave for the summer months provided he/she is employed for the following academic year.

If a faculty or staff member exhausts his/her accumulated vacation and sick leave, the university will continue to cover his/her basic life and health insurance benefits for a maximum period of three (3) months.

A faculty member may use his/her sick leave in order to care for a sick or injured family member. See Policy # IV C and Policy #IV 0 in the Personnel Policies and Procedures Manual.

### 2.14.3.2 The Employee and the Judicial System


### 2.14.3.3 Military Leave


### 2.14.3.4 Funeral Leave


### 2.14.3.5 Family Leave

A faculty or staff member may be granted up to six months unpaid, job-secured leave following childbirth or adoption, or for the purpose of caring for a seriously ill parent, spouse, or child, if the faculty or staff member has exhausted his/her vacation and sick leave. The normal period of absence which can be charged against sick leave is established at six (6) weeks for childbirth or adoption. Absences beyond the six (6) week period following childbirth may be charged to sick leave when supported by a statement from the attending physician indicating that the additional time is a medical necessity. If any accrued sick leave remains, it will be held until the end of the family leave time.

The university will continue to cover basic life and health insurance benefits during this leave. Should both spouses be employees of the university, only one will be eligible for family leave at any given time.

2.14.3.6 Personal Leave


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


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


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.


2.15.1.3 Unemployment Compensation

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.


2.15.2.2 Basic Life Insurance


2.15.2.3 Optional Life Insurance


2.15.2.4 Annuities and Deferred Compensation Plans


2.15.2.5 Retirement Benefits


2.15.2.6 Disability Income

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 MSU’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 offered through the University Counseling Services. If a supervisor believes that an employee could benefit from this service, he/she may recommend that the employee avail him/herself of this confidential service.

While the University Counseling Services may not be able to assist everyone who comes for help due to lack of time, staff availability, or expertise, they will attempt to assist, either directly or through referral to other services, as many employees as possible.

2.15.3.4 Health Services

Student Health Services offers to faculty at no charge the following services: (1) treatment for minor injuries incurred on the job, (2) advice concerning health matters, and (3) blood pressure screening.

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 MSU 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 MSU Credit Union
6. Deposits to any bank or savings institution in Kentucky
7. Deposits to MSU 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 Regional Academic Outreach.

### 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 Regional Academic Outreach.
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

(Armed 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

(Armed 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 MSU 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 MSU 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 MSU 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 MSU 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 MSU Police Department

In addition to notifying the offices above, individuals should also contact the MSU 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 Faculty eligible to teach CCSA study abroad courses include regular, administrative, and emeriti; lecturer or senior lecturer are also eligible.

3.5.2 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, lecturer/senior lecturer, or 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 our meeting the expectations of SACSCOC, NCATE, CHE, 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.

**3.6.10 Course Fee Policy**

*(Adopted by the Murray State University Board of Regents February 4, 1984)*

**3.6.10.1 Eligible Courses**

Fees will only be assessed for courses which result in extraordinary expense by the university. Such extraordinary expense would include the cost of items such as (1) consumable classroom supplies, (2) depreciation and maintenance of laboratory facilities, and (3) other unique expenses related to specialized courses.

**3.6.10.2 Approved Process**

The assessment of course fees would be proposed by the department which teaches the course. Approval of the appropriate Academic Dean and the Provost and Vice President for Academic Affairs would be required.
3.6.10.3 Disbursement of Fee Income

Fee income would revert to the university's central operating fund. However, in instances where the budget allocations for a specific department do not meet its instructional needs, the department may request a budgetary adjustment from funds generated by the fee assessment. Such requests would be made through normal budgetary channels.

3.6.10.4 Refund Policy

With the exception of towel fees for physical education courses, all fees will be refunded to students who drop a course on the same schedule which determines the refunding of tuition.

3.6.10.5 Review of Fees

Periodically, the Provost and Vice President for Academic Affairs should review special course fees to determine whether they should be continued.

3.6.10.6 Official Approval

All course fees must be recommended by the President and approved by the Board of Regents.

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 mission of the Commonwealth Honors Academy is to challenge, educate, enlighten, and nurture the next generation of civic, academic, and business leaders of the 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)

Murray State University encourages research activity and supports research where possible through the actions of the Committee for Institutional Studies and Research (CISR). All research activities must be coordinated with the appropriate Chairs, Deans, and the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs is prepared to assist faculty members in seeking outside funding for research projects. (For further information see Section 1.5.3.4).

3.11 Teacher Quality Institute

The Teacher Quality Institute collaborates closely with all academic units to develop and implement initiatives to address the shortage of teachers and the need to improve the content and pedagogical knowledge of both practicing and newly certified teachers.

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 The Office of Human Resources

The mission of the Office of Human Resources is to contribute to the achievement of the university’s educational and regional service objectives by aiding the organization in utilizing its human resources effectively and efficiently. The mission also includes assisting the faculty and staff in striving for a work life that not only contributes to the productive academic environment of the institution, but is also progressive, meaningful, and rewarding to each individual. The mission of the university is delivered via the faculty and staff. Support of this critical resource is the purpose of the Office of Human Resources.

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 offers, in addition to professional development leaves described in Section 2.10, a wide range of short-term, non-academic leaves to its faculty. The leaves described are for recreation, health, or civic duty. The policies governing these leaves are administered by The Office of Human Resources and details are available in Section 2.14, Vacations, Holidays, and Leaves.

Murray State University also offers a wide range of fringe benefits to its faculty members. General information is found in Section 2.15 and in the Personnel Policies and Procedures Manual.

3.13.3 Training Information

Training on university procedures is available for employees. In addition, computing, technology, and community education workshops are offered.

3.14 Office of Information Systems

The Murray State University Office of Information Systems, located in the Martha Layne Collins Industry and Technology Building, provides general purpose computing facilities serving the areas of instruction, administration, and research. The Office of Information Systems provides timely, accurate institution-wide technology, infrastructure, and computer-related services in support of the institution’s teaching, research and service missions.
3.15 Postal Service

The University Post Office is located in the Curris Center and provides mail service from 8 a.m. to 4:30 p.m. Monday through Friday. No postage is charged for mail which originates and is delivered on campus.

3.16 Office of Public Safety and Emergency Management and Emergency Management

The Office of Public Safety and Emergency Management and Emergency Management has the specific mission to work to provide a safe environment for faculty, staff, and students, conducive to academic learning and personal growth. One focus of the mission is protecting university resources, including property, from damage or destruction. Another aspect of the mission is providing a law enforcement presence on university properties, enforcing laws and regulations of the Commonwealth of Kentucky and Murray State University. Office of Public Safety and Emergency Management and Emergency Management Officers intervene in issues occurring on campus, acting as counselors, mediators and, when required, enforcers. A distinctive and equally important aspect of the overall mission is to provide a variety of university services such as: event security, security surveys, and personal escorts.

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 are 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’s Procurement Services is to procure goods and services which support the mission of the university and customer departments. Procurement Services will strive to ensure the purchasing process maximizes value to the customer, and is in compliance 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 Accounting and Financial Services is to provide quality financial services and information to assist the university in optimizing the use of its financial resources, including the effective management of student financial records in a manner that best supports the student population.

Services are also available to faculty and staff. Policies and procedures can be obtained from the Office of Accounting and Financial Services.

3.19.1 Check Cashing

Faculty and staff members may cash personal checks up to $50.00 per day in the Cashier's Office in Sparks Hall between the hours of 9-4, Monday through Friday. Summer hours may vary. Checks may also be cashed at the University Store. A valid ID card must be presented, and members must not owe MSU for any current charges. All checks returned by the bank as unpaid for any reason will carry a penalty of $20 per returned check. After two checks have been returned, members will lose check cashing privileges campus-wide.
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 from Accounting and Financial Services. 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 Facilities Management is to effectively and efficiently provide for planning, operation, maintenance, renovation and new construction of all university physical facilities, as well as, the compliance with all mandated environmental safety and health regulations and the maintenance of the university’s vehicle fleet. Our goal is to provide these services consistent with Murray State University’s standards and the level of funding from the Commonwealth of Kentucky.

The Quick Services Guide is a tool used to help inform you of the various services the Department for Facilities Management provides. A listing of these services in alphabetical order can be found on the web.

3.21 University Store and Textbook Policy

It is the policy of Murray State University to adopt new textbooks, excluding workbooks and laboratory manuals, for a minimum of three years. This policy may be waived in emergency cases, for new editions, or for books going out of print. Faculty members should give at least six months’ notice before changing books so that stock on hand may be reduced. Request 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 obtain from the Office of Student Affairs a copy of the current Student Handbook. 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.

3.22.1 Statement on Student Rights
(Adopted by the Murray State University Board of Regents, February 14, 1975)

Murray State University is a community whose members include its faculty, students, staff, administrators and alumni. The basic purpose of this University community is the enlargement, dissemination and application of knowledge. The most basic necessity for the achievement of this purpose is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas cease, and research, teaching and learning are stifled. Therefore, the University must always strive to
strike that balance between maximum freedom and necessary order which promotes its basic purpose of providing the environment most conducive to the many faceted activities of teaching, learning, research and public service.

Specifically, students at Murray State University are guaranteed the following rights as members of the University community:

- Students shall be granted freedom of research, freedom of classroom discussion, and freedom to advocate alternative opinions to those presented in the classroom within the structure of the goals and objectives of the course.
- Students shall be free from evaluation based on personal or political beliefs and shall have protection from capricious evaluation or evaluation based on prejudice.
- Students accused of breaches of institutional regulations shall be guaranteed due process within the University community.
- Students residing in University-owned housing shall be free from unreasonable search and seizure. However, University officials reserve the right to enter and inspect students’ rooms at any time. Inspections will occur when necessary to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. In such cases effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry.
- Students shall be free to form groups for intellectual, religious, social, economic, political, or cultural purposes. Organizations wishing to use University facilities must be appropriately registered and comply with University regulations regarding the conditions of use of University facilities.
- Students shall have their views and welfare represented in the formation of University policy through voting or non-voting membership on all University committees which materially affect students as members of the University community.
- Students shall have the right to freely express themselves, provided such freedom does not substantially interfere with the rights of others in the pursuit of their legitimate goals.
- Consistent with University policy, students shall be permitted to invite and hear speakers of their choice on topics of their choice. University officials shall not withhold approval for the purpose of censorship.
- Student records, including academic, medical, disciplinary, counseling and personal records shall be kept confidential as required under federal law.

Beyond the rights and obligations a student possesses as a result of his membership in the University community, he continues to have all the rights granted to him and obligations imposed upon him by society as a whole and by the laws of the land. The University provides no shelter from these greater legal rights and obligations. In fact, the University encourages each student to exercise the rights granted to him by society and to accept the concomitant obligations society expects each member to shoulder.

3.22.2 Statement on Hazing

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. The practice of hazing pledges, associate members, initiates, or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the university. Furthermore, as of July, 1986, hazing is a violation of Chapter 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:
(This statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization... In the case of a student or faculty violator, (violation of this statute shall result in) his suspension, expulsion, or other appropriate disciplinary action and, in the case of an Organization which authorizes such conduct, (violation shall result in) rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter (of Kentucky Revised Statutes) to which a violator or organization may be subject.

Specifically, on the campus of Murray State University, hazing is defined as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfiguration, excessive fatigue, danger to health, or the involuntary consumption of alcohol or drugs.

This prohibition against hazing applies equally to student organizations, individual students, faculty and staff members, visitors to the campus, and licensees and invitees on the campus. Anyone who witnesses an act of hazing should report it at once to the Office of Student Affairs.

Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Standards in Disciplinary Proceedings of the Student Life Policies. Any organization which authorizes or permits hazing has violated the policy statement on Regulation of Student Groups and will be subject to group disciplinary action as outlined in that policy.

3.23 Student Affairs Programs and Services

3.23.1 Financial Aid Programs

All students needing financial assistance (grant, loan, student employment) should be referred to the Office of Student Financial Aid/Scholarship. Programs administered by this office include:

1. Pell Grant
2. Supplemental Educational Opportunity Grant
3. Kentucky Higher Education Assistance Authority Grant
4. Perkins Student Loan Program
5. Stafford Loan
6. Supplemental Loans for Students (graduate and independent students)
7. Parents Loan for Dependent Undergraduate Students
8. Norris (Short-Term) Loan
9. Nursing Student Loan
10. KHEAA Teacher Scholarship
11. Federal Work-Study
12. University Student Employment

Federal regulations require that all financial aid recipients, including student employees on the Federal Work-Study Program, maintain satisfactory academic progress.
The university has defined satisfactory academic progress for financial aid purposes as follows: Federal regulations, issued October 6, 1983, state that all students who receive assistance from the Federal Work-Study, Stafford Loan, KHEAA Grant, Perkins Student Loan, Pell Grant, Parents Loan for Undergraduate Students, Supplemental Loan Program for Students, or Supplemental Educational Opportunity Grant Program will be required to make measurable academic progress toward a degree in order to assure the completion of their degree program within a "reasonable period of time."

A Murray State policy has been adopted for financial aid recipients in order to comply with these requirements. Failure to maintain satisfactory academic progress will result in the termination of financial assistance. Eligibility for financial assistance may be reestablished when the minimum requirements of the policy are satisfied. This policy also applies to the Nursing Student Loan and the Norris Student Loan Program.

As an undergraduate student receiving financial aid based upon full-time status (a minimum of 12 hours per semester), a student will be required to earn a minimum of 24 semester hours within the academic year (fall and spring semesters). A student will be permitted a maximum of six (6) academic years for completion of a baccalaureate degree(s), three (3) years for an associate degree(s), and two (2) years for a certificate program for financial aid purposes.

As a graduate student receiving financial aid based upon full-time status (a minimum of nine hours per semester), a student will be required to earn a minimum of 18 semester hours within that academic year. A student will be permitted a maximum of three (3) academic years for completion of a master’s degree program for financial aid purposes.

Students attending less than full-time or for one semester only must adhere to an equivalent rate, as established by the Student Office of Financial Aid/Scholarship.

Academic standing—In addition to the requirement to complete a minimum number of credit hours each academic year within a maximum time frame, a student must also meet the minimum requirement for satisfactory academic standing as follows:

To remain eligible for student financial aid funds, a student who has been placed on academic probation will have one semester to reduce deficiency points and to maintain at least a 2.0 academic standing on all hours attempted during the semester that he/she is on probation.

Repeat or unrelated courses: If a student excessively repeats courses or takes courses not related to a degree objective, he/she will not be making satisfactory progress toward graduation and will be subject to loss of eligibility for financial aid.

Withdrawals: If a student has more than two (2) official academic and/or administrative withdrawals from school while attending Murray State, he/she will not be considered making satisfactory academic progress.

Incompletes: Incompletes will not be considered until credit is recorded on the official MSU academic transcript.

Audits: Audit of a class cannot be counted in any manner for financial aid purposes.
Full-time status: If a student receives financial aid funds as a full-time student and then drops below full-time status, he/she will be treated as a full-time student for purposes of this policy. Example: An undergraduate student who receives aid as a full-time student and then drops below 12 academic hours for the semester will be required to earn the minimum of 24 credit hours for the academic year (fall and spring semesters).

If a student fails to meet the standards of the satisfactory academic progress policy, financial assistance will not be available until the required number of hours is completed and/or the student meets the academic requirements during the semester that he/she is on academic probation as stated in the above policy, or an appeal is approved. A student may make up the hours and/or academic deficiencies by attending summer school and/or the regular semester(s) at his/her own expense. After completing the required number of hours, it is the student's responsibility to notify the Student Office of Financial Aid/Scholarship and provide a copy of all grade reports. Eligibility may be continued, upon appeal, for students who, through no fault of their own, were unable to complete a semester under normal circumstances; e.g., accident, unexpected medical problems, or death in the immediate family (brother, sister, mother, father, spouse, child).

If students have been denied financial assistance because of a failure to make satisfactory academic standing/progress, they have the right to appeal through the Student Office of Financial Aid/Scholarship. If students wish to appeal the decision of the Student Office of Financial Aid/Scholarship, they may request a hearing before the Financial Aid Appeals Committee. All decisions of the committee are final.

### 3.23.2 Office of Admissions and Records

The Office of Admissions and Records is responsible for high school and community college relations, undergraduate and graduate admissions, and all student academic records.

The Office of School Relations serves as coordinator of recruitment, summer orientation, and scholarships for new undergraduate students. The office is responsible for campus recruitment materials and coordinates on-campus visits by prospective students. It serves as a liaison with high schools and community colleges in the region, providing general university materials as well as admission counseling for prospective freshman and transfer students.

The Admissions Office is responsible for processing all admission documents for new freshman, transfer, readmitted, irregular, special, and international students under the guidelines of university and Council on Higher Education standards. This processing includes the dissemination of advising information, awarding of transfer credit, credit by exam, initial eligibility for students athletes, and monitoring admission polices of performance.

The Records Office is responsible for maintaining student records and the reporting of academic progress. The entire operation of a student's scheduling process is carried out by this office. It enforces all policies that govern grades and satisfactory progress and provides information to advisers of current students. The verification of enrollment that is required by state, federal, and private agencies must be certified through this office by transcripts or other documentation. Applications for undergraduate degrees, awarding of degrees, and teacher certification are processed by the Registrar. The Graduate Coordinator is responsible for the processing of all graduate applications, submitting records for acceptance into programs, maintaining permanent files, monitoring academic status, and all regulations governing progress to and awarding of graduate degrees.
All four areas of this operation generate reports to academic areas and to federal, state, and private governing agencies monitoring enrollment progress and eligibility for a wide variety of programs. Please see the contact listing for phone numbers of those who handle specific areas of common concerns to faculty.

3.23.3 Student Activities Office

The Student Activities Office is located on the lower level of the Curris Center. It serves as the home of the Student Government Association, which is composed of the Student Senate, University Center Board and the Judicial Board.

3.23.4 Student Health Services

The major responsibility of the Student Health Services, located on the ground floor of Wells Hall, is to provide medical care for students while enrolled in the university and away from parental advice and personal physicians. Present university facilities do not permit medical care of faculty, staff, or dependents. However, Student Health Services is pleased to offer medical advice as well as emergency care for job-related injuries. In addition, faculty and staff may have their blood pressure taken at the clinic where a permanent, confidential record will be maintained.

3.23.5 Center for Communication Disorders Speech and Language Clinic

The Center for Communication Disorders Speech and Language Clinic offers speech-language, hearing, reading, and basic skills remediation services to adults and children. Speech-language and hearing diagnostic services are available at no charge to faculty, staff, and their dependents. There is a nominal charge for therapeutic and remedial services. All services are available to students at no charge. (See Section 2.15.3.5 Speech and Language Clinic.)

3.23.6 Rehabilitation Services

The State of Kentucky, Department of Vocational Rehabilitation Services, has a local office housed in Wells Hall. In addition to providing vocational rehabilitation services to eligible physically or mentally disabled adults who are permanent residents of Calloway County, this office acts as referral and information source and counseling center for handicapped students and the university community. The primary services available through this state agency for eligible handicapped adults include evaluation, vocational counseling, physical restoration, training, and/or job placement assistance.

3.23.7 Recreational Facilities

(Adopted by the Murray State University Board of Regents July 1, 1970)

A number of recreational activities and related facilities on the campus are available for use by university employees and their families during scheduled hours. University classes or organized activities will have priority on facility usage.
Most recreational facilities are located in the CFSB Center, the Carr Health Building, and the Bauernfeind Student Wellness Center. Recreational facilities include: lighted, hard-surface tennis courts; swimming pool; gymnasiuims; handball/racquetball courts; weight and exercise rooms; and walking/jogging track. A large assortment of athletic equipment is available on a check-out basis from the Equipment Room in the Carr Health Building. Also, the Frances Miller Memorial Golf Course, six miles east of campus off Highway 94E on Highway 280, is an 18 hole course offering club rental and motor or pull cart rental. There is a green fee for faculty. Annual membership is available for faculty, as well as an annual family membership plan.

The facilities are scheduled for employee usage each semester. Schedules are posted in the Carr Health Building.

University employees and their dependents must have a valid identification card to be admitted to the Carr Health Building. Employees may obtain their I.D. cards from the Cashier's Office in Sparks Hall, where they may also purchase a card for dependents. Each year I.D. cards must be validated; there is a charge for the validation of dependent cards.

Lockers, available to employees on a limited basis, must be requested each semester during scheduled dates. Employees must furnish their own padlocks, but a towel will be issued with each locker.

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 MSU Foundation and Office of Development and Alumni Affairs.

Administered by an Executive Director and governed by a Board of Trustees, the MSU 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 MSU 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 MSU 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 MSU Foundation/Office of Development for processing.
4. Gifts of $5,000 or more must be formally accepted by the MSU Board of Regents.

Notification of Proposed Donation Forms and/or assistance may be obtained from the MSU Foundation or the Office of Development and Alumni Affairs.
APPENDICES

Appendices of the Faculty Handbook are informational in nature. Wherein these Appendices appear to describe policy, such policy is in the realm of a unit of the university other than the faculty. The Appendices are not intended as policy documentation for units other than the faculty. For specific policies of other units, the faculty member should consult the unit in question.

Synopsis and History of Murray State University

Murray State Normal School, created by the Kentucky General Assembly in 1922, admitted its first students in September 1923. In 1926, when the General Assembly granted the institution authority to confer baccalaureate degrees, it was renamed Murray State Normal School and Teachers College. The college was accredited by the Southern Association of Colleges and Schools in 1928 and received authority to offer liberal arts and pre-professional courses in 1930, when the name was changed to Murray State Teachers College. In 1948 the name was changed to Murray State College, and in 1966 the General Assembly authorized the Board of Regents to change the name to Murray State University. Today the university is a Carnegie Classified Master’s L comprehensive institution organized into five separate colleges, with a total of 27 academic departments, the Hutson School of Agriculture, and the School of Nursing and Health Professions. The university has an enrollment of approximately 10,000 students and a teaching faculty of approximately 370.

Dr. Randy J. Dunn became the eleventh President of the university on December 1, 2006. Previous Presidents were Dr. King Alexander, 2001-2005; Dr. Kern Alexander, 1994-2001; Dr. Ronald J. Kurth, 1990-94; Dr. Kala M. Stroup, 1983-90; Dr. Constantine W. Curris, 1973-83; Dr. Harry M. Sparks, 1968-73; Dr. Ralph H. Woods, 1945-68; Dr. James H. Richmond, 1936-45; Dr. John W. Carr, 1923-26 and 1933-36; and Dr. Rainey T. Wells, 1926-32.

Over seventy buildings dot Murray State University's 232-acre main campus in Murray, a city of 17,000 located in the Jackson Purchase lake area of west Kentucky. Murray State was among the first public universities in the country with a successful, comprehensive residential college program. The university extends its services through its regional campuses and distance learning programs. Murray State University is a member of the Ohio Valley Conference (OVC) and the National Collegiate Athletic Association (NCAA).

The Waterfield Library, named in honor of Harry Lee Waterfield, a 1932 Murray State University alumnus and former Lieutenant Governor of Kentucky, houses the circulating collection, reference sources, government documents, microforms, and periodicals. Historic Pogue Library, named for Dr. Forrest C. Pogue, contains special materials relating to the history and culture of west Kentucky and the region. Dr. Pogue, a 1931 Murray State University alumnus, was a nationally known historian and biographer of General George C. Marshall. In 1989, he donated his books, personal papers and memorabilia to the library.

After undergoing extensive renovation, the first building erected on the Murray State University campus in 1924 was rededicated as Wrathe West Kentucky Museum on September 22, 1982. In 1966, the building had been named Wrathe Hall in honor of M. O. Wrathe, who served as alumni secretary, Director of public relations, and executive Vice President at Murray State (1938-1970). The museum, open to the public, highlights and promotes understanding of the social, cultural, and economic development of west Kentucky and the surrounding region.
Both Pogue Library and Wrather West Kentucky Museum are listed with the National Registry of Historic Sites.

Three agricultural laboratory farms are within a mile of the campus. The Breathitt Veterinary Center, located in Hopkinsville, Kentucky, provides animal disease diagnostic data to the region served by Murray State University. In addition, students receive instruction, conduct research, and perform field service investigations at the accredited facility.

Hancock Biological Station which serves the Center of Excellence for Reservoir Research and the Ecological Consortium of Mid-America is located ten miles east of campus on Kentucky Lake.

In its ninth decade of service, Murray State University’s mission focuses on undergraduate, graduate, and professional instruction, and continuing education programs as well as enhancement of the educational, economic, and cultural opportunities of the people of west Kentucky.

**The Murray State University Shield**

The Murray State Shield, the official seal of the university, is taken from the heraldic coat-of-arms of the family of William Murray, Earl of Mansfield and Lord Chief Justice of Great Britain in 1756. The Earl of Mansfield is an ancestor of the Murray family from whom the city and university take their names. The shield itself is blue with a double gold border. The three stars represent hope, endeavor, and achievement. This emblem appears on diplomas, stationery, and other official university documents.

**The Murray State University Alma Mater**

_In the heart of Jackson's Purchase_
_'Neath the sun's warm glow Is the home of Murray State Finest place we know._

CHORUS:
_May we cherish thy traditions_
_Hold thy banner high_
_Ever guard thy name and glory_
_Live and do or die._

_Though we leave thy halls forever_
_Many miles go hence_
_May our love for Alma Mater_
_Only have commenced._

CHORUS

Words by A. B. Austin
Strategic Planning at Murray State University

In January 1984, the strategic planning process was initiated at Murray State University. The President’s cabinet worked to develop a document which would serve the dual role of providing the institution with an overall sense of direction and continuity while at the same time working toward specific goals which included recommendations from the Southern Association of Colleges and Schools Commission on Colleges and the Kentucky Council on Higher Education. In January 1990 a Strategic Planning Task Force was formed which included administrators, the Faculty Regent, and representatives of the Faculty Senate and Staff Congress, that worked with campus units to formulate a new strategic plan which was approved by the Board of Regents in November 1990. This plan was revised in 1992 and 1993.

Murray State University utilizes a comprehensive planning process to make strategic decisions. Key assumptions regarding strategic planning are:

- Strategic planning is a participatory process. All individuals whose commitment is necessary to implement planned changes must be involved.
- Planning efforts are continuous, recurrent, and systematic.
- Planning is integrated into the institution. At all levels, planning must be integrated with institutional mission, institutional priority statements and goals, assessment activities, other programs, disciplinary accreditation, services offered, policies, budgets, and procedures.
- Planning is most effective when there are monitoring processes to ensure that the planned activities are initiated and carried to completion. Monitoring the implementation process also allows for necessary mid-course corrections in strategy and design.
- The mission defines the fundamental reason for the institution’s existence. At its most basic level, planning is directed toward achieving the institutional mission and values.

Based on these assumptions, Murray State University undertook a new broad-based, participatory strategic planning initiative in 2001. In 2002, a Strategic Planning Committee was charged with making recommendations regarding the institutions’ priorities, mission, and quality enhancement initiatives. The planning process was decision-focused, information-based, and participatory. Institutional information was gathered through a faculty and staff survey, reports from academic and support units, and studies of institutional trends and data. This and other collected information informed the discussions and decision-making process, and resulted in the Strategic Plan, 2003-2008, which was approved by the MSU Board of Regents, September 26, 2003, and submitted to the Council on Postsecondary Education (CPE).

Academic Units of Murray State University

The Arthur J. Bauernfeind College of Business

Murray State University began programs in business and public affairs in 1935. The strong demand for men and women with such preparation has resulted in a steady expansion in course offerings, enrollment, equipment and technology, and faculty.

The Arthur J. Bauernfeind College of Business is organized into six departments: Accounting; Computer Science and Information Systems; Economics and Finance; Management, Marketing and Business Administration; Journalism and Mass Communications; and Organizational Communication. Each department offers viable programs of study at both the undergraduate and graduate levels. All the
undergraduate area programs, Bachelor of Science in business, Bachelor of Arts in business, plus the major in business administration as well as the Master in Business Administration (MBA) offered by the college are accredited by AACSB-International—The Association to Advance Collegiate Schools of Business. In addition, the undergraduate program in journalism and mass communications is accredited by ACEJMC: the Accrediting Council on Education in Journalism and Mass Communications. The college offers four other highly recognized graduate programs—the Master of Professional Accountancy (MPA); the Master of Science in economics; the Master of Science in mass communications; and the Master of Science in organizational communication.

In a collaborative effort, the Arthur J. Bauernfeind College of Business and the Jesse D. Jones College of Science, Engineering and Technology jointly offer—at both the undergraduate and Master's level—the telecommunications systems management (TSM) program. The Council on Postsecondary Education has approved TSM as a Program of Distinction for Murray State University.

The college also offers a variety of services to area businesses through its Small Business Development Center (SBDC). The SBDC has offices on the main campus at Murray as well as in Paducah, Owensboro and Hopkinsville. The SBDC serves the Madisonville and Henderson region with regularly scheduled meetings two times each month. Also housed in the Arthur J. Bauernfeind College of Business are the following: the Center for Economic Education, the Center for Banking and Finance, the Bureau of Business and Economic Research, The Murray State News, the Shield, TV 11, and the Volunteer Income Tax Assistance (VITA) program.

The College of Education and Human Services

The mission of the College of Education and Human Services is to provide leadership, service and research at regional, State, and national levels to produce exemplary teachers and other human service professionals who are prepared to make significant contributions in a global and technological society. The college is composed of four departments and a Center for Communications Disorders and offers associate, baccalaureate, masters, and post-master’s degrees and certifications for teachers and other school personnel. The college also offers Specialist in Education degrees. The Department of Adolescent, Career and Special Education offers programs in middle school education, secondary education, career and technical education, health and physical education, and special education. The Department of Early Childhood and Elementary Education offers programs in elementary education, interdisciplinary early childhood education, reading and writing, and library science. The Department of Educational Studies, Leadership and Counseling offers school administration and leadership, guidance and counseling, human development and leadership, school psychology, school counseling, and community counseling. The Department of Community Leadership and Human Services offers undergraduate programs in criminal justice, recreation, social work, as well as youth and nonprofit leadership. The College of Education and Human Services is a member of the American Association of Colleges for Teacher Education and the National Council for Accreditation of Teacher Education Council of State Colleges and Universities. All professional education programs at the undergraduate and graduate levels are accredited by the National Council for Accreditation of Teacher Education and the Kentucky Education Professional Standards Board.

Special centers within the college focus efforts and resources in areas important to educational reform and to West Kentucky. These include the Center for School Safety, the Center for Environmental Education, the Center for Career and Technical Education, the Center for Communications Disorders and the Kentucky Academy for Technology Education.
The College of Education and Human Services partners with the Teacher Quality Institute to recruit and retain traditional and non-traditional students in teacher education programs. Programs and activities include alternative routes to certification, minority recruitment, Future Educators of America educational attainment to the public schools of the service region.

**The College of Humanities and Fine Arts**

The College of Humanities and Fine Arts consists of the departments of Art and Design; English and Philosophy; Political Science and Sociology; History; Modern Languages; Music; Psychology; and Theatre. The college is responsible for fine arts and humanities instruction in the University Studies program and for a wide variety of cultural programming. Programs in the college are accredited by the National Association of Schools of Art and Design, the National Association of Schools of Music, the National Association of Schools of Theatre, and the Master’s in Psychology Accreditation Council.

Undergraduate degrees offered by the college are Bachelor of Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music Education, and Bachelor of Music. Graduate degrees are Master of Science, Master of Arts, Master of Fine Arts, Master of Music Education, and Master of Public Administration.

The college serves as the cultural heart of the university and the region by providing a broad range of cultural and intellectual programs and reflects excellence through the teaching, research, creative, and service accomplishments of its distinguished faculty. Each program in the college offers extra or co-curricular activities that serve the general MSU community. The college is also involved with the public schools in the region through its role in teacher education preparation.

The college offers students rich opportunities for international study and intercultural experience. The college also houses the Liberal Arts program, the Clara Eagle Gallery, the Psychological Center, and the Robert E. Johnson Theatre.

**The Jesse D. Jones College of Science, Engineering and Technology**

The Jesse D. Jones College of Science, Engineering and Technology offers programs and activities that lead to and complement the highest quality of undergraduate and graduate educational experiences at Murray State University. The college emphasizes the highest level of student engagement in the learning process—whether in a more structured lecture environment, informal group discussion sessions, student interactive laboratories, interactive computer instruction, self-paced instruction, one-on-one research, and/or mentoring relationships. The resources of the college are focused on supporting the professional development of our students, faculty, and staff. Differentiated roles, personal strengths, and unique professional experiences are respected and encouraged in an environment focused on learning and personal growth and development.

The college is composed of seven departments including: Biological Sciences; Chemistry; Geosciences; Mathematics and Statistics and the Institute of Engineering. Faculty members are recognized scholars whose research is funded by such agencies as the National Institutes of Health, the National Science Foundation, the Environmental Protection Agency, and the Department of Energy. Among the College’s many noteworthy centers and programs, the Watershed Studies Institute is designated as a Commonwealth Center of Excellence. In a collaborative effort, the College of Science, Engineering and Technology and the Arthur J. Bauernfeind College of Business jointly offer, at both the undergraduate
and Master's level, the telecommunications systems management (TSM) program. The Council on Postsecondary Education has approved TSM as a Program of Distinction for Murray State University.

Among the college’s many noteworthy centers and programs, the Center for Reservoir Research is designated as a Commonwealth Center of Excellence, and the pre-medical program is supported by a grant from the Howard Hughes Medical Institute.

In a collaborative effort, the Jesse D. Jones College of Science, Engineering and Technology and the Arthur J. Bauernfeind College of Business jointly offer, at both the undergraduate and Master's level, the telecommunications systems management (TSM) program. The Council on Postsecondary Education has approved TSM as a Program of Distinction for Murray State University.

**The Hutson School of Agriculture**

The Hutson School of Agriculture upholds the tradition of agricultural and academic excellence. The school offers undergraduate and graduate curricula leading to degrees in agricultural science and animal technology. Degree options in agricultural science include: agricultural science, agricultural education, agribusiness, agriculture systems technology, agronomy, and horticulture. Degree options in animal technology are animal/equine science and animal health technology/pre-veterinary medicine. The pre-professional curriculum in veterinary medicine is designed to permit a student to complete the requirements for admission to veterinary colleges in less than four years or to allow the student to obtain a B.S. degree from Murray State University within four years if desired. The animal health technology program is accredited by the American Veterinary Medical Association and the American Association of Veterinary Laboratory Diagnosticians. Students in these programs also have the opportunity to interface with the Breathitt Veterinary Center in Hopkinsville, which is also a part of the school. The center serves our region as the Animal Diagnostic Laboratory for food and companion animals.

Three laboratory farms are available for the students to apply the latest technology in agriculture. The West Kentucky Exposition Center located on the West Farm is used for many Hutson School of Agriculture activities as well as regional events.

The school offers an Associate of Science with emphasis in agricultural science and technology, a Bachelor of Science in agriculture, and a Master of Science degree in agriculture. Minors are available in agriculture and equine science.

**The School of Nursing and Health Professions**

The School of Nursing and Health Professions is composed of the School of Nursing and the Department of Applied Health Sciences and offers degrees at the undergraduate, graduate, and doctoral levels. The School of Nursing and Health Professions’ undergraduate degree is the BSN and is offered as a pre-licensure program over six semesters and is also offered for registered nurses in a distance education format.

Pre-licensure students have the opportunity to start nursing courses early in their academic career after a competitive admission process. Clinical sites include regional hospitals, health department clinics, schools, outpatient settings, and St. Jude Research Medical Center in Memphis, TN. Registered nurses access courses via the internet or interactive television at the regional campuses of Hopkinsville, Madisonville, Henderson, and Paducah. The course work for registered nurses focuses on developing leaders and evidenced-based practice skills.
The School of Nursing and Health Profession’s graduate degrees include the master’s (MSN) and the doctor of nursing practice (DNP). The graduate programs emphasize expert practice, health policy, professional development, and improving health through evidence-based practice. Students practice in their local region and the anesthesia students are located either at Madisonville or Morehead, KY. The anesthesia program is a collaborative program with the Trover Health Care System. The Department of Applied Health Sciences offers undergraduate programs in athletic training, exercise science, as well as nutrition, dietetics and food management; and graduate programs in clinical nutrition.

All programs are accredited by the Commission on Collegiate Education and the anesthesia program is accredited by the Council on Accreditation of the American Association of Nurse Anesthetists. Faculty in the School of Nursing and Health Professions have a particular scholarly interest in creating healthy communities, assisting those with chronic diseases, supporting the local Angels’ Clinic, and influencing health policy in the region and nation. The faculty has a strong background in expert clinical practice and is active in professional nursing organizations.

**The University Libraries**

The University Libraries consists of the Harry Lee Waterfield Library (main library) and two branch libraries: Pogue Special Collections and the Overby Law Library. The library collection contains numerous resource materials, including volumes of books and bound periodicals, depository items from the federal and Kentucky state governments, microforms, and media resources. The Libraries provide access to 146 databases covering a wide variety of disciplines and subscribe to thousands of periodical and serial titles in print. Additionally, access is provided to periodicals full-text online. Wireless, fully Internet capable laptop computers are available for in-house use. Multiple sections of LOR 101—Library Research for Information Literacy (2-credit hours)—are offered each semester. Group instruction is offered, often in collaboration with classroom faculty, and individual consultation.

**Regional Academic Outreach**

Regional Academic Outreach delivers both credit and non-credit educational and enrichment opportunities, including an external degree, the Bachelor of Integrated Studies, to non-traditional learners. The center coordinates the university’s summer school program, (e.g., setting budgets, class scheduling, and marketing). The center’s primary service area is made up of the 18 counties designated by the Council on Postsecondary Education as Murray State University's service region. The university operates four regional campuses in Henderson, Hopkinsville, Madisonville and Paducah. In addition, many programs are offered outside this area. These opportunities include but are not limited to Extended Campus Credit Programs, Community Education Program, Bachelor of Integrated Studies degree, professional development programs and conferences, adult student services, military programs, and special regional events. Furthermore, the Murray State University Community College provides remedial services.

**Murray State University Community College**

The Murray State University Community College provides access to university courses and programs for incoming freshmen who do not otherwise meet admission requirements. Through a structured program of study, students in the Community College enroll in a seven-hour block of instruction designed to prepare
them for admission into a degree program. The Community College also provides remedial courses and tutorial services for degree-seeking students. The Murray State University Community College is authorized by KRS 164.295.

**Referral Agencies on Campus**

**Office of Student Affairs**

The Office of Student Affairs assists students with non-academic facets of campus life. Student Affairs is located in the Applied Science Building and coordinates the efforts of a number of student-related offices. The Housing Office, Student Financial Aid, Admissions and Records, Counseling and Testing, the Curris Center, Student Health Services, Office of Veteran Affairs, Intramurals, and Food Services are perhaps the most visible of the departments included within Student Affairs. Faculty members are encouraged to contact any of these offices for assistance with any student-related problem.

**University Counseling Services**

Located in the Applied Science Building, this center has a full-time staff available for mental health counseling, vocational counseling, and educational counseling. In addition, a testing service administers appropriate tests to assist the individual in increasing self-understanding, and to gain information in order to reach educational and vocational decisions. National tests such as the American College Testing (ACT) exam, Graduate Records Exam (GRE), College Level Exam Program (CLEP) tests, and College Entrance Exam Board tests are administered there. Large-scale university testing programs are also administered on regularly scheduled dates.

**Career Counseling and Information Service**

The Career Counseling and Information Service (CCIS), a division of the University Counseling Services, is located on the first floor of the Center. The purpose of the CCIS is to provide students (and their advisers) with timely information regarding career possibilities.

Specific resources include encyclopedic and other descriptive references, such as the Occupational Outlook Handbook, the Chronicle Guidance File, a microfiche collection of catalogs of all regionally accredited institutions with undergraduate programs, as well as other sources of information, including trade association materials, various guides to specific careers, and recent periodical information. DISCOVER, a computer assisted guidance program, is also available to students, faculty, and staff. Professional counselors are available to assist students in using the reference materials.

CCIS also provides questionnaires and inventories to help students identify their interests and the careers associated with them. Also available are taped interviews with representatives from each academic major available at Murray State University. These tapes provide program descriptions and curricular information.

The Career Counseling and Information Service is open from 8 a.m. to 4:30 p.m. Monday through Friday during the fall and spring semesters. Summer hours match the university’s operating schedule.
The Learning Center

The Learning Center, located in Lowry Center, offers the following services to all Murray State students:

- **Reading and Study Skills Improvement, REA 120 and 121**, are courses designed to enhance study skills, reading comprehension, vocabulary, and reading rate. Special emphasis is placed on the skills required to meet the demands of college courses. Students scoring 16 or below on the Reading portion of the Enhanced ACT are strongly encouraged to enroll in REA 120. The Open Reading lab, available during scheduled hours, offers help to all university students who want to improve their reading or study skills.

- **Basic Writing (ENG 100 and 111/112) and the Open Writing Lab** are courses required for entering freshmen with ACT English scores of 16 or below. Instruction is based on teacher-student conferences that focus on students' self-paced writing; assignments focus on problems that students typically have with sentence construction and include an intensive introduction to essay writing. ENG 100 provides three credit hours but does not count toward graduation. ENG 111 and 112 are one-hour, pass-fail elective credit courses designed to assist any university student with specific writing problems through individualized lab instruction. These courses also offer supportive instruction for former ENG 100 students, especially those who take ENG 101 in the spring semester. The Open Writing Lab is held during scheduled hours for all university students who desire improvement in general composition skills and help with specific writing assignments.

- **Developmental Math, MAT 100**, is structured to develop skills in basic mathematical concepts. A combination of an individualized and group instructional program is planned by assessing the students' math skills, needs and academic goals. MAT 100 is strongly recommended for entering freshmen with Enhanced ACT math scores of 17 or below. The Open Math Lab is held at scheduled day and evening hours and open to all university students who desire help in math or math-related courses.

- **Tutorial Program**: Students who are experiencing academic difficulty or want study assistance can receive small or group tutorial assistance in basic courses (math, biology, chemistry, physics, psychology, English, world civilization, economics, accounting). Open to all university students during scheduled hours, these group labs are directed by peer tutors.

- **Student Disability Services**: Learning disabled students may receive a variety of support services, including academic and personal guidance, peer support, tutorial assistance, test proctoring, and information regarding campus services, layout, and facilities.

TRIO Programs

TRIO Programs operates three programs that are federally funded through the Department of Education in Washington, D.C. These three programs, Student Support Services (SSS), Upward Bound (UB), and Educational Talent Search (ETS), provide services to students and adults with financial need and/or who are first generation students and/or are physically disabled. The SSS Program offers impersonal, academic and career counseling, tutoring, and financial aid assistance as well as services to meet the special needs of physically disadvantaged Murray State students. The Upward Bound Program is aimed toward high school students who have the potential for college. The program provides basic skills instruction, personal and career counseling, assistance in high school course selection, tutoring, exposure to cultural events, college admission and financial aid assistance. The ETS Program provides educational guidance services to middle school, high school and adult participants. Students are provided information and workshops on careers, education, and training to assist them in developing their career goals and future objectives in post-secondary education, including vocational, technical, community college, or college study. The ETS
Program also is aimed toward assisting adult non-traditional clientele who seek help in obtaining a GED and preparing for the ACT. Adults are further provided with financial aid assistance.

**Center for Academic Advising**

Murray State University's Center for Academic Advising (CAA), coordinates a program of academic advising for students who have not decided on a major (undeclared majors). Volunteer faculty members from the academic colleges serve as advisers for undeclared majors.

Students with varied interests within a single college are advised by the faculty members of that college. For example, a student who intends to major in some area of business would be advised by a faculty member in the Arthur J. Bauernfeind College of Business.

Not only entering freshmen but also continuing students who previously have declared a major area of study, but have then found that area of study inappropriate, can seek CAA assistance and academic advising for an alternative major area of study.

As soon as an undeclared CAA advisee selects a major area of study, the student is referred to the appropriate academic department to make arrangements to have all future advising provided by the faculty of that department.

The CAA advisers are dedicated to assisting each student with the realistic selection of a major field of study appropriate to the student's abilities, skills, interests, and career goals. Services provided include the following:

1. Teaching of the course IDC 099, Freshman Orientation—Undeclared Majors, during the fall semester.
2. Referral to other Murray State University offices for specialized assistance related to a particular student's need-- financial aid, Learning Center, housing, departmental faculty.
3. Individual academic advising emphasizing basic Murray State University requirements and carefully selected, basic career-related courses of the student's choice.
4. Special conferences with students who have quality-point deficiencies or who are experiencing academic difficulty.
5. Scheduling classes for a balanced distribution of courses while giving due consideration to work schedules, health needs, and other important individual needs of the advisee.

IDC 099 is taught with the help of staff from the University Counseling Services, who provide career counseling.

**Psychological Center**

The Psychological Center is a training and service center within the Department of Psychology and is located on the fourth floor of Wells Hall. Students may be referred for psychological evaluation and psychotherapy for a wide range of emotional disorders. The center is directed by a licensed clinical psychologist. Services are provided by supervised second-year graduate students in the clinical psychology program.
Career Services

The mission of the Career Services Office is to support the institution’s purpose of educating individuals to become productive citizens in society by serving as a liaison between students, alumni, faculty and the world of work, while providing integrated career placement services. These services include career counseling, job search strategies, credential building opportunities and information on employment trends and current hiring procedures, which will ultimately result in meaningful and satisfying employment upon graduation.

An essential part of the job search process is experience. Through cooperative education and internship opportunities available through Career Services, students can find the right employment that will add value to their degree. Several career fair events are designed and sponsored by the office throughout the year to connect students to employment opportunities.

Career Services also maintains several other opportunities for students. These include part-time employment for both on and off campus employers through work-study programs. They also promote the National Student Exchange program, where students can attend another college or university for up to one year. Graduate school information is available for students looking to complete their studies at another university. In addition, services which are provided to all students, faculty and alumni include: workshops, seminars, presentations, on-campus and mock interviews, cover letter and resume assistance, on-line recruiting services, credential referrals, and individual career counseling.

Career Counseling

Choosing a career is one of life’s most important decisions. The Career Services Office provides important career-oriented assistance, of which “Discover” is the centerpiece. Discover is complete, computer-based career information and planning system, which has been designed to meet career and educational planning needs. It can quickly assess and identify work-related values and compare those to up-to-date information about occupations. Individual career counseling and the use of a comprehensive career library is provided in conjunction with Discover to help students implement a career action plan. To schedule an appointment, contact Career Services at (270) 809-3735.

Office of Veteran Affairs

Office of Veteran Affairs is a department of Student Affairs. The primary mission is to assist the veteran/student with the successful transition from military life to the university campus. V.A. educational assistance is available under six (6) different programs, which includes Active Duty and National Guard/Selected Reserve status. Dependents/spouses of 100% disabled veterans are eligible for benefits. Residents of Kentucky may also receive the waiver of tuition through the Ky. V.A. Center (see Section 2.15.3.2).
**University Academic Bulletin**

Academic requirements, regulations and curricula are published in the Murray State University graduate and undergraduate catalogs. Each faculty member should be familiar with general university academic regulations and requirements and with his or her specific departmental program requirements. The joint catalog is published annually.

**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.

**Degree Program Registration**

Kentucky statutes have granted the Council on Postsecondary Education authority over which degree programs may be offered at the state institutions. When approved, a program is entered into the Council registry. Murray State annually submits data on enrollment and degrees granted for all registered programs to the Council. Those programs are subject to regular program review by the Council. This program review may lead to a Council decision to eliminate the program; institutions may also request that programs be removed from the registry when campus review suggests that they should be discontinued.

Proposals to initiate new degree programs may be initiated at the departmental level in conjunction with the Dean and Provost and Vice President for Academic Affairs. Each proposal must receive the approval of the Chair and the departmental curriculum committee, or its equivalent. The proposal is then routed for approval to the college/school curriculum committee, the Dean, and the University Academic Council. If such approval is granted, the Provost and Vice President for Academic Affairs and the President review the proposal in order to determine its feasibility for the university and upon approval, send the proposal for a 45 day pre-posting with the Kentucky Council on Postsecondary Education. Upon the Council’s 45 day review, the proposal may then be confirmed by the MSU Board of Regents.

Only under the most unusual or urgent circumstances will the President recommend to the Board of Regents the initiation of a new degree program not appropriately planned for in the university budget. After a proposal has been approved by the Board of Regents, the Department Chair, in conjunction with the Provost and Vice President for Academic Affairs, will prepare the proposal for final electronic submittal to the Council on Postsecondary Education. The final submittal to the Council on Postsecondary Education may occur simultaneously with the submission to the MSU Board of Regents. All new degree
proposals must also be reported to the Southern Association of Colleges and Schools Commission on Colleges by the University President before implementation of the degree program.

**Scholarships**

**Presidential Scholars**

Selection as a Presidential Scholar is the highest recognition Murray State University offers high school graduates. The selection of ten students for this honor is made by the Honors College Selection Committee from the pool of all scholarship applicants who have a composite ACT score of 28 or above and rank in the top ten percent of their class. Presidential Scholars are expected to demonstrate a broad range of academic talents and experience, leadership ability, and the capacity to meet the greater challenges and responsibilities available to this select group. Presidential Scholars complete the Honors Seminar sequence (twenty-four hours plus eight hours of prerequisites for the Science Seminar) as the general education component of their college education. They are encouraged to participate fully in the activities of the Honors College and to earn an Honors Diploma.

Presidential Scholars may, with the support and approval of Academic Advisers and the Honors College Committee, design an interdisciplinary course of study outside the standard majors and areas at Murray State.

The financial award given to Presidential Scholars covers the cost of in-state tuition, a fourteen meal ticket, and semi-private room. It is renewable for four years (eight fall and spring semesters) if the student is enrolled in at least one Honors Seminar each semester until the sequence is complete and maintains a full course load and a 3.2 G.P.A. (calculated each May).

Presidential Scholars are expected to participate fully in campus life; for this reason, they may live off-campus or accept gainful employment during the academic year only with the prior approval of the Honors College Committee.

**Alumni Scholarships**

The Murray State University Alumni Association offers a number of perpetually endowed honorary and memorial scholarships for the benefit of incoming freshmen, upperclassmen and graduate students. Applicants for these endowed scholarships should carefully review criteria for awards to determine their eligibility. Applicants must note their eligibility for specific restricted scholarships on application forms in order to be considered.

In addition, the Alumni Association offers a number of unrestricted scholarships which are open to any incoming freshman regardless of field of study or place of residence. Unrestricted Alumni Century Club Scholarships are open to full-time and part-time non-traditional students as well.

Murray State University has numerous academic and leadership scholarship opportunities. The online application is on the University Scholarship home page, www.murraystate.edu/scholarships. To be considered, students must apply every year. The deadline for application for all students is February 1 each year.
**Murray State University Foundation Scholarships**

Scholarship funds in the Murray State University Foundation are restricted in their use by the persons and/or organizations contributing the initial funds. Guidelines for each fund set forth the requirements for scholarship awards. Scholarship selection committees follow the specific guidelines for each fund in choosing scholarship recipients.

Students applying for scholarships should review carefully the specific requirements which a committee will consider when choosing scholarship recipients.

Scholarship recipients are selected during the spring semester for the following year.

**Other Scholarships**

Applications for all scholarships awarded by the university are coordinated by the Office of Financial Aid/Scholarships. Departmental Chairs and Deans should coordinate their scholarship activities with this office to ensure equitable handling of all scholarship applications. All athletic scholarships are handled by the Director of Intercollegiate Athletics.

**Administrative and Fiscal Policies**

**Human Resources (Personnel Services)**

The Office of Human Resources, located on the 4th floor in Sparks Hall, will advise faculty and staff on matters regarding staff employment procedures, federal and state laws pertaining to personnel matters, university rules and regulations applicable to personnel procedures, vacations, sick leave, holidays, job classifications, evaluation procedures for non-exempt, regular employee's work performance, employee termination procedures, relationships with co-workers, and general personnel policies.

The Office of Human Resources provides assistance to departments and divisions in securing qualified personnel to fill job vacancies on the university staff. Staff openings and job applications must be filed with this office, which serves as a central clearinghouse for matching job opportunities and placement of personnel. Personnel Action Forms will be approved only if proper procedures are followed.

The Office of Human Resources is charged with a major role in fulfilling the university’s commitment to equal employment opportunity programs.

**Authorization to Work**

All new employees must complete the following procedures before they can be placed on the Murray State University payroll.
**Immigration Reform and Control Act of 1986 (I-9 Form)**

The Immigration Reform and Control Act of 1986 requires that all new employees, including student employees, must complete the I-9 Form verifying their eligibility to work in the United States.

The I-9 Form must be completed in the Office of Human Resources within the first three (3) days of employment. Each department on campus has a list of the documents that may be used to verify a new employee's eligibility. Pay checks will not be processed until the I-9 Form has been completed in the Office of Human Resources.

**Employee Signature**

A new employee is required to sign the approved Personnel Action Form#3 in the Office of Human Resources before he/she can be placed on the payroll. Pay checks will not be processed until the new employee has signed the approved Personnel Action Form #3.

**Computing and Information Systems**

The Murray State University Information Systems Office, located in the Industry and Technology Building, provides general purpose computing facilities serving the areas of instruction, administration, and research. The office is staffed to provide computer service on a scheduled basis to all users, systems design and programming for administrative applications including institutional research, consulting services, statistical analysis, survey form design and analysis, and optical scan services for academic users.

**Telephone**

In 2007 Murray State University had a state-of-the-art Cisco VoIP telephone system installed. This system has numerous features including caller ID, redial, voicemail, directories, conferencing, forwarding, speakerphone, and many others. Information on the telephone system is available from Telecommunications.

**Publications and Printing Services**

Murray State University maintains a Publications and Printing Services operation. It is located in the General Services Building on Chestnut Street. Services provided include: writing, editing, graphic design, typesetting, photolithography, printing and binding. To make printing arrangements, contact the editor, located in the main office. The office is open Monday through Friday, 8-12 a.m. and 1-4:30 p.m.

**Parking and Traffic Regulations**

Faculty, staff and students must register any vehicle which will be parked on the campus. Unregistered vehicles brought onto campus are to be registered in the Public Safety and Emergency Management Office within 24 hours. Failure to register your vehicle may result in a fine. All fines are paid in the Cashier's Office, 2nd floor of Sparks Hall. In order to obtain a parking permit, one must pay for it in the
Cashier’s Office, then take the receipt back to the Public Safety and Emergency Management Office, where the permit is issued. A vehicle is not registered until the current parking permit is displayed in the proper location, pursuant to parking regulations.

Visitor and guest parking permits are issued at no charge in the Public Safety and Emergency Management Office. Murray State students, faculty, and staff may not use visitor parking areas.

The granting of special parking privileges is done ONLY by the Office of Public Safety and Emergency Management and Emergency Management. Graduate assistants do not qualify for faculty parking permits. Ticket appeals MUST be made within 5 days.

MSU is committed to addressing the needs of, and ensuring maximum access to parking accommodations for persons with disabilities. Parking spaces designated for persons with disabilities are intended for those with permanent and severe mobility impairments. Murray State University’s parking regulations are based on Kentucky Law, in accordance with KENTUCKY REVISED STATUTE (KRS) 189.456 (3) (1992).

**Keys**

Office and building keys may be obtained through the Associate Director of the Office of Public Safety and Emergency Management and Emergency Management. Written requests for keys must be made through and approved by Department Chairs and/or Deans. Key holders agree not to permit keys to be duplicated (state law) and agree to exercise caution so that keys will not fall into the hands of unauthorized persons. The processing of a key request normally takes only a few days.

**Guidelines for Use of University Facilities**

(Adopted by the Murray State University Board of Regents November 22, 1974, revised August 5, 1977) (Policies and Procedures for the Curris Center were approved by the Board of Regents on February 21, 1981)

Copies of the Guidelines and University Facility Fees and Charges are available from the Office of Facilities Management. (See Section 2.12.3 Use of University Facilities and Services.)

**Purchases**

Most standard office supplies are stocked by the University's Central Stores, located in the General Services Building on Chestnut Street. This is a self-service operation which grants a five (5) percent discount to those who pick up their supplies at the store. Bulky items or orders will be delivered on Thursday if ordered prior to 12 Wednesday.

Procurement Services is responsible for the efficient and judicious purchase of materials, equipment, supplies, and specific services. All purchases must comply with applicable state and federal laws. Noted below are major guidelines and regulations of the department.

1. All purchase transactions must be processed by Procurement Services. The university is not responsible for any purchase made without prior approval or issuance of an official purchase order.
2. Sufficient funds to meet the purchase obligation are encumbered prior to issuance of a purchase order.
3. Department heads are authorized limited purchase delegations up to $100 without prior approval. Exclusions are: (a) items stocked in Central Stores, and (b) items on state or local price contracts. Competitive quotes or bids will be solicited whenever practical and/or required by law.

4. The purchase requisition form may be used as a confirmation pay document or as a prepayment document for purchases under $100, simply by attaching an invoice as back-up material and signing in the lower left hand corner in the designated space. The document may also be used to initiate Procurement Services' action in ordering items from price contracts or the quotation/bid process. Allow thirty to ninety days for delivery from a vendor. Delivery time is stated on all state or local price contracts.

5. Procurement Services maintains a complete file of all state and local price contracts. The index to these contracts is available upon request to each department on a quarterly basis. We ask that these contracts be used unless prior approval has been given by the Assistant Director of Procurement Services.

6. In the event an emergency or a special problem occurs in obtaining materials, contact Procurement Services for assistance.

7. Most items ordered will be delivered to the University's Central Receiving Office in the General Services Building.

**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 from Accounting and Financial Services, located on the second floor of Sparks Hall. 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 approved by the President and on file in Accounting and Financial Services at least 14 working days prior to beginning the trip.

**Textbook Policies**

The University Store will sell new textbooks at the current publisher's list price, and will buy currently adopted used textbooks in good condition from students at a minimum of fifty percent of the price. Textbooks in poor condition will be purchased at a reduced rate. Textbooks in very poor condition may not be purchased. Textbooks not currently adopted on campus will be bought at prices indicated by the current jobber's catalog.

The University Store tries to supply students with as many used books as possible. Used textbooks are purchased from students throughout the year. Occasionally books are stolen from students and brought to the University Store to be sold as used books. To protect the original purchaser, the University Store will require proper identification from students selling used books.

**Credit Union**

The Murray State University Federal Credit Union offers savings accounts to members and uses the collective savings to provide loans for them.

The Credit Union provides the following services: savings, certificates of deposit, individual retirement accounts, Christmas Club, youth savings accounts, share draft checking (no fee), overdraft protection,
secured and unsecured loans, payroll deduction, second mortgage loans, discounts to various attractions, money orders, travelers checks (no fee), notary service (no fee), and a newsletter.

The Credit Union was chartered in March 1978 as a separate legal entity. The Credit Union is not a department of the university and fixes its own policies and procedures. From its inception, the Credit Union has performed valuable services for university employees.

**The Murray State News**

The Murray State News is the university's nationally honored full-sized campus newspaper. It is published once a week during the school year and is staffed by students. Advisement for the Murray State News is provided by a faculty member in the Department of Journalism and Mass Communication.

**Curris Center**

The Curris Center is the student center for Murray State University. As the "living room" of the campus, the Curris Center provides facilities, services and programs to help meet the needs of student, faculty, staff and community groups. Opportunities are provided in the student center for the campus community to interact and learn in an out of classroom environment.

In addition to meeting facilities for up to 300 people, the Curris Center provides banquet facilities, theatre, art gallery, overnight guest rooms, computer lab, and lounge areas. Services include bookstore, Post Office, teller machine, sweet shop, eating areas, debit card office, scheduling and catering. Programs include Game Room, Student Activities, Campus Recreation, Leisure Connection and Clubs and Organization assistance. The Student Senate and University Center Board are located in the Curris Center.

During the academic year, the Curris Center is open 7 a.m. to 11 p.m., seven days a week.

**News Bureau**

The News Bureau has as one of its primary responsibilities the preparation and distribution of news and features about the people and programs at Murray State University to both print and broadcast media across the region, state and nation. On a regular basis, the News Bureau disseminates material to newspapers and to radio and television stations in the region; on a more selective basis, information is sent outside the region. News releases are also posted on the university’s website. In addition, hundreds of releases are sent to the hometown media of students, faculty, and staff.

Another service of the News Bureau is a monthly calendar of campus activities and events, which is distributed widely on the campus, in the community, and throughout the area. The events calendar also appears on Murray State’s website. The calendar is compiled from solicited responses that reach the office before the deadline.

Tips or suggestions regarding possible news and feature stories are always welcome. Any item which would be of interest to the general public should be reported to the News Bureau. Information provided to the News Bureau will be prepared according to accepted newspaper, radio or television style.
The News Bureau coordinates news and event photography. Although priority is given to news-oriented photographs, services are available on a limited basis to persons in the campus community involved in other kinds of university affairs. No personal services are offered.

A sports information Director located in Stewart Stadium has the responsibility for media relations for athletics. That office also coordinates the message board service for the scoreboard in Stewart Stadium and public address announcements for athletic events.

**Alumni Association**

The Murray State University Alumni Association was organized June 1, 1926, to provide an opportunity for graduates, former students, faculty, staff, and members of the governing board of the institution to coordinate their efforts on behalf of the university.

The Alumni Association serves the university by (a) administering the Association Student Scholarship Program, (b) recognizing outstanding faculty through Distinguished Professor Awards, (c) recognizing alumni professional achievement through Distinguished Alumni Awards, (d) paying tribute to dedicated alumni service to MSU through the Golden Horseshoe Award, (e) providing leadership and support for campus activities for alumni, (f) providing leadership and support for area alumni groups across the country, and (g) serving as a liaison between the university and its alumni constituency.

Since the Alumni Scholarship Program began in 1941, more than $1,000,000 in scholarships has been awarded to more than 1,700 students. The Century Club scholarship program, begun in 1967, provides a number of unrestricted scholarships. Perpetual scholarships established to honor individuals or firms make up the other facet of the program.

**Wrather West Kentucky Museum**

In 1924 the first permanent building was constructed on the campus of Murray State University. The facility was extensively renovated and dedicated as the Wrather West Kentucky Museum on September 22, 1982. In the early years of the institution, the old building was the campus—classes, chapel, pep rallies, debates, and plays were held in it. It also housed the bookstore, Post Office, a dining room, science laboratories, and the administrative offices.

The primary mission of the Wrather West Kentucky Museum is to highlight and promote an understanding of the social, cultural, and economic development of West Kentucky and the Jackson Purchase. Acquisitions, exhibits and special programs support this mission. Both permanent and changing exhibits are open to the public at no charge.

The Museum is open Monday through Friday, 10 a.m. to 4:30 p.m. and Saturday 10 a.m. to 2 p.m. Handicap access is available.

**Breathitt Veterinary Center**

The Murray State University Breathitt Veterinary Center (BVC) is a nationally preeminent animal disease diagnostic laboratory dedicated to protecting the invaluable assets of Kentucky’s equine, livestock, and poultry industries by providing the fastest, most accurate, and most dependable animal disease diagnostic services possible.
The BVC, with a staff of 50+ employees, is housed in a 43,000 sq. ft. facility located on 15 acres of land in Hopkinsville, Kentucky. The facility is centrally located to serve a 150-mile radius including Western Kentucky, Southern Indiana and Illinois, and Northwestern Tennessee.

Although the BVC’s primary mission is to provide animal disease diagnostic services to the livestock, poultry, and equine industries of Kentucky, the center also plays an integral role in providing instruction in the Animal Health Technology and Pre-Veterinary Medicine programs at Murray State University. Professional staff members of the BVC provide classroom lectures and students rotate through the center for hands-on laboratory training.

The Breathitt Veterinary Center sponsors outreach programs in which personnel make field visits to area farms to provide additional expertise and consultation for Kentucky veterinarians. The center holds continuing education programs for veterinarians, animal health technologists, and livestock producers. Although research is not directly funded at the Breathitt Veterinary Center, several faculty members participate in ongoing research projects to further the knowledge of animal diseases and to improve diagnostic procedures.

**Watershed Studies Institute**

The Watershed Studies Institute was established in 1987 as a Center of Excellence for teaching and research. The mission of the WSI is to provide an infrastructure for education, research, and long-term studies of reservoir ecosystems. Three research facilities comprise the support base for the Center’s research and educational activities: the Hancock Biological Station (HBS), the Chemical Analysis Laboratory (CAL), and the Mid-America Remote sensing Center (MARC). Each facility functions in response to individual or team needs in conducting components of the WSI program and serves as an educational center for graduate and undergraduate studies in water and associated terrestrial sciences.

**The Hancock Biological Station (HBS)**

The Hancock Biological Station (HBS), which began operation in 1973, is a year-round facility of the Department of Biological Sciences located on the shores of Kentucky Lake approximately 15 miles from Murray State’s main campus. HBS provides students with opportunities for individualized instruction, participation in research programs, and on-the-job experience through involvement in a variety of grant and contract research projects. One of the finest facilities of its kind in the Midwest, the station has teaching and research laboratories, classrooms, an aquarium room, offices, dormitory rooms, a cafeteria, and a library. The station also has a large covered dock equipped with a specimen holding and processing room and a number of research vessels.

This is the only aquatic terrestrial research station in the Commonwealth of Kentucky and the only one of its kind within a vast continental area embracing valleys of the Tennessee, Cumberland, Ohio, and Mississippi rivers. It is located in close proximity to two of the largest reservoirs in the southeastern United States, Kentucky and Barkley Lakes. It consists of sixty-three acres of woodlands on the western shore of Kentucky Lake and investigators have access to 172,500 acres of terrestrial habitats in the nearby Land Between the Lakes.
**Chemical Analysis Laboratory (CAL)**

In the fall of 1984, the Chemical Services Laboratory (CLS), being composed of a group of technically trained, problem-solving oriented, entrepreneurial Chemistry faculty, staff, and students, began operation. The CLS is dedicated to the concept of University and regional service through a broad spectrum of chemical analyses. The goals of the CLS are as follows:

1. to provide analytical chemistry services to ongoing research projects in both the Jesse D. Jones College of Science, Engineering and Technology and the Watershed Studies Institute;
2. to provide essential analytical support to ongoing research from the Murray State University Department of Chemistry;
3. to modify existing protocols and develop new methods for the analysis of substances with economic or environmental impact on Western Kentucky; and
4. to provide hands-on, job-related laboratory training and experience.

**The Mid-America Remote Sensing Center (MARC)**

Since the late 1970s when Governor Julian Carroll declared Murray State the official NASA Landsat technology transfer agent, the Mid-America Remote Sensing Center (MARC) has distinguished itself as the premier remote sensing/geographic information center for the Commonwealth of Kentucky. MARC associates have educated students from all over the world in applications of space-age technology. In addition, MARC faculty/staff, using state-of-the-art image processing hardware and software, have conducted numerous resource management projects throughout the region for government as well as private sector groups.

MARC is equipped to analyze Landsat data and function as the clearinghouse for all CRR data for Kentucky Lake. Monitoring and satellite data are archived within the geographic information system for Kentucky Lake via state-of-the-art computational facilities. Large storage capacity and rapid processing support the development of water quality models and other projects related to reservoirs and their basins.

**Murphy's Pond**

Murphy's Pond is a natural wetlands area located in the northeast corner of Hickman County in the Purchase Area of Kentucky. It consists of a permanent "pond" area with water up to five feet deep, bordered on the north and east by a low eroded wooded bluff and sloping higher land. On the west and south it extends into a lowland floodplain which receives overflow from nearby Obion Creek which ultimately drains into the Mississippi River near Hickman, Kentucky. The pond is one of the last uncut cypress swamps in the western part of the state.

Murphy's Pond was identified as a disappearing ecosystem in the 1960s. In 1975 Murray State University acquired ownership of some 313 acres which includes the bluffs and adjacent high ground, an access road and most of the cypress portion of the wetlands. It is used by Kentucky and out-of-state biology classes and naturalists.
**Johnson Theatre**

The Johnson Theatre, located in the Price Doyle Fine Arts Center, seats 340 for full-stage productions. Each year, Murray State University Theatre produces five to six major plays in Johnson Theatre.

**Laboratory Theatre**

A small experimental theatre located on the third floor of Wilson Hall, it is used for student directing projects and rehearsals for main stage productions. Occasionally, avant-garde or experimental plays are produced in the Laboratory Theatre.

**TV-11**

Located on the seventh floor of Price Doyle Fine Arts Center are two TV studios. The studios are used for the production of the evening news, NewsMakers, and specials produced by the Radio-TV unit of the Department of Journalism and Mass Communication. These productions are broadcast on Channel 11, the Murray State University outlet on the Murray and Mayfield cable systems. TV-II facilities are also used to teach courses in broadcast production.

**WKMS-FM**

Located on the eighth floor of the Price Doyle Fine Arts Center, WKMS is the regional affiliate of National Public Radio. Programming at WKMS is called "mixed" with a combination of jazz, classical, folk and bluegrass, new age and big band music. The radio station regularly broadcasts NPR's award-winning Morning Edition and All Things Considered.

**Clara M. Eagle Gallery**

This is the university's primary art gallery, located on the sixth floor of the Price Doyle Fine Arts Center. It is a striking exhibition space which hosts six major exhibitions each year, along with numerous student shows. The gallery is an integral part of the instructional program in the Department of Art and the College of Humanities and Fine Arts.

**Lovett Auditorium**

A central campus landmark for many years, Lovett Auditorium seats approximately 2,100 for convocations and musical and theatrical activities. Lovett Auditorium is managed by the CFSB Center and is widely used by a variety of campus and community groups.

**Center for Academic Advising**

This center advises all students who have not decided on an academic major. A wide range of services is provided to help the undeclared student choose a suitable major.
Kentucky Council on Economic Education Center

The Kentucky Council on Economic Education Center at Murray State University is a non-profit organization affiliated with the Joint Council on Economic Education. The Center was formed in 1975 to promote economic education throughout West Kentucky. Its primary mission is to educate educators in order to increase their knowledge of basic economic concepts and improve their ability to impart that knowledge to their students (K-12). Effective economic education ties directly to economic development. An understanding of how our economic system operates leads to rational, effective decisions in the market place, the work place, and the voting booth. The KCEE Center is funded almost entirely through private donations and grants. Its outreach to area educators and students is through graduate economic courses, in-service workshops for educators, and teaching resource materials.

Small Business Development Center

The Small Business Development Center (SBDC) provides personalized business consulting services and related training programs through a trained, full-time staff of management consultants. Support services involve faculty members in all disciplines based on requested and proactively analyzed needs of our region. The objective of the center is to promote the continuing development of small businesses. It provides consultation services in the areas of financial planning, accounting/bookkeeping systems, marketing management, cash flow analysis, computer application, development of a business plan, and management techniques and other areas. The SBDC has offices in Murray, Hopkinsville, and Owensboro.

Ruby Simpson Child Development Center

This Center, part of the Department of Early Childhood and Elementary Education, is located behind the Waterfield Library. Housing a full range of activity centers for three and four year olds; the Center provides opportunities for children to engage in a multitude of educational experiences. The Center serves as a training facility for undergraduate and graduate students in Child Development. It offers an exceptional learning environment for three and four year olds from the community at a reasonable charge to their parents.

University Farms

The 275 acre, main University Farm is located less than a mile west of Murray State University’s campus on College Farm Road in Murray, Kentucky. The University Farm consists of pastures for equine and registered Angus beef operation and research, plots for tobacco, corn, and soybeans, as well as four, one-half acre demonstration aquaculture ponds. Also located on the main University Farm are the facilities for Murray State University’s equine program, including the Equine Instruction Facility, riding areas, three horse barns, the Agricultural Mechanization Shop, Farm Shop annex, and the William (Bill) Cherry Livestock and Exposition Center. MSU students are permitted to lease equine stall space on the main University Farm and bring their own horse to campus in support of the equine science program.

The 90-acre North Farm consists of facilities and pasture for cattle and equine grazing and research projects. The pastures and facilities will hold approximately 30 cows, calves, and herd bulls and is used to conduct stocker cattle research trials and other beef and equine related projects. The 42 acre Pullen Farm was donated to the Hutson School of Agriculture by Ms. Mabel Pullen in
1995. It is dedicated for the use of Murray State University’s Agronomy and Horticulture units. It contains three, 30x96, state-of-the-art greenhouses, a head house, an environmental center, turf plots, a pot-in-pot and in-ground tree nursery, and land for numerous agronomy crop plots. It is also the headquarters of the Hutson School of Agriculture’s annual Fall on the Farm community event. The most recent addition to the Pullen Farm is the Arboretum at Murray State University, an 8-acre collection of trees, various plantings, and concrete walking trails. The Arboretum also features a large pavilion designated for meetings, receptions, etc., as well as two smaller shelter structures. The Arboretum serves as a working laboratory for horticulture students and faculty, and is also available to the public as an educational tool and location for meetings, weddings, and other events.

The Hutson Farm was donated to the Hutson School of Agriculture by Ms. Cindy Hutson in 2010. The 160 acre farm is dedicated solely to crop production and energy crop research, and also houses the Bill and Merry Garrett Agricultural Education and Research Center.

**Center for Environmental Education**

Since 1976, the Center for Environmental Education has provided quality programs and materials to area schools and Murray State University faculty and students. In so doing it has become a national model for university-based environmental education centers. The Center has grown and expanded with the financial support of the Tennessee Valley Authority, the College of Education and Human Services at Murray State and the West Kentucky Environmental Education Consortium. Housed in Alexander Hall, it offers the following services to school districts which are members of WKEECK and to MSU students and faculty: A resource room of curriculum materials, books, activities and videos; the environmental van—an enrichment program which travels to area schools; graduate courses and workshops, teacher training programs—both in-service and pre service; and assistance with community education.

**The Murray State University Speech and Hearing Clinic**

The Speech and Hearing Clinic provides screenings, evaluations, and a full range of treatment services for individuals who have speech, language or hearing disorders.

Clinical services are provided by graduate students in the Master of Science program in Speech-Language Pathology. Students are supervised by specialized faculty and staff in the Communication Disorders Program who have either a masters or doctoral degree in Speech-Language Pathology or Audiology, a Certificate of Clinical Competence of the American Speech-Language-Hearing Association, and licensure by the Kentucky Board of Speech Language Pathology and Audiology.

**Adult Basic Education**

The Adult Learning Center (ALC), located in Murray State University’s Roy Stewart Stadium, has been in operation since 1974. The ALC has served more than eight thousand individuals since its inception. The ALC is funded through the Cabinet for Workforce Development, the Office of Adult Education Services, and the Center for Continuing Education/Academic Outreach at Murray State University.

The ALC is open to anyone sixteen years of age or older who is not enrolled in a public school. The ALC provides instruction for adults to upgrade their basic education skills, to prepare for the General Education Development (GED) examination, and to improve their skills to other areas. The ALC welcomes any eligible individual to enroll and study free of charge.
West Kentucky Educational Cooperative

The West Kentucky Educational Cooperative is a consortium of 27 West Kentucky school districts and Murray State University. Funded through membership fees from the school districts and in-kind services from Murray State University, the Cooperative's main purpose is to combine resources to better meet the needs of students in member districts. Administrative offices are located on the fourth floor of Wells Hall. The Board of Directors is made up of each district superintendent and the Dean of the College of Education and Human Services.

The Cooperative promotes interagency collaboration and seeks funding resources for school programs. Major projects include providing support services for districts in their operation of programs for exceptional children, conducing professional development activities, and bidding large group purchases.

Wm. “Bill” Cherry Agricultural Exposition Center

Completed in 1976, the then Western Kentucky Livestock Show and Exposition Center was built in response to requests by the Western Kentucky Horseman’s Association, Purebred Livestock Associations, and various friends of Murray and Western Kentucky. The facility was renamed in dedication to its first director, William “Bill” Cherry, in 2006. The Cherry Expo complex is made up of a multi-purpose event facility that consists of a 20,000 square-foot dirt floor arena with graduated seating for 2,784; an 8,647 square foot staging area with 6 stall wash rack; a 100 seat classroom; 20 station RV electrical hookup area; and an associated 40 stall barn. The event facility also includes an elevated announcer’s stand, show office, and sound mixing booth for the in-house sound system. In addition, the complex maintains an inventory of portable rough stock panels, gates, and misc rodeo equipment to provide customizable setups for just about any type of livestock event. The Cherry Expo is well suited to serve rodeos, livestock and horse shows, motorsports, and a variety of other exhibitions, conferences, and events.

Bill and Merry Garrett Agricultural Education and Research Center

Located adjacent to the Hutson Farm, the Bill and Merry Garrett Agricultural Education and Research Center was acquired in 2011. The facility currently features a historic tobacco barn, a workshop, and a 6,000 square foot residence/conference center. The Garrett Center is used to host conferences, store equipment, provide research and classroom space, and hold meetings.

Occupational Safety and Health Training Center

Murray State University's Training Center offers a variety of programs to meet the needs of regional industry. Courses include: Confined Space; Hazard Communication Training; Hazardous Material Technician Emergency Response; Hazardous Waste Site Worker; Incident Command; Laboratory Standard; Refresher Emergency Response; and Respiratory Protection. The Center also offers customized training.
Cultural Events on Campus

Murray State University sponsors or supports an abundance of cultural activities on the campus each year. The College of Humanities and Fine Arts provides visual art exhibits, dramas, faculty/student recitals, guest artist recitals, concerts, films, and musical theatre performances, most of them free of charge. Lectures and institutes featuring famous speakers, scholars, and artists are sponsored by academic units on campus each year. Annually, the university and Murray Civic Music Association bring outstanding international music, dance, and musical theatre/opera attractions to the campus, with faculty and staff invited to join for a nominal membership fee.

The Student Government Association sponsors such events as awareness weeks, coffee house programs, big-name star concerts, a cultural series, foreign and domestic films, and many other activities open to faculty and staff.
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