**Fall 2015 Faculty Guide Updates**

In response to the Higher Learning Commissions request to improve the quality of policy at UCM, the Faculty Guide has undergone an online format change. Based on best practices, the new format improves access, identifies the date and type of revisions, and provides short descriptions with hyperlinks to primary document sites. In addition, there have been several fully vetted and approved changes to the Faculty Guide this fall. Please go to the Faculty Guide to view these updates in their entirety:

I. Editorial changes throughout.

II.A. Academic Honesty – Academic Alert information added.

II.D. Faculty Meetings – exceptions for attendance added.

II. C. Commencement Role – editorial changes and exceptions for attendance added.

I.F. 2. Office Hours – renamed Availability of Faculty; addressed online courses and student accessibility to faculty.

II.F. 1. Course Syllabi – clarified the use of current syllabi on file, addressed online distribution of syllabi to students, and cited 34CFR600.2 for student engagement.

II.F.5.Grades – 1st half of the semester and summer grades are due by the Tuesday following the end of the class.

III.G. Faculty Professional Enhancement – Request for academic leave links updated to reflect current funding processes.

IV. J.2. Sexual Harassment Policy - link to Title IX added.

V. University Services a**dded content for:**

[C. 9. Mentoring, Advocacy and Peer Support](https://webedit.ucmo.edu/faculty_guide_dev/FGVC9.cfm)  
[C. 10. Office of Military and Veterans Services](https://webedit.ucmo.edu/faculty_guide_dev/FGVC10.cfm)  
[C. 11. KC REACHE](https://webedit.ucmo.edu/faculty_guide_dev/FGVC11.cfm)  
[C. 12. Title IX](https://webedit.ucmo.edu/faculty_guide_dev/TitleIX.cfm)

VI. C. Corporate Sponsorship Program – deleted.

Lastly, Academic Procedures and Regulations (AP&Rs) are in section VII of the Faculty Guide. AP&R s reviewed and/or updated in the Fall 2015 include: AP&R #2 Academic Chairs Position Description, #8 Coordination of Surveys through the Office of Institutional Research, #9 Procedures for Human Subjects Review, #20 Staffing Plan Guidelines, and #21 Promotion and Tenure Appendices. AP&Rs which were inactivated include: AP&R# 13 Weekend College Courses and #26 Intellectual Property Rights which was elevated to the Board of Governors and University Procedure level.

**Spring 2016 Faculty Guide Updates**

I.E. University Policy Review Council – disbanded, see BOG Policy on Policy 1.2.010

II.E.1. Adjunct/dual credit -added

II.F. Textbooks – editorial revisions

II.F.1 Instructional Procedures: Syllabi – updated with OAS guidance

II.F.2. Instructional Procedures Recording Devices - updated with OAS guidance

II.F.2. Instructional Procedures: Examinations - updated with OAS guidance

II.G.2. Evaluation of Department Chairs, Deans, and the Provost -updated to reflect current practice

II.H. Student Academic Appeal Procedures – timeframe for filing a grade appeal revised

II.I. Teacher/Professional Governance and Procedures- link to committee charge updated

II.J. Establishing and Maintaining Academic Policies – new policy

III.B.1. Academic Freedom and Tenure – University policy and procedure information added

III.B.3.e. Contracts- required signature information added

III.B. 4 Faculty responsibility to file for promotion and/or tenure- added

III.B.4.k Updated - reflects 2005 delegation from BOG to President

III.B.4.k. Updated - clarifies that P&T will not be automatically granted.

Section III.B. Promotion and Tenure - listed in four sections to improve access

IV.N. Responsible Conduct of Research Ethics in Research Document - revision

AP&R 2 Academic Chair Position Description was moved into Section I.H. Academic Department Chairs and linked to HR processes

AP&R 3 Academic Program Advisory Boards – minor edits to appointment procedures

AP&R 12 Entrepreneurial Offerings – editorial updates

AP&R 17 Sponsored Programs –reviewed with updates

AP&R 22 Certificate Program Approval Guidelines – minor revisions

AP&R 23 Academic Department By-Laws and Internal Governance - reviewed with no changes

AP&R 25 Joint Accelerated Degree Programs – minor revisions

**Fall 2016 Faculty Guide Updates**

## **I. D. Strategic Leadership Team – revised to retain a reference to BOG 1.2.040 and remove titles of membership not within Academic Affairs purview September 2016**

## **I. E. University Policy Review Council – updated to reflect BOG adoption of Policy on Policy September 2016**

## I.F. Provost Council – reviewed by Provost Council, edited “she” to “who”, hyperlink updated October 2016

## **I.G Academic Council – hyperlink updated October 2016**

## I.J. Faculty Senate – reviewed by FS Executive Committee – no changes October 2016

II. E. 1. Graduate Faculty - edited to reflect Graduate School and International Admissions restructuring. Revised by the Graduate Council, September 2016

## II. **E. 2. Adjunct Instructors/Dual Credit Faculty -** Edited “adjunct instructors” to read “adjunct faculty and dual credit faculty” to improve clarity and consistency of terminology September 2016

## II.F.1. Classroom Control – updated to reflect current practices per Student Experience and Engagement and Public Safety. Faculty Senate motion 2015-2016\_ 11 October 2016

## II.F.2. Examinations – updated to reflect current practices per Student Experience and Engagement and the Office of Accessibility Services October 2016

II. F.2. Instructional Procedures[: Examinations, Grades, Grading System, Recording Devices, Field Trips](https://www.ucmo.edu/faculty_guide/FGIIF4561310.cfm) **-** deleted outdated language related to publically posting grades summer 2016

II.F.3 Course Fees – edited to update hyperlink to types of fees September 2016

## II.I Teacher/Professional Education Governance and Procedures – associated hyperlink to outdated page removed. October 2016

## III.A. Employment – Table of Contents expanded to show the subsections of this section, improving transparency of the content December 2016

## III.A.1. Employment: Nondiscrimination/Equal Opportunity Statement – removed duplicate language retaining link to original language in Board of Governors Policy 1.2.150 December 2016

## III.A.2 Employment: Procedures for Employment of New Faculty/Academic Staff – removed reference to AP&R 1 and 2 and redirected using a link to Human Resources’ Faculty Search Guidelines document December 2016

## III.A.5. Faculty Identification Card – Duplicate information available through Human Resources. This section deleted from the Faculty Guide December 2016

## III.B.4. (1) Promotion and Tenure: Timeline and Procedures – removed sentence “Directors of public and technical services will serve in the capacity of the department chair, ex-officio member without a vote, on promotion and tenure committee in those instances when a faculty member under consideration is from their respective units.” Dean of the Library reported that there are no longer any directors of public and technical services. Approved by Vice Provost for Academic Programs and Services. October 2016

## IV.J. Sexual Harassment Policy- edited to change the name of the Office of Legal Affairs and Risk Management to Office of General Counsel and The Vice President for Law, Policy and Strategy changed to General Counsel December 2016

## AP&R 7 International & Domestic Study Tour Guidelines – major revision to reflect current practice Revised by Vice Provost of Extended Studies and Dean of The Honors College and International Studies October 2016

**AP&R 10 Student Enrollment Grants revised to Extended Studies Special Project Variable Contract Rates** Revised by Extended Studies to reflect current practice September 2016

## AP&R 27 UCM Internship Standards – new policy approved and vetted October 2016

## AP&R 27 UCM Internship Standards – edited to change of the name of the Office of Legal Affairs and Risk Management to the Office of General Counsel December 2016

**Spring 2017 Faculty Guide Updates**

I.G. Academic Council - Reviewed by Chair of Academic Council with no recommended changes. January 2017.

II.B. Academic Advisement- Reviewed by Career Development Services Director/Career Counselor Gateway Center with no major revisions required. Updated address of Gateway Center. January 2017.

#### II. F.1. Instructional Procedures: Class Attendance – major revision based on policy review. April 2017

#### II.F.2. Grades, Grading System – minor revision based on policy review. April 2017

II.F.3. Instructional Procedures- updated link for Student Records to the Registrar to reflect current practice. January 2017.

II.G. Evaluation of Faculty, Department Chairs, Deans, and the Provost - Updated link to evaluation form. December 2016.

III.B. **Promotion and Tenure Policies - E**dited for hyperlink to Board of Governors 2.2.030. January 2017

## III.**B. Promotion and Tenure Policies -** Edited to add "advisory boards" to Service b. Membership on university, college and/or departmental committees. February 2017.

#### III.B. Promotion and Tenure: Timeline and Procedures for Institutional Promotion and/or Tenure- edited to hyperlink Sexual Misconduct Policy. April 2017.

#### III. G. Faculty Professional Enhancement - Edited hyperlink to form: Request for Academic Leave. March 2017.

III.G. Faculty Professional Enhancement- Updated link to approval form. (Online process is currently being developed by CTL to replace paper form).

#### III.J. Travel – updated hyperlink to UCM Procedures and Guidelines. March 2017.

#### III.K. [Sexual Harassment](https://www.ucmo.edu/faculty_guide/IVJ.cfm) - updated hyperlink to UCM Procedures and Guidelines. March 2017.

#### III.L. [Discrimination and Harassment](https://www.ucmo.edu/faculty_guide/IVK.cfm) - updated hyperlink to UCM Procedures and Guidelines. March 2017.

III.L. Termination - Edited to clarify reference to Board of Governors Policy 2.2.030, approved by vice provost. February 2017.

#### IV. J. Sexual Harassment Policy – updated to hyperlink to University Procedures. April 2017

#### IV. K. Discrimination and Harassment – updated to hyperlink to University Procedures. April 2017

#### IV.M. Responsible Conduct of Research moved to section II.K to better align with academic policies. Approved by vice provost. February 2017.

#### V.C.9. Mentoring, Advocacy, and Peer Support – updated hyperlink to MAPS web page. March 2017.

AP&R 4 Faculty Load & Compensation - Removed the following content per the provost and vice president of Human Resources. "It is not permissible to hire non-exempt employees to teach courses due to federal guidelines stating overtime must be paid in addition to payment for the course." Added hyperlinks and updated name of School of Graduate and Extended Studies. January 2017

#### AP&R 4 Faculty Load and Compensation – reviewed with no changes. April 2017

AP&R 5 Salary Savings/Lectureships - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 14 Space Utilization & Reassignment - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 15 Capital Project Prioritization & Scheduling - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 16 Budget/Accounting Responsibility - This policy has been suspended per the provost as it does not reflect current practices. January 2017

#### AP&R 28 Off-Campus Delivery of Academic Programs – new policy. February 2017.

\* Additional [Faculty & Staff](file:///\\ucmo\data\acadafrs\Academic%20Policy%20DO%20NOT%20DELETE\Policy%20Communications%20with%20Campus\2015%20to%202016\spring%202016\website%20https:\www.ucmo.edu\provost\resources\) and [Managerial Resource](https://www.ucmo.edu/provost/review.cfm)s information may be found on the Academic Affairs webpage.

Any questions regarding the UCM Faculty Guide may be addressed to the Academic Policy Coordinator at [putnam@ucmo.edu](mailto:putnam@ucmo.edu).