**Summer and Fall 2017 Academic Policy and Procedure Updates**

*The Policy Library: Academic Policy and Procedure* is reviewed for best practices, improved access, and improved tracking of changes. The following is a summary of vetted and approved changes this semester. Please refer to the *Policy Library: Academic Policy and Procedure* to view these updates in their entirety:

**May 2017**

Textbooks update: Removed g. Books Out-of-Print/Edition "Purchase remaining inventory for placement in the Reserve Room of the James C. Kirkpatrick Library or for direct distribution to students" per Dean of Library Services because JCKL no longer has a Reserve Room.

Class Attendance update*:* Edited Students Who Stop Attending a Course to remove Academic Enrichment as a manager of the Academic Alert System per the chair of Academic Enrichment and assistant vice provost of Student Experience and Engagement. May 2017

Market Discipline Designation reviewed by FS Salary and Fringe Benefits and noted as reflective of current practice. No changes at this time. May 2017.

\* Additional resource information may be found in the Faculty Portal: <https://library.ucmo.edu/ctl/resources.html>

Any questions regarding the *Policy Library: Academic Policy and Procedure* may be addressed to the Academic Policy Coordinator at [putnam@ucmo.edu](mailto:putnam@ucmo.edu).

**June, July and August 2017**

No activity.

**September 2017**

Promotion and Tenure: College Guidelines links to current college guidelines provided for faculty reference.

Entrepreneurial Offerings - the (70/30) revenue split between the academic college and the general fund will be reversed effective Fall 2017.

Promotion and Tenure: Tenure Policy, Contracts, Probationary Period - This update adds a process for faculty to request a “stopping of the tenure clock”. This procedure is a best practice recommendation from GC to provide guidance to faculty members who believe that their academic performance may be adversely affected because of a medical condition, personal emergency, or family care issues.  

**October 2017**

No activity.

**November 2017**

Availability of Faculty title was changed to Availability of Faculty Who Teach Classes (Office Hours). Policy was revised per recommendations of the Faculty Senate, Academic Council and approved by the provost. Revisions include individual departments may implement more stringent requirements.  Faculty who teach face to face shall maintain physical office hours.  The faculty member’s availability must be included in the syllabus, regardless of the mode of delivery of the class or the method of distribution of the syllabus.  Faculty are strongly encouraged to be accessible through multiple means and respond to all student inquiries in a timely manner as clearly defined in the syllabus.

Promotion and Tenure: The Promotion and Tenure Dossier – Edited to add link to the Promotion and Tenure cover page.