



Faculty Guide

2010-2011

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WELCOME TO MISSOURI WESTERN!

This faculty guide is a brief resource to help you get oriented to your career at Missouri Western. Faculty, because of their unique role at the University, have a distinctive relationship with the University with particular rights, responsibilities, and privileges.

Official Information

This document is meant to guide you to official sources of information, not replace them. Official sources of information include the Western Policy Guide, the Student Handbook, and documents maintained in Human Resources, the Provost’s office, and the offices of the Deans of the Colleges/Schools. ***If you have any questions about official policies or procedures, please contact Human Resources or Academic Affairs.***

Faculty Mentor

As a new faculty member you should have been assigned a faculty mentor within your department. This mentor, along with your department chair, should be your first point of contact for any questions regarding Western policies, procedures, or any other matter related to your faculty responsibilities. If you do not know who your official faculty mentor is, please ask your department chair.

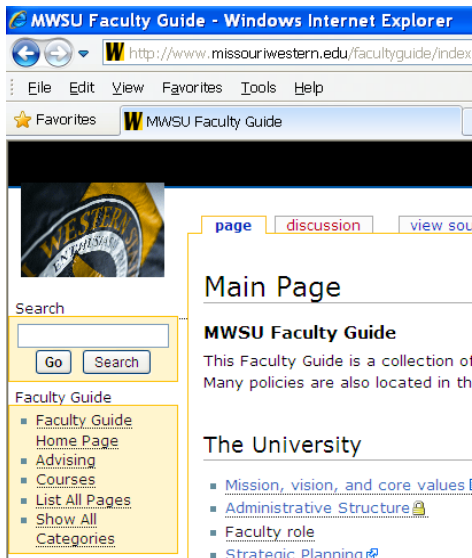
SOURCES OF INFORMATION

Online Faculty Guide

The most important information relating to your employment as a faculty member at Western is available online:

<http://www.missouriwestern.edu/facultyguide>

The online faculty guide is a collection of links to official documents and should be used as a starting point for finding information.



There is a search function on the left side menu that can be used to find keywords on subpages.

Western Policy Guide

The Western Policy Guide is available online, and every employee is responsible for being aware of any and all policies.

<https://ppm.missouriwestern.edu>

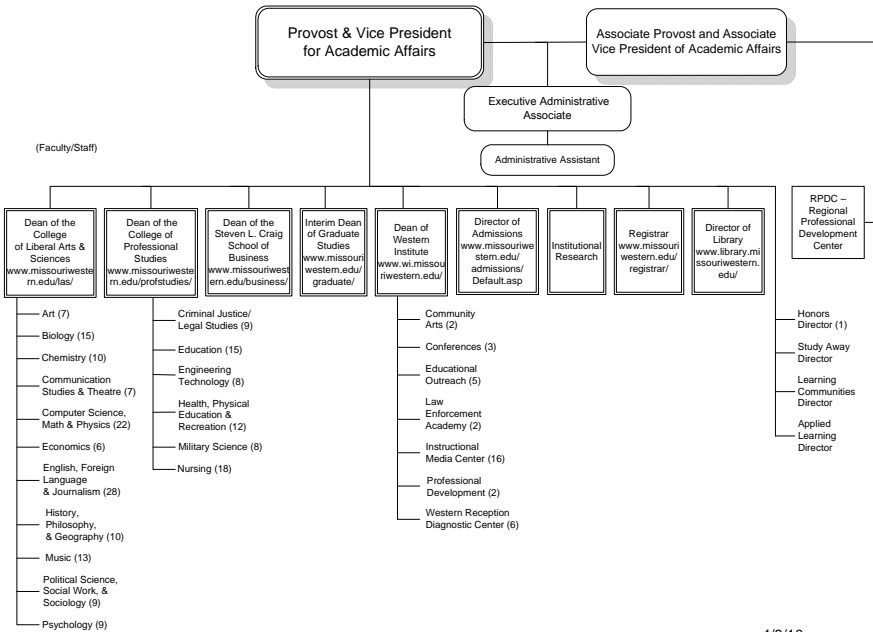
Note: You will be asked to logon using your Western email address and logon (the same logon you use to access computers on campus). You must use Microsoft Internet Explorer, and you may be asked to install an add-on the first time you access the Policy Guide.

The online Policy Guide is also fully searchable.

Organizational Chart

Academic Affairs is organized under the Provost with Deans and Directors sitting on Deans Council. Department chairs report to academic Deans.

ACADEMIC AFFAIRS ORGANIZATIONAL CHART 2009 - 2010



4/8/10

Advising

In order to provide the best possible advising for your students it is highly recommended that you attend an advising workshop held by Student Services.

<http://www.missouriwestern.edu/advising/>

During preregistration faculty are expected to have a wide variety of appointments at convenient times available for their advisees.

To report any academic concerns, please utilize the Early Alert System. Go to the advising web site and look for "Early Intervention Notice." You may report any problems with class attendance, academic work or other issues affecting your students.

COMPUTER SYSTEMS

Banner Access

All academic records (admissions, grades, HR, budgets) are kept using the SCT Banner system. You will have access to different functions depending on your role at the university.

The easiest way to access "self service Banner" is at

<http://goldlink.missouriwestern.edu>

E-Mail

Western uses Novell Groupwise for E-Mail. You can access it on your desktop using the Groupwise client, or online from home at:

<http://groupwise.missouriwestern.edu>

Note that there should be no expectation of privacy for messages sent or received using your official Missouri Western E-Mail address.

ACADEMIC HONESTY

Academic Honesty Policy

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

Violations of Academic Honesty

Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives.
10. Assisting other students in any of the acts listed above.

Student Due Process Procedure

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to rewrite the assignment, or failing the student in the course. If the student's grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report. If the student disagrees with the faculty member's decision, the student may submit a written appeal of that decision within 10 working days to the department chairperson and request a meeting with the department chairperson. The department chairperson will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student's appeal. In the event there is no assigned chairperson, the request should be made to the college or school dean. The chairperson's decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chairperson's receipt of the written appeal. If the student chooses to continue the appeal process, the appeal may be made within 10 working days to the provost or designated

representative to present the case to the Academic Honesty Committee. The provost or designated representative will present the case to the Academic Honesty Committee within 10 working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within 10 working days from the beginning of the next regular academic semester. The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee's decision, which must be made within 30 calendar days from the date on which the committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty member of its decision. If it is determined that no violation of academic honesty has occurred, the student's alleged violation will be removed from his or her record.

Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Student Development for disciplinary action.

Strategies to Minimize Classroom Cheating

Faculty members are encouraged to use preventative strategies to minimize the problem of classroom

cheating. All course syllabi should address the ramifications of cheating in the classroom. Strategies may include: utilizing alternate versions of a test; encouraging students to protect their test papers; placing students in positions throughout the room which will make cheating more difficult; and monitoring students by walking around the room during testing.

Classroom Behavior (Please refer to the Student Handbook for more information)

Students are expected to conform to the normal standards of academic behavior in all classrooms. In addition to normal standards of academic behavior, instructors may establish reasonable additional classroom rules and expectations for conduct in the classroom. Behavior which disrupts the classroom environment or interferes with other students¹ ability to learn may be grounds or justification for dismissal from the classroom.

Student behavior that is judged by the instructor as a cause for concern for the safety of students, faculty, or staff should be immediately referred to campus police for appropriate action up to and including the arrest of the student.

Best Practices

1. Quote the above Classroom Behavior section from Student Handbook in course syllabus and refer to the list of inappropriate student actions.
2. Highlight specific actions in your syllabus that are inappropriate: passive behavior, such as sleeping or texting in class; more actively disruptive behavior, such as coming to class late or talking on cell phones in the classroom; and behaviors that appear directed at you, such as open expressions of anger, impatience, or derision.
3. List specific steps that you will take in the event that the student is behaving inappropriately: in-class counseling, out-of-class counseling, other.
4. State that inappropriate behavior may result in the instructor directing the student to immediately leave the classroom, lecture hall, lab, or any specified learning environment, and that the student will be marked absent.
5. State that inappropriate behavior may result in meetings with the appropriate department chair or

academic dean to determine the consequences of the student's actions.

6. State that continued inappropriate behavior may result in disciplinary action that could result in course disenrollment and that the student will be subject to adjudication using the procedures outlined in the Student Code of Conduct.

ATTENDANCE

Attendance Policy for All 100 and 200 Level Courses

In order to improve student learning and retention as well as to achieve compliance with federal financial aid policies, Western has implemented a mandatory attendance policy for students in all 100-level courses beginning Fall Semester 2006 and all 100- and 200-level courses beginning Fall Semester 2007. Instructors are required to monitor and track student attendance. A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification from the faculty/staff supervisor of the event. Any additional excused absences are at the complete discretion of the instructor.

Maximum allowed unexcused absences accrued before the reporting of midterm grades are:

Class meetings/week	Max unexcused absences
1	1
2	3
3	5
4	7
5	9

When a student exceeds the maximum number of unexcused absences, instructors must report the student to the Registrar's Office, who will administratively withdraw the student from the course and notify the Financial Aid Office to reduce financial aid as appropriate. From the midterm to the end of the course, faculty will assign grades according to their grading policies with regard to absences and record an FA when a student fails due to absences.

Prior to delivery of the syllabi to students, the department chairperson will review all 100-level and 200-level syllabi to assure that attendance policies included are in accordance with the university policy.

Note: The document entitled “Statement to be Included on Course Syllabi” found on the next page should be included on all 100-level and 200-level courses. In addition, faculty should include in their syllabus statements regarding:

- the conditions for granting an excused absence,
- the effect of absences on grades,
- the make-up policy for missed assignments/ quizzes/ tests due or given on the day of an absence and other desired statements regarding student attendance or absences.

Statement to be Included on Course Syllabi

In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses.

You will be given an excused absence when acting as an official representative of the university, provided you give prior written verification from the faculty/staff supervisor of the event. [The instructor should provide here the policy for other forms of excused absences and policies for granting an excused absence.]

All other absences will be deemed unexcused. The maximum number of unexcused absences allowed for

this class before the midterm report, ***[enter date]*** is ***[fill in the number based on the table of class meetings per week.]*** Thus, when you have ***[maximum unexcused absences +1]*** unexcused absences you will be reported to the Registrar’s Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce financial aid as appropriate.

[Note: add other attendance policies regarding makeup policies for missed work, relationship of absences and grades, and other desired statements regarding student attendance and absences.]

Office Hours

Faculty are required to keep 5 hours per week of posted office hours and another 5 hours per week of office hours by appointment.

Meeting Classes and Faculty Absences

Please refer to the HR web site and Policy Guide for more information, however, faculty must turn in sick time for classes that are missed when not on official University business.

Faculty members are required to meet all scheduled classes and test periods to which they are assigned. If the faculty member will be unable to meet a class,

advance notice must be given to the Chairperson. Classes at Missouri Western State University are scheduled at various times Monday through Saturday. Typically, lecture classes meet for 50 minutes per credit, per week. Laboratory hours are scheduled for specific time periods depending upon the course. Faculty members are expected to hold classes for the full extent of the time period allotted to ensure maximum educational benefits to students. Dismissal or rescheduling of any class session is not left to the discretion of the faculty member; approval must be obtained through the Chairperson or the Dean.

If office hours or classes are missed only in the morning, a 1/2 day should be turned in. If office hours or classes are missed only in the afternoon, a 1/2 day should be turned in. If both morning and afternoon classes or office hours are missed, a full day should be turned in.

Your department chair must be notified of all absences.

School Cancellation Policy

Missouri Western State University will close only in extraordinary circumstances. If the University is to close due to weather/road conditions, the decision will be made as follows:

Daytime Closing - normally the decision will be made by 6:00 a.m.

Evening Closing - normally the decision will be made by 4:00 p.m.

Any closing of the University will be broadcast on the following stations: KCMO Radio (81 AM, and 95 FM), KKJO Radio (105.5 FM), KFEQ Radio (68 AM), KSJQ Radio (92.7), WDAF Television (Channel 4), KQ2 Television (Channel 2). If closings are not reported on the aforementioned stations, it should be assumed the University is open. It should be noted the University Administration will take several factors into consideration when making the decision to close the University due to weather/road conditions. Therefore, it cannot be assumed the University will close when area schools are closed. Notification will also be posted on Missouri Western's web page.

Faculty are expected to meet classes unless the University is closed.

COURSE SYLLABI

General Syllabus Requirements

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course

syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session.

It is recommended that the syllabus minimally contain the following: university name; school title; department title; course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (list of topics to be covered); university policy statements governing student attendance and academic honesty; a statement concerning students with disabilities, such as "Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements"; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

It is also recommended that syllabi include statements on appropriate classroom behavior.

Final Examination Schedule

Final exam schedules are prepared by the Registrar's Office and submitted to the director of publications. The final exam schedule is included in the class schedule. Final exams for one hour and two hour credit classes will be during the last regularly scheduled class. Finals during summer session will be given during the last session of each class. Faculty are expected to use the exam period assigned for their classes as published in the class schedule. Any deviation from the schedule must have prior approval of the department Chairperson and Dean.

GRADES

Final Grade Reports

Faculty members will be provided with information for reporting grades online from the Registrar's Office through email notification, or the department administrative assistant, at least one week prior to the date that final grades are due to be returned to the Records Office. Proper marking of the documents is vital to their later processing.

All final course grades are due in the Records Office by 1:30 p.m. on the second working day after the last day of finals.

Grade Appeal Procedure

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of the student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;

3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Grade Change

A course grade change must be approved by the Chairperson and Dean. The approved grade change must be submitted to the Registrar prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as

“F.” No extension of time beyond the allotted six weeks will be permitted. Under some conditions, however, the “F” may be changed by processing a grade change.

It is recommended that any instructor recording an incomplete grade should notify his or her department Chairperson along with sufficient information, so that should for any reason the instructor not be available during the six-week period, the department Chairperson could assign the correct earned grade.

Midterm Deficiency Reports

Grades must be submitted online at midterm on all students (See “Final Grade Reports”).

Student Appeal Process

Step One The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two If the student desires to appeal the grade further, he or she may utilize the departmental/School grade appeal procedures. Every academic unit must have a set of grade appeal procedures which are to be made available to students upon request; copies of

those procedures are to be on file in the Office of the Dean of the College, the Provost/Vice President for Academic Affairs, and the Vice President for Student Affairs. The challenge must be made in writing to the appropriate Departmental Chairperson. The appeal must be made no later than ten calendar days after the aforementioned 30-day deadline.

The Departmental Chairperson shall notify the student, in writing, of the Department's decision within 30 calendar days of receipt of the written appeal.

Step Three If the appeal is not resolved at the departmental level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than ten calendar days after receipt of the departmental decision. The department will forward all pertinent documents to the committee. The committee will notify, in writing, the student, instructor, and department of its decision within 30 calendar days of receipt of written appeal. The decision of the academic regulations and standards committee is final.

The grade appeal process shall be completed within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

Student Evaluation of Faculty

The University uses an approved campus wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self improvement and to the department Chairperson as part of the information used in the total faculty evaluation process. For these reasons, ***student evaluation of faculty will take place in every class.*** If a department strongly feels that an additional student evaluation form would be beneficial, approval by the Dean is required.

INSTRUCTIONAL MEDIA CENTER (IMC)

The IMC, located in Hearn 150, provides Western's faculty and students with computer and video-based technology and services to enhance educational

outcomes. The IMC provides equipment, equipment maintenance, production and design services, programming, training, and consulting. The IMC also serves non-academic sectors of the University and the community. Below are summaries of the functional units of the IMC. Check the IMC's web site at www.missouriwestern.edu/imc for additional information. The IMC's main telephone number is 816-271-5880.

Classroom Services facilitates the use of multimedia presentation technologies in all university classrooms and meeting rooms – including those at off-campus sites, consults on university projects involving computer-based technologies, and provides a variety of instructional technology services to faculty and students.

Instructional Design and Web Development Services provides training and support to help faculty design, create and implement computer-based multimedia modules to enhance instruction offered in classrooms and via the Web; is responsible for the University's primary Web pages and assists in the development of department-level Web pages; and provides other technology-based services, including programming, reporting and database services.

Video Services provides a variety of video-based services to assist in the development and delivery of courses, programs the University's television systems, provides videoconferencing services, and participates in the development of University video-based products (e.g., promotional videos, video capture of University events).

Academic Computing Services provides oversight for academic computing labs, including supervision of student monitors and maintenance of lab software and supplies.

Engineering Services is responsible for the design, installation and maintenance of computer-based equipment in classrooms, labs and meeting rooms, and provides engineering assistance to the other areas of the IMC.

Adaptive Technology provides a wide array of services and tools to enhance the learning and teaching experiences of students and faculty with disabilities.

STUDENT AFFAIRS

Student Affairs includes a variety of programs including the following: Student Success Center, A+, Center for Academic Support, UNIV 101, Center for Multicultural

Education, Student Life, Career, Counseling, Development, Health Center, International, Refugee & Immigrant Services, Non-Traditional Students, Disability Services, Recreational Services, Residential Life, Student Conduct, Student Government Association, Student Employment, and Testing. See: www.missouriwestern.edu/studentaffairs.

Student Success Center, Academic Advisement, A Plus & UNIV 101.

The Student Success Center is located in Eder Hall 209 (271-5990). Advising/A Plus & UNIV 101 Coordinator (271-5993), Academic Advisor and A Plus Specialist (271-5992), Academic Advisor and Intervention Specialist (271-5636). Staff coordinate the UNIV 101 Freshman Seminar, advise undecided and high risk students, handle the assignment of advisors to all new students and coordinate advising for registration days. They also respond to interventions for students who are referred by faculty via the early Intervention link on the Advising website.

Student Affairs coordinates advisor development sessions and information throughout the year to new and continuing faculty and staff advisors. Faculty are encouraged to contact the center for any questions related to the advisement process or for concerns/

questions about specific students. The office maintains a resource list for both students and faculty to use during the advisement process. Staff are also able to meet with students to discuss choosing a major.

Center for Academic Support

Director & Writing Coordinator 271-4531; Tutor Desk/Appointments, 271-4524. Located in Hearn Center 213 (the east end of the library building), the Center for Academic Support provides qualified student tutors and staff who support classroom instruction while encouraging students to set and reach their academic goals

Writing: MWSU students may receive free tutoring for any writing task and any aspect of the writing process. In addition to writing for courses, students can receive assistance with preparing for the Writing Placement Exam, applying for scholarships and graduate school, and writing cover letters and résumés.

Math: 271-4532. The Center provides tutoring in math classes ranging from beginning algebra to first-semester calculus, including developmental and general studies math courses, trigonometry, pre-calculus, applied and business calculus, and elementary statistics.

Reading and Study Skills: 271-5621. Students seeking help with reading and study skills can find assistance at the Center. Individual diagnoses can be done to determine what type of reading help is needed. Reading help is available to improve pronunciation skills, vocabulary development, comprehension, rate and efficiency, critical thinking, and spelling.

Content Tutoring: 271-4401. Students needing assistance in any discipline can receive tutoring in the Center. Postings throughout campus list the available courses and tutors along with tutors' email addresses. If a tutor is not listed for a desired course, students need only to come in and request a tutor for that course, and the Center will attempt to locate a faculty-recommended peer tutor.

Class Visits, Brochures, Bookmarks: CAS staff members are always happy to promote the Center's services by visiting classes and distributing bookmarks. Faculty sometimes request Center staff members to hold in-class workshops to cover specific study strategies or concepts not ordinarily part of the coursework such as grammar, research writing, reading techniques, time management, the use of flashcards, and a number of other topics. For additional

information about our services, please visit our web page at www.missouriwestern.edu/cas.

Center for Multicultural Education

271-4150. The Center for Multicultural Education (CME), sponsors diversity, multicultural and social justice programs for the University and the St. Joseph community. All events are designed to expose students to diverse issues and people as they prepare to enter the national community. The CME invites students to get involved by attending programs, volunteering on planning committees or visiting the office to discuss college success tips or dialogue about current issues on campus and in the community. The CME also offers community service opportunities in the St. Joseph area and beyond throughout the year. The CME is located in the Nelle Blum Student Union, Room 210. www.missouriwestern.edu/cme.

Center for Student Life

Taking advantage of a wide variety of student activities will develop students intellectually, morally, culturally, emotionally, spiritually, physically and socially. Involvement in student activities/organizations enhances the academic mission of Western. Student organizations are offered in the areas of departments of study, honorary, religious, governing organizations, Greek life,

and special interest. Student Life is located in the Nelle Blum Student Union, Room 207, 271-4159.

Career Development Center & Student Employment

Director: 271-4205. Coordinator of Student Employment: 271-4204. Located in Eder Hall 202. Career Development provides assistance to students in deciding on a major, a career field and in securing professional employment upon graduation. Career counseling is provided as well as job search assistance, career fairs, and interview days. Visit the web page at: www.missouriwestern.edu/careerdevelopment.

Student Employment is a critical office on the Western campus. All Western students who are seeking part-time, seasonal or summer jobs either on or off campus, as well as work study positions should visit the office or the web site:

www.missouriwestern.edu/studentemployment.

Counseling Center

Director: 271-4329. The Counseling Center is located in Eder Hall 203. Counselors are available throughout the year to assist students and staff in a wide variety of areas, with special emphasis on social and/or personal counseling and vocational guidance. Students may also find counselors helpful in answering questions

regarding academic programs and college life in general. Counseling is a free service to all students.

Health Center

The Esry Student Health Center is located on the second floor of Blum Union in Room 203. Through a nurse practitioner, the Health Center offers low-cost health services to all students. Appointments are recommended, but not required.

International Student Services

Coordinator: 271-5998. This department provides programs and services to enhance the overall educational experience of international students attending the university. The office provides orientation to incoming students, answers questions related to travel in and out of the country and information related to practical training or working while in the U.S.

Non-Traditional Student Center

Coordinator: 271-4280. Located in Eder Hall 200, the Non-Traditional Student Center provides support and assistance for the non-traditional students at Missouri Western. The Center houses a lounge area with computers, television, snacks and a comfortable place to relax between classes. The Center coordinates a

day-long seminar prior to every semester, non-trad scholarships, monthly coffee meetings, a non-traditional student club and a national honor society.

Disability Services

Coordinator: 271-4330, Eder Hall 203. The Coordinator monitors accommodations/services to students with a documented “disability” (from an expert in the particular field and which is not more than 3 years old). Students with disabilities are provided accommodations/services as mandated by the Americans with Disabilities Act (1990) and are tailored to their particular disability as stated in their documentation.

The students who are registered with the disability services office will provide each of their professors with a “confidential form” at the beginning of each semester that details what services they are provided based on their disability. Information may be secured through our web site at: www.missouriwestern.edu/ds or you may call the office or email: mritter@missouriwestern.edu with any questions.

Recreational Services/Baker Fitness Center

Looney Complex 147. Phone: 271-4247. Recreational Services coordinates the intramural programs and the

free loaning of sports and camping equipment to students for after-school hours and weekend use. Amy Foley, Fitness Center Coordinator. Phone: Questions pertaining to the Baker Fitness Center can be answered by calling 816-271-5946. A complete list of fitness center rules and guidelines is available at the front desk of the fitness center or go to:

www.missouriwestern.edu/recreation.

Residential Life

Director: 383-7100. Western's residence halls are far more than a place to sleep. Students who live in the halls report having more friends and say they've had a more rewarding college experience. None of this is by accident - the residence halls provide many opportunities and support services for students.

Resident Assistants (RAs) are readily available to help students make a successful transition to college. See our web page for more information at

www.missouriwestern.edu/reslife.

Testing Center

Eder Hall 203. Phone: 271-4285 or 271-4327. The Testing Center provides students with both standardized and individualized testing. Testing accommodations are provided for students with disabilities in the Counseling & Testing Center (Eder

203). Standardized tests administered by the testing center include the ACT, GED, Graduate Record Examination (GRE), Miller Analogies Test, C-Base, PRAXIS. Students with travel, employment, extensive reading, or other unique individual experiences may earn college credit through the CLEP examination series or Departmental Test-Outs.

LIBRARY

Library Director: Julia Schneider, 271-4369. Located in Hearn 208

The Western library offers a number of services for faculty. The library guide for faculty is available at:

<http://libguides.missouriwestern.edu/fac>

Audiovisual Materials Holdings

All titles are listed on the TOWERS library automation system. Materials are also available for student use in the Library and you may want to assign select materials for viewing.

Circulation

Materials will be due on May 1 of each. Journals may be checked out for one week. All materials are subject

to recall by the library at any time if someone else requests the item.

Purchasing

All faculty may request purchase of library materials to support their classes. Each department has an allocation from the library budget. Requests should be made through the Chair whose office has specific forms available for requesting purchase of books, journals and audiovisual materials. Forms are available online from the library home page under "More Library Information"

Reserves

Each faculty member may place items for supplemental assignments on reserve by filling out a reserve request. Request forms are available from the Circulation Coordinator. A copy of semester reading assignments should be given to the library each semester. A faculty member may place personal materials on reserve in the library; however, the library will not be financially responsible for their loss or mutilation.

Reference Services

A reference librarian is available to assist with the following services: (a) locating answers to specific questions; (b) retrieving requested information; (c)

conducting orientations; (d) securing interlibrary loans for materials MWSU does not have; (e) performing computer based reference database searches; and (f) assisting with electronic database and internet searches.

Class Orientations

Arrangements for class orientations should be made in advance by contacting Reference at extension 4573.

BOOKSTORE

The Barnes & Noble Bookstore is located in the Blum Student Union. The store is open Monday through Friday from 8:00 a.m. to 4:30 p.m. 271-4456.

OTHER IMPORTANT POLICIES

Approval of Research on Human Subjects

MWSU has established a committee on the use of human subjects in research (CUHSR) in accordance with the guidelines established by the Public Health Service.

The MWSU CUHSR has established policies and procedures for research on human subjects. Any MWSU employee conducting research on human subjects is expected to conform to these policies. Note

that some types of research require review by the MWSU CUHSR prior to beginning the research. Institutional review of research on human subjects is required by all federal funding agencies, most other extramural funding agencies, and many professional journals.

http://www.missouriwestern.edu/orgs/human_subs

Copyright Policy

MWSU adheres to the provisions of copyright laws as set forth in Title 17 of the U.S. Code and in U.S. Public Law 94-553, General Revision of the Copyright Law as they apply to the principle of "fair use" in the areas not limited to but including photocopying of print material and sheet music and reproduction of photographic, audio, video, computer, and other electronic materials. These laws also apply to the use of print and nonprint materials as well as musical and theatrical performance. Any questions should be addressed to the Instructional Media Center or the Library.

Drug Policy

The Drug Free Schools and Communities Act Amendments of 1989 require us to certify to the Department of Education that we have adopted and implemented a program to prevent the illicit use of

drugs and the abuse of alcohol by students and employees. These requirements apply to all employees of the University.

Clerical Service

Departmental administrative assistants and student workers provide clerical services to academic departments. Typically, departments have lead time deadlines for most clerical functions to assure the timely completion of projects and tasks. Administrative assistants and student workers are not to be used for business not related to Missouri Western.

Employee ID

In the interest of protecting our campus community, all employees are required to have in their possession at all times a University ID card. ID cards remain valid for the duration of employment.

Identification cards are issued by Public Safety in the Blum Student Union Building, Parking Services office, room 100 between 8 a.m. and 12 midnight Monday - Friday, excluding holidays. There is no charge for the initial card issued at the time of hire. New employees will be given a referral form from Human Resources to present to Security as application for the ID card. If an ID is lost or stolen a new card will be issued after the

assessed replacement fee of \$10.00 is paid. A new card will be issued for replacement when system changes make a card outdated.

Printing Services

Western has dedicated itself to expressing a clear and consistent image to its students and the community. In furtherance of this goal, Western has established a Graphic Standards Manual to ensure consistent use of trademarked logos and word marks. Therefore, it is the policy of this university that whenever anyone, including student organizations, intends to use or distribute the University logo, the use and design must comply with all aspects of the Graphic Standards Manual. This usage includes but is not limited to instance of licensing, printing and advertising. All employees must verify that selected vendors are licensed through the Public Relations and Marketing Office to use the University's trademarked logos and word marks.

University Insurance and Risk Management

Risk management is a proactive approach to protecting students, staff, faculty, and the general public from harm. This function includes providing advice, assistance, and direction in the University's obligation to furnish facilities and an environment that will

provide reasonable protection of employees, students and the public and to assist the University in safeguarding its resources. Individual operating departments maintain basic responsibilities for preserving assets in their control. This includes but is not limited to the following resources: people, property, income and minimizing potential loss within their area of control.

Employees, as representatives of the University, should not make statements which could be construed as accepting liability for incidents including but not limited to automobile, personal injuries, and/or property damage. Any claims against Missouri Western State University, its officials, or employees should be reported to the Risk Manager (Poppewell Hall 221).

Motor Vehicle Registration Policy

Missouri Western State University requires the registration of licensed motorized vehicles. This registration is to help provide parking control and security for vehicles parked on campus and to generate funds to provide for the proper maintenance and construction of University streets and parking surfaces.

Faculty and staff must register their vehicles annually during the month of August. The faculty and staff

registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or any part of the registration year.

Parking Services
(816) 271-5666

Blum Union Building, Room 100

CURRICULUM DEVELOPMENT

It is the authority of the faculty to develop curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

Faculty can offer courses that are not part of the regular curriculum as special topics courses up to two times. Please see your department chair for forms and rules.

FACULTY SENATE

The faculty participate in shared governance through the Faculty Senate. Senators serve two year terms are elected by the faculty as a whole in numbers representative of the relative sizes of the colleges/schools.

Proposals from the faculty go through the Governance Advisor Committee (GAC) chaired by the Provost to the President for action.

<http://www.missouriwestern.edu/facsenate/>

EMERGENCY PROCEDURES

Griffon Alert

Griffon Alert Emergency Notification System is a comprehensive, redundant, emergency notification system at Missouri Western State University. The system is activated by the Missouri Western Police Department and is designed to be used for emergencies on campus that affect or could affect multiple persons and or cause significant infrastructure or property damage

www.missouriwestern.edu/griffonalert

Alert Phones

The Missouri Western State University Police Department has provided phones in several areas on campus to be used in the case of emergency. Two emergency phones are located on the interior of the campus behind Spratt Hall and next to the Clock Tower.

There are also several emergency phones around the Residential Halls; one located along the sidewalk between Leaverton and Vasolakos Halls, one east of the Commons Building, and one east of the Living Learning Center. All of the emergency phones are mounted on black towers and have a blue strobe light on top of the tower. Additionally, there are three emergency phones located in the parking lots around campus, the east end of Lot H, the east end of Lot K and the east end of Lot J. All Emergency phones ring directly to the MWSU Police Department, there is no dialing required.

www.missouriwestern.edu/policedepartment/phones.asp

Classroom Security

Faculty are responsible for maintaining the safety of their classrooms. It is recommended that classroom doors be kept closed and that all faculty are familiar with procedures for active shooters and subscribe to the Griffon Alert system. See the University Police for more information or training.

Emergency Situations

An emergency is a sudden, generally unexpected occurrence demanding immediate action.

When a situation arises that is regarded as a medical or accident emergency by a person, or persons at the scene, the following procedure should be followed:

1. REMAIN CALM, average ambulance response time is 3-5 minutes.
2. CALL 911 FOR AN AMBULANCE AND BE PREPARED TO RELATE THE FOLLOWING INFORMATION:
 - Brief description of emergency;
 - Building name;
 - Floor number;
 - Room number;
 - Person's name.
3. Then call Campus Police (ext. 4438) and again relate the above information.

Non-Emergency Situations

If an accident or illness occurs that is not considered an emergency, the following procedure should be followed:

1. Call Public Safety (ext, 4438) and relate available information. Security provides 24 hour service.
2. Call Health Services (ext. 4495) and relate available information. Health Services personnel will provide advice. Health Services is open Monday Friday, 8:00 a.m. to 4:30 p.m. except school holidays and is closed during the months of June and July.
3. Send person to Health Services for care. Campus Public Safety and Health Services personnel are not available for transportation of sick persons on the campus or to the hospital. Ambulatory persons will be evaluated in Health Services and referred if necessary.

PROHIBITED ACTIVITIES

Firearms

Firearms, including concealable firearms, fireworks, explosive chemicals, other implements used as weapons, and other types of arms classified as weapons in the Missouri Revised Statutes, with the exception of those carried by a licensed law enforcement officer, agent, or weapons stored by

and/or used under the supervision of an approved unit are specifically prohibited on university property, including parking lots, whether in a vehicle or carried upon a person, or at university-sponsored or –supervised functions. Anyone found violating this policy will be immediately removed from campus. Violations of this policy by employees may result in termination of employment, or by students may result in expulsion from the university.

Alcohol

Alcoholic beverages are specifically prohibited on college property or at any university-sponsored or –supervised function off campus where students are attendees. Such university-sponsored or –supervised events off campus should be identified as “non-alcoholic events.”

Drugs

Illegal narcotic drugs, depressants or stimulant substances, hallucinogens, cannabis and/or its derivatives, including synthetic derivatives thereof, are specifically prohibited on university property or at any university-sponsored or –supervised function.

Smoking Policy

Smoking is prohibited in all campus buildings (except dormitories) of Missouri Western State University.

Smoking is permitted outdoors in marked areas provided tobacco products are disposed of in a receptacle designed for that purpose.

The use of smokeless tobacco is a health hazard and is discouraged; all expectorate must be disposed of directly into water-flushed toilet bowls. Use of any other method of disposal (paper cups, soda cans, wastebaskets, jars, etc.) is unsightly and unsanitary and, therefore, expressly prohibited.

Consequences

Incidents that violate the above-mentioned activities may subject the employee involved to disciplinary action up to and including termination.

Scientific Misconduct

The U.S. Department of Health and Human Services requires that any institution receiving federal funds for research establish policies and procedures for investigating and reporting instances of alleged or apparent misconduct. The Office of Research Integrity

(ORI) requires that such institutional policies provide for the inquiry, investigation, and reporting of scientific misconduct.

Misconduct (Misconduct in Science) is fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

When scientific misconduct is suspected or alleged, Western will take appropriate action that may involve: 1) initiating an inquiry; 2) protecting the individuals who reported, or those involved in, the misconduct; and 3) notifying ORI after obtaining any reasonable indication of possible violation.

Full details of this policy are in the Policy Guide.

SERVICE / TEACHING / PROFESSIONAL DEVELOPMENT AND TEACHING LOAD

A normal teaching load for a full-time faculty member is 23-25 load hours per academic year. Please refer to

the Policy Guide or online faculty guide for specifics on how load is calculated.

In addition to teaching, office hours, and advising, full-time faculty are also expected to devote substantial time to both service and professional development.

Service should include all levels (department, institution, community, professional) and should be directly related to your area of expertise or job functions. Service on institutional or departmental committees is considered an integral part of your continued employment.

Professional development should be aimed at keeping you current in your area, as well as enhancing the body of knowledge.

If you are unsure of service or professional development expectations, please have a conversation with your Dean.

IMPORTANT CONTACTS

A full faculty and staff directory is available at

<http://www.missouriwestern.edu/directory.asp>

Provost	271-4364 <i>www.missouriwestern.edu/acadaff</i>
LAS Dean	271-4510 <i>www.missouriwestern.edu/las</i>
PS Dean	271-4207 <i>www.missouriwestern.edu/profstudies</i>
CSB Dean	271-5827 <i>www.missouriwestern.edu/business</i>
Western Institute	271-4100 <i>www.wi.missouriwestern.edu</i>
Registrar	271-4211 <i>www.missouriwestern.edu/registrar</i>
Admissions	271-4266 <i>www.missouriwestern.edu/admissions</i>
Financial Aid	271-4501 <i>www.missouriwestern.edu/finaid</i>
Student Services	271-5990 <i>www.missouriwestern.edu/studentaffairs</i>
Library	271-4360 <i>www.library.missouriwestern.edu</i>
IT Help Desk	271-4555 271-4566 after hours <i>www.missouriwestern.edu/compctr</i>
Classroom Services	271-4395 <i>www.missouriwestern.edu/imc</i>

