

# MISSOURI WESTERN STATE UNIVERSITY

## Governance Advisory Council Report 2015-2016

June 21, 2016

Volume 40, No. 6

### GOVERNANCE ADVISORY COUNCIL

May 24, 2016

Attendees: Jackie Burns, Dr. Ben Caldwell, Dr. Jeanne Daffron, Carol Hare, Dr. Britt Johnson, Dr. Mike Lane, Dr. Gordon Mapley, Shana Meyer, Dr. Murray Nabors, Natasha Oakes, Dr. Kathleen O'Connor, Sally Sanders

Others: Dr. Bill Church, Paul Orscheln

#### GAC #15-16 – 2016 Instructor Promotion and Ranks

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** New Policy for Instructors

**Current Policy or Procedure:**

**Proposed Policy or Procedure:** MWSU Policy Guide, Academic Policies, Faculty Evaluation Procedures - To be added to the Faculty Evaluation Procedures under the same section as Promotion and Tenure for Faculty. Effective August 1, 2016.

#### POLICY GUIDE LANGUAGE FOR INSTRUCTOR PROMOTION AND RANK

- I. Definition of terms. The term "Instructor" as used herein is for continuing, full-time, non-tenure-track faculty. It is not to be confused with the rarely used "Instructor" status assigned to tenure-track faculty in a probationary period, typically because they are hired before completing their terminal degree.
- II. Instructors who hold non-tenure-track positions, regardless of academic degree or rank, remain ineligible for tenure. The processes below are for the purposes of promotion only in non-tenure-track, full-time teaching roles. In the event an Instructor of any rank were to apply for and be selected to fill an open tenure-track position, the academic clock toward tenure would begin anew when that former Instructor assumed her or his new duties unless the Administration and candidate negotiate otherwise.
- III. Instructors have two opportunities for promotion:
  - Instructor to Advanced Instructor
  - Advanced Instructor to Senior Instructor

- IV. Applying for promotions is entirely voluntary. Whether or not an Instructor chooses to apply shall have no effect on annual evaluations, teaching assignments, or any aspect of continuing employment
- V. All timelines for application and review shall follow those already established for faculty promotion in the MWSU Policy Guide
- VI. Preparation of the Evaluation Package will follow that already in the MWSU Policy Guide, although the emphasis will be on teaching, advising, and service, with scholarly expectations less emphasized
- VII. The reviewers will follow the same process, and the candidate will have the same opportunities to respond as those set forth in the MWSU Policy Guide
- VIII. Salary increases to accompany promotions granted will follow the protocol stated in the MWSU Policy Guide under "President's Recommendation and Board's Approval" with the amounts set at one-half that for tenure-track faculty:

Advanced Instructor	\$2,500
Senior Instructor	\$3,500

1. Promotion from Instructor to Advanced Instructor
  - a. Requirements for promotion consideration:
 

A minimum of five years full-time teaching at MWSU is required for promotion to Advanced Instructor. The candidate is eligible to apply in the Fall semester of the fifth contract, though no promotion can take effect until after the fifth full year has been completed. Seeking this promotion is entirely voluntary. Promotion above the level of Instructor is for the purpose of recognizing achievement in the areas of teaching and service, with limited expectations for professional development. Experience, time in rank and preparation minima are not sufficient justification for promotion. Promotion is not automatic, nor will it be regulated by a quota system. Promotions will be contingent upon availability of funds. Faculty evaluation, whether annual or periodic, should begin with self-evaluation and include peer review. The elements of the promotion process are specified below.

    - Have Satisfactory annual evaluations for teaching, professional development, and service for the most recent four years
    - Teaching quality will be compared with other MWSU faculty members
    - Have at least one peer evaluation of teaching
    - The candidate must show that he/she has maintained currency in the discipline content
    - Have evidence of significant professional development throughout the evaluation period, such as implementation and evaluation of teaching strategies gained at a conference attended; a conference presentation accepted and delivered; or pedagogy workshops delivered to campus colleagues or other peers. At least one professional development activity must be peer-reviewed.
    - Have evidence of service to students, the department, university, or community

- The above materials shall be presented in an application packet with an opening narrative stating why the requested promotion is merited.
2. Promotion from Advanced Instructor to Senior Instructor
- A minimum of five years full-time teaching at MWSU at the rank of Advanced Instructor is required for promotion to Senior Instructor. The candidate is eligible to apply in the Fall semester of the fifth contract at the rank of Advanced Instructor, though no promotion can take effect until after the fifth full year at that rank has been completed. Seeking this promotion is entirely voluntary. Promotion above the level of Instructor is for the purpose of recognizing achievement in the areas of teaching and service, with limited expectations for professional development. Experience, time in rank and preparation minima are not sufficient justification for promotion. Promotion is not automatic, nor will it be regulated by a quota system. Promotions will be contingent upon availability of funds. Faculty evaluation, whether annual or periodic, should begin with self-evaluation and include peer review. The elements of the promotion process are specified below.
- Have Satisfactory annual evaluations for teaching, professional development, and service
  - The Candidate must document high quality teaching and teaching quality will be compared with other MWSU faculty members
  - Have at least one peer evaluation of teaching conducted at rank
  - The candidate must show that he/she has maintained currency in the discipline content
  - Have evidence of significant professional development throughout the evaluation period, such as implementation and evaluation of teaching strategies gained at a conference attended; or a conference presentation accepted and delivered; or pedagogy workshops delivered to campus colleagues or other peers. At least one professional development activity must be peer-reviewed.
  - Have evidence of high quality service to benefit students, the department and beyond to university and/or community
  - The candidate must document evidence of leadership. Examples could include chairing a committee, serving on Faculty Senate, submitting a curriculum proposal, or writing a grant
  - The above materials shall be presented in an application packet with an opening narrative stating why the requested promotion is merited.

In the event a candidate is denied a promotion at any level, that candidate is advised to consult with her or his department chairperson and the departmental committee who reviewed the candidate's packet. The candidate must wait one full academic year following a denied promotion before re-applying. No candidate is eligible to apply in consecutive years.

**GAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

## **GAC #15-17 – Employment Separation Procedures**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Resignations Policy and Employment Separation Procedures Policy

### **Resignations**

Each employee by virtue of employment at Missouri Western State University assumes responsibility of providing adequate notice regarding resignation. The University considers the following as appropriate notice:

- Each employee not on contract is expected to provide at least two weeks notice.
- Non-teaching University employees on contract are expected to provide 60 days notice.
- Teaching University employees on contract are expected to provide 60 days notice and are expected to honor the duration of their contracts.

Extenuating circumstances should be discussed with the employee's immediate supervisor. A formal letter of resignation stating the effective date and reason for resignation should be submitted to the immediate supervisor. Copies should immediately be forwarded to the President, the appropriate Vice President, and Dean or Director, and Director of Human Resources.

### **Employment Separation Procedures**

Upon notice of separation of employment with the University, an Employee Separation Checklist will be completed by the Office of Human Resources. The Employee Separation Checklist must be completed satisfactorily with all charges/materials due to the University paid/returned no later than the last day of employment and prior to meeting with the Benefits Coordinator to finalize their separation process. Final payroll checks may be held until all employee-related debts to the University have been satisfied and all University property returned. This final check may be a physical check and not direct deposited.

Official policy states that employee benefits will cease at the end of the month of an employee's termination. Faculty who complete a 9/10 month contract and have chosen to be paid over 10 months or 12 months and are enrolled in employee benefits, will be entitled to 12 months of coverage through July 31. Benefits for faculty terminating at the end of the fall semester continue through the last day of December of that academic semester.

If an employee receives vacation payout and is rehired by MWSU within three months, their sick, personal days and bereavement leave balances carry over from the previous

period of employment along with their level of vacation accrual. If rehired after three months, sick, vacation, personal days and bereavement leave accrual will start over. The employee is entitled to payment for any earned, unused vacation in addition to regular pay. The policy is to pay an employee for any accumulated vacation hours that an employee may have remaining unused at the time of separation with their final regularly scheduled payroll. Employee must be present and working on actual last day of employment, and meet with the Benefits Coordinator to finalize their separation process.

**Proposed Policy or Procedure:** MWSU Policy Guide, Employment Policies, Employment Separation Procedures

Each employee ~~by virtue of employment at Missouri Western State University~~ assumes the responsibility of providing adequate notice ~~regarding~~ **of voluntary resignation or retirement**. The University considers the following as appropriate notice:

- Each employee not on contract is expected to provide at least two weeks notice.
- Non-teaching University employees on contract are expected to provide 60 days notice.
- Teaching University employees on contract are expected to provide 60 days notice and are expected to honor the duration of their contracts.

Extenuating circumstances should be discussed with the employee's immediate supervisor. A formal letter of resignation stating the effective date and reason for resignation should be submitted to the immediate supervisor. Copies should immediately be forwarded to the ~~President,~~ the appropriate Vice President, and Dean or Director, and **Office of Director of Human Resources**.

Upon notice ~~of separation of employment with the University,~~ an Employee Separation Checklist will be completed by the Office of Human Resources. The Employee Separation Checklist must be completed satisfactorily with all charges/materials due to the University paid/returned no later than the last day of employment and prior to meeting with the Benefits Coordinator to finalize their separation process. Final payroll checks may be held until all employee-related debts to the University have been satisfied and all University property returned. This final check may be a physical check and not direct deposited.

Official policy states that employee benefits will cease at the end of the month of an employee's termination. Faculty who complete a ~~9/10-month~~ **their academic** contract ~~and have chosen to be paid over 10 months or 12 months~~ and are enrolled in employee benefits, will be entitled to ~~12 months of~~ benefit coverage through July 31st. Benefits for faculty terminating at the end of the fall semester continue through the ~~last day of~~ December 31st of that academic semester.

If an employee receives vacation payout and is rehired by MWSU within three months, their sick, personal days and bereavement leave balances carry over from the previous period of employment along with their level of vacation accrual. If rehired after three months, sick, vacation, personal days and bereavement leave accrual will start over.

The An employee is entitled to payment for any earned, unused vacation in addition to their regular pay. The policy is to pay an employee for any accumulated vacation hours that an employee may have remaining unused at the time of separation with their final regularly scheduled payroll. Employee must be present and working on actual last day of employment, and meet with the Benefits Coordinator to finalize their separation process.

**GAC Summary:** There were a couple of recommendations noted. In the second paragraph of the proposed policy, the second sentence should read “A written notification of resignation” instead of a “formal letter of resignation.” In the fourth paragraph, the first sentence should read “Official policy states that **non-faculty** employee benefits will cease at the end of the month...”

With these revisions, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

### **GAC #15-18 – Tuition Reduction Program**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Tuition Reduction Program

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today’s society and is proud to offer this benefit to its employees.

MWSU’s Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled “Tax Benefits for Education.” This benefit is non-taxable in accordance with IRS Publication 15-B entitled “Employer’s Tax Guide to Fringe Benefits.”

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office.

Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

### Eligibility Requirements

For purposes of MWSU's Tuition Reduction Program Policy and based on the guidelines from the above referenced IRS publications, the University has determined that the following individuals are eligible for participation in the Tuition Reduction Program:

Employees (100% Benefit):

- Current, full time benefit eligible employees.
- Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.
- Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service.

Spouses/Qualified Dependents (80% Benefit):

- A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A dependent child 24 years of age or younger or a legally qualified spouse of any of the above categories.

Anyone claimed as a dependent on the employee's most recent tax return, as appropriate for the given semester/session, and who is 24 years of age or younger is eligible for this Tuition Reduction Program. If in question, the appropriate tax year should be confirmed with Human Resources.

The dependent child must be 24 years of age or younger on the first day of classes for that semester/session in order to qualify for this benefit.

The spouse must be a legally qualified spouse of the employee on the first day of classes for that semester/session in order to qualify for this benefit.

For information purposes, the rules for claiming an individual as a dependent can be found in IRS Publication 501 at [www.irs.gov](http://www.irs.gov).

For purposes of the Tuition Reduction Program, in accordance with IRS Publication 970, a dependent child of divorced parents, if one or both is an employee of the institution, is treated as the dependent of both parents and is eligible if he or she meets the guidelines above.

### Statute of Limitations

In the event of a retirement, disability or death, the spouse and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

### Part-Time Employees

The Tuition Reduction Program is also available to part-time, benefit eligible employees. Part-time, benefit eligible employees are eligible to take up to three (3) credit hours per semester/session under the Tuition Reduction Program, which will be covered at 100% of the cost of undergraduate tuition at the main campus cost per credit hour and university fees. All other semester/session credit hours will be charged at the normal tuition rates. The class must be taken outside of their regular scheduled work hours.

Children and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

### Application

#### Requirements/Verification

All degree-seeking spouses and/or dependents applying for the Tuition Reduction Program are **required** to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs. Any exception to this rule is subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student's account, the FAFSA must be submitted and verification completed by the Financial Aid office. Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

A state or federally issued form of identification (i.e. driver's license, visa, residential alien, etc.) will be required with each application to verify participant's eligibility. All applications for the Tuition Reduction Program are subject to verification. If your application is selected for verification, you may be asked to provide further information (i.e. tax returns).

Falsification of the information provided on the application or verification documents, or failure to provide verification documentation, may subject the employee to disciplinary action up to and including termination.

## **Participation Guidelines**

### Deadline for Application

Participants wanting to utilize the Tuition Reduction Program must submit completed applications to Human Resources by the last day of the add/drop period for the applicable semester/session. Any applications received after this date will not be accepted. Completed applications for dual credit students must be received by Human Resources by November 1 and/or April 1 for the given semester.

### Employee Course Work Limit

Employees desiring to take courses during scheduled work hours are required to have their immediate supervisor's approval. Supervisors are to use discretion in approving course work above three (3) credit hours.

Hours of work missed in a week are to be made up during the same workweek or covered through accrued time, excluding sick leave.

### Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

### Auditing a Course

The Tuition Reduction Program covers participants electing to audit a course providing this designation is made in the Registrar's Office by the last day of the add/drop period for the particular course. Courses that are changed from credit to audit after this date will not be covered and the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

### Withdrawal from a Course

If the student withdraws from a course(s) after the last day of the add/drop period, the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

### Tuition Reduction Amount Limit

The Tuition Reduction Program when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and fees, excluding room and board.

Scholarships specifically allocated for the payment of book costs or with an on-campus living requirement will be exempt from this policy. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarships.

#### Employee Separation

If the employee separates from the University by the last day of the add/drop period of the semester/session, the University will cancel the student's participation in the Tuition Reduction Program.

If the employee separates during the term, the student will be responsible for the pro-rated tuition reduction.

#### Courses Not Eligible for the Tuition Reduction Program

The Tuition Reduction Program covers undergraduate tuition at the main campus cost per credit hour only. Employees will also receive the benefit of the reduction of the University fees.

Some courses offered by MWSU may not be eligible for the Tuition Reduction Program. For example, Study Away courses, Southern Institute of Forensic Science courses and Applied Music courses as defined in the Undergraduate Catalog as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

#### Graduate Tuition Reduction Program

Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Tuition Reduction is offered to qualified benefit eligible employees who have been accepted into the MWSU Graduate School as a degree seeking student in a specific graduate degree or certificate program.

Tuition Reduction is offered in the amount equal to a 50% reduction of graduate tuition at the cost per credit hour and university fees. Employee participation may be capped based

on available resources and program capacity. For eligibility and procedures, see the Eligibility Requirements and Participation Guidelines section of the undergraduate Tuition Reduction Program section. Spouses and dependents are not eligible for graduate tuition reduction.

All graduate courses required for completion of a Masters level degree or graduate certification program are covered by this program. Courses not required in the Program of Study for completion of the graduate degree or certificates are not eligible for tuition reduction.

Tuition reduction for graduate course work may be considered taxable income based on IRS regulations.

### Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of C, D, or F for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing is not allowed for graduate courses.

Any employee who is on academic probation (overall graduate GPA less than 3.0) is not eligible for tuition reduction. Continuous enrollment in a graduate degree or certificate program is required to participate in the Graduate Tuition Reduction Program.

### **Proposed Policy or Procedure:**

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today's society and is proud to offer this benefit to its employees.

MWSU's Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled "Tax Benefits for Education." This benefit is non-taxable in accordance with IRS Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits."

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate **in-state** tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate **in-state** tuition only at the main campus cost per credit hour, including dual-credit courses. **Please note that online and off-campus tuition rates may exceed the undergraduate in-state tuition rate.** For clarification on courses not covered under this program, please see the "Courses Not Eligible for the Tuition Reduction Program" section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office.

Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

### **Eligibility Requirements**

For purposes of MWSU's Tuition Reduction Program Policy and based on the guidelines from the above referenced IRS publications, the University has determined that the following individuals are eligible for participation in the Tuition Reduction Program:

Employees (100% Benefit):

- Current, full time benefit eligible employees.
- Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.
- Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service.

Spouses/Qualified Dependents (80% Benefit):

- A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
- A dependent child 24 years of age or younger or a legally qualified spouse of any of the above categories.

Anyone claimed as a dependent on the employee's most recent tax return, as appropriate for the given semester/session, and who is 24 years of age or younger is eligible for this Tuition Reduction Program. If in question, the appropriate tax year should be confirmed with Human Resources.

The dependent child must be 24 years of age or younger on the first day of classes for that semester/session in order to qualify for this benefit.

The spouse must be a legally qualified spouse of the employee on the first day of classes for that semester/session in order to qualify for this benefit.

For information purposes, the rules for claiming an individual as a dependent can be found in IRS Publication 501 at [www.irs.gov](http://www.irs.gov).

For purposes of the Tuition Reduction Program, in accordance with IRS Publication 970, a dependent child of divorced parents, if one or both is an employee of the institution, is treated as the dependent of both parents and is eligible if he or she meets the guidelines above.

### Statute of Limitations

In the event of a retirement, disability or death, the spouse and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

### Part-Time Employees

The Tuition Reduction Program is also available to part-time, benefit eligible employees. Part-time, benefit eligible employees are eligible to take up to three (3) credit hours per semester/session under the Tuition Reduction Program, which will be covered at 100% of the cost of undergraduate tuition at the main campus cost per credit hour and university fees. All other semester/session credit hours will be charged at the normal tuition rates. The class must be taken outside of their regular scheduled work hours.

Children and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

### Application Requirements/Verification

All degree-seeking spouses and/or dependents applying for the Tuition Reduction Program are **required** to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs. Any exception to this rule is subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student's account, the FAFSA must be submitted and verification completed by the Financial Aid office. Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

A state or federally issued form of identification (i.e. driver's license, visa, residential alien, etc.) will be required with each application to verify participant's eligibility. All applications for the Tuition Reduction Program are subject to verification. If your application is selected for verification, you may be asked to provide further information (i.e. tax returns).

Falsification of the information provided on the application or verification documents, or failure to provide verification documentation, may subject the employee to disciplinary action up to and including termination.

### Participation Guidelines

#### Deadline for Application

Participants wanting to utilize the Tuition Reduction Program must submit completed applications to Human Resources by the last day of the add/drop period for the applicable semester/session. Any applications received after this date will not be accepted. Completed applications for dual credit students must be received by Human Resources by November 1 and/or April 1 for the given semester.

#### Employee Course Work Limit

Employees desiring to take courses during scheduled work hours are required to have their immediate supervisor's approval. Supervisors are to use discretion in approving course work above three (3) credit hours.

Hours of work missed in a week are to be made up during the same workweek or covered through accrued time, excluding sick leave.

## Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

## Auditing a Course

The Tuition Reduction Program covers participants electing to audit a course. **All tuition reduction recipients, except for current non-degree seeking full-time benefit eligible employees, must make an audit ~~providing this~~ designation ~~is made~~ in the Registrar's Office by the last day of the add/drop period for the particular course (refer to the Registrar's Office website for add/drop dates).** Courses that are changed from credit to audit after this date will not be covered and the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office. **Current non-degree seeking full-time benefit eligible employees may make an audit designation in the Registrar's Office through the last day of the withdrawal period for the particular course (refer to the Registrar's Office website for withdrawal dates).**

## Withdrawal from a Course

If the student withdraws from a course(s) after the last day of the add/drop period, the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

## Tuition Reduction Amount Limit

The Tuition Reduction Program when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and fees, excluding room and board. Scholarships specifically allocated for the payment of book costs or with an on-campus living requirement will be exempt from this policy. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarships.

## Employee Separation

If the employee separates from the University by the last day of the add/drop period of the semester/session, the University will cancel the student's participation in the Tuition Reduction Program.

If the employee separates during the term, the student will be responsible for the pro-rated tuition reduction.

### Courses Not Eligible for the Tuition Reduction Program

The Tuition Reduction Program covers undergraduate tuition at the main campus cost per credit hour only. Employees will also receive the benefit of the reduction of the University fees.

Some courses offered by MWSU may not be eligible for the Tuition Reduction Program. For example, Study Away courses, Southern Institute of Forensic Science courses and Applied Music courses as defined in the Undergraduate Catalog as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

### Graduate Tuition Reduction Program

Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Tuition Reduction is offered to qualified benefit eligible employees who have been accepted into the MWSU Graduate School as a degree seeking student in a specific graduate degree or certificate program.

Tuition Reduction is offered in the amount equal to a 50% reduction of graduate tuition at the cost per credit hour and university fees. Employee participation may be capped based on available resources and program capacity. For eligibility and procedures, see the Eligibility Requirements and Participation Guidelines section of the undergraduate Tuition Reduction Program section. Spouses and dependents are not eligible for graduate tuition reduction.

All graduate courses required for completion of a Masters level degree or graduate certification program are covered by this program. Courses not required in the Program of Study for completion of the graduate degree or certificates are not eligible for tuition reduction.

Tuition reduction for graduate course work may be considered taxable income based on IRS regulations.

### Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of C, D, or F for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing is not allowed for graduate courses.

Any employee who is on academic probation (overall graduate GPA less than 3.0) is not eligible for tuition reduction. Continuous enrollment in a graduate degree or certificate program is required to participate in the Graduate Tuition Reduction Program.

**GAC Summary:** The following revisions were recommended in the third paragraph. At the end of the second sentence, “including dual-credit courses” should be changed to “or tuition for dual-credit courses.” The third sentence should read “Please note that online and off-campus **bundled** tuition rates may exceed the undergraduate in-state tuition rate.”

With these revisions, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

### **GAC #15-19 – Benefits for Employees Policy**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Benefits for Employees

Missouri Western State University provides medical coverage, dental, vision, life, accidental death & dismemberment, and long term disability insurance for full time employees in a regular budgeted, benefit eligible position with payroll deductions available for dependent coverage. Information pertaining to each of these benefit plans is available from the Office of Human Resources or the HR web page. All benefits are effective first day of month following date of hire.

#### **MEDICAL COVERAGE**

Premiums for medical coverage will be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Medical coverage for staff employees regularly scheduled to work in a half-time position may be eligible to purchase medical coverage through the University’s group coverage through payroll deduction.

#### **DENTAL INSURANCE**

Premiums for dental coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Dental coverage for staff employees regularly scheduled to work in a half-time position may be eligible to purchase dental coverage through the University’s group coverage through payroll deduction.

#### **VISION INSURANCE**

Premiums for vision coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Vision coverage for staff employees regularly scheduled to work in a half-time position may be eligible to purchase vision coverage through the University’s group coverage through payroll deduction.

## CAFETERIA PLAN

The University offers its IRS deemed eligible employees a Section 125 Cafeteria Plan that provides a tax savings opportunity by paying specific IRS deemed costs and out-of-pocket medical and dependent care expenses with pre-tax dollars. Eligible employees include full-time benefit eligible employees. It is a voluntary plan for which employees earn the same amount, but through participation, reduce tax liability.

The plan has three (3) components:

- pre-tax premiums for medical, dental, and vision for dependents
- medical care expenses - reimbursement program
- dependent care expenses - reimbursement program

Employees may participate in any or all sections of the program on a calendar year basis. Employees terminating employment have 30 days after termination to submit receipts that were incurred prior to termination. All receipts must have dates of service prior to the termination date. All expenses must be incurred prior to or on the date of termination.

Please refer to your Benefit Guide for specific deadlines for incurring expenses and requesting reimbursements. This may differ for an active employee vs. an employee that is terminating service. These are IRS deadlines and there is no allowance for exceptions to these rules.

## PRESCRIPTION PROGRAM

Employees who participate in the University's medical coverage also participate in the prescription program offered through their medical plan. Specific information regarding coverage is available through the Office of Human Resources or the HR web page.

## LIFE INSURANCE

Premiums paid by the University provide each full-time employee with one times their annual base salary in Basic Life Insurance and Accidental Death and Dismemberment policies. Employees may pay for optional additional life insurance coverage for self and dependent life insurance coverage at group rates. This is term life insurance and only covers an employee and dependent while the employee is employed with Missouri Western State University.

The amount of coverage will be reduced annually at certain ages, beginning at age 65. Please refer to the Benefit Guide or the HR web page for more details.

## LONG-TERM DISABILITY

If an employee becomes sick or injured and unable to return to work, long-term disability benefits may be payable after six months of disability. An employee determined to be eligible for longterm disability payments by the long-term disability carrier normally is separated from employment by the University the last day of the month in which the determination is made. The long-term

disability benefits pay up to 60 percent of your monthly salary, retirement or other disability plans.

#### SHORT-TERM DISABILITY

The University's "in-house" short-term disability policy provides assistance to employees who, due to their own unfortunate circumstances of illness or injury, have used all accumulated leave and are not yet eligible for long-term disability.

#### **Policy Provisions/Eligibility**

- Employees eligible for long-term disability coverage shall not receive short term disability assistance;
- Applications for short-term disability benefits should be requested from the Office of Human Resources;
- All accumulated leave shall be exhausted before consideration is given to short-term disability assistance; and
- There shall be clear proof of disability by the attending physician to support the employee's request.

Disability/disabled means that because of illness or injury, the employee:

- 1) is completely and continuously unable to do each of the essential duties of his/her regular job; and
- 2) requires the regular care and attendance of a physician. Condition verification by an independent physician may be required.

- All regular benefits provided employees shall continue during the short-term disability period.
- The President shall have final approval for short-term disability applications.

Short-term disability coverage shall provide assistance to the qualified employee in accordance with the eligibility schedule below:

#### **Years of Service Benefit Level Maximum Benefit Period**

1-5 No Benefit

6-10 40% of salary 13 weeks

11+ 50% of salary 13 weeks

#### **Proposed Policy or Procedure:**

Missouri Western State University provides ~~medical coverage, dental, vision, life, accidental death & dismemberment, and long term disability insurance~~ benefits for full-time employees working 30 hours per week or more in a regular budgeted, benefit eligible position. **This includes full-time faculty/staff, one-year appointment faculty, and any eligible part-time faculty/staff.** ~~with~~ Payroll deductions available for dependent coverage. Information pertaining to each of ~~these~~ benefit plans is available from the Office of Human Resources, the Benefit Guide, or the HR web page. All insurance benefits are effective first day of the month following date of hire. Open

Enrollment for all insurance plans is held annually, normally in November with an effective date of January 1.

Insurance benefit plans available for **full-time employees** include:

- Medical Insurance (including prescription drug coverage)
- Health Savings Account (if applicable)
- Dental Insurance
- Vision Insurance
- Flexible Spending Accounts (including reimbursements for medical and dependent care expenses)
- Basic Life and Accidental Death & Dismemberment Insurance
- Voluntary Life Insurance (for employee, spouse, and/or children)
- Long Term Disability
- Short Term Disability
- Employee Assistance Program (EAP)

In addition, **full-time employees** (working 30 hours per week or more) in a regular budgeting, benefit eligible positions are also eligible for the following fringe benefits:

- Retirement (MOSEERS or CURP)
- Tax-Deferred Savings Plans
  - 457 and/or 403b
  - Missouri's 529 College Savings Plan (MO\$T)
- Crisis Leave (see Crisis Leave policy)
- See Absence policy
  - Vacation Accrual
  - Sick Leave Accrual
  - Personal Days
  - Floating Holiday
  - Holidays
  - Bereavement Leave
  - Family Medical Leave (FMLA)
- Check Cashing
- Health Center usage
- Liability Insurance
- Notary Public
- Recreation Services and Facilities access
- Tuition Reduction Program (see Tuition Reduction Program policy)
- University Bookstore discount
- Workers' Compensation
- Community Discounts (listed on the HR web page)

Employees working less than 30 hours per week, normally in a non-benefit eligible position, will have access to the limited benefits. **This includes part-time faculty/staff, temporary faculty working one semester, adjuncts, and temporary staff hired on an MOA.**

- Use of Library
- Check Cashing
- Health Center usage

- Liability Insurance
- Notary Public
- Recreation Services and Facilities access
- Workers' Compensation

**Military Faculty** teach classes through the Department of Military Science and are employed through the United States Army. These benefits will apply:

- Check Cashing
- Health Center usage
- Notary Public
- Tuition Reduction (see Tuition Reduction Program policy)
- Recreation Services and Facilities access

**Retirees** of the University have the following retirement benefits:

- Use of the Library
- Medical Plan (may be purchased)
- Life Insurance Policy (may be purchased)
- Notary Public
- Retiree Parking Hangtag (processed through the Parking and Security Services office)
- Retiree ID (processed through the Parking and Security Services office)
- Recreation Services and Facilities access (retiree and spouse)
- Wellness Program (if participate in university medical plan)
- Employee Assistance Program (if participate in university medical plan)
- Tuition Reduction (per the parameters set in the Tuition Reduction policy)
- Attendance at university activities which requires only ID cards for admission
- Email account continuation

## **FRINGE BENEFIT DETAILS**

### **Check Cashing**

The Business Office may cash personal checks of employees up to \$25.00; payroll checks will not be cashed.

### **Credit Union**

All full-time employees of Missouri Western State University have credit union privileges available through the St Joseph Teachers' Credit Union and/or the St Joseph Postal Credit Union. For further information see the HR web page or contact the Office of Human Resources or the Credit Union directly.

### **Health Center Usage**

All employees are entitled to receive the following services through the Health Center: nursing care and first aid for minor ailments and injuries that might be incurred by the employee during the workday; referrals to a physician for illness and injuries that indicate the need for medical attention; blood pressure screening and evaluation; health education and health counseling. Employees can be seen by a nurse on a time available basis, with students having priority.

## **Liability Insurance**

Missouri Western State University, its agencies, officials, and employees are protected from causes of action under Missouri law and all other courts of competent jurisdiction to the extent as defined by the State Legal Expenses Fund, Chapter 105.711 RSMo. 1986.

Any questions concerning liability issues should be directed to the Risk Manager.

## **Notary Public**

When personal papers require notarization, any University employee may use a University notary free of charge. For a current list of University notaries, please contact the Office of Human Resources.

## **Recreation Services and Facilities**

All University employees may use University recreation facilities by presenting their employee identification card, accompanied by their immediate family or one guest. Dependents under the age of 16 must be accompanied by the valid ID holder. Facilities and services available include the use of the Fitness Center, arena and gymnasium, racquetball courts, swimming pool, trap range, walking trail, and equipment check out program. The use of University facilities is dependent on availability. Operation hours may vary due to classes, athletics, and special events, etc.

Availability times may be found by contacting Recreation Services and Facilities. Contact the Office of Human Resources for information on obtaining a dependent ID.

In order to use the Fitness Equipment, you must submit a Physician's Consent form for men 45 and over and women 55 and over. No one under the age of 12 will be admitted. Individuals aged 12-15 will only be allowed to work out under the direct supervision of a parent or guardian. If an individual is under 18, he/she must have a Liability Form and a permission of Care Form signed by his/her parents before being allowed to use the facility.

## **Retirement**

Effective January 1, 1998, all employees are required to make the mandatory contribution for Social Security coverage, with matching contribution by the University.

The Missouri State Employees Retirement System (MOSERS) plan consists of a defined benefit plan and a defined contribution plan for state employees. Your enrollment in the retirement plan will depend on your employment status with MWSU. MWSU provides contributions based on state regulations.

Budgeted full-time and ~~one-half time staff~~ part-time employees in a benefit eligible position ~~and~~ who meet our eligibility requirements ~~normally of working 1040 hours per year~~ are provided retirement benefits through ~~the Missouri State Employees Retirement System~~ MOSERS. (Note: Temporary faculty/staff, ~~one semester or half time faculty~~ and adjunct faculty are not eligible for retirement benefits.)

Staff employees hired after January 1, 2011, with no prior MOSERS service, are required to contribute 4% towards their retirement plan.

Effective July 1, 2002, all newly hired retirement eligible faculty members or administrators with academic rank and no prior MOSERS service will participate in the College and Universities Retirement Plan (CURP). Faculty or administrators with academic rank hired after July 1, 2002, with no prior MOSERS service, are enrolled into the College and University Retirement Plan (CURP). MOSERS is responsible for overseeing administration of the plan; however a third-party administrator manages the investment options.

Employees not eligible for MOSERS through MWSU, but are a current participant in MOSERS through another employer must notify the Office of Human Resources of this status. Employer and/or employee contributions may be required.

Specific information regarding benefits and criteria for retirement is available from the Office of Human Resources. Additional information regarding MOSERS or CURP retirement is available at [www.mosers.org](http://www.mosers.org).

~~An annual reception to honor retiring employees is coordinated by the Office of Human Resources.~~

~~Adjunct or MOA employees currently enrolled in MOSERS through another employer must notify the Office of Human Resources of this enrollment upon employment with Missouri Western or when this enrollment first begins with the other employer.~~

### **Short-Term Disability**

The University's "in-house" short-term disability policy provides assistance to employees who, due to their own unfortunate circumstances of illness or injury, have used all accumulated leave and are not yet eligible for long-term disability.

#### Policy Provisions/Eligibility

- Employees eligible for long-term disability coverage shall not receive short term disability assistance;
- Applications for short-term disability benefits should be requested from the Office of Human Resources;
- All accumulated leave shall be exhausted before consideration is given to short-term disability assistance; and
- There shall be clear proof of disability by the attending physician to support the employee's request.

Disability/disabled means that because of illness or injury, the employee:

- 1) is completely and continuously unable to do each of the essential duties of his/her regular job; and
- 2) requires the regular care and attendance of a physician. Condition verification by an independent physician may be required.

- All regular benefits provided employees shall continue during the short-term disability period.

- The President shall have final approval for short-term disability applications. Short-term disability coverage shall provide assistance to the qualified employee in accordance with the eligibility schedule below:

Years of Service Benefit Level Maximum Benefit Period:

1-5 years: No Benefit

6-10 years: 40% of salary 13 weeks

11+ years: 50% of salary 13 weeks

### **Workers' Compensation**

Missouri Western State University employees are covered by Workers Compensation Act of Missouri. This includes all staff groups: full-time, student, and faculty employees. Workers Compensation provides for medical expenses and partial compensation to employees affected by an occupational injury in the course of, or arising out of, employment.

All injuries must be reported within 24 hours by completing an "Injury Report for Employees" form. Before seeking medical treatment, the employee or supervisor must call Workers' Compensation Authorization at 1-800-624-2354 if the injury is not an emergency. The claim could be denied if treatment is not authorized. The employer is not required to pay for treatment that the employee seeks or selects without approval.

An injured employee shall be excused from work to obtain medical attention the day the accident occurs and for subsequent treatment related to that injury. Absences shall be limited to the time required to obtain the necessary medical attention, unless not released to return to work. Absences of three or more days will be deemed a FMLA (Family Medical Leave Act of 1993) qualifying absence. Refer to Types of Absences for additional details. The University will comply with all other state and federal requirements.

**GAC Summary:** The following revisions were recommended. In the first paragraph, the beginning of the third sentence should read "Payroll deductions **are** available for dependent coverage..."

In the third, fourth and fifth paragraphs in the listings of benefits, "Health Center usage" should be removed under each.

Under "Fringe Benefit Details" section, the entire section of "Health Center Usage" should be removed.

With these revisions, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

### **GAC #15-20 – Employee Definition Policy**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Employee Definition Policy

**Faculty:** Employees who instruct classes may do so under contract or on a part-time basis. Faculty contracts are issued each year for those teachers who instruct at least halftime or more for the nine months comprising the fall and spring semesters. The teaching load is defined by the University. These employees also serve on committees, attend meetings and keep office hours.

Faculty contracts are issued each year from the Provost and Vice President for Academic Affairs Office following the actions of: (a) appropriations by the state legislators and the governor, and (b) approval of the University budget for the next fiscal year by the Board of Governors. Contracts are executed in duplicate and signed by the Candidate, the President of the University, and the Chair President of the Board of Governors. All financial matters pertaining to the terms of the contracts are handled by the Business Office.

For faculty members who instruct in the summer session and who are on a regular nine-month contract, letters of appointment will be issued separately from contracts issued during the regular academic year. Letters of appointment are issued to faculty members with salary based upon the following formula: equated hour load x (1/7) x 20 percent of the full-time contract salary for the past academic year (educational advancements will be recognized for that portion of the year in which they were in effect). The salary for faculty members who commence their full-time employment in a summer session will be determined using the starting salary procedure for the previous academic year. Part-time faculty members will be compensated at the current institutional rate.

**Adjunct faculty** are those persons not under contract to receive compensation from the University but who assist in the education of our students in a teaching capacity. Their services are usually performed outside of the University. Upon recommendation of the Department Chairperson, and with the approval of the Dean of the College and the Vice President of Academic Affairs, adjunct faculty will receive a letter of appointment for the period in which they serve. Adjunct faculty will have MWSU Library Privileges.

**Part-time faculty** are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, \$600; MA, \$700; DR, \$800 per equated hour.

**Staff:** Staff positions include Administrators, Exempt, and Non-Exempt Staff. See the appendix for a list of these positions. The positions are designed as "regular" or "temporary" and as "full-time" or "part-time." A regular position is one that is expected to continue longer than six months. A temporary position is established only for a limited period of time. A full-time employee works regularly-scheduled hours, normally working 37 ½ hours per week. Part time employees are employed for less than 37 hours per week.

After a period of ninety (90) days a temporary Exempt, or Non-Exempt Staff employee working on campus is eligible to apply for employment as an internal candidate.

The official hire date for an employee is the date the individual enters a regular, budgeted position with benefits eligibility. This definition is typically used to determine length of service to the University and other benefit related items. The original hire date is the date an individual enters a non-budgeted position ineligible for regular benefits. While all employees are subject to the terms and conditions of the Policy Guide, the Policy Guide shall not be deemed to constitute a contract of employment.

### **Proposed Policy or Procedure:**

While all employees are subject to the terms and conditions of the Policy Guide, the Policy Guide shall not be deemed to constitute a contract of employment.

**Faculty** are employees who instruct classes under contract. Faculty contracts are issued each year for the academic year. The teaching load is defined by the University. The faculty role includes teaching, scholarship/creative activity and service. ~~These employees also serve on committees, attend meetings and keep office hours.~~

Faculty contracts are issued each year from the Provost and Vice President for Academic Affairs Office following the action of: (a) appropriations by the state legislators and the governor, and (b) approval of the University budget for the next fiscal year by the Board of Governors. Contracts are executed in duplicate and signed by the faculty member Candidate, the President of the University, and the President of the Board of Governors.

- **Full-time** – The teaching load for a full-time faculty member is a range of 23-25 teaching load credit hours or equivalent during the academic year (see Teaching Load Policy), as determined by the department Chairperson and Dean of the College/School. In addition to teaching, the full-time faculty member is expected to advise students, engage in scholarship/creative activities and participate in professional service.
- **Part-Time** – The teaching load for a part-time faculty member is less than the full-time range, as determined by the department Chairperson and Dean of the College/School. In addition to teaching, the part-time faculty member may be expected to advise students, engage in scholarship/creative activities and participate in professional service.
- **One-Year Appointment** – The teaching load and additional duties are the same as a full-time faculty; normally limited for one academic year.
- **Temporary** – Typically a temporary faculty will be hired for a limited period of time (i.e. one semester). The teaching load is normally a range of 12-13 teaching load hours per semester, as determined by the department Chairperson and Dean of the College/School. A contract will be issued for the period in which they serve.
- **Adjunct Faculty** – The teaching load for an adjunct is normally a range of 1-7 credit hours, as determined by the department Chairperson and Dean of the College/School. Adjuncts will be issued a letter of appointment for the period in which they serve.

**Staff** are employees who serve in a support or service role to the University in an Administrator, Exempt, and Non-Exempt status.

- **Full-time** – A full-time employee works regularly-scheduled hours, normally 37½ hours per week (see Hours of Work policy). Full-time Administrators and Exempt staff are issued contracts each fiscal year ~~for the employment period during the fiscal year~~. Full-time Non-Exempt staff are issued a letter each year to confirm their hourly rate of pay.
- **Part-time** – A part-time employee works regularly-scheduled hours of less than 37½ hours per week.
- **Temporary** – Temporary staff are employed under a Memorandum of Agreement (MOA). A temporary position is established only for a limited period of time; not intended to exceed one year. Temporary employees could work up to 37½ hours per week.

The **official hire date** for an employee is the date the individual enters a regular, budgeted position with benefits eligibility. This definition is typically used to determine length of service to the University in regards to retirement and other benefit related items.

**GAC Summary:** The following revisions were recommended. In the listings of employee definitions under the third paragraph, in each case “and Dean of the College/School” should be changed to “and/or Dean/Associate Dean of College/School.”

In the last sentence of the “Full-time” definition, “professional service” should be changed to “service.”

With these revisions, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

### **GAC #15-21 – Faculty Salary Policy**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Faculty Salary Policy

**Proposed Policy or Procedure:**

#### **Initial Academic Placement**

Faculty possessing a doctorate or other terminal degree may be appointed to the rank of assistant professor, associate professor or professor. Faculty not possessing the doctorate or other terminal degree will normally be appointed to the rank of instructor. An exception may be made if the inability to hire terminally qualified faculty poses a significant obstacle to MWSU’s ability to offer quality academic programs. Any such exceptions must be reported by the Provost and Vice President of Academic Affairs to the Faculty Senate Salary Committee by September 15 each year.

All full-time University teaching experience will be recognized as a year for year. Not more than one year of experience will be claimed for any calendar year. All other experience which a faculty

member considers to be relevant to his or her academic assignment will be evaluated initially by the department members and Chairperson, who will forward their recommendation concerning such experience to the appropriate Dean of the College. The Dean of the College will review the department's recommendation, accepting responsibility for maintaining equity within and among the departments of the division. The Dean will forward a recommendation to the Provost and Vice President for Academic Affairs, who will have the responsibility of maintaining equity within and among the various divisions of the University. The vice president shall have the final responsibility for deciding questions concerning the relevance of experience claimed. The Provost and Vice President for Academic Affairs, with the written agreement of the appropriate department Chairperson and Dean, may have the option of increasing the initial contract salary beyond the initial salary placement.

### **Change in Educational Level**

The educational level of faculty for salary purposes is determined at the time of initial placement and is based upon the degree and course work considered by the University as appropriate for the particular position. After initial employment, salary adjustments for educational advancement are available only for programs of study that result in the completion of a degree that are approved by the Provost and Vice President for Academic Affairs. A faculty member must seek approval of a particular program of study prior to pursuing educational advancement.

Upon verification from the faculty member's University of completion of all requirements for the degree, the academic contract salary of the faculty member will be increased beginning the first of the month following receipt of this verification by the Provost and Vice President for Academic Affairs. The faculty member, his/her department chair and dean, and the Provost are responsible for negotiating any salary increase based on educational advancement.

### **Overload Compensation**

Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field of instruction, \$800 equitable hour; for those not possessing a terminal degree in the field of instruction, \$700 per load hour.

Overload appointments should be voluntary without any consequences for declining the appointments. Faculty at the tenure-track assistant professor rank should not accept overload appointments of more than 3 hours, nor should they accept overload appointments for more than two consecutive semesters.

### **Summer Compensation** *(moved from Employee Definitions)*

For faculty members who instruct in the summer session ~~and who are on a regular nine-month contract~~, letters of appointment will be issued. ~~separately from contracts issued during the regular academic year. Letters of appointment are issued to faculty members with~~ Salary is based upon the following formula: equated hour load x (1/7) x 20 percent of the full-time contract salary

for the past academic year (educational advancements will be recognized for that portion of the year in which they were in effect). The salary for faculty members who commence their full-time employment in a summer session will be determined using the starting salary procedure for the previous academic year. ~~Part-time faculty members~~ Adjuncts will be compensated at the current institutional rate.

**Adjunct Faculty Compensation** (*moved from Employee Definitions*)

Adjunct Faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, \$600; MA, \$700; DR, \$800 per equated hour.

**GAC Summary:** Under the section “Summer Compensation,” the second paragraph from the policy “Faculty Summer Salaries” should be added as follows:

During the summer term, courses which are converted to workload hours at the rate of two (2) workload hours for each three (3) contact hours will be treated as follows. The workload hours for the instructor for a given course would be considered full loads if the number of student enrollments reaches the seat capacity of the course or meets the general minimum enrollment requirement. Otherwise, it is prorated according to the following formula:

$$2/3 \times \text{number of enrollments} / \text{the smaller between seat cap and minimum enrollment}$$

With this addition, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

**GAC #15-22 – Employment Policies to be Removed**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies

**Proposed Policy or Procedure:** Remove the following policies from the Policy Guide as noted

Wellness Program Policy

Employee Assistance Program Policy

Remove from the Policy Guide

These policies are benefits and provisions are stated in the benefit agreements.

Benefits in Case of Death/Disability

Remove from the Policy Guide

Statement is also stated in the Tuition Reduction Policy; therefore not needed.

**GAC Summary:** The Faculty Summer Salary policy should also be added to the list of policies to be deleted from the Policy Guide.

With this revision, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 21, 2016.

Respectfully submitted,

Jennie McDonald  
Secretary