

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2008-2009

March 31, 2009

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GOVERNANCE ADVISORY COUNCIL

March 24, 2009

Attendees: Dr. Joseph Bragin, Dr. Murray Nabors, Dr. Steve Estes, Mel Klinkner, Dan Nicoson, Dr. Judy Grimes, Jan Aspelund, Dr. Brenda Blessing, Kathy Kelly, Susan Bracciano

Others: Dr. James MacGregor

GAC #08-09 – Gift Policy Revision

Source of Proposal: Campus Development Council

Purpose of Proposal: Policy Revision

Current Policy or Procedure: 2008-2009 Policy Guide, page 18, Section I, Article IV, paragraph F; also full policy in Appendix A:

The Foundation and Development Office should be notified of all gifts made to the University or any subdivision thereof so that donor records can be maintained and a letter of thanks may be written to the individual or organization making the gift. The Board must approve acceptance of any property that requires maintenance. Complete policies and procedures are given in Appendix A.

Proposed Policy or Procedure:

INTRODUCTION

The Missouri Western State University Foundation, Inc., is designed by its Articles of Incorporation as the official agency to receive gifts from donors on behalf of Missouri Western State University. It is the proper legal vehicle through which private philanthropy can be received at Western.

The University's Development Office within the Division of University Advancement is charged with identifying, cultivating, soliciting, and maintaining relationships with individuals, corporations, and foundations to support the mission of Missouri Western State University. The

Director of Development reports to the University's Vice President for University Advancement who also serves as the Executive Director of the Missouri Western State University Foundation. Because of this dual role, the Vice President for University Advancement can represent the Foundation regarding matters related to receiving and maintaining gifts.

DEFINITION

A gift is defined as a voluntary transfer of cash and kind, from individuals, industry, foundations and other sources to the MWSU Foundation for either unrestricted or restricted utilization in support of the mission of MWSU. Gifts are made without getting, or expecting to get, anything of value in return (outside of appropriate recognition). Gifts may be monetary (cash, checks, credit cards) or non-monetary (e.g. securities, real property, or personal property).

Grants that are awarded to the University on a cost reimbursement basis and/or are received from public, government agencies are not included in the definition of a gift and are managed by the Department of Grants and Sponsored Programs. (see Appendix Q)

SOLICITING GIFTS

Individuals who wish to negotiate for gifts with persons or agencies external to the University should immediately coordinate their efforts through the Director of Development and/or the Vice President for University Advancement prior to the beginning of the solicitation process. Copies of correspondence or summaries of important conferences with prospective donors should be sent to the Director of Development, who can identify overlapping efforts; provide certain insights, services, solicitation strategies, etc.; and maintain a history of the relationship in the Foundation's centralized donor database. The Foundation's Executive Director can act for the Missouri Western State University Foundation, Inc. The Chairperson or Director of the involved department also must be kept informed during all stages of the negotiations.

ACCEPTING GIFTS

The Foundation is obligated to use gifts in a manner consistent with the stated intentions of the donor. Because the Foundation must comply with donor restrictions, only gifts that are consistent with federal and state laws and do not contradict the Foundation's mission may be accepted.

The appropriateness and acceptability of a gift to the Foundation must be determined before any commitments can be made on behalf of the University.

If the potential gift is money, bonds, real estate, or property for general use, approval must be received from the Vice President for University Advancement. The Vice President for University Advancement will determine whether it is necessary to seek the approval of the President, who in turn will determine whether it is necessary to seek approval from the Board of Governors. Evaluations and recommendations from appropriate University personnel will be obtained prior to bringing the matter before the President and/or Board of Governors.

If the potential gift is for academic purposes, approval to accept the gift must also be received from the Chair of the Department, the Dean of the College, and the Provost. The Provost will determine whether it is necessary to seek the approval of the President.

Any gift that requires a pledge of University or Foundation resources (money, shipping costs, display costs, waivers of fees, hiring personnel, etc.) must be approved by the appropriate administrative offices within the University, the Vice President for University Advancement, and possibly by the Board of Governors. The Board of Governors must approve acceptance of any property that requires maintenance.

The MWSU Foundation and the University's Development Office should be notified of all gifts accepted so that donor records can be maintained and an appropriate letter of acknowledgment may be written to the individual or organization making the gift.

EVALUATING GIFTS

When gifts are accepted, the department or agency involved will provide the Vice President for University Advancement and the Director of Development with an accurate inventory of the items received and an estimate of the dollar value of each item. It is the donor's responsibility to substantiate any amount claimed as an itemized deduction for federal tax purposes. It will also be the responsibility of the donor to secure an appraisal when appropriate and engage the advice of independent legal and financial counsel for all gifts made to the Foundation. Cost of appraisals for tax purposes are to be borne by the donor of the gift unless decided otherwise by the Vice President for University Advancement.

ACKNOWLEDGING GIFTS

The Foundation's Accounting Office will be responsible for maintaining an inventory of cash and non-cash gifts received and will coordinate the writing of official letters of acknowledgment on behalf of the Foundation.

ACCOUNTING FOR GIFTS

The Foundation's Accounting Office will accomplish the necessary accounting entries. When necessary, the University's Accounting Office will enter items into the University's property records based upon copies of receipts provided by the Foundation's accounting office, and will be responsible for applying appropriate inventory identification tags and numbers on each item in the department where the items are being stored or used.

MAINTAINING TAX-EXEMPT STATUS

The Missouri Western State University Foundation, Inc., may not accept gifts or engage in the solicitation of gifts that may jeopardize its nonprofit or tax-exempt status as provided in Section 501(c)(3) of the 1954 Internal Revenue Code.

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

Presidential Action: This proposal was signed by the President on March 30, 2009.

GAC #08-10 – Bylaws of the Missouri Western State University Faculty Senate

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information

Current Policy or Procedure: 2008-2009 Policy Guide, appendix L, pp. 268-277

Proposed Policy or Procedure: (see attached file)

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

Presidential Action: This proposal was signed by the President on March 30, 2009.

GAC #08-11 – Undergraduate Curriculum Committee Chair – Release Time

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: None

Proposed Policy or Procedure: The chair of the Faculty Senate Undergraduate Curriculum Committee (UGCC) will receive three hours release time during the fall semester.

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

Presidential Action: This proposal was signed by the President on March 30, 2009.

GAC #08-12 – Revision of Undergraduate Catalog for 2009-2010

Source of Proposal: Registrar, Academic Standards and Regulations Committee, Enrollment Development Committee

Purpose of Proposal: For Information

Current Policy or Procedure: 2008-2009 Undergraduate Catalog, page 30

Readmission After Suspension

Students suspended from the university may petition the Academic Regulations and Standards Committee if they feel their case warrants special consideration. Appeals must be made immediately following notification of suspended status. Extraordinary circumstances beyond the student's control must be documented before reinstatement will be considered. If reinstatement is granted, the student will be on scholastic probation. If an appeal is accepted, the initiating suspension is still counted as one suspension.

The Academic Regulations and Standards Committee will also hear appeals from students

whose suspensions include grades that are more than ten years old. In those instances, students should recalculate their GPA using only grades that are from credits that are ten years old or less. If this recalculated GPA would not warrant suspension, a letter of appeal for reinstatement should be sent to the Academic Regulations and Standards Committee citing this information.

Students placed on academic suspension may not attend MWSU for the time period indicated below unless an appeal for readmission (see above) is approved by the Academic Regulations and Standards Committee.

First Suspension	One regular (spring or fall) semester
Second Suspension	Two regular semesters
Third Suspension	Four regular semesters
Fourth Suspension	Eight regular semesters

Students applying for readmission after being suspended must file a new application form with the Office of Admissions. Readmission after any type of suspension will be granted on a probationary basis.

Proposed Policy or Procedure:

Appealing an Academic Suspension

Students who believe that the causes of their suspension merit special consideration may submit a letter of appeal challenging their suspension. The deadline date for appeals is stated in the official notice of suspension that is sent to the current mailing address reported by the student. Appeals received after the deadline stated in the notice of suspension will not be considered. The Academic Regulations and Standards Committee will review all appeals. The Committee may reinstate a student based on documented circumstances beyond the student's control. It is the student's responsibility to provide documentation and a brief narrative clarifying how the circumstances that caused poor performance have been addressed.

Students who are suspended because their GPA is adversely affected by grades over ten years old may also petition for reinstatement immediately following notice of suspension. It is the student's responsibility to submit a letter of appeal in which his or her GPA, recalculated to include only grades earned within the last ten years, is clearly stated. The ten years are to be calculated from the semester in which the student's current suspension occurs. The Committee will review each suspension of this type on a case by case basis, considering all factors, and may reinstate students if the evidence warrants it.

If reinstatement is granted for any circumstances, the student remains on academic probation. Furthermore, the suspension under appeal will remain on the student's record as a suspension and will be counted as such.

Readmission After Suspension

Students placed on academic suspension may not attend MWSU for the time period indicated below unless the Academic Regulations and Standards Committee grants their appeal. A "semester" is defined as the Fall or Spring terms only.

First Suspension	One semester
Second Suspension	Two semesters
Third Suspension	Four semesters
Fourth Suspension	Eight semesters
Fifth Suspension	Twelve semesters
Sixth Suspension	Sixteen semesters

Students applying for readmission after completing the required suspension period must file a new application with the Admissions Office. Students readmitted after suspension will enter on academic probation unless transfer work raises their overall GPA to a good standing status.

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

Presidential Action: This proposal was signed by the President on March 30, 2009.

GAC #08-13 – Revision of Undergraduate Catalog for 2009-2010

Source of Proposal: Registrar, Admissions and Graduation Committee

Purpose of Proposal: For Information

Current Policy or Procedure: 2008-2009 Undergraduate Catalog

HONORS

The President's Honor List is published at the end of each semester. To be included on the President's List, a student must be carrying 12 or more credits with a grade-point average of 4.0, exclusive of audits or credit earned in courses that are stipulated in the catalog as being graded on a pass-fail basis. A Dean's Honor List is published at the end of each semester. To be included on the Dean's List a student must be carrying 12 or more credits with a grade-point-average of 3.5 or higher, exclusive of audits or credit earned in courses that are graded on a pass-fail basis.

Page 29, Undergraduate catalog 2008-09

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.

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.

Proposed Policy or Procedure: (changes in bold and strikethrough)

HONORS

The President's Honor List is ~~published at the end of each semester.~~ **calculated one time, immediately following each semester and published thereafter.** To be included on the President's List, a student must be carrying 12 or more credits with a grade-point average of 4.0, exclusive of audits, **incompletes** or credit earned in courses that are stipulated in the catalog as being graded on a pass-fail basis. A Dean's Honor List is ~~published at the end of each semester.~~ **calculated one time, immediately following each semester and published thereafter.** To be included on the Dean's List a student must be carrying 12 or more credits with a grade-point-average of 3.5 or higher, exclusive of audits, **incompletes** or credit earned in courses that are graded on a pass-fail basis.

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. **Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.**

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.

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.

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

Presidential Action: This proposal was signed by the President on March 30, 2009.

Respectfully submitted,

Jennie McDonald
Secretary

APPENDIX L

BYLAWS OF THE FACULTY SENATE

~~(Approved January 18, 1979, March 15, 1979 and February 17, 2005)~~ (Amended Spring 2009)

I. DUTIES OF OFFICERS

A. President

1. Be the official representative of the faculty.
2. Be responsible for setting up the regular and special meetings of the Senate and of the faculty as a whole.
3. Preside at all Senate and general faculty meetings.
4. Represent the faculty at events/meetings where faculty representation is needed (e.g., MWSU Strategic Planning Steering Committee).
5. Prepare, submit, justify, and monitor the Senate budget.
6. Maintain, in cooperation with the Vice President for Academic and Student Affairs, the Senate's locked files.
7. Be a member of the Executive Committee.
8. Be a member of GAC.
9. Attend meetings of the MWSU Board of Governors.
10. Serve as the voting member of the Missouri Association of Faculty Senates.

B. ~~Provost and~~ Vice President ~~of Academic and Student Affairs~~

1. Assume the office of President should the presidency become vacant for any reason.
2. Act as President in the absence of the President.
3. Be responsible for coordination of all Senate elections in a manner that will ensure ballot security, confidentiality, and clarity of procedures.
4. Solicit Senate Committee preferences from faculty members, make recommendations to the Executive Committee regarding committee members to each Standing Senate Committee.
5. Coordinate the work of all committees, receive minutes of their meetings and their annual reports, and forward their annual reports to the Senate.
6. Be a member of the Executive Committee.
7. Be a member of GAC.

C. Secretary

1. Keep, publish, and distribute to the University community accurate minutes of all Senate meetings.
2. Publish the agenda and notice of each regular and special Senate meeting.
3. Maintain the archives of the senate for the current year.
4. Be a member of the Executive Committee.

D. Immediate Past President

1. Be a member of the Senate.
2. Serve in an advisory capacity to the Senate.
3. Be a member of the Executive Committee.

II. FUNCTIONS OF EXECUTIVE COMMITTEE (ARTICLE V, SECTION 6):

- A. Establish the agenda for Senate meetings.
- B. Serve as liaison between the Administration and Senate.
- C. Represent the Senate when circumstances make impractical the mobilization of the full Senate.
- D. Make recommendations to the Senate regarding faculty appointments to Standing, Ad Hoc, and Institutional Committees.
- E. Establish a schedule for committee reports.
- F. Designate a web master to maintain the Senate web site or other forms of electronic communications in coordination with the Senate Secretary and Senate Vice President.
- G. Maintain Missouri Western State University's membership in Missouri Association of Faculty Senates (MAFS).
- H. Designate an alternate voter to accompany the Senate President to all Missouri Association of Faculty Senate (MAFS) meetings.
- I. Perform such duties as the Senate may direct.

III. STANDING COMMITTEES OF THE FACULTY SENATE

The Standing Committees are an extension of the Faculty Senate and are appointed to advise the Senate on pertinent aspects of University life. They also provide the means by which the faculty and other members of the academic community participate in making recommendations regarding various issues.

A. Membership

Each college or school will be represented on standing committees by a number of faculty members specifically stipulated for each standing committee. ~~Ideally, E-~~ each college or school will be represented by at least one faculty member on each standing committee. **Ultimately, however, it is the responsibility of the faculty of each college or school to ensure that they are properly represented on each standing committee. Standing committees may conduct business without representatives from each college or school provided that they have a quorum (See Bylaw III, C, 4).**

No more than two faculty members from any one department or school may serve on any individual committee. **There are, however, some committees on which only one member from a department or school may serve: the Undergraduate Curriculum Committee (Bylaw III, F, 2, a); the General Studies Committee (Bylaw III, F, 4, a); the Grievance Committee (Bylaw III, F, 5 a).**

B. Committee Selection

1. At least two weeks before the beginning of final examinations in the spring semester, after consultation with the Executive Committee, the newly elected Senate Vice President shall make recommendations for committee appointments to the Senate, and the Senate shall act on these recommendations.
2. Term of membership on Standing Senate Committees is one year unless otherwise specified. The Senate Vice President will provide for continuity by reappointing some members, but no individual may serve on the same committee more than two consecutive terms. (Oct 2003)
3. At the time the Senate makes committee appointments, the newly elected Vice President shall appoint liaison members for each standing committee, using Senate volunteers in so far as practical. (June 2002)
4. At least one week prior to the beginning of final examinations in the spring semester, the Senate liaison member shall convene a meeting of the new committee. At this meeting the committee shall elect its chairperson and secretary.
5. Newly appointed Standing Committees begin functioning immediately. Members of the previous year's committee shall fill summer vacancies.
6. As any additional vacancies in Standing Committees arise, the Senate Vice President shall make recommendations for replacements and the Senate shall act on these recommendations.

C. Committee Meetings

1. The responsibilities assigned to a committee will determine the frequency of the meetings.
2. The chairperson shall call committee meetings as needed.
3. The committee may appoint a secretary. If no secretary is appointed, the chairperson will serve as the secretary.
4. A quorum, defined as two-thirds (2/3) of the members of the duly appointed committee, shall be necessary to transact business.

D. Reports

1. The committee secretary shall forward a copy of the minutes of each committee meeting (including attendance information) to each member of the committee and to the Senate Vice President.

2. Each committee shall submit a written annual report to the Senate prior to the beginning of final examinations in the spring semester. The Executive Committee will establish a schedule for committee reports.

3. Any committee recommendations requiring Senate action shall be submitted in writing. When the committee recommendation is placed on the Senate agenda, the committee chairperson or other committee members shall appear in person to explain the recommendation.

E. Conflict of Interest

A committee member shall withdraw from any committee deliberation or decision when a conflict of interest is evident, or when committee members determine by a majority vote that such a conflict exists. If a committee member fails to withdraw in these instances, any person having knowledge of the conflict of interest may request that the Executive Committee investigate the claim and make a recommendation to the Senate about whether the person should be removed from that committee. Any removal based upon failure to withdraw in a conflict of interest situation will be reported by the Senate Vice President to the appropriate department chairperson, **the Dean of the appropriate college or school**, and the Vice President for Academic and Student Affairs.

F. Purpose, Membership, and Duties of Standing Committees

1. Academic Regulations and Standards Committee

Purpose: This committee provides for faculty participation in the establishment, ongoing review, and revision of academic regulations and standards.

Membership:

~~a. This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~

a. This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies.

b. The University Registrar, Director of the Center for Academic Support, and one counselor are ex-officio (non-voting) members.

c. Committee members must be available to meet at least one week before each semester (including Summer) begins.

Duties:

a. Act as an appeal board for students placed on scholastic probation or suspension.

b. Act as final review board in case of student grade appeals.

c. Review and recommend academic regulations concerning grading, grades on transcripts, admission

standards, test-out programs, etc.

d. Review criteria for scholastic status: probation, suspension, honors, etc.

e. Forward reports regarding student and faculty personnel matters to the appropriate administrator with a copy to the Senate President for inclusion in the Senate locked file (see Duties of President, paragraph 8).

f. Forward recommendations to the Senate Executive Committee for appropriate action.

2. Undergraduate Curriculum Committee

Purpose: This committee provides for faculty participation in the continuous development and review of the total undergraduate curriculum of the University. It shall review all proposals and recommendations affecting curricula excluding the structure of the General Studies Program, regardless of the nature and origin of such proposals.

Membership:

~~a. This committee is composed of five faculty members from each college plus four members chosen from the faculty at large. The term for this committee is three years.~~

a. This committee is composed of fourteen faculty members, five from the College of Liberal Arts and Sciences, five from the College of Professional Studies, two from the Craig School of Business, and two from the faculty at large.. If members of the Craig School of Business faculty cannot be found to serve on the committee, then one or both of the Craig School of Business seats will be assigned to a member of the faculty at large.

b. The Provost and Vice President for Academic and Student Affairs shall be an **ex-officio (non-voting) member.**

c. No Departmental Chairperson shall be appointed to the Undergraduate Curriculum Committee.

d. Committee members must be available to meet every Monday afternoon/evening during the Fall semester. Furthermore, committee members may be required to attend committee meetings in the Spring semester as well.

Duties:

a. Consider proposals for major changes in the undergraduate curriculum (excluding changes in General Studies curriculum structure and/or philosophy) and for continuous development of the quality of the undergraduate curricula in the various colleges, schools, and departments.

b. Review proposals regarding undergraduate curriculum, other than those treating General Studies curriculum structure or philosophy, and make recommendations to GAC. Included within the report will be the rationale and justification for the committee's recommendation.

c. Request and hold a conference with the originators of a proposal before making any recommendations. Such conference is required for all proposals (excluding General Studies proposals) involving addition or deletion of courses and/or programs.

- d. Forward informational reports to the Senate regarding all proposals affecting curriculum prior to submitting their recommendation to GAC.
- e. Maintain a central file documenting all transactions involving undergraduate programs.

3. Evaluation of Faculty Committee

Purpose: This committee studies current procedures for the evaluation of faculty and makes recommendations regarding the interpretation and administration of those evaluations.

Membership:

~~This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~

This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Evaluation of Faculty Committee members serve staggered two-year terms.

Duties:

- a. Annually provide information and recommendations regarding interpretation and comparison of current and past student evaluation data to the Faculty Senate and the Promotion and Tenure Committee.
- b. Periodically review and recommend procedures for the evaluation of faculty members by peers, department chairs and the University administration.
- c. Conduct a continuing study of faculty evaluation at Missouri Western State University.
- d. Provide information regarding interpretation of evaluation data.

4. General Studies Committee

Purpose: This committee shall represent the faculty in making periodic reviews of the General Studies curriculum and the general studies philosophy (~~see "Term of Office" under "Membership" below~~).

Membership:

~~a. This committee is composed of four faculty members from each school, with no more than one representative from any department, plus one faculty member chosen from the faculty at large. (June 2001)~~

a. This committee is composed of eight faculty members, four from the College of Liberal Arts and Sciences, three from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. No more than one representative from any department or school may serve on this committee.

b. The Vice President for Academic and Student Affairs and the Deans ~~(s)~~ of each the College and School shall be ex-officio (non-voting) members.

c. Term of Office: ~~This committee shall be appointed on a calendar year basis every third year, effective January 1, 1981, the term of office is one calendar year. The committee shall be appointed every three years with each member serving a three year term. The most recent committee was appointed in May 2007. The committee will conduct its business on the following cycle:~~

May ~~2004~~ 2007 - The Faculty Senate appoints the committee.

January 1, ~~2005~~ 2008 - All new proposals for this review cycle must be submitted.

May 1, ~~2005~~ 2008 - The review committee reports to the Faculty Senate.

December 1, ~~2005~~ 2008 - All bodies complete appropriate action.

August 1, ~~2006~~ 2009 - The new general studies program takes effect.

May ~~2007~~ 2010 - The Faculty Senate appoints ~~the new review~~ a new committee.

Duties:

a. Review all courses in the Two-Year and Four-Year General Studies curricula, considering course syllabi and other pertinent information.

b. Review recommendations for changes, additions, or deletions to the Two-Year and Four-Year General Studies curricula, basing recommendations on the following criteria:

(1) The course must be designed for a general audience, not for students in a major or specialized program.

(2) Generally speaking, a course should not have any prerequisites.

(3) The course should support the philosophical objectives of General Studies as strongly as the course(s) which it replaces or for which it provides an alternative. Such support should be evident in two ways: in relationship to the philosophical objective to which the course applies directly and in relationship to other philosophical objectives which it also promotes.

c. Recommend to the Faculty Senate whether the current General Studies philosophy needs to be modified before the next review of the General Studies program.

5. Grievance Committee

Purpose: This committee provides faculty members with a formal means of dispute resolution of those matters that directly and importantly impact a faculty member's professional or employment rights and interests, including employment status and rank. This formal means of dispute resolution is conducted by faculty peers, and it can lead to a hearing board decision that is an advisory opinion to the University president.

Membership:

a. ~~Twelve faculty members will serve on the committee, no more than seven (7) of whom may be from one academic school. This committee is composed of twelve faculty members, six from the College of Liberal Arts and Sciences, five from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given~~

to the College of Professional Studies. No more than one representative from any department or school may serve on this committee. If possible, all members should be full professors or senior faculty no longer seeking promotion. A chair, a vice-chair and a secretary shall be selected by the committee and act on the committee's behalf in all administrative and procedural matters involving the handling of grievances. Chairpersons of academic departments shall be excluded from serving on the Grievance Committee.

b. ~~New members: In the Fall 2003~~ **At the beginning of the Fall semester,** the continuing members of the grievance committee and the new appointees shall have an organizational meeting. At this meeting, the members shall ~~work out a set of four term classes~~ **establish four review panels,** each with three members. ~~This set of classes~~ **These panels** shall be **created** in conformity with other membership guidelines. The secretary of the Grievance Committee shall record the members of each **panel class at the first meeting of each fall.** Replacements for appointees unable to serve a term shall be appointed as necessary in the way prescribed for all Faculty Senate committee replacements (**see Bylaw III, B, 6.**) Replacements should normally complete the terms of those they replace.

Duties:

a. To accept written grievances in a form consistent with the form attached to Appendix H, Faculty Grievance Procedure, as Attachment 1 and to serve a copy of that grievance upon the respondent in the grievance.

b. To determine whether the grievance is timely and whether the grievance raises a claim governed by the faculty grievance procedures. Such determination shall be made according to a majority vote of the committee officers.

c. To appoint, through action of its officers, both a chair for the hearing and a Panel of four of its members from whom the two additional hearing board members shall be selected. The officers shall resolve objections concerning Committee members sitting on the hearing board.

d. When acting as a hearing board, to conduct a hearing according to the procedure specified in Appendix H and produce as advisory opinion that is delivered to the University President.

6. Professional Leave Committee

Purpose: This committee shall represent the faculty in making recommendations regarding sabbatical leave (see "Sabbatical Leave" in the Policy Guide) for faculty.

Membership:

~~This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~

This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies.

Duties:

- a. Make recommendations regarding granting of sabbatical leaves to faculty applicants.
- b. Explore ways of improving opportunities for professional and/or sabbatical leave (short-term or long-term) and make recommendations for implementation.
- c. Monitor the fulfillment of the obligations incurred by persons receiving leave monies.

7. Promotion/Tenure Committee

Purpose: This committee shall represent the faculty in making recommendations to the Faculty Senate regarding promotion and tenure policy and to the Vice President for Academic and Student Affairs regarding the awarding of promotion and tenure.

Membership:

~~a. This committee is composed of eight faculty members with four representatives selected from each of the two schools.~~

a. This committee is composed of eight members, four from the College of Liberal Arts and Sciences, three from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies.

b. The Promotion/Tenure Committee will elect a chairperson and a secretary. The elected offices will be for a one year period.

c. All members of the committee must be tenured and have the rank of associate or professor.

d. Each person appointed to the Promotion/Tenure Committee will serve three years. The tenure of the chairperson of the Faculty Senate Promotion and Tenure Committee shall be limited to one year of a three year appointment. Vacancies will be filled in accordance with Bylaw III, B. 6.

e. No person applying for tenure or promotion in a given academic year is eligible to serve on this committee during that academic year.

f. No Chairperson shall be appointed to the Promotion/Tenure Committee.

Procedures:

a. At the first meeting of the Promotion/Tenure Committee, the Vice President for Academic and Student Affairs and the committee will discuss the philosophy of promotion and tenure as well as the criteria to be used in identifying deserving faculty.

b. Each member of the Promotion/Tenure Committee will review all applications for tenure or promotion.

c. A committee member cannot serve on the subcommittee for any applicant from his/her **school or** department. Subcommittee members for any candidate reapplying for tenure or for the same rank of promotion cannot be members who served on the Promotion/Tenure Committee during the candidate's prior application(s).

d. The report will be presented to and discussed by the entire Promotion/Tenure Committee before committee recommendation is made. At least six committee members must be present for a vote on a candidate to take place.

e. Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet to briefly (ten minutes) to discuss materials documented in the application packet. Applicants will not have the option of appearing before the entire Promotion/Tenure Committee.

f. Final recommendation of the Promotion/Tenure Committee will be written by the chairperson and forwarded to the Provost and Vice President for Academic and Student Affairs and the candidate. The vote tally will be sent to the Vice President for Academic and Student Affairs along with the Committee recommendations.

g. When there is disparity between the committee recommendation and the recommendation of the Provost and Vice President for Academic and Student Affairs, a meeting between the two should take place for clarification before it goes forward to the University President.

Duties:

a. Review quality of instruction, professional activity, and quality of service of all promotion and tenure candidates and make recommendations to the Vice President for Academic and Student Affairs to award or deny promotion or tenure.

b. Make a continuing study of promotion and tenure policy and make recommendations to the Faculty Senate for improvements to the of Missouri Western State University promotion and tenure policy.

c. Promote consistency in the application of the promotion and tenure guidelines.

d. Strive for fair and equitable treatment of all promotion and tenure candidates.

e. Keep confidential all reviews of candidates.

8. Salary Committee

Purpose: This committee shall represent the faculty making recommendations regarding salary changes.

Membership:

~~This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~

This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Salary Committee members serve staggered two-year terms.

Duties:

a. As part of its annual report to the Faculty Senate, make recommendations for the upcoming fiscal

budget regarding improvements in salary for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.

b. Upon its appointment in the Spring Semester, study available institutional budgets and previous Salary Committee reports in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee's appointment.

c. Meet together with the Fringe Benefits Committee twice a semester to develop a five-year plan for improving salaries and fringe benefits.

9. Fringe Benefits Committee

Purpose: This committee shall represent the faculty in making recommendations regarding changes in the **Benefit's Benefits** Package.

Membership:

~~This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~

This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Fringe Benefits Committee members serve staggered two-year terms.

Duties:

a. As part of its annual report to the Faculty Senate, make recommendations for the upcoming fiscal budget regarding improvements in benefits for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.

b. Upon its appointment in the Spring Semester, ~~study available institutional recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee's appointment~~ study available institutional budgets in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee's appointment

c. Meet with the Staff Fringe Benefits Committee once a year to discuss and act on common interests and concerns.

10. Scholarship Committee

Purpose: This committee represents the faculty in matters pertaining to academic scholarships.

Membership:

~~This committee is composed of two faculty members from each school plus one faculty member chosen from the faculty at large.~~ This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to

serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Scholarship Committee members serve staggered three-year terms. The Director of Financial ~~Aids~~ Aid is also a member.

Duties:

- a. Work with the academic departments in determining need and criteria for scholarships.
- b. Act with the Director of Financial ~~Aids~~ Aid in determining the distribution of scholarships to individual applicants.
- c. Support and augment the efforts of Missouri Western State University Foundation and the President of the University in their attempts to secure donations for scholarships.

11. Academic Honesty Committee

Purpose: This committee serves as the final review board for violations of the Academic Honesty Policy.

Membership:

~~The committee shall be composed of one member from each college and three additional members from the faculty at large.~~ This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. The committee shall elect a chairperson whose responsibility it is to receive documents, convene the committee and sign documents on behalf of the committee.

Duties:

The committee will act as the final review board for students who have been accused of violating the Academic Honesty Policy. ~~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 days, is final. If it is the determination that no violation of academic honesty has occurred, the committee will recommend to the Provost and Vice President of Academic and Student Affairs that the student's alleged violation be removed from his or her record.~~ The Academic Honesty Policy, as well as the policies and procedures governing the committee's activities, are outlined in the current Student Handbook. Unless otherwise instructed by the Faculty Senate, this committee will adhere to the Academic Honesty Policy and the operational policies and procedures outlined in the current Student Handbook.