

Faculty Obligations

Academic Policies

Effective: 02/03/2022

FACULTY OBLIGATIONS RE: DEPARTMENT, COLLEGE, INSTITUTION

A. COMMENCEMENT ATTENDANCE

Commencement exercises are held at the conclusion of the spring semester for those students who finished graduation requirements during the spring semester and at the conclusion of the winter semester for those students who finished graduation requirements during the summer semester or the fall semester.

Commencement is a voluntary activity on the part of the students. Each full-time faculty member must attend at least one commencement exercise per academic year. (November 1998)

B. DEPARTMENT MEETINGS

Regular monthly department meetings will be held with minutes kept and filed in the office of the appropriate Dean of the College.

C. COLLEGE MEETINGS

Periodic school meetings will be held with minutes kept and filed in the University library and the office of the Provost and Vice President for Academic Affairs.

D. FACULTY PLAN WEEK

Plan Week represents the first formal responsibilities in fulfilling faculty contracts. The purpose of this week is for faculty members to be onboarded to university procedures and policies, undergo yearly training as determined by Human Resources, and attend professional development activities as organized by the Faculty Senate.

E. GENERAL UNIVERSITY MEETINGS

Periodically, general faculty meetings are called by the President, Provost and Vice President for Academic Affairs, or the President of the Faculty Senate with appropriate advance notice. Attendance by all faculty members is required.

F. ORGANIZATIONAL SPONSORS

Each student organization or club must have at least one voluntary faculty sponsor who will be responsible for the organization and activities of the group. Sponsor assignments will, whenever possible, be made on the basis of individual interest.

G. POLITICAL ACTIVITIES

Members of the Missouri Western State University faculty and staff are urged to fully

participate as citizens within the community, state, and nation. It is incumbent on the faculty and staff to pursue such activities, including candidacy for an elective political office, on their own time to assure the proper fulfillment of contractual responsibilities with the University. The University reserves the right to review cases in question.

H. PUBLIC STATEMENTS

Official comment for Missouri Western State University will be made by the President or a designee. Faculty members who are, because of their expertise, called upon by external agencies, organizations, or groups to clarify or explore an issue, question, or problem, or who, on the basis of their expertise, volunteer an opinion or statement(s) of fact regarding an issue, question, or problem are not to be considered as speaking for the institution.