

Missouri State University Curricular Proposal – New Interdisciplinary Program (Major, Minor, Certificate)

This special form is to be used for internal Missouri State approval of a new Interdisciplinary program involving two or more academic departments/schools including graduate programs, undergraduate majors (comprehensive or non-comprehensive), minors, graduate certificates, and undergraduate certificates

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours, require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

Sponsoring Department **(1) (responsible for administration and budget)** _____

Sponsoring Department **(2)** _____

Sponsoring Department **(3)** (if applicable) _____

Sponsoring Department **(4)** (if applicable) _____

Proposed Program Title _____

Check One: Major Comprehensive Major Minor Undergraduate Certificate Graduate Certificate

Degree Applicability (i.e., BA, BS, MA, MS, etc.) _____

General Education Courses Required _____ Total Hours _____

General Education Courses Recommended _____ Total Hours _____

Requirements (including Admission) and Limitations for Specific Program _____

_____ Total Hours _____

Prerequisites for Required Courses _____

Recommended Electives _____ Total Hours _____

Limitations on Electives _____

DEPARTMENT: Route according to ART VI, SEC 3B (1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply.) If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- _____ **College Council** (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- _____ **Professional Education Committee** (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- _____ **Committee on General Education and Intercollegiate Programs** (All general education and multi-college programs)
- _____ **Graduate Council** (All graduate programs)

Signatures of department heads:

Sponsoring Department **(1)** (responsible for administration and budget) Date _____

Sponsoring Department **(2)** Date _____

Sponsoring Department **(3)** (if applicable) Date _____

Sponsoring Department **(4)** (if applicable) Date _____

ROUTING

1. SPONSORING COLLEGE COUNCIL (1) (ART VI, SEC 3B)

 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
Comment(s) _____

Signature _____ Date _____

Chairperson

DEAN OF THE SPONSORING COLLEGE (ART VI, SEC 5)

 REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature _____ Date _____

Dean of the College

2. SPONSORING COLLEGE COUNCIL (2-if applicable) (ART VI, SEC 3B)

 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
Comment(s) _____

Signature _____ Date _____

Chairperson

DEAN OF THE SPONSORING COLLEGE (ART VI, SEC 5)

 REVIEWED Return to College Council Chair within ten days of receipt for disposition

Comment(s) _____

Signature _____ Date _____

Dean of the College

3. SPONSORING COLLEGE COUNCIL (3-if applicable) (ART VI, SEC 3B)

 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
Comment(s) _____

Signature _____ Date _____

Chairperson

DEAN OF THE SPONSORING COLLEGE (ART VI, SEC 5)

 REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature _____ Date _____

Dean of the College

4. SPONSORING COLLEGE COUNCIL (4-if applicable) (ART VI, SEC 3B)

 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

 DISAPPROVED Return one signed copy of final action to the appropriate Department Head.
Comment(s) _____

Signature _____ Date _____

Chairperson

DEAN OF THE SPONSORING COLLEGE (ART VI, SEC 5)

 REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature _____ Date _____

Dean of the College

5. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

6. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

7. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

8. BUDGET AND PRIORITIES COMMITTEE (ART I, SEC 9)

REVIEWED Return to Faculty Senate for disposition.

Comment(s) _____

Signature _____ Date _____
Chair of the Budget and Priorities Committee

9. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

10. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

11. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
President

Attachment 2, the New Program: Doctor of Nurse Anesthesia Practice (DNAP) is posted as a separate attachment due to its length.

SEP 18 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for Internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department Criminology and Criminal Justice Date August 20, 2013

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Concentrated Officer Development and Education Program (CODE)

Major Comprehensive Major Option Minor Certificate XX Certification Academic Rules Other

Degree Applicability N/A

General Education Courses Required ENG 110, PSY 121, COM 115 Total Hours 9

General Education Courses Recommended No additional Total Hours

Requirements (including Admission) and Limitations for Specific Degree MSU required standards for certificates

Courses Required in Department SEE ATTACHED

Total Hours 42

Courses Required in Other Departments SEE ATTACHED

Total Hours 18

Prerequisites for Required Courses PREREQUISITIES INCLUDED WHEN OUTSIDE DEPT., WAIVED IF NECESSARY WITHIN DEPT.

Recommended Electives in Department N/A

Total Hours

Recommended Electives in Other Departments N/A

Total Hours

Limitations on Electives N/A

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
Graduate Council (All graduate programs)

Signature [Handwritten Signature] Department Head

Date 8-29-13

(Routing on Reverse Side)

FS New Program - 2-2013

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature Ralph S. [Signature] Date 9/11/13
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____
Signature [Signature] Date 9/13/13
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

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DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____
Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____
Signature _____ Date _____
President

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Concentrated Officer Development and Education - Certificate

Department: Criminology and Criminal Justice

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes XX No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? XX Yes No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.) SEE ATTACHED DOCUMENTS
4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program. SEE ATTACHED DOCUMENTS
5. What are the present/future projected enrollments for this program?
 1st year 15 3rd year 50
 In five years, how many students must be: N/A
 a) declared minors to justify this new minors continuation
 b) declared majors to justify this new majors continuation
6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

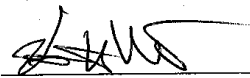
Additional library holdings?	<u> </u> Yes	<u>x</u> No
Additional technology or other supplies?	<u> </u> Yes	<u>x</u> No
Additional or remodeled facilities?	<u> </u> Yes	<u>x</u> No
Additional travel funds?	<u> </u> Yes	<u>x</u> No
Additional faculty? WE HOPE SO, BUT NOT Immediately	<u> </u> Yes	<u> </u> No
Additional support staff? " "	<u> </u> Yes	<u> </u> No
Other additional expenses?	<u> </u> Yes	<u>x</u> No
7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?
x Yes No Yes, but cannot ensure availability

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.



Department Head



College Dean

Concentrated Officer Development and Education (CODE) Program

CODE I: "The Justice System"

CRM 210 Introduction to the American Criminal Justice System: An overview of the American criminal justice system, its functions, problems and potential solutions. This course is a prerequisite for upper division criminology and criminal justice courses.

ENG 110 Writing I: Critical reading and writing skills applicable to writing within and beyond the college community. Emphasis on composition processes, research methods, argumentation of diverse issues, and collaborative learning, such as peer review.

CRM 260 Criminal Law and the Courts: This course examines the basic principles, processes, and structures found in adult criminal courts in the United States and Missouri. The course also examines the nature and development of criminal law from the Common Law to its current state nationwide, with an emphasis on current Missouri criminal law.

CRM 330 Juvenile Justice: This course reviews the topic of juvenile delinquency, with primary focus on a review of the history, extent and significance of delinquency and traces the emergences and effectiveness of the juvenile justice system as a societal response to juvenile offenders.

CRM 365 Criminal Procedure: This course critically examines the constitutional and other legal controls placed on the government's ability to collect evidence to be used in criminal proceedings. Special attention is given to Supreme Court decisions related to the issues of privacy, detention, arrest, searches, seizures, interrogations, confessions, wiretapping and eavesdropping, right to counsel, and protections against self-incrimination. Issues of officer liability are also addressed.

CODE II: "The Officer"

CRM 250 Policing: This course examines the history, structure and function of law enforcement as a means of addressing behavior which violates the law. Problems faced by law enforcement and solutions to those problems are also discussed.

PSY 121 Introductory Psychology: An examination of how psychology enhances our understanding of human behavior; a survey of basic biological, experiential, cognitive, emotional, and sociocultural influences on behavior and self-understanding. Students must choose either to be research participants or fulfill an alternative library assignment as part of the course requirements.

ENG 221 Writing II: Writing for the Professions: Practice in a variety of writing situations encountered by professionals: correspondence, proposals, documented research reports, abstracts, definitions, product and process descriptions. Emphasis on developing skills in audience analysis, including multicultural consideration; analytical reading, critical thinking, research methods, and clear writing, with attention to the ethical dimensions of workplace writing in general.

CRM 335 Criminal Typologies: This course is designed to examine the nature and extent of criminal behavior. Students will explore patterns of offender behavior including crimes against the person, interpersonal violence, property crimes, white collar and organized crime, public order crimes and political crimes.

CRM 355 Current Issues in Policing: This course addresses a selection of contemporary issues and controversies facing police officers and law enforcement agencies. Topics covered may include, but are not limited to, problem-oriented and community policing, police use of force, racial profiling, leadership in law enforcement, and police corruption.

CODE III: "The Community"

SOC 152 Social Problems in the Community: Sociological perspectives on contemporary social issues and problems in American society that are faced by today's communities. A public sociology focus is addressed in this course.

SWK 219 Human Diversity: Content and skill development pertinent to working with diverse racial, cultural, ethnic, and other populations such as persons with physical disabilities and mental illnesses. This course is designed primarily to inform and sensitize individuals for effective interventions within a heterogeneous society.

CRM 270 Institutional and Community-Based Corrections: A course designed to critically examine the various social control responses to delinquent and criminal behavior. Includes the history, philosophies, and practices of American corrections and an evaluation of the advantages and disadvantages of each societal/correctional response. Problems in the field of corrections and related solutions are also examined.

CRM 480 The Gang Phenomenon: In this course students explore the history of the gang phenomenon, the variety and types of gangs, reasons why gangs form, their structure, the functions they serve for their members and the social policies which have been developed to deal with gangs. Solutions to the gang phenomenon are also investigated.

CRM 485 Drugs in Society: An important social problem facing our society today is that of drug use/abuse. This problem cuts across all cultures, as well as across social class, sex, and racial groups. It affects the economy of the country as well as the image we, as a nation, project to other peoples. It is a political issue of not just national, but also international proportions. In order to understand this problem better, this course attempts to place "drugs" in a sociological perspective and through using the sociological imagination. Solutions to the drug problem are also considered.

CODE IV: "The Leaders of Law Enforcement"

COM 115 Fundamentals of Public Speaking: Instruction and practice in researching, composing, and delivering formal and informal speeches in a variety of public contexts. Representative topics include: ethics in public speaking; listening; library research; outlining; delivery; writing in an oral style; evaluation of public address; and analyzing and adapting to audiences. The course emphasizes informative and persuasive speaking.

CRM 380 Criminal Justice Organizations and Management: This course provides an overview of organizational theory and administrative behavior in criminal justice agencies, and exposes students to the latest research and practices in criminal justice management and organizations. Effects of leadership decision-making, court cases, personnel policies, budgeting, and planning on the justice system are analyzed.

CRM 495 Criminal Justice Ethics: This course will address ethical issues in the criminal justice system at both the theoretical and applied levels. Students will examine critical issues encountered by victims, offenders, and practitioners within the criminal justice system. Emphasis will be placed on ethical dilemmas in the police, court, and correction systems.

CRM Elective – Classes may be selected from the General Catalog.

CRM Elective - Classes may be selected from the General Catalog.

Curricular Proposal – New Certification Program

This proposal consists of four separate 15-unit certificates, all under a single program known as the Concentrated Officer Development and Education (CODE) Program. Each of the 15-unit certificates is unified by a theme. CODE I is "The Justice System," CODE II is "The Officer," CODE III is "The Community," and CODE IV is "The Leaders of Law Enforcement." Each of the courses within each certificate is outlined in detail and is attached to this document.

The genesis of this program was the recognition by faculty of the lack of a college education for most law enforcement officers in Missouri and throughout the country. The benefits of a college educated police force have been demonstrated in many studies and even in court cases. (e.g. ACJS, (2009); *Davis v. City of Dallas*, (1986); Carter and Sapp, (1992); Cox and Moore, (1992); Michals and Higgins, (1997).

Thus the initial focus of this program was to encourage officers who have not gone to college at all to invest in a certificate program that would focus on criminal justice classes and those other non-criminal justice classes whose inclusion would benefit these officers/students in completing their coursework in the classroom and improve their productivity and efficiency in their operational duties. It is noted that many police departments will hire applicants without college credits, but will not allow them to promote unless they have 60 hours of college credit in approved courses. This is true of the Springfield Police Department. Of interest, the Criminology and Criminal Justice Department worked with the SPD to establish a baseline of courses which could be included for credit according to their department guidelines, and this program meets all SPD standards.

The secondary focus of this program is to encourage high school students interested in law enforcement, but not college, towards this program. Almost all state law enforcement agencies in Missouri require applicants to have 60 hours of credit in order to qualify to apply for a state law enforcement position. This program meets that requirement and will allow students to work full time while taking these classes so that they are academically qualified to apply for a state law enforcement position at about the same time as they reach the minimum age requirement of 21.

This program is being offered as being available to those students who want strictly a seated environment, strictly an online environment, or one that uses both methods of instruction. *It is structured so as not to incur any additional costs in that all classes being offered are already being offered and taught in both environments and are offered to all interested students.* Those interested in this program will attend classes with regular MSU students; no special classes will be required.

There are 42 credit hours required within the Criminology and Criminal Justice Department, in total, for all four certificates. The classes required are: CRM 210, CRM 250, CRM 260, CRM 270, CRM 330, CRM 335, CRM 355, CRM 365, CRM 380, CRM 480, CRM 485, CRM 495 and CRM 598. In addition, students are allowed to select one CRM elective and to substitute another CRM class in place of CRM 495. The course descriptions of these classes are explained in detail in the attachments.

There are 18 credit hours required in courses outside the Criminology and Criminal Justice Department. These include 3 General Education classes: ENG 110, PSY 121, and COM 115. The other classes include

SOC 152, SWK 219 and ENG 221. The course description for these classes is also detailed in the attachments.

While this program does not greatly affect other departments it will serve to modestly increase numbers in those departments that have classes that are a part of the curriculum. These include English, Social Work, Psychology, Sociology and Communications. All affected departments have been made aware of this potential program and all have currently available seated and online classes, or have agreed to make them available.

Estimates on student demand for these classes is preliminary, but specific requests to law enforcement have been made and will be made available once known.

At this point no additional faculty or staff are required or being requested. We reserve the option of making such a request should demand require it.

Attachment 4, the New Program: Visual Studies is posted as a separate attachment due to its length.

Faculty Handbook Revision Committee Revisions to Include “Sponsored Dependents” in the Handbook

Rationale: The MSU Board of Governors recently (October 8, 2013) approved benefits for sponsored dependents (a copy of the resolution is provided separately). The FHRC is recommending Handbook revisions to reflect this in Sections 2.4 Identification Cards, 3.71 Emeritus Status, 6.2 University Sponsored (Fringe Benefits), 6.2.5.1 Credit Course Fees, and 8.8 Family and Medical Leave. The definitions of dependents (including sponsored dependents) were moved to the start of Section 6.2. Sponsored dependents were also added to the list of individuals for which conflicts of interest might apply in Sections 2.3.2 Nepotism and 4.8.3 Departmental Personnel Committees. Note that the definition of sponsored dependents (Section 6.2) reflects the definition approved by the Board.

A correction / update is also included: 15 instead of 12 credit hour credit for faculty, spouse, sponsored dependent, or dependent.

Because of the nature of the Board of Governor’s resolution, the changes are essentially “pre-approved” and will become officially part of the handbook if approved by the Senate.

2.3.2. NEPOTISM

Original language

The University's policy regarding the employment of relatives is set forth in the nepotism provision of the Conflict of Interest Policy (refer to Section 11.2). The policy does not prohibit the appointment of more than one member of a family to the same academic department or to another position within the University.

No Governor, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree or affinity, unless the supervisory role is specifically approved by the pertinent Department Head, by the pertinent Dean, by the Provost, and by the President of the University. Should a head or Dean be directly involved, approval of all higher administrative levels will be required. An employee may not be permitted to make judgments on another employee who is related within such fourth degree concerning such matters as appointment, promotion, and tenure.

A relative within the fourth degree includes, but is not limited to, spouse, child, grandchild, great-grandchild, great-great-grandchild, parent, grandparent, great-grandparent, brother/sister, aunt/uncle, great-aunt/uncle, niece/nephew, grand-niece/nephew, and cousin. All relationships are included, whether full-, half, step-, adopted, or in-law.

Original language with revisions

The University's policy regarding the employment of relatives is set forth in the nepotism provision of the Conflict of Interest Policy (refer to Section 11.2). The policy does not prohibit the appointment of more than one member of a family to the same academic department or to another position within the University.

No Governor, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree or affinity, unless the supervisory role is specifically approved by the pertinent Department Head, by the pertinent

Dean, by the Provost, and by the President of the University. Should a head or Dean be directly involved, approval of all higher administrative levels will be required. An employee may not be permitted to make judgments on another employee who is related within such fourth degree concerning such matters as appointment, promotion, and tenure.

A relative within the fourth degree includes, but is not limited to, spouse, child, grandchild, great-grandchild, great-great-grandchild, parent, grandparent, great-grandparent, brother/sister, aunt/uncle, great-aunt/uncle, niece/nephew, grand-niece/nephew, and cousin. For University purposes, this also includes sponsored dependents. All relationships are included, whether full-, half, step-, adopted, or in-law.

Revised language

The University's policy regarding the employment of relatives is set forth in the nepotism provision of the Conflict of Interest Policy (refer to Section 11.2). The policy does not prohibit the appointment of more than one member of a family to the same academic department or to another position within the University.

No Governor, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree or affinity, unless the supervisory role is specifically approved by the pertinent Department Head, by the pertinent Dean, by the Provost, and by the President of the University. Should a head or Dean be directly involved, approval of all higher administrative levels will be required. An employee may not be permitted to make judgments on another employee who is related within such fourth degree concerning such matters as appointment, promotion, and tenure.

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2.4. IDENTIFICATION CARDS

Original language

Every academic employee is issued an identification card by the Office of Human Resources. Full-time faculty members may also secure a spouse identification card by submitting a written request to from the Office of Human Resources.

Original language with revisions

Every academic employee is issued an identification card by the Office of Human Resources. Full-time faculty members may also secure an ~~spouse~~ identification card for a spouse or sponsored dependent ~~by submitting a written request to from~~ the Office of Human Resources.

Revised language

Every academic employee is issued an identification card by the Office of Human Resources. Full-time faculty members may also secure an identification card for a spouse or sponsored dependent from the Office of Human Resources.

3.7.1. EMERITUS STATUS

Original language

Appointment to Emeritus Faculty status is granted as a result of meritorious service to the University, including contributions in the areas of teaching, research, publications, the arts, and leadership. To be eligible for the title, a faculty member must also satisfy the following requirements: (1) completion of at least ten years of full-time academic service to Missouri State University (some exceptional senior faculty may be recognized with fewer than 10 years of service), (2) and retirement status or disability status at Missouri State University. Emeritus status awarded through affirmative vote of the faculty in the department in which the candidate holds appointment and by favorable administrative action. The candidate shall be informed in writing in a timely manner of non-approval at any stage of the review process. Emeritus faculty, who will be listed as such in the University Catalog, shall be entitled to all benefits provided to University retirees (Refer to Section 15.2) and, in addition, shall receive invitations to special events, an e-mail account and a President's parking pass. Emeriti faculty are entitled to enroll in one course per semester and have their required student fees paid by the University. This educational fee waiver benefit may be assigned to eligible dependent children of the retiree or to the spouse of the retiree. When this benefit is assigned to an eligible dependent child, that child may receive up to 12 credit hours per academic year, the same benefit provided to active faculty employees' children.

Original language with revisions

Appointment to Emeritus Faculty status is granted as a result of meritorious service to the University, including contributions in the areas of teaching, research, publications, the arts, and leadership. To be eligible for the title, a faculty member must also satisfy the following requirements: (1) completion of at least ten years of full-time academic service to Missouri State University (some exceptional senior faculty may be recognized with fewer than 10 years of service), (2) and retirement status or disability status at Missouri State University. Emeritus status is awarded through affirmative vote of the faculty in the department in which the candidate holds appointment and by favorable administrative action. The candidate shall be informed in writing in a timely manner of non-approval at any stage of the review process. Emeritus faculty, who will be listed as such in the University Catalog, shall be entitled to all benefits provided to University retirees (Refer to Section 15.2) and, in addition, shall receive invitations to special events, an e-mail account and a President's parking pass. Emeriti faculty are entitled to enroll in one course per semester and have their required student fees paid by the University. This educational fee waiver benefit may be assigned to eligible dependent children of the retiree or to the spouse or sponsored dependent of the retiree. When this benefit is assigned to an eligible dependent child, that child may receive up to ~~12~~ 15 credit hours per academic year, the same benefit provided to active faculty employees' children.

Revised language

Appointment to Emeritus Faculty status is granted as a result of meritorious service to the University, including contributions in the areas of teaching, research, publications, the arts, and leadership. To be eligible for the title, a faculty member must also satisfy the following requirements: (1) completion of at least ten years of full-time academic service to Missouri State University (some exceptional senior faculty may be recognized with fewer than 10 years of service), (2) and retirement status or disability status at Missouri State University. Emeritus status is awarded through affirmative vote of the faculty in the department in which the candidate holds appointment and by favorable administrative action. The candidate shall be informed in writing in a timely manner of non-approval at any stage of the review process. Emeritus faculty, who will be listed as such in the University Catalog, shall be entitled to all benefits provided to University retirees (Refer to Section 15.2) and, in addition, shall receive invitations to special events, an e-mail account and a President's parking pass. Emeriti faculty are entitled to enroll in one course per semester and have their required student fees paid by the University. This educational fee waiver benefit may be assigned to eligible dependent children of the retiree or to the spouse or sponsored dependent of the retiree. When this benefit is assigned to an eligible dependent child, that child may receive up to 15 credit hours per academic year, the same benefit provided to active faculty employees' children.

4.8.3. DEPARTMENTAL PERSONNEL COMMITTEES

Original language

Departmental personnel committees are made up of all tenured faculty members in the department and serve as the initial evaluating body for all departmental faculty evaluations. The term personnel committee is understood to mean the departmental committee responsible for these evaluations. The personnel committee may designate subcommittees for specific assignments as described in its departmental guidelines. (In the event that the department has fewer than five tenured faculty members, additional tenured faculty members from the college may be appointed by the Dean to a total number of five. In such cases, the Department Head and the faculty applicant will submit a list of possible committee members for the Dean's consideration and appointment). The committee selects a chair that is responsible for working with the head to establish and communicate internal application deadlines. The chair convenes the committee's meetings and generally is responsible for writing personnel recommendations based on the deliberations of the committee. The personnel committee operates as an autonomous faculty body, and therefore the Department Head shall not participate in personnel committee proceedings or make decisions regarding its composition or actions. Tenured faculty members who have administrative assignments that require them to participate in personnel review at a higher level shall not participate in personnel decisions within his or her home department. A faculty member with a potential conflict of interest (usually evaluating a spouse) should not participate in the evaluation process for annual appointment, tenure, or promotion. Inappropriate actions by individuals on the committee should be addressed by the committee chair and for members of the personnel committee.

Remainder of section 4.8.3 unchanged.

Original language with revisions

Departmental personnel committees are made up of all tenured faculty members in the department and serve as the initial evaluating body for all departmental faculty evaluations. The term personnel committee is understood to mean the departmental committee responsible for these evaluations. The personnel committee may designate subcommittees for specific assignments as described in its departmental guidelines. (In the event that the department has fewer than five tenured faculty members, additional tenured faculty members from the college may be appointed by the Dean to a total number of five. In such cases, the Department Head and the faculty applicant will submit a list of possible committee members for the Dean's consideration and appointment). The committee selects a chair that is responsible for working with the head to establish and communicate internal application deadlines. The chair convenes the committee's meetings and generally is responsible for writing personnel recommendations based on the deliberations of the committee. The personnel committee operates as an autonomous faculty body, and therefore the Department Head shall not participate in personnel committee proceedings or make decisions regarding its composition or actions. Tenured faculty members who have administrative assignments that require them to participate in personnel review at a higher level shall not participate in personnel decisions within his or her home department. A faculty member with a potential conflict of interest (usually evaluating a spouse or sponsored dependent) should not participate in the evaluation process for annual appointment, tenure, or promotion. Inappropriate actions by individuals on the committee should be addressed by the committee chair and for members of the personnel committee.

Remainder of section 4.8.3 unchanged.

Revised language

Departmental personnel committees are made up of all tenured faculty members in the department and serve as the initial evaluating body for all departmental faculty evaluations. The term personnel committee is understood to mean the departmental committee responsible for these evaluations. The personnel committee may designate subcommittees for specific assignments as described in its departmental guidelines. (In the event that the department has fewer than five tenured faculty members, additional tenured faculty members from the college may be appointed by the Dean to a total number of five. In such cases, the Department Head and the faculty applicant will submit a list

of possible committee members for the Dean's consideration and appointment). The committee selects a chair that is responsible for working with the head to establish and communicate internal application deadlines. The chair convenes the committee's meetings and generally is responsible for writing personnel recommendations based on the deliberations of the committee. The personnel committee operates as an autonomous faculty body, and therefore the Department Head shall not participate in personnel committee proceedings or make decisions regarding its composition or actions. Tenured faculty members who have administrative assignments that require them to participate in personnel review at a higher level shall not participate in personnel decisions within his or her home department. A faculty member with a potential conflict of interest (usually evaluating a spouse or sponsored dependent) should not participate in the evaluation process for annual appointment, tenure, or promotion. Inappropriate actions by individuals on the committee should be addressed by the committee chair and for members of the personnel committee.

Remainder of section 4.8.3 unchanged.

6.2. UNIVERSITY SPONSORED (FRINGE BENEFITS)

Original language

The following benefits are provided to full-time members of the ranked faculty. Unranked faculty members appointed for a full academic year are also covered by benefits described in this Section. Benefits are not available to unranked faculty members appointed for less than a full academic year (i.e., one-semester appointments). The descriptive statement provided for each benefit is a summary statement. Details of cover age and benefits may be obtained from the Office of Human Resources of the University. The University reserves the right in compliance with law to change carriers and benefit plan provisions during an academic year, provided all available coverage is maintained.

Original language with revisions

The following benefits are provided to full-time members of the ranked faculty. Unranked faculty members appointed for a full academic year are also covered by benefits described in this Section. Benefits are not available to unranked faculty members appointed for less than a full academic year (i.e., one-semester appointments). The descriptive statement provided for each benefit is a summary statement. Details of cover age and benefits may be obtained from the Office of Human Resources of the University. The University reserves the right in compliance with law to change carriers and benefit plan provisions during an academic year, provided all available coverage is maintained.

For the purpose of benefits, an eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year. A sponsored dependent is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months; (6) not be a renter, boarder or tenant of the employee.

Revised language

The following benefits are provided to full-time members of the ranked faculty. Unranked faculty members appointed for a full academic year are also covered by benefits described in this Section. Benefits are not available to unranked faculty members appointed for less than a full academic year (i.e., one-semester appointments). The descriptive statement provided for each benefit is a summary statement. Details of cover age and benefits may be

obtained from the Office of Human Resources of the University. The University reserves the right in compliance with law to change carriers and benefit plan provisions during an academic year, provided all available coverage is maintained.

For the purpose of benefits, an eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year. A sponsored dependent is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months; (6) not be a renter, boarder or tenant of the employee.

6.2.5.1 CREDIT COURSE FEES

7 Original language

Faculty members may enroll for up to 12 credit hours in an academic year (12-month period beginning with fall semester) and have their required student fees paid by the University. Faculty members must pay the required student fees for all courses over 12 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all of the 12-credit-hour benefit to a spouse or dependent. An eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year. The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the Missouri State University Undergraduate or Graduate Catalog.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income. To determine tax liability with regard to this benefit, consult a tax advisor.

Faculty members applying for this benefit must submit to the Office of Human Resources, at least five working days prior to registering, a completed Personnel Form (PD-010), Request for University Course Enrollment Employee Benefit Voucher.

The Office of Human Resources will check the request for eligibility and the number of credit hours requested, then return the approved request to the employee. The Office of Human Resources will monitor by computer to see when the employee (or spouse or dependent) registers for class. When the student is registered, the Office of Human Resources will pay the educational benefit fees directly to the University. If the educational benefits are only partial payment, the student would need to apply the outstanding balances according to the fee payment deadlines published in the Class Schedule. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

Original language with revisions

Faculty members may enroll for up to ~~12~~ 15 credit hours in an academic year (12-month period beginning with fall semester) and have their required student fees paid by the University. Faculty members must pay the required student fees for all courses over ~~12~~ 15 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all of the ~~12~~ 15-credit-hour benefit to a spouse, ~~or sponsored dependent, or dependent~~ . ~~An eligible dependent shall be defined as provided in Section 152 of the United States Internal Revenue Code. In addition, a child(ren) of divorced or separated parents is treated as a dependent of both parents where (1) the parents are divorced, legally separated, or separated under a written separation agreement; (2) the child(ren) receives over half of his/her support from his/her parents; and (3) the child(ren) is in the legal custody of one or both parents for more than half the calendar year.~~ The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the Missouri State University Undergraduate or Graduate Catalog.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income. To determine tax liability with regard to this benefit, consult a tax advisor.

Faculty members applying for this benefit must submit to the Office of Human Resources, at least five working days prior to registering, a completed Personnel Form (PD-010), Request for University Course Enrollment Employee Benefit Voucher.

The Office of Human Resources will check the request for eligibility and the number of credit hours requested, then return the approved request to the employee. The Office of Human Resources will monitor by computer to see when the employee (or spouse, sponsored dependent, or dependent) registers for class. When the student is registered, the Office of Human Resources will pay the educational benefit fees directly to the University. If the educational benefits are only partial payment, the student would need to apply the outstanding balances according to the fee payment deadlines published in the Class Schedule. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

Revised language

Faculty members may enroll for up to 15 credit hours in an academic year (12-month period beginning with fall semester) and have their required student fees paid by the University. Faculty members must pay the required student fees for all courses over 15 credit hours per academic year. This benefit is not applicable to out-of-state fees, non-credit courses, book costs, or any special fee pertaining to a specific class or private instruction.

Eligible faculty members may assign part or all of the 15-credit-hour benefit to a spouse, sponsored dependent, or dependent . The assignee must file an application for admission or readmission with the Office of Admissions and Records and meet all admissions and academic requirements stipulated in the Missouri State University Undergraduate or Graduate Catalog.

The University will comply with Internal Revenue Code regulations in regard to reporting benefits that are taxable income. To determine tax liability with regard to this benefit, consult a tax advisor.

Faculty members applying for this benefit must submit to the Office of Human Resources, at least five working days prior to registering, a completed Personnel Form (PD-010), Request for University Course Enrollment Employee Benefit Voucher.

The Office of Human Resources will check the request for eligibility and the number of credit hours requested, then

return the approved request to the employee. The Office of Human Resources will monitor by computer to see when the employee (or spouse, sponsored dependent, or dependent) registers for class. When the student is registered, the Office of Human Resources will pay the educational benefit fees directly to the University. If the educational benefits are only partial payment, the student would need to apply the outstanding balances according to the fee payment deadlines published in the Class Schedule. The employee must request educational benefits prior to fee payment; cash refunds will not be made.

8.8. FAMILY AND MEDICAL LEAVE

Original language

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. Birth of a faculty member's child or to care for such child;
2. Placement of a child with the faculty member for adoption or foster care;
3. Care of a spouse, child, or parent who has a serious health condition;
4. The faculty member's own serious health condition

Original language with revisions

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. Birth of a faculty member's child or to care for such child;
2. Placement of a child with the faculty member for adoption or foster care;
3. Care of a spouse, sponsored dependent, child, or parent who has a serious health condition;
4. The faculty member's own serious health condition

Revised language

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. Birth of a faculty member's child or to care for such child;
2. Placement of a child with the faculty member for adoption or foster care;
3. Care of a spouse, sponsored dependent, child, or parent who has a serious health condition;
4. The faculty member's own serious health condition

RECOMMENDED ACTION - Approval of Amendments to *Employee Handbook for Administrative, Professional and Support Staff Employees* and related policies

The following resolution was moved by _____
and seconded by _____:

WHEREAS, the implementation of new Learning Management and Applicant Tracking Systems have necessitated changes in procedures that are reflected in the *Employee Handbook for Administrative, Professional and Support Staff Employees* (“Handbook”); and

WHEREAS, additional changes were made to conform to current University practices and avoid redundancy; and

WHEREAS, the Missouri General Assembly amended Section 571.030 RSMo, effective August 28, 2013, to allow State employees to possess firearms in their automobiles under certain circumstances, and the Handbook is in conflict with the statutory change and should be revised to conform to such statute; and

WHEREAS, the proposed Handbook language adds coverage for Sponsored Dependents; and

WHEREAS, in addition to providing benefits for Sponsored Dependents, modifications to other governmental and operational policies will be necessary to provide consistency.

NOW THEREFORE, BE IT RESOLVED by the Board of Governors for Missouri State University that the Employee Handbook be revised in accordance with Attachment 1 and that the Faculty Handbook Group, Medical Plan and Dental Plan, and other group insurance agreements, be revised consistent with the Handbook, and that the President and the Vice President for Administrative and Information Services be granted authority to revise other University Policies and plan documents to allow the application of the above policy changes and to ensure compliance with applicable law.

VOTE: Aye _____

Nay _____

Comments:

Changes to the Handbook include the following:

- A revision to “2.18 Possession of Firearms Policy” to add the following:
“Employees of the state are authorized, as per RSMo Section 571.030, paragraph 6, enacted August 28, 2013 to have a firearm in the employee’s vehicle on property owned or leased by the state if the vehicle is locked and the firearm is not visible, for the duration of time that the employee is conducting activities within the scope of his or her employment.”
- A revision to “9.4 Disciplinary Guidelines” to add the following (underlined) as certain actions that can cause employees to be disciplined:

- Dishonesty or misrepresentation including falsifying employment application or work records . . .
- Theft or not reporting one's knowledge of theft of University property . . .
- Revisions throughout relevant sections of the Handbook to include the addition of sponsored dependents. "Sponsored dependent" is defined as a person who meets all of the following criteria: (1) be at least 18 years old and mentally competent to consent to contract; (2) have shared the same permanent residence and the common necessities of life with the employee for at least the previous 12 months; (3) not be legally married to anyone else in any state; (4) not be related by blood or a degree of closeness to the employee that would prohibit legal marriage in the State of Missouri; (5) have a single dedicated relationship with the employee of at least 12 months duration; (6) not be a renter, boarder or tenant of the employee.
- Other minor revisions have also been included to provide updates and clarification to existing policies and procedures, e.g., the use of associated technology and terminology such as My Learning Connection, "Section 6. Leave Benefits", and "Section 7. Fringe Benefits" are reversed and are now Section 6. Fringe Benefits, and Section 7. Leave Benefits.
- The Faculty Handbook Committee supports changes to the Faculty Handbook consistent with University policy allowing Sponsored Dependent coverage.