

FHRC AGENDA Tuesday, 3/17/2015, 2:00-3:00pm

1. **Tina McManus, MSU Controller**, will attend to discuss *My Payment Plan Operating Policy* changes in relation to FH Section 6.10. Relevant documents shared via email attachment.

From her email message:

The My Payment Plan Operating Policy is being updated to current practices. Therefore, the wording in this policy has been changed from “students” to “students, faculty and staff”. (The new proposed policy is attached. This policy is expected to be adopted soon.) Therefore, we need to notify the faculty and staff of this benefit. We have requested Human Resources to modify the Employee Handbook to include this notification. (This requested change is attached.)

We are requesting that this benefit be added to the Faculty Handbook (along with the other benefits already listed). (This request is attached.)

Also, as a housekeeping item, please change the closing time for the Bursar’s office to 4 PM (from 4:30 PM) – listed on the benefit for check cashing.

2. Approval of minutes from 2/17/2015
3. **Announcement:** Minimum enrollment guidelines and time frame for Appeals to be presented at Faculty Senate, March 19.
4. **Nonrenewal** language revision in **schedule of annual appointments**, Section 4.6.3. **From revisions submitted to FHRC on March 3, for discussion:**

FHRC: Please see below. The revision reflects an effort to clarify Section 4.6.3 Annual Reviews of Probationary Faculty. Notice that the current version (a) does not take into account second year faculty appointments to a fourth year and (b) non-reappointed faculty a full 3rd year of employment (which was also present in the 2007 version as well). I have copied the AAUP Guidelines for non-reappointment below which we are trying to reflect in our schedule of annual appointments. Please review.

FROM THE AAUP WEBSITE: <http://www.aaup.org/report/nonreappointment-full-time-renewable-term-appointments>

Notice of non-reappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year

appointment terminates during an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years in the institution.

4.6.3. Annual Reviews for Probationary Faculty

(Current version)

The schedule of annual appointments is in accordance with the AAUP “Standards for Notice of Non-reappointment.”

- First-year faculty: continuation of appointment to a second year or notified of non-reappointment by March 1 of the first year.
- Second-year faculty: continuation of appointment to a third year or notified of non-reappointment by December 15 of the second year of service.
- Third-year faculty: continuation of appointment to a fourth year or notified of non-reappointment 12 months before expiration of the appointment.
- Fourth-year faculty: continuation of appointment to a fifth year or notified of non-reappointment 12 months before expiration of the appointment.
- Fifth-year faculty: continuation of appointment to a sixth year or notified of non-reappointment 12 months before expiration of the appointment.
- Sixth-year faculty: tenured or notified of non-reappointment 12 months before expiration of appointment.

(Revised version)

The schedule of annual appointments is in accordance with the AAUP “Standards for Notice of Non-reappointment.”

- First-year faculty: ~~continuation of~~ appointment to Year 2 a second year or notification ~~ed~~ of termination at the end of Year 1 (non-reappointment) not later than by March 1 of the first year.
- Second-year faculty: continuation of appointment to a third Year 3 or notification of termination at the end of Year 2 ed of (non-reappointment) not later than by December 15 of the second year of service.
- Second-year faculty: appointment to Year 4 or notification of termination at the end of Year 3 (non-reappointment) at least 12 months before expiration of the appointment.
- Third-year faculty: ~~continuation of~~ appointment to a fourth Year 5 or notification ~~ed~~ of termination at the end of Year 4 (non-reappointment) at least 12 months before expiration of the appointment.
- Fourth-year faculty: ~~continuation of~~ appointment to a fifth-sixth Year 6 or notification ~~ed~~ of termination at the end of Year 5 (non-reappointment) at least 12 months before expiration of the appointment.
- Fifth-year faculty: ~~continuation of~~ appointment to a sixth Year 7 or notification ~~ed~~ of termination at the end of Year 6 (non-reappointment) at least 12 months before expiration of the appointment.
- Sixth-year faculty: tenured or notification of termination ed of non-reappointment at the end of Year 7 (non-reappointment) at least 12 months before expiration of appointment.

(Final version)

The schedule of annual appointments is in accordance with the AAUP “Standards for Notice of Non-reappointment.”

- First-year faculty: appointment to Year 2 or notification of termination at the end of Year 1 (non-reappointment) not later than March 1 of the first year.

- Second-year faculty: appointment to Year 3 or notification of termination at the end of Year 2 (non-reappointment) not later than December 15 of the second year of service.
- Second-year faculty: appointment to Year 4 or notification of termination at the end of Year 3 (non-reappointment) at least 12 months before expiration of the appointment.
- Third-year faculty: appointment to Year 5 or notification of termination at the end of Year 4 (non-reappointment) at least 12 months before expiration of the appointment.
- Fourth-year faculty: appointment to Year 6 or notification of termination at the end of Year 5 (non-reappointment) at least 12 months before expiration of the appointment.
- Fifth-year faculty: appointment to Year 7 or notification of termination at the end of Year 6 (non-reappointment) at least 12 months before expiration of the appointment.
- Sixth-year faculty: tenured or notification of termination at the end of Year 7 (non-reappointment) at least 12 months before expiration of appointment.

5. Inclusion of language in the FH to address religious accommodations as written in the Policy Library.

From Policy Library:

http://www.missouristate.edu/policy/op1_02_1_religiousaccommodation.htm

Faculty Accommodation Requests

As outlined in section 4.5.1.1 in the **2007 Faculty Handbook**: *Faculty members are expected to meet their assigned classes or to see that suitable arrangements have been made for learning experiences for their students in the case of a required absence of the Instructor because of unusual circumstances or because of attendance at a professional meeting.* Faculty members who wish to observe religious holy days must fulfill the above-mentioned policy and satisfy any other responsibilities regarding off-campus time, including proper notice, in accordance with their standard departmental procedures.

In those cases where a request for a religious accommodation is denied by the department head, the faculty member may appeal the decision to the dean and ultimately to the Provost. Where a timely request is made by the faculty member but denied by the department head, the grievance process shall be expedited as much as reasonably possible to ensure that a faculty member pursuing a religious accommodation is not unduly disadvantaged by the passage of time. Either the employee or the supervisor may also appeal the decision to the Office for Institutional Equity and Compliance in accordance to the time limits and provisions set forth in the *Office for Institutional Equity and Compliance Complaint Procedures*.

Current FH, 2014-15

4.5.1.2. Meeting Classes

Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of illness, they must call the departmental office and make arrangements to notify their classes concerning the cancellation of classes and new assignments or to make other arrangements for the classes that will be missed.