

FHRC AGENDA Tuesday, 4/21/2015, 2:00-3:00pm

1. Approval of minutes from 3/17/2015
2. **Announcement:** Minimum enrollment guidelines and time frame for Appeals to be presented at Faculty Senate, March 19, all passed.
3. **Please review the following. If approved, items 1-5 below will be presented to Faculty Senate on May 7, 2015.**

Recommended Faculty Handbook changes from the FHRC, March 17, 2015 (Rev 4-17-15dg)

1. Editorial change from Tina McManus, MSU Controller, to update the hours for Check Cashing Privileges, FH, p. 62, Section 6.10, from 4:30pm closing to 4:00pm closing.

Current

Check Cashing Privileges: Faculty may cash personal checks up to \$50 per day with their BearPass Card at the Bursar's Office between 8:30 a.m. and 4:30 p.m. Monday through Friday.

Edit

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2. Insertion of new language from Tina McManus to update Section 6.10, p. 62, to current practices regarding university charge accounts as part of My Payment Plan Operating Policy, Op8.12.

Current

- Missouri State Bookstore: Faculty are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It's a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).
- Notary Public: Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at <http://www.missouristate.edu/dos/notaries.htm>.

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- **My Payment Plan: Missouri State University allows students, staff, and faculty in good financial standing to make charges on their accounts for required student fees, residence hall charges, Taylor Health and Wellness Center charges, parking permits and fines, bookstore charges, library fines and other charges, and pay for those charges in installments – in accordance with My Payment Plan.**
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3. **Adding reference to religious accommodations for faculty in meeting classes.**

Current

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.

Change

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4. **Adding reference for religious accommodations for students in Course Policy Statements, Section 4.5.1.3., p. 38.**

Current

12. *Nondiscrimination Policy: A statement consistent with University policy.

- *Policy on Disability Accommodation: A statement consistent with University Policy.
13. *Cell Phone Policy: A statement consistent with University Policy.
14. *Emergency Response: A statement about pertinent information about safety issues, which may direct students to classroom-specific information posted on Blackboard.

Change

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*Policy on Disability Accommodation: A statement consistent with University Policy.
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5. Revisions to Section 4.6.3. Annual Reviews for Probationary Faculty. Originated by Julie Masterson, this is an effort to clarify the annual appointments yearly timeline. The suggested revisions do not change the process.

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 notified of non-reappointment not later than by March 1 of the first year effective at the end of Year 1.
- Second-year faculty: ~~continuation of~~ appointment to a third-Y year 3 or notified of non-reappointment not later than by December 15 of the second year of service.

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

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4. New Business:

Expectation of confidentiality regarding faculty and students. A question has been raised by a faculty member whether or not we need to strengthen expectation of confidentiality between faculty and students. I see it as an obligation to bring this to the committee for discussion. This issue is generally addressed in 3.1.1. and in 8.1. (included in respect for human dignity?). Thoughts?

5. Need a May meeting? And New Chair?

Cheers, Dave