

Proposed Amendment to the Faculty Handbook Approved by the Faculty Handbook Revision Committee 9/16/2014

Participation in faculty deliberations, departmental service, informal and formal student advising, and the work of mentoring students on projects are all integral to the effective operation of an academic unit. Hence, it is expected that all full-time faculty, including clinical faculty and instructors, will be engaged and present on-campus in order to fulfill the duties outlined in the Missouri State University Faculty Handbook, regardless of the assigned delivery system for teaching (on-line, ITV, blended). Any exceptions to this expectation must be approved by the Department Head, College Dean, and Provost.

Current FH Version 8/11/2014

4.1. Faculty Performance Criteria and Evaluation Model

Faculty performance criteria at Missouri State University are based on the purpose and mission of the institution. The general mission of the University, in relation to its faculty, is the advancement of learning, scholarly inquiry, and service, but this translates, in terms of its students, to the single purpose of developing educated persons. To accomplish this, the university's mission includes cultivating advanced knowledge and practices and serving its constituents. The specific public affairs mission of the university further enhances its purpose to include fostering ethical leadership, cultural competence and community engagement. The University honors the principles of academic freedom, academic excellence, diversity in scholarly and cultural perspectives, and equal opportunity.

The following table outlines the evaluation categories for faculty with different types of appointments. Some variations on these criteria may be made based on contract letters. These processes result in different outcomes, and the criteria for tenure and promotion are differentiated for all types of faculty appointments. The evaluation processes are specified in Section 4.6. Performance reviews are mission-related and should be consistent with tenure and/or promotion decisions. The criteria used for evaluation in each category are based on specific elements in the university's mission as specified below. All policies and procedures described herein for departments apply to any academic unit that has primary faculty evaluation responsibilities, for example, a school.

Revised FH Version to include the new language about faculty presence

4.1. Faculty Performance Criteria and Evaluation Model

Faculty performance criteria at Missouri State University are based on the purpose and mission of the institution. The general mission of the University, in relation to its faculty, is the advancement of learning, scholarly inquiry, and service, but this translates, in terms of its students, to the single purpose of developing educated persons. To accomplish this, the university's mission includes cultivating advanced knowledge and practices and serving its constituents. The specific public affairs mission of the university further enhances its purpose to include fostering ethical leadership, cultural competence and community engagement. The University honors the principles of academic freedom, academic excellence, diversity in scholarly and cultural perspectives, and equal opportunity.

Participation in faculty deliberations, departmental service, informal and formal student advising, and the work of mentoring students on projects are all integral to the effective operation of an academic unit. Hence, it is expected that all full-time faculty, including clinical faculty and instructors, will be engaged and present on-campus in order to fulfill the duties outlined in the Missouri State University Faculty Handbook, regardless of the assigned delivery system for teaching (on-line, ITV, blended). Any exceptions to this expectation must be approved by the Department Head, College Dean, and Provost.

The following table outlines the evaluation categories for faculty with different types of appointments. Some variations on these criteria may be made based on contract letters. These processes result in different outcomes, and the criteria for tenure and promotion are differentiated for all types of faculty appointments. The evaluation processes are specified in Section 4.6. Performance reviews are mission-related and should be consistent with tenure and/or promotion decisions. The criteria used for evaluation in each category are based on specific elements in the

university's mission as specified below. All policies and procedures described herein for departments apply to any academic unit that has primary faculty evaluation responsibilities, for example, a school.

Missouri State University

Notice of Appeal of Council/Committee Action

(This form applies to appeals of actions of College and Graduate Councils, PEC and CGEIP)

Date: September 4, 2014

Council or Committee Whose Action Is Being Appealed: CHHS

Specific Action Being Appealed: New courses: BMS 442 Physiology of the Cell and BMS 542 Physiology of Organ Systems

This Appeal Is Being Made By (please check one):

XX The Department of Biology through its Department Head: Alicia Mathis

The Special Academic Program of through its Coordinator:

The Undergraduate College Council of through its Chairperson:

Faculty Members (no fewer than 30 members of the ranked faculty) (List on back of form)

Reason(s) for Appeal: (1) Inaccurate and confusing justification. (a) The statement that the courses are "designed for students who need a two-part physiology course, primarily pre-pharmacy students" is inaccurate. A two-part physiology course is not required for admission to pharmacy schools or, to our knowledge, for admission to any health-related professional or graduate programs. (b) Creation of new courses is not necessary for back-transfer of courses for pharmacy-school students who wish to complete their bachelor's degree at Missouri State; the department can substitute the pharmacy courses for any courses in their degree program that they wish. Other departments (Biology and Chemistry) have back-transfer plans in place that do not require addition of new courses. (2) It is unclear how or whether BMS 542 and BMS 742 differ (the course description states that students cannot receive credit for both). If a sufficient justification for offering BMS 542 is offered in the future, then it appears that BMS 742 should be deleted and a companion 600-level course to BMS 542 created. (3) The Biology Department Head emailed the BMS Department Head on two occasions with a request for clarification, but did not receive a response.

ROUTING: Three copies to Faculty Senate Executive Committee

The group originating the appeal can withdraw it from consideration at any time during the process upon written request (signed by all originators of the appeal) to the Council/Committee chairperson.*

*Pending approval of Faculty Senate

APR 14 2014

Missouri State University
CURRICULAR PROPOSAL

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department Biomedical Sciences

Date March 5, 2014

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION

BMS 442 Physiology of the Cell

Prerequisite: C grade or better in BMS 307 and BMS 321 or BIO 320 or CHM 352 or CHM 452.

Physiology of the Cell will focus on the molecular, chemical, membrane and cellular basis of metabolic homeostatic processes in cells, cytoplasmic compartments and primary organ systems. Cannot receive credit for both BMS 308 and BMS 442.

Credit hours: 3 Lecture hours: 3 Lab hours: 0 Typically offered: Fall

PURPOSE OF COURSE

BMS 442 Physiology of the Cell is the first in a two course series with companion course BMS 542/742 Physiology of Organ Systems designed for students who need a two part human physiology course, primarily pre-pharmacy students. This course sequence will also be instrumental in providing equivalent course work for students who matriculate in UMKC programs to reverse transfer these credits as BMS 442 and 542/742 course topics are designed identical to UMKC courses LSPHY 399 and LSPHY 400, Pharmacy Physiology I and II, respectively.

RELATIONSHIP TO OTHER DEPARTMENTS

This course will be a preparation option for pre-pharmacy students in conjunction with the Doctor of Pharmacy program with UMKC. Prerequisites for this course include Biology and Chemistry courses from departments that also have pre-pharmacy students.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 300a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)

Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)

Graduate Council (Considers all 600-, 700-, and 800-level new courses)

*If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature

Rickie C. B...
Department Head

Date

4/9/14

(Routing on Reverse Side)

FS New Course - 9/10/2010

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 *Michael [unclear]* Date 4-14-14
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 *John [unclear]* Date 4-15-14
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)

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
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-2005

NEW COURSE RESOURCE INFORMATION

Department Biomedical Sciences

Date 2/20/2014Course Number and Title BMS 442 Physiology of the CellAnticipated Average Enrollment 20Maximum Enrollment Limit 30

Faculty Load Assignment _____ Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? *No additional resources needed*Additional computer resources? *No additional resources needed*Additional or remodeled facilities? *No additional resources needed*Additional equipment or supplies? *No additional resources needed*Additional travel funds? *No additional resources needed*Additional faculty--general vs specialized? *No additional faculty needed*Other additional expenses? *None*

3 If additional faculty are not required, how will faculty be made available to teach this course?

This course will be available once per year. Will be taught as part of regular teaching duties. The periodicity of current course offerings is being redone to allow this course to be taught by current faculty.

List names of current faculty qualified to teach this course: Scott Zimmerman, Ben Timson, Jianjie Wang

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

Students who are Pre-Pharmacy are the target population for this course.

5 Other comments:

APR 14 2014

**Missouri State University
CURRICULAR PROPOSAL**

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department Biomedical Sciences

Date March 5, 2014

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION**BMS 542 Physiology of Organ Systems**

Prerequisite: C or better in BMS 442

Course will continue the investigation of human physiology by organ system including the cardiovascular and respiratory systems as well as mechanisms of body defense. Cannot receive credit for both BMS 542 and BMS 742.

Credit hours: 3 Lecture hours: 3 Lab hours: 0 Typically offered: Spring

PURPOSE OF COURSE

BMS 542 Physiology of Organ Systems provides students with the opportunity to continue their studies into human physiology by addressing organ systems not covered in BMS 442 Physiology of the Cell. It is designed for students who need a two part human physiology course, primarily pre-pharmacy students. This course sequence will also be instrumental in providing equivalent course work for students who matriculate in UMKC programs to reverse transfer these credits as BMS 442 and 542/742 course topics are designed identical to UMKC courses LSPHY 399 and LSPHY 400 Pharmacy Physiology I and II, respectively.

RELATIONSHIP TO OTHER DEPARTMENTS

This course will be a preparation option for pre-pharmacy students in conjunction with the Doctor of Pharmacy program with UMKC. Prerequisites for this course include Biology and Chemistry courses from departments that also have pre-pharmacy students.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 300a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

*If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature Collette A. Withers Date 4/9/14
Department Head

(Routing on Reverse Side)

FS New Course - 9/10/2010

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 [Signature] Date 4-14-14
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 4-15-14
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)

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

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-2005

NEW COURSE RESOURCE INFORMATION

Department Biomedical Sciences

Date 2/20/2014Course Number and Title BMS 542 Physiology of Organ SystemsAnticipated Average Enrollment 20Maximum Enrollment Limit 30

Faculty Load Assignment _____ Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? *No additional resources needed*Additional computer resources? *No additional resources needed*Additional or remodeled facilities? *No additional resources needed*Additional equipment or supplies? *No additional resources needed*Additional travel funds? *No additional resources needed*Additional faculty--general vs specialized? *No additional faculty needed*Other additional expenses? *None*

3 If additional faculty are not required, how will faculty be made available to teach this course?

This course will be available once per year. Will be taught as part of regular teaching duties. The periodicity of current course offerings is being redone to allow this course to be taught by current faculty.

List names of current faculty qualified to teach this course: Scott Zimmerman, Ben Timson, Jianjie Wang

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

Students who are Pre-Pharmacy are the target population for this course.

5 Other comments: