

## FHRC AGENDA Tuesday, October 11<sup>th</sup>, 2016

Approval of minutes from September, 13<sup>th</sup>, 2016

### NEW BUSINESS:

#### A. 3.11 Graduate Faculty

6<sup>th</sup> paragraph of 3.11 reads.

##### **Current language:**

Upon receiving graduate faculty status, faculty members are **entitled** to teach 700-level and above courses, to serve as graduate program and research advisers, to serve as general graduate advisers, to serve on graduate faculty committees and graduate program advisory committees, to elect members to the Graduate Council, to serve on the Graduate Council, and to vote to approve or challenge actions of the Graduate Council. Only Research Graduate faculty may serve as chairs of thesis committees or similar committees that evaluate final graduate projects. Graduate faculty members shall receive reassigned teaching loads for graduate program advisement, research advisement, or thesis supervision.

**Proposed language:** Upon receiving graduate faculty status, faculty members **are eligible for consideration** to teach 700-level and above courses, to serve as graduate program and research advisers, to serve as general graduate advisers, to serve on graduate faculty committees and graduate program advisory committees, to elect members to the Graduate Council, to serve on the Graduate Council, and to vote to approve or challenge actions of the Graduate Council. Only Research Graduate faculty may serve as chairs of thesis committees or similar committees that evaluate final graduate projects. Graduate faculty members shall receive reassigned teaching loads for graduate program advisement, research advisement, or thesis supervision.

**Rationale:** The word “entitled” may be misinterpreted and misleading. This word suggest that the department head does not have the ability to negotiate teaching loads with the most qualified graduate faculty. Therefore, the proposed word substitution is “eligible” in place of “entitled”.

#### B. 3.3.1. Assistant Professor;

**Concern:** The third paragraph in this section describes January 1, 2007. This time-frame is no longer relevant and therefore the proposal is to delete.

##### **Current language:**

Criteria for Tenure and Promotion:

In addition to meeting years-of-service requirements, those seeking tenure and/ or promotion must have demonstrated sustained effectiveness in Teaching, Research, and Service as defined in the Assistant Professor rank. (Refer to Sections 3 and 4 for criteria for promotion.) It is assumed that a faculty member hired as an assistant professor will concurrently seek tenure and promotion.

**Faculty hired before January 1, 2007, have the option of a six- or seven-year probationary period.**

##### **Proposed language:**

Criteria for Tenure and Promotion:

In addition to meeting years-of-service requirements, those seeking tenure and/ or promotion must have demonstrated sustained effectiveness in Teaching, Research, and Service as defined in the Assistant Professor rank. (Refer to Sections 3 and 4 for criteria for promotion.) It is assumed that a faculty member hired as an assistant professor will concurrently seek tenure and promotion.

### C. 11.5 Administrative Leave.

**Concern:** A faculty member recently applied for administrative leave to work on a special project. The Faculty Handbook notes to contact the President's Office for the application form. The request was redirected to the Office of the Provost. Therefore, perhaps the FH language should be revised to inform faculty to direct such request to the Office of the Provost. The Office of the Provost would then work with the faculty member to complete the appropriate forms.

#### 11.5. Administrative Leave

**Current Language**, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested.

**Application forms for administrative leave are available in the Office of the President.**

**Proposed Language**, first paragraph. All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested.

**Application forms for administrative leave are available in the Office of the Provost. The Office of the Provost will then provide guidance so that the appropriate forms can then be submitted by the applicant to the Office of the President.**

### D. Faculty Sick Leave & FMLA

Questions/Concerns:

- 1) Does the language in the online Employee Handbook "conflate" staff short-term sick leave (see section 7.2) with new language for extended medical leave for faculty (see 7.20) and a prospective family leave policy?
- 2) The language in the Employee Handbook does not appear to parallel FMLA categories. This is important because it describes circumstances under which staff are permitted to take short-term leave
- 3) The Employee Handbook includes short-term sick leave to care for in-laws and "other family members (not FMLA categories), but the faculty up to a semester leave that it proposes treats caring for an adoptee or newborn as an "exceptional" category, whereas this is actually squarely under FMLA territory. In essence, "the new language in the online employee handbook offers both more and less than FMLA categories."
- 4) In terms of reporting sick leave, are 12-month and 9-month faculty held to the same standard?

### E. Staff as per course faculty.

The FH addresses the number of hours a per course faculty member can teach in a 12-month period. The FH addresses the hour limitation (see below, 3.5.8 Per Course Faculty) that a non-faculty MSU employee can teach in any 12-month period.

The concern seems to be that this policy should be further clarified something to the effect that non-faculty MSU employees should not teach more than 3 credit hours in a semester, as proposed by Frank Einhellig. This may be of particular concern when the employee holds a full-time position. However, what if the employee is not asking for a reduction of their regular duties? Currently, when a non-MSU employee is hired as per course faculty to teach say 2 courses in the fall and 2 in the summer, they are not required to prove that they are not already employed full-time elsewhere. Should non-MSU faculty employees be held to a different standard when it comes to the maximum number of credit hours that can be taught in a 12-month period?

#### 3.5.8. Per Course Faculty

A per course faculty member is appointed on a semester basis and may teach no more than twelve credit hours during any 12-month period. Employment terminates automatically at the end of the appointment period. A per course faculty member who has any other type of employment at

Missouri State University is also subject to an overall limitation of 1000-hours over any 12-month period and should contact the Office of Human Resources for clarification of restrictions. Per course faculty should possess a master's degree or the equivalent professional experience in a field determined acceptable by the Dean. Per course faculty members receive no retirement or insurance benefits. However, they may be allowed the use of Hammons Student Center, the University Libraries, resources provided by Computer Services, and Taylor Health and Wellness Center. Per course faculty have only the duties directly associated with teaching and are not required to perform committee work nor assume other responsibilities required of tenure-track faculty. A notice and search process is not required to fill these positions, but the position must be posted and reasonable effort should be made to meet the affirmative action policy. These positions require the recommendation of the Department Head and of the Dean, and approval by the Provost.