



FACULTY

handbook

**UNIVERSITY OF MISSOURI
COLUMBIA**



UNIVERSITY OF MISSOURI-COLUMBIA

Colleagues:

The accompanying University of Missouri-Columbia Faculty Handbook is the most current edition of a compilation of information, rules and procedures related to MU faculty. Copies of this Handbook are being distributed to all members of the MU faculty. The Handbook is arranged so that future revisions, additions, deletions and updates can be sent to you without having to reprint the book in its entirety.

This revision of the Handbook was done by the 1989-90 Faculty Affairs Committee of MU Faculty Council. The committee was chaired by Professor Erik Fritzell with Professors Pat Crown, Jean Hamilton, Ron Powell and Richard Warder working with him to revise and update the 1984 document.

Additional information important to faculty are included in other publications such as the Undergraduate and Graduate Catalogs, Schedule of Courses, Graduate Faculty Senate Handbook, and Staff Benefits booklet. Additional copies for new faculty members or other people will be available from the Office of the Provost (116 Jesse Hall, 882-6598) or from the offices of the deans.

Suggestion for changes, deletions and additions for the next revision of the Faculty Handbook should be made to the chair of Faculty Council.

*Allen W. Hahn, Chairman
Faculty Council*

July 1991

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This section of the *Handbook* is designed to acquaint faculty of the University of Missouri system with information about the University's history and organization and with policies which affect all faculty.

Some important University regulations and policies are not included here but are available in other publications. Policies are contained in the *Business Policy and Procedure Manual*, the *Personnel Policy Manual*, and the *Collected Rules and Regulations* of the Board of Curators. These and the revised Long-Range Plan of the University of Missouri, adopted in 1986, should be available in your division. In addition, there is a separate staff benefits booklet available for every employee.

University of Missouri mission

As a multicampus public institution of higher education, the University of Missouri will continue to fulfill its responsibilities in teaching, research, and extension as a part of the national/international academic and scientific community. The University also will provide other services which are by-products of instruction and research or needed as the result of the University's unique knowledge base. In all these activities, the University will be responsive to the citizens of the state.

The University will continue to offer a wide range of high quality baccalaureate, professional, graduate, and extension programs designed to prepare students to achieve positions of leadership and responsibility and to fulfill their potential. In the public sector of higher education in Missouri, the University is the only institution offering doctoral and advanced professional programs. The University will provide the best possible education for those who meet its admission requirements, which are designed to insure a reasonable probability of achieving appropriate educational goals.

As the only public research institution in

the state, the University has a major and expanding commitment to research, scholarly work, and creative activity. This commitment enriches and supports teaching and extension educational programs by making available to students the intellectual excitement and challenge found only at the frontiers of learning. It also produces new knowledge and understanding which contribute to the economic development of the state and benefit the people of Missouri. In its research and creative activities, the University will seek and respond to opportunities for cooperative projects with external organizations where such projects are consistent with the University's basic educational missions.

As a land-grant institution with an extension mission, the University is responsible for extending the educational resources of the total University to the people in order to encourage economic development and stability, enhance the quality of life, develop problem-solving skills, provide information for public awareness and utilization, and assist citizens in enhancing occupational or professional careers. Agriculture will continue to be the chief priority of University Extension.

The campuses are deliberately diverse. Each campus has unique responsibilities for teaching, research, extension, and public service programs essential to the University's commitment to provide a liberal education. The University is committed to cooperative efforts among its individual units to provide the optimal contribution by the total University to the citizens of the state.

To fulfill its responsibilities to the state and its various constituencies, the University will regularly assess the quality, effectiveness, and efficiency of its programs and services.

In meeting its responsibilities, the University is committed to the important principle of academic freedom. Academic freedom and the related responsibilities protect the search for truth and its open expression, which are

indispensable to the success of the University.

As an equal opportunity/affirmative action institution, the University will provide the greatest possible access to those qualified to benefit from its programs.

Campus mission

The Board of Curators has approved the following mission statements for individual campuses.

University of Missouri-Columbia

The University of Missouri-Columbia is the original campus of the University founded in 1839. The University of Missouri-Columbia shares fully in the primary purposes of the University—the education of students and the development of new knowledge. The Columbia campus serves as a resource for the citizens of the state through its programs in teaching, research, extension, and service. In addition, it participates in the national and international scholarly, scientific, and economic communities.

The University of Missouri-Columbia is committed to providing high-quality undergraduate education in the arts, sciences, and humanities in order to prepare students for advanced graduate and professional study and to foster self-expansion and fulfillment. As the largest and most diverse campus within the University of Missouri, Columbia will continue in its role as the principal major campus in offering professional degree programs. The Columbia campus has exclusive responsibility in Agriculture, Food and Natural Resources, Human Environmental Sciences, Journalism, Library and Informational Science, and Veterinary Medicine and special responsibilities in other advanced professional fields such as health, law, business, engineering, and education.

Among its other institutional responsibilities, the Columbia campus maintains the state's major public research library and the University Hospital. The University of Missouri-Columbia also offers a major intercollegiate

athletics program and serves as a local and regional resource for the fine arts and other cultural activities.

The University of Missouri-Columbia shares in the overall instructional mission of the University with a broad range of program offerings. The combination of diversity of offerings in a predominantly residential student environment promotes interdisciplinary study and research and enhances the cultural and intellectual development of students, faculty, and staff.

The University of Missouri-Columbia shares in the commitment of the University of Missouri to research, scholarly work, and creative activity. In particular, the Columbia campus is committed to addressing through basic and applied research the needs of the citizens of Missouri specifically and of society in general. Through publication and extension education, the outcomes of research and creativity are made available to persons of all ages in a variety of settings.

The University of Missouri-Columbia shares in the land-grant mission of the University and is responsible for using its educational resources to extend knowledge to the people of Missouri so as to improve the quality of their lives. It actively seeks through affirmative action to educate and employ those who are considered among minority or underrepresented populations. A special commitment to equal opportunity will be continued in the development of programs and human potential.

University of Missouri-Kansas City

The University of Missouri-Kansas City, chartered in 1929 as the private urban University of Kansas City, became a part of the University of Missouri in 1963. With its origin and roots deeply embedded in the community, the University of Missouri-Kansas City (UMKC) continually has offered the services of a major university to the Kansas City metropolitan area. The University of Missouri-Kansas City offers quality education through undergraduate, graduate and professional pro-

grams, and is actively engaged in research, scholarly and creative activities which extend the boundaries of knowledge and enhance the quality of life. UMKC emphasizes the health sciences, the creative and performing arts, and programs appropriate for a comprehensive metropolitan campus. The University of Missouri-Kansas City serves the citizens of the area, the State of Missouri, and the nation through the extension of its educational and research missions. In addition, through its international exchanges, UMKC is an active participant in the international academic and scientific community.

The University of Missouri-Kansas City strives to achieve excellence in all of its endeavors and national eminence in selected areas. The University of Missouri-Kansas City provides quality instruction, research and public service through its primary academic units including: College of Arts and Sciences, Schools of Basic Life Sciences, Business and Public Administration, Dentistry, Education, Law, Medicine, Nursing, Pharmacy and the Conservatory of Music. The mission is further enhanced through the UMC/UMKC Coordinated Engineering Program, the Computer Science/Telecommunications Program, the Division of Continuing Education and other programs entailing cooperative efforts with all campuses of the university and many institutions, both public and private.

The University of Missouri-Kansas City concentrates heavily on the scholarship, research and creative activities which distinguish the University of Missouri as a comprehensive educational institution. Scholarly work, including basic and applied research, is conducted for the advancement of knowledge and the educational, economic, and social improvement of citizens in Missouri and the nation. The University of Missouri-Kansas City's activities in the creative and performing arts bring recognition and acclaim to the University of Missouri, while enhancing the cultural climate of Kansas City, the State of Missouri and the nation. The research and creative activities, through publication and

performance, directly benefit the community, state and nation.

The University of Missouri-Kansas City is firmly committed to pursuing the goals of affirmative action and equal opportunity employment. UMKC actively seeks to extend the unique resources of the University to all qualified individuals regardless of race, creed, age, sex or national origin.

University of Missouri-Rolla

The University of Missouri-Rolla, established in 1870 as the Missouri School of Mines, is the land-grant institution in Missouri for engineering and mines. The school has a long tradition as the leading center in the state for education in engineering and related sciences. In keeping with its land-grant tradition, the graduates of the University of Missouri-Rolla have aided in the development of the industrial and technological economy of the state and the nation.

The University of Missouri-Rolla is committed to excellence in all of its endeavors and to both national and international eminence in selected areas, including Intelligent Industrial Systems and Materials Engineering and Science. The University of Missouri-Rolla fulfills its missions of teaching, research, and public service through its College of Arts and Sciences, School of Engineering, and School of Mines and Metallurgy. The campus offers residential programs at the undergraduate and graduate levels that include a full range of engineering programs, as well as a number of arts and sciences programs that complement the engineering offerings and ensure a superior general education for all students.

The University of Missouri-Rolla shares in the commitment of the University of Missouri to research and scholarly work. Research, both basic and applied, is conducted to advance knowledge and to address the needs of the citizens of Missouri and of the nation. The University of Missouri-Rolla, with its emphasis on engineering and technology, assumes a special responsibility in assisting and promoting the economic development of the state of

Missouri. Through support of existing businesses and industries and in efforts to attract new enterprises to Missouri, the University of Missouri-Rolla is committed to utilizing its resources to ensure a bright economic future for all Missourians.

The campus is committed to public service and to providing educational delivery systems to serve both on-campus and off-campus students, including practicing professionals, industry and agencies of government. This mission is enhanced further through the UMR Engineering Education Center in St. Louis and through cooperative efforts with other campuses in furthering the availability of engineering education throughout the state.

The University of Missouri-Rolla will continue to pursue the goals of affirmative action and equal opportunity employment. UMR actively seeks to bring its resources and opportunities to all qualified individuals regardless of race, creed, age, sex, or national origin.

University of Missouri-St. Louis

As one of the four campuses comprising the University of Missouri, the University of Missouri-St. Louis has served the citizens of the state, most of them from the St. Louis metropolitan area, since 1963. It shares the University's land-grant tradition and is committed to research and public service. The productive scholars on the campus' faculty contribute significantly to the theoretical and applied research in their fields. The campus' business, chemistry, political science, and metropolitan studies programs are already internationally recognized. As it develops, the campus will support other centers of excellence in departments or clusters of departments as the quality of scholarship achieves consistent international recognition.

In addition to its role to advance knowledge as part of a comprehensive research university, the University of Missouri-St. Louis has a special mission determined by its urban location and its shared land-grant tradition. It works in partnership with other key community institutions to help the St. Louis region progress

and prosper.

Through its seven schools and colleges, the campus provides opportunities for all the people of the metropolitan area, including the economically disadvantaged, to receive high quality and accessible liberal arts, career, professional, and graduate education.

Through a careful melding of strengths in scholarly research, teaching and community service, the University of Missouri-St. Louis plays a leadership role in advancing scholarship; providing quality undergraduate, graduate and professional instruction to the state's citizens, and especially to the large and diverse numbers of students in the St. Louis area; and contributing to economic development throughout the state and region.

In shaping and evaluating its undergraduate curriculum, the University of Missouri-St. Louis fosters intellectual independence, sound judgment, clarity of expression in writing, aesthetic refinement, and sharpened analytical skills. The campus provides high quality undergraduate, graduate, and professional instruction to an ethnically, racially, and economically diverse student body. Special efforts are made to fulfill the University's land-grant mandate to serve the working people of the state and, because most of the campus's graduates remain in the metropolitan area, to enhance the economic development and quality of life of the metropolitan area and the state.

These research, instructional, economic development and community service missions are accomplished by on-campus and extension programs in the schools and colleges of Arts and Sciences, Business, Education, Nursing, and Optometry, as well as the Evening College and the Division of Continuing Education-Extension. In addition, the campus' humanities, fine arts, and performing arts programs enrich the cultural life of the metropolitan area.

The University of Missouri-St. Louis will work vigorously to achieve equal opportunity for all within the campus community through a strong affirmative action program.

Governance of the University system

The Board of Curators

“The government of the state university shall be vested in a Board of Curators, consisting of nine members appointed by the Governor, by and with the advice and consent of the senate.” (Missouri Constitution of 1945, Article IX, Sec. 9A).

Each member of the Board is appointed for a six-year term with three members being appointed every two years. Appointees must be citizens of the U.S. and residents of the State of Missouri for at least two years immediately prior to appointment. Not more than five Curators shall belong to one political party and not more than one person shall be appointed from any one Congressional district.

University system administration

President

The President of the University shall be the chief executive and academic officer of the University. The President shall have direct charge of, and be directly responsible to the Board of Curators for, the operation of the University.

The President shall, at each regular meeting of the Board, report on the progress, condition and needs of the University and recommend such measures as in his or her judgment will promote the University's interests.

The President shall be responsible to the Board of Curators for the academic programs of the University; procurement of staff; the establishment and maintenance of separate schools, colleges and departments of instruction within the University; the relationships and coordination of educational activities among campuses, special divisions and units; and the planning, development and carrying out of all research projects. The President shall direct long-range planning for the University and shall assign program responsibilities among campuses and allocate resources to the

campuses in accord with their approved missions and programmatic priorities. The President shall recommend the appointment of Chancellors for Board approval.

The President shall have the right to preside and vote at any faculty meeting and shall appoint all University committees, unless otherwise provided by the Board of Curators.

All faculty and other University employees shall be under the control and supervision of the President of the University. The President may delegate authority to other officers and employees of the Curators of the University of Missouri.

Vice President for Academic Affairs

The Vice President for Academic Affairs provides support and advice for the President related to academic programs, faculty personnel policies, academic planning and budgeting, extension programs, and research policies; acts as Chief Executive Officer in the absence of the President; monitors and coordinates the review of academic units; and coordinates Affirmative Action policies in the academic area.

Vice President for Administrative Affairs

The Vice President for Administrative Affairs provides support and advice to the President related to budget development and planning, the treasury functions of the University, financial services, auditing services, personnel services and staff relations, computing and information services, and business services. The Vice President for Administrative Affairs shall have responsibility for student aid and award programs and telecommunications.

Chancellors

The Chancellors are the chief academic and administrative officers charged with the responsibility for providing leadership and management on their campuses. Chancellors report directly to the President and serve, along with the President and Vice Presidents, as

General Officers of the University.

Chancellors are responsible for striving to attain excellence in campus programs, sustaining the morale of faculty, staff and students, and resolving on a daily basis the problems that develop on their campuses.

Chancellors work with the President to shape the mission of the campus and provide leadership and planning for the campus enabling it to achieve its mission.

Organizational Outline

See following page.

Intercampus Faculty Council (IFC)

The IFC serves as a liaison committee between the President and his or her staff and the four campus faculties. The IFC meets with the President on a regular basis to communicate the views and concerns of the faculties.

The Council discusses issues of common concern to the University faculties and is available to perform those functions or duties which are deemed appropriate to an intercampus faculty body. The IFC coordinates the activities of the campus governing bodies where it appears appropriate.

The Council is composed of twelve faculty members holding regular academic staff positions (including departmental chairpersons). Each of the four campuses elects three members. The Council elects a chairperson who has customary powers of the chairperson of a committee.

IFC meetings are divided into two sessions: the President's Session, in which the President and the IFC meet and the President presides; and the Council Session, in which the IFC meets without the President and the Chairperson presides.

The President sets the agenda for the President's Session. The Council may request that the President place on the agenda items for its meeting with him/her. The chairperson of the IFC sets the agenda for the Council Session. The Council, on its own initiative or at the request of the President, may form committees as needed. In appropriate cases, faculty who are not members of the Council, but

who have special knowledge or skills may be appointed to these committees.

University Councils, Staff Groups and Committees

In addition to the Intercampus Faculty Council, several other councils, staff groups and advisory committees function to aid in the smooth and effective operation of the four campuses. They deal with policy and administrative matters which relate to University functions and activities.

The councils are the Intercampus Student Council, Council for Institutional Relations, Administrative Management Council, Academic Affairs Council, Extension Planning Council, University Doctoral Council, Council on International Programs and Activities, Public Relations Council, and Missouri Gerontology Institute Policy Council.

Staff groups include the Public Relations Group, Graduate Deans and Research Administrators, Library Directors, Directors of Admissions and Registrars, and the Student Affairs Council.

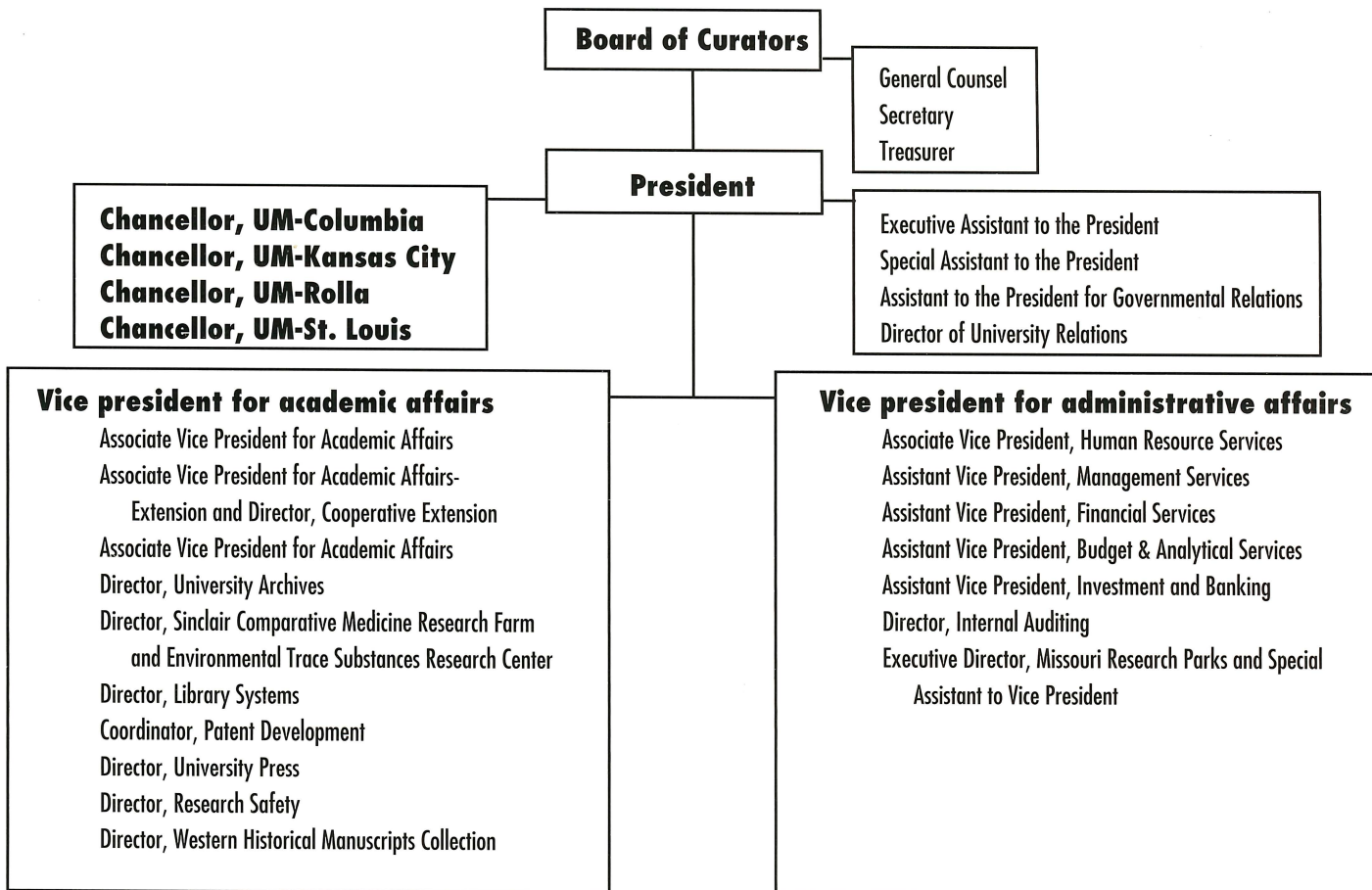
There are also numerous advisory committees.

Coordinating Board for Higher Education (CBHE)

The Coordinating Board for Higher Education was established in 1974 to govern the Missouri Department of Higher Education. While the CBHE has no governance responsibilities for the University of Missouri, which submits its own budget request to the Governor and Legislature, the University works in cooperation with the CBHE as that board carries out its statutory responsibilities.

The CBHE is responsible for the review of new degree programs in all public institutions of higher education throughout the state. It makes recommendations about budget requests for public institutions, establishes guidelines for appropriations requests to the Legislature, facilitates the transfer of students between state institutions and collects data for planning purposes.

University of Missouri organizational chart





Organization of MU

Chancellor

The Chancellor is the chief academic and administrative officer of the campus, and is accountable for all campus operations and programs. The Chancellor serves as the institutional link between the campus and the University-wide organization. The Chancellor presides at all meetings of the MU Faculty, meetings of societies, conferences, and official events unless these responsibilities are specifically delegated to other staff members.

The Chancellor also serves in a staff capacity as an advisor to the President.

Vice Chancellor for Administrative Services

The Vice Chancellor for Administrative Services is responsible under the direction of the Chancellor for business services, computing, KOMU-TV, and facilities operations of MU. In execution of those responsibilities, he/she is accountable for the line responsibilities related to the operation and overall functions of Campus Computing, Campus Facilities, KOMU-TV, Office of Business Services, and Personnel. These functions interface with all campus administrative activities, and through the Vice Chancellor for Administrative Services, also interface with various related University central administration offices.

Vice Chancellor for Development, University and Alumni Relations

The Vice Chancellor for Development, University and Alumni Relations is responsible, under the direction of the Chancellor, for planning, coordinating and conducting all private fund raising, alumni activities and public relations programs on the campus including any

such activities at the divisional and departmental levels. The position is accountable for the following functions:

- 1) Line responsibility for the operation of the offices of Alumni Relations, Development and University Relations.
- 2) Coordination of all divisional activities related to alumni relations, development or university public relations. The activities in these areas at the divisional levels will operate under the direction of these campus offices.
- 3) Mobilization and direction of a network of volunteer organizations representing all academic divisions and other campus interests throughout all Missouri counties and in major cities of the nation in order to provide effective support for the achievement of the University mission.
- 4) Mobilization and direction of all private fund raising organizations affiliated with MU in acquisition of private funds to support and augment University programs. Athletic Department private gift acquisition shall be the one exception and with this department the Development, Alumni and University Relations division shall be responsible for coordination and integration of the fund raising activities conducted by the Athletic Department with fund raising activities conducted elsewhere in the University.
- 5) Supervision of the following functional areas of the office of University Relations: News Services, which is responsible for communications programs with the news media; Publications and Alumni Communications, which is responsible for the writing, editing and design of all official University publications including the *Missouri Alumnus*, the *Mizzou Weekly* (a publication for MU faculty and staff), and other University publications intended for external audiences; Visitor and Guest Relations, which offers general campus information

and provides campus tours to the public; and University Events, which plans and coordinates public and official social events involving the Chancellor and ceremonies and programs of campus-wide scope such as commencement.

- 6) Maintains effective working relations between administrative units in this division and other units at the University.

Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs serves as the chief student affairs officer for MU. The Vice Chancellor provides leadership and direction and is accountable to the Chancellor for the following programs that support the academic mission of the campus: Student Development, Student Financial Aid, Counseling Center, Career Planning and Placement Center, Memorial Union/Brady Commons, Residential Life, University Police, Campus Dining Service, the University Bookstore and Computer Spectrum.

Executive Director of the University Hospital

The Executive Director of the University Hospital and Clinics reports directly to the Chancellor. The Executive Director is responsible for all programs, services, financial operations, construction, and maintenance activities within the University Hospital.

Provost

The Provost is responsible to the Chancellor for the administration and development of academic programs. The Provost provides leadership and direction principally through: the management and allocation of budget resources for instruction and research; the establishment and review of academic program priorities; the evaluation of academic programs and new program proposals; the review of budget requests of schools, colleges, and

other academic space and facility needs; authorizing and reviewing faculty and staff appointments, and changes of appointments in academic units; developing and implementing recruitment and retention plans to improve the representation of minorities and other underrepresented groups in academic appointments; reviewing recommendations for faculty and staff promotion, tenure, reappointment, and salaries, and advising the Chancellor on such matters; the development and administration of campus-wide programs for faculty development and for the improvement of instruction; the review of admissions and curriculum policies and procedures of a general and campus-wide significance and advising the Chancellor on general admissions and curriculum policies; the review and administration of general academic support services, including library and academic computing services; encouraging and facilitating international, inter-divisional, and interdisciplinary programs of instruction and research consistent with university goals and objectives; the administration and review of policies and procedures pertaining to the academic and professional responsibilities of faculty and students; advising the Chancellor on the appointment of deans and divisional heads and periodically evaluating the performance of such officers.

As the officer charged with general and campus-wide concern for academic affairs, the Provost is especially responsible for communicating with the general faculty about the academic affairs of the campus and for providing faculty, staff and students with appropriate opportunities to advise on matters broadly affecting the academic purposes and responsibilities of the campus.

Deans of the schools and colleges

The University of Missouri-Columbia is composed of 13 academic divisions, each of which is headed by a dean: College of Agriculture, Food and Natural Resources, College of Arts and Science, College of Business and Public

Administration, College of Education, College of Engineering, Graduate School, College of Human Environmental Sciences, School of Journalism, School of Law, School of Library and Informational Science, School of Medicine, School of Nursing, and College of Veterinary Medicine. The deans of these schools and colleges are accountable to the Chancellor, through the Office of the Provost, for the operation and development of programs with their respective divisions and are responsible for advising the Provost on matters relating to their divisions and on policies and procedures generally affecting instruction and research at the University. Principal areas of leadership and administrative responsibilities of deans include the following:

- 1) The organization, operation, development, and evaluation of instructional and research programs appropriate to their divisions.
- 2) Budgetary planning, effective deployment of resources, and the implementation of fiscal controls and accounting procedures in accordance with University policies.
- 3) The establishment of program goals and objectives, the review of programs in accordance with established goals and objectives, and the review of new program proposals.
- 4) The periodic evaluation of faculty and staff and advising the Provost on such personnel matters as salary, promotion, tenure, and reappointment.
- 5) Interdivisional cooperation and developing interdisciplinary and international programs consistent with University goals and objectives.
- 6) Developing and implementing procedures to ensure dissemination of information about University and Campus policy and matters of general importance to divisional faculty and staff.
- 7) Evaluating periodically the facility needs of the division and advising the Provost on facility needs of the division.
- 8) Evaluating periodically the performance of department chairpersons and other administrative officers reporting to the dean, and

advising the Provost on the appointment and reappointment of such officers.

- 9) Providing appropriate opportunities to faculty, staff, and students to advise on matters broadly affecting the purposes and responsibilities of the division.

Assisting the school and college deans in the responsibilities of their offices will be such staff, including associate deans and assistant deans, as are from time to time appointed.

Adopted by the faculty Nov. 14, 1974
(amended through April 1, 1990)

Article I — membership

Hereinafter the University of Missouri-Columbia shall be referred to as MU. The MU faculty shall consist of the President, Chancellor, and all persons with regular academic appointments, and persons with regular, full-time appointment at the rank of Instructor or above. (When faculty is used alone it is meant to refer to the MU faculty, unless otherwise specified.) Others may be elected to membership by this designated group.

Article II — faculty rights, ethics, responsibilities, and authority

1. Rights.

- A. Academic rights. Faculty members have the right to freedom of inquiry, discourse, research, publication and teaching. These rights are accompanied by their correlative responsibilities as noted in II 1-2. (also ref: *Board Rules and Regulations* 300.010-310.070)
- B. Civil rights. Faculty members do not relinquish any of their constitutional rights by virtue of employment with the University of Missouri. (ref: *Board Rules and Regulations* 330.020, 330.030 and 90.050)
- C. Employment rights. Faculty members have rights consistent with their continuous appointment or term appointment. These include the right to be notified as early as possible of their appointments and conditions of contract renewal. (ref: *Board Rules and Regulations* 310.010-310.070)

D. Right to be kept informed. The Faculty has the right to be informed of actions and activities of committees and executive officers of the campus and of the University-wide system, including those related to budget matters, as well as decisions of other bodies which affect MU. Where possible, this information shall be made available to the Faculty before being made available to the general public.

2. Professional Ethics and Academic Responsibilities.

The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. His/Her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it. To this end he/she devotes his/her energies to developing and improving his/her scholarly competence. He/She accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/She practices intellectual honesty. Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

A. As a teacher, the professor encourages the free pursuit of learning in his/her students. He/She holds before them the best scholarly standards of his/her discipline. He/She demonstrates respect for the student as an individual, and adheres to his/her proper role as intellectual guide and counselor. He/She makes every reasonable effort to foster honest academic conduct and to assure that his/her evaluation of students reflects their true merit. He/She respects the confidential nature of the relationship between professor and student. He/She avoids any exploitation of students for his/her private advantage and acknowledges significant

assistance from them. He/She protects their academic freedom.

B. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/She respects and defends the free inquiry of his/her associates. In the exchange of criticisms and ideas he/she shows due respect for the opinions of others. He/She acknowledges his/her academic debts and strives to be objective in his/her professional judgment of colleagues. He/She accepts his/her share of faculty responsibilities for the governance of his/her institution.

C. As a member of his/her institution, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision. He/She determines the amount and character of the work he/she does outside his/her institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his/her service he/she recognizes the effect of his/her decision upon the program of the institution and gives due notice of his/her intentions.

D. As a member of his/her community, the professor has the rights and the obligations of any citizen. He/She measures the urgency of those obligations in the light of his/her responsibilities to his/her subject, to his/her students, to his/her profession, and to his/her institution. When he/she speaks or acts as a private person he/she avoids creating the impression that he/she speaks or acts for his/her college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation for promoting conditions of

free inquiry and to further public understanding of academic freedom. Further, the Faculty accepts the responsibility of monitoring its own members if accepted standards of professional responsibility are abrogated. (Article XI of these By-laws)

3. Authority.

The Faculty's authority, as delegated by the Board of Curators, is of three types: direct and primary, in which the Faculty has essential decision-making authority; shared, in which the Faculty participates with others; and advisory, in which the Faculty counsels with the person or offices with ultimate decision-making authority. [On those matters requiring multi-campus coordination, the Faculty shall act through its appropriate bodies (Article VI).]

A. Primary and direct authority. The MU Faculty has essential decision-making authority in matters directly affecting the educational program of MU, including but not limited to:

- i. Articulation and maintenance of standards of academic performance—this includes but is not limited to guidelines for appropriate research, service, and scholarship; requirements for graduation; and related matters.
- ii. Construction and approval of courses of instruction and of curricula.
- iii. Construction and approval of procedures governing educational support programs on the MU campus.
- iv. Formulation of criteria determining professional standing of faculty—including but not limited to such matters as tenure, promotion, termination, guidelines for responsibility, faculty standing with regard to Graduate Faculty membership and doctoral dissertation supervision.
- v. Determination of an appropriate faculty committee structure.
- vi. Determination of minimum admis-

- sion requirements.
- vii. Selection of awardees for academic scholarships.
- B. Shared authority. The MU Faculty has shared authority by which it participates cooperatively with other persons or offices in matters such as:
- i. Development and articulation of students' rights and responsibilities.
 - ii. Determination of an appropriate academic calendar.
 - iii. Selection of awardees for honorary degrees.
 - iv. Application of criteria affecting professional standing of faculty.
- C. Advisory authority. The MU Faculty has advisory authority and responsibility with other persons or offices in matters such as:
- i. Budget and resource allocation.
 - ii. Planning, including capital expenditures and physical facilities.
 - iii. Selection of departmental, divisional, campus, and university-level administrators.
 - iv. Determination of the campus standing committee structure.
 - v. Development and implementation of general business procedures which facilitate academic program excellence.
 - vi. Use of facilities for program activities.
 - vii. Application of criteria affecting promotion, tenure, and termination.
- D. Faculty delegation of authority. The Faculty, recognizing that handling matters through meetings of the Faculty is cumbersome, that attendance at such meetings varies, and that it is often difficult to have complete discussion of issues at such meetings, may delegate its authority to the Faculty Council on MU Policy (hereinafter referred to as Faculty Council). Such delegation, if made shall be in accord with and subject to the following provisions:
- i. The delegation shall be made by majority vote of the Faculty by mail ballot or at a regular meeting of the Faculty. The delegation may be for a specific period (not less than one academic year) or for an indefinite period. However, the delegation may be withdrawn at any time by specific action of the Faculty.
 - ii. The delegation shall not prevent the calling of meetings of the Faculty under the provision of Article III. Regular meetings of the faculty shall be held at least once a semester.
 - iii. The delegation shall give the Faculty Council authority to act for the Faculty and, except as provided below, to take such actions as the Faculty could take.
 - a. This authority shall include but not be limited to:
 1. Proposing revision of the By-laws to be submitted to the Faculty for adoptions.
 2. Referring any matter to the Faculty either by calling a meeting of the Faculty or by mail ballot.
 3. Appointing special committees (whose members need not be members of the Faculty Council) to report to the Faculty Council.
 - b. The authority to amend these By-laws is not delegated.
 - c. The delegation shall not affect the prerogatives of individual faculty members nor of individual faculties.
 - iv. Any member of the Faculty may request any matter to be placed on the agendas of the Faculty Council and may request to be allowed to appear before the Faculty Council. Such requests may be made either through his/her representatives or the Chairperson of the Faculty Council.
 - v. Meetings of the Faculty Council shall be open to members of the Faculty.
 - vi. The actions of the Faculty Council,

in those areas in which it has delegated authority, shall be deemed final unless challenged within ten days. Such challenge shall require a petition signed by twenty-five faculty members from at least three divisions calling for a review by the Faculty of a particular Faculty Council action.

- vii. The Faculty Council shall report its actions to the Faculty either at a meeting of the faculty or in the *Faculty Forum*.

Article III — meetings

1. The Faculty shall meet at times determined by it or when called by the Chancellor. Upon written request of twenty members of the Faculty addressed to the Chancellor, a meeting shall be called within fifteen days of receipt by the Chancellor.
2. Reasonable notice (preferably one week minimum) shall be given by the Chancellor to all members of the Faculty of the time and place of all faculty meetings.
3. Fifty members of the Faculty representing at least three academic divisions shall constitute a quorum.
4. The agenda for faculty meetings shall be determined jointly by the Chairperson of the Faculty Council and the Chancellor.
5. Any item of new business not included on the distributed agenda of a faculty meeting will require either a fifty percent vote of approval of those present to be considered at the next faculty meeting or, to be enacted at the meeting at which it is introduced, two-thirds vote of approval of those present.

Article IV — faculty organization

1. The authority of the Faculty as delegated by the Board of Curators shall include the responsibilities set forth in Article II. In order to perform these functions, the Faculty takes cognizance of the consequences

of its size and complexity and, therefore, delegates specific policy making and coordinating functions to representative bodies. The main representative body shall be a Faculty Council.

2. The Faculty Council is established as the elected representative body of the faculty. It shall act for the General Faculty on all matters within the framework of the policies expressed in these Bylaws and shall function in accordance with the specifications formulated in Article VII. The Faculty Council shall have the right to delegate some of its operational tasks to an executive committee and/or its officers.
3. The Faculty as a whole shall approve all policies which involve a modification or change of the principles set forth in these Bylaws. The Faculty further may review decisions and actions by the Faculty Council provided that a petition requesting such action has been signed by at least twenty-five faculty members representing at least three divisions of the campus.
4. There shall be a Graduate Faculty organization. It shall develop its own criteria for membership, organizational structure, and its own obligations and rights providing they are consonant with the philosophy and principles of the General Faculty Bylaws. The Graduate Faculty shall determine the functions of the Graduate Faculty Senate. The Graduate Faculty shall set standards for graduate education on the campus, provided they meet at least the minimum standards established by the General Faculty.
5. Divisional faculties are established in the various academic divisions. They shall develop policies adapted to their specific needs, but standards of performance must not be set below those established by the General Faculty.
6. Establishment of new divisions shall entitle them to representation where divisional representation is designated in these Bylaws or otherwise deemed appropriate.

Article V — faculty participatory authority and functions in campus governance

Participatory authority and functions of the faculty are expressed through faculty involvement in the campus committee structure including those committees which govern academic and administrative matters affecting the campus, faculty and students. The Faculty participates in the selection of administrative officers. The Faculty participates in the monitoring of administrative and academic operating procedures. These participatory functions of the Faculty are articulated as follows:

1. The Faculty, through its elected representative structure, the Faculty Council, nominate faculty members to participate in a specially designated body currently called the Chancellor's Advisory Committee which is charged with advising the Chancellor on matters mutually affecting all constituencies of the University (faculty, students, administration, and non-academic employees), and nominating members to campus-wide standing committees. The participation of the MU Faculty on this committee will represent faculty participation to the extent that the domains of Faculty primary and direct authority are not infringed upon.
2. An Academic Regulations Committee shall be established consisting of representatives of the Faculty Council (which may be the Executive Committee) and campus administration. This committee will assume responsibility for the development and monitoring of campus standard operating guidelines which, after approval by the Faculty Council, administration, and students where appropriate, shall be published as the "Academic Regulations Manual." These guidelines will cover the academic schedule of studies and examinations, calendar, academic procedures and policies, and campus governance and shall be consonant with

these Bylaws. This committee will meet regularly to monitor these guidelines and to coordinate the need for modification and changes. The faculty representatives to the Academic Regulations Committee will report to the Faculty Council at appropriate intervals.

3. The Faculty Council will nominate faculty members to participate in *ad hoc* committees, including search and screening committees for campus administrators and academic officers.

Article VI — faculty participation in University-wide governance

The Faculty shall participate in education policy determination about those matters which are University-wide; some of these will be parallel to those issues in which the faculty exercises shared authority at the campus level (Article II-3-B). The Faculty's responsibility in these matters shall be exercised through mechanisms such as:

1. The Intercampus Faculty Council on which the MU Faculty shall have representatives designated by the MU Faculty Council.
2. The University Doctoral Council to which the MU Graduate Faculty shall elect its members.
3. *Ad hoc* and standing University-wide committees to which the Faculty (often acting through its elected campus body, the Faculty Council) shall designate its members.
4. Intercampus committees concerned with cooperation in educational and research activities within the respective disciplines.

Article VII — Faculty Council on MU Policy

1. A Faculty Council shall be composed of faculty members who shall be

elected by the several divisional faculties as hereinafter provided. The Faculty Council shall have certain delegated authority to act on behalf of the General Faculty (Article II, Section 3, paragraph C of these Bylaws). In addition, the Council, as a representative faculty voice, shall advise the Chancellor and the MU Faculty on questions of MU policy submitted by either to the Council, and may initiate recommendations concerning changes in the MU policy for consideration and appropriate action by the Chancellor or MU Faculty.

2. The following divisions shall be entitled to representation on the Council: College of Agriculture, Food and Natural Resources; College of Arts and Science; College of Business and Public Administration; College of Education; College of Engineering; School of Natural Resources; School of Health Related Professions; College of Human Environmental Sciences; School of Journalism; School of Law; School of Library and Informational Science; School of Medicine; School of Nursing; and College of Veterinary Medicine.
3. The minimum number of representatives on the Council shall be twenty-five and the maximum shall be thirty.

Representatives shall be allocated to divisions on the basis of the total numbers of members of the MU faculty in each division of Professors, Associate Professors, and Assistant Professors (including Research Professors) on full-time appointment to regular academic staff positions (hereinafter referred to as qualified academic staff members) in each division. The determination of the number of qualified academic staff members shall be made on November 1 of each academic year, and the number so determined shall govern representation for the next academic year.

A qualified academic staff member who has a joint appointment in two or more divisions shall be assigned to the division in which he/she devotes the largest percentage of his/her time. If the assignment can-

not be made on this basis, the Council shall make the assignment, first having consulted with the qualified academic staff member to the extent feasible. Representation of the various divisions shall be based upon persons holding the three eligible ranks listed in the most recent MU general catalog. Research Emeritus Professors and any academic titles other than Professors, Associate Professors, Assistant Professors (including Research Professor) will not be included in the computations, with the exception that retired Professors on continued service will be counted.

Each division shall be entitled to representation at a basic ratio of one representative for each 50 qualified academic staff members or majority fractions thereof (26-49), and in particular as follows: one representative for 1-75; two representatives for 76-125; and so on for each additional 50 qualified academic staff members or major fraction thereof.

In the event the number of qualified academic staff members changes to the point where the basic ratio of 1 to 50 would give less than 25 or more than 30 representatives, the Council by a finding recorded in its minutes shall adjust the ratio to produce not less than 25 and not more than 30 representatives.

4. A. Members of the Council must be elected from among the qualified academic staff members of the MU Faculty.
- B. Every qualified academic staff member of the MU Faculty is eligible for election to and service on the Council: provided, however, that members of the MU faculty who hold administrative positions with the rank of assistant dean or higher, or equivalent positions regardless of the title, are ineligible for election or service. Only those eligible to serve on the Faculty Council are eligible to vote for representatives on the Council.
- C. The regular term of office for a member shall be three years beginning on the first day of the fall semester next fol-

lowing election. No member shall serve more than two terms in succession, but a member may serve any number of discontinued terms, and even though he has served two terms in succession may from time to time serve two more terms in succession after a break in service. Terms of less than three years, whether of one or two years duration or fraction thereof shall count the same as a three year term.

5. The Faculty of each division shall determine the election procedures for the election of its representatives or representative and shall report these to the Council. Election shall be by secret ballot. In those divisions that have two or more representatives, terms shall be staggered.

Article VIII — officers of the faculty

1. A. The Chairperson of the General Faculty shall be the Chancellor.
B. The Vice Chairperson of the Faculty shall be the Chairperson of the Faculty Council.

Ordinarily, the Chairperson shall preside at faculty meetings, but determination of who shall preside will be guided by the nature of the business at hand. The Vice Chairperson shall preside at meetings of the General Faculty in the absence of the Chairperson, or at other times when so designated by the Chairperson.

2. The Secretary of the Faculty shall be a member of the General Faculty and shall be appointed by the Faculty Council. The Secretary shall keep minutes of all faculty meetings and shall distribute copies of the same to all members of the General Faculty, and shall provide copies of the agenda of all faculty meetings to all members of the Faculty prior to any meeting. (By Faculty Council action October 21, 1982, the Recorder of Faculty Council shall be Secretary of the Faculty, with the technical assistance of the Registrar; the Minutes of the

General Faculty meetings shall be reviewed, approved and distributed to all Faculty in the same manner as the Minutes of the Faculty Council meetings.)

3. A Parliamentarian shall be appointed by the Chairperson from among members of the Faculty.

Article IX — designation of faculty representatives

The Faculty Council shall monitor faculty representation on all committees where such representation is required by the Bylaws and on other committees where faculty representation is appropriate.

Faculty-originated appointments to campus and University committees may be challenged by a signed petition calling for a campus-wide election from at least twenty-five members of the Faculty representing at least three divisions of MU. The Faculty Council shall vote on such petition, and, if approved, shall initiate a campus-wide election.

Article X — faculty tenure committee

1. The MU Faculty Committee on Tenure shall be composed of one member elected by the Faculty of each of the following divisions:

**College of Agriculture, Food and
Natural Resources**

College of Arts and Science

**College of Business and Public Admin-
istration**

College of Education

College of Engineering

School of Natural Resources

School of Health Related Professions

**College of Human Environmental
Sciences**

School of Journalism

School of Law

**School of Library and Informational
Science**

School of Medicine
School of Nursing
College of Veterinary Medicine

2. Each such faculty shall, at a regular meeting during the second semester in each academic year, elect one of its members to membership on the MU Faculty Committee on Tenure to serve for the following academic year, and also elect an alternate member, who shall serve in the event the regular committee member is unable to serve. If a faculty fails to elect during the second semester, or a vacancy in its representation occurs after it has elected, a later election may be conducted. Election of members and alternate members shall be reported to the Provost for Academic Affairs who shall cause the names of the members, alternate members and officers of the Committee to be published in the same manner as the membership of the Faculty Council.
3. At the inception of a hearing before the Committee, the respondent and the relator may challenge members present (including alternate members and the Chairperson and Secretary) for cause. A member challenged for cause is entitled to be present during the hearing on the challenge but he/she, the relator and the respondent, shall withdraw from the meeting during the vote on the challenge. If a challenge for cause of the Chairperson is sustained, the Secretary shall act as Chairperson. If neither the Chairperson nor the Secretary is present after action on challenges for cause, the Committee shall elect a Chairperson pro tempore to preside at the hearing.
4. As prescribed by Sections 310.010-310.070, University of Missouri *Collected Rules and Regulations*, at least ten members of the committee, or their alternates, must be present to constitute a quorum at a meeting to elect a permanent Chairperson or Secretary and at the inception of a hearing. For the purposes of acting on challenges and conducting a hearing after the disposition of challenges, seven members of the com-

mittee, or their alternates, shall constitute a quorum. If, during the course of a hearing, the number of members, or their alternates, present falls below seven, the hearing shall be recessed until seven members, or their alternates, not previously removed by challenge, are present. The relator and the respondent shall be given opportunities to challenge for cause members or their alternates who were not present from the inception of the hearing and to request that such members or alternates listen to or read the taped or stenographic record of any portion of the hearing at which they were not present.

Article XI **— procedures governing** **the disposition of charges** **of faculty irresponsibility**

1. Basis for the Article.

This Faculty has affirmed its commitment to the principles of academic freedom repeatedly and has recognized that academic freedom implies also academic and professional responsibility and obligations. In support of this recognition the faculty has accepted the American Association of University Professors' statement of ethical standards (1966) and other standards pertaining to specific duties. (ref: Article II of these Bylaws) Following the principle that a Faculty should monitor its own members, Article XI establishes appropriate procedures for dealing with cases of alleged violation of professional responsibility. In the special case of research dishonesty, the informal procedures described in Sections 1-7 should be replaced by those described in 420.020 of the Collected Rules and Regulations of the UM Board of Curators.

2. Definition of Faculty Member and Teacher.

A. The term "faculty member" as used in this article means a person holding a regular or non-regular academic staff position at the rank of Instructor or above.

B. The term “teacher” as used in this article means a person other than a “faculty member” who holds an academic staff position.

3. Purpose and Limits of the Article.

This article shall govern the filing and disposition of charges alleging breaches of professional ethics or commission of irresponsible acts made against MU faculty members and teachers. No portion of this article shall be deemed to amend Section 10 of the Academic Tenure Regulations, March 10, 1950, or any revision thereof; nor shall this article be construed to affect adversely the rights which any person may have under the University Tenure Regulations.

4. Initiation and Transmission of a Charge.

A. A charge of unethical or irresponsible action may be brought against a faculty member or teacher by a person or group of persons associated with the University, such as a student, faculty member, teacher, administrator, or board member.

B. The charge must be submitted in writing and signed by the person or persons making the charge. The charge must specify the act or acts which allegedly constitute unethical or irresponsible action, and must be supported by pertinent details such as time(s) the act(s) was/were committed, specific place(s) where the act(s) occurred, names of witnesses who are able to support the charge, the conditions under which the alleged act(s) occurred, and any additional relevant information.

C. The charge shall be transmitted promptly to the MU Provost, whose office shall ascertain the extent to which the charge describes the act(s) that allegedly constitutes unethical or irresponsible action, and determine that all necessary details have been supplied. The Provost shall discuss the substances of the charge with the accuser(s) to assure further that the facts and nature of the charge are understood clearly. Once the Provost

has verified the procedural adequacy of the charge, he/she shall forward it promptly to the Dean of the division in which the accused faculty member or teacher has his/her academic appointment.

D. Upon receipt of the signed, written charge against a faculty member or teacher employed within his/her division, the Dean shall consult with the accused’s Department Chairperson, in those divisions with more than one department. They shall review the charge for adequacy of procedural detail. If, in their opinions, the charge is vague or insufficiently detailed, they shall so inform the Provost in writing and return the charge to him/her with a request for clarification, or addition of information, and resubmission.

E. If, in the opinions of the Divisional Dean and the Departmental Chairperson, the charge is properly described, the Departmental Chairperson, or Dean in those divisions without departments, as soon as possible, shall provide the accused with a full copy of the charge, including the name of the person, or persons, making the charge.

5. Action by the Department Chairperson (or Divisional Dean).

A. The Department Chairperson shall discuss the alleged violation informally with the accused and with the accuser, meeting them either together or separately, or both, and shall attempt to reconcile differences and find a solution acceptable to all persons involved.

B. If an acceptable solution is found, this shall be reported by the Chairperson in writing to the Divisional Dean along with any explanation and justification. A copy of the report shall be furnished to the accused. If an acceptable solution is not found, the Department Chairperson shall report this fact in writing to the Divisional Dean along with such comments as he/she considers appropriate.

A copy of this report shall be supplied to the accused. In addition, the Chairperson shall provide the accused with a written statement of his/her recommendations for disposition of the charge and shall describe the rights of the accused to an informal hearing.

- C. If the Divisional Dean agrees with the acceptable solution and the Provost concurs, this shall end the matter and the accused shall be so informed. If the Divisional Dean or the Provost does not agree with the acceptable solution or if no acceptable solution was reached, the matter may be referred back to the Department Chairperson for further negotiation, or the procedures under Section 6 shall be followed.
- D. In those divisions having only one department, the Divisional Dean shall take the steps set out in Subsection A and shall report to the Provost.
- E. The Departmental chairperson or Divisional Dean shall be disqualified from action under Section 5 if he/she is the accuser or the accused and in such case the respective department or division shall elect a Chairperson pro tem to act instead.

6. Informal Hearing Before Peers at the Department or Divisional Level.

- A. If a resolution of the charge is not reached under the provisions of Section 5, the Divisional Dean shall inform the accused in writing of his/her recommendations for disposition of the charge, and shall describe the rights of the accused to an informal hearing. The accused may request in writing an informal hearing at either the departmental level (in divisions with more than one department) or the divisional level, but not both. If no written request is made by the accused within ten school days or if he/she waives in writing the informal hearing, the procedures of Section 7 shall be followed.
- B. After a written request for an informal

hearing, such hearing shall be held by a committee designated for this function according to the following procedure:

1. A department committee on faculty responsibility shall be established annually according to normal procedures in the structuring of committees in the department. If the accused or the accuser is a member of the committee, he/she is disqualified from the committee for that case. If the accused is a teacher, the department committee must be adjusted to include peers of the same academic rank, in proportion to the department roster. In small departments, same-level peers may be appointed from related departments by mutual consent of the accused and the Department Chairperson. The Chairperson shall supply the accused with a written report of the membership of the department committee on faculty responsibility.
2. For the Divisional Committee on Faculty Responsibility, a panel of thirteen faculty members and a special panel of five teachers shall be named annually by the Divisional Policy Committee. In any case where the accused or the accuser is a member of the panel, he/she shall be replaced by a substitute appointed by the Divisional Policy Committee.
 - a. When the accused is a faculty member, the Divisional Dean will strike three names and then the accused will strike three names from the panel of faculty members and the remaining seven faculty members will constitute the Committee.
 - b. When the accused is a teacher, five members of the panel of faculty members will be removed by lot from the panel and replaced by the members of the special panel of teachers. From the resulting

panel of thirteen the divisional Dean will strike three names, and then the accused will strike three names. The remaining seven members will constitute the Committee.

- c. The Divisional Committee on Faculty Responsibility, once constituted, shall organize itself. The Divisional Dean shall supply the accused with the names of the members of the Divisional Committee on Faculty Responsibility.
- C. The committee (department or division) shall investigate the charge and shall offer the accused and the accuser an opportunity to state their positions and to present testimony and other evidence relevant to the case. The accused shall have access to all information considered by the committee and the names of all persons giving evidence against him/her. The hearing shall be informal and the accused and the accuser at their option may be present during the hearing. Other persons should not be present except while giving testimony or other evidence.
- D. After completion of the hearing, the committee shall meet in closed session and after deliberation prepare a written report. This report (including a minority report, if any) shall be transmitted to the Divisional Dean and a copy transmitted promptly to the accused. This report shall be limited to one of the following:
 - 1. The charge is unfounded or there is insufficient reason to believe the accused has violated professional ethics or acted irresponsibly, and the matter should be dropped without prejudice to the accused. The justification for this conclusion must be included.
 - 2. There is sufficient reason to believe the accused has acted unethically or irresponsibly, and
 - a. If the accused is a faculty mem-

ber, the matter should be referred for a formal hearing. No recommendation as to sanction should be made but an assessment of the seriousness of the alleged violation, including whether it is serious enough that termination of appointment should be considered, shall be made.

- b. If the accused is a teacher, a recommendation as to the appropriate sanction shall be made.

The justification for this conclusion must be included.

7. Action by the Divisional Dean and the Provost.

- A. If the accused is a faculty member and no request for an informal hearing was made, the Divisional Dean, with the concurrence of the Provost, shall either:
 - 1. Dismiss the charge, in which case the matter is closed without prejudice to the accused, or
 - 2. Refer the matter to the Campus Committee on Faculty Responsibility without any recommendation as to sanction, in which case the procedures of Section 8 shall be followed.

If the Provost does not concur, he/she may take either of the above actions on his/her own motion.
- B. If the accused is a faculty member, after receiving the recommendation of the department or Divisional Committee on Faculty Responsibility, the Divisional Dean, with the concurrence of the Provost, shall either:
 - 1. Dismiss the charge, in which case the matter is closed without prejudice to the accused, or
 - 2. Refer the matter to the Campus Committee on Faculty Responsibility with or without a recommendation as to sanction, in which case the procedures of Section 8 shall be followed, or
 - 3. Recommend that the accused's appointment be terminated, in which

case the matter shall be governed by the Academic Tenure Regulations and no further proceedings under this article shall be taken.

If the Provost does not concur, he/she may take any of the above actions on his/her own motion. If the action of the Divisional Dean or the Provost differs from the conclusion reached by the department or Divisional Committee on Faculty Responsibility, a statement of reasons shall be given. Notification of the action with the statement of reasons shall be transmitted promptly to the accused.

- C. If the accused is a teacher, after receiving the report of the department or Divisional Committee on Faculty Responsibility, or if the informal hearing was not requested, the Divisional Dean shall dispose of the case. Notification of his/her disposition with a statement of reasons shall be transmitted promptly to the accused. The Divisional Dean's decision is subject to review by the Provost who may accept an appeal from the teacher or review the case on his/her own motion.

8. Formal Hearing Before Campus Committee on Faculty Responsibility.

- A. If the matter is referred for a formal hearing before the Campus Committee on Faculty Responsibility, the accused may, within seven school days after notification of the referral, waive in writing the hearing before the Campus Committee. If the hearing is waived and no informal hearing under Section 6 has been held, the matter shall be returned to the Divisional Dean who may then recommend termination of appointment as under Section 7B, or any other action he/she considers appropriate. If he/she does not recommend termination of appointment, or if the informal hearing has been held, the procedures of Section 9 shall be followed.

- B. For the Campus Committee on Faculty Responsibility, the Faculty Council shall

name annually a panel of thirteen faculty members. If the accuser of any person who has engaged in the investigation of the case is a member of the panel, he/she shall be disqualified and a replacement shall be appointed by the Faculty Council. When a case is referred to the Campus Committee on Faculty Responsibility, the Provost will strike three names from the panel and then the accused will strike three names from the panel and the remaining seven members will constitute the Committee. The formal hearing shall be conducted according to the following procedures:

1. The Provost shall convene the Committee. The Committee shall elect a chairperson who shall preside. The Provost shall present the case. Generally accepted principles and procedures of administrative due process shall govern the conduct of the hearing. The hearing shall not necessarily be limited by the rules of evidence applied in civil or criminal judicial proceedings. Both the Committee and the Provost may receive the advice of counsel.
2. The Committee and the accused shall receive from the Provost prior to the hearing copies of all reports and recommendations in the case, the text of the original charge, the name(s) of the accuser(s) and the names of the witnesses.
3. The accused shall have the right to be present at the hearing, to have counsel of his/her choice present with him/her at the hearing, to address the Committee at any reasonable time upon request, to offer and present evidence, to examine all documents offered at the hearing and challenge their validity or admissibility, to question all witnesses, and to have his/her counsel perform any and all of these acts in his/her behalf. After the termination of the proceedings and

completion of the Committee's report, the accused shall receive promptly a transcript of the proceedings at the University's expense.

- C. Following the hearing, the Campus Committee on Faculty Responsibility shall meet in closed session and, after deliberation, shall prepare a written report which shall include findings of fact (including whether the accused committed the acts mentioned in the charge), a determination of whether the accused's acts constitute a significant violation of professional ethics or responsibility, and the recommendation of specific sanctions or actions to be taken in the case. If the Committee's recommendation differs from those made by the Divisional Dean, the report shall include the reasons for the difference. The report (including a minority report, if any) shall be transmitted promptly to the accused.
1. If the Committee recommends termination of appointment and the Provost concurs; or if the Provost recommends termination of appointment, the matter shall be governed by the Academic Tenure Regulations and no further proceedings under this Article shall be taken.
 2. If termination of appointment is not recommended, the report shall be transmitted to the Chancellor and the procedures of Section 9 shall be followed.

9. Review by the Chancellor.

The Chancellor shall, on written request of the accused or of the Provost filed within seven days from the notification of the decision of the Campus Committee on Faculty Responsibility, or may on his/her own motion without the filing of an appeal, review the case and affirm, modify, or reverse the decision or remand it to the Committee for rehearing. If the Chancellor accepts an appeal or otherwise formally reviews the case, he/she shall notify the Provost and the accused, and shall afford

them an opportunity to make written submissions or suggestions concerning the disposition of the appeal or review. If the Chancellor reverses or modifies the decision of the Committee, he/she shall set forth in writing a statement of his/her decision and the reasons therefor, and shall furnish a copy of his/her statement to the accused and to the Provost. If the Chancellor does not receive an appeal or does not within fourteen school days from said notification initiate a review on his/her own motion, he/she shall be deemed to have accepted the Committee's decision as to the final disposition of the case. If the Chancellor is absent from the campus or for any reason is unable to act throughout the review period, he/she may designate a deputy (not the Provost) to discharge this function for him/her, or in case of need the President may be requested by the Provost or the Chairperson of the Campus Committee on Faculty Responsibility to name a deputy to exercise the Chancellor's authority in the case. After action by the Chancellor, any further appeal by the accused shall be confined to the general right of all members of the University to petition the President and the Board of Curators.

10. Charges Against Administrators.

This article shall cover charges of unethical or irresponsible actions against administrators in their teaching capacities. If a charge is filed against a Divisional Dean in his/her teaching capacity, the case shall be referred to the Provost and the Campus Committee on Faculty Responsibility without action or recommendation at the departmental or divisional level. If a charge is filed against the Provost in his/her teaching capacity, the charge shall be in the hands of the Chancellor and the Campus Committee on Faculty Responsibility. Charges of unethical or irresponsible actions against administrators in their capacity as administrators involve procedures beyond the scope of this Article. However, in such cases, the Chancellor may seek the assistance and advice of

the department, Divisional or Campus Committee on Faculty Responsibility.

11. General Provisions.

Successful operation of these procedures depends upon the integrity, good faith, and cooperation of all persons involved. Circumvention of these procedures by the imposition of penal sanctions under the guise of purely administrative actions must be avoided. Both faculty and administrators in carrying out their duties should keep in mind the goal of dealing with cases promptly and fairly with due regard for the interests of the accused and the University. The following guidelines and principles will be expected to characterize the monitoring of faculty responsibility through all formal and informal proceedings:

- A. Preservation of academic freedom, tenure rights, and the integrity of the University community.
- B. Protection of faculty members and teachers against malicious and multiple charges, intimidation, and harassment.
- C. Protection of the accuser against re-cremations when a charge is made in good faith.
- D. Confidentiality of all aspects of responsibility hearings.
- E. Caution in the dissemination of information concerning disposition of a case.
- F. Promptness in conducting each step of the investigation, consistent with fairness in time allowed for preparation. Seven to fourteen days in which the University is in session are reasonable lower and upper limits for each action, with extensions possible for good cause.
- G. Assurance to all parties involved of adequate notification of meetings and scheduling at times and places convenient to the persons involved.
- H. Freedom of the accused against sanctions prior to completion of these procedures. In a serious case where the continuation of duties by an accused would disrupt the education process or would create a serious threat to lives and prop-

erty, the Chancellor may suspend the accused without loss of pay, on good cause shown and incorporated into written findings delivered to the accused.

- I. The rights of the accused to waive any or all of the peer judgment steps in these procedures and to negotiate a settlement with appropriate administrative officers at any time.
- J. The right and desirability of the Divisional Dean, after receiving a committee report (or in the absence of such report where a hearing has been waived), to request and receive from the Department Chairperson communications concerning the disposition of the case prior to the Divisional Dean's taking action; and the similar right of the Provost to communicate with the Divisional Dean and the Department Chairperson.

**Article XII
— revision of Bylaws**

These Bylaws may be revised by a proposed revision's being submitted in writing at a meeting of the General Faculty at least one month before it is voted on. The Faculty will decide on the day the revision is introduced whether or not to consider it. If a majority of those present vote to consider the revision, a printed copy of the proposed revision and a ballot will be sent to each faculty member by mail. Ballots will be returned to a committee of the Faculty Council for tabulation within a two-week period. A simple majority of the votes returned will be required for approval. Results of the vote will be reported to the Faculty Council as soon as feasible and will be placed on record at the next general faculty meeting.

(The Bylaws for MU were approved by the Board of Curators during a regular meeting on November 22, 1974. Amendments to the Bylaws have been approved since, according to the procedures in Article XII. The document presented herein contains all duly approved amendments. As approved by the Board of

Curators, the MU Bylaws are subject to the following:

1. That the Bylaws are subject to all rules and regulations of the Board of Curators,
2. That any amendment of the Bylaws shall be submitted to the Board of Curators for approval before becoming effective,
3. That this action be printed as part of the printed Bylaws.)

These academic regulations were approved by the Faculty Council, University of Missouri-Columbia, in regular meeting on Jan. 27, 1977. They supersede all previous regulations and may be modified by the Faculty Council. Amendments through February 1991 are included.

Article I — The calendar

Article II — Admission, advanced standing and classification

Article III — Registration and withdrawals

Article IV — Student absences

Article V — Examinations

Article VI — Academic dishonesty

Article VII — Credits and grades

Article VIII — Academic standing and satisfactory academic progress of students

Article IX — Degrees, diplomas and certificates

Article X — Student academic records

Article XI — Conduct, communication and other student affairs

Article XII — Publications for informational and administrative purposes

Article XIII — Construction

**Article I
— the calendar**

A calendar for each academic year will be prepared by a calendar committee, which will be the Academic Affairs Committee of the Faculty Council. The committee will, during the fall semester, propose the calendar that will become effective two years later. During its deliberations, the Calendar Committee will seek the advice of the Operations Committee and the Missouri Students Association. Finally, the calendar will be brought to the Faculty Council for discussion and action. Once approved, the proposed calendar will be submitted to the Chancellor for forwarding through the President to the Board of Curators.

**Article II
— admission, advanced standing and classification**

The following minimal requirements are established for general admission of undergraduate students. Certain specialized and professional undergraduate programs accept a limited number of students or have unique requirements for admission. Admission to one of the campuses of the University does not guarantee acceptance to these programs.

1. Freshman Admission to MU.

Admission to MU is selective and is based on the student's probable success at the University. Admission is based upon high school curriculum and ACT/class rank combination.

A. High school curriculum. A student planning to attend MU is expected to follow a college preparatory curriculum which includes at least 15 units of credit (1 unit = 1 year in class) as follows:

- **Four units of English**, one of which may be in speech or debate. Two units, emphasizing composition or writing skills are required.

- **Three units of mathematics** (Algebra I or higher)
 - **Two units of social studies**
 - **Two units of science** (cannot include General Science, and one of which must be a laboratory course)
 - **One unit of fine arts**
 - **Three additional units** selected from foreign language, English, mathematics (Algebra I or higher), science or social studies. Among these options, two units of foreign language are recommended.
- NOTE: The fifteen units are considered minimum and for those individuals interested in specific fields e.g., engineering, business, the sciences, a fourth year of high school math is strongly recommended.

B. ACT/Class rank combination. The combination of the student's high school class rank and ACT score must meet or exceed the values in the table below. Class rank percentile may be calculated at the end of the 6th, 7th or 8th semester. The 8th semester (final) class rank/ACT combination must also meet or exceed the values of the table below.

Class rank percentile = 1 minus (rank in class divided by number in class)

ACT/class rank		
HSCRIP	ACT composite standard score	SAT v&m standard score
75-		
70-74	18	690
65-69	19	730
60-64	19	760
55-59	20	790
50-54	21	820
45-49	21	860
40-44	22	890
35-39	23	920
30-34	24	960
25-29	25	990
0-25	26	1030

The University seeks a heterogenous student body reflecting diversity of race, ethnicity, age, geography, (including international students) and physical disability. Factors given prime consideration for admission to undergraduate study are an applicant's previous academic success and the quality of the record presented. Applicants who do not meet the criteria set forth in sections 1 and 2 may be considered by applying to the Director of Admissions. Additional factors considered for admissions include:

- Extensive extracurricular activity involving school, church, or community
- Outstanding talent and/or abilities
- Number and scope of college preparatory courses taken
- Evidence of marked improvement over time in high school academic record
- Significant work experience and/or family responsibilities
- Supporting evidence attesting to one or more of the above in student's own hand (in the form of an essay)

2. Special Admissions Cases.

A. Early admission from high school. Superior high school students may be admitted before they have graduated from high school. There are two types of early admission:

- i. If the student has completed all of the requirements for graduation from high school, but will not receive a high school diploma until the student's class graduates, eligibility for admission will be determined by the procedures established for regular admission from high school. Certification by the high school principal or counselor that graduation requirements have been met is required.
- ii. If the student has not completed all of the requirements for graduation from high school, a test score and a high school class rank must be presented. The combination of the test score and class rank will be evaluated on the basis of a standard that is higher than

the standard for regular admission from high school.

- In either case, students are admitted on an individual basis and an interview may be required. The following information is required from each applicant:
- Application for admission
 - High school transcript
 - Letter of recommendation from high school principal or counselor
 - Written parental approval
- B. Dual high school - University enrollment. Superior high school students may be admitted in a special student category for the purpose of taking one or two University courses concurrently with their final year or two of high school. Students from high schools in the local areas are served by this option. Students must submit a regular application for admission along with a special request which includes high school recommendation and written parental approval. Students are admitted on the basis of academic standards that exceed those required for admission from high school. Admissions are limited and governed by space available in, and prerequisites for, the desired course or courses.
- C. Trial admission. Graduates of Missouri high schools who do not meet the standards for regular admission from high school may be admitted on a conditional basis, in the summer session, to MU. Typically, the enrollment is for six hours, and if "C" grades or better are earned in these six hours, the student is permitted to enroll the following semester.
- D. GED high school equivalent. An individual may apply for admission on the basis of scores on the General Education Development (GED) tests after the individual's high school class has graduated. Applicants in this category are admitted on an individual basis.
- E. Graduates of accredited high schools who have been out of high school for a number of years or for a similar reason

do not have a record of rank in high school class are required to have a minimum ACT composite of 21.

- F. Admission from non-accredited high schools. Graduates of high schools which are not accredited by recognized regional accrediting associations or approved by recognized state agencies, e.g., the University of Missouri Committee on the Accreditation of Non-Public Schools, are required to have a minimum ACT enhanced composite of 22.

3. Admission of Transfer Students.

The following minimal requirements are established for general admission of transfer students. They do not include more stringent requirements that may be established by the faculties of the individual schools, colleges or campuses, or the requirements of special programs within some schools. It is the responsibility of the transfer student to check with the school, college, department or program concerning more specific requirements.

- A. A student who has completed fewer than 24 semester hours of college-level work must apply under the procedures for admission to the freshman class and must have at least a 2.0 overall grade point average (4.0 system) in all college-level courses attempted at previous institutions.
- B. An applicant who has completed 24 or more semester hours of college-level work is eligible for admission if he or she is in good standing and has attained an overall grade point average (4.0 system) in all college-level courses attempted at previous institutions.
- C. An applicant who does not meet these standards may apply by submitting to the campus faculty admissions committee such data as the committee considers appropriate. The committee, or the Director of Admissions acting under its direction, may determine who shall be admitted.

D. The holder of the Associate of Arts degree, from an accredited Missouri college, will be enrolled under the following policy: A student admitted to the University, holding the Associate of Arts degree with a certified C average will be accepted by the University (except for the professional programs of Law, Veterinary Medicine, Nursing, Medicine, Journalism, Business and Public Administration and Health Related Professions) as:

- i. Having junior standing, and
- ii. Having completed General Education Requirements.

This action does not waive nor alter any course requirements, elementary or otherwise, that are required for the particular degree sought.

4. Graduate School Admission.

Standards for admission to Graduate School are determined by the Graduate Faculty of the University of Missouri-Columbia. Current admission policies are stated in the *Graduate Catalog*.

5. Credit by Examination.

Students may earn credit by examination at MU under the following conditions:

- A. The ACT English subscore serves as a basis for placement in English and the Missouri Mathematics Placement Test (MMPT) serves as a basis for placement and credit.
- B. All MU departmental examinations of the objective type designed for this program are maintained, administered, scored and reported by the Group Testing Center, with cutoff scored for credit established by the departments concerned.
- C. All departmental examinations of the subjective type designed for this program are maintained, administered, graded and reported by the departments concerned.
- D. All MU departmental examinations in this program are scheduled to assure their most convenient availability to students consistent with maximum se-

curity.

E. Examinations in the College Entrance Examination Board's College Level Examination Program (CLEP) are accepted as a basis for credit, subject to the following stipulations:

The CLEP general examinations:

- i. Credit on the basis of these examinations may be awarded only to those students who have completed fewer than 30 semester hours of college work.
- ii. Credit to a maximum of six semester hours may be granted for each of the five general examinations completed with a score equivalent to the 50th percentile or compared to the most recent national norms.
- iii. Credit granted on the basis of the general examination is subject to limitations imposed by the faculties of the divisions that offer degree programs.

The CLEP subject examinations:

- i. A maximum of three semester hours may be granted for each semester for which the examination is designed, providing it is completed with a score equivalent to the 50th percentile compared to the most recent national norms.

F. The College Entrance Examination Board's Advanced Placement Examinations serve as a basis for credit, with a maximum of five semester hours for each examination accepted which is completed with a grade of 3 or higher.

G. A student who has a record of enrollment in a course will not be eligible later for credit on the basis of an examination covering the same subject, nor will a student who has received credit on the basis of an examination be eligible later for credit on the basis of either a course or a different examination covering the same subject.

H. The program of Credit by Examination is open to all MU students who have

completed fewer than 90 semester hours of college work. Exception: CLEP General Examinations are limited to students who have fewer than 30 semester hours of college work.

- I. The program of Credit by Examination is administered and promoted by the Group Testing Center with the cooperation of the academic department and the Office of Admissions under the general supervision of the MU Operations Committee.

6. Undergraduate Classification.

Classification will be as follows:

Freshman—0 to 29 semester hours of credit

Sophomore—30 to 59 semester hours of credit

Junior—60 to 89 semester hours of credit

Senior—90 or more semester hours of credit

Nondegree—a student advised and enrolled in a school or college but not pursuing a degree.

A student may change from nondegree to degree status upon the approval of the Dean of the school or college offering the desired degree.

7. Graduate Classification.

A. Degree candidate. A student who has a baccalaureate degree from an accredited college or university and who meets the admission requirements established by the Graduate Faculty may be admitted to a graduate degree program by approval of the departmental faculty.

B. Unclassified. A student eligible for admission to the Graduate School who has not been recommended for acceptance into a degree program by a departmental faculty may be admitted as unclassified. If this student is subsequently accepted into a departmental graduate degree program by the department, the credit earned as an unclassified student may be applied toward degree requirements upon the recommendation of the department.

C. Post-baccalaureate student. A student who has a baccalaureate degree from an

accredited college or university but who does not qualify either for admission to a graduate degree program or as an unclassified student may be permitted to enroll in a post-baccalaureate program of continuing education. Although graduate credit will be earned by completing courses numbered 200 and above, such credit will not be applicable toward a graduate degree at MU while the student is enrolled in the post-baccalaureate program. Post-baccalaureate students who complete a minimum of nine semester hours of graduate work with grades of B or better and maintain a B average may be changed to unclassified status or, with approval of the appropriate department, transfer into a degree program.

Article III — registration and withdrawals

1. The Operations Committee of the schools and colleges and the Office of the Provost will have general control of the registration of students both for regular course work on the MU campus and for courses and other educational activities administered by the MU Extension Division.
2. Students who enroll in extension and/or correspondence courses for the purpose of applying them to a degree program will coordinate such enrollment with the school or college offering the degree.
3. For an undergraduate student, registration for fewer than 12 hours in a given semester will be considered as constituting a part-time program. Undergraduate students may not enroll in a part-time program without the express permission of the Dean of the school or college in which the student is, or plans to be, enrolled.
4. No student will be permitted to register in any school or college of the MU campus or in any course, other than Problems, Special Readings, or Research, after the expiration

of two weeks following the first day of classes in regular session or the equivalent thereof in a shorter session. A department may establish an earlier deadline.

5. With the consent of the Dean of the school or college in which the student is registered and of the instructor concerned, a student may enroll in a course as a hearer. Normally, a hearer will attend the course on a regular basis; either the department or an individual instructor will stipulate the requirements for enrollment in a course as a hearer. At the request of the instructor, a hearer may be dropped from a course for failure to comply with stipulated requirements. An instructor may request the Registrar to backdate a hearer's disenrollment from a course, so that no notation of the student's enrollment will appear on the student's permanent record. A hearer will receive no credit toward a degree. Once a student has elected to enroll in a course as a hearer, he/she may not change his/her status to that of a regular student after the expiration of two weeks following the first day of classes in regular session or the equivalent thereof in a shorter session.
6. A student who wishes to withdraw from any course in which he or she is officially enrolled must declare such intention by processing the appropriate form no later than two-thirds of the class days of the semester. The faculty of the student's school or college may establish an earlier deadline for withdrawal.
7. A student who wishes to withdraw from MU must process the appropriate form in the office of the dean of the school or college in which he/she is registered. In no case may the withdrawal be dated after the last scheduled day of course work. Withdrawal forms will normally be dated according to the date the request was first

received with the following exception: When health or other critical circumstance constitutes the reason for withdrawal, the Dean may designate an earlier date to which academic rules will apply.

8. The Director of the Student Health Service will have the authority to exclude a student from classes and other University exercises and activities because of exposure to a communicable or contagious disease or to require a student to withdraw from the MU campus at any time if the student has a medical condition constituting a hazard to himself or herself, to other students, or to the campus community.
9. At any time a Dean may, following such procedures as are reasonable, dismiss a student from a course, or from the school or college for failure to perform academic duties.

Article IV — student absences

1. Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member consistent with any policy established by the faculty of the respective department or division. A divisional faculty, a department faculty, a course director or an individual instructor may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s). There will be no "Dean's Excuse" or "Official Absence." However, a student, who is also a member of a national guard or military reserve unit and is called to active duty while the University is in session, will be permitted to make up work missed as a result of such absences for up to two weeks of absences, provided that to do so does not require the instructor to engage in individualized tutorial work with the student.

2. The instructor is expected to report to the Office of the Registrar the names of students whose absences from class, whether prolonged or intermittent, are judged to have a serious effect upon their performance in the course. The Registrar will be responsible for sending this information to the office of the appropriate Dean.
3. Faculty members who schedule co-curricular activities conflicting with a student's other scheduled class sessions will be responsible for giving students as much advance notice as possible. The student will be expected to inform his or her other instructors and arrange for whatever makeup work, including examinations, may be required. If a satisfactory arrangement cannot be made, the student may appeal to the Dean of the school or college in which he or she is enrolled.
4. Within a reasonable time following the beginning of a semester or other session the Registrar will distribute a specially identified class roster, in duplicate, to each instructor. The instructor will verify and correct the roster on the basis of participation in the course and return it to the Registrar with needed changes within a specified period of time.

Article V **— examinations**

This article is designed to protect students from irregularities in the administration of both multi-section group examinations administered during a semester and final examinations. In general, the Registrar is responsible for the guidelines governing the administration of examinations, and he or she is charged with the responsibility of assuring that any conflict that may occur between a regularly scheduled examination and a multi-section group examination will not deprive a student of being eligible to take both.

1. No teacher will hold an examination during any time other than the regular meeting time of the class or the time as approved by

the Registrar for both multi-section and final examinations. No one is authorized to change the schedules of multi-section examinations or final examinations in any way without permission from the Registrar and then only upon recommendation of the appropriate department chair and dean.

2. Examinations in courses numbered 400 and above may be conducted at any time agreeable to both the teacher and students.
3. No group or class examination may be held during Stop Day.
4. Examination of individual students may be held at the discretion of the instructor. This particular regulation should not be interpreted to mean that "individual students" constitute an entire class.
5. No student may be reexamined for the purpose of changing a grade after a final grade has been reported to the Registrar.
6. The professional Schools of Law, Medicine and the College of Veterinary Medicine are not subject to the foregoing provisions and may arrange final examinations to meet their respective needs.

Article VI **— academic dishonesty**

1. Academic dishonesty is an offense against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action, but is also relevant to the evaluation of the student's level of performance.
2. The faculty and administration recognize the necessity of maintaining an academic environment in which each student is evaluated on the basis of his/her own performance. The maintenance of such an environment requires that both faculty and students be aware of the nature and consequences of academic dishonesty.
3. Each instructor should familiarize himself with the procedures regarding preparation, security and supervision of examinations

of his/her department and the guidelines relating to procedures for handling cases of academic dishonesty. Early each term, the instructor should inform the class of any expectations unique to the course.

4. Academic dishonesty includes, but is not necessarily limited to the following:
 - A. Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
 - B. Plagiarism which includes but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes or other material as one's own work when such work has been prepared by another person or copied from another person.
 - C. Unauthorized possession of examinations or reserve library materials, or laboratory materials or experiments or any other similar actions.
 - D. Unauthorized changing of grades or markings on an examination or in an instructor's grade book or such change of any grade record.
5. Any student who commits an act of academic dishonesty is subject to disciplinary action.
 - A. The procedures for disciplinary action will be in accord with the rules and regulations of the University governing disciplinary action. (See Section 6.01 of the *Collected Rules and Regulations*, which are published in the *M Book*.)
 - B. It is the duty of any instructor who is aware of an incident of academic dishonesty in his course to report the incident to the Provost and to inform his own department chairperson of the incident. Such report should be made as soon as possible and should contain a detailed account of the incident (with supporting evidence if appropriate) and indicate any action taken by the instructor with regard to the student's grade. The instructor may include his/her opinion of the seriousness of the incident and

whether or not he/she considers disciplinary action to be appropriate. The decision as to whether disciplinary procedures are instituted is made by the Provost. It is the duty of the Provost to report the disposition of such cases to the instructor concerned.

NOTE: In divisions with student honor systems, reports of academic dishonesty should be made in accordance with the provisions of that honor system.

- C. Disciplinary proceedings in cases of academic dishonesty may result in a hearing before the Student Conduct Committee. The cooperation of the instructor is essential to a fair determination of the facts. Such cooperation may involve providing information by letter or, in some cases, by appearing as a witness.
6. The instructor determines the grade to be awarded to a student and, in making that determination, may take into account academic dishonesty on the part of the student.
 - A. When there has been academic dishonesty, the instructor may award a failing grade in the assignment or a failing grade in the course, or may adjust the grade as deemed appropriate. The instructor may also require the student to do the assignment over, or to perform additional assignments.
 - B. Before assigning a grade affected by academic dishonesty, the instructor must make a reasonable effort to discuss the matter with the student.
 - C. When a grade is affected by academic dishonesty, the instructor must inform in writing both the student and the instructor's department chairperson.

Article VII — credits and grades

1. Credits.

A student may not register for, and/or receive, more credit (semester hours) for a course than is shown as approved for the

course in the *Schedule of Courses*.

2. The Grading System.

The purpose of the grading system is to provide a framework in which the faculty can report evaluation of student performance and achievement. For the internal purposes of any such school or college the faculty of such school or college may adopt a variant of the campus grading system.

A. The **A, B, C, D, F, W, WF** system. This system is appropriate for those subjects and situations which allow discrimination in quality of achievement and performance. The **S/U** grading system is more appropriate for students wishing to take elective courses in a subject matter field in which they will be competing with majors, for mastery learning situations, and for courses graded primarily on the basis of attendance.

Grades carrying credit are: **A, B, C, D, and S**. Grades calculated in the grade point average are **A (4), B (3), C (2), D (1), F or WF (0)**. The grades of **S, U** and **W** are not incorporated in the grade point average.

The following definitions of each grade are intended to provide a standard for judgment, not a rule that can be applied mechanically; thus, while a grade of **C** in an undergraduate course indicates adequate work, a grade of **C** in a graduate course indicates work of less than adequate quality.

- i. The grade of **A** is awarded for performance of outstanding quality.
- ii. The grade of **B** is awarded for superior, but less than outstanding performance.
- iii. The grade of **C** is awarded for adequate performance.

NOTE: Only a limited number of **C** grades may be applied toward a graduate degree.

- iv. The grade of **D** is awarded for performance that marginally meets minimum standards. In most, but not all, cases a grade of **D** in a prerequi-

site undergraduate course is regarded as adequate for enrollment in the next higher course, whether it be the same or a related department. The grade of **D** is not awarded to graduate students.

- v. The grade of **F** or **WF** indicates a level of performance that is unacceptable.
 - vi. The grade of **W** indicates that the student is not failing the course at the time of withdrawal.
- B. The grading system (**S/U**).

NOTE: Not applicable in the Schools of Law and Medicine.

To the extent authorized by this article, the **S** (Satisfactory) and **U** (Unsatisfactory) grading system may be used. The grade of **S** represents the grades **A, B, and C**, and the grade of **U** represents the grades of **D** and **F**. The grade of **U** is not applicable toward a degree in any school or college.

In most cases the instructor will report grades initially on the **A** to **F** grading system, even though a student has elected the **S** and **U** grading system. The conversion from one system to the other will be made in the Office of the Registrar. In appropriate cases, when a course is offered only on an **S/U** grading basis, the instructor may report grades initially as **S** or **U**.

- i. Satisfaction of degree requirements by **S** grades. Any degree-recommending faculty may allow students to satisfy its degree requirements by authorizing students to elect the **S/U** grading system for any available and otherwise acceptable courses, under such conditions and restrictions as the degree-recommending faculty may impose, provided, however, that in no case will more than twenty percent (20%) of the hours taken into account in determining the satisfaction of first baccalaureate degree requirements be hours passed under the **S/U** grading system.

- ii. Courses open to election on **S/U** grading system. Departmental prerequisites. All courses taken for undergraduate credit will be deemed open to election on an **S** and **U** grading system unless specifically prohibited by a department, school, or college.
- iii. Students ineligible or elect **S/U** grading system. Other general restrictions. Beginning students and students on scholastic probation at the time of enrollment are not eligible to elect the **S/U** grading system. No student may elect the **S/U** grading system in more than one course in any semester or summer session. These restrictions do not apply to courses in which all students are graded on an **S/U** basis.

The faculty of any School or College may adopt additional conditions and restrictions with respect to the election of the **S/U** grading system by students in that School or College.

A student who elects to begin a course under the **S/U** grading system is to be graded under that system upon completion of the course. Conversely, a student who begins a course under the **A, B, C, D, F** system is to be graded under that system upon completion of the course. A student may not elect to change from one system to the other after the expiration of two weeks following the first day of classes in regular session or the equivalent thereof in a shorter session.

- iv. **S/U** grading system in special courses. If a course for not more than three semester hours of credit or a practicum course of any number of semester hours of credit is of a type in which satisfactory and unsatisfactory academic achievement of performance can be distinguished but the assignment of meaningful **A** to **F** grades is not feasible, a departmental

faculty, or combination of departmental faculties, may offer the course on the basis that each student will be graded either **S** or **U**. Such credit may be used to satisfy degree requirements only as provided in subsection i. of this section.

- C. Incomplete work (grade of **I**). Whenever a student cannot be assigned a grade at the end of a course in which he/she has been enrolled because his/her work is for good reason incomplete, the instructor will postpone the grade of the student, reporting to the Registrar the fact that such student's grade is **I**. An **I** grade may be assigned only when (1) the completed portion of the student's work in the course is of passing quality, and (2) there is such evidence of hardship as to make it unjust to hold the student to the time limits previously fixed for the completion of his/her work.

Each department of the schools and colleges will maintain a card file record of **I** grades recorded in courses of that department. (Exemption: research courses and problems courses related to research assignments). This record, on a specially designated card completed by the instructor at the time the **I** grade is awarded, will include:

- 1) The name of the student;
- 2) The course number, title, and semester hours of credit;
- 3) Semester and year of enrollment;
- 4) The signature of the instructor;
- 5) A brief statement of the reason for delaying the grade;
- 6) An adequate guide for the removal of the **I** grade (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

A copy of the card will accompany the grade report to the Registrar's Office, which will in turn notify the appropriate dean.

The time allowed for the removal of

an I grade is one calendar year from the date of its recording (assuming that the student is in continuous enrollment during the time period). When the incomplete work is accomplished, proper notification of the grade to be assigned will be provided to the Registrar and the student.

D. Assignment of grades for disenrolled students. No grade will be assigned to a student who ceases for any reason to be a member of a course prior to the beginning of the sixth week of a semester or an equivalent period of time in a summer session. A student who officially withdraws from a course after the beginning of the sixth week and who is doing failing work will be assigned the grade **WF**. If the quality of the student's work is not judged to be failing at the time of withdrawal, the grade **W** will be assigned.

E. Reporting of previously incomplete, unassigned, or erroneous grades. Whenever it becomes necessary to assign to a student a grade in a subject in which his/her grade was Incomplete (**I**), or to report the assignment of a previously unreported grade, or to correct a grade erroneously reported, proper notification will be sent to the Registrar on a form provided for that purpose.

Note: Grade corrections must be processed within one semester of the original reporting date.

F. Grade point averages, how determined—grades excluded. In general, the grade point average for any period is obtained by dividing the grade points earned by the total number of hours for which the student was enrolled during that period. Grades of **S**, **U**, **W**, or **I** will not be included in determining the grade point average. Since, for internal purposes, there are variations in computing the grade point average among the several schools or colleges, the student should check with the appropriate Dean's Of-

fice to determine the system in effect for that division.

G. UM grade point average and grade point average of record. Effective Fall 1985, for each undergraduate student at the University there will be calculated two cumulative GPA's. One is the campus GPA which will be calculated by procedures defined at the campus. The second is the University of Missouri GPA which will include all grades, credits, and honor points attempted at any University of Missouri campus, including all grades, credits and points for any course that is repeated.

The UM GPA will be the GPA of record.

The campus GPA and the UM GPA will be printed on the student's grade report each term. Only one cumulative GPA, the GPA of record, will appear on the transcript. (It would confuse lay users of transcripts for more than one cumulative GPA to appear.)

For general purposes such as applying rules governing dismissal, probation and graduation, the GPA of record, the one appearing on the transcript will be used. For other purposes, such as eligibility for honor societies or other forms of recognition the campus GPA may be more appropriate.

H. Courses offered only on S/U grading system. Courses for credit in which the grade is determined primarily by attendance will be offered only on the S/U grading system.

I. Review of student grades.

i. General standards for assessing student performance.

a. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled.

b. The establishment of the criteria for graduates and the evaluation of student academic performance are the responsibilities of the in-

- structor, subject to the appeal provisions provided herein.
- ii. Grounds for appeal of grades. Any appeal from a grade given to a student by an instructor must be based upon the following:
 - a. No grade may be appealed except the final course grade.
 - b. No grade may be appealed unless it is alleged that the grade is arbitrary and capricious as defined in subsection 3.
 - c. The following non-exclusive allegations would not be grounds for appeal under these provisions:
 - 1) A challenge to the instructor's standards of academic performance;
 - 2) A challenge with respect to the instructor's judgment of the substantive quality of the student's academic performance;
 - 3) A challenge with respect to other purely judgmental determinations made by the instructor.
 - d. Any review under this section is an appeal of the decision by the instructor and is not to be considered a de novo review of the academic performance of the student. In no case shall the review involve a substitution of the instructor's judgment with respect to the substantive quality of the student's academic performance. No grade shall be changed based merely on judgmental matters.
 - iii. Arbitrary and capricious grades. A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:
 - a. The grade is assigned on some basis other than the performance in the course;
 - b. The grade was assigned by referring standards than were applied to other students in the course, except that for undergraduates in 300 and 400 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
 - c. The grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor;
 - d. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.
 - iv. Procedures for appeal. All grade appeals under these provisions shall follow the following steps:

STEP 1. The grade, as well as the performance standards expected by the instructor, should be discussed with the instructor prior to the end of the semester following the one in which the grade was assigned.

STEP 2. After unsuccessful resolution of the appeal under STEP 1, the student wishing to proceed further must file a written petition with the department chair (or with the Dean of the college or division if the instructor whose grade is being appealed is the department chair).

 - a. The written petition shall state:
 - 1) The course in which the grade was received;
 - 2) The instructor whose grade is being challenged;
 - 3) The semester in which the grade was received;
 - 4) Specific facts showing why the student considers the grade to be arbitrary and capricious;
 - 5) The relief sought;
 - 6) The signature, address and local phone of the student.
 - b. Upon receipt of the written peti-

- tion, the department chair (or Dean of the college or division) shall, within 10 days:
- 1) Serve a copy of the petition upon the instructor whose grade is being appealed, and
 - 2) Acknowledge receipt of the petition in writing to the student at the address provided by the student.
- c. The appeal shall be heard pursuant to the appeal guidelines established by the department, which guidelines shall be sent to the student with the acknowledgement letter.
 - d. The appeal shall be heard within 15 days after the date of the acknowledgement letter, unless the student consents to a longer time, after good cause has been shown.
 - e. The final determination of the department chair (or Dean of the college or division) shall be in writing. It shall state the grounds for the granting or denying of the relief requested by the student. The final determination shall be communicated to the student and the instructor within 10 days following final submission of any evidence to be considered.
- v. Further review of grades.
- a. There is no further direct right of appeal beyond the department under these rules. In their discretion, the Dean of the college or division (unless the original appeal was heard by the Dean), Provost, or Chancellor can grant further review of grades pursuant to substantive guidelines established by them.
 - b. No such further review may be requested except to the next higher authority in the University. A request for review shall follow the order set forth in subsection 5a above.
- c. Any request for review shall be by written petition.
 - 1) The written petition shall comply with the provisions of subsection 4 (STEP 2a) above.
 - 2) The petition shall state also: reviews already taken in the matter; the decisions in those reviews; why the last decision in that review was arbitrary or capricious.
 - 3) The petition shall be accompanied by copies of the determinations of each prior appeal or review.
 - d. The Dean of the college or division, Provost, or Chancellor may deny the petition for review in his discretion on the basis of the petition and the written record of the previous appeals and reviews, or may grant the petition.
 - e. If the petition for review is granted, the Dean of the college or division (unless the original review as heard by the Dean), Provost or Chancellor shall follow the procedural provisions contained within subsection 4 (STEP 2b, c, d, e) above.
- vi. Faculty Advisory Committees.
- a. In any appeal or review proceeding under these provisions above the level of instructor, the party charged with deciding the appeal or review may appoint a faculty committee to hold a hearing and/or make recommendations and/or whether to grant a discretionary petition for review.
 - b. Any faculty committee so appointed shall consist of both faculty inside and outside the department or college in which the course under review was conducted.
 - c. The number of members of a faculty committee shall be in the dis-

cretion of the appointing authority, the exercise of which discretion shall not be considered under the standards of arbitrary and capricious contained herein.

d. Whenever any faculty committee is appointed or whenever such committee makes findings or recommendations pursuant to these rules, the action of the faculty committee must be reviewed by the appointing authority and any decision made pursuant to these rules is to be considered the decision of the appointing authority and not the decision of the faculty committee.

J. The reporting of grades. At the close of each semester and summer session, the Registrar will provide each student with a report of his/her grades.

Article VIII — academic standing and satisfactory academic progress of students

1. Definitions.

- A. Term. The word term as used in these regulations applies to any semester or summer session.
- B. Academic standing. Academic standing refers to the level of the student's academic performance. There are three levels of academic standing: regular, academic probation, and ineligible to re-enroll.
- C. Satisfactory progress. Satisfactory progress refers to the time progression in meeting the requirements of the student's established educational objective. Typically, the student's educational objective is the completion of a degree program.
- D. Graded course. Graded course is a course in which a student receives credit if successfully completed. A course in

which the student is enrolled as a Hearer is not regarded as a graded course for that student.

E. Completion of a course. A course is completed if the student earns a grade of A, B, C, D, or S for the course. For the purposes of this Article, a course in which the student receives a grade of W, F, WF, or I is not considered a completed course. However, in certain instances a course in which a graduate student receives a grade of I will be considered a completed course as specified below.

2. Academic Standing and Progress.

- A. Any beginning student admitted to MU who does not meet the minimum admission standards as specified in Article II (Admission, Advanced Standing, and Classification) will be entered on academic probation.
- B. In the application of the regulations in this Article, the faculty of the division concerned will determine how the grade of I in a course and a grade in a repeated course will be considered in determining a student's academic standing.
- C. Regulations in this Article are the prescribed minimum standards but do not limit the authority of the faculty of any division to adopt and enforce additional regulations affecting students enrolled therein. In the event that a division adopts standards higher than set forth in this Article, the divisional standards will take precedence over the relevant portions of this Article.
- D. The Dean of the relevant division may, after consulting with relevant faculty, waive any of the regulations in this Article governing a student's eligibility to re-enroll and in determining if the student is making satisfactory progress toward his/her educational objective.

Note: Satisfactory progress is based on three concepts: (a) minimum number of hours of enrollment each term that are applicable toward the student's degree

program, (b) minimum number of hours completed in a 12-month period of enrollment, and (c) maximum time to complete the degree.

3. Academic Standing - Undergraduate Students.

- A. A student whose term and cumulative grade point averages are 2.0 or higher is in regular academic standing.
- B. A student in regular standing whose term grade point average subsequently falls below 2.0 but is 1.0 or above is placed on academic probation.
- C. A student whose term grade point average falls below 1.0 is ineligible to re-enroll.
- D. A student on academic probation must establish a 2.0 cumulative grade point average within two successive terms of enrollment; otherwise, he/she is ineligible to re-enroll.
- E. A student who has been ineligible to re-enroll for a period of one year may be readmitted only upon the approval of the dean of the division in which the student desires to enroll. As a condition of readmission, the Dean may set forth stipulations with regard to minimum standards of academic work that must be maintained by the student. If the student after readmission again becomes ineligible to enroll, his/her ineligibility to re-enroll is normally considered permanent.

4. Academic Standing - Graduate Students.

The GPA in the Graduate School is based on the student's entire graduate record in courses numbered 200 and above taken at MU. To remain in regular standing, a graduate must maintain a cumulative GPA of 3.0 or higher. At the end of any semester, a graduate student with a GPA below 3.0 is placed on academic probation. If at the end of the following semester the cumulative GPA is 3.0 or better, probation status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area, be allowed a second and final probationary

semester. A student is subject to dismissal upon failure to raise the cumulative GPA by the end of the second probationary semester or at any time that the semester or cumulative GPA falls below 2.0.

5. Academic Standing - Advanced Professional Students.

Regulations regarding academic standing of advanced professional students are determined by the faculty of the respective advanced professional schools (Law, Medicine, and Veterinary Medicine).

6. Satisfactory Academic Progress - Undergraduate and Graduate Students.

Each student is expected to make satisfactory progress toward achieving his/her educational objective. Standards for satisfactory academic progress are as follows:

- A. Full-time student. A full-time undergraduate student is considered to be making satisfactory academic progress if he/she (a) is enrolled in at least 12 semester hours of graded course work each semester applicable to the student's degree program, and (b) completes 24 semester hours of graded course work applicable to the student's degree program in each 12-month period of enrollment. The time limit for completion of the baccalaureate degree is five years of enrollment as a full-time student. A full-time graduate student is considered to be making satisfactory progress if he/she
 - a. Is enrolled in at least nine semester hours of graded course work each semester applicable to the student's degree program, and
 - b. Satisfactorily completes 18 semester hours of graded course work applicable to the student's degree program in each 12-month period of enrollment. The time limit for completion of a graduate degree is determined by the Graduate Faculty.

A grade of Incomplete (I) in a thesis or dissertation course or a research-related course for which a grade in the course is

dependent on successful completion of the research is considered satisfactory for purposes of determining satisfactory academic progress of a graduate student. A graduate student who is enrolled for less than nine semester hours of research but who is actually working full-time in his/her research can be considered a full-time student if so certified by his/her faculty advisor and the Dean of the Graduate School. The provision in the previous two sentences applies to 3/4- and 1/2-time students as well as to full-time students.

Satisfactory academic progress and time limit to complete the degree for advanced professional students are determined by the relevant division. The provision of the previous sentence applies to full-time, 3/4-time and 1/2-time students.

- B. 3/4-time student. A 3/4-time undergraduate student is considered to be making satisfactory academic progress if he/she
- Is enrolled in at least nine semester hours of graded course work each semester applicable to the student's degree, and
 - Satisfactorily completes 18 semester hours of graded course work applicable to the student's degree program in each 12-month period of enrollment.

The time limit for completion of the baccalaureate degree is seven years of enrollment as a 3/4-time student. A 3/4-time graduate student is considered to be making satisfactory academic progress if he/she

- Is enrolled in at least six semester hours of graded course work each semester applicable to the student's degree program, and
- Satisfactorily completes 12 semester hours of graded course work applicable to the student's degree program in each 12-month period of enrollment.

ment.

The time limit for completion of a graduate degree is determined by the Graduate Faculty.

- C. 1/2-time student. A 1/2-time undergraduate student is considered to be making satisfactory academic progress if he/she

- Is enrolled in at least six semester hours of graded course work each semester applicable to the student's degree program, and,
- Satisfactorily completes 12 semester hours of graded course work applicable to the student's degree program in each 12-month period of enrollment.

The time limit for completion of the baccalaureate degree is ten years of enrollment as a 1/2-time student. A 1/2-time graduate student is considered to be making satisfactory academic progress if he/she

- Is enrolled in at least four semester hours of graded course work each semester applicable to the student's degree program, and
- Satisfactorily completes eight semester hours of graded course work applicable to the student's degree program each 12-month period of enrollment. The time limit for completion of a graduate degree is determined by the Graduate Faculty.

- D. During the student's freshman year only, the Dean of the division in which the student is enrolled may authorize a student to engage in credit or non-credit prerequisite or remedial programs or courses and apply the time spent on remedial work to the minimum semester hour requirement specified in 6.A, 6.B, and 6.C above.

Note: The minimum number of semester hours of enrollment per semester as a full-time, 3/4-time, and 1/2-time student are to be adjusted proportionally for terms of enrollment other than a semester.

7. Satisfactory Progress - Advanced Professional Students.

Regulations regarding satisfactory progress of advanced professional students are determined by the faculty of the respective advanced professional schools (Law, Medicine and Veterinary Medicine).

The regulations in this Article represent the internal policies of the University. In addition, these regulations are to be used as standards for making certifications to external agencies regarding a student's academic standing and progress toward his/her educational objective. Typically, such certifications to external agencies have to do with the student's eligibility for financial aid. For the purpose of determining eligibility for financial aid, a student will be certified as being in satisfactory academic standing if that student is eligible to re-enroll. A student will be certified as making satisfactory progress toward his/her educational objective if the student meets the standards expressed in Section F above in accordance with the appropriate classification of the student at that time.

Ordinarily, the "12-month period of enrollment" referred to in 6.A, 6.B, and 6.C above begins at the beginning of the Fall Semester. However, if the nature of the financial aid in question suggests a more appropriate starting time for the "12-month period of enrollment," that more appropriate starting time will prevail.

For purposes of determining eligibility for financial aid, the time limit for completion of degree determines the total amount of financial aid that a student is eligible to receive while pursuing a given degree.

Article IX — degrees, diplomas and certificates

1. The requirements for an approved degree and/or certificate will be established and monitored by the faculty of the division

responsible for recommending candidates for the degree and/or certificate.

2. Names of students who complete degree and/or certificate requirements and are recommended by the appropriate faculty will be submitted to the Office of the Registrar at the conclusion of the annual fall, winter and summer terms.
Additions and deletions to the list of candidates may be made by the respective deans.
3. Diplomas and certificates will be issued following verification that each candidate has completed requirements specified by the appropriate faculties and that the proper notations have been recorded on official transcripts.
4. A student may be granted two baccalaureate degrees if all requirements for both degrees have been met and the student has completed at least 12 semester hours of course work beyond that required for the first degree.
5. Candidates seeking undergraduate degrees from the MU must be in residence on the Columbia campus during the senior year as defined by the academic division involved.
6. Credit earned and applied toward an undergraduate degree may not be applied toward a graduate degree.
7. Any credit transferred to the MU and applied toward a graduate degree program must have been earned at an institution accredited to confer graduate degrees.
8. Attendance by candidates at commencement and other activities related to the completion of campus academic programs is encouraged, although not required.

Article X — student academic records

1. Completed and official academic records, including credit, grades, and degrees granted to students in all divisions of MU, are maintained by the Office of the Registrar.
2. A student is entitled to receive an official transcript of his/her academic record or have such transcript sent to any person or

organization designated, so long as the student has no financial obligations to the University.

3. The University does not permit access to or release of educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student.

Article XI — conduct, communication and other student affairs

1. The regulations governing student conduct are the same as those outlined in Section 6.01 of the *Collected Rules and Regulations* of the University.
2. An abstract of the rules governing student conduct applicable to MU students will be published annually in the *M Book*. (Additional rules governing conduct in the classroom may be imposed by the academic unit in which the student is enrolled or by an individual instructor.)
3. At the beginning of each term, students must provide the Office of the Registrar with their current local and permanent home addresses. They must keep that office informed of any change(s) in either address. For any official mailings the latest address will be used, thereby fulfilling the University's obligation of notification.
4. MU will make every effort to notify students either individually or collectively of all matters pertaining to registration and early registration, payment of fines and fees, and other such matters that affect students. In addition, offices of the deans will attempt to notify students concerning graduation requirements and other matters pertinent to the students' progress toward graduation. Students must take cognizance of all notices, and within a reasonable time after such notice is given, students will be deemed to have knowledge of all matters contained in such notices. MU cannot assume responsibility for non-delivery of mail or for the misplacement of written notifications in group housing. It will be the policy of the MU to retain for a reasonable period all letters returned for nondelivery by the United States Postal Service.
5. If summoned by any University official or committee, a student must answer that summons within the time specified in the official notification.
6. The Committee on Student Organizations, Government, and Activities (SOGA) has the responsibility to make recommendations concerning recognition and activities of student government associations, fraternities, sororities, and cooperatives to the Vice Chancellor for Student Affairs. Such student associations, organizations, and activities will first seek recognition from the Missouri Students Association, which will forward to SOGA the evidence needed for making recommendations. Recognition provides access to University facilities, eligibility for funds obtained from student activity fees, and assistance with financial records from the auditor of student organizations. Soon after the beginning of each academic year, each recognized student association, organization, and activity, through the Center for Student Life, will file with SOGA the names and addresses of its officers and current copies of its constitution or statement of purpose. In order to hold an office in a recognized student organization or to represent the University in an official capacity, a student must be enrolled in a minimum of six semester hours during a regular semester.
7. The Office for Student Development and SOGA oversee the *Savitar*; the *Maneater* Committee has sole responsibility for the *Maneater*.
8. No student or students, whether members of a recognized student organization or not, can use the name of the University as sponsor for a particular event without the expressed consent of SOGA.
9. The Director of Admissions and Registrar may, upon request, furnish to the Vice

Chancellor for Student Affairs information regarding grades of students for purposes such as consideration for membership in honor societies, provided that the furnishing of such information is in compliance with the provisions of the MU Supplemental Policy on Student Records and The Family Educational Rights and Privacy Act of 1974.

Article XII — publications for informational and administrative purposes

In accord with provisions of a policy established by the administration of the University of Missouri, the Chancellor has the responsibility for reviewing and approving all publications designed to provide information about programs and/or procedures on the Columbia campus. This authority and responsibility related to campus publications may be delegated by the Chancellor. (Note: This article conforms to the Executive Guidelines in effect as of January 1982).

The Chancellor, or his or her designated representatives, is responsible for the following categories of publications:

- a. Administrative publications: i.e., publications issued for the benefit of prospective students and others who wish information about the campus or its programs. Publications in this area include: circulars of information, announcements of courses, general catalogues, announcements of the separate schools, colleges, divisions and curricula; the bulletins of the regular and summer sessions; promotional literature; general information leaflets; campus guides; leaflets dealing with fellowships, scholarships and prizes; class schedules; local handbooks of rules and regulations for students; final examination schedules; circulars for new students; welcome booklets; commencement programs. (Annual reports for the campus, schools, colleges, divisions

and departments should not be undertaken without specific approval of the Chancellor).

- b. General informational publications for use of the public. Examples include agriculture series, reports of proceedings, extension promotional materials and periodicals, Business and Government Review, and similar publications.
- c. Newsletters. Initiation of newsletters that are for use outside the department, school, college or division and that consist of four pages or more or have more than one color, should have the approval of the campus publications office.

Article XIII — construction

The rules and regulations contained herein are the minimum requirements as to the matters covered and any division may adopt additional rules and regulations establishing additional or more stringent requirements governing matters within the jurisdiction of such division.

Regulations concerning graduate students and graduate programs are determined by the Graduate Faculty acting through its delegated authority, the Graduate Faculty Senate. Graduate Faculty Senate members are elected by the Graduate Faculty members in their department or graduate degree-granting area.

The Bylaws of the Graduate Faculty Senate are contained in the *Graduate Faculty Senate Handbook*. Copies may be obtained from Senate members or the Graduate School. Specific policies and procedures for graduate programs are published in the *Graduate Catalog*.

The remainder of this section is taken from the 1989-90 *Graduate Faculty Senate Handbook* and minutes of Graduate Faculty Senate meetings.

Graduate faculty membership

All faculty members with regular appointments holding the rank of Assistant Professor, Associate Professor, or Professor at the University of Missouri-Columbia shall be members of the Graduate Faculty.

Faculty members holding other than regular appointments may apply for membership on the Graduate Faculty by obtaining a membership application from the Graduate School. The application must be endorsed by the degree-granting department or area and approved by the Senate Membership Committee which will make a recommendation for approval to the Graduate Faculty.

Doctoral faculty membership

The Doctoral Faculty consists of all Graduate Faculty members who have been certified by their doctoral-degree granting departments, areas, or units as qualified to direct doctoral research. This certification shall be reviewed every five years by the degree-granting de-

partment, area, or unit. Each certifying unit's standards must be on file with the Graduate School, along with an outline of procedures established for recertification.

Appeals of the decisions of the certifying unit should be directed to the Chair of the Graduate Faculty Senate Membership Committee. That committee will review the decision and make a recommendation to the Graduate Dean. If the Graduate Dean disagrees with the decision of the Membership Committee, the Dean will make a separate recommendation and refer the application to the Intercampus Doctoral Council, whose decision will be final.

Those faculty members requesting Doctoral Faculty status who are not in degree-granting departments, areas, or units should apply directly to the Graduate School. The application will be reviewed by the applicant's Senate Sector Committee. In the event of a split decision between department and sector, the Senate Membership Committee will review the case and offer a final recommendation to the Senate.

Doctoral Faculty members transferring from any department or campus within the University system to the University of Missouri-Columbia campus shall be accorded Doctoral Faculty status and membership.

Doctoral dissertation co-supervisor

Department chairpersons can appoint dissertation co-supervisors according to procedures appropriate to departmental policies. The appointee must be a member of the Graduate Faculty. Co-Supervisors are appointed by the department and confirmed by the Graduate Faculty Membership Committee. The appropriate form should be completed and sent to the Graduate School as notification of the appointment. It will then be acknowledged by the Graduate Faculty Membership Committee

and returned to the Graduate School office.

Dissertation co-supervisorship may be granted to members of the Graduate Faculty who meet the following qualifications:

1. They shall have earned the degree of Doctor of Philosophy or its equivalent.
2. They shall have the rank of Assistant Professor or Associate Professor with time limitations stated below:
 - a. Assistant Professors shall have the right to co-supervise doctoral dissertation research for a period not to exceed six years from the time they earned the doctoral degree or have been appointed to the rank of Assistant Professor at MU, whichever term is longer.
 - b. Associate Professors shall have the right to co-supervise doctoral research for a period not to exceed four years from the time of their appointment at MU at the rank of Associate Professor, or for the period described in the preceding paragraph above, whichever term is shorter.
3. It is expected that dissertation co-supervisors will have earned the right independently to supervise doctoral dissertation research before reaching the time limits stated above. Failure to become a member of the Doctoral Faculty shall mean that supervision of doctoral research shall be terminated as rapidly as possible, consistent with the welfare of the doctoral candidates being supervised.

Leaves of absence are granted to members of the staff of the University for institutional purposes. Leaves of absence provide opportunities for the reflection, research, and professional development essential in a scholarly community. The several classes of leaves of absence are described in the following sections.

Sabbatical leave

All regular faculty are eligible for sabbatical leave after six or more years of service in the University of Missouri. In special circumstances, non-regular faculty may be considered eligible for sabbatical leave.

Sabbatical leave may be taken for a period of time up to a full year.

Faculty on sabbatical leave will receive one-half their regular salary.

Faculty members granted sabbatical leaves must state their intention to return to the University for at least one year on conclusion of the leave and at that time must file a report on accomplishment during the leave period.

Research leave

Regular faculty with established scholarly, artistic or research records are eligible for research leave. In special circumstances, non-regular faculty may be considered eligible for research leave.

Research leave may be taken for a period of time up to a full year.

Faculty applying for research leave should seek external fellowship or grant salary support. If such support is received, the University will supplement it so as to provide full regular salary; if such support is not received, the University will provide full regular salary. Additional travel and expense funds may be provided as deemed appropriate.

Faculty members granted research leaves must state their intention to return to the University for at least one year on conclusion of the leave and at that time must file a report on

accomplishments during the leave period.

Development leave

All regular faculty are eligible for leave to pursue personal, professional, instructional, or administrative development. Non-regular academic staff may also be considered for development leave.

Development leave may be taken for a period of time up to a full year.

Faculty applying for development leave should seek external fellowships or grant support whenever possible, but whether or not such funding is available, faculty on development leave may receive up to full salary. Additional travel and expense funds may be provided as deemed appropriate.

Faculty members granted development leaves must state their intention to return to the University for at least one year on conclusion of the leave and at that time must file a report on accomplishments during the leave period.

The concept of development need should not be restricted to teaching faculty. Administrators and other non-academic staff may also be eligible for development leave.

Leave of absence without pay

Any full-time permanent or any part-time permanent administrative service and support employee classified at least 75 percent FTE with an indicated appointment duration of at least six months and regularly scheduled to work a minimum average of 30 hours per week may be granted a leave of absence without pay when approved by the proper authority in order to preserve his/her employment rights and benefits.

All leaves of absence without pay of 30 calendar days or more must be approved by the Board of Curators or their delegated representative. Leaves of absence of less than 30 days

may be handled as excused absence.

A leave of absence may be granted for a period not to exceed one year but may not extend past the ending date of the employee's appointment.

Extensions of approved leaves of absence, not to exceed one year each or extend beyond the ending date of the employee's appointment, must be approved by the Board of Curators or its delegated representative.

A leave of absence without pay may be granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, maternity cases, or for any exceptional personal or institutional reason if requested by the employee and recommended by the dean, director or administrative head, and approved by appropriate authority.

General

Upon expiration of a leave of absence, the employee shall be eligible for reinstatement to his former position or to one of similar requirements and compensation.

Should a position not be available at the time of return to work, the leave of absence may be extended until such time as a position for which the employee is qualified becomes available.

Failure to return to work upon expiration of the leave of absence or when a position becomes available shall result in termination of the employee's services.

Leave of absence shall be granted only to staff members who have bonafide intention of returning to the University at the termination of the leave.

Military leave

It is the policy of the University to grant any full-time permanent employee who is or shall become a member of the Armed Forces of the State or of the United States, a leave of absence for military service, voluntary or involuntary, during which time the employee is engaged

under official orders in the performance of duty or training subject to limitations as stated in the following paragraph. Armed Forces shall include the Air Force, Army, Marine, Navy, Coast Guard, National Guard or any reserve component.

A military leave of absence without pay shall be granted for the initial term of military service for any full-time employee entering the Armed Forces for regular active duty, provided the employee has completed a six-month period of service with the University; but such leave shall not cover any voluntary extension of military service.

An employee granted a military leave of absence without pay for regular active duty shall be restored to his/her former position, or at the discretion of the University to another position for which he/she is qualified and with comparable compensation if:

- His/her discharge is under honorable conditions;
- He/she requests re-employment within 90 days after being released or discharged from active duty, or from hospitalization continuing after discharge for a period of not more than one year; and
- He/she is qualified to perform the duties of his position. (In the event an employee becomes physically or mentally unqualified to perform the duties of his/her former position, he/she shall be offered employment for which he/she is qualified).

A military leave of absence with pay shall be granted to any full-time, permanent employee attending an annual training session or serving under an emergency mobilization order. Compensation for any such leave shall not exceed a total of ten scheduled working days (40 hours in a work week) in any one calendar year.

For any absence during one mobilization period, the employee shall be eligible to receive his/her regular salary or compensation for one ten-day period only.

Any compensation for such military leave shall not be deducted from or affect in any way an employee's vacation time.

An employee granted a military leave of absence for annual training or emergency mobilization shall be restored to his/her former position or at the discretion of the University to another position for which he/she is qualified and with comparable compensation if:

- His/her discharge or release is under honorable conditions;
- He/she requests re-employment and returns to work as follows:
 - Annual training periods and emergency mobilization of less than three months—immediately upon release from duty;
 - Emergency mobilization for periods of three to six months—within 31 days following release from duty;
 - Emergency mobilization for periods of over six months—within 90 days following release from duty; and
- He/she is qualified to perform the duties of his/her position. (In the event an employee becomes physically or mentally unqualified to perform the duties of his/her former position, he/she shall be offered employment in a position for which he/she is qualified.)

Any full-time permanent employee ordered to report for a pre-induction physical examination, whether as a volunteer or a draftee, shall be excused with pay for time required to complete the physical examination, not to exceed one scheduled work day, during the first five days of his/her normal work week, provided proper evidence of notice of report is submitted to the employee's supervisor.

The department chairman or administrative head is authorized to grant a military leave of absence in accordance with the provisions of this policy without further approvals required.

All military leaves of absence, regardless of the period, must be reported on "Leave of Absence" forms (UM-UW Form 99) to the appropriate office as follows:

- Academic—Dean of Faculties
- Administrative, Service and Support (non-academic)—Campus Personnel Office

Collected Rules and Regulations

Section 310.010 — academic freedom and economic security of academic staff

The Board of Curators of the University of Missouri believes that academic freedom and the economic security of its academic staff are indispensable to the success of the University of Missouri in fulfilling its obligations to its students and to society. The Board, therefore, hereby adopts and approves the following principles, the detailed application of which is implemented by the rules and regulations of the Board, and also adopts the following rules and regulations. (Although these rules and regulations cover in some detail certain aspects of the nature of **regular** academic staff positions, appointments thereto, and the rights of holders thereof, these rules and regulations do not purpose to cover in the same detail the nature of **nonregular** academic staff positions, appointments thereto, or the rights of the holders thereof, and do not purport to cover in any way nonacademic staff.)

A. General Principles of Academic Freedom.

The Board hereby reaffirms the principles of academic freedom in teaching and research for teachers and academic investigators (herein referred to as faculty members). These principles are as follows:

1. Institutions of higher education are established and maintained for the common good, which depends upon the free search for truth and its free expression.
2. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the protection of

the rights of the faculty member in teaching and of the student in learning. It carries with it duties correlative with rights. The following sections are indicative of these rights and duties.

- a. Faculty members are entitled to freedom in research and in the publication of the results (qualified insofar as necessary in the case of sponsored research), subject to the adequate performance of their other academic duties.
- b. Faculty members are entitled to freedom in the classroom in discussing their subjects, but have the responsibility not to depart significantly from their respective areas of competence or to divert substantial time to material extraneous to the course.
- c. College or university faculty members are citizens, members of an educational institution, and members of learned professions. When they speak or write as citizens, they are to be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should anticipate that the public may judge their profession and their institution by their utterances and actions.

Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they do not speak for the institution.

B. The Principle of Tenure.

Tenure is the right to be free from dismissal without cause. Tenure is indispensable to the success of an institution of higher education in fulfilling its obligations to the common good.

Section 310.020 **— regulations governing** **application of tenure**

The following regulations, under which the Board intends to exercise the powers vested in it, govern the application of the principle of tenure at the University of Missouri, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Constitution and laws of the State of Missouri. At the same time, the Board recognizes that matters relating to faculty status are primarily a faculty responsibility. Recommendations in matters of appointment, reappointment, nonreappointment, promotion, tenure, and dismissal shall be by the appropriate faculty through established procedures, followed by action by administrative officers, with final determination by the appointing authority.

A. Classes of Academic Staff Appointments.

Academic staff appointments are those in which the principal responsibilities are teaching, research, extension, academic service, or any combination thereof. There shall be only two classes of academic staff appointments, designated as such: regular and nonregular.

1. Regular. A regular appointment requires full-time service by the holder thereof and must carry full-time pay from the University, except as provided in Section B.1.b. Special exception may be made for licensed physicians on the staff of the Harry S. Truman Veterans Administration Hospital who can be recommended for regular academic appointment in the University of Missouri-Columbia School of Medicine by the Dean of said School if endorsed by the Chancellor of the Columbia campus. In so doing the School of Medicine assumes full responsibility for the tenure status of the individual physician. There shall be only four titles of rank for regular appointments, designated as such: Professor, Associate Professor, Assis-

tant Professor, and Instructor. The holder of a regular appointment either is tenured or, unless notified of nonreappointment or terminal appointment, is considered to be working toward tenure.

2. Nonregular. All other academic staff appointments are nonregular. Nonregular appointments are either temporary (not to exceed seven years), part-time, or involve duties substantially different from those of faculty members holding regular appointments. The following sections illustrate the class of nonregular appointments.

- a. Temporary appointments involving duties similar to those of regular appointees, such as Visiting Professor. The maximum number of consecutive annual appointments in this category shall be seven, unless funds for the position came from a project grant or contract.
- b. Unless explicitly exempted under the above paragraph, all part-time or summer appointments. This category includes appointments such as Adjunct Professor or Clinical Professor and others of like nature, where the holder does not have full-time responsibilities or pay associated with that title. This category also includes certain academic appointments for persons having primary appointments of an administrative nature.
- c. Appointments to positions involving duties substantially different from those of regular appointees, such as academic field staff appointments in Extension; Lecturer, Assistant Instructor, Research Assistant, Research Associate, Graduate Research Assistant, Graduate Teaching Assistant, Extension Assistant, Extension Associate, Student Assistant, and others of like nature; coaches of intercollegiate athletics. Titles in this category shall not include Professor, Associate Professor, Assistant Pro-

fessor, and Instructor, but may be modifications thereof.

B. Types of Appointments.

1. Within the class of regular appointments, there shall be two types: regular term appointments and continuous appointments. Within the class of nonregular appointments, there shall be one type: nonregular term appointments.

a. Regular term appointments. Regular term appointments begin at a specified date and terminate at a specific date. Such appointments are usually for a period of one academic year, but may be for a longer or shorter period, except that no single term appointment shall be for a period longer than three years. Regular term appointments are subject to the maximum probationary period described in Sections 310.020 C and D. Faculty members on regular term appointments are to be considered as reappointed for the succeeding year unless appropriately notified under Section 310.020 F.

b. Continuous appointments. Continuous appointments are regular appointments that begin at a specified date but have no specified date of termination. Such appointments shall be deemed to exist in a given department or school on a specific campus. Unless a continuous appointment is subsequently acquired in another unit, no faculty member shall lose by an approved change in duties or administrative unit, a continuous appointment already acquired. No faculty member shall lose a continuous appointment already acquired if granted a leave of absence with subsequent resumption of duties. In circumstances in which the interest of the University may be better served thereby, a continuous appointment already acquired may be changed, upon request of the faculty member,

from full-time to part-time status.

c. Nonregular term appointments. Nonregular term appointments begin at a specified date and terminate at a specified date. Such appointments are usually for a period of one academic year but may be for a longer or shorter period, except that no single term appointments shall be for a period longer than three years. No number of nonregular term appointments shall create any presumption of a right to reappointment on term or continuous basis, subject to the limitations described in Section 310.020 A.2.

2. The administrative functions and titles of administrators shall be distinct and severable from their functions, titles, and status, if any, as appointees to the academic staff. The academic appointments of persons whose primary responsibilities are administrative may be regular or nonregular depending upon the particular circumstances, but the academic appointment must be made through established procedures for such appointments and its terms made explicit prior to the start of the appointment. An initial appointment may be made for both administrative functions and academic staff duties.

C. Tenure.

1. Faculty members on continuous appointments shall have tenure, subject to dismissal only for cause, retirement for age in accordance with Board retirement regulations, termination because of formal discontinuance of a program or department of instruction, or under extraordinary circumstances because of financial exigencies. Adequate cause for a dismissal shall be related, directly and substantially, to the faculty member's fitness or performance in the professional capacity of teacher or researcher. Cause for dismissal may include but is not limited to the following:

- Conviction of a felony or other crime involving moral turpitude during the period of employment by the University of Missouri which is related, directly and substantially, to the faculty member's academic fitness or performance in the professional capacity of teacher or researcher.
- Professional incompetence in the performance of academic responsibilities.
- Intentional and habitual neglect of duty in the performance of academic responsibilities, provided that a written warning and a reasonable opportunity to correct the behavior have been given.
- Severe research misconduct, academic irresponsibility, or other default of academic integrity in the performance of academic responsibilities.
- Willful misrepresentation of material matters in applying to the University of Missouri for employment which are related, directly and substantially, to the faculty member's fitness or performance in the professional capacity of teacher or researcher.
- Sexual harassment or racial, gender or other discriminatory practices. Whenever a pattern of behavior constitutes such practices, a written warning and reasonable opportunity to correct the behavior must be given.

Due consideration shall be given to seniority in terms of academic rank and length of service in the event that certain continuous appointments must be terminated because of financial exigencies. Where termination of an appointment with tenure, or of a nontenured appointment before the end of the specified term, is based upon bona fide financial exigency or discontinuance of a program or department of instruction, faculty members shall be able to have

the issues reviewed by the faculty, or by an appropriate faculty committee, with ultimate review of all controverted issues by the Board.

Before terminating an appointment for either of these reasons, the University will make every effort to place affected faculty members in other suitable positions. The faculty member whose appointment is terminated under the conditions of financial exigency or discontinuance of a program or department of instruction will be given **notice not less than that prescribed in Section 310.020 F.2**; and no position within the same administrative unit for which the released faculty member is qualified will be filled by a replacement within a period of three years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

2. **Appointees to the academic staff under term appointments, either regular or nonregular, are subject to termination prior to expiration of the stated term only for cause or under extraordinary circumstances because of financial exigencies or discontinuance of a program or department of instruction.**
3. Termination of an appointment with tenure, or of a probationary or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evi-

dence will be reviewed by the Faculty Committee on Tenure before a final decision is made. (See also University benefit programs—optional long-term disability income protection.)

4. The relieving of any person of administrative functions shall not impair any existing tenure status as an appointee to the academic staff.

D. The Probationary Period.

The purpose of a probationary period is to allow reasonable time for faculty members to establish their academic performance and for their departments to evaluate performance and potential performance in the long-range future in order to validate recommendations for continuous or terminal appointments. The following rules and guidelines are applicable to determinations of the probationary period and creditable previous service of persons with experience prior to the start of a regular appointment at this University.

1. Beginning with appointment to the rank of full-time Instructor or higher rank, the total probationary period of term appointment will not exceed six years (including within this six-year period full-time creditable service in all institutions of higher education), except that if after a term of probationary service of more than three years in one or more institutions, a faculty member is appointed to a campus of the University of Missouri, it may be agreed in writing that there shall be a probationary period at that campus not to exceed three years. In no case will the conditions established in this section cause the probationary period at a campus of this University to be longer than prescribed in Section 310.020 E. In all cases the probationary period will be indicated on the appointment form. The probationary period will be followed either by continuous appointment or a one-year terminal appointment.
2. In general, credit will be allowed by

previous experience on a full-time academic staff appointment at the rank of Instructor or higher at this University or any other institution of higher education. Because some academic appointments at this and other institutions of higher education carry responsibilities substantially different from the prospective appointment at this University, there may be circumstances in which previous service should not be credited as part of the maximum probationary period. If this is determined to be the case, it must be agreed to prior to this appointment and reflected in the probationary period indicated on the appointment form.

3. If the appointee has had a substantial period of previous service, the decision whether or not to recommend continuous appointment should be made as soon as reasonably feasible. The initial appointment may be a continuous appointment. A regular term appointment of a person who currently holds such an appointment in the same field at this University, or has held one during the preceding year, shall be deemed to be a reappointment, a change in appointment, or a connected appointment, and not a new or initial appointment.
4. In computing service to be credited within the probationary period, the following rules shall apply.
 - a. Years of service shall be computed in terms of academic years. Not more than one academic year of credit shall be allowed for service during any consecutive twelve-month period. Service for less than one academic year shall be excluded unless the faculty member and the appointing authority agree in writing to the inclusion at the time of the initial appointment.
 - b. Service on any nonregular appointment involving duties substantially different from duties on a regular appointment shall be excluded.

- c. Service while on leave of absence without pay shall be excluded unless the faculty member and the appointing authority agree in writing to the inclusion at the time the leave is granted. Leaves of absence for scholarly purposes of one year or less generally should be included.
- d. In allowing credit for service at this University or at another institution, fractions of an academic year shall be excluded where crediting such fraction would require decisions at times other than the normal period during the academic year when decisions are made as to recommendations or notices, even if such exclusion will have the effect of extending the probationary period beyond the normal maximum.

E. Regular Term Appointment and Reappointment.

The following provisions apply to initial regular term appointments and reappointments. The provisions apply to persons without previous service and are modified by Section 310.020D for persons with creditable previous service.

- 1. Instructor. Initial regular appointment at the rank of Instructor shall be a term appointment. The maximum period on term appointment shall not exceed seven years. During the appointee's initial term, and during each succeeding term through the sixth year of service, the appropriate dean or other administrative officer shall, after receiving recommendations from the appropriate faculty bodies, make one of the following recommendations, except that recommendations 1.a and 1.b shall not be made during the appointee's sixth year of service.
 - a. To reappoint as Instructor on a regular term appointment.
 - b. To promote to Assistant Professor on a regular term appointment. If such recommendation is effected, by proper appointment, Section 310.020

E.2 controls thereafter, except that all of the service as an Instructor shall be credited toward said seven-year period.

- c. To promote to Assistant Professor on continuous appointment.
 - d. In exceptional cases, to reappoint as Instructor on continuous appointment.
 - e. To reappoint as Instructor on a terminal one-year term appointment, expressly stated to be such.
 - f. Not to reappoint, provided there has been due notice as stipulated in Section 310.020 F.
- 2. Assistant Professor. Initial regular appointment at the rank of Assistant Professor shall be a term appointment. The maximum period on term appointment shall not exceed seven years. During the appointee's initial term, and during each succeeding term through the sixth year of service, the appropriate dean or other administrative officer shall, after receiving recommendations from the appropriate faculty bodies, make one of the following recommendations, except that the recommendations 2.a and 2.b shall not be made during the appointee's sixth year of service.
 - a. To reappoint as Assistant Professor on a regular term appointment.
 - b. In exceptional cases, to promote to Associate Professor on term appointment. If such recommendation is effected, by proper appointment, Section 310.020 E.3 controls thereafter, except that the maximum period on term appointments shall not exceed seven years, and all of the service as an Instructor or as an Assistant Professor or both shall be credited toward the seven-year maximum period.
 - c. To promote to Associate Professor on continuous appointment.
 - d. To reappoint as Assistant Professor on continuous appointment.

- e. To reappoint as Assistant Professor on a terminal one-year term appointment, expressly stated to be such.
 - f. Not to reappoint, provided there has been due notice as stipulated in Section 310.020 F.2.
3. Associate Professor. Initial regular appointment at the rank of Associate Professor normally shall be a term appointment but in exceptional cases may be a continuous appointment. The maximum period on term appointments shall not exceed five years. During the appointee's initial term, and during each succeeding term through the fourth year of service, the appropriate dean or other administrative officer shall, after receiving recommendations from the appropriate faculty bodies, make one of the following recommendations, except that recommendation Section 310.020 E.2.a shall not be made during the appointee's fourth year of service:
- a. To reappoint as Associate Professor on a regular term appointment.
 - b. To reappoint as Associate Professor on continuous appointment.
 - c. To promote to Professor on continuous appointment.
 - d. To reappoint as Associate Professor on a terminal one-year appointment, expressly stated to be such.
 - e. Not to reappoint, provided there has been due notice as stipulated in Section 310.020 F.
4. Professor. Initial regular appointment at the rank of Professor normally shall be a term appointment but may be a continuous appointment. The maximum period on term appointments shall not exceed four years. During the appointee's initial term and during each succeeding term through the third year of service, the appropriate dean or other administrative officer shall, after receiving recommendations from the appropriate faculty bodies, make one of the following recommendations, except that recommendation Section 310.020 E.4.a shall not be made during the appointee's third year of service.
- a. To reappoint as Professor on a regular term appointment.
 - b. To reappoint as Professor on continuous appointment.
 - c. To reappoint as Professor on a terminal one-year term appointment, expressly stated to be such.
 - d. Not to reappoint, provided there has been due notice as stipulated in Section 310.020 F.
5. Erroneous Term Appointments. Since the granting of tenure should be a deliberate act after considered evaluation of the appointee's past performance and potential performance in the long-range future, a good faith term appointment beyond the maximum permissible period on term appointments prescribed by Sections 310.020 D.1, 310.020 E.1, 2, 3 or 4 shall not confer tenure by default nor be considered a terminal appointment. Immediately upon the discovery of such an error the appointee or administrative officer shall notify the appointing authority and request that a determination be made as to the proper appointment.
- F. Nonrenewal of a Regular Term Appointment.**
- 1. When an appointee on regular term appointment is not recommended for reappointment, notice to that effect shall be given in writing to such appointee by an appropriate administrative officer in accordance with Section 310.070 by the deadline dates specified in Section 310.020 F.2. A timely terminal appointment expressly stated to be such shall be sufficient notice that the appointee will not be recommended for reappointment at the end of the terminal period.
 - 2. Notice shall be given as follows in the case of fiscal or academic year appointments. For appointments having other starting dates, comparable notice shall

be given.

- a. Not later than March 1 of the first year of service at this University, if the appointment expires at the end of the first year. Not later than December 20 of the second year of service at this University, if the appointment expires at the end of such year.
 - b. Thirty days prior to the first day of the terminal year of appointment where the terminal year is the third, or subsequent, year of service at this University.
3. At the time of initial appointment, a faculty member should be informed of expectations about performance and of procedures generally involved in decisions affecting renewal and tenure. There should be provision for annual review of the faculty member's performance to be made by the immediate supervisor and communicated in writing, during the probationary period, to the faculty member according to generally accepted criteria with reference to the expectations discussed in the initial conference. During the probationary period, information should be given as to the time when decisions affecting renewal and tenure are ordinarily made, and there should be an opportunity to submit material which will be helpful to an adequate consideration of the faculty member's circumstances. In the event of a recommendation at any level for nonrenewal of a regular appointment or for a terminal appointment, the faculty member shall be informed and, upon request, shall be furnished with an explanation of that decision. The faculty member shall have an opportunity to request a reconsideration of the decision and to appeal the decision to the Chancellor. If the result of that appeal is not satisfactory to the faculty member, the faculty member may file a grievance under the Faculty Grievance Procedures (Section 370.010) in the event it is al-

leged:

- a. That the decision resulted from inadequate consideration; or,
- b. That the decision was based significantly on considerations violative of academic freedom; or,
- c. That the decision was based significantly on considerations violative of governing policies on equal employment opportunity.

Notwithstanding any explanation given the burden shall rest upon the faculty member to prove the allegations contained in the grievance. In the event that the grievance panel finds probable cause of a violation of academic freedom, the matter shall proceed under the provisions of Section 310.060 except that the burden of proof remains with the appellant.

G. Reappointment from Regular to Non-regular.

An appointee to the academic staff on regular term appointment shall not subsequently be given a full-time nonregular term appointment to perform substantially the same type of duties in excess of a total period of service of seven years.

Section 310.030 — notice of appointment or resignation

A. Appointment Form.

Appointees to the academic staff shall be notified of the official appointment. The appointment form shall include the following information:

1. Whether the appointment is regular or nonregular.
2. Whether the appointment is nine-month or twelve-month.
3. Whether the appointment is a term or continuous appointment. In case of a regular term appointment, the probationary period at the University of Missouri and the deadline for a tenure decision shall be stated.

4. Whether the appointment is for a terminal period.
5. The appointment form also shall specifically refer to and incorporate by reference these regulations, a copy of which should be enclosed with the notice of initial appointment.

B. Notice of Termination of Appointment by the Faculty Member.

A faculty member may resign at the end of an academic year by giving notice in writing at the earliest possible opportunity, but not later than March 15. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where otherwise substantial professional advancement or other opportunity would be denied.

**Section 310.040
— no impairment of rights of tenure**

- A. For nontenured faculty, either regular or nonregular, employed prior to the adoption of these regulations, nothing contained in these regulations shall alter the present status of their eligibility for reappointments, nor affect any existing agreement regarding their maximum probationary period.
- B. Present members of the academic staff on continuous appointment have acquired tenure.
- C. In the event that on any campus of the University formal proceedings have begun by the written notification to a tenured appointee of a recommendation of dismissal for cause or to a term appointee of a recommendation of dismissal for cause during the term, such proceedings shall continue before the appropriate Committee on Tenure in existence at the time these amended regulations are adopted, but such Committee shall, insofar as practicable, follow the procedures provided for in these amended regulations in any additional proceedings.

**Section 310.050
— faculty committees on tenure**

A. University Faculty Committee on Tenure.

There shall be a University Faculty Committee on Tenure. This Committee shall be composed of two members from the regular academic staff of each campus of the University. Each campus faculty, or other body delegated this authority by the Board of Curators, shall, at a meeting during the second semester of each academic year, elect one person to membership on the Committee to serve for the following two academic years, and also elect an alternate member who shall serve whenever the regular Committee member is unable to serve.

1. Only Professors on continuous appointment are eligible for membership on the Committee. Persons who devote a substantial portion of their time to administrative duties shall not be eligible for membership on the Committee.
2. The President annually shall appoint from among the elected Committee members a chairman pro tempore, who, if a meeting is necessary, shall call the first Committee meeting, at which time the Committee shall elect from among its members a chairman and a secretary to serve at the pleasure of the Committee. At least one member or alternate from each campus must be present to constitute a quorum.

B. Campus Faculty Committees on Tenure.

There shall be a Campus Faculty Committee on Tenure on each campus of the University. This Committee shall be composed of members from the regular academic staff.

1. Each campus faculty or other body delegated this authority by the Board of Curators, shall by rule establish the number of members of the Committee, the apportionment among divisions

within the campus, and the method of selection of the members and alternates except as otherwise provided herein. The rules shall identify the Committee as the Campus Faculty Committee on Tenure specified in Section 310.050 B in Academic Tenure Regulations. The Chancellor shall notify the President annually on or about the beginning of the fall term that the Committee has been established and is in place.

2. Members shall be elected from the eligible Professors on continuous appointment. If there are no eligible Professors within the electoral unit, then the members shall be elected from the eligible Associate Professors.
3. Persons who devote 50 percent or more of their time to administrative duties shall not be eligible for membership on the Committee.
4. The Chancellor of the campus shall appoint from among the members a chairman pro tempore, who, if a meeting is necessary, shall call the first committee meeting, at which time the Committee shall elect from among its members a chairman and a secretary to serve at the pleasure of the Committee. At least two-thirds of the members, or their alternates, must be present to constitute a quorum.
5. Jurisdiction and hearings to determine facts. The appropriate Faculty Committee on Tenure shall have jurisdiction to hear any case involving the dismissal of a faculty member for cause, as specified in Section 310.060. Such Committee may also be designated by a rule or regulation of the Board of Curators to hear and make recommendations in other cases with such modifications of procedures as may be provided by the rule or regulations in each instance.

Section 310.060 — procedures in case of dismissal for cause

In cases of dismissal of faculty for cause, the burden of demonstrating the existence of an adequate case for dismissal shall rest with the University. A faculty member who has been notified in writing of the proposed action for dismissal may request a preliminary informal conference before an appropriate faculty committee as specified in the Bylaws of the campus faculty. If so requested, the Committee or other body shall promptly inquire into the matter and shall schedule a conference, which the parties shall be entitled to attend, the purpose of which shall be to determine whether an amicable adjustment of the matter can be effected. If no such adjustment can be made, and the notice of proposed action is not withdrawn, the matter shall proceed in accordance with Section 310.060 B.

A. Faculty Committees on Tenure.

1. Each Campus Faculty Committee on Tenure shall hold hearings within the jurisdiction of this regulation involving personnel in the several academic divisions of the campus it represents.
2. In any case where the Campus Committee determines prior to a hearing that the best interests of all concerned would be served better by a hearing by the University Faculty Committee on Tenure, the Campus Committee may transfer the case to the University Committee, in which case the University Committee shall serve in the place and stead of the Campus Committee.
3. In addition to serving in the place and stead of the Campus Committee where a case is transferred, the University Committee shall have original jurisdiction to hold hearings involving personnel holding systemwide, rather than campus, academic staff appointments.

B. Formal Proceedings.

1. Definitions. In the procedures estab-

lished under Section 310.060 the following definitions shall apply.

- a. Respondent shall refer to the faculty member against whom charges are filed.
 - b. Relator shall refer either to the Chancellor or to such person or persons as may be designated from time to time by the Chancellor to represent the Chancellor in the formal proceedings against a respondent. This may be the dean or other appropriate administrative officer recommending action against a Respondent or other person specifically designated.
2. Statement of charges - request for a committee hearing.
- a. When dismissal for cause is considered by or recommended to the Chancellor, the Respondent shall be notified in writing by the Relator of the proposed action for dismissal and the reasons therefore, stated with reasonable particularity and called the Charge, and of the right to a hearing by the appropriate Faculty Committee on Tenure together with a membership roster of the Committee. If the Respondent desires a hearing then the Respondent shall give written notice of this request to the Chancellor within thirty consecutive calendar days from the receipt of the formal notice.

The Respondent shall also send copies of this request for hearing to the Relator and to the Chairman of the Committee. The Relator shall thereupon file a copy of the charge with the Chairman of the Committee. Failure by the Respondent to make a timely written request for a hearing shall constitute a waiver of the Respondent's right to a hearing before the Committee.

- b. The Respondent shall file a written Answer to the Charge with the Chairman of the Committee at least

three calendar days prior to the date set for hearing before the Committee. Such answer shall specifically admit or deny the allegations of the reasons contained in the Charge. A failure to answer or to deny an allegation of fact in the Charge may be considered by the Committee as an admission of such fact.

3. Suspension from duties. Pending a final decision by the Committee, the Respondent will be suspended (or assigned to other duties in lieu of suspension) if immediate harm to someone is threatened by continuance. The Chancellor shall consult with an appropriate standing committee of the faculty before suspending the respondent or as soon as possible thereafter. Salary will continue during any period of suspension, and an assignment to other duties shall not diminish salary.
4. Hearing by committee.
 - a. If the Respondent makes a timely written request for a hearing by the Committee, the Chairman shall notify in writing the Respondent and the Relator of the date, time and place of hearing before the Committee, which shall be within a reasonable time but not less than ten nor more than thirty consecutive calendar days after the date of the receipt of the request for hearing. Not less than twenty days shall be allowed between the delivery of the Charge to the Respondent and the beginning of the hearing.
 - b. Any request for continuance shall be made by the Respondent or Relator in writing to the Chairman, who shall have discretionary authority to continue the hearing within the time limits fixed under Section 310.060 B.4.a upon determining that the request is timely and made for good cause. Any continuance beyond the time limit fixed must be by action of the Com-

mittee and approved by the appointing authority.

- c. In accordance with standing University policy in personnel matters, such hearings shall not be open to the public.
 - d. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by the Relator, the Respondent, the Committee, or administrative officers will be avoided until the proceedings have been completed, including final appeal.
5. Conduct of hearing. The Chairman shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the Respondent and the Relator, read the notice of hearing, read the Charge and Answer, verify the notice of the Charge to the Respondent, report any continuances requested or granted, establish the presence of any advisor or counselor of either party, call to the attention of the Respondent and Respondent's advisor any special or extraordinary procedures to be employed during the hearing, and permit the Respondent to suggest or object to procedures. Formal rules of evidence shall not be required.
- a. Opening statements.
 - 1) The Relator shall make opening remarks outlining the general nature of the case. Such remarks shall not be considered as evidence. The Relator may give evidence, but only if called to testify as a witness.
 - 2) The Respondent may also make an opening statement to the Committee about the Charge, either at this time or at the time or at the conclusion of the Relator's presentation, at the Respondent's election.

Such remarks shall not be con-

sidered as evidence. The Respondent may give evidence, but only if called to testify as a witness.

- b. Relator's evidence.
 - 1) Relator's witnesses are to be called and identified and evidence or written statements or reports introduced as appropriate.
 - 2) The Committee may question witnesses or examine evidence at the conclusion of Relator's presentation. Respondent may question the Relator or witnesses.
 - c. Respondent's evidence.
 - 1) Respondent's witnesses are to be called and identified and evidence or written statements or reports introduced as appropriate.
 - 2) The Committee may question witnesses or examine evidence at the conclusion of Respondent's presentation. Relator may question the respondent or witnesses.
 - d. Rebuttal evidence.

The Committee shall permit the Relator or the Respondent to offer any matter in rebuttal of the other's presentation.
6. Rights of committee. The Faculty Committee on Tenure shall have the right:
- a. To determine the relevancy and admissibility of any evidence offered at the hearing.
 - b. To permit a stipulation of agreed facts by the Relator and the Respondent.
 - c. To permit the incorporation in the record by a reference of any document, affidavit or other exhibit produced and desired to be incorporated in the record by the Relator or the Respondent.
 - d. To question witnesses or evidence introduced by either the Relator or the Respondent at any time.
 - e. To call additional witnesses.
 - f. To dismiss any action or permit informal disposition at any stage of the proceeding if agreed to by Relator,

Respondent, and appointing authority.

- g. To permit at any time amendment of the Charge or answer so as to include matters which may come to the attention of the Committee before final determination of the case, provided, however, that in such event the Committee shall grant to the Respondent or the Relator such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters.
 - h. To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chairman of the Committee.
 - i. To have present a legal advisor to the Committee, who shall be designated by the General Counsel of the Board of Curators.
7. Parties' rights upon hearing.
- a. A Relator appearing before a Faculty Committee on Tenure for a hearing pursuant to formal notice of a charge shall have the right:
 - 1) To be present at the hearing, which right may be waived by failure to appear.
 - 2) To have present any legal or other advisor or counselor and to consult with such advisor or counselor during the hearing.
 - 3) To present evidence by witnesses and by properly identified written statements or reports in support of the Charge.
 - 4) To hear or examine evidence presented by the Respondent.
 - 5) To question witnesses present and testifying for Respondent.
 - 6) To make any statement to the Committee in support of the Charge.
 - 7) To be informed in writing of the findings of the Committee and its recommendation on the Charge.
 - b. A Respondent appearing before a Faculty Committee on Tenure for a hearing pursuant to formal notice of a Charge shall have the right:
 - 1) To be present at the hearing, which right may be waived by failure to appear.
 - 2) To have present any legal or other advisor or counselor and to consult with such advisor or counselor during the hearing.
 - 3) To present evidence by witnesses and by properly identified written statements or reports for any defense the Respondent desires.
 - 4) To hear or examine evidence presented to the Committee.
 - 5) To question witnesses present and testifying at the hearing.
 - 6) To make any statement to the Committee in mitigation or explanation of the conduct in question.
 - 7) To be informed in writing of the findings of the Committee and its recommendation on the Charge.
8. Other procedural questions.
- a. Procedural questions which arise during the hearing and which are not covered by these general rules shall be determined by the Chairman, whose ruling shall be final unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
 - b. General rules of decorum

The following general rules of decorum shall be adhered to:

 - 1) All requests to address the Committee shall be made to the Chairman.
 - 2) The Chairman shall rule on all requests and points of order and may consult with the Committee's legal advisor prior to any ruling. The Chairman's ruling shall be final and all participants shall abide

thereby unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

3) An advisor or counselor shall be permitted to address the Committee and to question witnesses. An advisor or counselor may request clarification of a procedural matter or may object on the basis of procedure at any time by addressing the Chairman after recognition.

9. Determination by committee. The Committee shall then make its findings and determinations by majority vote in executive session out of the presence of the Relator and Respondent. Separate findings of fact are to be made as to each count of the Charge, and a recommendation made based upon the findings on all charges. Before recommending dismissal of the Respondent, the Committee shall be convinced by the evidence in the record considered as a whole that one or more counts have been sustained and that such count or counts warrant dismissal.

a. Official report of findings and determination.

Promptly after the hearing and, in any event, within ten consecutive days after receipt of the record, the Committee shall make its findings of fact and recommendations in writing and transmit them to the Chancellor, to the Relator, and to the Respondent forthwith. If the Committee concludes that adequate cause for dismissal has not been established, and therefore tenure is not involved, but that some discipline or penalty less than dismissal may be appropriate, it may recommend that the Record of the Case be referred to the appropriate campus-level Committee for its recommendation to the appointing authority.

C. Record of Case.

A taped or stenographic record of the hearing shall be taken and shall be maintained for five years. The notice, exhibits, hearing record, and the findings and determination of the Committee shall become the "Record of the Case," shall be filed in the Office of the President of the University, and shall be available only for official purposes, and for the purpose of appeal be accessible at reasonable times and places both to the Relator and the Respondent. In the event of an appeal, no new evidence shall be taken in the case, but the appellate authority may remand the matter for further evidence to the Committee. Either party may have any such record of the hearing reduced to writing for the purposes of appeal.

D. Determination by Chancellor and Right of Appeal.

1. The Chancellor shall make a determination in the matter after giving due consideration to the findings and recommendations of the Committee and may remand the matter to the Committee for further proceedings. Upon reaching this determination, the appointing authority shall notify the Respondent and Relator in writing of the determination and disposition. **The Respondent or Relator shall be entitled to appeal to the President of the University as provided in Section 310.060 D.3.**

2. When permitted by these Regulations, **the Respondent or Relator may appeal a decision of the Chancellor by filing written notice of appeal within seven consecutive calendar days after notice of the decision of the Chancellor with the President.** A copy of the Notice of Appeal will simultaneously be given by the Respondent to the Relator or by the Relator to the Respondent. The appealing party may file a written argument confined to the issues and evidence previously submitted and contained in the Record of the Case for consideration by the President. Such memorandum must

be filed with the Notice of Appeal, and the President may request a reply to such memorandum by the Respondent or Relator. The President shall have the discretionary right to grant extensions of time.

3. The President shall review the full Record of the Case and the appeal documents and may affirm, reverse, remand the case for further proceedings or, upon concluding that adequate cause for termination has not been established, and therefore tenure is not involved, but that some discipline or penalty less than dismissal may be appropriate, may refer the Record of the Case to the appropriate campus final Committee on Faculty Responsibility for its recommendation to the Chancellor, and the President shall notify the Respondent and the Relator in writing of this decision on the appeal.
 - a. The Relator or the Respondent may thereafter appeal to the Board of Curators of the University of Missouri by filing a written Notice of Appeal with the President of the University and the Secretary of the Board of Curators and giving notice either to the Respondent or the Relator, as appropriate. Such Notice of Appeal must be filed within seven consecutive calendar days of the notification of action by the President. Upon the filing of a Notice of Appeal to the Board, the President shall cause the record of the case, including any written memoranda received during its consideration, to be filed promptly with the Secretary of the Board of Curators.
 - b. The appealing party shall have the privilege of filing written argument confined to the issues and evidence previously submitted and considered in the Record of the Case for consideration by the Board of Curators with the Notice of Appeal, and the other party may file a written reply within

seven consecutive calendar days.

The President of the University may grant extensions of time for filing written argument. The parties have the right of appearance before a committee of the Board.

4. The Board of Curators shall either sustain the decision of the Hearing Committee or return the proceedings to the Committee with specific objections. The Committee shall then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board of Curators shall take such final action on the appeal as it deems appropriate after study of the Committee's reconsideration. The Secretary of the Board shall notify the Respondent and the Relator in writing of the decision of the Board.

5. **Notice of termination.** If the appointment is terminated, a tenured faculty member shall normally receive salary to the end of the contract year in which final determination was made by the Chancellor under these procedures, as set forth in Section 310.060 D.1, except that no salary shall be paid beyond the date of termination if the cause of termination was conviction of a felony. The Faculty Committee on Tenure may make recommendations if a shorter or longer period is deemed appropriate because of such considerations as the nature and gravity of the conduct which justified dismissal and the length and quality of service of the faculty member. Notice may also be extended by the President if, through no fault of the faculty member, inordinate delays occur in the appeal process.

Section 310.070

— notice

- A. Any notice required under these Tenure Regulations may be given:
 1. By delivering such notice in person.

2. By certified mail addressed to the last address currently on record with the administrative unit within which the appointee is employed. Failure of any appointee to have a current correct address on record with the administrative unit within which the appointee is employed shall not be construed to invalidate such notice. If served by certified mail, and the party is thereafter required to act or initiate some proceeding within a prescribed period after service, three days shall be added to the prescribed period.

Collected Rules and Regulations

*Superseded
July 11, 1995*

Section 370.010

1. The Board of Curators, the Faculty and the Administration of the University of Missouri recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions. Accordingly, the members of the faculty as defined in the Rules and Regulations, 310.020, are encouraged to use this Grievance Procedure. However, it is not to be used in connection with a matter relating to any administrative title or function which the faculty member may also have had.
2. A grievance is defined as an allegation that:
 - a. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure which applies personally to the faculty member, relating to the privileges, responsibilities, or terms and conditions of employment as a member of the faculty.
 - b. The faculty member has been discriminated against on the basis of sex, race, religion, national origin, age, or disability, or
 - c. There has been an infringement on the academic freedom of the faculty member.
3. Complaints involving termination of regular faculty, on whatever grounds, are governed by the Academic Tenure Regulations rather than this Grievance Procedure.
4. It is understood that this Grievance Procedure in no way diminishes the responsibility of faculty, department chairpersons, deans, directors, chancellors, and other administrators for the exercise of academic judgment.
5. Requests for new or revised policies, regulations, or procedures may be presented through the designated administrative channels, but not as a grievance under these procedures.
6. If more than one faculty member is aggrieved by the same action, they may, by mutual agreement between themselves and the Chancellor, pursue their grievances jointly under these procedures. If the number of grievants in such case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all.
7. The faculty member may process a grievance through the several steps of the procedure during normal working hours. He or she may have an advisor chosen from the campus community at any stage.
8. The number of days indicated at each step of the procedure shall be considered as the maximum period, unless the time has been extended by mutual agreement and confirmed in writing, and shall be construed to be calendar days. Every reasonable effort should be made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.
9. A faculty member who has a grievance shall initiate action in accordance with Section 370.010 F.5 (see #11 below) hereof within one-hundred and eighty (180) days after the

faculty member knew, or reasonably should have known, of the occurrence of the event or omission out of which the grievance has arisen. Where the grievance arises out of a series of events or omissions, the period shall be measured from the last event or omission in the series. A faculty member who does not initiate a grievance in accordance with the 180 day limit specified herein shall be deemed for purposes of these procedures to have accepted the last decision rendered by an appropriate administrative officer, unless the respondent should agree in writing to an extension of the period. If an officer denies a grievance on the basis of timeliness and if that decision is challenged by the aggrieved faculty member, the Chancellor shall refer the issue of timeliness to a Hearing Committee for a determination. The Committee shall be convened in accord with Sections 370.010 G.3. b. (1), (2), (3) (a) and (3) (b) (see #13, Step 3.2, a, b, c.i, ii below). The Committee shall first make a decision about timeliness. If it rules in favor of the aggrieved faculty member, it shall then proceed to hear the grievance in accord with Section 370.010G (see #13 below). If it rules that the grievance is not timely, the Committee shall notify the grievant and the Chancellor immediately of that fact. The Chancellor, after having received the report of the Hearing Committee, shall make a determination and shall advise the grievant in writing of that determination within fifteen days of receipt of the report of the Hearing Committee. Any appeal to the President shall follow the procedures of Section 370.010 G.4 (see #13, Step 4 below).

10. The grievance shall be initiated by delivery of a letter or written memorandum, signed by the faculty member, to the Chancellor, informing the Chancellor of the nature of the events alleged to constitute the grievance. The Chancellor shall, within ten days, acknowledge in writing to the grievant the fact and date of delivery and shall determine the appropriate administrative officer

to act as respondent, notifying both grievant and respondent of that determination.

11. The filing or appeal of a grievance shall not prevent any appropriate administrative officer from taking action complained of, unless the Chancellor, by the exercise of existing authority, directs that it not be taken pending consideration of the grievance.

12. Costs of the hearing will be borne by the University.

13. Review Process.

.01 Step 1

1. The grievant shall be given an opportunity within fifteen days of date of delivery of the letter requesting initiation of action hereunder, to meet with the respondent for the purpose of attempting to resolve the grievance informally.

2. If a mutually satisfactory resolution of the grievance is made at this stage, the respondent shall send a letter to the grievant indicating the terms of the resolution within seven days.

.02 Step 2

1. If the grievance is not resolved, the faculty member may, within fifteen days of the last conference with the respondent, appeal to the Chancellor, who may successively designate up to three appropriate individuals to attempt an informal resolution of the grievance.

2. If a recommendation for resolution is reached at any stage, the terms of the resolution shall be put in writing by the individual hearing the complaint of the faculty member and a copy sent to the grievant, the respondent, and the Chancellor.

.03 Step 3

If a mutually satisfactory resolution is not reached by the process described in Step 2, each attempt to be limited in time to twenty-one days, a Hearing Committee shall be chosen from a Hearing Panel, as described below.

1. Grievance Hearing Panel

a. By October 1 of each year, a Griev-

ance Hearing Panel shall be selected for each campus. The panel shall consist of thirty University faculty members, fifteen selected by the appropriate campus faculty governance body and fifteen by the Chancellor.

- b. The Hearing Panel shall have a rotating membership. Each year, both the faculty governance body and the Chancellor shall choose five members. Each member of the Hearing Panel shall serve a three-year term. A member's term shall expire on August 31 of the third year unless he/she is serving at that time on a Hearing Committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted its written report of the findings and recommendations to the Chancellor. In order to establish the rotation, the length of the initial term shall be established by lot.
2. Hearing Committee
 - a. From the panel established according to Section 1 of step 3, an ad hoc Grievance Hearing Committee shall be drawn according to the following procedures:
 - i. The aggrieved faculty member shall select three members from the Grievance Hearing Panel.
 - ii. The respondent shall select three additional members from the Grievance Hearing Panel.
 - iii. The grievant shall strike one of the three members chosen by the respondent; the respondent shall strike one of the three members chosen by the grievant.
 - iv. The four panel members shall then select one additional member from the original panel who shall be primarily a faculty member without full-time administrative appointment to serve as chairperson of the Hearing Committee.
 - v. No person may be selected to serve on the Hearing Committee who has participated directly in the decision complained of or who has supervisory responsibility over the respondent.
 - b. Upon formation of the Hearing Committee, the Chancellor shall advise the aggrieved faculty member who, within fifteen days, shall send a written statement with his charges to the chairperson of the Hearing Committee, who shall then send a copy to the respondent.
 - c. No later than fifteen days after the date of filing of the written charge by the aggrieved faculty member with the Hearing Committee, the Committee Hearing shall be initiated according to the following procedures:
 - i. The Chancellor or designee shall convene the Hearing Committee for an initial meeting.
 - ii. The Hearing Committee shall receive from the Chancellor copies of all reports and recommendations in the case and the text of the original charge as filed by the grievant.
 - iii. The Hearing Committee shall hear the grievance and shall offer both the grievant and the respondent an opportunity to state their positions and to present witnesses and/or evidence relevant to the case. The burden of proof shall be on the grievant. The hearing shall be held without legal counsel, and a record shall be made for submission to the Chancellor. All records made and all data gathered by the Hearing Committee shall be confidential and shall be maintained by the Committee for the duration of the hearing. At the conclusion of the Grievance Procedure, the Chancellor shall seal and store all records and all references thereto,

with the exception of the final ruling. The records shall remain closed to public scrutiny unless subpoenaed.

- iv. The grievant (and his/her adviser) and the respondent (and his/her adviser) shall both be present during the hearing if neither files an objection. If either objects to the presence of the other, neither shall be present except when testifying as a witness. Other persons shall not be present except when invited by the Hearing Committee.
- v. Upon completion of its hearing, the committee shall immediately notify the grievant, the respondent, and the Chancellor of that fact. Such notification shall include a designation of all witnesses, documents, and other evidential material considered by the Hearing Committee and shall inform the parties that they will be given an opportunity within five days, upon good cause shown, to present additional evidence.
- vi. Within ten days after completion of the hearing, the Hearing Committee shall meet to deliberate and prepare a written report of its findings and recommendations, including suggested action, which is to be sent by certified letter to the Chancellor. The written report shall be limited to the grievance as specified in Section 370.010 F.5. The findings and recommendations shall also be sent to the grievant.
- vii. The Chancellor, after having received the report of the Hearing Committee, shall make a determination of the matter and shall advise the grievant in writing of that determination within fifteen days of receipt of the report of the Hear-

ing Committee. The grievant may request a meeting with the Chancellor for an oral discussion.

.04 Step 4 - Presidential Adjudication

- 1. If the determination by the Chancellor under Step 3 is not satisfactory to the aggrieved faculty member, the faculty member may file an appeal with the President. A letter requesting a review must be sent to the President within thirty days of the date indicated on the Chancellor's response. Copies of the original complaint or grievance and all relevant materials shall be forwarded to the President by the Chancellor. The President then shall evaluate the records in order to arrive at a judgment.
- 2. Within thirty days after the filing of the appeal, the President shall send a certified letter indicating the disposition of the grievance to the grievant and the appropriate administrative officers. The decision of the President shall be final.
- 14. In the event a grievance by a faculty member is charged against an UMca administrator, the same procedure shall be followed with the following modifications:
 - .01 The Hearing Committee shall be selected from the grievant hearing panel of the campus upon which the faculty member is located or to which he/she is most closely attached.
 - .02 Reference to the Chancellor in the procedures shall be deemed to refer to the appropriate vice-president or director of the UMca unit.

Approved May 25, 1979; amended March 20, 1981

Collected Rules and Regulations

Section 320.140

1. The term “financial exigency” appears in the University of Missouri Tenure Regulations among the reasons for which the appointment of a tenure faculty member may be terminated or the appointment of a nontenured faculty member may be terminated before the expiration of term appointment. In the paragraphs below, financial exigency is defined, and procedures for dealing with financial exigency are established for the protection of both the institution and the faculty involved. The University’s plan for equal opportunity and affirmative action must be considered in such a difficult financial situation; financial exigency must not become a cloak for abandoning the University’s commitment in these areas.

2. Definition of Financial Exigency.

Financial Exigency is a financial crisis that jeopardizes the quality of the institution as a whole and hence one that requires the termination of the appointments of members of the faculty in order to prevent serious erosion of program quality in the University as a whole. To constitute such a crisis, the financial problems must be so great that, after all other possibilities have been considered and those remedial actions that are feasible have been taken, there is no reasonable alternative and no balanced way to maintain a quality university-level institution except to terminate the appointments of tenured faculty members (or non-tenured faculty after normal notice deadlines for reappointment) on one or more campuses as part of a total retrenchment process.

3. Procedures for Declaration and Termination of a Financial Exigency.

a. A condition of financial exigency exists

only when it is formally declared by the Board of Curators upon recommendation of the President. Before making such a recommendation, it is the responsibility of the President to be sure that full consideration has been given to retrenchment steps short of financial exigency and to provide opportunity for discussion and consultation, as provided herein.

b. On each campus, a Campus Exigency Committee, consisting largely of faculty, is to be designated in advance by the Chancellor with the concurrence of the campus faculty governance body. The President may initiate a recommendation that financial exigency be declared, after consultation with the Intercampus Faculty Council and the University Cabinet, and notice to the Chancellor and the Campus Exigency committee on each campus on which appointments of tenured faculty members (or non-tenured faculty after normal notice deadlines for reappointment) might have to be terminated. After giving these campuses no less than twenty-one days in which to respond, having provided appropriate information about the anticipated crisis, the recommendations from the Chancellor and the Campus Exigency Committee should be presented to a joint meeting of the University Cabinet and the Intercampus Faculty Council, each of which may promptly recommend to the President as to whether or not a financial exigency should be declared.

c. The President may then decide that a state of financial exigency need not be declared. If so, that decision will be conveyed in writing to the University Cabinet and the Intercampus Faculty Council. If the President concludes, upon consideration of all recommendations,

that a financial exigency should be declared, the President should publicly announce the recommendations to be presented to the Board and reasons therefor, together with any reports submitted by the Intercampus Faculty Council and the Cabinet.

- d. During the period of financial exigency, the President shall continually review the resources of the institution with appropriate faculty and administrative groups and the Board of Curators, and shall make periodic reports to the University community. In addition, the Intercampus Faculty Council shall be sent agendas and its Chairman shall continue to participate in all meetings of the University Cabinet, and shall attend all open meetings of the Finance Committee of the Board of Curators during the period of financial exigency. Each Chancellor will insure that the Campus Exigency Committee has access to all relevant financial information during such a period.
 - e. A period of financial exigency automatically expires at the end of the second fiscal year following the fiscal year in which the exigency is declared or when the end of the exigency is declared by the Board, whichever comes sooner. If the President believes that the period of financial exigency must be extended, the same procedures used for original declaration must be instituted in order to renew it.
4. **Procedures to be Followed in Termination of Faculty Appointments During Financial Exigency.**
- a. If a financial exigency is declared by the Board, the President shall promptly announce the adjustments to be made in each campus budget. The Chancellor on any campus affected shall then, after consultation with appropriate faculty groups and administrative officers, identify specific programs in which faculty appointments may have to be terminated. The Chancellor shall forward a final set of recommendations to the President. After receiving all campus recommendations, the President shall review with the Cabinet and the Intercampus Faculty Council recommendations about programs to be affected and shall then announce a decision about specific program adjustments to be made.
 - b. The chairman, director or dean of each affected program unit shall then recommend individuals to be released as a part of the adjustment required in the program unit's staffing, having explored thoroughly alternatives other than release. Such recommendations shall be made giving due consideration to tenure status and seniority in the order: a) academic rank, b) length of service in rank at the University of Missouri, c) total length of service at the University of Missouri. All recommendations, with justifications, are to be presented to the next higher administrative authority, up to and including the Chancellor, with opportunity for review by appropriate regularly constituted faculty groups at each level where they exist and, ultimately, by the Campus Exigency Committee.
 - c. The Chancellor shall notify each individual whose appointment is to be recommended to the President for termination. Notice shall be given in person or by certified mail addressed to the last address currently on record with the employing administrative unit. Failure of any appointee to have a current correct address on record with the employing administrative unit shall not be construed to invalidate such notice.
 - d. When the appointment of a tenured faculty member or a non-tenured faculty member in the third or subsequent year of service is terminated hereunder, notice of such termination shall be given at least thirteen months prior to the date of termination, and in the case of a nontenured faculty member in the first

- or second year of service such notice shall be given at least six months prior to the date of termination. Such a faculty member shall be given the option of postponing the termination date for up to three years, during which time the faculty member will be on a non-paid leave of absence.
- e. An individual receiving such notice shall be given fifteen days to request a hearing before the Campus Faculty Tenure Committee as designated in the University Academic Tenure Regulations. The appeal may be based only on the grounds that procedures specified in this document have not been followed, or that the decision to recommend termination was based significantly on considerations violative either of academic freedom or of governing policies on equal employment opportunity. The tenure committee shall follow the procedures governing conduct of the hearing under the Academic Grievance Procedures and shall report to the Chancellor, as provided in the Academic Grievance Procedures. Whether or not there is an appeal, the President shall notify affected faculty members as soon as possible as to final action in each case.
- f. Before the termination date of an appointment because of a financial exigency, the University, with faculty participation, will make every effort to place the faculty member concerned in another suitable position within the University system. When a faculty appointment is terminated, if during the period of financial exigency or within three years from termination there is an opening in the same discipline on another campus, it shall be the responsibility of the President's Office to notify the hiring campus of the availability of that faculty member. The hiring unit shall carefully review the qualifications of the faculty member in question and determine whether such individual meets the announced criteria established for the position. If so, the faculty member in question shall be considered for the position. If that faculty member is hired, the appointment need not be continuous.
- g. In all cases of termination of appointment because of financial exigency, a faculty member will be offered reinstatement with the same rank and tenure status and a reasonable time in which to accept or decline if, within a period of three years from termination, the same unit seeks to fill a vacancy for which the faculty member qualifies. If there is more than one faculty member who is qualified (as determined by the hiring unit), first consideration shall be given to the most senior, as defined above.
- h. Except in unusual circumstances no new positions will be filled from outside the University during a financial exigency. The President is responsible for instituting procedures for review of proposed new positions to insure that this provision is carried out.

Approved February 12, 1982

Collected Rules and Regulations

Section 320.150

Under the University Academic Tenure Regulations, it is possible to discontinue a program or department of instruction and consequently terminate certain appointments. This document specifies procedures to be followed in such circumstances, applying only to the discontinuance of a program or department of instruction in which one or more continuous appointments would have to be terminated, or in which one or more term appointments would have to be terminated before their expiration. These procedures are not intended to apply to transfer of programs from one campus to another and need not be used in any declared state of financial exigency.

1. The term "program" is used in many ways.

Here, however, the specific intention is to identify the designation "program" with the typical academic department; the program consists of the productive effort of that administrative and budgetary unit most often designated as a "department," which usually corresponds to widely recognized disciplinary designations. There are limited exceptions to this definition of programs, such as when a school or college is not organized into departments, or when specializations within the department or school are so unique in content that faculty members normally cannot cross from one area to another. It is clearly not the intent that discontinuance of a "program" should be equated with elimination of a "degree program" within a department nor the termination of a specific individual faculty member, unless these represent the kind of unique specialization described above. The procedures established assume that each campus will prepare a statement of policies and procedures consistent herewith for the

selection of programs to be discontinued, will designate the appropriate faculty groups to advise whether a proposed discontinuance of a program meets prescribed criteria, and will provide for full participation of faculty in an established appeal process.

2. The discontinuance of any program that has been established by the University must be made with the same full and detailed consideration that is given the establishment of a program. This is particularly true when discontinuance of a program would entail the possible termination of one or more appointments, but from time to time circumstances may arise in which educational missions of the University will be best served by the discontinuance of a program. Such circumstances should arise rarely, but procedures must be available for eliminating programs just as there are for establishing them. A decision to discontinue formally a program or department of instruction must be based essentially on educational considerations, with full and specific faculty participation through the process described in this policy. Such considerations must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance. Financial considerations may play a role in the decision to discontinue a program, since occasionally the University may have to reduce the range of programs offered in order to maintain acceptable educational quality. However, the role of a program in the University's educational mission should be a principal determinant of whether or not it should be discontinued.
3. In any case in which serious consideration is being given to discontinuance of a program, the Chancellor and other administrative officers will work closely with appropriate faculty groups in examining the relevant educational considerations, includ-

- ing the welfare of students. There must be reasonable opportunity for students currently enrolled in the program to complete it.
4. Upon reaching a tentative decision that a program should be discontinued, the Chancellor shall present that decision, together with reasons, to an appropriate standing committee of the faculty and shall simultaneously notify the affected administrative units of that decision. The standing committee of the faculty shall present to the Chancellor any response or alternate recommendations within a reasonable time. The affected units may also submit to the committee and the Chancellor their views and recommendations.
 5. Having considered these responses, if the Chancellor still concludes that the program should be discontinued, the Chancellor shall notify each of the individuals within the program whose appointments may be terminated. Notice shall be given in person or by certified mail addressed to the last address currently on record with the employing administrative unit. Failure of any appointee to have a current correct address on record with the employing administrative unit shall not be construed to invalidate such notice.
 6. In the case of tenured faculty or nontenured faculty in the third or subsequent year of service, notice of termination must be given at least thirteen months prior to the date of termination. When the appointment of a nontenured faculty member in the first or second year of service is terminated under these procedures, the notice shall be given at least six months prior to the date of termination.
 7. An individual receiving such notice shall be given fifteen days to request a hearing before the Campus Faculty Tenure Committee as designated in the University Academic Tenure Regulations. The appeal may be based only on the ground that procedures specified in this document have not been followed, or that the decision to recommend termination was based significantly on consideration violative either of academic freedom or of governing policies on equal employment opportunity. The tenure committee shall follow the procedures governing conduct of the hearing under the Academic Grievance Procedures and shall report to the Chancellor, as provided in Step 3, 2C of the Academic Grievance Procedures.
 8. Following any such appeal, the recommendation of the Chancellor, together with any responses from the faculty committee or the affected units, and the findings and recommendations of the Campus Faculty Tenure Committee on any appeals shall be transmitted to the President. The President shall formulate a recommendation and present it, together with the campus materials, to the University Cabinet for review and advice. Following that review, the President shall, when necessary, promptly make a final decision, or, where necessary, a recommendation to the Board of Curators.
 9. Before the date of termination of an appointment because of the discontinuance of a program or department of instruction, the University, with faculty participation, will attempt to place the faculty member concerned in another suitable position in the University system. If the appointment of a faculty member is terminated, and if there develops within three years a faculty position on any campus for which the faculty member is qualified, it shall be the responsibility of the President's Office to communicate with the hiring campus about the availability of the faculty member. The hiring unit shall carefully review the qualifications of the faculty member in question and determine whether such individual meets the announced criteria established for the position. If so, the faculty member in question shall be considered for the position.
 10. In all cases of termination of appointment because of discontinuance of a program or

department of instruction, the University may not reinstitute that program or a substantially similar program on that campus within a period of three years, unless the faculty members whose appointments were terminated have been offered reinstatement with the same rank and tenure status and a reasonable time in which to accept or decline.

A. Transition Benefits for Faculty.

1. Eligibility for faculty. Tenured faculty with a minimum of five years creditable service in the Retirement, Disability and Death Benefit Plan; employed in an area of the University which has been mandated for program discontinuance by the Board of Curators.
2. All of the following benefits are available to faculty who meet the eligibility requirements:
 - a. A thirteen month notice prior to termination.
 - b. The right to a one year leave of absence at full payment.
 - c. The right to an unpaid leave of absence prior to termination. Benefits available during the leave of absence with continued University contributions to include:
 - Medical Benefits
 - Dental Benefits
 - Life Insurance
 - Accidental Death and Dismemberment Insurance
 - Educational Assistance
 The unpaid leave of absence may be extended each year up to a maximum of two years. However, participation in University benefit programs will not be continued if the faculty member becomes eligible for other benefit programs as a result of his/her employment outside the University.
 - d. The right to a major medical conversion policy upon termination of employment.
 - e. The right to a life insurance conversion policy upon termination of em-

ployment.

- f. Out-placement counseling.
- g. A lump-sum "cash-out" of vested retirement benefits. The lump-sum to be calculated on the basis of the actuarial equivalent of the benefits accrued in the University Retirement, Disability and Death Benefit Plan at termination of employment which would have been paid in the form of a monthly annuity beginning at age 65. The lump-sum to be distributed upon termination as follows:
 - 1) Taxable cash income, or
 - 2) A before tax individual retirement account "rollover."

Numerous policies and procedures have been established that directly pertain to the responsibilities and activities of Faculty. These are found in the UM Collected Rules and Regulations - a copy of which can be found in all divisional offices. Selected policies and their identifying chapters and sections are identified below:

Intercampus Faculty Council	20.100	Personal conduct of employees	330.010
Photocopying for teaching and research	100.010	Conflict of interest	330.015
Patent regulations	100.020	Civic responsibility	330.020
Copyright regulations	100.030	Professional responsibilities, protest and political activities	330.040
Keys to doors and buildings	110.030	Political activities	330.050
MU traffic regulations	120.010	Sexual harassment	330.060
Visiting speakers supported from funds other than regular budget	170.070	Affirmative action on committee appointments	330.070
Student records	180.010	Summer appointments and consultation	360.020
Standard of student conduct	200.010	Enhancing faculty excellence	360.090
Rules of procedure in student disciplinary matters	200.020	Travel	360.100
Forms for use in student disciplinary matters	200.030	Moving expenses	360.110
Guidelines for educational programs and courses	210.010	Moving expenses — executive order	360.111
Resident short course	210.020	Dues and memberships in organizations	360.120
Intercampus transfer	210.040	Personnel on foreign services	360.130
Report of grades	210.050	Discrimination grievance procedure for students	390.010
AIDS policy	280.030	Health and medical surveillance program for laboratory animal care personnel	400.010
Student housing rules and regulations	290.020	Care and use of vertebrate animals as subjects in research and teaching	400.020
MU housing rules	290.030	Research involving humans in experiments	410.010
Joint appointments and joint titles	320.080	Allegations of research dishonesty	420.010
Emeritus designation	320.090	Procedures governing the disposition of charges of research dishonesty	420.020
		Procedures for administration of the research assistance act	430.010
		Benefit plans	490 - 550



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Derivatives - Access copy

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