

## Table of Contents

- 1.1 Purpose of the Faculty Handbook
- 1.2 History of Morehead State University
- 1.3 Mission of the University
- 1.4 University Strategic Plan
- 1.5 Accreditation and Memberships
- 1.6 Morehead State University Symbols
- 1.7 Morehead State University Alma Mater
- 2.1 Council on Postsecondary Education
- 2.2 Board of Regents
  - 2.2.1 Faculty Representative to the Board of Regents
  - 2.2.2 General Powers of Board of Regents
- 2.3 President
  - 2.3.1 University Counsel
  - 2.3.2 Affirmative Action Officer
- 2.4 Vice Presidents
  - 2.4.1 Provost and Executive Vice President for Academic Affairs
  - 2.4.2 Vice President for Administration and Fiscal Services
  - 2.4.3 Vice President for Planning, Budgets and Technology
  - 2.4.4 Vice President for Student Life
  - 2.4.5 Vice President for University Relations
  - 2.4.6 Vice President for Development and Alumni Relations
- 2.5 Deans and Associate Provosts
  - 2.5.1 Dean of the College of Business
  - 2.5.2 Dean of the College of Education
  - 2.5.3 Dean of the Caudill College of Humanities
  - 2.5.4 Dean of the College of Science and Technology
  - 2.5.5 Dean of Institute for Regional Analysis and Public Policy
  - 2.5.6 Dean of Library Services
  - 2.5.7 Associate Provost for Graduate and Undergraduate Programs
  - 2.5.8 Associate Provost for Academic Outreach and Support

- 2.6 Department Chairs
- 3.1 Colleges, Institute for Regional Analysis and Public Policy (IRAPP), Graduate and Undergraduate Programs, and Academic Outreach and Support
  - 3.1.1 College of Business
    - 3.1.1.1 Department of Accounting, Economics and Finance
    - 3.1.1.2 Department of Information Systems
    - 3.1.1.3 Department of Management, Marketing, and Real Estate
    - 3.1.1.4 East Kentucky Small Business Development Center
  - 3.1.2 College of Education
    - 3.1.2.1 Department of Curriculum and Instruction
    - 3.1.2.2 Department of Health, Physical Education and Sport Sciences
    - 3.1.2.3 Department of Counseling, Leadership, Adult and Higher Education
    - 3.1.2.4 Educational Service Unit
  - 3.1.3 Caudill College of Humanities
    - 3.1.3.1 Department of Art
    - 3.1.3.2 Department of Communication and Theatre
    - 3.1.3.3 Department of English, Foreign Languages, and Philosophy
    - 3.1.3.4 Department of Geography, Government, and History
    - 3.1.3.5 Department of Music
    - 3.1.3.6 Department of Military Science
    - 3.1.3.7 Department of Sociology, Social Work and Criminology
    - 3.1.3.8 Interdisciplinary Appalachian Heritage Program
    - 3.1.3.9 Interdisciplinary Women's Studies Program
  - 3.1.4 College of Science and Technology
    - 3.1.4.1 Department of Agriculture and Human Sciences
    - 3.1.4.2 Department of Biological and Environmental Sciences
    - 3.1.4.3 Department of Imaging Science
    - 3.1.4.4 Department of Industrial and Engineering Technology
    - 3.1.4.5 Department of Mathematics and Computer Science
    - 3.1.4.6 Department of Nursing
    - 3.1.4.7 Department of Physical Sciences
    - 3.1.4.8 Department of Psychology
    - 3.1.4.9 Space Science Center
  - 3.1.5 Institute for Regional Analysis and Public Policy
    - 3.1.5.1 Division of Academic Programs
    - 3.1.5.2 Division of Applied Research, Service and Policy
  - 3.1.6 Library

3.1.7 Graduate and Undergraduate Programs

3.1.7.1 Graduate Programs

3.1.7.2 Undergraduate Programs

3.1.7.3 Center for Teaching and Learning

3.1.7.4 Academic Assessment

3.1.7.5 Testing Center

3.1.7.6 International Education

3.1.8 Academic Outreach and Support

3.1.8.1 First Year Programs and Retention

3.1.8.2 Regional Campus Programs

3.1.8.3 Academic and Career Services

3.1.8.4 Continuing Education]

3.1.8.5 Distance Learning

3.1.8.6 External Academic Support Programs

3.1.9 Registrar

3.1.10 Honors/Leadership Programs

3.1.11 Research Grants and Contract

3.2 Deans' Council

3.3 Chairs' Forum

3.4 Deans

3.5 Department Chairs

3.6 Program Coordinators

4.1 Faculty Senate

4.1.1 Faculty Senate Constitution and Special Rules of Order

5.1 University Standing and Advisory Committees

6.1 Personnel Policies

6.2 University Administrative Regulations

6.3 Other Guidelines

6.3.1 Minimum Guidelines for Faculty Evaluation Process

6.3.2 Administrative Responsibilities in the Faculty Evaluation Process

- 6.3.3 Selection, Orientation, and Supervision of Part-time Faculty Members
- 6.4 Privilege in Rank Statement
- 7.1 Administration and Fiscal Services
  - 7.1.1 Accounting and Budgetary Control
    - 7.1.1.1 Check Cashing
    - 7.1.1.2 Purchasing
    - 7.1.1.3 Travel
  - 7.1.2 Risk Management
    - 7.1.2.1 Environmental Health and Safety
  - 7.1.3 Human Resources
    - 7.1.3.1 Basic and Optional Life Insurance
    - 7.1.3.2 Calculating the Kentucky Teachers' Annuity
    - 7.1.3.3 Disability Retirement--KTRS
    - 7.1.3.4 Health Insurance Programs
    - 7.1.3.5 Dental Insurance
    - 7.1.3.6 Faculty Retirement Plans
    - 7.1.3.7 Kentucky Teachers' Retirement System
    - 7.1.3.8 Qualifying for Kentucky Teachers' Retirement
    - 7.1.3.9 Optional Retirement Plan (ORP)
    - 7.1.3.10 Social Security
  - 7.1.4 Payroll
  - 7.1.5 Physical Plant
    - 7.1.5.1 Custodial Services
    - 7.1.5.2 Emergency Repairs
    - 7.1.5.3 Motor Pool
    - 7.1.5.4 Recycling Program
    - 7.1.5.5 University Golf Course
  - 7.1.6 Auxiliary Services
    - 7.1.6.1 Food Services
    - 7.1.6.2 Cafeteria Services
    - 7.1.6.3 Catering Services
    - 7.1.6.4 University Bookstore
    - 7.1.6.5 University Post Office
  - 7.1.7 Internal Audit

- 7.2 Planning, Budgets and Technology
  - 7.2.1. Planning, Budgets and Technology
  - 7.2.2. Information Technology
    - 7.2.2.1 Academic Computing
    - 7.2.2.2 Technical Services
    - 7.2.2.3 Telecommunications
    - 7.2.3.4 Institutional Research and Computer Applications
- 7.3 Student Life
  - 7.3.1 Student Development
    - 7.3.1.1 Counseling and Health Services
    - 7.3.1.2 Student Wellness
    - 7.3.1.3 Non-Traditional Student Services
  - 7.3.2 Student Activities
    - 7.3.2.1 Intramurals and Recreation
    - 7.3.2.2 University Center Services
    - 7.3.2.3 University Center Programs & Special Events
    - 7.3.2.4 Greek Affairs and Student Organizations
    - 7.3.2.5 Conference Services
  - 7.3.3 Admissions
  - 7.3.4 Financial Aid
  - 7.3.5 Student Housing
  - 7.3.6 Multicultural Student Services
  - 7.3.7 Public Safety
  - 7.3.8 Intercollegiate Athletics
    - 7.3.8.1 Intercollegiate Athletics Mission Statement
    - 7.3.8.2 Memberships
- 7.4 University Relations
  - 7.4.1 University Communications
  - 7.4.2 University Marketing
  - 7.4.3 Public Radio
- 7.5 Development and Alumni Relations
  - 7.5.1 Development and Alumni Relations

## Chapter 1

### Introduction

- 1.1 Purpose of the Faculty Handbook
- 1.2 History of Morehead State University
- 1.3 Mission of the University
- 1.4 University Strategic Plan
- 1.5 Accreditation and Memberships
- 1.6 Morehead State University Symbols
- 1.7 Morehead State University Alma Mater

## Introduction

### 1.1 Purpose of the Faculty Handbook

The Morehead State University Faculty Handbook is designed to provide basic information and to serve as a convenient reference manual.

This Handbook is not to be interpreted as a contract. Interpretation of information contained in this handbook construed as inconsistent with Board of Regents approved policy manuals will defer to those authoritative documents.

### 1.2 History of Morehead State University

In 1887, Morehead Normal School was founded on the site of the present campus and was supported as a private school by the Kentucky Christian Missionary Society of the Disciples of Christ. After operating as a private school for 35 years, the normal school closed in 1922. The state began supporting the school in September, 1923. The name was changed to Morehead State Normal School, and, in 1926, to Morehead State Normal School and Teachers College. The growing college was then admitted to membership in the Kentucky Association of Colleges. The enrollment increased to 350 students and five buildings were added through state appropriations. At the end of the 1926-1927 academic year, the first four graduates earned diplomas and certificates to teach.

Morehead State Normal School and Teachers College became Morehead State Teachers College in 1930. During the thirties, the institution more than doubled in number of students and faculty. It also sought and was granted membership in the Southern Association of Colleges and Secondary Schools, and the American Association of Teacher's Colleges, and the Southern Intercollegiate Athletic Association.

Morehead State Teachers College began the forties with an enrollment of 598 students. During World War II, many male faculty and students joined the armed forces, and the enrollment dropped to 166 students in fall 1944. In 1942, the college became the site of an electronic training school for a contingent of over 600 United States Navy personnel. In 1948, Morehead State Teachers College became Morehead State College.

Beginning in the early fifties, Morehead State College experienced phenomenal growth in student enrollment, facilities, and academic programming. The legislature financed the construction of 18 buildings between 1953 and 1965, and academic programs were expanded to serve the influx of post-war students. The philosophy of service to the region was greatly strengthened during this period, and Morehead State College became the center of regional activities.

In 1966, the Kentucky General Assembly granted university status, and Morehead State University established academic schools, a graduate office, and the Office of Vice President for

Academic Affairs. By 1970, other vice presidential positions were added, the faculty enlarged, and nine more buildings added to serve over 6,500 undergraduate and graduate students.

During the early seventies, the university's enrollment continued to grow, and new programs and facilities were added to serve the needs of a growing population of graduate and associate degree students. The University expanded both research and service in the region.

The long tradition of service to the people of the Commonwealth of Kentucky has continued. The university's educational facilities include more than 50 major structures in a variety of contemporary and traditional architectural styles, a 320 acre experimental farm, a nine-hole golf course, and a 50 acre outdoor learning center.

Wayne D. Andrews became the president of the university on January 1, 2005. Previous presidents include: Ronald G. Eaglin, 1992-2004; C. Nelson Grote 1987-1992; A. D. Albright, 1986-87; Herb. F. Reinhard, Jr., 1984-86; Morris L. Norfleet, 1977-84; Adron Doran, 1954-77; Charles Spain, 1951-54; William J. Baird, 1946-51; William H. Vaughn, 1940-46; Harvey Babb, 1935-40; John H. Payne, 1930-35; Frank C. Button, 1922-30.

### 1.3 Mission Statement

#### Who We Are:

We are a community of learners that includes teachers, scholars, staff, and students, accredited as a comprehensive University serving the eastern region of the Commonwealth of Kentucky.

#### What We Do:

We offer quality higher education opportunities and training in a collegial environment of open inquiry and educational interaction. We continually pursue academic education, professional development, and research in the belief that learning is a life-long process. We are dedicated to serving as both an important educational resource and as a positive role model for our community.

#### Where We Are Going:

We commit to preparing ourselves for the challenges and opportunities of the 21<sup>st</sup> century, and to improving the quality of life for the community in which we live and work, while protecting and preserving the unique history and heritage of our service region and the Commonwealth of Kentucky.

### 1.4 University Strategic Planning

In 1991, Morehead State University published its first strategic plan, Strategic Directions for 1992-96. With Board of Regents approved strategic themes and presidential approved strategic goals, this document outlines initiatives to help the institution fulfill its mission and meet the challenges of an ever changing system of higher education. The planning process implemented at the University involves broad participation from many sectors of the institution, including faculty, staff



and students. The process is designed to continually evaluate internal and external challenges and opportunities so that Strategic Directions can be periodically reevaluated and revised.

<http://www.moreheadstate.edu/units/budgets/plan>

### 1.5 Accreditation and Memberships

In recognition of its academic programs, the University is accredited by the following educational and professional organizations:

- AACSB International – Association to advance Collegiate Schools of Business
- American Bar Association approval of Paralegal Studies
- American Veterinary Medical Association
- Association to Advance Collegiate Schools of Business
- Commission on Collegiate Nursing
- Council on Social Work Education—Baccalaureate Level
- Joint Review Committee on Education in Radiologic Technology
- National Association of Industrial Technology
- National Association of Schools of Music
- National Association of Schools of Theatre
- National Council for the Accreditation of Teacher Education
- National League for Nursing Accrediting Commission
- Southern Association of Colleges and Schools

In recognition of its academic programs, the University holds membership in the following educational and professional organizations:

- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing
- American Association of State Colleges and Universities
- American Council on Education
- American Registry of Radiologic Technologists
- American Technical Education Association
- Commission on Collegiate Nursing
- Conference of Southern Graduate Schools
- Council for the Advancement and Support of Education
- Council for Opportunity in Education
- Council on Collegiate Education for Nursing—Southern Regional Education Board
- Gulf Coast Research Laboratory
- International Technology Education Association
- Kentucky Academy of Science
- Kentucky Allied Health Consortium
- Kentucky Association of College of Music Departments
- Kentucky Association of Baccalaureate and Higher Degree Nursing Programs
- Kentucky Association of College of Music Departments
- Kentucky Council of Associate Degree Nursing

National Association of Industrial Technology  
National Commission on Accreditation  
National League for Nursing  
Ohio River Basin Consortium  
Southern Regional Education Board  
The Council of Graduate Schools in the United States

### 1.6 Morehead State University Symbols

The Morehead State University logo was created by designer John March and became the official institutional emblem in May, 1980. March's design represents a blend of strength and mountain tradition that symbolizes MSU.

The University logo is the registered service mark of Morehead State University. The University logo is the registered service mark of Morehead State University. As such, it must be properly present and must be used for approved purposes only. It should not be altered, as to color or design. It may be resized to scale.

<http://moreheadstate.edu/wrc/logo>

The University seal is the official identification of Morehead State University on diplomas, commencement programs, academic certificates, and other legal documents. Use of the seal must be approved in advance by the Office of University Relations.

The strutting eagle is the University's athletic symbol and is used on materials related to athletics. It must not be used in combination with either the University logo or the seal of the University, and prior approval for its use must also be secured from the Office of University Relations.

### 1.7 Morehead State University Alma Mater

Far above the rolling campus  
Resting in the dale  
Stands the dear old Alma Mater  
We will always hail.

Shout in chorus, raise your voices  
Blue and gold--praise you  
Winning through to fame and glory  
Dear old MSU.

Words by Elwood Kazee, Class of 1953.  
Music by Betty Jo Whitt, Class of 1952.

## Chapter 2

### Administrative Organization of the University

- 2.1 Council on Postsecondary Education
- 2.2 Board of Regents
  - 2.2.1 Faculty Representative to the Board of Regents
  - 2.2.2 General Powers of Board of Regents
- 2.3 President
  - 2.3.1 University Counsel
  - 2.3.2 Affirmative Action Officer
- 2.4 Vice Presidents
  - 2.4.1 Provost and Executive Vice President for Academic Affairs
  - 2.4.2 Vice President for Administration and Fiscal Services
  - 2.4.3 Vice President for Planning, Budgets, and Technology
  - 2.4.4 Vice President for Student Life
  - 2.4.5 Vice President for University Relations
  - 2.4.6 Vice President for Development
- 2.5 Deans and Associate Provosts
  - 2.5.1 Dean of the College of Business
  - 2.5.2 Dean of the College of Education
  - 2.5.3 Dean of the Caudill College of Humanities
  - 2.5.4 Dean of the College of Science and Technology
  - 2.5.5 Dean of the Institute for Regional Analysis and Public Policy
  - 2.5.6 Dean of Library Services
  - 2.5.7 Associate Provost for Graduate and Undergraduate Programs
  - 2.5.8 Associate Provost for Academic Outreach and Support
- 2.6 Department Chairs

## Chapter 2

### Administrative Organization of the University

#### 2.1 Council on Postsecondary Education

The Council on Postsecondary Education coordinates change and improvement in Kentucky's postsecondary education system as directed by the 1997 Kentucky Postsecondary Education Improvement Act.

The Council on Postsecondary Education was established in 1997 as a 15-member board with 12 citizens, one faculty member, and one student appointed by the Governor. The Commissioner of Education is an ex-officio member. <http://www.cpe.state.ky.us/>

#### 2.2 Board of Regents

The statutory body of the University is the Board of Regents (created by KRS 164.310; 4527.39: amend Acts 1948, ch. 11, s 2.). This is a bipartisan board consisting of ten members, eight appointed by the governor, one member of the teaching faculty elected by the faculty, and the president of the Student Government Association, provided the elected person is a resident of Kentucky. If the president of the Student Government Association is a non-resident, a resident student is elected to the board by the students of the University. The members of the board elect a chairperson annually.

The appointed members hold office for six years. The student serves a one-year term and the faculty member serves a three-year term.

Upon the recommendation of the president, the board of Regents approves the budget; the employment, promotion, and release of all University personnel; and the general policies for the operation of the University. <http://www.moreheadstate.edu/units/regents>

##### 2.2.1 Faculty Representative to the Board of Regents

Kentucky Revised Statute 164.320 states:

The faculty member shall be a teaching or research member of the faculty of his respective university or college of the rank of assistant professor or above. He shall be elected by secret ballot by all faculty members of his university or college of the rank of assistant professor or above. The faculty member shall serve for a term of three years and until his successor is elected and qualified. The faculty member shall be eligible for reelection, but he shall not be eligible to continue to serve as a member of such board if he ceases being a member of the teaching staff of the university or college. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for original election.

## 2.2.2 General Powers of Board of Regents

Kentucky Revised Statute 164.350 states: 164.350. General powers of Board of Regents. The government of each of the state universities and colleges is vested in its respective board of regents. Each board of regents, when its members have been appointed and qualified, shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of educational institutions. Each board may: (1) Receive grants of money and expend the same for the use and benefit of the university or college; (2) Adopt by-laws, rules and regulations for the government of its members, officers, agents and employees, and enforce obedience to such rules; (3) Require such reports from the president, officers, faculty and employees as it deems necessary and proper from time to time; (4) Determine the number of divisions, departments, bureaus, offices and agencies needed for the successful conduct of the affairs of the university or college; and (5) Grant diplomas and confer degrees upon the recommendation of the president and faculty. (1936, ch. 44)

## 2.3 President

The President of the University is the chief executive and academic officer of the University. The president is elected by the Board of Regents for such term as they deem advisable, not to exceed four years. The president attends all meetings of the Board of Regents.

### 2.3.1 University Counsel

The University Counsel performs advanced attorney work for the University; provides technical advice and support regarding legal issues; and audits laws, regulations and policies enacted by federal and state governmental entities that apply to University functions, programs and activities.

### 2.3.2 Affirmative Action Officer

The Affirmative Action Officer provides leadership and support to the cause of equal opportunity and affirmative action throughout the University community. The incumbent is responsible for the effective organization, implementation, and administration of the Morehead State University Equal Opportunity and Affirmative Action Plan and the University's commitment under the Kentucky Plan for Equal Opportunities in Higher Education. The Affirmative Action Officer represents the University for compliance with all applicable laws and orders.

## 2.4 Vice Presidents

- 2.4.1 Provost and Executive Vice President for Academic Affairs
- 2.4.2 Vice President for Administration and Fiscal Services
- 2.4.3 Vice President for Planning, Budgets and Technology
- 2.4.4 Vice President for Student Life
- 2.4.5 Vice President for University Relations

## 2.4.6 Vice President for Development and Alumni Relations

### 2.4.1 Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs is the chief academic officer of the institution who reports directly to the President on all academic matters and supervises academic deans and academic affairs office directors who report directly to the Provost. The Provost also works on a regular basis with accrediting agencies to seek and maintain program accreditation and with the Council on Postsecondary Education to review programs.

### 2.4.2 Vice President for Administration and Fiscal Services

The Vice President for Administration and Fiscal Services is the chief fiscal and business officer of the institution. Incumbent works on a regular basis with state agencies to seek and maintain a close working relationship in budgetary and fiscal areas of responsibility. The Vice President for Administration and Fiscal Services reports directly to the President on all administrative and fiscal matters and supervises office directors and managers.

### 2.4.3 Vice President for Planning, Budgets and Technology

The Vice President for Planning, Budgets and Technology serves as the chief planning officer, chief budget officer and chief information officer of the institution. The incumbent works on a regular basis with state agencies to seek and maintain a close working relationship in budgetary and technology areas of responsibility. The Vice President for Planning, Budgets and Technology reports directly to the President and advises the University Board of Regents on issues related to institutional budgets.

### 2.4.4 Vice President for Student Life

The Vice President for Student Life serves as the chief student life officer of the institution and is responsible for establishing and maintaining a student environment which is conducive to learning, provides a sense of community and allows students to fulfill their growth potential through responsible participation and involvement in the total life of the University. The Vice President reports directly to the President on all student life matters.

### 2.4.5 Vice President for University Relations

The Vice President for University Relations is the chief public relations officer of the University and reports directly to the President. The incumbent supervises administrators who report directly to the Vice President for University Relations. This person works regularly with local, regional, state and national agencies, institutions, and organizations to develop relations, understanding and support for the University.

## 2.4.6 Vice President for Development and Alumni Relations

The Vice President for Development is the chief development officer of the University and has primary responsibility for the cultivation, solicitation and acknowledgement of gifts from private, non-governmental sources on an annual, planned and endowed basis. The Vice President for Development assists the President in the cultivation, solicitation and stewardship of major gifts; establishes and maintains productive, continued relationships with alumni and other friends of the University; functions as the Chief Executive Officer of the MSU Foundation, Inc.; and is responsible for the management and oversight of the University's alumni relations program.

## 2.5 Deans and Associate Provosts

### 2.5.1 Dean of the College of Business

The Dean of the College of Business is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting and resource management to faculty and staff in the departments in Accounting, Economics, and Finance; Management, Marketing, and Real Estate; and Information Systems. The Dean also oversees the East Kentucky Small Business Development Center. Three department chairs and the Director, East Kentucky Small Business Development Center report directly to the Dean.

### 2.5.2 Dean of the College of Education

The Dean of the College of Education is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting and resource management to faculty and staff in the departments of Curriculum and Instruction, Health, Physical Education and Sport Sciences; Counseling, Leadership, Adult and Higher Education; projects and auxiliary services including the Educational Service Unit, Adult Education Academy, Kentucky Teacher Internship Program, Child Development Association Training Program, and Adult Basic Education Program. Department chairs and select coordinators and directors report directly to the Dean.

### 2.5.3 Dean of the Caudill College of Humanities

The Dean of the Caudill College of Humanities is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting and resource management to faculty and staff in the departments of Art; Communication and Theatre; English, Foreign Languages and Philosophy; Geography, Government and History; Music; Sociology, Social Work and Criminology; and Military Science. The college also has an Arts and Humanities Council and interdisciplinary programs in Women's Studies, Appalachian Heritage, and Cultural Studies. Department chairs report directly to the dean.

### 2.5.4 Dean of the College of Science & Technology

The Dean of the College of Science and Technology is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting and resource management to faculty and staff in the departments of Agriculture and Human Sciences, Biological and Environmental Sciences, Imaging Science, Industrial and Engineering Technology, Mathematics and Computer Science, Nursing, Physical Sciences, and Psychology. In addition the dean also coordinates the Space Science Center, University Farm, Campus Greenhouse, Cornucopia Room, Water Testing Laboratory, and vocational and technical programs. The dean serves as liaison for the MSU/UK Physician Assistant and Nurse Practitioner Programs.

#### 2.5.5 Dean of the Institute for Regional Analysis and Public Policy

The Dean of the Institute for Regional Analysis and Public Policy is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting, and resource management to faculty and staff. The dean is also responsible for the Institute's divisions of academic programs and applied research, service and policy. The Institute's faculty and staff report directly to the dean.

#### 2.5.6 Dean of Library Services

The Dean of Library Services is the chief officer of library operations and is responsible for the leadership, management, and administration of the University library system. The Dean reports directly to the Provost and supervises all library employees. The Dean works with all University administrators, as well as the Library Committee, to fulfill all library aspects of the University mission.

#### 2.5.7 Associate Provost for Graduate and Undergraduate Programs

The Associate Provost for Graduate and Undergraduate Programs serves in an advisory capacity to the provost and coordinates the graduate and undergraduate curriculum process. The associate provost reviews and assesses undergraduate programs including general education, implements, directs, and evaluates, in collaboration with college deans, all graduate programs and coordinates the appointment of graduate assistants. The associate provost is also responsible for the effective administration of the Center for Teaching and Learning (the unit responsible for faculty development), the Office of International Education and the Testing Center.

#### 2.5.8 Associate Provost for Academic Outreach and Support

The Associate Provost for Academic Outreach and Support is responsible for providing the overall leadership and administration of extended campus program, distance education, continuing education and academic support services for university students and eligible persons in the service region for the purpose of assisting these students and persons in attaining their educational goals. The associate provost develops, implements, manages, and assesses, in collaboration with college deans, policies regarding off-campus, continuing education, extended



campus and distance education courses and programs. The incumbent is also responsible for the development, planning, implementation, management, and assessment of academic support policies, procedures, and programs that increase the likelihood of retaining and graduating students, especially students who may be at-risk because of low income status, first generation college status, ethnic background, poor academic preparation, disabilities, age (non-traditional adults), career indecision, or lack of motivation. The associate provost is responsible for staff supervision, budgeting, and grant writing and management.

## 2.6 Department Chairs

The chair is directly responsible for the administration of programs in his or her academic department in concert with the departmental faculty and under the supervision of the college dean. The role of the department chair at Morehead State University includes being first in the administrative chain of command between the faculty and dean regarding the duties and responsibilities of faculty. In addition to teaching on a regular basis and staying professionally engaged within her or his discipline, the department chair is responsible for developing and managing the department's class schedules each semester; evaluating and counseling faculty with regard to their professional growth, annual merit awards, tenure and promotion; providing leadership in the continuous process of assessing the quality of the department's academic programs and in the development of new programs; and communicating the achievements and needs of the department programs, faculty and students to both internal and external audiences.

## Chapter 3

### Academic Organization of the University

#### 3.1 Colleges, Institute for Regional Analysis and Public Policy (IRAPP), Graduate and Undergraduate Programs, and Academic Outreach and Support

##### 3.1.1 College of Business

3.1.1.1 Department of Accounting, Economics and Finance

3.1.1.2 Department of Information Systems

3.1.1.3 Department of Management, Marketing, and Real Estate

3.1.1.4 East Kentucky Small Business Development Center

##### 3.1.2 College of Education

3.1.2.1 Department of Curriculum and Instruction

3.1.2.2 Department of Health, Physical Education and Sport Sciences

3.1.2.3 Department of Counseling, Leadership, Adult and Higher Education

3.1.2.4 Educational Service Unit

##### 3.1.3 Caudill College of Humanities

3.1.3.1 Department of Art

3.1.3.2 Department of Communication and Theatre

3.1.3.3 Department of English, Foreign Languages, and Philosophy

3.1.3.4 Department of Geography, Government, and History

3.1.3.5 Department of Music

3.1.3.6 Department of Military Science

3.1.3.7 Department of Sociology, Social Work and Criminology

3.1.3.8 Interdisciplinary Appalachian Heritage Program

3.1.3.9 Interdisciplinary Women's Studies Program

##### 3.1.4 College of Science and Technology

3.1.4.1 Department of Agricultural and Human Sciences

3.1.4.2 Department of Biological and Environmental Sciences

3.1.4.3 Department of Imaging Science

3.1.4.4 Department of Industrial and Engineering Technology

3.1.4.5 Department of Mathematics and Computer Science

3.1.4.6 Department of Nursing

3.1.4.7 Department of Physical Sciences

3.1.4.8 Department of Psychology

3.1.4.9 Space Science Center

3.1.5 Institute for Regional Analysis and Public Policy

3.1.5.1 Division of Academic Programs

3.1.5.2 Division of Applied Research, Service and Policy

3.1.6 Graduate and Undergraduate Programs

3.1.6.1 Graduate Programs

3.1.6.2 Undergraduate Programs

3.1.6.3 Center for Teaching and Learning

3.1.6.4 Academic Assessment

3.1.6.5 Testing Center

3.1.6.6 International Education

3.1.7 Academic Outreach and Support

3.1.7.1 Academic Support and Retention

3.1.7.2 Regional Campus Programs

3.1.7.3 Academic Advising and Career Services

3.1.7.4 Continuing Education

3.1.7.5 Distance Learning

3.1.7.6 External Academic Support Programs

3.1.8 Registrar

3.1.9 Honors/Leadership Programs

3.1.10 Research Grants and Contracts

3.2 Deans' Council

3.3 Chairs' Forum

3.4 Deans

3.5 Department Chairs

3.6 Program Coordinators

## Chapter 3

### Academic Organization of the University

#### 3.1 Colleges, Institute for Regional Analysis and Public Policy (IRAPP), Graduate and Undergraduate Programs and Academic Outreach and Support

##### 3.1.1 College of Business

The College of Business includes undergraduate programs in accounting, economics, finance, management, marketing, real estate, computer information systems, business information systems, and business and marketing education. The College of Business offers a Masters of Business Administration program. The East Kentucky Small Business Development Center also is a component of the College of Business.

##### 3.1.1.1 Department of Accounting, Economics and Finance

The Department of Accounting, Economics and Finance offers extensive course work in cost managerial and tax accounting; in economic theory, analysis and applications; and in investment, financial management and financial markets.

##### 3.1.1.2 Department of Information Systems

The Department of Information Systems offers programs in computer information systems with areas in computer programming, systems management, and systems analysis. Two-year programs are offered in computer information systems and business information systems.

##### 3.1.1.3 Department of Management, Marketing, and Real Estate

The Department of Management and Marketing offers programs in management; marketing; and real estate.

##### 3.1.1.4 East Kentucky Small Business Development Center

The EKSBDCC conducts training programs for existing and prospective small business entrepreneurs and provides one-on-one consulting in a variety of business concerns such as marketing and sources of finance. Offices are maintained in Morehead, Ashland, and Pikeville.

##### 3.1.2 College of Education

The College of Education includes the Department of Curriculum and Instruction; the Department of Counseling, Leadership, Adult and Higher Education; and the Department of Health, Physical Education and Sport Sciences.

##### 3.1.2.1 Department of Curriculum and Instruction

Within the Department of Curriculum and Instruction are programs in elementary education with emphasis on early childhood education, reading and special education with emphasis on learning and behavioral disorders.

### 3.1.2.2 Department of Health, Physical Education, and Sport Sciences

The Department of Health, Physical Education, and Sport Sciences offers undergraduate programs in health (teaching and non-teaching), physical education (teaching, exercise science, athletic training, and coaching), and recreation (recreation park management and administration and therapeutic recreation), as well as graduate programs in health/physical education, exercise science, and recreation.

### 3.1.2.3 Department of Counseling, Leadership, Adult and Higher Education

The Department of Counseling, Leadership, Adult and Higher Education offers graduate programs in counseling; adult and higher education; and instructional leadership with emphasis on principal certification, school superintendent, school supervisor, and pupil personnel.

### 3.1.2.4 Educational Service Unit

The staff of the Educational Service Unit (ESU) is actively involved with teacher education candidates, faculty, and public school partners in the preparation of teachers. The ESU provides coordination and delivery of services in the following areas: teacher recruitment, teacher education program admissions, field experiences, clinical practice, teacher certification, and first year internships for Kentucky teachers and principals.

### 3.1.3 Caudill College of Humanities

The Caudill College of Humanities includes the Departments of Art; Communication and Theatre; English, Foreign Languages, and Philosophy; Geography, Government, and History; Military Science; Music; and Sociology, Social Work and Criminology. The college also has an Arts and Humanities Council and interdisciplinary programs in Women's Studies, Appalachian Heritage, and Cultural Studies.

#### 3.1.3.1 Department of Art

Programs within the Department of Art are art education; art history; ceramics; computer art; drawing; graphic design; painting; photography; printmaking; and sculpture.

#### 3.1.3.2 Department of Communication and Theatre

The Department of Communication and Theatre provides programs of study in communication with options in advertising/public relations/organizational communication; applied communication; journalism (both print and electronic); production (electronic media and

print); and theatre. A Master or Arts degree in communication is also offered

### 3.1.3.3 Department of English, Foreign Languages and Philosophy

Programs in the Department of English, Foreign Languages and Philosophy are English, creative writing, linguistics, literature, technical writing, French, Spanish, and philosophy.

### 3.1.3.4 Department of Geography, Government and History

The Department of Geography, Government and History provides programs in geography with emphasis on cartography, conservation, economic, political, physical and regional studies; in government with emphasis on American, state, local, pre-law, public-personnel administration and internship programs; in paralegal studies; and in history with emphasis on Afro-American, American, Asian, European and Latin America. The Department also offers the area of concentration in social studies that prepares students to teach history, geography, government and sociology at the secondary education level.

### 3.1.3.5 Department of Music

The Department of Music includes programs in jazz and studio music; music education; music theory and composition; and performance with areas in voice, piano, organ, or harpsichord, strings, wind and percussion instruments, and guitar. At the graduate level, the department offers a masters degree in music with major fields of study in performance and music education.

### 3.1.3.6 Department of Military Science

The program within the Department of Military Science provides two, three, and four year academic and internship programs that lead to a commission in the United States Army following graduation from college. Also known as the ROTC program, the department is staffed with active US Army officers and noncommissioned officers. All courses and internships are fully accredited by the University and count toward graduation requirements. Additionally, the department offers a minor in military leadership.

### 3.1.3.7 Department of Sociology, Social Work and Criminology

The Department of Sociology, Social Work and Criminology offers a wide-ranging baccalaureate curriculum that includes courses in sociology (such as social problems, deviance, inequality, cultural anthropology, and the individual and society), in social work (such as social welfare history and ethics, child welfare services, community mental health, and substance abuse counseling), and in criminology (such as the criminogenic family, juvenile delinquency, white collar crime, and the sociology of punishment). There is also a baccalaureate program for each of these areas with an emphasis on regional analysis and public policy. At the graduate level, the department offers a masters degree with general sociology, criminology, and gerontology options.

### 3.1.2.8 Interdisciplinary Appalachian Heritage Program

The Interdisciplinary Appalachian Heritage Program is organizationally located within the Caudill College of Humanities. In addition to promoting regional cultural, historical, political and social events, the program is developing a collaborative minor in Appalachian studies between the Caudill College and the Institute of Regional Analysis and Public Policy.

### 3.1.3.9 Interdisciplinary Women's Studies Program

The Interdisciplinary Women's Studies Program is organizationally located within the Caudill College of Humanities and offers a minor in women's studies where students are required to take courses across the curriculum. Regardless of major, students are introduced to the new scholarship on women in such areas as sociology, history, psychology, literature, politics, political philosophy, and health.

### 3.1.4 College of Science and Technology

The College of Science and Technology includes the Departments of Agricultural and Human Sciences; Biological and Environmental Sciences; Imaging Sciences; Industrial and Engineering Technology; Mathematics and Computer Sciences; Nursing; Physical Sciences, and Psychology. The Space Science Center is a newly formed unit within Science and Technology.

#### 3.1.4.1 Department of Agricultural and Human Sciences

Within the Department of Agricultural and Human Sciences, specific programs include agricultural education; agricultural science with areas in agribusiness, agricultural economics, agronomy, animal science, general agriculture, golf course management, and horticulture; agricultural technology with options in agribusiness, agricultural production, equine technology and ornamental horticulture; veterinary technology; pre-forestry; pre-veterinary medicine; a minor in horsemanship; vocational family and consumer science education; and, human sciences with an area in child development. An associate degree is offered in the human sciences areas in child development.

#### 3.1.4.2 Department of Biological and Environmental Sciences

The Department of Biological and Environmental Sciences offers courses in botany, zoology, microbiology, ecology, genetics, physiology, anatomy, cell/molecular biology and environmental sciences. In addition to the baccalaureate programs in biology, environmental science, and secondary level biology teaching, the department offers programs in the pre-professional areas of pre-chiropractic, pre-dentistry, pre-medical technology, pre-medicine, pre-pharmacy, pre-physician assistant, pre-physical therapy and pre-podiatry. A graduate program leading to the Master of Science Degree in Biology is available to extend the training as a biologist and allow specialization in a specific area of biology.

#### 3.1.4.3 Department of Imaging Sciences

The Department of Imaging Sciences offers an associate degree in Radiologic Science and a bachelor degree in Imaging Sciences with areas of concentration in Computed Tomography/Magnetic Resonance (CT/MR) and Diagnostic Medical Sonography (DMS).

#### 3.1.4.4 Department of Industrial and Engineering Technology

The Department of Industrial and Engineering Technology offers a baccalaureate degree with an area of concentration, a major, and a minor and an associate degree in industrial technology with options available in construction/mining; electricity/electronics; graphic communications, and manufacturing robotics. An area of concentration in industrial education with teaching options is provided in support of the department's commitment to quality teacher education programs. A masters degree in career and technical education and a masters degree in industrial technology are available for students seeking advanced coursework.

#### 3.1.4.5 Department of Mathematics and Computer Science

The Department of Mathematics and Computer Science offers programs for the major (both teaching and non-teaching) and minor in mathematics, an area of concentration in mathematics, an area of concentration in computer science, and two minors in statistics (one calculus based and one non-calculus based). The department also offers mathematics courses that support components for the pre-service teachers in elementary (P-5), middle school mathematics (5-8), and secondary teaching (9-12). Graduate mathematics courses designed for teacher education are also offered to support several graduate programs in education.

#### 3.1.4.6 Department of Nursing

The Department of Nursing offers associate and baccalaureate degree programs in nursing. In addition, through collaborative efforts with the University of Kentucky, a RN to MSN program is available for associate degree graduates. The department also offers an associate degree program for respiratory care in conjunction with the Northeast Kentucky Consortium comprised of Morehead State University, Maysville Community and Technical College (Rowan Campus) and Ashland Community College.

#### 3.1.4.7 Department of Physical Science

Within the Department of Physical Sciences are the programs of chemistry, earth science, geology, physics, pre-engineering, pre-optometry, and science education.

#### 3.1.4.8 Department of Psychology

The Department of Psychology offers an area of concentration, a major, and a minor at the undergraduate level in psychology and at the graduate level master's programs in general-experimental and clinical or counseling psychology.



#### 3.1.4.9 Space Science Center

The Space Science Center has been established to provide a state-of-the art teaching and research facility for undergraduate students in physics, astrophysics, satellite telecommunications, pre-engineering, and computer science (particularly in software development and UNIX systems management). Faculty and staff of the Space Science Center teach supporting courses in the areas described above for undergraduate programs offered by the Departments of Physical Sciences, Industrial Education and Technology, and Mathematics (computer science).

#### 3.1.5 Institute for Regional Analysis and Public Policy

The Institute for Regional Analysis and Public Policy includes the Division of Academic Programs and the Division of Applied Research, Service and Policy.

##### 3.1.5.1 Division of Academic Programs

In collaboration with five academic programs the Division of Academic Programs offers an emphasis in Regional Analysis in geography, government, environmental science, social work, and sociology.

##### 3.1.5.2 Division of Applied Research, Service and Policy

Through the research and service units, the Division of Applied Research, Service and Policy generates interdisciplinary research and service projects with special relevance to the region, Appalachia, and rural areas of the nation and world.

#### 3.1.6 Library and Instructional Media

As one of the region's best student-oriented libraries in terms of service and up-to-date materials, Camden-Carroll Library offers both traditional and electronic resources, accessible through a state-of-the-art online catalog. Resources include a print collection of half-a-million volumes, 2500 current subscriptions in print and microform formats, and an extensive reference collection. DVDs, videos, CD's, and other non-print materials are available for check-out, and print materials not owned by CCL may be requested through Interlibrary Loan.

Additional Resources: Electronic resources such as full-text online journals, e-books, and nearly 100 databases in all subject areas complement the collection. In addition, Camden-Carroll Library is a selective depository for United States government documents. A learning technology lab houses multimedia software and equipment for student and faculty course work.

Information about and access to the Library's collection, online resources, and services is gained through the Library's home page (<http://www.moreheadstate.edu/library>). Other services

to faculty include a delivery service, electronic and traditional reserves, a current awareness service, carrels for research and study, and EndNote software.

**Collection Development and the Library Liaison Program:** Each academic department is assigned a librarian to serve as liaison with the department. Faculty members are encouraged to work with their library liaison to build the Library's collection and guide students in learning to use information and library resources. Library liaisons welcome opportunities to collaborate with faculty in providing specialized instruction in information literacy and the use of library resources.

New faculty members will receive a packet of information from the Library, including the name and phone number of the department's liaison and instructions on requesting library material.

**Circulation:** Books, audio-visual materials, and government documents are checked out at the circulation desk. An MSU faculty-staff I.D. must be presented at the time of check-out. Faculty members may keep most materials for nine weeks, and materials are renewable. Best sellers, microforms, DVDs, videos, CDs and computer software have shorter circulation periods. The Library requires that others who check out materials in a faculty member's name must present the faculty member's identification card along with a note from the faculty member authorizing the checkout. Library materials can be renewed online; see the Library homepage.

**Reserves:** Course reserves for traditional and/or electronic reserve may be placed at the circulation desk. Two week's notice is needed to prepare materials for reserve. The check-out period for each reserve item is designated by the faculty member. Photocopied materials can be placed on both electronic reserve and regular reserve. Obtaining copyright permission is the responsibility of the faculty member. Information about obtaining copyright permission is available in the Reserves section of the Library homepage. **Instruction:** The Library supports the course work and success of MSU students, faculty, and staff by providing them with instruction in research and library use. Services include: one-on-one help at the reference desk or by appointment, links to online research guides and other information resources, Library orientations and tours (MSU 101), and course-specific and assignment-specific library use instruction sessions.

**Interlibrary Loan:** Books, articles, and microforms not owned by the Library may be requested from other libraries by filling out an online request form available from the Library's home page.

**Delivery Service:** Faculty and staff who work on the main campus of Morehead State University can place a "Delivery Service" request through the Library's online catalog for delivery of circulating items held by the Library. Student workers will deliver items to department or unit offices. See the Library's website for instructions how to use the service.

**Learning Resource Center:** The Learning Resource Center (LRC) is a multimedia center containing computer software, videos, CDs, DVDs, audiocassettes and other non-print formats.

It also houses a preschool-grade 12 collection of books, curriculum guides, teaching aids, and the public school textbook adoption selection for the current year.

Equipment available for use in the LRC includes: computers for previewing software, high quality CD players, audiocassette/CD players, TV/VCRs, a TV/DVD player, a public print station and several computers with access to the Library's catalog, electronic databases and the Internet.

**Extended Campus Services:** The Library provides special services to faculty teaching off-campus and their students. Faculty may place course reserve materials in cooperating libraries at the regional campus locations by notifying the Extended Campus Library Services office. The Extended Campus Librarian also provides library instruction and orientation sessions for off-campus classes and coordinates document delivery services to distance learning and extended campus students.

**Learning Technology Lab:** The LTL provides students and faculty access to multimedia software and equipment for their course work. Students and faculty can scan pictures and documents, capture video, edit photos, make transparencies, create Web pages, and use presentation and desktop publishing software. The Lab coordinator and staff conduct class orientations, provide on-site consultations, and can assist individuals who visit the Lab.

### 3.1.7 Graduate and Undergraduate Programs

The Office of Graduate and Undergraduate Programs coordinates the University's associate, bachelor's, master's, education specialist, and graduate certification programs.

#### 3.1.7.1 Graduate Programs

The Office of Graduate Programs includes oversight of the graduate curriculum. Programs at the master's degree level are offered in the areas of art; biology; business administration; career and technical education; communications; education with emphasis on education administration, adult and higher education, elementary, counseling, reading, secondary, special education, and teaching; English; information systems; health and physical education; music; psychology; public administration; sociology; and industrial technology. A master's of social work is offered through the University of Kentucky.

Morehead State University has post-baccalaureate 5th year programs in elementary and secondary education and Rank I programs in elementary and secondary education, counseling, special education, and career and technical education. In addition, the following certification programs are offered: supervisor of instruction, superintendent, director of pupil personnel, director of special education, learning and behavior disabilities, moderate and severe disabilities, interdisciplinary early childhood education, special education, and reading and writing. Education specialist degrees are offered in adult and higher education, curriculum and instruction, guidance and counseling, and instructional leadership. Morehead State University also offers a cooperative doctoral degree in education with the University of Kentucky.

The Graduate Office also serves as the certification office for completion of graduate educational certification forms for the Educational Professional Standards Board.

#### 3.1.7.2 Undergraduate Programs

The Office of Undergraduate Programs includes oversight of the undergraduate curriculum and the general education curriculum proposal and assessment process. It is also responsible for monitoring academic success of students and facilitating undergraduate academic appeals.

#### 3.1.7.3 Center for Teaching and Learning

The Center for Teaching and Learning is charged with coordinating professional development activities on campus and gathering data from faculty about professional development needs and interests. The center supports a variety of professional development activities including: information technology as a medium for delivering and enhancing instruction, forms of the scholarship of teaching, discipline-specific approaches to teaching, support to attend teaching-related conferences, support for engaging in scholarship of teaching and learning projects, purchasing desired resources such as books, software, videotapes, and periodicals, desired services such as planning and interpreting formative teaching evaluations and support for collaboration/mentoring, offering a variety of formats for professional development such as collaboration, self-guided groups, workshops and presentations, teleconferences. The Center for Teacher and Learning is also the liaison with the CPE faculty development.

#### 3.1.7.4 Academic Assessment

The Office of Graduate and Undergraduate Programs is responsible for planning, coordinating, and analyzing assessment data from a variety of formal and informal sources in order to develop recommendations for curricular changes. Current assessments include the National Survey of Student Engagement (NSSE), Alumni Survey, Your First College Year (YFCY), and the Academic Profile.

#### 3.1.7.5 Testing Center

The Testing Center is responsible for administration of individual and group tests that require a controlled setting. Examples include ACT, GED, PRAXIS, correspondence tests, College Level Exam Program (CLEP), School Leadership Series, KY Principal's Test, Interdisciplinary Early Childhood test, Strong Interest Inventory, Nursing Math Test, Miller Analogies, and graduate exit exams in education fields.

#### 3.1.7.6 International Education

The Office of International Education oversees programs that help to internationalize Morehead State University. Two areas of particular interest to students are the minor in international studies and the opportunities for study abroad. The international studies minor is an interdisciplinary program that provides students an academic program focusing on various areas of the world. Working closely with the associate dean of International Education, students develop a program to fit their personal interests and needs. Morehead State University provides study abroad programs around the world through its membership in two consortia. As a member of the Cooperative Center for Study in Britain consortium, the University is able to send faculty and students to English-speaking nations for educational offerings in a variety of subject areas. Programs include a winter interim and two summer sessions.

As participants in the Kentucky Institute for International Studies Consortium, University faculty and students can travel to study centers in Europe, Asia, and South and Central America. Courses are offered during the summer and focus on languages, humanities, and social sciences. KIIS also offers several semester programs in Germany, France, Spain and Mexico.

While relying primarily on these two consortia, MSU works in cooperation with some other universities to allow for additional study abroad opportunities for students. MSU has a student and faculty exchange agreement with Kansai Gaidai University of Foreign Studies in Osaka, Japan. Further possibilities for study abroad include Guangxi University in China and Dijon, France.

Students interested in the International Studies minor or in a study abroad experience should call the Office of International Education (783-2096) for more information.

#### 3.1.8 Academic Outreach and Support

The Office of Academic Outreach and Support provides services and programs via numerous delivery systems to the citizens of the service region for the accomplishment of student and participant academic, career, personal and social goals. The result of these services is the development of productive citizens who give back to their respective communities. The Office of Academic Outreach and Support includes academic support and retention programs, continuing education, distance learning, extended campus programs and external programs.

##### 3.1.8.1 First Year Programs and Retention

This unit administers MSU 101, a freshman success course that introduces students to the expectations and rigors of college. The office also administers the Peer Advising Program, which offers upper division students the opportunity to assist first-year students in their transition to university life. This unit administers the SOAR program, coordinates New Student Days, administers the Early Alert program, and maintains a first year parent program. The office monitors the academic progress of first-year students and provides appropriate interventions. The office also researches and analyzes retention data and provides support for the Retention Task Force.

### 3.1.8.2 Regional Campus Programs

The University conducts an extensive extended campus program. Graduate and undergraduate programs and courses that are taught by tenured, tenure-track, and adjunct faculty are offered at extended campuses in Ashland, Jackson, Prestonsburg, and West Liberty and regional sites in Mt. Sterling and in Pikeville through the Appalachian Graduate Consortium in conjunction with Pikeville College. Full-time faculty members are located in Ashland and Prestonsburg. Joint faculty appointments with the community college are in Jackson. Instruction is also offered at selected satellite locations such as Maysville, Whitesburg, Owingsville, Vanceburg, Louisa, Raceland, Flemingsburg, and Hindman. Courses are delivered through face-to-face instruction, interactive television, and the Internet. The University partners with the Kentucky Community and Technical College System to deliver programs. All courses carry resident credit, with the quality of instruction and expected student performance equal to that of on-campus study. The following programs of study are offered at the extended campuses.

GED	West Liberty
Associate of University Studies	West Liberty and Mt. Sterling
Bachelor of Arts in Early Elementary Education (P – 5)	Ashland, Jackson, Prestonsburg
Bachelor of Arts in Middle Grades	Ashland and Prestonsburg
Bachelor of Business Administration	Ashland, Jackson, Prestonsburg
Bachelor of Science in Nursing	Ashland, Prestonsburg
Bachelor of Social Work	Ashland and Prestonsburg
Bachelor of University Studies	Ashland, Jackson, Prestonsburg
Master of Arts in Education, Rank 1 and Fifth Year	Ashland and Prestonsburg
Master of Arts in Counseling	

### 3.1.8.3 Academic and Career Services

Academic Advising: This department provides academic advising services to students, usually freshmen and sophomores who have not yet chosen a major, and students seeking associate and baccalaureate degrees in university studies. The professional advisors encourage and assist students in exploring various academic, career, and life choices as they relate to deciding upon an academic program.

University Studies Degree Program: The university studies program is intended for students who want to design their own degree program or adults who are returning to the University to complete a degree. Students completing the university studies degree must complete a general education requirements and then work with an advisor to design an academic

program to meet their educational needs.

Academic Services: This office assists students in successfully completing their academic pursuits. The unit provides academic guidance and counseling, tutoring, supplemental instruction, credit classes in career planning (EDGC 105) and study skills (EDAH 102), services for students with disabilities, and services and a course (MSU 099) for students who are on academic probation or readmitted to the University. Workshops and seminars centered on improving study skills and increasing motivation for academic success are offered.

Learning Lab and Tutorial Services: The Learning Lab provides supplemental academic assistance to students outside the classroom through individualized instruction, the use of audio-visual materials, and computer software in such areas as mathematics, writing, and study skills. The staff works with the faculty to provide academic support services for students. Peer tutors provide one-on-one help and small group assistance in many academic disciplines. Services are available upon request by the student or through referrals from instructors. All tutoring is done by appointment at no cost to the student.

Supplemental Instruction: Supplemental instructors are available to assist in high-risk classes. The supplemental instructors are students who have usually successfully completed the course. These individuals attend all class sessions and work closely with the instructor to provide support services for students outside of the regular class. The supplemental instructors meet with the students in a small group outside of class to review material and assist students to learn the major concepts.

Services for Students with Disabilities: Professional staff assists physically handicapped and learning disabled students in the acquisition of academic aids such as taped textbooks, note-takers, interpreters and tutors. The staff coordinates efforts to address the accessibility and class accommodations with instructors of handicapped and learning disabled students. Students may participate in individual counseling with the staff.

Academic Retention Program for Minority Students: This program provides academic support for minority students through individual assistance by staff and tutors. A faculty-mentoring program, GUSTO, matches faculty members with minority students.

Career Services: This office provides a full range of career services to assist students in their educational and vocational planning and post-graduation placement. Specific services include, but are not limited to, vocational interest testing, career counseling, job search skill development, employer research, evaluation of job search documents, on-campus interviewing, and maintenance of personal credential files. The department offers traditional and online job fairs and has an extensive career resource library and web site. A one-hour credit course, MSU 400, is offered to assist graduating seniors in the job search process.

Faculty members are welcome to utilize the office for personal career needs or to integrate office services with classroom objectives through presentations, workshops, use of career library and online resources, visits to the office, and specific career events. Faculty members can schedule class visits to the office, presentations to classes, or use of other services upon request.

Provisional Studies Program: The Provisional Studies Program specifically addresses the needs of students who may be initially under-prepared to successfully complete a college-level program. The program provides advising, counseling, and academic support to assist these students in preparing to complete a college education. The staff meets with the students individually to encourage and provide assistance with study habits, personal concerns or other problems that students may encounter. Students are required to attend study tables a minimum of three times a week and to complete required developmental education courses.

#### 3.1.8.4 Continuing Education

Community Education is a regional service arm of Morehead State University, administering face-to-face and online professional development institutes, courses and seminars, specialized training for businesses, nonprofit organizations, government agencies, and community groups, special youth camps, Elderhostel programs, community education, conferences, and personal development programs. The Office of Continuing Education links faculty, staff, and students with service opportunities that strengthen the region. Participants may earn certificates and Continuing Education Units upon completing each course or program. The Office of Continuing Education maintains a permanent record of participation in approved programs and can provide an official continuing education transcript. The Office of Continuing Education adheres to the guidelines established by the Southern Association of Colleges and Schools (SACS) in sponsoring programs and awarding Continuing Education Units.

#### 3.1.8.5 Distance Learning

The Office of Distance Learning offers courses via the Internet, ITV (Interactive Television), Kentucky Educational Television, and correspondence.

Online Education (BlackBoard): Courses offered via the Internet use the course management system called BlackBoard located on a server at the University that can be accessed from any Internet capable computer. BlackBoard is a tool to be used by the faculty to enable the course to be delivered entirely online or as a component to any course at the University. Any faculty member interested in using BlackBoard to teach an online course or as part of traditional classroom instruction should contact the Office of Distance Learning for one-on-one assistance and professional development seminars. A one-time stipend is available to support faculty to attend professional development activities sponsored by the Office of Distance Learning and develop and teach an online course. The University is a partner in the Kentucky Virtual University through which credit and non-credit courses and programs are offered by universities and colleges in Kentucky and the United States.

Interactive Television: Interactive television (ITV) is a two-way audio and two-way video. The Office of Distance Learning supports twenty-one ITV locations in fifteen counties. The delivery system is transmitted via special telephone lines called T-1. This system is part of the Kentucky Telelinking Network. Utilizing this delivery system requires students and faculty to be in a specific location, a distance learning classroom, at a scheduled time. Any faculty member interested in teaching an ITV course or using ITV as part of traditional classroom



instruction should contact the Office of Distance Learning for one-on-one assistance and professional development seminars. A one-time stipend is available to support faculty to participate in professional development activities sponsored by the Office of Distance Learning and develop and teach an ITV course.

Telecourses: Telecourses are an alternate way for students to earn college credit. These courses are offered in collaboration with Kentucky Educational Television. All telecourses are evaluated by appropriate department chairs and are assigned appropriate course numbers equivalent to Morehead State University courses. Faculty members are compensated with overload pay, if the telecourse creates a teaching overload for that term, on a scale of \$100 per student up to 12 students or a maximum of \$1,200 for a three-hour telecourse. Any Morehead State University student may enroll for telecourse credit. On-campus students must obtain permission to enroll in telecourses from the department chair or dean of the college in which the telecourse is offered. Others may register as special students for telecourse credit if they hold a high school diploma or a General Education Development (GED) certificate.

Correspondence Study: Members of the University faculty offer the Correspondence Study Program courses. Courses vary from 10 to 25 lessons and include a final examination. Faculty members are paid \$3.50 per lesson and \$12.00 per final examination for grading. Faculty members are also compensated for revising existing courses and developing new correspondence courses. Students must have earned a high school diploma or General Education Development (GED) certificate and must have been admitted to the university before taking correspondence courses. Students earn college credit. Correspondence courses are not counted in students' regular course loads.

#### 3.1.8.6 External Academic Support Programs

External Programs are directly related to the University's public service mission. These programs are collaborative efforts with public schools, human service agencies, government, and business to address the educational, social and economic needs of the region.

Commonwealth EOC: The Commonwealth Educational Opportunity Center (CEOC) serves 35 counties in eastern and northeastern, Kentucky. CEOC provides information about educational opportunities and financial aid availability for adults interested in attending postsecondary education and provides those adults with assistance in applying for college admission and federal student financial aid. Six full-time and one part-time counselors and two full-time educational outreach specialist provide these services. The staff is stationed on the Morehead campus and at the MSU centers in Ashland, Prestonsburg, Jackson, West Liberty, the Employment Services office in Pikeville, Hazard Community College in Hazard, and Southeast Community College in Middlesboro and Eastern Kentucky University in Corbin.

Educational Talent Search I & II: The Educational Talent Search I & II programs serve almost 2,000 students in regional middle and high schools in 16 counties in eastern Kentucky. Approximately three-fourths these students are from low-income families and are potential first generation college graduates. Through monthly visits to the local schools, an age-appropriate curriculum is implemented in grades six through twelve, addressing such topics as financial aid for college, college orientation, career awareness, study skills, social skills and other personal

issues such as stress management, anger management, self esteem, assertiveness, goal setting and decision making. Field trips to college campuses, business and industrial sites or cultural venues are offered annually. Other services include parent and student newsletters, home-visits to sixth graders, senior salute and a freshman overnight trip.

GEAR UP Kentucky: GEAR UP Kentucky is an early intervention program through the Council on Postsecondary Education and the U.S. Department of Education. The program works with targeted middle and high schools in northern and northeastern Kentucky to promote college awareness, academic rigor, parental involvement and early intervention with support services such as tutoring and mentoring. The purpose of the program is to increase the number of individuals pursuing postsecondary education in the region.

GED Connection: KET's GED Connection program (formerly GED on TV) is a service to help Kentucky adults study for their GED exam at home by watching Kentucky Educational Television. KET broadcasts 39 one-half hour instructional programs to help adults study. Our office provides support for the program including workbooks, pre-testing, post-testing, and student advising. We are a statewide service and enroll Kentucky residents only. Referrals are made to area Adult Basic Education programs for students who request referrals, or for some reason cannot study independently at home and need additional help. Promotional materials are mailed once a year to agencies throughout the state, including Adult Education providers, about the GED.

AmeriCorps/Kentucky Promise Corps: MSUCorps is a school success program funded by the Corporation for National Community Service. MSUCorps has three and two staff. The program places 40 full-time members and four part-time members in the Family Resource and Youth Service Centers in 11 counties. These 11 counties are Bath, Rowan, Carter, Boyd, Lawrence, Magoffin, Morgan, Elliott, Lewis, Greenup, and Fleming. Each member targets a minimum of 20 at-risk children to provide tutoring/mentoring

Retired and Senior Volunteer Program: The MSU-Retired and Senior Volunteer Program services the counties of Bath, Montgomery, Morgan, and Rowan. The Corporation for National Service and United Way of Montgomery County provide funding. Additional funding is provided by the Administration on Aging. There are 230 volunteers in the program. The purpose of RSVP is to place senior citizens, 55+, in volunteer assignments with non-profit organizations. RSVP serves many of these people through nursing homes, health education and socialization, as well as provides volunteer assignments to this age group.

Student Support Services: Student Support Services (SSS) at MSU is a federally-funded, student-oriented program that offers cultural enrichment, tutoring, academic advising, personal, career, and financial aid counseling. The program serves 221 participants. The services are designed to help MSU students in SSS make the most of their college careers. SSS offers the support needed to ensure a successful academic experience in the pursuit of an education. To be eligible, MSU students must meet the following criteria: have an academic need, two-thirds of the participants must be first generation college students, demonstrate financial need and/or have a documented disability.

Today's Youth: Today's Youth serves 50 participants, ages 18 – 21, in Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Mason, Montgomery, Robertson, and Rowan counties. The program works to increase basic skills, achieve work readiness and develop occupational skills for participants through counseling, building self-esteem, leadership development and various other tools for individual growth, development and enhancement. The program strives to keep participants in postsecondary education and prepare them to move into the workforce. The staff works closely with the postsecondary institutions in the region, transportation services and community organizations in all ten counties. Today's Youth staff works closely with Buffalo Trace ADD, Fivco ADD and Gateway ADD and various departments on the MSU campus.

Upward Bound Programs and Upward Bound Math & Science Center: MSU sponsors three Upward Bound programs (two "classic" UB programs and the Math & Science Center). All three programs share the goal of ensuring postsecondary success for participants. The programs serve approximately 235 students from 10 counties/11 schools for UB I, five counties/schools for UB II and the Appalachian Kentucky counties and five West Virginia counties on the Kentucky border for the Math & Science Center. Relationships are developed and maintained with each school and community served by the program(s) in order to recruit students and provide effective services. Academic, social and cultural activities are provided throughout the academic year at target high schools, county libraries and on MSU's campus. A six-week summer residential component at MSU is designed to simulate a college-going experience for the students and includes academic classes as well as social, cultural and educational activities.

### 3.1.9 Registrar

The Office of the Registrar develops, implements, and maintains delivery systems of students' academic records. The office coordinates preregistration, registration, course changes, and the preparation of the semester schedule of classes. In addition, grade processing, evaluation of transfer and military work, enrollment verification, academic transcript issuance, National Collegiate Athletic Association athletic eligibility, probation processing, Dean's List, and the monitoring of all students receiving veterans' benefits are performed by the office. Through an integrated database, student information is retrieved to report to the Council on Postsecondary Education, administrative offices, and faculty. The organization and coordination of University commencements, an academic degree audit of each undergraduate student's credentials prior to receipt of a diploma, and the development, implementation and administration of the University's computerized advising degree audit systems are integral functions of the office.

### 3.1.10 Honors/Leadership Programs

The Honors Leadership Residential College is a living and learning experience that involves a partnership between the Divisions of Academic Affairs and Student Life. This program is focused on student success. The residential college consists of students who are the Presidential and Regional Honors Scholarships recipients, Valedictorians, Salutatorians, Academic Honors Program members, Governor's Scholars, National Merit award winner, or students with significant leadership experience and an ACT of 23 and above. They are first and

second year students who live in Butler Hall and attend some of their classes within the building. Through these classes, taught by faculty from a variety of departments, the students participate in learning communities. The students engage in study groups and individual tutoring as necessary. All students are also members of a four year Leadership Development Program. To further their leadership skills, the residents participate in a number of community engagement programs. Student life and academic enrichment programming takes place in the hall through the year.

#### 3.1.11 Research, Grants, and Contracts

The Office of Research, Grants and Contracts provides services essential for all phases of proposal development, including budgets that may result in a grant or contract between an external funding source and the University. In coordinating proposal development services, the office serves as the University's official administrative unit to review and submit all proposals to external sources. The resources and services of the office assist faculty and staff members in conducting research, in delivering public services and in promoting professional growth through the use of external funds.

The office also provides administrative support for the Research and Creative Productions Committee, Institutional Animal Care and Use Committee, and the Institutional Review Board for the Protection of Human Subjects in Research.

#### 3.2 Deans' Council

Members of the council include the provost and executive vice president as the chairperson, the associate provost for graduate and undergraduate programs, the associate provost for academic outreach and support, the assistant provost for academic affairs, the deans of the four colleges, the dean of the Institute for Regional Analysis and Public Policy, the Dean of Library Services, and the chair of the faculty senate. This council meets bi-weekly.

Duties and responsibilities of this council are to provide the provost and executive vice president with recommendations for implementations and/or modifications that strengthen University programs and plans and to provide opportunity for the provost to inform the academic leadership of major actions being considered and/or taken.

#### 3.3 Chairs' Forum

Members of the forum include all department chairs and interim/acting department chairs. The forum meets at least once a semester to identify concerns of department chairs, to provide a means of communication between chairs and other university units, to consult on policies and procedures affecting department function, and to communicate recommendations to the provost. The forum is administered by an executive committee elected by the members.

#### 3.4 Deans

Each dean is charged with the overall responsibility for the development of the college. Accordingly, the dean is the individual ultimately responsible for the recruitment, evaluation and retention of faculty, for the academic advising of students; for curriculum development, course offerings and classroom instruction in the college; for the development of library materials and laboratory equipment; and for the administrative and financial management of the college.

Considerable academic autonomy is granted each college; hence, each dean is accorded commensurate authority and responsibility. This responsibility and authority are shared by the dean with the chairs, faculty, and staff to whatever extent is most productive for the college. The dean is accountable to the provost for the success of the college.

### 3.5 Department Chairs

The department chairs are responsible for the development and management of programs at the departmental level. The department chair reports to the dean of the college in which the department is located. The department chair recommends the employment and retention of departmental faculty and staff and develops and recommends courses, programs, schedules, facilities, and budgets.

### 3.6 Program Coordinators

Program coordinators are responsible for the development and management of single programs within a department or college. A program coordinator may report to a department chair or to a college dean. Program coordinators develop and recommend courses, schedules, facilities and budgets. The decision to appoint a program coordinator rests with the dean and department chair.

## Chapter 4

### Faculty Senate

#### 4.1 Faculty Senate

- 4.1.1 Faculty Senate Constitution and Special Rules of Order  
<http://www.moreheadstate.edu/units/facsenate/constitution>

## Chapter 4

### Faculty Senate

#### 4.1 Faculty Senate

The Faculty Senate, organized in 1984, is the official representative body of the faculty of the University. It is the responsibility of the Faculty Senate to share in the governance of the University in matters pertaining to academic excellence, academic freedom, professional ethics, and faculty welfare. The Senate reports to the faculty and the president.

The Faculty Senate meets regularly in open meetings at 4:10 p.m. on the first and third Thursday of each month during the academic year. In addition, there are two summer meetings, one the third Thursday of June and one the third Thursday of July. Agenda for senate meetings are set by the Executive Council at least forty-eight hours in advance of meetings and are published to the faculty. Minutes of senate meetings are a matter of public record.

#### 4.1.1 Faculty Senate Constitution (as revised 9/17/93)

<http://www.moreheadstate.edu/units/facsenate/constitu/>

## Chapter 5

### University Standing Committees

#### 5.1 University Standing Committees <http://www.moreheadstate.edu/units/msac>

The faculty, staff, administrators, and students of Morehead State University support a collegial system of shared university governance that assures and promotes university-wide representation and joint deliberation within the institution. A collegial system of shared university governance as defined as a communication process which encourages responsible participation and open discussion, and provides opportunities to present diverse points of view resulting in increased advice to the University administration for enhanced quality in decisions.

A representative and functional University Committee structure (consisting of faculty selected by the Faculty Senate, staff members selected by the Staff Congress, administrators appointed by the President, and students selected by the President of the Student Government association) serves to provide the clearest expression of thought and representation of these respective constituencies in the University committee structure, and this structure shall function as a primary mechanism for representative participation in shared university governance.

The following principles, policies, and procedures regarding University committees shall apply to all University committee structures regardless of the particular title.

(A) All University Committees shall:

- (1) Be established with the approval of the President, or as mandated by statute;
- (2) Be terminated with the approval of the President unless mandated by statute;
- (3) Have a clearly defined and stated purpose;
- (4) Have a clearly defined and stated structure for membership;
- (5) Have clearly defined and stated duties and responsibilities;
- (6) Have stated requirements regarding frequency of meetings;
- (7) Have a stated administrative official at the Vice President level or higher that the committee is recommendatory to;
- (8) Maintain an up-to-date record of approved minutes reflecting committee actions, proposals and recommendations in the Camden-Carroll Library, with copies to other individuals, offices, and representatives bodies as stated in the specific committee guidelines;
- (9) Have a Chair, Vice-Chair, and Secretary;
- (10) Hold an organizational/informational meeting by September 15th;
- (11) Shall have a designated representative/office to be responsible for coordination of appropriate fiscal and clerical support; and
- (12) Shall use all possible sources of information for input from appropriate constituent groups, other committees, individuals, and University administrative offices.

(B) University Standing Committees

- (1) **Definition:** University Standing Committees are committees which have no stated termination date. They are expected to function on an on-going basis within the specific guidelines stated for that committee.
- (2) Procedures for selecting members to serve on University Standing Committees
  - (a) Committee membership on University Standing Committees shall be defined by the stated criteria under MEMBERSHIP given for each University Standing Committee.
  - (b) Term of service may be successive unless prohibited by criteria under membership.
  - (c) Replacements of members of University Standing Committees shall be selected by the appropriate constituent body and follow the membership guidelines established for that committee.
  - (d) Faculty members will be selected by the Faculty Senate, according to its constitution and by-laws.
  - (e) Staff members will be selected by the Staff Congress, according to its constitution and by-laws.
  - (f) Students will be selected by the Student Government Association, according to its constitution and by-laws.
  - (g) Administrators will be selected by the President.
  - (h) Final formal constitution of a committee will be approved by the President. The President may ask for changes in selected members if individuals do not meet the stated membership criteria. The President will notify members of their appointments, term of service, etc.
  - (i) Year of service is operationalized as beginning of the school year to the beginning of the next school year, e.g., mid-August 1990 to mid-August 1991.
  - (j) No person should serve on more than two University Standing Committees at the same time.

(C) University Ad Hoc Committees

- (1) **Definition:** University ad hoc committees are committees/task forces/etc. which have a stated termination date. They shall:
  - (a) Not duplicate the function, duties, or responsibilities of University Standing Committees;
  - (b) Function on a short-term basis (normally defined as less than one a year);
  - (c) Have a clearly defined and specific goal or task; and
  - (d) Have a clearly defined and stated membership structure, which follows the general guidelines for University Standing Committees.
- (2) Procedures of selecting members for ad hoc University committees: The President shall appoint members to an ad hoc University committee with the



advice of the Faculty Senate, Staff Congress, and Student Government, as appropriate when members of these constituencies are involved.

University Standing Committees will report, advise, and/or recommend to the administrative official or designated individual/office listed in the specific guidelines for the committee, and send copies of approved minutes to the Camden-Carroll Library and appropriate representative bodies, as listed in the specific committee guidelines.

It is the responsibility of the President or appropriate Vice President listed in the specific guidelines for the committee, to transmit to the Faculty Senate, Staff Congress, and Student Government Association, for review and comment before implementation, policies and procedures resulting from the recommendations of the University Standing Committees.

The Faculty Senate, Staff Congress, and Student Government Association may respond to proposed policies and procedures or reports issued by the University Standing Committees through the appropriate administrative official. The Faculty Senate, Staff Congress, and Student Government Association may refer matters to the committee chair to consider with proper notification to the President or appropriate Vice President to whom the committee reports.

Committee membership lists and committee descriptions are maintained by the Faculty Senate on the following MSU web-site: [www://moreheadstate.edu/units/msac](http://www://moreheadstate.edu/units/msac)

## Chapter 6

### Policies and Regulations

#### 6.1 Personnel Policies

#### 6.2 University Administrative Regulations

#### 6.3 Other Guidelines

##### 6.3.1 Minimum Guidelines for Faculty Evaluation Process

##### 6.3.2 Administrative Responsibilities in the Faculty Evaluation Process

##### 6.3.3 Selection, Orientation, and Supervision of Part-time Faculty Members

#### 6.4 Privilege in Rank Statement

## 6.1 Personnel Policies

From 1977 through February 1984, numerous academic and administrative policies were recommended to, and adopted by, the MSU Board of Regents. These "policy statements," as they were labeled, were initially published in a Policy Manual in 1977 and published again in February 1984 with some revisions as approved by the Board.

In 1985, the Board of Regents approved personnel policies published in a comprehensive Personnel Policy Manual, which superseded personnel-related policies in the 1984 policy manual and other documents, such as the Faculty Handbook. The Personnel Policy Manual is now the "official" document where all Board approved policies related to personnel issues are published.

The Personnel Policy Manual is divided into five sections. The first section is on general personnel policies that apply to a variety of classifications of faculty and staff members. Unless specified otherwise, each policy in this section applies to all employees. The policy symbol for general policies is PG.

Four additional sections contain policies specific to a particular classification category as follows:

<i>Classification Category</i>	<i>Policy Symbol</i>
Academic	PAc
Administrative	PAd
Staff Exempt	PSE
Staff Nonexempt	PSNE

Definitions of these classification categories are presented in PG-2.

Access to personnel policies is at <http://www.moreheadstate.edu/units/hr/policies>

## 6.2 University Administrative Regulations

While a "policy" is a statement which establishes the foundation for making decisions according to statute and by-laws, University Administrative Regulations (UAR) describe how to carry-out operations and actions to meet the "letter of a policy." UARs are defined as administrative procedures that require written guidelines/steps to execute a policy and/or statute.

Steps to be taken for the approval of UARs will be as follows:

- 1) All UARs shall be initiated through the President or a Vice President. If another person/group proposes a procedure, it should be sent through the President or appropriate Vice President for completion of the established steps;
- 2) It is the responsibility of the initiator (President or Vice President) to circulate a draft of the UAR to all members of the Executive Council for comment. Using these comments, the UAR should be redrafted and submitted to the Executive Council for discussion; 4) After such discussion, the President or Vice President should seek input as appropriate from the

Faculty Senate, Staff Congress, Student Government Association, Academic Council, University Standing Committees, etc. Comments from all those consulted will be used to draft a final version. If necessary, the UAR would be sent back to the Executive Council for further discussion; and 5) The President shall have final authority to approve UARs. UARs will be given a title and assigned a number. The numbers will include digits after the decimal point, which will be reserved for identification of revision/version of the regulation (e.g., 1001.01 would indicate the original regulation #1001, first revision).

## 6.3 Other Guidelines

### 6.3.1 Minimum Guidelines for Faculty Evaluation Process

The major purpose of the University's Faculty Evaluation Process (FEP) is the improvement of faculty performance and ultimately a higher quality of instruction. Much of the data collected for the FEP may also be applicable to decisions regarding promotion and tenure. These minimum guidelines are established to provide guidance for departments in establishing their respective FEPs.

- A. Each academic unit shall establish procedures for the evaluation of each faculty member's performance in contributing to the mission of the university. The performance of each faculty member, both full and part-time, shall be reviewed and evaluated annually (calendar year). The results of the performance evaluation shall be communicated annually in writing by the chairperson to each faculty member.
- B. All review and evaluation procedures shall be made in accordance with criteria and procedures contained in the department document adopted by department faculty and approved by the appropriate dean and the executive vice president for academic affairs.
- C. The criteria for evaluation of faculty performance shall include teaching, scholarly productivity (research, creative productions, professional activities, etc.), and service. The department document shall specify the criteria by which teaching, scholarly productivity, and service are to be evaluated. The department shall also distribute annually, in writing, such criteria to all departmental faculty. Recognized as part of these criteria, by all departments, must be those common faculty performance expectations contained in various University policies.
- D. The performance evaluation shall discriminate among members of a department based on the criteria specified. At minimum, the performance evaluation must provide for identification of faculty performing at the expected level of performance, at a level higher than expected, or at a level lower than expected.
- E. Because department responsibilities and obligations to the mission of the University vary, individual departments may determine the relative weighting of performance of faculty in each of the three areas: teaching, scholarly productivity, and service. The department must specify the expected level of performance of faculty in each area.

- F. The department document for FEP shall specify criteria by which the evaluation process shall be conducted. The department document should include:
- 1) A provision guaranteeing each faculty member the opportunity to present, annually, documentation of performance and effort.
  - 2) An assurance that all faculty shall receive annual written feedback from the department chairperson, no later than, the third Friday in February. Provisions must be made by each department for recommendations to individual faculty for improvement in performance if warranted.
  - 3) A stipulation that each faculty member shall maintain for a reasonable period (up to three years) records of materials considered for purposes of performance evaluation.
  - 4) A provision that faculty members be given an opportunity to respond in writing to the departmental chairperson's written statement and/or recommendations.
  - 5) A description of a process, outside the grievance procedure, which includes the college dean and provides for a reconsideration of the performance evaluation, should the faculty member request such reconsideration.
  - 6) A provision that an annual unit report shall be made to the faculty, the dean, and the Provost of the results of the FEP. The annual unit report shall not identify individual faculty members. The report should contain, at least, a summary of faculty performance in each of the three performance areas--teaching, scholarly productivity, and service. The departmental summary report shall be available to the college dean on or before the first Friday in March.
- G. The department FEP may be amended upon the recommendation of the faculty with approval of the appropriate dean and the executive vice president for academic affairs.

### 6.3.2 Administrative Responsibilities in the Faculty Evaluation Process

The administration supports the position that the major purpose of the FEP is the improvement of faculty performance and the quality of instruction. This process shall be developed at the department level in conformity with minimum University guidelines. At each level in the FEP, academic administrators play an important role. The duties and responsibilities of department chairpersons, deans, and the provost are outlined below.

**Department Chairperson:** The department chairperson shall coordinate the development and administration of the FEP. He/she shall be responsible for the following:

- 1) Assuring that the FEP reflects accurately the goals and objectives of the department as they relate to the college goals and objectives and thus to the mission of the university.

- 2) Assuring that all faculty within the department shall receive copies of departmental process and criteria.
- 3) Assuring that the FEP is administered in such a way as to reflect an unbiased evaluation of the performance of each faculty member.
- 4) Informing individual faculty members, in writing, of the results of the FEP and assisting faculty in utilizing the results of the FEP for the improvement of instruction.

**College Dean:** The college dean shall assist in the administration of the FEP in all departments within the college. He/she shall be responsible for the following:

- 1) Assuring that the processes being used by the respective departments meet the minimal guidelines for FEP.
- 2) Assuring that there are no unreasonable differences in the FEP processes across the departments within the college.
- 3) Monitoring the results of the FEP so that the efforts of faculty members can be compared to departmental outcomes in a meaningful way.
- 4) Assuring an appeals process within the college.
- 5) Monitoring the department chairs in their charge to assure quality outcomes from each department.

**Provost:** The Provost shall ensure the conduct of the FEP for the total University. Accordingly, he/she shall be responsible for the following:

- 1) Assuring that the individual departments, the colleges, and the Division of Academic Affairs as a single unit relate adequately to the mission, purposes, and strategic plan of the university.
- 2) Assuring that there is credibility within the total FEP system, while recognizing the quality and diversity of the respective individual departments.
- 3) Monitoring the college deans in their charge to assure quality outcomes from each academic department.

### 6.3.3 Selection, Orientation, and Supervision of Part-time Faculty Members

**Definition of Terms:** The term part-time faculty refers to the category of faculty described in PAC-1 as "lecturer."

**Policy:** Part-time faculty play an important and necessary role in the University. They can

provide expertise to enhance educational programs, provide an additional faculty resource at university locations that are an inconvenient distance from the main campus. However, it is to be understood that part-time faculty employment, where part-time faculty are used simply to replace one or more full-time faculty is to be discouraged except on an emergency basis.

**Selection Process:** The main authority in filling part-time positions rests with the department chair. The chair will, to the extent possible, select the best-qualified applicant from a pool of qualified applicants. In no event will the chair select a faculty member who is not qualified by the standards of the accrediting agency of the program or by SACS criteria, whichever are higher.

**Verification of Credentials:** All part-time faculty members must have academic credentials on file in the Office of the Provost 30 days after the first class meeting. If certifications, work experience, or other qualifications are to be used to demonstrate the competency of the proposed part-time faculty member, the hiring process may not be completed until all documentation of the part-time faculty member's competence has been completed. Non-academic credentials will be maintained in the department office. It is expected that the departmental office will expedite the obtaining of credentials.

**Conditions of Employment:** The contract or equivalent document submitted to the proposed part-time faculty member must include an attachment that describes any departmental conditions for employment. Conditions, which may obtain include stipulations for scheduled time for conferences with students requirements for time needed for appropriate orientation, supervision, and evaluation by the department of the part-time faculty, and any special features required by the department for basic instruction.

**Orientation:** The department chair is responsible for providing specific orientation to the department for part-time faculty, when hired at the university for the first time. Such departmental orientation should include relevant general information about the University as well as statements of the objectives of the department and of the course the part-time faculty member is to teach. [A formal introduction to the department faculty as a whole, and more complete introduction to relevant faculty is recommended when possible.] The expectations of the department including the necessary parts of an evaluation procedure and other details of supervision should be explicitly discussed. Additionally, any unique features of evaluation of student performance and departmental grading practices should be covered.

**Supervision and Evaluation:** The department chair shall supervise the instruction carried out by part-time faculty in the same way that the chair supervises that of full-time faculty. The chair will maintain regular contacts with part-time faculty and respond to unsolicited student comments on this instruction. Evaluation of the effectiveness of instruction will be conducted in the same way for full-time and part-time faculty members unless a specific written policy in the department provides for a different but equally effective method. No part-time faculty member will be reappointed if the results from his or her evaluation are significantly poorer than those for full-time department faculty members.

Adopted on January 8, 1992, by the Deans' Council.

#### 6.4 Privilege in Rank Statement

Upon recommendation of the Faculty Senate, the following Privilege in Rank Statement was approved in 1989:

The Faculty adhere to the principle and purpose inherent in Privilege in Rank, not only between rank from instructor through professor. Rank, seniority, and value to the university shall be major factors in administrative decisions regarding salaries, teaching responsibilities, release time, committee assignments, summer employment and sabbatical leaves.



## Chapter 7

### Support Services

#### 7.1 Administration and Fiscal Services

##### 7.1.1 Accounting and Budgetary Control

7.1.1.1 Check Cashing

7.1.1.2 Purchasing

7.1.1.3 Travel

##### 7.1.2 Risk Management

7.1.2.1 Environmental Health and Safety

##### 7.1.3 Human Resources

7.1.3.1 Basic and Optional Life Insurance

7.1.3.2 Calculating the Kentucky Teachers' Annuity

7.1.3.3 Disability Retirement--KTRS

7.1.3.4 Health Insurance Programs

7.1.3.5 Dental Insurance

7.1.3.6 Faculty Retirement Plans

7.1.3.7 Kentucky Teachers' Retirement System

7.1.3.8 Qualifying for Kentucky Teachers' Retirement

7.1.3.9 Optional Retirement Plan (ORP)

7.1.3.10 Social Security

##### 7.1.4 Payroll

##### 7.1.5 Physical Plant

7.1.5.1 Custodial Services

7.1.5.2 Emergency Repairs

7.1.5.3 Motor Pool

7.1.5.4 Recycling Program

7.1.5.5 University Golf Course

##### 7.1.6 Auxiliary Services

7.1.6.1 Food Services

7.1.6.2 Cafeteria Services

7.1.6.3 Catering Services

7.1.6.4 University Store

7.1.6.5 University Post Office

- 7.1.7 Internal Audit
- 7.2 Budgets and Technology
  - 7.2.1 Planning and Budgets
  - 7.2.2 Information Technology
    - 7.2.2.1 Academic Computing and Computing Center
    - 7.2.2.2 Technical Services
    - 7.2.3.4 Telecommunications
    - 7.2.4.5 Institutional Research and Computer Applications
- 7.3 Student Life
  - 7.3.1 Student Development
    - 7.3.1.1 Counseling and Health Services
    - 7.3.1.2 Student Wellness
    - 7.3.1.3 Non-Traditional Student Services
  - 7.3.2 Student Activities
    - 7.3.2.1 Intramurals and Recreation
    - 7.3.2.2 University Center Services
    - 7.3.2.3 University Center Programs & Special Events
    - 7.3.2.4 Greek Affairs and Student Organizations
    - 7.3.2.5 Conference Services
  - 7.3.3 Admissions
  - 7.3.4 Financial Aid
  - 7.3.5 Student Housing
  - 7.3.6 Multicultural Student Services
  - 7.3.7 Public Safety
  - 7.3.8 Intercollegiate Athletics
    - 7.3.8.1 Intercollegiate Athletics Mission Statement
    - 7.3.8.2 Memberships
- 7.4 University Relations
  - 7.4.1 University Communications

7.4.2 University Marketing

7.4.3 Public Radio

7.5 Development

7.5.1. Development and Alumni Relations

## Chapter 7

### Support Services

#### 7.1 Administration and Fiscal Services

The Division of Administration and Fiscal Services anticipates and provides service in support of the University's mission of excellence to instruction, research and public service through effective use of our human and fiscal resources and a commitment to continuous improvement. The Division includes those units providing administrative, financial, facility, personnel and public health and safety services essential to the University community.

##### 7.1.1 Accounting and Budgetary Control

The Office of Accounting and Budgetary Control provides faculty with travel regulations, travel reimbursements, and check cashing.

###### 7.1.1.1 Check Cashing

The Office of Accounting and Budgetary Control operates a cashiering facility. Faculty members may cash personal checks up to a \$100/day limit.

###### 7.1.1.2 Purchasing

The University is subject to the purchasing regulations of the Commonwealth of Kentucky Model Procurement Code. To insure compliance with these regulations, all purchases made on behalf of the University are coordinated with the Office of Support Services.

###### 7.1.1.3 Travel

Travel policies are detailed in a Travel Regulations Manual. This manual, along with travel request and travel voucher forms, is available online through the Office of Accounting and Budgetary Control web page. USbank has a credit care program whereby faculty members may apply for a "no cost card" based upon the faculty member's credit rating.

#### 7.1.2 Risk Management

Risk management is coordinated through the Office of Support Services. The Office of Support Services directs the University's institutional insurance programs (excluding personal and/or worker's compensation insurances, which are handled through Human Services) and related activities to include state Board of Claims and internal coordination of University non-personnel litigations with the University's contract legal counsel. The services provided by each of the unit's other agencies are identified within the appropriate areas of this publication.

#### 7.1.2.1 Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for coordination of the University's program to ensure a safe and healthy campus environment. This unit coordinates with both academic and administrative units in the implementation and delivery of programs and services dealing with the issues of:

- General Safety,
- Fire Safety,
- Hazardous Communication Standards,
- Employee Right-to-Know Laws,
- Radiation Safety,
- Chemical Hygiene/Laboratory Safety,
- Removal and disposal of chemical and other hazardous waste.

#### 7.1.3 Human Resources

The Office of Human Resources administers employee-related programs; maintains both computer and manual systems of personnel records; develops, maintains, and interprets University personnel policies and procedures; and is responsible for such personnel programs as job classification, wage and salary administration, applicant recruitment and referral, equal employment opportunities and affirmative action, orientation and training, faculty and staff professional development, benefits administration, and employee relations.

##### 7.1.3.1 Basic and Optional Life Insurance

All regular full-time employees of the University are insured under a Basic Life Insurance Program for \$10,000 plus Accidental Death and Dismemberment Insurance (AD&D) for \$10,000. In addition to this basic and AD&D coverage which is fully paid by MSU, the University has arranged for employees to purchase additional optional term insurance at group rates in increments of one, one and one-half, two or three times the employee's basic annual salary up to a maximum of \$200,000. The employee pays the premium, through payroll deduction, for this optional insurance. The rate is negotiated annually and is subject to change.

This term life insurance does not accumulate any cash value, but upon termination of employment or retirement and for a period of thirty-one days thereafter, employees may convert part or all of their group insurance to an individual plan. No evidence of insurability is required for this guaranteed conversion privilege. Rates are determined by the insurance company, and age and

health are considered.

In the event an employee is in a leave-without-pay status for one or more pay periods, the employee may contact the Office of Human Services to make arrangements for payment of the required premiums. Failure to do so may result in a suspension of insurance coverage.

#### 7.1.3.2 Calculating the Kentucky Teachers' Annuity

The straight life annuity with refundable balance is the basic retirement plan, and it must be calculated before adjustments are made for optional retirement plans or for early retirement. The following steps will enable the member to figure the approximate amount of his or her straight life annuity:

Step 1 Total the five highest fiscal years of salary. Divide by five to determine a five-year average salary.

Step 2 Contributing Service--Total the member's years of Kentucky service. Multiply this number by the five-year average salary and then by two percent.

Step 3 Divide this annual figure by 12 to find the monthly annuity.

Step 4 If the member's age is less than 60 and/or he or she has less than 27 years of service, his or her calculations will be actuarially reduced.

Current retirement law provides for annual automatic increases of one percent for members retired ten months or more. On July 1 of each year, one percent of the June annuity payment will be added to each retiree's monthly benefit. Periodic increases, as determined by the Kentucky Legislature, have been made in the past in addition to the regular one percent annual increase.

#### 7.1.3.3 Disability Retirement---KTRS

A valuable feature of the Kentucky Teachers' Retirement System is a plan that provides security for members who become disabled before reaching retirement age. To qualify, the member must be less than 60 years of age and have completed five or more years of Kentucky service, the last year of which immediately preceded the disability retirement. Medical evidence must show that the member is physically or mentally disabled for the further performance of service, that the disability is expected to be permanent, and that the disability occurred after completion of five or more years of service.

Members earn one year of disability retirement for each four years of service, but any member meeting the eligibility requirements will be credited with no less than five years of entitlement. The annual benefit during the entitlement period for disability retirement is sixty percent of the member's final average salary earned before retirement. The monthly benefit is determined by adding the member's five highest years' salaries, dividing by five, multiplying by sixty percent, and dividing by twelve.

#### 7.1.3.4 Health Insurance Programs

The University's health insurance program, which is self-insured, is administered by Commonwealth Administrators, a third party administrator. Regular, full-time employees may choose from two plans – POS or Consumer-Driver Health Plan.. Within each of the two plans, employees may choose from three levels of coverage – Single, Two-Person and Family. Health insurance Summary Plan Descriptions are available at [www.morehead-st.edu/units/hr](http://www.morehead-st.edu/units/hr).

Employees select their health insurance plans on an annual calendar year basis. During an annual open enrollment period, employees have an opportunity to select the plan of their choice.

#### 7.1.3.5 Dental Insurance

The University's dental insurance program is self-insured and administered by Delta Dental Plans of Kentucky. Regular, full-time employees may choose from two plans – Preferred (PPO Plan) and Premier (Indemnity Plan). Levels of coverage include Single, Two-Person and Family. Each plan covers preventive services at 100%, which includes two routine visits per year (Preferred Plan members must use a participating dentist).

Dental Insurance Summaries are available at [www.morehead-st.edu/units/hr](http://www.morehead-st.edu/units/hr).

#### 7.1.3.6 Faculty Retirement Plans

All regular, full-time faculty members have an option of participating in the Kentucky Teachers' Retirement System or the Optional Retirement Plan. The Kentucky Teachers' Retirement System is a defined benefit retirement plan and the Optional Retirement Plan is a defined contribution retirement plan.

#### 7.1.3.7 Kentucky Teachers' Retirement System

The KTRS currently requires participating employees to contribute 6.16 percent of their gross earnings. This employee contribution is tax sheltered, which means no federal or state tax is paid on this contribution until the member either terminates employment and withdraws his or her contributions or retires.

In addition to the employee's 6.16 percent contribution, the University contributes an additional 13.84 percent toward each member's account. Thus, the total amount contributed is 20 percent of the member's gross pay.

Upon completion of five years of credited service with the University or other credited service with the Kentucky Employees' Retirement System, the participating employee is eligible for a vested retirement at age sixty or as early as age fifty-five, with an actuarial deduction.

The amount of a member's retirement benefit depends upon the number of years of service

credit and the member's salary based on an average of the member's five highest fiscal years of earnings.

There is a \$2,000 death benefit for members who expire while they are active contributing members of the system and a \$5,000 death benefit for retired members.

Details of the coverage provided by the KTRS program are contained in a Summary Plan Description published by the Teachers' Retirement System of Kentucky. The Office of Human Resources has copies of these booklets and will answer any questions concerning this system.

If a member terminates employment with Morehead State University before qualifying for retirement benefits, he or she may withdraw his or her contributions by completing an application for refund form. The member may also choose not to withdraw his or her contributions, in which case, the member's KTRS service shall be reinstated in the event he or she returns to a position under the Kentucky Teachers' Retirement System.

#### 7.1.3.8 Qualifying for Kentucky Teachers' Retirement

A member of the Kentucky Teachers' Retirement System may qualify for retirement by meeting either of the following requirements:

1. Attainment of age 55 years and completion of five or more years of KTRS or other service, Kentucky Retirement Systems; or
2. Completion of 27 years of Kentucky service. The minimum age required for full benefits is 60 years unless the member has 27 or more years of Kentucky service. Members with 27 or more years of service are eligible to retire with full benefits regardless of age. A member having less than 27 years of service may retire as early as age 55, with an annuity reduced five percent for each year the member's age is less than 60 or by the number of years the Kentucky service is less than 27, whichever is less.

#### 7.1.3.9 Optional Retirement Plan (ORP)

The Optional Retirement Plan is available to faculty and administrative staff employed on or after January 1, 1997. The ORP is a defined contribution plan. The faculty member contributes 6.16% and the University contributes 5.66%. The ORP offers immediate vesting and portability. Employees have 30 days from initial employment to elect the ORP. If no election is made, the employees are automatically enrolled in KTRS. The ORP does not offer disability retirement or retiree group medical insurance.

The ORP providers are ING, TIAA-CREF, and VALIC.

#### 7.1.3.10 Social Security

Employees and the University contribute FICA (Federal Insurance Contribution Act) Tax equally at a rate of 7.65 percent for a combined total of 15.30 percent. FICA Tax funds two programs, which are Social Security and Medicare. Social Security (OASDI – Old Age Survivors and Disability Insurance) is 6.20% on earnings up to the applicable taxable maximum amount (2005 = \$90,000). The Medicare portion (HI – Health Insurance) is 1.45% on all earnings. The OASDI maximum earnings amount is adjusted annually and is determined by increases in the national average earnings.

Social Security deductions from an employee's paycheck and the amount contributed by the University are credited to the employee's account with the Social Security Administration according to federal regulations.

Social security benefits include:

- Retirement income for Living Workers
- Retirement income for Dependents
- Benefits for Survivors of Deceased Workers
- Benefits for Disability (Employee)
- Benefits for Disability (Family)
- Medicare--Part A and Part B

#### 7.1.4 Payroll

Faculty members are paid on a semi-monthly basis. Nine month faculty are given the option of receiving their salary as either eighteen (August 31 – May 15) or twenty-four (August 15 – July 31) pay increments. Eighteen pay increments require insurance deductions to be calculated at a pro-rated amount to provide one year premiums from eighteen pay releases. Full time faculty are required to have earnings deposited directly into a checking or savings account. The pay stub information is accessible on the MSU Web Page. You will receive an email when payroll is processed, which will provide a link to the Secure Online Services section of the MSU Web Page. Pay stub information is provided within the Payroll Inquiry section.

#### 7.1.5 Physical Plant

The Office of Physical Plant maintains and operates campus buildings, grounds, and utilities. The office performs preventative maintenance, corrective maintenance, and minor renovations. Preventative maintenance is scheduled on a periodic basis and includes cleaning, painting, lubricating, inspecting, and adjusting building and ground systems to prevent failure and problems. Corrective maintenance is repair or replacement of defective or malfunctioning components. Minor renovations are requests to make modifications to existing structures and must be funded by the requester. Services provided by the office include: environmental control, plumbing, electrical, carpentry, painting, locksmith, custodial, grounds care, motor pool, trash removal, recycling, pest control, and receiving and delivery.

##### 7.1.5.1 Custodial Service



Custodial services are scheduled in all campus facilities between 5 a.m. and 12/30 p.m. Requests for custodial service during special events or for special cleaning requirements should be made to the Office of Physical Plant.

#### 7.1.5.2 Emergency Repairs

Emergency repairs are required for conditions affecting health or safety or the immediate operation of classes, laboratories, and administrative functions. Staff are on duty from 6 a.m. to 2:30 a.m., Monday through Friday, to handle emergency situations. At other times, staff members are on call. Emergency repairs may be requested by calling the Office of Physical Plant at 783-2147.

#### 7.1.5.3 Motor Pool

The Office of Physical Plant maintains a fleet of Kentucky Department of Transportation-owned cars, vans, and buses (two 47-passenger buses). These vehicles may be requested for use in conducting official state business on the University's Travel Request form. Except for the priority given to instructional travel, requests are scheduled on a first received/first scheduled basis.

#### 7.1.5.4 Recycling Program

MSU is a recycling campus--partly by choice, partly by State legislative mandate (1991). All faculty, staff, and students are strongly encouraged to participate. Color-coded bins are located in each building for collection of computer and office paper, aluminum cans, and corrugated cardboard. Other materials are also collected in special areas. Building Services, within the Office of Physical Plant, coordinates the recycling program and is available for any questions, information, or special requests.

#### 7.1.5.5 University Golf Course

The University maintains a nine-hole golf course for use by University faculty, staff and students. This public course is located approximately four miles off campus on U.S. 60 east. Play is permitted for a per-round green fee or by purchase of an annual or semi-annual membership. A preferential rate is provided for faculty, staff and students. Motorized or pull carts are available for rental. The course is open March through December.

#### 7.1.6.1 EagleCard Office

The EagleCard is the official Morehead State University photo identification card. For convenience, the EagleCard serves as your access identifier for the Wellness Center, Camden-Carroll Library and Laughlin Health Building. Faculty/staff discounts are available at the University Bookstore when you present your EagleCard.

Everyone on campus must have and carry an EagleCard. Visit the EagleCard Office on the first floor of the Adron Doran University Center to have your photo taken and receive your card. (Be

sure to bring a photo ID such as a driver's license for identity verification)

The EagleCard utilizes "smart card" technology which allows it to also function as a method of payment for such small transaction purchases as vending machines, photocopiers and lab printers. The magnetic stripe on the back of the card allow you to use it as a declining balance card with dining services and as an ATM card if you have an account with USbank, our banking partner.

#### 7.1.6.2 Dining Services

MSU Dining Services offers an enormous variety of dining options, such as an all-you-care-to-eat café, several name brand fast food type restaurants, our own popular concepts and a campus convenience store all managed by ARAMARK. All hours of service are established to satisfy your needs.

Dining Services facilities are located on the second floor of the Adron Doran University Center and in the Alumni Tower residence hall. Faculty may use cash payments or a Dining Club package purchased through the EagleCard Office. Any full-time faculty member is eligible for membership in a Dining Club Program. The Dining Club can be used at any University food facility.

To be a member, a faculty member must deposit at least \$50 with the University cashier, or the EagleCard office. Subscription to the program can occur at any time during the school year. From that point on, you simply present your EagleCard to the cashier at checkout and your charges are debited from your account.

#### 7.1.6.3 Catering Services

Catering Services exist for the convenience and use of the University community, the students, faculty, staff, and officially sponsored organizations of Morehead State University. A goal is to provide the quality of food and courteous service required to insure that every catered event is a success.

A complete catering guide may be obtained by calling University Food Services at 783-2017 or online at [www.msudining.com](http://www.msudining.com). The guide contains details for arranging a catered event, including room reservation, menu selections, pricing, guarantee of reservation, and timing of the various steps involved.

#### 7.1.6.4 University Bookstore

The primary mission of the University Bookstore is to provide textbooks and course materials required for classes. We also carry reference books and works by regional authors, stationery items, officially licensed Morehead State University merchandise and computer software.

The University Bookstore provides the following services to the faculty:

- A ten percent discount on most merchandise,
- Special book or supply orders,

- Cap and gown purchase or rental,
- Special imprints on clothing, and
- Acceptance of Visa, Mastercard, American Express, and Discover.

The store provides all the texts and materials required for instruction of our students. Book requests for required and recommended (if a student does not have to have the text, list it as recommended) texts are due to the store on the following dates:

- Fall term - April 1
- Spring term - October 15
- Summer terms - April 1

Requests must be approved by the department chairperson. Required supply lists or related materials for class use should be provided by the same dates as texts.

The University Bookstore is owned and operated by Morehead State University. All profits are returned to MSU's general fund in support of academic endeavors

#### 7.1.6.5 University Post Office

The University Post Office is a contract station of the United States Postal Service. The service window is open daily 8 a.m. to 4 p.m. except for vacation periods. Faculty may purchase stamps and money orders, register or certify mail, and receive other postal products and services. A number of post office boxes are available for rental at the University Post Office.

#### 7.1.7 Internal Audit

The Office of Internal Audit performs compliance and operational reviews to insure the accountability, protection, and efficient use of the University's resources.

### 7.2 Planning, Budgets and Technology

The Division of Planning, Budgets and Technology anticipates and provides services in support of the University's strategic goals of academic excellence, student support, effective administration and productive partnerships. The Division includes four units comprised of over forty professional and technical staff providing direction and support for institutional strategic planning and assessment, operating and capital budgeting, institutional research and information technology.

#### 7.2 .1 Office of Budgets

The Office of Budgets is responsible for the development and implementation of the University's unrestricted operating budget and personnel roster. During the fiscal year, the Budget Office oversees the operating budget to ensure that budget activities are in accordance with University policies and procedures.

### 7.2.2 Planning and Assessment

The Planning and Assessment unit coordinates and manages the University's annual strategic planning and assessment process. The office provides relevant management information to administrators, communicates budget policies and guidelines, and coordinates the development of annual operating budgets and budget-related reports required by the Council on Postsecondary Education and other constituents.

### 7.2.3 Information Technology

Comprised of Academic Computing, the Computer Center, Technical Services and Telecommunications, the Office of Information Technology provides a broad range of technology-related services including Telecommunications, LAN/WAN support and services, internet access, desktop microcomputer support and services, technology training, cable TV services, bulk mail services, multimedia classroom design and implementation, central computing systems support and email service and support. The Office of Information Technology provides services and support for users at the main campus as well as several extended campus centers. In addition, the Office of Information Technology staffs and operates two student access microcomputer labs, and partners with the Department of Psychology to operate a state-of-the-art technology-training lab. Requests for assistance from the Office of Information Technology may be entered via the online workorder system located on the Office of Information Technology's web page, or by calling the Office of Information Technology help line at 3,5000.

#### 7.2.3.1 Academic Computing and the Computer Center

Academic Computing and the Computer Center administers the University's central servers, supporting academic computing, administrative computing, web services, email, document imaging, distance learning, and several specialized enterprise applications. Services are hosted on a variety of platforms including HP-UX, Windows NT and Linux. In addition, the Computer Center provides bulk mail services, centralized printing services, and operates two open-access microcomputer labs.

Questions about Academic Computing or Computer Center issues should be directed to the Director of the Computer Center.

Misuse of computing resources is strictly prohibited and appropriate disciplinary action will be taken in response to violations. It is the responsibility of faculty, staff, and students using computing resources at Morehead State University to familiarize themselves with PG-55, Technology Security Policy.

#### 7.2.3.2 Technical Services

Technical Services provides comprehensive service and support for desktop computing in classrooms, labs and faculty/staff offices. The Microcomputer Acquisition Program (MAP), Short Term Microcomputer Lease (STL) program and residence hall network (RESNET) support program also reside within Technical Services. As a joint venture with the Department of Psychology,

Technical Services manages a state-of-the-art computer lab in Ginger Hall. Each semester Technical Services facilitates training on a wide range of technology-related topics. Requests for assistance on desktop computing issues may be entered via the online workorder system located on the Office of Information Technology's web page, or by calling the Office of Information Technology help line at 3-5000.

#### 7.2.3.3 Telecommunications

Telecommunications provides service and support for voice/data communication, cable TV systems, Internet access and multi-media classroom design. In addition, Telecommunications serves as liaison with the local telephone company and facilitates both long distance and local telephone service to both faculty/staff and students living in residence halls.

Telecommunication services are provided for the conduct of official University business. Except in emergencies, telephone use, both local and long distance, shall be limited to official University business. Charges for personal long-distance services must be reimbursed upon receipt. Payment can be made at the cashier's window in the Howell McDowell building. Replacement of missing or abused telecommunications equipment is the financial responsibility of the administrative unit to which the equipment is assigned. The respective vice-president must initially approve authorization for long distance/fax usage. Questions relating to usage of the voice/data network may be directed to the Director of Telecommunications.

Requests for assistance on voice/data communication, cable TV and multimedia classroom issues may be entered via the online workorder system located on the Office of Information Technology's web page, or by calling the Office of Information Technology help line at 3, 5000.

Misuse of Telecommunication resources is strictly prohibited and appropriate disciplinary action will be taken in response to violations. It is the responsibility of faculty, staff, and students using Telecommunication resources at Morehead State University to familiarize themselves with PG-55, Technology Security policy.

#### 7.2.4 Institutional Research and Computer Applications

The Office of Institutional Research and Computer Applications develops and coordinates appropriate institutional research and administrative computer application support services. The office serves as the coordinating unit for maintaining historical data and reports standard (official) institutional figures. A technical staff provides programming support, documentation, consulting services, and training for an in-house relation data base application (AIMS). The office publishes annual documents such as the Morehead State University Profile with yearly and trend information on enrollment, credit hours, student profiles, degrees conferred, financial figures, and staff and faculty data including average salary comparisons.

## 7.3 Student Life

The Division of Student Life promotes the educational, social, physical, spiritual, and personal well-being of students. Specifically, programs and activities promote the development of citizenship and leadership qualities and a sense of responsibility; provide opportunities for academic and social development; provide counseling and advisement for students regarding academic, personal, and social problems; ensure due process to students charged with violating University regulations; and provide special advisement and assistance to international students regarding insurance requirements, minority students, and non-traditional students. The major units within the Division are Student Development, Student Activities, Admissions, Financial Aid and Housing; Multicultural Student Services; Public Safety; and Athletics. .

### 7.3.1 Student Development

Student Development includes the Offices of Counseling and Health Services, Student Wellness, and Non-Traditional Student Services.

#### 7.3.1.1 Counseling and Health Services

Services provided free to students through the University Counseling Center include individual counseling, relationship enhancement, substance abuse services, and vocational interest clarification. The programs and services provide a critical resource for students as they face stressful adjustments to academic life, personal relationships, and career development. All counseling communications or records are held with strict confidentiality to ensure student privacy.

Student Health Services include general outpatient services, referral service to specialists, limited laboratory services, maintenance of health records, individual health counseling, and campus-wide health information programs.

Medical staff includes four physicians, four physician assistants and a pharmacy consultant who provide contracted services to students; three registered nurses; and three registered nurses.

In addition to outpatient services, there are beds for those students who require observation during the day. Students not sufficiently recovered to return to their residence by clinic closing will be transferred to St. Claire Medical Center for further observation at their own expense.

**MEDICAL EXCUSES** - Student Health Services does not issue medical excuses. Visits should be made at times which do not conflict with academic work. Students have the responsibility of promptly informing instructors of absence due to health reasons.

With authorization from the student, the Office of the Provost and the Office of the Vice President for Student Life will be notified if a student is admitted to the local hospital, sent home or advised not to attend classes by the medical staff of the Caudill Health Clinic.

Faculty members may telephone Student Health Services for verification of the date a student

has been evaluated at the clinic. If the student has authorized the clinic staff to do so, the faculty member can be advised of the date a student has been seen in the Caudill Health Clinic. Health records are strictly confidential and information about a student's illness or reason for visiting the clinic will not be released.

#### 7.3.1.2 Student Wellness Office

The Office of Student Wellness and its outreach initiative, the Life Enhancement Office, serve as a catalyst to assist students in developing positive and healthy lifestyles. The office promotes total wellness, which involves the physical, emotional, intellectual, social, sexual, and spiritual well being of a person. The office is a resource center that can provide handouts, videos, and suggestions for speakers, and provide learning opportunities to student and community groups. Staff are available to faculty for class presentations.

#### 7.3.1.3 Non-Traditional Student Services

Non-traditional student services are available to all undergraduate students who are twenty-three years of age or older. Students are provided assistance in dealing with conflicts among responsibilities to educational pursuits, employment, and family care. Campus resources for improving study habits and time management, resolving family and financial needs, and setting attainable career goals are available to the non-traditional student.

#### 7.3.2 Student Activities

The Office of Student Activities includes Intramurals and Recreation, University Center Services, University Center Programs and Special Events, and Greek Affairs and Student Organizations and Conference Services.

##### 7.3.2.1 Intramurals and Recreation

A diverse program of intramural activities is planned throughout the academic year. Individual and team activities are available to all students of the University. Students are assigned to participate in leagues established for residence halls, Greek members, and an independent league for all other students.

This office maintains the following recreational facilities: the Bowling Lanes, Weight Room, Equipment Room, Sauna Room, and Handball Courts in the Laughlin Health Building; and outdoor facilities. During open recreational hours, the facilities are available to students, staff, and faculty. The multipurpose room at Laughlin is also available to the public after class hours and scheduled intramural events.

##### 7.3.2.2 University Center Services

This office provides services of the Adron Doran University Center. Students, staff, faculty, and other constituencies may schedule rooms for meetings, banquets, lectures, and other programs.

The ADUC is open seven days a week. A game/recreation room is available as well as guest rooms for official University guests. The University Center provides students a "laboratory environment" in which they can learn and practice a wide range of skills in communication, leadership, programming, management, social responsibility, and recreation and leisure time activities.

#### 7.3.2.3 University Center Programs and Special Events

This office strives to enhance out-of-class learning, a sense of community, and student involvement within the university through special events, cultural programming, and social programming. In addition, this office works closely with the Student Activities Council and the Student Government Association on such activities as Family Weekend and the coronation of the Homecoming Queen.

#### 7.3.2.4 Greek Affairs and Student Organizations

This office works with all student organizations including academic, honor, religious, residential, service, sports, and social organizations. This office advises all existing and new organizations and their advisors. The Coordinator advises the Interfraternity Council, the Panhellenic Council and Pan-Hellenic Council.

#### 7.3.2.5 Conference Services

The Office of Conference Services is responsible for scheduling facilities for University and non-University groups and individuals and coordinating arrangements for summer camps and conferences and other special events. The coordinator maintains the campus master calendar for facilities use.

#### 7.3.3 Admissions

The Office of Admissions implements the university's undergraduate recruitment program. The office supports the University in its efforts to recruit and enroll qualified students.

#### 7.3.4 Financial Aid

Student financial aid programs at the University help qualified students and their parents meet the cost of a college education. Approximately eighty percent of the students at the University receive financial assistance in the form of grants, loans, scholarships, and part-time employment.

#### 7.3.5 Student Housing

The Office of Student Housing is responsible for the physical environment of the University residence halls, including the assignment of housing spaces and the maintenance of contractual agreement for 13 residence halls, 108 family housing units, and summer conference programs.

#### 7.3.6 Multicultural Student Services



The Office of Multicultural Student Services provides assistance and support to prospective and enrolled students of protected status at the University through coordination of educational, cultural, and social programs. Minority student adjustment and retention are promoted by assisting student leadership and advising individuals and organizations on student life/personal development goals. Through these efforts Multicultural Student Services provides cultural enrichment and academic support for students of color while increasing cross-cultural understanding for the total campus community.

### 7.237 Public Safety

The Office of Public Safety is the University agency charged with the protection of life and property on the University's campus and off-campus holdings. This unit is staffed by duly sworn Public Safety Officers who carry full police powers. The office provides twenty-four hour service through its own communications dispatcher operation. On campus Emergency **911** responses are directed through the communication dispatch service.

The office provides the following services for faculty:

- Auto registration and parking zone assignment--Parking permits are issued each year beginning August 15 of the academic year. The permits are prorated.
- Motor vehicle regulations--Parking regulations are revised each year and are available at the beginning of each fall semester.
- Key control--The office provides keys and key control facilities under the Medeco Key System.
- Crime investigation--The office investigates criminal offenses committed on University property.
- Programs--The office provides programs to classes and/or student groups on a variety of safety and personal security topics including crime and personal safety awareness, rape awareness and prevention, alcohol and controlled substance awareness and effects of driving under their influence, home and/or residence hall security, Kentucky law and individual rights.
- Facility security--The office directs the University's after-hours facility utilization/authorization program as well and provides routine after-hour building checks. The unit works with departments in the conduct of security surveys for University facilities.

### 7.3.8 Intercollegiate Athletics

The Office of Intercollegiate Athletics seeks, within the framework of institutional, Ohio Valley Conference, Pioneer Football League, and National Collegiate Athletic Association, rules to set national standards in athletic achievement and program excellence by fostering the personal, moral, and physical development of student athletes through athletic competition at the intercollegiate level.

#### 7.3.8.1. Intercollegiate Athletics Mission Statement

Morehead State University believes that intercollegiate athletics is an integral part of the university and that a broad-based intercollegiate athletics program encourages student participation and involvement in the total life of the university. In addition, intercollegiate athletics programs play a positive role by supporting the academic and public service mission of the university.

- Each athletics program shall be conducted in a manner that protects the physical, mental, emotional, and social welfare of each student-athlete.
- Each student-athlete, through academic counseling and individual assistance, shall be encouraged toward completion of degree requirements and graduation.
- Each athletics program shall adhere to the principles of fair play and amateur competition as defined by the National Collegiate Athletic Association and the Ohio Valley Conference.
- The athletics programs at Morehead state University shall make every effort to educate and serve the student-athletes of the university' primary service area and their respective educational institutions.
- The athletics program will accommodate student's interests and abilities in a manner that is nondiscriminatory to both sexes and reasonable within the university's resources.
- The athletics program shall adhere to the university's Affirmative Action Plan promoting equal opportunity for all employees and students, as well as applicants for employment and student participation.

#### Relationship to the Institutional Mission

The intercollegiate athletics programs at Morehead State University provide opportunities for participation in athletic activities for many students and serve as an integral part of the social, educational, and cultural life of many more. In addition to the educational benefit of athletic participating, the availability of quality spectator sports enhances the university community and the community at large.

Athletic programs have played an important role in the development of traditions, which serve as a link between students, faculty, administrators, alumni, and the people of the region. Moreover, intercollegiate athletic competition provides the university with an opportunity for media exposure throughout the state, region, and nation.

#### 7.3.8.2 Memberships

The University is a member institution of the Ohio Valley Conference, the Pioneer Football League, and the National Collegiate Athletic Association.

#### 7.4. University Relations

The Division of University Relations, organized in its current form in 2001, is headed by the Vice President for University Relations. The division is charged with primary responsibility for the University's marketing and communications activities, including the World Wide Web. The division also includes three educational and cultural outreach programs – Kentucky Folk Art Center, Kentucky Center for Traditional Music and Morehead State Public Radio.

#### 7.4.1 University Communications

The Office of University Communications is charged with disseminating information to internal and external constituencies, including the news media. The office publishes print and electronic versions of UPDATE, the faculty/staff newsletter, and the Raconteur, the University's magazine-style yearbook. The director of university communications serves as the University's official spokesperson to the news media.

#### 7.4.2 University Marketing

The Office of University Marketing is responsible for planning, design, editing and production of all official University print and electronic publications, except the student newspaper and literary magazine. The office is also responsible for photographic services and design and content of the university's official site on the World Wide Web. A subordinate unit, Document Services, provides comprehensive, full-service printing capabilities to various offices, agencies and organizations of the University. Convenience copiers are located throughout the campus and are managed by Xerox Business Services under contract with the University. A quick print center, operated by the University, is located at Allie Young Hall.

#### 7.4.3 Public Radio

Morehead State Public Radio is the University's network of three non-commercial Fm radio stations broadcasting 24 hours a day.

MSPR is affiliated with National Public Radio and Public Radio International, assuring listeners of high quality news, public affairs programming and programs in the arts that feature classical music as well as folk and jazz. Local reporting combined with the Associated Press and Kentucky News Network provides comprehensive coverage of events within the state and region

MSPR supports the academic community through the training provided student interns by utilizing the expertise and talent of faculty, staff and community volunteers as program hosts, as commentators and as analysts of events impacting the region. Morehead State Public Radio has offices and studio at Breckinridge Hall.

#### 7.5 Development and Alumni Relations

The Development and Alumni Relations Division is responsible for maintaining relationships with alumni and for securing private resources to fund university initiatives. The Division also serves as the repository for alumni records, as well as the clearinghouse for access to alumni biographical information. A variety of special events and activities are planned and implemented throughout the year to foster alumni enthusiasm and support. The staff is also responsible for coordinating all private fundraising, including annual, major and deferred giving. Consistent communication with alumni and other friends of the university is maintained through the publication and distribution of the Morehead STATEment, prepared in cooperation with University

Relations. The Division staff works closely with the MSU Alumni Association Board and the MSU Foundation Board of Trustees. The Vice President for Development also serves as the Chief Executive Officer of the MSU Foundation, Inc.