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Chapter 1

1 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. Any information contained in this handbook which seems inconsistent with Board of Regents approved policies 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 21st 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 2014, Morehead State University published its current strategic plan, ASPIRE 2014-2018. Approved by the Board of Regents, the document serves as the road map to MSU's preferred future. It is an ambitious agenda designed to move the institution forward during a changing climate for higher education and challenging economic times in our nation, state and region. The planning process took place over 18 months and involved hundreds of people, including faculty, staff, and students. <http://www.moreheadstate.edu/aspire>

1.5 Accreditation and Memberships

1.5.1 Institutional Accreditation

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

1.5.2 Academic Program Accreditation

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

- Accreditation Commission for Education in Nursing (ACEN) (formerly NLNAC)
- American Bar Association (ABA)
- American Veterinary Medical Association (AVMA)
- Association to Advance Collegiate Schools of Business International (AACSB)
- Association of Technology Management and Applied Engineering (ATMAE) (formerly NAIT)
- Commission on Accreditation of Allied Health Education (CAAHEP)
- Joint Review Committee on Education in Medical Sonography (JCRDMS)

- Commission on Collegiate Nursing Education (CCNE)
- Council on Social Work Education (CSWE)
- Joint Review Committee on Education in Radiological Technology (JCERT)
- Magnetic Resonance (JCERT)
- Masters in Psychology Accreditation Council (MPAC)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Music (NASM)
- National Association of Schools of Public Affairs and Administration (NASPAA)
- National Association of Schools of Theatre (NAST)
- National Council for the Accreditation of Teacher Education (NCATE)
- US Army Cadet Command

1.5.3 Non-Academic Accreditation

- Kentucky Association Chiefs of Police

1.5.4 Institutional Memberships

- Association of American Colleges and Universities

1.5.5 Educational and Professional Memberships

- African-American Public Radio Consortium
- American Angus Association
- American Association for Paralegal Education
- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing
- American Association of Collegiate Registrars and Admissions Officers
- American Association of School Librarians
- American Bar Association
- American College Personnel Association (ACPA)
- American Football Coaches Association
- American Library Association
- American Philosophical Association
- American Political Science Association
- American Sociological Association Graduate Programs
- American Volleyball Coaches Association
- Americana Music Association
- Associated Heads of Departments of Psychology
- Associated Press
- Associated Writing Programs
- Association for Continuing Higher Education (ACHE)
- Association for Institutional Research
- Association for Library Collections and Technical Services
- Association for Student Conduct Administration
- Association of College and Research Libraries
- Association of College and University Auditors
- Association of College and University Housing Officers International (ACUHO-I)
- Association of Departments of English
- Association of Fundraising for Professionals

- Association of Outdoor Recreation Education (AORE)
- Association of Retirement Organizations in Higher Education (AROE)
- Association of Specialized & Cooperative Library Agencies
- Association of Student Advancement Programs
- Association of Veterinary Technician Educators (AVTE)
- Bluegrass Golf Course Superintendent Association
- College and University Professional Association for Human Resources
- College Sports Information Directors of America
- Cooperative Center for Study Abroad Council for Adult and Experiential Learning (CAEL)
- Council for Advancement and Support of Higher Education (CASE KY)
- Council for the Advancement and Support of Higher Education (CASE National)
- Council for Opportunity in Education (COE)
- Council of Advancement in Support of Education—Student Alumni Association/Student Foundation Network (CASE ASAP)
- Council of Applied Masters Programs in Psychology
- Council of Graduate Departments of Psychology
- EDUCAUSE
- Federation of Kentucky Academic Libraries (FoKAL)
- Folk Art Society of America
- International Academy of Astronautics
- International Association of Campus Law Enforcement Administrators
- International Collegiate Licensing Association
- International Bluegrass Music Association
- International Studies Association
- International Town and Gown Association
- Kentucky Academy of Science
- Kentucky Association Chief of Police
- Kentucky Association of Colleges and Employers
- Kentucky Association of College Music Departments
- Kentucky Association of Colleges for Teacher Education
- Kentucky Association of Collegiate Registrars and Admissions Officers
- Kentucky Association of Institutional Research
- Kentucky Association of University Law Enforcement Administrators
- Kentucky Bar Association
- Kentucky Broadcasters Association
- Kentucky Career Development Association
- Kentucky Council on Associate Degree Nursing
- Kentucky Counseling Associations
- Kentucky Golf Association
- Kentucky Historical Society
- Kentucky Honors Roundtable
- Kentucky Institute for International Studies
- Kentucky Nonprofit Network
- Kentucky Public Purchasing Association (KPPA)
- Kentucky Public University Business Officers (KYPUBO)
- Kentucky Science and Technology Corp
- Kentucky Turfgrass Association

- Kentucky Turfgrass Council
- Kentucky Virtual Library (KYVL)
- KySpace Consortium
- Ladies Professional Golf Association
- Library Leadership and Management Association
- Library Orientation Exchange (LOEX)
- Magellan
- Magellan Exchange
- Magoffin County Historical Society
- Morehead-Rowan County Chamber of Commerce
- Mt. Sterling-Montgomery County Chamber of Commerce
- National Association Basketball Coaches
- National Association for Campus Activities (NACA)
- National Association of Campus Card Users
- National Association of Campus Safety Administrators
- National Association of College and University Attorneys
- National Association of College and University Business Officers
- National Association of College Auxiliary Services
- National Association of College Stores
- National Association of Colleges and Employers
- National Association of Collegiate Directors of Athletics
- National Association of Educational Procurement
- National Association of International Educators
- National Association of Personnel Administrators
- National Association of Student Personnel Administrators-Student Affairs Administrators in Higher Education (NASPA)
- National Athletic Trainers Association
- National Business Education Association
- National Career Development Association
- National Collegiate Athletic Association Convention
- National Fast Pitch Coaches Association
- National Institute of Government Procurement
- National League for Nursing
- National Organization of Associate Degree Nursing
- National Public Radio
- National Recreational Sports Association (NIRSA)
- National Space Society
- National Women's Golf Coach Association
- Non-Land-Grant Agricultural and Renewable Resources Universities (NARRU)
- Northern Kentucky Chamber of Commerce
- Ohio River Basin Consortium for Research and Education
- Ohio Valley Conference
- Philosophy of Science Association
- Public Radio International
- Public Relations Student Society of America
- Regional Organized Crime Information Center
- Research and Education Networking Information Sharing and Analysis Center
- Secretary of State

- Society for Human Resource Management
- Southern Association of College & University Business Officers
- Southern Association of Colleges and Employers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern Business Administration Association
- Southern Regional Education Board
- State Assisted Academic Library Council of Kentucky (SAALCK)
- Statewide Consortium Membership Environmental Systems Research Institute (ESRI)
- United States Bowling Congress Collegiate (USBC)
- United States Track Field Cross Country Coaches Association (USTFCCCA)
- University and College Designers Association
- USM/Gulf Coast Research Lab
- Women's Basketball Coaches Association

1.6 Morehead State University Symbols

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. Approved usage granted by the Office of Communications & Marketing.

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 Communications & Marketing.

The Eagle Grab and Eagle Head logos are the University's athletic symbols and are used on materials related to athletics. The Eagle Grab logo is intended specifically for official MSU athletic use. The use of the Eagle Head logo requires prior approval for its use from the Office of Communications and Marketing.

For more information, visit www.moreheadstate.edu/ocm or email coma@moreheadstate.edu.

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

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 eleven members, eight appointed by the governor, one member of the teaching faculty elected by the faculty, one member of the staff elected by the staff, 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 and staff members serve three-year terms.

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 that 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: 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 appointed 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 Chief Diversity Officer

The Chief Diversity 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 Chief Diversity Officer represents the University for compliance with all applicable laws and orders.

2.4 Vice Presidents

2.4.1 Provost and Vice President for Academic Affairs

The Provost and 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 Chief Financial Officer /Vice President for Administration

The Chief Financial Officer /Vice President for Administration (CFO/VPA) is the chief fiscal and administrative officer of the institution. The CFO/VPA is a senior level administrative position and serves as a member of the President's Cabinet. The CFO/VPA is responsible for developing and implementing the University's strategic activities for administrative units including:

- Accounting and Financial Services
- Auxiliary Services
- Budgets
- Facilities Management
- General Counsel
- Information Technology
- Internal Audits
- Human Resources & Payroll
- Risk Management
- Procurement Services-Purchasing, Fixed Assets, & Central Receiving

The CFO/VPA reports directly to the President and supervises assistant vice presidents, directors, and office support staff.

2.4.3 Vice President for Student Success

The Vice President for Student success serves as the chief student success officer of the institution and is responsible for establishing and maintaining a student environment which facilitates 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.

Working in cooperation with faculty and staff, the VPSS supports the strategic management of enrollment services, student affairs, university housing intercollegiate athletics, advising and retention, orientation and first college year initiatives, career services, recreation and wellness programming, university police, parking, counseling and health services, and student leadership and engagement activities to support a vibrant learning community. The Vice President reports directly to the President on all student success matters.

2.4.4 Vice President for University Advancement

The Vice President for University Advancement 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 Advancement. This person works regularly with local, regional, state, and national agencies, institutions, and organizations to develop relations, understanding, and support for the University.

The Vice President for University Advancement 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 Advancement 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, Associate and Assistant Vice Presidents, and Directors

2.5.1 Dean of the College of Business and Technology

The Dean of the College of Business 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 School of Business Administration and the School of Engineering and Information Systems. Two Associate Deans and two Assistant Deans report directly to the Dean.

2.5.2 Dean of the Caudill College of Arts, Humanities, and Social Sciences

The Dean of the Caudill College of Arts, Humanities, and Social Sciences 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 within the college. Units in the college include the departments of Art and Design; Communication, Media, and Languages; English; History, Philosophy, International Studies, and Legal Studies; Sociology, Social Work, and Criminology; Military Science; and the School of Music, Theatre, and Dance. The college also has a technology coordinator and a Student Services Center that provides academic advising and other student retention services. Department chairs, the school director, student services staff, technology coordinator, and dean's staff report directly to the Dean.

2.5.3 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 Department of Early Childhood, Elementary and Special Education, the Department of Foundational and Graduate Studies in Education, and the Department of Middle Grades and Secondary

Education. Department chairs for these departments and some coordinators and directors of auxiliary programs report to the college Dean.

2.5.4 Dean of the College of Science

The Dean of the College of Science 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 Agricultural Sciences; Biology and Chemistry; Earth and Space Science; Kinesiology, Health, and Imaging Sciences; Mathematics and Physics; Nursing; and Psychology. In addition, the Dean also coordinates the University Farm, Campus Greenhouse, and Water Testing Laboratory. The Dean serves as liaison for the MSU/UK Physician Assistant program.

2.5.5 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.

2.5.6 Dean of Students/Assistant Vice President for Student Success

The Dean of Students serves as the chief student judicial officer for the university and is responsible for the implementation of the student judicial system. The office maintains all disciplinary records and judicial files, organizes discipline committees and supervises their operations, serves as liaison to the University's General Counsel in litigious matters involving students, investigates the facts in cases and makes provisional decisions on cases subject to review. The office identifies and responds to the co-curricular and non-academic needs of the students, including crisis management.

The Dean of Students/AVP for Student Success supervises the operations of the Office of Student Housing and Residence Education, the University Police Department, and the Counseling & Health Services. The office and departments of the Dean of Students serve to safeguard the welfare and protect the rights of the university community; develop safe, secure, and supportive residential communities for our student population; and improve the quality of student life.

2.5.7 Associate Vice President for Academic Affairs/Academic Programs

The Associate Vice President for Academic Affairs/Academic Programs serves in an advisory capacity to the provost and coordinates the undergraduate curriculum process. The associate vice president reviews and assesses undergraduate programs including general education. The associate vice president is also responsible for the effective administration of the office of the Registrar, Distance Education and Instructional Design, the Center for Leadership and Professional Development (the unit responsible for faculty development), Regional Campus Systems, the Office of International Education, and the Honors Program.

2.5.8 Associate Vice President for Student Academic Success

The Associate Vice President for Student Academic Success serves in an advisory capacity to the Vice President for Student Success and coordinates academic retention efforts. The associate vice president is also responsible for the effective administration of Academic Advising, Career Services, College Readiness, Eagle Diversity Education Center, Eagle Success Program, and First Year Programs.

2.5.9 Associate Vice President for Research/Dean of the Graduate School

The Associate Vice President for Research and Dean of the Graduate School is the chief research officer of the University and provides leadership in the development, maintenance, and growth of the University's research and graduate program infrastructure and capacity. The Associate Vice President provides leadership in all matters pertaining to research and graduate programs and has oversight responsibility for all operations of the Office of Research and Sponsored Programs, Office of Graduate Studies, and the Office of Undergraduate Research.

2.5.10 Assistant Vice President for Academic Affairs/Institutional Effectiveness

The Assistant Vice President for Academic Affairs/Institutional Effectiveness provides operational leadership, direction, and administration of the offices of Institutional Research and Analysis and University Assessment and Testing. The Assistant Vice President for Academic Affairs/Institutional Effectiveness leads and coordinates the University's strategic planning process, institutional research, student testing, and program assessment. Additionally, the Assistant Vice President for Academic Affairs/Institutional Effectiveness leads the SACSCOC program accreditation process, and ensures the availability of timely and accurate information, analyses, and analytic tools to facilitate priority-setting, resource allocation, policy development, decision-making, and continuous improvement.

2.5.11 Assistant Vice President Adult Education and College Access

The Assistant Vice President Adult Education and College Access provides the overall leadership for policies, programs, and services related to adult education, adult learning, and college access. Assistant Vice President develops, implements, manages, and assesses, in collaboration with college deans, department chairs, senior administration, faculty, and staff policies and programs regarding adult education, adult learning, and college access and success for low-income and first-generation students. The Assistant Vice President interacts with public school personnel, community and technical college, university, community, regional, state, and national leaders. Assistant Vice President is responsible for staff supervision, budgeting, grant writing, and management for Adult Education Academy, Adult Learning Centers, Commonwealth Educational Opportunity Center, Educational Talent search, Upward Bound Classic and Math/Science, Student Support Services, Kentucky AHED, MSU Corps, Retired Senior Volunteer Program, Today's Youth, Gear-Up Kentucky, Credit for Prior Learning, and Academic Common Market.

2.5.12 Executive Director Regional Engagement

The Executive Director of the Center for Regional Engagement provides overall leadership for the development, implementation, management, and assessment of policies, programs, and services related to community service, service-learning, regional engagement, and capstone internships/fellowships in collaboration with college deans, department chairs, senior administration, faculty, and staff. The Executive Director serves as a contact with the K-12 public schools, KCTCS institutions, and other postsecondary education, community, regional, state, and national entities and leaders. The Executive Director provides creative and collaborative leadership in identifying internal and external resources, developing and sustaining regional partnerships, and developing a collaborative, synergistic culture as well as supportive processes at Morehead State University where regional engagement becomes integrated into the discovery (research), integration, and application (service) of knowledge that informs instruction and reinforces one another in service to the region. The Executive Director is responsible for staff supervision, budgeting, grant writing, and management. The Center for

Regional Engagement also houses the Institute for Economic Development which encompasses the Small Business Development Centers, Innovation Centers, and the Regional Enterprise Center.

2.5.13 Executive Director Space Science Center

The Executive Director is responsible for executive management of the Space Science Center and its R&D, economic development and public outreach programs. The Executive Director also provides visionary leadership in the development and substantial growth of the SSC's current areas of expertise and in the potential commercialization of these technologies toward regional economic development. The Executive Director manages the Center's staff and associated faculty, along with the Center's research infrastructure that includes nanosatellite development, integration and testing facilities, associated laboratories, and the SSC's 21 m satellite tracking station which is slated to become a node on NASA's Deep Space Network in 2018. The 21 m station will be extensively involved in NASA spacecraft operations and will represent a significant activity to be managed. In addition, the Executive Director exhibits leadership and direction for research that involves graduate and undergraduate students in relevant academic programs. The Executive Director is actively engaged with community, state, national, and international leaders; executives of partner agencies and organizations; alumni; donors; and other stakeholders.

2.5.14 Director of Craft Academy

The Craft Academy is a statewide residential school for high achieving high school juniors and seniors interested in careers in STEM fields. The academic rigor of the Craft Academy challenges students to excel at the highest levels, while drawing connections between the classroom and real-world research options. The Director of the Craft Academy works with University and local stakeholders. The Director collaborates with deans and department chairs to develop curriculum, application criteria, policy, and is active in the recruitment and selection process of students. The Director is responsible for staff supervision, budgeting, and management.

2.5.15 Director of Military Initiatives

The Director of Military Initiatives is an upper-level strategist and program manager responsible for the planning and oversight of University programs involving military and veteran outreach, partnerships, and services. The Director is directly involved with the concept development, coordination, and implementation of military/veteran programs and initiatives that are mutually beneficial to the University and external (military/veteran) organizations. The Director is responsible for implementing efficiencies in existing programs and developing new initiatives with military/veteran organizations that create opportunities for university outreach, growth, partnerships, marketing, and research. This position works closely with the senior administration and collaboratively coordinates projects across university departments.

2.6 Department Chairs

Each 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's programs, faculty, and students to both internal and external audiences.

Chapter 3

3 Academic Organization of the University

3.1 Academic Units, Offices, and Support

3.1.1 College of Business and Technology

The College of Business and Technology includes undergraduate programs in accounting, finance, management, marketing, general business, small business management/entrepreneurship, computer information systems, business and marketing education, computer science, engineering technology, engineering management, industrial education, and technology management. The College of Business and Technology offers a Masters of Business Administration program and a Masters of Engineering and Technology Management.

3.1.1.1 School of Business Administration

The School of Business Administration contains two departments: the Department of Management and Marketing, and the Department of Accounting and Finance. The school offers several graduate programs: a Master of Business Administration; a Master of Arts in Sport Management; a Master of Science in Management Information Systems, with an optional Concentration in Healthcare Informatics; and graduate business certificate programs in Health Systems Leadership and Health Systems Management.

3.1.1.1.1 Department of Accounting and Finance

The department offers an undergraduate Bachelor in Business Administration degree with tracks in accounting and finance.

3.1.1.1.2 Department of Management and Marketing

The department offers the following undergraduate programs: an Associate of Applied Business in Business Studies; a Bachelor of Arts with an Area in Sport Management; and a Bachelor in Business Administration with tracks in business and information technology education, general business, management, marketing, and small business management and entrepreneurship.

3.1.1.2 School of Engineering and Information Systems

The School of Engineering and Information Systems is made up of two departments: the Department of Engineering and Technology Management and the Department of Computer Science and Information Systems.

3.1.1.2.1 Department of Computer Science and Information Systems

The department offers the following undergraduate degree programs: a Bachelor in Business Administration with a track in computer information systems; a Bachelor of Science with a Major in Computer Science; and a Bachelor of Science with an Area in Computer Science and tracks in computer gaming, general computer science, and computer and networking security. The department also offers minors in computer information systems, computer science, and computer gaming.

3.1.1.2.2 Department of Engineering and Technology Management

The department offers both undergraduate and graduate programs. At the undergraduate level, there is an Associate of Applied Science degree in Engineering Technology

with tracks in design and manufacturing engineering technology, construction management and civil engineering technology, electronics and computer engineering technology, and occupation-based career and technical training, plus the following Bachelor of Science degree programs: an Area in Engineering Management; an Area in Engineering Technology with tracks in design and manufacturing engineering technology, construction management and civil engineering technology, and electronics and computer engineering technology; an Area in Industrial Education with tracks in engineering and technology and in occupation-based career and technical education; and an Area in Technology Management with tracks in computer information systems and in technology management. At the graduate level, the department offers Master of Science degrees in Career and Technical Education and in Engineering and Technology Management with tracks in computer information systems and analytics and in engineering and technology management.

3.1.1.3 East Kentucky Small Business Development Center

The EKSBDK 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 Caudill College of Arts, Humanities, and Social Sciences

The Caudill College is divided into the Departments of Art and Design; Communication, Media, and Languages; English; History, Philosophy, International Studies, and Legal Studies; Sociology, Social Work and Criminology; Military Science; and the School of Music, Theatre, and Dance. The academic departments are led by chairs and the School of Music, Theatre, and Dance is led by a director.

3.1.2.1 Department of Art and Design

The department offers undergraduate and graduate programs. Undergraduate degrees offered include two programs resulting in a Bachelor of Fine Arts, an Area in Art, and an Area in Art with secondary teaching certification and two programs resulting in a Bachelor of Arts, a Major in Art, and an Area in Art with secondary teaching certification. There are also minors in art history, arts entrepreneurship, studio art, and visual communication. At the graduate level, the department offers a Master of Arts degree with three tracks: art education, graphic design, and studio art.

3.1.2.2 Department of Communication, Media, and Languages

The department offers both undergraduate and graduate programs. Undergraduate degrees include the following: an Area in Convergent Media, an Area in Strategic Communication, a Major in Spanish, and a Major in Spanish with secondary teaching certification. The department also offers minors in French, Spanish, public relations and event planning, social media, and strategic communication and leadership. The department offers a graduate program culminating in a Master of Arts in Communications.

3.1.2.3 Department of English

The department offers undergraduate and graduate programs. The undergraduate degrees include a Bachelor of Arts with an Area in English with secondary teaching certification, a Bachelor of Arts with a Major in English, and a Bachelor of Fine Arts in Creative Writing. The department also offers a Master of Arts in English (fully on-line).

3.1.2.4 Department of History, Philosophy, International Studies, and Legal Studies

The department offers both undergraduate and graduate programs. On the undergraduate level Bachelor of Arts degree programs include an Area in Public History, a Major in History, an Area and Major in Legal Studies, an Area in Philosophy, a Major in Philosophy with tracks in philosophy and religious studies, a Major in Interdisciplinary International Studies, a Major in Government, a Major in Government with a regional analysis and public policy track, and a Major in Public Policy. The department offers a wide range of minors including Appalachian studies, Canadian studies, film studies, geography, government, history, interdisciplinary international studies, legal studies, public history, philosophy, regional analysis and public policy, religious studies, and interdisciplinary women's studies. Graduate programs include a Master of Arts degree in Social Sciences and Government, and a Master of Public Administration degree. The department also offers an Environmental Education endorsement on the graduate level.

3.1.2.5 School of Music, Theatre, and Dance

The School offers undergraduate and graduate programs. Undergraduate degrees include the following Bachelor of Arts degrees: an Area in Theatre with secondary teaching certification; a Major in Theatre; Majors in Music and in Traditional Music Studies; a Bachelor of Music Education with tracks in keyboard, orchestral strings, percussion, voice, and woodwind and brasswind; a Bachelor of Music with tracks in collaborative keyboard, jazz studies, keyboard, orchestral strings, percussion, voice, and woodwind, brasswind. In addition, the department offers a Music Teachers Association Certification (associate and professional levels) for individuals pursuing careers as part-time and full-time studio teachers and minors in music, dance, and theatre. At the graduate level, the department offers a Master of Music degree with concentrations in music education or performance.

3.1.2.6 Department of Military Science

The department houses the University's Army ROTC unit, offering military training and leadership curriculum in two- and four-year programs that prepare successful Morehead State students for officer responsibilities. Following graduation, students may be commissioned as Second Lieutenants in the U.S. Army, Army Reserve, or Army National Guard.

3.1.2.7 Department of Sociology, Social Work and Criminology

The department offers undergraduate and graduate programs. Undergraduate degrees include two Bachelor of Arts programs (an Area in Criminology and Criminal Justice and a Major in Sociology) and a Bachelor of Social Work. There are also minors in chemical dependency counseling, social work, criminology, and sociology. The graduate program includes a Master of Arts in Sociology with tracks in interdisciplinary social sciences, general sociology, criminology, and a chemical-dependency certification.

3.1.3 College of Education

The College of Education includes the Department of Early Childhood, Elementary and Special Education, the Department of Foundational and Graduate Studies in Education, and the Department of Middle Grades and Secondary Education. Department chairs for these departments and some coordinators and directors of auxiliary programs report to the college Dean.

3.1.3.1 Department of Early Childhood, Elementary and Special Education

The department offers undergraduate and graduate programs. Undergraduate degrees include a Bachelor of Arts with areas in Interdisciplinary Early Childhood Education; Child Development; Early Elementary Education (P-5); Early Elementary Education (P-5) and Learning and Behavioral Disorders (LBD); Early Elementary Education (P-5) and Moderate and Severe Disorders (MSD); and a Major in Community Support Services. There is also a minor in community support services. The Educational Unit for Child Care services within the department offers several non-degree training programs: Child Development Associate training and the KY Director Credential program. On the graduate level, the department offers both a Master of Arts in Teaching with certification in Interdisciplinary Early Childhood Education and post-baccalaureate certification in Special Education. The department offers areas of concentration within the Teacher Leader Master of Arts programs, and add-on certification programs in elementary education, LBD, MSD, and Director of Special Education.

3.1.3.2 Department of Middle Grades and Secondary Education

The department offers undergraduate and graduate programs. The department offers the following Bachelor of Arts degrees: an Area in Middle Grades Education P-5 with academic components in science, language arts, social studies, and mathematics; an Area in Middle Grades Education P-5 with Learning and Behavioral Disorders; an Area in Middle Grades Education P-5 with Moderate to Severe Disorders; and an Area in Social Studies with secondary teaching certification. The department shares responsibility for undergraduate secondary and P-12 programs, except for special education, with content departments outside the College of Education. On the graduate level, the department offers a Master of Arts in Teaching in Middle Grades Education 5-9 with concentrations in English, mathematics, science, and social studies; and Secondary Education in content areas outside the College of Education.

3.1.3.3 Department of Foundational and Graduate Studies in Education

The department offers the Educational Foundations courses that serve other teaching programs throughout the University but offers only graduate degrees and certifications. Specifically, the department offers two Master of Arts programs in Adult and Higher Education and Counseling; a Master of Arts in Education—Teacher Leader program (with concentrations in Biology, Business and Marketing Content, Business and Marketing Technology, Educational Technology, English, Environmental Education, Fifth-Year enhancements, Gifted Education, Health and Physical Education, Interdisciplinary P-5, Literacy Specialist Endorsement, Mathematics, Middle Grades 5-9, National Board Certification, School Community Leader, Social Studies, and Special Education); a Master of Arts in Education—Teacher Leader program in Educational Technology with Instructional Computer Technology endorsement; and a stand-alone Educational Technology endorsement.

In addition, the department offers Rank I designations as follows: Counseling, an Environmental Education Endorsement, General Pedagogy, Gifted Studies P-12 Endorsement, Literacy Specialist P-12 Endorsement, Teaching English to Speakers of Other Languages (TESOL) P-12 Endorsement, Educational Technology with Instructional Computer Technology Endorsement, and a Gifted Education Endorsement. The department also offers a Specialist in Education degree in Adult and Higher Education, Counseling (resulting in Licensed Professional Counseling Associate credentialing), Counseling (resulting in School Counseling credentialing), Instructional Leadership, and Curriculum and Instruction—Rank I. Leadership Certification Programs include Director of Special Education Certification and School Superintendent. The department also offers a Doctorate of Education with specializations in Adult and Higher Education Leadership, P-12 Administrative Leadership, and Educational Technology Leadership.

3.1.3.4 Teacher Education Services

The Teacher Education Services unit is actively involved with teacher education candidates, faculty, and public school partners in the preparation of teachers. This unit provides coordination and services in the areas of teacher recruitment, field experiences, clinical practice, teacher certification, and first-year internships for Kentucky teachers and principals.

3.1.3.5 21st Century Educational Enterprise

The 21st Century Educational Enterprise is a not-for-profit organization housed within the College of Education to promote community engagement partnerships with our service region school districts, the MSU community, and off-campus partners. It offers educational leadership, professional development, and classroom technology innovations in Kentucky schools.

3.1.4 College of Science

The College of Science includes the Departments of Agricultural Sciences; Biology and Chemistry; Earth and Space Science; Kinesiology, Health, and Imaging Sciences; Mathematics and Physics; Nursing; and Psychology.

3.1.4.1 Department of Agricultural Sciences

The department offers programs at undergraduate and graduate levels. Undergraduate degrees include an Associate of Applied Science in Veterinary Technology and the following Bachelor of Science degrees: an Area in Veterinary Technology; an Area in Veterinary Science; an Area in Agricultural Sciences with tracks in agribusiness, agriculture education, agronomy, animal science, equine science, general agriculture, golf course management, and horticulture; and a Major in Agriculture. In addition, the department offers pre-veterinary medicine and pre-forestry programs and academic minors in agriculture and horsemanship. At the graduate level, the department offers the agriculture track of the multidisciplinary Master of Science in Career and Technical Education.

3.1.4.2 Department of Biology and Chemistry

The department offers courses in botany, zoology, microbiology, ecology, genetics, physiology, anatomy, cell/molecular biology, and environmental sciences. The department offers programs at undergraduate and graduate level. The following Bachelor of Science degrees are offered: an Area in Biological Sciences with tracks in biology and biology with secondary teaching certification; an Area in Biomedical Sciences; an Area in Chemistry with tracks in biomedical chemistry and professional chemistry; and a Major in Chemistry with tracks in general chemistry, environmental chemistry, and chemistry with secondary teaching certification. In addition, the department offers pre-professional programs in several areas (pre-chiropractic, pre-dentistry, pre-medical technology, pre-medicine, pre-optometry, pre-pharmacy, pre-physician assistant, pre-physical therapy, and pre-podiatry) and academic minors in biology, integrated science, and chemistry. At the graduate level, the department offers a Master of Science in Biology and a Master of Science in Biology with a Concentration in Regional Analysis and Public Policy.

3.1.4.3 Department of Earth and Space Sciences

The department offers programs at undergraduate and graduate level. The following Bachelor of Science degrees are offered: an Area in Earth Systems Science (geology); an Area in Space Science; and the astrophysics track of the Area in Physics. In addition, the department offers academic minors in astronomy, geology, and integrated science. At the graduate level, the department offers a Master of Science in Space Systems Engineering. The academic programs

are connected to the Space Science Center, which provides both a state-of-the-art teaching and research facility for undergraduate students in physics, astrophysics, satellite design, fabrication, and telecommunications and additional faculty and staff who teach supporting courses in the areas described above.

3.1.4.4 Department of Kinesiology, Health, and Imaging Sciences

The department offers programs at undergraduate and graduate levels. Undergraduate degrees include an Associate of Applied Science in Radiologic Science, an Associate of Applied Science in Respiratory Care as part of a consortium led by Maysville Community and Technology College (Rowan Campus), and the following Bachelor of Science or Arts degrees: an Area and Major in Health Promotion, an Area in Health and Physical Education with secondary teaching certification, a Major in Health Education with secondary teaching certification, a Major in Physical Education with secondary teaching certification, and an Area in Exercise Science. The department also offers the following Bachelor of Science in Imaging Sciences degrees: an Area in Computed Tomography/Magnetic Resonance, an Area in Diagnostic Medical Sonography, and an Area in Leadership in Medical Imaging. The department also offers an academic minor in health. At the graduate level, the department offers a Master of Arts in Wellness Promotion.

3.1.4.5 Department of Mathematics and Physics

The department offers undergraduate courses and programs and graduate courses. The following Bachelor of Science degrees are offered: an Area in Mathematics; an Area and Major in Mathematics with secondary teacher certification; a Major in Mathematics with tracks in general mathematics, computational mathematics, and applied statistics; an Area in Physics with tracks in computational physics, engineering physics (mechanical and electrical), and physics with secondary teacher certification; and Major in Physics with tracks in professional and applied physics. In addition, the department offers a pre-engineering program, a minor in mathematics 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). Courses are offered at the graduate level to support several graduate programs in education.

3.1.4.6 Department of Nursing

The department several undergraduate programs. The Associate of Applied Sciences in Nursing program has cohorts at the main MSU campus and at the regional campus in Mt. Sterling, Kentucky, with an additional track for students already trained as paramedics. The department offers a pre-licensure Bachelor of Science in Nursing degree. Both programs are preparatory for licensure as a registered nurse. The department also offers an online program for both internal and external associate degree graduates with current nursing licensure to obtain a Bachelor of Science in Nursing.

3.1.4.7 Department of Psychology

The department offers programs at graduate and undergraduate levels. The following Bachelor of Science degrees are offered: an Area in Psychology, a Major in Psychology, and an Area in Neuroscience. There is also a Bachelor of Arts degree with a Major in Psychology and a minor in psychology. At the graduate level, the department offers a Master of Science in Clinical Psychology and a Master of Science in General/Experimental Psychology.

3.2 Academic Support Programs

3.2.1 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 over three hundred thousand volumes, more than 800 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, ebooks, and over 140 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 an office delivery service, electronic and traditional course reserves, a current publication awareness service, and carrels for research and study.

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 to three days' 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 (FYS 101), and course-specific and assignment-specific library use instruction sessions. The Library also provides Embedded Library Services in online or online-enhanced courses. With this service, faculty may have a library staff member provide online instruction and assistance directly in a Blackboard course. See the Library's website for information on this service.

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. Faculty members working away from the Morehead campus may also use the Library's Off-Campus Delivery Service. See the Library's website for instructions how to use these services.

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 from 2001-2008. Faculty may reserve the LRC space for their classes, groups, or meetings. Equipment available for use in the LRC includes: computers for previewing software, audiocassette/CD players, TV/VCRs, a TV/DVD player, a public print station, mobile smartboards, and several computers with access to the Library's catalog, electronic databases, and the internet.

Regional 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 Regional Campus Library Services office. The Distance Instruction 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, print documents, create Web pages, design and create student research posters, and use presentation and desktop publishing software. The Lab coordinator and staff conduct class orientations, provide on-site consultations, approve student posters for printing, and can assist individuals who visit the Lab. The LTL also assists faculty with video conversion from analog to digital formats for their courses and can create digital files for Blackboard courses. Obtaining copyright permission to digitize videos is the responsibility of the faculty member.

3.2.2 Graduate and Undergraduate Programs

The Dean of the Graduate School and the Associate Vice President for Academic Affairs/Academic Programs coordinate the University's associate, bachelor's, master's, education specialist, and graduate certification programs.

3.2.2.1 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.

3.2.2.2 Undergraduate Programs

The Associate Vice President for Academic Affairs/Academic Programs (AVPAA/AP) through the Office of Undergraduate Programs oversees the undergraduate curriculum and the general education curriculum proposal and assessment process. The AVPAA/AP is also responsible for monitoring academic success of students and facilitating undergraduate academic appeals.

3.2.2.3 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; various forms of the scholarship of teaching and learning; 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, and teleconferences. The Center for Teaching and Learning is also the liaison with the Council on Postsecondary Education's (CPE) faculty development initiatives.

3.2.2.4 University Assessment and Testing

University Assessment and Testing (UAT) coordinates assessment and accreditation and provides MSU's testing services. UAT manages the quality enhancement of academic programs and support units through research-based implementation and evaluation of a continuous improvement process. Oversight of the General Education Program assessment activities includes: coordinating and gathering evidence of general education outcomes and analyzing and disseminating assessment findings. UAT manages the accreditation of Morehead State University (MSU) by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), supports the academic program-level accreditation processes, reviews program-accreditation reports, and works with the AVP for AA/IE to ensure compliance with SACSCOC principles for the entire University. Additionally, UAT is responsible for administering individual and group tests that require a controlled setting.

3.2.2.5 International Education

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.

In addition to these two consortia, MSU works in cooperation with other universities to allow for additional study abroad opportunities for students. MSU participates in the Magellan Exchange Program, the Fulbright Scholarship, Cultural Ambassadors Program, MSU Costa Rica Exchange, MSU Tianjin Normal University Exchange, MSU London for Business Majors, and other faculty-led programs. Students interested in study abroad opportunities should call the Study Abroad Office at 783-2590.

The Department of History, Philosophy, International Studies, and Legal Studies offers an Interdisciplinary International Major and Minor. These programs focus on various areas of the world. Students gain knowledge of other cultures, languages, and institutions that are complemented by a required study abroad experience approved by the department. Students interested in International Studies should call 783-2655.

MSU welcomes international students from all over the world. The Office of International Students Services promotes intercultural interchanges through a series of activities. MSU also offers English as a Second Language (ESL) instruction for international students and U.S. students have the opportunity to participate in Conversation Partners with ESL students. Students interested in getting involved in international activities need to contact the Office of International Student Services at 783-2096.

3.2.2.6 Academic Services

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.

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.

Student Success Unit: The Vice President for Student Success oversees the office of the Associate Vice President for Student Academic Success, which provides support for numerous academic supplemental programs. See section 5.2 for more information.

3.2.2.7 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, community groups, and 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.

3.2.2.8 Distance Learning

The Distance Education and Instructional Design (DEID) office supports faculty, staff, and students with integrating emerging digital technologies in teaching and learning. DEID is

located on the first floor in Camden-Carroll Library. Centrally located to serve faculty, staff, and students; we assist with integrating technology into instruction as well as conduct periodic professional development sessions in many of the latest tools.

Online Education (Blackboard): Courses offered via the internet use the course management system called Blackboard 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. The DEID office automatically creates a Blackboard shell for every course offered. Any faculty member interested in using Blackboard to teach an online course or as part of traditional classroom instruction can do so.

Interactive Television: Interactive television (ITV) is a two-way audio and two-way video. Utilizing this delivery system requires students and faculty to be in a specific location (a distance learning classroom) at a scheduled time.

Online and ITV support and professional development are available by calling 606-783-2140 or by emailing msuonline@moreheadstate.edu.

3.2.2.9 Regional Campus Programs

The University conducts an extensive regional campus program. Graduate and undergraduate programs and courses that are taught by tenured, tenure-track, and adjunct faculty are offered at regional campuses in Ashland, Prestonsburg, and Mt. Sterling. Courses are also available on the Hazard Community and Technical College campus through the University Center of the Mountains partnership. Full-time faculty members are located in Ashland and Prestonsburg. Courses are delivered through face-to-face instruction and interactive television. 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. Students may choose from a variety of courses leading to an associate's, bachelor's, or master's degree.

3.2.2.9.1 MSU at Ashland

Morehead State University at Ashland serves students from the Kentucky, Ohio, and West Virginia Tri-State area. As partners with Ashland Community and Technical College, MSU at Ashland offers students the ability to complete bachelor's and master's degrees on the Ashland Community and Technical College campus. Currently, bachelor's degree programs are offered in Education-Elementary, Middle School and Special Education, Social Work, and University Studies as well as minors in criminology, history, and sociology. The campus also supports and assists with online degree programs. For more information, email ashland@moreheadstate.edu.

3.2.2.9.2 MSU at Mount Sterling

Morehead State University's Mount Sterling campus offers an intimate classroom environment and state-of-the-art computer and training laboratories. The facility supports students who wish to complete associate and bachelor's degree programs in areas such as Nursing, Social Work, Business, and more. Additionally, students may begin general education courses at MSU in Mount Sterling. For more information, email mtsterling@moreheadstate.edu.

3.2.2.9.3 MSU at Prestonsburg

MSU at Prestonsburg provides educational and training opportunities for those in Floyd, Johnson, Magoffin, Martin, and Pike counties and beyond. As a partner with Big Sandy Community and Technical College, MSU at Prestonsburg offers students the opportunity to take classes on campus during the day, night, and on weekends to complete bachelors, masters, or education specialist degrees. The campus also supports and assists with online degree programs. For more information, email prestonsburg@moreheadstate.edu.

3.2.2.10 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. The University provides programs for students both prior to attending post-secondary schools and while attending Morehead State University. The short list that follows includes only programs designed for matriculated Morehead State students.

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: they must have an academic need; two-thirds of the participants must be first-generation college students; and they must demonstrate financial need 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.

3.2.2.11 Institutional Research and Analysis

The Office of Institutional Research and Analysis provides high quality information and analytical support to Morehead State University decision makers that will enhance institutional effectiveness through university planning, policy making, decision-making, and assessment. The Office collects, analyzes, reports, and serves as a repository for institutional data pertaining to students, faculty, staff, and academic programs. Primary responsibilities include

- report accurate, consistent, and timely information to federal and state reporting agencies, state and national organizations, senior administrators, and faculty/staff committees;
- collect and systematically store the university's statistical, historical, and managerial information with the institution's official reports;

- plan and coordinate institutional research studies and assist other University departments and offices to implement research projects at the request of University administrators;
- develop and maintain the University Profile (an annual statistical factbook) and other publications;
- prepare, administer, and analyze surveys for institutional purposes, and
- conduct routine and specialized training workshops on accessing and utilizing institutional research and assessment resources.

3.2.3 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, and the monitoring of all students receiving veterans' benefits are performed by the office. 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.

3.2.3.1 Honors

The George M. Luckey Academic Honors Program challenges students through stimulating educational experiences in the classroom and beyond. Membership in the program is restricted to students who have earned the Honors Scholarship, a highly competitive full scholarship awarded through a rigorous selection process; only twenty five scholarships were awarded to the entering class of Fall 2016. Students in the program take four core classes, all of which fulfill general education requirements. They also complete several one-credit individualized projects, designed to enable them to pursue their own interests within the framework of the program. All Honors students are required to work as unpaid undergraduate research fellows for at least one year; they must also complete a service requirement, and an approved overseas experience, the cost of which is partly covered by the scholarship. Our goal is to provide the support and guidance our best students need to fulfill their potential, regardless of major.

3.2.3.2 Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs 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, delivering public services, and 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.

3.3 Deans' Council

Members of the council include the provost and executive vice president as the chairperson, the associate vice president academic affairs/academic 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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

4 Shared Governance

4.1 Definition of Shared Governance

The following is the “Preamble” to the *Faculty Senate Constitution* (as approved by the Morehead State University Board of Regents 25 September 2010):

The faculty of Morehead State University supports a system of shared governance in decision making which promotes mutual understanding and coordination of efforts among faculty, staff, administrators, and students as they strive to meet the university's mission.

The Faculty Senate, an elected representative body of the University faculty, serves to express the faculty voice and functions as the primary mechanism for faculty participation in university governance. The Faculty Senate is established with the belief that members of the University faculty who are involved in the day-to-day life of the University should participate in the formulation of policies affecting the faculty and the academic life of the institution. The Senate provides a vehicle through which such collective intelligence can be directed toward promoting the well-being of the University. The decisions of the Faculty Senate will be made in good faith and after careful deliberation.

Additionally, the Faculty Senate aspires to the goals of shared governance as they relate to budgeting and employment as outlined by the following statement by the American Association of University Professors (AAUP):

The principle of shared authority and responsibility requires a process of discussion, persuasion, and accommodation within a climate of mutual concern and trust. Where that process and climate exist, there should be no need for any party to resort to devices of economic pressure such as strikes, lockouts, or unilateral changes in terms and conditions of employment by faculty or academic management.

4.2 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 faculty and the academic life of the institution. The Senate reports to the faculty and the president. Members of the Senate are elected from each academic department by the full-time faculty of that department for a three-year term. All departments are represented by two senators (except Military Science, which has one), and two professional librarians represent librarians.

The Faculty Senate meets twice per month during the academic year in open meetings. The current meeting time is 3:45 pm on Thursdays. In addition, there are at least two summer meeting times reserved in case of pressing business. Agenda for senate meetings are set by the Senate's 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.

4.2.1 Faculty Senate Constitution and Special Rules of Order

For all additional information about the Faculty Senate, see the constitution available on the MSU website. This explains how the Senate functions, who is eligible to serve as a senator, how and when elections should be held, what counts as a quorum, the officers, the sub-committees of the Senate, and so forth.

4.2.2 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 representative 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 of University Standing Committee:** 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 990 to mid-August 991.
 - (j) No person should serve on more than two University Standing Committees at the same time.
- (C) University Ad Hoc Committees
- (1) **Definition of University ad hoc committees:** 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: <http://www//moreheadstate.edu/units/msac>

4.3 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>

4.4 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:

- A) 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;
- B) 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;
- C) 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
- D) 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).

4.5 Other Guidelines

4.5.1 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.

4.5.2 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:

- A) 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.
- B) Assuring that all faculty within the department shall receive copies of departmental process and criteria.
- C) Assuring that the FEP is administered in such a way as to reflect an unbiased evaluation of the performance of each faculty member.
- D) 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:

- A) Assuring that the processes being used by the respective departments meet the minimal guidelines for FEP.
- B) Assuring that there are no unreasonable differences in the FEP processes across the departments within the college.
- C) Monitoring the results of the FEP so that the efforts of faculty members can be compared to departmental outcomes in a meaningful way.
- D) Assuring an appeals process within the college.
- E) 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:

- A) 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.
- B) Assuring that there is credibility within the total FEP system, while recognizing the quality and diversity of the respective individual departments.
- C) Monitoring the college deans in their charge to assure quality outcomes from each academic department.

4.5.3 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 fulltime 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.

4.6 Kentucky Revised Statutes

Kentucky law is codified in Revised Statutes (KRS) divided into chapters. These statutes are available on the Kentucky State web site maintained by the Legislative Research Council (LRC). Morehead State is governed by the statutes that relate to public comprehensive universities which are overseen by boards of regents. Other statutes govern the two Kentucky research universities overseen by boards of trustees. The chapters that pertain to Morehead State University are KRS 164.350 and KRS 164.360.

4.7 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 [sic] and sabbatical leaves.

Chapter 5

5 Student Success

5.1 Mission and Vision of Student Success

Together with the campus community, the Division of Student Success strategically plans, implements, assesses, and improves processes, systems, and services to support learning from pre-application to graduation, gainful employment and sustained alumni engagement. The DoSS transforms lives through opportunities enabling access, engagement and success as the most progressive, strategic, and effective team in the nation.

The major units within the Division are Student Academic Success, Student Engagement which includes Student Activities, Inclusion and Leadership (SAIL), Recreation and Wellness services, Enrollment Services, Intercollegiate Athletics, Police and Parking Services, Student Affairs, Counseling and Health Services, and University Housing.

5.2 Student Affairs / Dean of Students

5.2.1 Office of the Dean of Students

This office maintains all student conduct/disciplinary records and judicial files, organizes discipline committees and supervises their operations, serves as liaison to the University's General Counsel in litigious matters involving students, investigates the facts in cases and makes provisional decisions on cases subject to review. The office identifies and responds to the co-curricular and non-academic needs of the students, including crisis management.

5.2.1.1 Office of Student Housing

The Office of Student Housing provides and develops safe, secure, and supportive residential communities for our residential student population. Serving approximately 3,0000 residential students in 13 residence halls/apartment communities with 75 undergraduate student staff members and 6 live-in professionals, the Office of Student Housing provides 24/7 crisis response, facility oversight, and student support 365 days per year.

The Housing and Residences Education staff create and manage programs to provide a positive life experience through community involvement, leadership opportunities, educational programming, and service to others. The office seeks to enhance the residential experience through the development of a community based on the foundations of safety, civility, inclusion, and involvement. Faculty interested in participating in Residential initiatives, including Living-Learning Community Development, are encouraged to contact the Director of Housing and Residence Education.

5.2.1.2 University Police Department

The mission of the Morehead State University Police Department is to preserve and protect the rights of citizens in the University community to live, work, and learn in an environment conducive to the discovery of knowledge, and the pursuit of intellectual, creative, ethical and technical development. This is to be achieved by providing police services dedicated to the preservation of order, protection of students, faculty, staff, and the general public, prevention of crime and physical security of facilities and resources dedicated to the educational process. The Morehead State University Police Department is a public safety and security department organized in accordance with KRS 164.950-KRS 164.980. Its police officers are

Public Peace Officers Conservators of the Peace, serving at the pleasure and appointed by the MSU Board of Regents. In accordance with KRS 164.955 Morehead State University Police Officers have general police powers. The police officer possesses all of the Common Law and Statutory powers, privileges and immunities of Sheriffs.

The office provides twenty-four hour service through its own communications dispatcher operation. On campus Emergency responses are directed through the communication dispatch service (783-2035). 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.
- Motor vehicle regulations--Parking regulations are revised each year and are available at the beginning of each fall semester.
- 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.

5.2.1.3 Counseling and Health Services

Counseling and Health Services is a full service primary-care facility devoted to providing students, faculty, and staff with quality counseling, medical, dental and employee health services. Located on the first floor of Allie Young Hall, the clinic provides a variety of services such as preventative care, allergy treatments, immunizations, and treatment of illness. The counseling center offers assistance with mental health and substance abuse, as well as emergency and crisis services. Students, faculty, and staff can also access convenient and affordable dental services including oral exams with x-rays, fillings, extractions, cleanings and more. The clinic provides the following services:

- Management of acute and chronic illness
- Simple office procedures
- Full service lab and phlebotomy services
- Sexual Assault Response Team (SART)
- Travel Clinic Services
 - Initial consultation and pre-travel examination
 - Vaccination review and administration (including Yellow Fever Vaccine)
 - Travel medication
 - Post-travel examination and treatment
- Vaccinations such as Tdap, Hepatitis B, MMR, Varicella, HPV and TB skin testing
- Reproductive health for both males and females
- Dental care including hygiene and restoration
- Counseling and psychotherapy
- Emergency and crisis services

Medical Excuses. The Counseling and Health Services Office does not issue medical excuses. Refer to University Administrative Regulation (UAR) 131 for more information about

medical absences/excuses. Health records are strictly confidential, and information about a student's illness or reason for visiting the clinic will not be released.

5.3 Student Academic Success

5.3.1 First Year Programs

This office coordinates Student Orientation, Advising, and Registration (SOAR) and New Student Days which provide students with an orientation experience that helps prepare them to transition to university life. This office also coordinates the Success Academy, a summer bridge program, which is open to all entering freshmen and provides a jump start to their college experience.

This office coordinates the First Year Seminar (FYS 101) a 3-credit hour, core General Education Course. The intent of the course is to establish the expectations of life and study in an academic setting and as a local, national, and global citizen through activities embedded in disciplinary content.

5.3.2 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 fulfill general education requirements and then work with an advisor to design an academic program to meet their educational needs.

5.3.3 Office of Academic Advising and Retention

This office assists students in successfully completing their academic pursuits from beginning of the educational career through graduation. This department provides academic guidance and counseling, peer coaching, tutoring, supplemental instruction, and other educationally-focused support to all students, with a focus on freshmen and sophomores. The Office of Academic Advising and Retention is the centralized hub for the Student Service Centers across campus and oversees the Eagle Success Program, The Tutoring and Learning Center, Advise (Ellucian retention software), Retention Alert, the Academic Recovery Program, and various other retention-focused initiatives. Workshops and seminars centered on improving study skills, increasing motivation for academic success, and supporting student achievement are offered to students and faculty/staff.

5.3.4 Career Services

This office offers exceptional career programs and partners with students, faculty, staff, and employers for the purpose of preparing MSU students for the global workforce. Specific services include, but are not limited to career inventories and counseling to help students choose a major or career path, on-line career management system offering job postings for full-time and part-time positions, student employment and internships, job-search coaching, evaluation of job search and graduate school application documents (e.g. resumes), internship liaison for departments, internship class MSU 339 (open to all majors), practice interviews, employer research, and on-campus interviewing with employers. Career Services coordinates and hosts numerous career events including two career fairs, networking etiquette dinner, and workshops.

Faculty members are encouraged to utilize Career Services expertise to enhance classroom assignments through class presentations and workshops that are industry/major focused as well as resume and practice interview evaluation. Staff can offer contact information to faculty for specific industries, companies, or alumni for expert class presentations or class projects

5.3.5 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.

5.3.6 Academic Retention Program for Minority Students

Dedicated to Retention, Education, and Academic Success at Morehead State (DREAMS) provides academic support for minority students. DREAMS is a comprehensive academic support and retention program targeting African American, Latino/Hispanic students, but open to first generation students, students who identify as coming from low-income families, or any student committed to enriching their experience at Morehead State University. This comprehensive retention program is focused on first year transition, mentoring, and leadership.

5.3.7 Eagle Success Program

The Eagle Success Program specifically addresses the needs of students who do not meet the unconditional admission index. The program provides advising, counseling, peer coaching, tutoring, and other academic support to assist participants in preparing to complete a college education. The Eagle Success Program staff meets with the student individually to encourage and provide assistance with study habits, personal concerns, transitional, or navigational problems that students may encounter. Students are required to complete documented study hours, meet with their academic advisor, and a peer coach throughout their time in the Eagle Success Program.

5.3.8 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.

5.3.9 Eagle Diversity Education Center

The Eagle Diversity Education Center (EDEC) seeks to develop a comprehensive educational experience through improved retention and graduation initiatives leading to enhanced career transitions. EDEC provides assistance and support to prospective and enrolled underrepresented minority students expanding opportunities for student engagement, leadership, and scholarship.

EDEC is home to the DREAMS academic support and retention program. Additionally, EDEC provides academic monitoring for Diversity Opportunity Scholarship recipients promoting high academic achievement.

5.3.10 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.

5.4 Student Engagement

The Division of Student Engagement was created in the summer of 2016 to enhance the coordination of programs and services for MSU students. The following departments fall under the supervision of Student Engagement; Disability Services, Recreation & Wellness, and Student Activities, Inclusion and Leadership Development (SAIL).

5.4.1 Disability Services

MSU's Disability Services office enables equal access to MSU's programs, activities, and services in accordance with federal and state regulations. The program works directly with qualified students to identify appropriate accommodations and afterward collaborates with faculty and staff to ensure their effective provision. In addition to monitoring compliance, Disability Services is also committed to the spirit of disability law and contributing to a culture of inclusion at the university. The mission encompasses advising the full campus community on disability-related issues and promoting educational, social, and leadership opportunities at the University for students with disabilities.

5.4.2 Recreation & Wellness Center

The Department of Recreation and Wellness at MSU provides opportunities for the campus community to enhance and encourage healthy lifestyle choices through diverse programs and services. The Recreation & Wellness Center (RWC) merged the aquatics, fitness/wellness, outdoor adventures, and intramural departments into a student-run comprehensive program managed by a professional staff. The 120 professionally trained and certified student-staff members provide a wide assortment of recreational and wellness services to over 100,000 visitors each semester. The primary areas of programming are Aquatics, Fitness, Intramurals and Outdoor Adventures. In addition, the RWC is free to Governor's Scholars Program and the Craft Academy.

5.4.3 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.

5.4.3.1 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.

5.4.3.2 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.

5.4.3.3 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.

5.5 Enrollment Services

5.5.1 Admissions

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

5.5.2 Financial Aid

Student financial aid programs at the University help qualified students and their families meet the cost of a college education. Approximately ninety-seven percent of the full time undergraduate students at the University were awarded financial assistance in the form of grants, loans, scholarships, and part-time employment.

5.5.3 Early College Program

The Early College Program is the university's dual-credit program. Participating high schools using high school faculty, who have been approved by the sponsoring university academic departments, in accordance with SACS requirements, teach MSU courses to their high school juniors and seniors. Classes are taught primarily in the high schools, but also online, in conjunction with KET, and on the MSU campus.

5.6 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.

5.6.1 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.

5.6.1.1 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.

5.6.2 Memberships

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

Chapter 6

6 Support Services

6.1 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, public health, and safety services essential to the University community.

For current information about the division, please refer to the Administration and Fiscal Services web site.

6.1.1 Accounting and Financial Services

The Office of Accounting & Financial Services is the central financial office at Morehead State University, providing the support services that fulfill the financial needs of its students, faculty, and staff. Its mission is to ensure fiscal integrity by complying with all applicable federal and state statutes, using the highest internal standards and proper reporting of all revenues and expenditures, and to provide responsible, superior customer service and guidance to the entire campus community.

For current information about the office, please refer to the Office of Accounting and Financial Services web site.

6.1.2 Auxiliary Services

MSU Auxiliary Services include entities that provide goods and services that cultivate student success, support the University's administrative function, and enhance the quality of campus life. Auxiliary Services include both University-operated and contractor-managed entities.

Reporting Units (click on unit names to view the unit web sites)

- Concessions & Vending
- Dining Services
- Document Services
- Eagle Card Office
- Eagle Trace Golf Course
- Laundry Services (Provided by ASI Laundry Services)
- Postal Services
- University Bookstore

For current information about the office, please refer to the Auxiliary Services web site.

6.1.3 Budgets and Financial Planning

Budgets and Financial Planning coordinates development and administers the University's operating and capital budget, develops models as necessary to forecast budget capacity and needs, and develops quarterly and annual budget reports, financial summaries, and related publications and articles as necessary to communicate with various university stakeholders.

For current information about the office, please refer to the Budgets and Financial Planning web site.

6.1.4 Facilities Management

Facilities Management maintains and improves University facilities, grounds, and environment and supplies appropriate services in the most efficient and economical manner, promoting a safe, clean, and aesthetically pleasing campus environment in support of Morehead State University's students, faculty, and staff.

Reporting Units

- Construction Services & Engineering
- Facilities Maintenance Services
 - Energy Conservation
 - HVAC
 - Maintenance
- Risk Management/Environmental Health & Safety
- Heating and Water Plant
- Campus Services
 - Building Services
 - General Services
 - Grounds
 - Motor Pool
- Conference & Event Services

For current information about the office, please refer to the Facilities Management web site.

6.1.5 General Counsel

The General Counsel serves as chief legal advisor to the Board of Regents, the MSU President and other campus administrators.

For current information about the office, please refer to the General Counsel web site.

6.1.6 Human Resources

The Office of Human Resources provides a full range of services for faculty, staff, and external clients. These services include recruitment, employment, wage and salary management, benefits administration, staff professional development, and policy for review and revision. Services are performed with the goal of ensuring that the mutual needs of both the University and its employees are fully considered and met.

The Payroll Office reports to the Office of Human Resources. The purpose of the Payroll Office is to process all payments to employees as a direct result of employment at Morehead State University in an accurate, efficient, and timely manner while maintaining compliance with federal, state, and local regulations.

For current information about the office, please refer to the Human Resources web site.

6.1.7 Information Technology

Information Technology provides timely and quality support for the academic and administrative technology needs of faculty, staff, and students at Morehead State University's main and regional campuses. Support areas include enterprise applications; classroom technology equipment; desktop computing; intranet and internet access; wireless computing; telephony; voice messaging; cable television; multi-media systems; radio-frequency communications; cell phones; and technology equipment acquisition, installation, and maintenance.

For current information about the office, please refer to the Information Technology web site.

6.1.8 Internal Audit

The Office of Internal Audit performs audits and reviews of the University departments, auxiliaries, and subsidiaries. The office serves as an independent control and appraisal activity established to review the fiscal and administrative operations of the financial areas of the University. The primary function of the office is to examine and evaluate existing internal controls and offer recommendations for improvement.

For current information about the office, please refer to the Internal Audit web site.

6.1.9 Procurement Services

The Office of Procurement Services administers the procurement function for all departments to ensure the University and individual departments are compliant with all applicable law, as well as state and university policies while maintaining sound and ethical business practices. We seek to provide a full range of professional purchasing services to ensure the University receives the best quality goods and services in a timely manner and for the best available price while treating all providers of goods and services equally and fairly.

Reporting Units

- Purchasing
- Central Receiving
- Surplus Property
- Travel Services

For current information about the office, please refer to the Procurement Services web site.

6.2 University Advancement

The University Advancement team develops, builds and nurtures relationships to promote Morehead State University, its alumni, students, faculty and staff. University Advancement fosters pride, communicates with and reaches out to the community, celebrates MSU's heritage, secures philanthropic support, and provides stewardship to MSU constituencies.

6.2.1 University Communications and Marketing

The Office of Communications and Marketing (OCM) supports MSU's efforts to become the best public university in the South through the development of the messages and means to promote MSU's academic programs and learning experience for the recruitment of students and donors, and to support communication to alumni, nearby community, and internal audiences (students and employees). OCM provides consultation, planning, design, writing, editing, and production services for marketing and advertising to MSU departments and offices for print and electronic media.

6.2.2 Alumni Relations and Development

The offices of Alumni Relations and Development support and further the education and advancement of current, future, and former MSU students through fundraising and by maintaining goodwill and positive relationships with MSU alumni and other friends of the University.

6.2.3 MSU Foundation Inc.

The MSU Foundation is a 501(c)(3) non-profit educational foundation. Organized in 1979 as a non-profit Kentucky Corporation, the Morehead State University Foundation provides

private financial support to the University as a tax-exempt educational foundation under section 501 (c) (3) of the Internal Revenue code of the United States.

The MSU Foundation is a non-affiliated corporation recognized under Kentucky law as an entity dedicated to assisting the University but not controlled by the institution. As such, it reimburses the University for staff support, office space, utilities, and other services under terms of a detailed operating agreement. The agreement also establishes the Foundation's fiduciary responsibilities for managing gift assets of the University.

The MSU Foundation was established

- To prudently administer all assets of the Foundation and/or Morehead State University as provided by federal and state law and regulations and through fiduciary responsibility between the University and the Foundation;
- To promote educational purposes in connection with or at the request of the University by encouraging, sponsoring and supporting institutional priorities;
- To provide advice, consultation, and support to the President and Board of Regents of Morehead State University; and
- To provide volunteer leadership to Morehead State University's fund raising programs and to assist other institutional advancement efforts.

6.2.4 Cultural Outreach, Preservation and Education Mission Statement

Cultural Outreach, Preservation, and Education (COPE) is a unit within the division of University Advancement that exists to coordinate and expand cultural outreach programming at the Kentucky Folk Art Center (KFAC) and Morehead State Public Radio (MSPR) and to enhance the administration of KFAC and MSPR. COPE coordinates the seeking of external funding and ensures the long term success of KFAC and MSPR. COPE works to improve cultural opportunity for students at Morehead State University, Kentucky's artists and musicians, and for the citizens of Kentucky.

6.2.4.1 Morehead State Public Radio

Morehead State Public Radio is the University's network of three noncommercial 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 and public affairs programming and cultural entertainment 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 in Breckinridge Hall.

6.2.4.2 Kentucky Folk Art Center

The Kentucky Folk Art Center (KFAC) is the only art museum in Kentucky's 54-county Appalachian region. The museum focuses its activities in the following areas:

- KFAC houses, presents, and conserves the world's finest collection of contemporary, self-taught art from Kentucky
- KFAC presents several new changing exhibitions each year, many of which are curated by the museum itself.
- KFAC provides arts educational programming to more than 10,000 public school students annually.
- KFAC operates one of the region's finest gift shops.

- KFAC provides real world museum experience to student employees and interns.
- KFAC presents numerous cultural events each year, including art fairs, speakers, readings, and more.

6.2.4.3 Kentucky Center for Traditional Music

The Kentucky Center for Traditional Music combines four equally important responsibilities:

- Provide a nationally accredited, quality education in Traditional Music styles
- Preserve, develop, and celebrate our cultural heritage
- Collect, maintain, and provide access to culturally significant materials to foster better understanding of Traditional Music
- Represent our cultural heritage through performance, educational outreach, and interaction