



MOREHEAD STATE
UNIVERSITY

FACULTY HANDBOOK
2022-23

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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 that 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 and a 50-acre outdoor learning center.

Joseph (Jay) Morgan became the president of the university on July 1, 2017. Previous presidents include: Wayne D. Andrews, 2005-2017; 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; and Frank C. Button, 1922-30.

1.3 Mission Statement

VISION – We aspire to be the best public regional university in the South.

MISSION STATEMENT – As a community of lifelong learners, we will:

- Educate Students for success in a global environment;
- Engage in scholarship;
- Promote diversity of people and ideas;
- Foster innovation, collaboration and creative thinking; and
- Serve our communities to improve the quality of life.

CORE VALUES – We strive to exemplify these core values in all that we do:

- PEOPLE come first and are treated with dignity and respect;
- LIFELONG LEARNING, SCHOLARSHIP and SERVICE;
- DIVERSITY and INCLUSION of people and thought;
- EXCELLENCE, HONESTY, INTEGRITY, and TRUST.

1.4 University Strategic Planning

In 2018, Morehead State University published its current strategic plan, SOAR 2018-2022. 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.

1.4.1 Accreditation

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

1.4.2 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 Programs (CAAHEP)
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS)
- Council for the Accreditation of Educator Preparation (CAEP)
- Commission on Collegiate Nursing Education (CCNE)
- Council on Social Work Education (CSWE)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Magnetic Resonance (JRCERT)
- Masters in Psychology and Counseling Accreditation Council (MPCAC)
- 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)
- US Army Cadet Command

1.4.3 Non-Academic Accreditation

- Kentucky Association Chiefs of Police

1.4.4 Institutional Memberships

- Association of American Colleges and Universities

1.4.5 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
- Association of the Heads of Departments of Psychology
- Associated Press
- Association of Writers and 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 Professionals
- Association of Outdoor Recreation and Education (AORE)
- Association of Retirement Organizations in Higher Education (AROHE)
- Association of Specialized and Cooperative Library Agencies
- Association of Student Advancement Programs
- Association of Veterinary Technician Educators (AVTE)
- Bluegrass Golf Course Superintendents 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 Education (CASEKY)
- Council for the Advancement and Support of Education (CASENational)
- Council for Opportunity in Education (COE)
- Council of Advancement in Support of Education—Student Alumni Association/Student Foundation Network (CASE ASAP)
- Council of Applied Master’s Programs in Psychology
- Council on Undergraduate Research
- EDUCAUSE
- Federation of Kentucky Academic Libraries (FoKAL)
- Folk Art Society of America
- Forum on Education Abroad
- Higher Education Recruitment Consortium
- 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 of Chiefs 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 for Institutional Research

- Kentucky Association of Student Receivable Officers (KASRO)
- 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 Association
- Kentucky Golf Association
- Kentucky Historical Society
- Kentucky Honors Roundtable
- Kentucky Institute for International Studies
- Kentucky Nonprofit Network
- Kentucky Public Procurement Association (KPPA)
- Kentucky Public University Business Officers (KYPUBO)
- Kentucky Science and Technology Corp
- Kentucky Turfgrass Association
- Kentucky Virtual Library (KYVL)
- Kentucky Space Grant Consortium
- Ladies Professional Golf Association
- Large Synoptic Survey Telescope (LSSY) Consortium
- Library Leadership and Management Association
- Library Orientation Exchange (LOEX)
- Magellan
- Magellan Exchange
- Magoffin County Historical Society
- Mathematical Association of America
- 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 School 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 Fastpitch Coaches Association
- National Institute of Government Purchasing

- National League for Nursing
- National Organization of Associate Degree Nursing
- National Public Radio
- National Intramural and Recreational Sports Association (NIRSA)
- National Space Society
- National Strength and Conditioning 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
- Organization for Associate Degree Nursing
- Philosophy of Science Association
- Pioneer Football League
- Public Radio International
- Public Relations Student Society of America
- Regional Organized Crime Information Center
- Research and Education Networks Information Sharing and Analysis Center
- Society for Human Resource Management
- Southern Association of College and 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 and Field and Cross-Country Coaches Association (USTFCCCA)
- University and College Designers Association
- University of Southern Mississippi Gulf Coast Research Lab
- Women’s Basketball Coaches Association
- Women’s Golf Coach Association

1.5 Morehead State University Symbols

The University logo is the registered service mark of Morehead State University. As such, it must be properly presented 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 is granted by 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 Communications & Marketing.

The Eagle Grab and Eagle Head logos are athletics 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 Communications & Marketing.

1.6 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 (CPE) coordinates change and improvement in Kentucky's postsecondary education system as directed by the 1997 Kentucky Postsecondary Education Improvement Act.

The CPE 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.

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.

2.2.1 Faculty Representative to the Board of Regents

Kentucky Revised Statute 164.320 states that the faculty regents shall be a teaching or research member of the faculty of their respective college with the rank of assistant professor or above. They 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 regent shall serve for a term of three years and until his successor is elected and qualified. They shall be eligible for reelection, but they shall not be eligible to continue to serve as a member of such board if they cease 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 as required by KRS 164.360. The President acts as advisor to the Board of Regents, attends all meetings of the Board, and develops rules and regulations necessary to carry out the purposes of the policies established by the Board. The Board of Regents has the exclusive responsibility for reviewing the performance of the President.

2.3.1 Vice President for Fiscal Services

The Vice President for Fiscal Services is the chief financial officer (CFO) and the chief budget officer of the institution. The CFO is a member of the President's leadership team and reports directly to the President on all financial matters. The CFO is responsible for developing, implementing and administering the University Operating Budget and for the University's strategic fiscal activities for administrative units including Accounting and Financial Services and Budgets and Financial Planning. The CFO reports directly to the President and supervises directors and office support staff.

2.3.2 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 Diversity Plan, as required by the Kentucky Council on Postsecondary Education's Policy for Diversity, Equity and Inclusion. In conjunction with Human Resources and the General Counsel, the Chief Diversity Officer assists in ensuring the University follows all applicable laws and orders.

2.3.3 Chief Planning Officer

The Chief Planning Officer provides operational leadership, direction, and administration for the office of Planning, Performance, and Effectiveness and the Testing Center. The Chief Planning Officer leads and coordinates the University's strategic planning process, institutional research, student testing services, and institutional assessment.

Additionally, the Chief Planning Officer serves as the SACSCOC Accreditation Liaison and leads the SACSCOC institutional accreditation process. The Chief Planning Officer ensures the availability of timely and accurate information, reporting, analyses, and analytic tools to facilitate priority-setting, resource allocation, policy development, decision-making, and continuous improvement.

2.3.4 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.

2.3.5 General Counsel

The General Counsel serves as chief legal advisor to the Board of Regents, the President and other campus administrators. For current information about the office, please refer to the General Counsel web site.

2.4 Vice Presidents

2.4.1 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs (Provost) is the chief academic officer of the institution who reports directly to the President on all academic matters and supervises academic deans, any associate provosts, assistant vice presidents, the registrar, and directors of academic support units. The Provost also works on a regular basis with accrediting agencies to seek and maintain University and program accreditations and with the Council on Postsecondary Education in all academic matters.

2.4.2 Vice President for Student Affairs

The Vice President for Student Affairs (VPSA) is responsible for establishing and maintaining a student environment that 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 VPSA supports the strategic management of enrollment services, student affairs, housing and residential education, athletics, orientation and first college year initiatives, recreation and wellness, university police, parking, counseling & health services, and student leadership and student activities to support a vibrant learning community. The VPSA reports directly to the President on student affairs matters.

2.4.3 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 University 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 & Directors

2.5.1 Dean of the Smith College of Business & Technology

The Dean of the Elmer R. Smith College of Business & 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 & Computer Science. Associate deans, MBA Director, and Booth Entrepreneurship Director report to the Dean.

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

The Dean of the Caudill College of Arts, Humanities & 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 in the School of Creative Arts; the School of English, Communication, Media and Languages; the School of Humanities & Social Sciences; Kentucky Center for Traditional Music and Military Science; as well as the MSU Arts and Humanities Council. Associate Deans and coordinators report to the Dean.

2.5.3 Dean of the Volgenau College of Education

The Dean of the Volgenau College of Education is responsible for administering and providing direct and effective leadership in undergraduate and graduate program development, evaluation, staffing, budgeting and resource management to faculty and staff in the departments Early Childhood, Elementary & Special Education; Middle Grades & Secondary Education; and Foundational & Graduate Studies in Education (including the Master of Arts in Teaching [MAT], the Teacher-Leader Master's Program and the Ed. D. program); projects and auxiliary services including MSUTeach, Quality Assurance & Accreditation office, Educational Unit for Child care Services. The associate dean, coordinators, and directors report to the 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 & Chemistry; Kinesiology, Health & Imaging Sciences; Mathematics; Nursing; Physics, Earth Science & Space Systems Engineering; and Psychology. In addition, the Dean coordinates the Derrickson Agricultural Complex and the Browning Orchard. The Dean serves as liaison for the MSU/UK Physician Assistant Program. Department chairs and directors report to the Dean.

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 Camden-Carroll Library. 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 Associate Provost for Undergraduate Education & Student Success

The Associate Provost for Undergraduate Education & Student Success serves in an advisory capacity to the Provost and coordinates the undergraduate education curriculum process. The Associate Provost for Undergraduate Education & Student Success reviews and assesses undergraduate programs. The Associate Provost for Undergraduate Education & Student Success is responsible for the effective administration of Academic Advising & Retention; Honors Program, Distance Education and Instructional Design; Career Services; English as a Second Language; Faculty Center for Teaching and Learning; Education Abroad; Service Learning and the Center for Experiential Education. Additionally, university grading issues, student academic probation and appeals processes, and student hardship cases are addressed through this office as well as systems/processes relevant to the management of all phases of students' academic records.

2.5.7 Director of the Graduate School & Certification Officer

The Director of the Graduate School & Certification Officer is responsible for the execution of policies and regulations governing graduate study. This includes, but is not limited to: graduate admissions, graduate advising, graduate assistantship awards, graduate curricula, graduate student theses, comprehensive exams, and graduate certification programs.

2.5.8 Director of Research & Sponsored Programs

The Director of Research & Sponsored Programs is responsible for the administration of that office whose mission is to provide the best possible support for the faculty, staff, and students of MSU in their pursuit of funding for research, other scholarly and creative activities, instruction, and service. The office provides support, training, and leadership in the areas of pre-award administration, post-award administration, and research enhancement. The office handles compliance issues with regard to use of human and animal subjects, state and federal regulations, intellectual property and contract negotiations.

2.5.9 Assistant Vice President for Regional Education & Outreach

The Assistant Vice President for Regional Education & Outreach provides the overall leadership for policies, programs and services related to adult education, regional education & outreach programs. Develops, implements, manages, and assesses, in collaboration with college deans, department chairs/associate deans, senior administration, faculty, and staff policies and programs regarding regional education, adult education, adult learning, and college access and success for low income and first-generation students. The Assistant Vice President Regional Education & Outreach interacts with public school personnel, community and technical college, university, community, regional, state and national leaders. He/she is responsible for staff supervision, budgeting, grant writing and management for Regional Education, 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 the Academic Common Market.

2.5.10 Executive Director of the Space Science Center Program of Distinction

The Executive Director of the Space Science Center Program of Distinction is responsible for executive management of the Space Science Center (SCC) 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 SCC's 21 m satellite tracking station. 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.

2.5.11 Director of the 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.

2.6 Department Chairs and Associate Deans

Department chairs and associate deans are directly responsible for the administration of programs in their academic departments/schools in concert with the departmental/school faculty and under the supervision of the dean of the college. The department chair and associate dean are the link 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 their discipline, department chairs/associate deans are responsible for developing and managing the department/school's class schedules each semester; evaluating and counseling faculty performance 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/school's academic programs and in the development of new programs; and communicates the achievements and needs of the department/school programs, faculty and students to both internal and external audiences.

Chapter 3

3 Academic Organization of the University

3.1 Academic Units, Offices & Support

3.1.1 Smith College of Business & Technology

The Elmer R. Smith College of Business & Technology includes undergraduate programs in accounting, finance, management, marketing, general business, small business management/entrepreneurship, computer information systems, business and marketing education, sport management, computer science, engineering technology, engineering management, industrial education, and technology management. The Elmer R. Smith College of Business & Technology offers a Master's of Business Administration program, a Master's of Art in Sport Management, and a Master's of Science in Engineering and Technology Management, and a Master's of Science in Career and Technical Education.

3.1.1.1 School of Business Administration

The School of Business Administration contains two departments, both offering undergraduate degrees: the Department of Management & Marketing, and the Department of Accounting, Finance, & Information Systems. The school offers two graduate programs: a Master of Business Administration and a Master of Arts in Sport Management; and graduate business certificate programs in Health Systems Leadership and Health Systems Management.

3.1.1.1.1 Department of Management & 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 of Business Administration with tracks in general business, management, marketing, small business management and entrepreneurship and business and marketing education. The department also offers minors in general business and marketing.

3.1.1.1.2 Department of Accounting Finance & Information Systems

The department offers an undergraduate Bachelor in Business Administration degree with tracks in accounting, finance, and information systems. The department also offers a minor in computer information systems.

3.1.1.2 School of Engineering & Computer Science

The School of Engineering & Computer Science includes two departments: the Department of Engineering & Technology Management and the Department of Computer Science & Electronics.

3.1.1.2.1 Department of Computer Science & Electronics

The department offers the following undergraduate degree programs: an Associate of Applied Science degree in Engineering Technology with a track in electronics and computer engineering technology; a Bachelor of Science with a Major in Computer Science; a Bachelor of Science with an Area in Computer Science and tracks in computer gaming, general computer science, and computer and networking security; and a Bachelor of Science in Engineering Technology with a track in Electronics & Computer Engineering Technology. The department also offers minors in computer science and computer gaming.

3.1.1.2.2 Department of Engineering & 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, and 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.

3.1.2 Caudill College of Arts, Humanities & Social Sciences

The Caudill College of Arts, Humanities & Social Sciences is divided into three schools. The School of Creative Arts includes the Departments of Art & Design, and that of Music, Theatre & Dance; The School of English, Communication, Media & Languages includes the Departments of Communication, Media & Languages and the Department of English. The School of Humanities and Social Sciences includes the Departments of History, Philosophy, Politics, Global Studies & Legal Studies, and that of Sociology, Social Work & Criminology and Military Science. The schools are led by associate deans and Military Science by a chair.

3.1.2.1 School of Creative Arts

3.1.2.1.1 Department of Art & Design

The department offers undergraduate and graduate programs. Undergraduate degrees include a Bachelor of Fine Arts with two program tracks (Area in Art and Area in Art Education with secondary teaching certification) and a Bachelor of Arts with two program tracks (Major in Art and Area in Art Education 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.

3.1.2.1.2 Department of Music, Theatre & Dance

The Department 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, percussion, voice, and woodwind and brasswind; a Bachelor of Music with tracks in collaborative keyboard, jazz studies, keyboard, percussion, voice, and woodwind, brasswind, and minors in music, theater, and dance. At the graduate level, the department offers a Master of Music degree with concentrations in music education and in performance.

3.1.2.2 School of English, Communication, Media & Languages

3.1.2.2.1 Department of Communication, Media & 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.

3.1.2.2.2 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.

3.1.2.3 School of Humanities & Social Sciences

3.1.2.3.1 Department of History, Philosophy, Politics, Global Studies & 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 Global Studies, a Major in Political Science, a Major in Political Science with a public policy track. The department offers a wide range of minors including Appalachian studies, Canadian studies, geography, political science, history, global studies, legal studies, public history, philosophy, regional analysis and public policy, religious studies, and gender studies. A Master of Public Administration degree is offered at the graduate level. The department also offers an Environmental Education endorsement on the graduate level.

3.1.2.3.2 Department of Sociology, Social Work & 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.

3.1.2.4 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.

3.1.2.5 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.

3.1.2.6 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

3.1.3 Volgenau College of Education

The College of Education includes the Department of Early Childhood, Elementary & Special Education, the Department of Foundational & Graduate Studies in Education, and the Department of Middle Grades & Secondary Education. The associate dean, program coordinators, and directors of auxiliary programs report to the college Dean.

3.1.3.1 Department of Early Childhood, Elementary & 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 & 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 & 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 Quality Assurance & Accreditation

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

3.1.4 College of Science

The College of Science includes the Departments of Agricultural Sciences; Biology & Chemistry; Kinesiology, Health & Imaging Sciences; Mathematics; Nursing; Physics, Earth Science & Space Systems Engineering; 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 the undergraduate and graduate levels. 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 Physics, Earth Science & Space Systems Engineering

The department offers programs at undergraduate and graduate levels. The following Bachelor of Science degrees are offered: an Area in Earth Systems Science (geology); an Area in Space Systems Engineering; an Area in Physics with tracks in astrophysics, computational physics, engineering physics (mechanical and electrical), and physics with secondary teacher certification; a Major in Physics with tracks in professional and applied physics. The department also offers a pre-engineering program and 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.

3.1.4.4 Department of Kinesiology, Health & 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

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, applied statistics, data analytics, and actuarial science. In addition, the department offers 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 offers programs at undergraduate and graduate levels. The Associate of Applied Sciences in Nursing program has cohorts at the main MSU campus and at the regional campus in Mt. Sterling, Kentucky. The department offers a pre-licensure Bachelor of Science in Nursing degree. Both programs are preparatory for licensure as a registered nurse. In addition, the department offers an online program for both internal and external associate degree graduates with current nursing licensure to obtain a Bachelor of Science in Nursing. The department offers a graduate degree that leads to the Master of Science in Nursing, with a primary care focus as a Family Nurse Practitioner (FNP). Upon completion of the Master of Science in Nursing Family Nurse Practitioner program, students are eligible to sit for the national FNP certification exam.

3.1.4.7 Department of Psychology

The department offers programs at undergraduate and graduate levels. The following Bachelor of Science degrees are offered: an Area in Psychology, a Major in Psychology coupled with a minor program in a science department, and an Area in Neuroscience. A Bachelor of Arts degree with a Major in Psychology coupled with a minor in a non-science department is also offered. The psychology department also offers a minor in Psychology. At the graduate level, the department offers a Master of Science in Clinical Psychology and a Master of Science in Counseling Psychology.

3.2 Academic Support Programs

3.2.1 Camden-Carroll Library

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 well-designed website. Resources include a print collection of over three hundred thousand volumes, more than 800 current subscriptions. 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, streaming media and over 150 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. 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.

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, 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.

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.

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 research help desk or by appointment, links to online research guides and other information resources, Library orientations and tours, 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.

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 discovery interface 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 and teaching aids. 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, 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.

Special Collections & Archives: The Special Collections & Archives is a research center that provides students, faculty and visiting scholars access to unique and rare materials associated with the history of Central Appalachian region and Morehead State University. The center houses the Appalachian Kentucky Collection of published and printed materials, microfilm and maps that focus upon the rich history and culture of the Central Appalachian region and Kentucky; a Manuscript Collection that consists of diaries, correspondence, business records, photographs and ephemera that focus upon the rich history and culture of the Appalachian region of northeastern Kentucky; Rare Book Collections that consists of published and printed materials classified as being too rare and valuable to circulate, including the works of prominent authors, musicians, and academicians from the Central Appalachian region, such as **Jesse Stuart, James Still and Roger W. Barbour, and Jay Flippin;** the University Archives, which serves as the repository for the official and unofficial records that document the history of the university; an Oral History Collection that consists of audio and video recordings of interviews made with individuals on historic events from the Appalachian region of northeastern Kentucky and the history of the university; a Video Archives contains digitized films and digitally born videos of campus events and oral history interviews from the 1930s to the present; a Genealogy Collection that consists of publications related to the families that settled in Central Appalachia during the 18th and 19th centuries; and masters' theses and doctoral dissertations published by Morehead State University graduate students. Over 24,000 items from these collections may be viewed online.

3.2.2 Research & Sponsored Programs/Graduate School

3.2.2.1 Research & Sponsored Programs

Research & 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.

3.2.2.2 Graduate Programs

The Director of the Graduate School & Certification Officer coordinates the University's doctorate, master's, education specialist, and graduate certification programs. The Graduate School includes oversight of the graduate curriculum.

Doctorate programs are available in Adult and Higher Education Leadership, P-12 Administrative Leadership, and Educational Technology Leadership. 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 teacher leader, adult and higher education, counseling, literacy, special education, and teaching; English; music; nursing, psychology; public administration; space systems engineering; sociology; sport management; wellness promotion; and engineering and technology management.

Morehead State University has post-baccalaureate 5th year programs in teacher leader and Rank I programs in career and technical education, counseling, educational technology, environmental education, general pedagogy, gifted, literacy specialist, and TESOL. In addition, the following certification programs are offered: director of pupil personnel, director of special education, English as a second language, gifted education, health systems leadership, health systems management, instructional computer technology, learning and behavior disorders, moderate and severe disabilities, school principal, supervisor of instruction, and superintendent. Education specialist degrees are offered in adult and higher education, curriculum and instruction, school counseling, and instructional leadership.

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

3.2.3 Undergraduate Education & Student Success

The Associate Provost for Undergraduate Education and Student Success has responsibility for a wide range of academic support services.

3.2.3.1 Undergraduate Programs

The Associate Provost for Undergraduate Education & Student Success oversees the undergraduate curriculum and the general education curriculum proposal and assessment process. The Associate Provost is also responsible for monitoring academic success of students and facilitating undergraduate academic appeals.

3.2.3.2 Faculty Center for Teaching & Learning

The Faculty 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 utilizing 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, video resources, 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 Faculty Center for Teaching and Learning is also a liaison with the Council on Postsecondary Education's (CPE) faculty development initiatives.

3.2.3.3 International Education

Morehead State University provides education abroad opportunities around the world through faculty-led trips throughout the year by its faculty, via partnerships with other institutions, and through membership in two consortia. Faculty-led trips are offered to many countries, and can occur during any academic term, and typically involve associated coursework. In addition, as a member of the Cooperative Center for Study Abroad 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 (KIIS), 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 faculty-led experiences and those arranged through the consortia, MSU works in cooperation with other universities to allow for additional education abroad opportunities for students. MSU participates in the Fulbright Scholarship program, and has partnerships with universities around the world where students may visit and take classes.

Students also may complete international internships. Students interested in study abroad opportunities should contact the Office of Education Abroad.

MSU also welcomes international students from all over the world. The Office of International Student 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 assist as conversation partners with ESL students.

3.2.3.4 Academic Services

Services for Students with Disabilities: Professional staff assist students with physical or learning disabilities in the acquisition of academic aids such as audio textbooks, note-takers, interpreters, and tutors. The staff coordinates efforts with instructors to address the accessibility and class accommodation needs. 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 underprepared to successfully complete a college-level program of study. 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 aid with study habits, personal concerns, or other problems that students may encounter. Students are required to attend regularly scheduled advising sessions, and study tables a minimum of three times a week. Students in the Provisional Studies Program also must complete required corequisite (or Enhanced) courses.

3.2.3.5 Distance Learning

The Distance Education and Instructional Design (DEID) office supports faculty, staff, and students with course design, technology use issues, and integrating digital technologies into teaching and learning. DEID is located on the first floor in Camden-Carroll Library, where frequent professional development sessions are offered to faculty. DEID also assists faculty and students via their Help Desk (606-783-2140).

Online Education (Blackboard): Courses offered via the internet use the learning management system called Blackboard that can be accessed from any internet capable computer or mobile device. Blackboard enables

courses to be delivered entirely online or as a “hybrid” component. The DEID office automatically creates a Blackboard shell for every course offered.

3.2.3.6 Retention & Academic Advising

This office assists students in successfully completing their academic pursuits from beginning of the educational career through graduation. This office provides academic guidance and counseling, peer coaching, tutoring, supplemental instruction, and other educationally-focused support to all students, with a focus on first-year students. The Office of Retention & Academic Advising is the centralized hub for the Student Service Centers across campus and oversees the Eagle Success Program, The Tutoring & Learning Center, Advise (Ellucian retention software), Retention Alert, the Academic Recovery Program, Success Academy (a summer bridge program for underprepared students), 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.

3.2.3.7 Career Services

This office offers guidance and programming to students to help them identify a career path based on personality, interests, values, and aptitude, plan and launch their career development through workshops and internship opportunities, and prepare to job search. Specific services include, but are not limited to, administering career inventories and counseling to help students choose a major or career path, job-search coaching, evaluation of job search and graduate school application documents (e.g. resumes), service as internship liaison for departments, instruction of internship class MSU 339 (open to all majors), practice interviews, employer research, on-campus interviewing with employers, and the maintenance of an online career management system offering job postings for full-time and part-time positions, student employment and internships. Career Services coordinates and hosts numerous career events including two annual career fairs, a networking etiquette dinner, and workshops.

Faculty members are encouraged to utilize Career Services’ expertise to identify employability skills to be fostered in coursework and to enhance 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.

3.2.3.8 Supplemental Instruction

Supplemental instructors are available to assist in corequisite (or Enhanced) classes. The supplemental instructors are professionals with expertise in the subject matter or students who have successfully completed the course. These individuals attend all class sessions and work closely with the instructor of record to provide support services for students at additional class meetings or outside of the regular class. The supplemental instructors meet with the students in a small group or individually outside of class to review material and assist students to learn the major concepts.

3.2.3.9 Academic Retention Program for Minority Students

Dedicated to Retention, Education, and Academic Success at Morehead State (DREAMS) provides academic support for under-represented/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.

3.2.3.10 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 program staff meets with the student individually to encourage and aid 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 program.

3.2.3.11 Tutoring & Learning Center

The Tutoring & Learning Center 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, as well as in specific disciplines (e.g., chemistry, biology, psychology, history, etc.). 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 by appointment at no cost to the student.

3.2.3.12 Honors Program

The 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 scholarship awarded through a rigorous selection process. 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.

3.2.4 Regional Education & Outreach

3.2.4.1 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. Online courses are available through the University Center of Southern Kentucky at Somerset Community College. Full-time faculty members are located in Ashland, Mt. Sterling, 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.

3.2.4.1.1 MSU at Ashland

MSU 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. The campus also supports and assists with online degree programs. For more information, email ashland@moreheadstate.edu.

3.2.4.1.2 MSU at Mount Sterling

MSU at Mount Sterling 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, University Studies, and more. Additionally, students may begin general education courses at MSU in Mount Sterling. For more information, email mtsterling@moreheadstate.edu.

3.2.4.1.3 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 online to complete bachelor's degrees including Social Work, Elementary Education, Special Education, Middle School, and University Studies, master's degrees, or education specialist degrees. The campus also supports and assists with online degree programs. For more information, email prestonsburg@moreheadstate.edu.

3.2.4.2 East Kentucky Small Business Development Center

The East Kentucky Small Business Development Center (EKSBDC) 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 Prestonsburg with outreach sites in Maysville and Pikeville.

3.2.4.3 Outreach Student Services

Outreach Student Services 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 postsecondary schools and while attending Morehead State University.

Adult Education Academy: The Adult Education Academy works in partnership with Kentucky Adult Education (Skills U) to develop, provide and assess professional development activities that help program directors and adult education instructors to meet state, programmatic and student goals. The Academy offers face-to-face workshops, online courses, coaching, and a bank of research-based instructional resources aligned with national standards in mathematics and language arts.

Adult Education Learning Centers: The Adult Education Learning Centers provide adults with the means and opportunities to develop and improve skills essential to greater financial stability and self-sufficiency. The centers provide high school equivalency seekers the opportunity to earn a GED and improve academic skills to

enroll in postsecondary education and obtain meaningful employment. The program serves Bath, Montgomery, Morgan, Powell, Rowan and Wolfe counties.

AmeriCorps/MSUCorps: MSUCorps is a school success program funded by the Corporation for National and Community Service via Serve Kentucky. MSUCorps has two staff members. The program places an equivalent of 30 full-time members in the Family Resource and Youth Service Centers and schools in 12 counties. These 12 counties are Bath, Bourbon, Clark, Rowan, Carter, Boyd, Magoffin, Morgan, Elliott, Greenup, Nicholas, and Robertson. Each member targets a minimum of 20 at-risk children to provide tutoring/mentoring.

GEAR UP Programs: Through partnerships with Berea College's Partners for Education and the Kentucky Council on Postsecondary Education assists students in GEAR UP and Promise Neighborhood programs to successfully transition from high school to Morehead State University. These students come from low-income communities. The program works with students while they are in high school to prepare them for the transition to Morehead State University and then continues to mentor and coach students during their freshman year at MSU.

Retired Senior Volunteer Program: The MSU-Retired Senior Volunteer Program services the counties of Bath, Boyd, Carter, Elliott, Greenup, Lawrence, Menifee, 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 food banks, schools, health education and socialization, as well as provides volunteer assignments to this age group.

Senior Medicare Patrol (SMP): The Senior Medicare Patrol informs Medicare recipients and local communities how to protect recipients from fraud, detect potential abuse, and report fraud and errors. In partnership with the Louisville Metro Department of Public Health & Wellness, workshops and personal consultation are provided to a 15-county area inclusive of the Buffalo Trace, FIVCO and Gateway Area Development Districts.

Summer Academies: MSU hosts the INSIGHT, Governor's Scholars Program and Rogers Scholars and Explorers Programs during the summer. **INSIGHT** assists high school juniors and seniors who are visually impaired to prepare for the transition to a postsecondary environment by providing a ten-day residential and academic experience. The program is a partnership between MSU, Kentucky Vocation Rehabilitation, School for the Blind, and Kentucky Educational Development Corporation. **Governor's Scholars Program (GSP)** strives to enhance Kentucky's next generation of civic and economic leaders by providing a five-week residential summer academy that emphasizes academic and personal growth for 350 high school juniors. The **Rogers Scholars and Explorers** programs are intensive residential programs offered in partnership with The Center for Rural Development. The Explorers program is a three-day two-night program focused on cultivating skills in leadership, technology, math, science, and community services for students entering the ninth grade. The Rogers Scholars program is an intensive six-day five-night experience focused on developing skills in leadership, technology, entrepreneurship, engineering, healthcare, and community service.

Today's Youth: Today's Youth serves 90 participants, ages 16 – 24, in Bath, Boyd, Bracken, Fleming, Greenup, Lewis, 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.

3.2.4.4 TRiO Programs

TRiO is a group of programs offered through MSU and collaborative efforts with state and federal educational agencies. The goal of TRiO programs is to help students in need gain access to educational tools, prepare students for postsecondary education, promote community service and good citizenship.

Commonwealth Educational Opportunity Center: The CEOC assists 2,500 first generation and low-income adults who want to complete their high school equivalency and/or pursue or complete a college degree in 36 counties in Eastern Kentucky. The CEOC provides college, financial aid and career information as well as assistance with completing college admissions applications or processes and the Free Application for Federal Student Aid (FAFSA). Staff members are stationed Morehead, Mt. Sterling, Hazard, Pikeville, Ashland, Middlesboro, Prestonsburg, Corbin and Somerset.

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 graduate. 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 low income first-generation college students; or have a documented disability and be low-income.

Talent Search: The Talent Search program motivates, encourages, and empowers 1,800 low-income and first generation middle and high school students to complete high school and enroll in and complete postsecondary education. Participants receive academic counseling, career counseling, financial counseling and personal counseling. The program serves students in Bath, Carter, Elliott, Greenup, Johnson, Lewis, Magoffin, Menifee, Morgan, Powell, and Rowan.

Upward Bound and Upward Bound Math Science: Upward Bound and Upward Bound Math Science are academic preparatory programs for 334 first generation and low-income high school students. The program helps students to prepare for college by generating the academic skills and motivation to graduate from college. Student participate in an academic year and five-week summer residential academy. The programs serve Bath, Boyd, Carter, Elliott, Fleming, Harrison, Lawrence, Johnson, Lewis, Magoffin, Mason, Menifee, Montgomery, Morgan, Nichols, Robertson, and Rowan counties.

3.2.5 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.

3.3 Deans' Council

Members of the council include the Provost and Vice President for Academic Affairs as the chairperson, the Associate Provost for Undergraduate Education & Student Success, the Deans of the four academic colleges, and the Chair of the Chairs' Forum. This council meets at least bi-weekly. Duties and responsibilities of this

council are to provide the Provost and 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/associate deans and interim/acting department chairs/associate deans. The forum meets at least once a semester to identify department chairs/associate deans concerns, provide a means of communication between chairs/associate deans and other university units, consult on policies and procedures affecting department/school function, and 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/associate deans, 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/Associate Deans

The department chairs/associate deans are responsible for the development and management of programs at the departmental/school level. The department chair/associate dean reports to the dean of the college in which the department/school is located. The department chair/associate dean recommends the employment and retention of departmental/school 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/school or college. A program coordinator may report to a department chair/associate dean 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/associate dean.

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 that 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/school by the full-time faculty of that department/school for a three-year term. All departments/schools 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

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 of each year;
- (11) Have a designated representative/office to be responsible for coordination of appropriate fiscal and clerical support; and
- (12) 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 that have no stated termination date. They are expected to function on an on-going basis within the specific guidelines stated for that committee.

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

(C) University Ad Hoc Committees

- (1) **Definition of University ad hoc committees:** University ad hoc committees are committees/task forces/etc. that 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 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 University ad hoc committees: The President shall appoint members to a University ad hoc 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.

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:

<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.

4.4 University Administrative Regulations

While a "policy" is a statement that 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 Plan (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 in PAc-35 and provide guidance for departments in establishing their respective FEPs.

4.5.2 Selection, Orientation, and Supervision of Part-time Faculty Members

Definition of Terms: Part-time faculty refers to the category of faculty described in PAc-1 as "lecturer."

Policy: This title is used for appointments of nonregular faculty members who teach on a temporary or ad hoc basis, or if on a continuing basis, for less than full-time. The minimum qualification is the master's degree with 18 graduate semester hours in the teaching field or an approved record of outstanding professional experience and demonstrated contributions to the teaching field.

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

Verification of Credentials: All part-time faculty members must have academic credentials on file in the Office of the Provost prior to deployment. 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 is not complete until all documentation of the part-time faculty member's competence has been completed.

Non-academic credentials will be maintained in the department/school office. It is expected that the departmental/school 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/school conditions for employment. Conditions may include stipulations for scheduled time for conferences with students, requirements for time needed for appropriate orientation, supervision, and evaluation by the department/school of the part-time faculty, and any special features required by the department/school for basic instruction.

Orientation: The department chair/associate dean is responsible for providing specific orientation to the department/school for part-time faculty, when hired at the university for the first time.

Such departmental/school orientation should include relevant general information about the University as well as statements of the objectives of the department/school and of the course the part-time faculty member is to teach. [A formal introduction to the department/school faculty as a whole, and more complete introduction to

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relevant faculty is recommended when possible.] The expectations of the department/school 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/school grading practices should be covered.

Supervision and Evaluation: The department chair/associate dean shall supervise the instruction carried out by part-time faculty in the same way that the chair supervises that of full-time faculty. The chair/associate dean will maintain regular contact 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/school 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/school faculty members.

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 Commission (LRC). Morehead State is governed by the statutes that relate to public comprehensive universities that 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 Affairs

5.1 Mission of Student Affairs

The Division of Student Affairs fulfills the mission of the University by creating and maintaining safe environments in which community members live and learn. The Division recruits students, provides student support services and student engagement outside the academic classroom. The Division provides activities that promote cultural awareness and support a diverse community. The Division provides opportunities for student leadership development and practice. These life learning, co-curricular experiences assist students in defining and accomplishing their personal, academic, and career goals. The Division provides the community with facilities, programs, and logistical services that meet the needs of students, faculty, staff, alumni, and guests. The Division provides support for maintaining physical and mental health and activities that contribute to individual physical fitness and wellness as well as providing opportunities for cooperative and competitive play and leisure activities.

5.2 Dean of Students

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 supervises the operations of the Office of Student Housing and Residence Education, Disability Services, and 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.

5.2.1 Housing & Residential Education

Housing & Residential Education provides and develops safe, secure, and supportive residential communities for our residential student population. Serving approximately 3,000 residential students in 13 residence halls/apartment communities with 75 undergraduate student staff members and 4 live-in professionals, Housing & Residential Education provides 24/7 crisis response, facility oversight, and student support 365 days per year.

The Housing & Residential 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.

5.2.2 Student Disability Services

MSU's Student 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, Student 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.

5.2.3 Counseling & Health Services

Counseling & Health Services is a full-service primary-care facility devoted to providing students, faculty, and staff with quality counseling, medical, 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 assists with mental health and substance abuse, as well as emergency and crisis services. The clinic provides the following services:

- Management of acute and chronic illness
- Simple office procedures
- Full service lab and phlebotomy services
- 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
- Counseling and psychotherapy
- Emergency and crisis services

Medical Excuses. Counseling & Health Services 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 First Year Programs

This office coordinates the programs known as 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. In conjunction with the Associate Provost for Undergraduate Education & Student Success and the General Education Council, this office also coordinates the First Year Seminar (FYS 101 and FYS 101E) 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.

5.3.1 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 assists and supports 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.

5.4 University Police

The mission of the University Police 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 University Police 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 University Police 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.

5.5 Recreation & Wellness

Recreation & 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.

5.6 Student Activities

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 Board and the Student Government Association on such activities as Family Weekend and the coronation of the Homecoming Queen.

5.6.1 Campus Activities Board

The Mission of the Campus Activities Board (CAB) is to enhance and unify the MSU community by providing collaborative programming that supports student engagement and a co-curricular learning experience along with complementing MSU's Academic Mission. There are five student-led areas that make up the Campus Activities Board: Cultural Programming, Entertainment Programming, Educational Programming, Weekend Programming and Public Relations.

CAB plays an integral part of planning and executing Morehead State's legacy programs, which include: EagleFest, Family Weekend, Homecoming and the Holiday Carnival as well as Awareness and Heritage events, Cultural Awareness workshops, Study and Time Management sessions, Comedians, Magicians, Movies on the Lawn, Hypnotists, Tailgates, Mental Health Awareness forums and Alcohol and Drug Abuse Awareness functions.

CAB Crew is a student organization comprised of motivated individuals who want to be a part of a select group of students who play an essential role in planning and executing some of the most impactful programs for MSU's student body.

5.6.2 Greek Life 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.

5.6.3 Eagle Essentials

From time to time, students may endure financial hardships that make it difficult for them to pursue higher education at MSU. We have set up three programs to address such emergencies: Eagle Essentials, the SHARE Fund and the Eagle Emergency Loan Fund.

5.7 Student Center & Event Services

This office provides services of the Adron Doran University Center (ADUC). Students, staff, faculty, and other constituencies may schedule rooms for meetings, banquets, lectures, and other programs. The ADUC is open seven days a week. 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.

Student Center & Event 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.

5.8 Enrollment Services

5.8.1 Admissions

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

5.8.2 Financial Aid

Financial aid programs at the University help qualified students and their families meet the cost of a college education. Approximately 98% of the full-time undergraduate students at the University are awarded financial assistance in the form of grants, loans, scholarships, and part-time employment.

5.8.3 Eagle Scholars Program

The Eagle Scholars 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 Southern Association of Colleges and Schools (SACS) requirements, teach MSU courses to their high school students. Classes are taught primarily in the high schools, but also online, in conjunction with Kentucky Educational Television (KET), and on the MSU campus.

5.8.4 International Student Services

International Student Services provides an array of support services to international students including admissions, visa, English as a Second Language (ESL) and compliance consultations.

5.8.5 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/schools.

5.9 Athletics

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.

5.9.1 Athletics Mission Statement

Morehead State University believes that athletics is an integral part of the university and that a broad-based athletics program encourages student participation and involvement in the total life of the university. In

addition, athletic programs play a positive role by supporting the academic and public service mission of the university.

Each athletic 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 athletic 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 program 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.

5.9.1.1 Relationship to the Institutional Mission

Athletics provides 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 that 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.

5.9.2 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 Budgets & Financial Planning

The Office of Budgets and Financial Planning anticipates and provides service in support of the University's mission of excellence to instruction, research and public service through effective use of our fiscal resources and a commitment to continuous improvement.

6.1.1 Accounting & 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 & Financial Services web site.

6.1.2 Budgets & Financial Planning

Budgets and Financial Planning coordinates development and administration of 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.

6.2 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:

- Vending
- Food Services (Aramark)
- Document Services
- Eagle Card Office
- Eagle Trace Golf Course
- Post Office
- University Store

6.3 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:

- Facilities Accounting & Administration
- Facilities Information Systems & Engineering Technology
- Building Services (Custodial)
- Construction & Engineering Services
- Building Maintenance
 - Energy Conservation
 - HVAC
 - Maintenance
- Environmental Health & Safety
- Power Plant
- Grounds & General Services
 - General Services (Movers)
 - Grounds
 - Motor Pool

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

6.4 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. The office seeks 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

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

6.5 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, travel services 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.

Payroll reports to Human Resources. The purpose of the Payroll 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 Human Resources, please refer to the Human Resources web site.

6.6 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; telephone; 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 InformationTechnology website.

6.7 Planning, Performance & Effectiveness

Planning, Performance, & Effectiveness (PPE) provides academic program data and student success reports, coordinates assessment and program accreditation, and provides MSU's testing services. PPE manages the quality enhancement of academic programs and support units through research-based implementation and evaluation of a continuous improvement process. PPE 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 campus leadership to ensure compliance with SACSCOC principles for the entire University. Additionally, the Testing Center is responsible for administering individual and group tests that require a controlled setting.

6.7.1 Office of 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.

Chapter 7

7 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.

7.1 Communications & Marketing

Communications & Marketing (COMA) 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). COMA provides consultation, planning, design, writing, editing, and production services for marketing and advertising to MSU departments and offices for print and electronic media.

7.2 Alumni Relations & Development

The Office of Alumni Relations & Development supports and furthers the education and advancement of current, future, and former MSU students through fundraising and by maintaining good will and positive relationships with MSU alumni and other friends of the university.

7.3 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;
- Promote educational purposes in connection with or at the request of the University by encouraging, sponsoring and supporting institutional priorities;
- Provide advice, consultation, and support to the President and Board of Regents of Morehead State University; and
- Provide volunteer leadership to Morehead State University's fund-raising programs and to assist other institutional advancement efforts.

7.4 Morehead State Public Radio

Morehead State Public Radio (MSPR) is the University's non-commercial, public radio station broadcasting 24 hours a day and operating as WMKY at 90.3FM. MSPR is affiliated with African-American Public Radio Consortium, Kentucky Educational Television, National Public Radio and Public Radio International. MSPR offers award-winning news and public affairs programming, and a variety of locally-hosted music programs including classical, bluegrass, blues, folk and jazz. Local news reporting, combined with the Associated Press and Kentucky News Network, provides comprehensive coverage of events within the region and throughout the state. MSPR supports the academic community through the training provided student interns, volunteers and work-studies by utilizing the expertise of staff, faculty and community volunteers. MSPR's studios and offices are located in 132 Breckinridge Hall.

7.5 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, when possible, changing exhibitions, many of which are curated by the museum itself;
- KFAC provides arts educational programming to public school students;
- KFAC operates one of the region's finest gift shops;
- KFAC provides real world museum experience to student employees and interns; and
- KFAC presents cultural events each year, including art fairs, speakers, readings, and more.

KFAC receives no University funding. All expenses are paid through the MSU Foundation, Inc. from donor/membership funding, revenue generated from its gift shop and activities and funding from community partners.

Supplemental FAQ and Contact Information for Faculty Handbook 2022-23

All telephone and fax numbers are in the 606 area code. When calling from on-campus phones, only the last 5 digits of other campus numbers need to be dialed (i.e., 3-2035). To make a call off campus from a University phone, press “7” first.

Emergencies

How do I report an emergency on campus?

To report a fire or immediate medical emergency, call 911.

To report suspicious activity on campus, call University Police, 783-2035.

Full emergency contact information is available through the MSU web site. Open MSU home page → A-Z Index → Emergency Resources.

A full list of emergency information is available under the “What to do if...” link in the left-hand column (yellow column). The University strongly recommends that individuals on campus sign up for the e2Campus alert system, which will distribute information through text messaging and email to registered recipients in the event of a campus-wide emergency. A campus-wide audio broadcast system is also available and tested regularly.

Emergency phones are widely available on campus. Watch for the kiosks with blue lights on top. For locations: MSU home page → A-Z Index → Police Department → Campus Safety (left-hand column) → Emergency Phone Locations.

Non-emergency phone numbers for other relevant contacts are as follows:

Morehead City Police	784-7511
County Sheriff	784-5446
State police	784-4127
MSU Counseling and Health	783-2055
Sexual Assault (SART)	783-2055
Hospital (St. Claire)	783-6500
Domestic Violence Shelter	784-6880

What should I do if I am involved in a motor vehicle accident on campus?

Please contact University police immediately at 783-2035.

Questions about Accessing University Online Services

What is known as the MSU Portal and how do I access it?

Everything inside the MyMoreheadState login is considered the MSU portal.

To locate the MyMoreheadState login, open the MSU home page → Top Links (upper right corner of the screen) → Employees → MyMoreheadState → Sign-in Screen; or alternately, Quicklinks → MyMoreheadState → Sign-in Screen

How do I activate my online account?

MSU home page → Quicklinks → MyMoreheadState → Activate Your Account; or alternately, Employees → Activate Your Account.

Click on the “Activate Your Account” link below the Sign-in button. You will be asked to type in your ID number and create aPIN for your account.

How do I know what my MSU email address is?

When you first activate your account, your MSU email address should appear on the next screen right after successful activation. Most faculty and staff e-mail addresses are their first initial (dot) last name @ moreheadstate.edu, though there are exceptions.

How and when do I post midterm and final grades?

The Registrar’s office will send out e-mails with the due dates for midterm and final grades as well as an instruction sheet (note especially instructions for the use of E, U, and I grades). Midterm grades are usually due right after the middle of the term; final grades are usually due on Tuesday after Finals Week. Midterm grades are **required** for undergraduates, but graduate students receive only final grades.

All grades are posted in WebAdvisor, inside the MyMoreheadState portal. Inside WebAdvisor, choose Faculty/Advisors → Faculty Information → Grading.

New employees must complete the Family Education and Privacy Act (FERPA) training or they will not be able to enter grades. Contact your department’s ADS (Academic Department Specialist, who works in the department office) for more information.

Questions about Technological/Communications Systems

How do I address an issue with Blackboard?

Call Information Technology Help Line: 783-HELP (4357). Your call will be forwarded to the Distance Education and Instructional Design Center or choose that option.

Visit the Distance Education and Instructional Design Center (DEID): 100 Camden-Carroll Library (first floor, west wing, Library Commons).

Contact a member of the DEID staff: Dave Flora, 783-9404; Xavier Scott, 783-5466; Jing Zhang, 783-9337.

Log onto MyMoreheadState in the MSU portal. Scroll down to My Classes and click on the Blackboard Orientation link.

Where may I report technological problems on campus? (Non-Blackboard) (University equipment only)?

Technology Service Center, 111 Ginger Hall, 783-HELP (2357), tsc@moreheadstate.edu

This is a walk-in center for technology help as well as the IT help line during normal business hours. For information about their services, see MSU home page Quicklinks → A-Z → Information Technology.

How may I make long-distance phone calls from a campus phone?

Long-distance service from any University telephone is only available if you have been issued a code number. Code numbers may be requested from your department or unit supervisor, and a list of instructions will accompany your code number.

Policies for the use of University phones may be found at the following link: MSU home page → Quicklinks → A-Z Index → Human Resources → Personnel Policies → Personnel Policy Manual (PG 55, Technology Resources Acceptable Use)

Questions about Accessing On-Campus Premises/Identifying Locations

Where can I find a list of abbreviations for buildings and locations on campus?

From the MSU home page, choose Quicklinks → Campus Map → Building Abbreviations; or alternately, MSU home page, choose About MSU → Campus Map → Building Abbreviations.

How do I find a colleague's email address, on-campus location, or phone number?

MSU home page → About MSU → Directory (top left side of the screen).

How do I request keys and where may I access them?

Key requests may be made by contacting your department's ADS (Academic Department Specialist, who works in the department office) or by filling out a key request form at the link below. Appropriate signatures are required.

MSU home page → A-Z Index → Facilities Management → Key Request → Key Request Form. Keys are approved and issued through Facilities Management, located in the W.H. Rice Service Building 783-2066.

How can I have classrooms or buildings unlocked?

Departments normally issue keys to relevant classroom buildings if your office is located in the same building. These outside door keys also typically open classrooms within that building. If not, then inquire in department or business offices on the same floor as the locked classroom for a master classroom key.

Oftentimes, faculty whose offices are located on those floors are willing to unlock classrooms as well. As a last resort, or after hours, contact the University police at 783-2035.

What if I lock my keys in my office?

During daytime hours: go to your department office to borrow the master key. If it is closed, go to the nearest open department or dean's office.

After hours: call the MSU Police, 783-2035. They may ask to see your ID.

What if I my University keys are lost or stolen?

Report the loss or theft immediately to University police at 783-2035.

How can I learn of weather delays and cancellations?

Usually, weather delays/cancellations are posted on the MSU home page in redbars at the top of the page. You can sign up for more detailed alerts (MSU homepage → A-Z → Alerts (e2campus) to your cell phone or e-mail.

Whom may I contact regarding student disability accommodations and the Americans With Disabilities Act?

Evangeline Day, MSU Disability Services Coordinator. Room 202 ADUC. Phone: 783-5188 or e-mail: e.day@moreheadstate.edu.

Where may I address questions regarding U.S. postal services and campus mail?

University Post Office, 100 University Center (ADUC), between the EagleCard office and the University Store. Phone: 783-5439.

Where may I make copies on campus or have other documents and materials printed?

Document Services in 100 University Center, ADUC, First Floor. 783-2032. They do large printing orders, can make large color posters for conferences, etc. There are also copiers in most departments, for which you need a copy code provided by the department. There are copiers in the library that take money from your MSU EagleCard ID. The EagleCard add-value station in the library is located on the first floor of the library.

Questions about Benefits/Parking/Other Employee Services

Where do I find information about MSU parking services and regulations?

MSU home page → Quicklinks → Police → Parking Info (in left-hand column)

Call: 783-2220; 100 Laughlin Building, Email: traffic@moreheadstate.edu.

What should I do if I receive a parking ticket on campus?

Parking tickets should be paid at the Parking Office, 100 Laughlin Building. If you have a parking pass that you forgot to put in the car, you can bring it to the office and they usually forgive the ticket.

Where may I address questions about payroll, including arranging for direct deposit?

Payroll office, 310 Howell-McDowell, 783-2145 (Fax: 783-5066).

Where should I direct questions about insurance coverage and other benefits?

Human Resources, 301 Howell-McDowell, 783-2097 (Fax 783-5028).

How do I arrange University travel to conferences, seminars, and workshops, etc.? How do I schedule and book University travel? How am I reimbursed for University travel?

Travel Coordinator: Andrea Stone in Procurement Services, 783-5272, travel@moreheadstate.edu.

To set up a travel request, go to the MSU home page → Quicklinks → Travel Request (for employees) → Submit a Travel Request (top of page)

Once you complete the travel, you need to complete a Travel Expense Voucher, and have signed to request reimbursement. The Travel Expense Voucher can be found at: [Travel-Expense-Voucher.pdf \(moreheadstate.edu\)](#)

Where may I research external and internal funding sources for my research and pedagogical activities? How can I compete for internal funding for my research?

The Office of Research and Sponsored Programs handles all funding questions. 901 Ginger Hall, 783-2356, MSU home page → Quicklinks → Research & Sponsored Programs.

Go here for information on internal grants and summer fellowships as well as applying for any external grants, for human subjects research information and Internal Review Board (IRB) forms, etc.

How long may I check out books at the library?

Books in the main collection: 2 weeks (students), 9 weeks (faculty) Recreational reading materials (1st floor): 2 weeks (all patrons) CDs and DVDS: 1 week (all patrons)

Interlibrary loan items: as specified by the lending institution.

A valid MSU ID or community membership card is required to check out all materials.

What recreational activities are available on campus and how may I access them?

For general exercise, including swimming and various sports, the MSU Recreation and Wellness Center is available to all employees. Phone: 783-2083. For hours, services, and information: MSU home page → Quicklinks → A-Z → Recreation and Wellness Center.

For date-based information about sports, music, and other events, go to the Events Calendar at: [LiveWhale Calendar / Today \(moreheadstate.edu\)](#)

Where may I purchase or rent academic regalia?

Regalia (gowns) can be rented or purchased from the MSU Bookstore (MSU home page → Quicklinks → University Store → Regalia (Faculty Gowns). Phone: 783-2081.

Questions about Dining on Campus

What are dining options on campus and where can I find dining and catering policies?

MSU home page → Quicklinks → A-Z Index → Dining Services (Includes locations and menus)

Catering policies and options may be consulted at MSU home page → Quicklinks → A-Z Index → Catering.

Aramark is the exclusive caterer on campus, and all food for activities on campus must be ordered through them unless a “Food Waiver” has been requested and approved by Auxiliary Services.

Where can I get a quick cup of coffee or other beverage on campus between classes?

Centrally located on the first floor of the Camden-Carroll Library (face the circulation desk and turn left), Java City provides a full range of coffees and teas and lighter refreshments. Starbucks is located in the ADUC as well as other restaurants.

Off campus, the Bakery on Main and the Fuzzy Duck Coffee Shop are both within easy walking distance on Main Street just one block west of the University.

Questions about Teaching and Advising

How do I know when classes begin, the semester ends, finals are scheduled, etc.?

Academic Calendar: MSU home page → Quicklinks → Calendar → Academic Calendar.

Whom may I contact to schedule a library instructional session for my classes?

Camden-Carroll Library: MSU home page → Quicklinks → Library → Information, Services, & Collections → Schedule Instruction or Tours

Whom would I consult for questions and concerns about Distance Learning? (online, ITV, and satellite campuses)

For listings and contact information for satellite campuses, MSU home page → Quicklinks → A-Z → Distance Education & Instructional Design.

How do I order books for classes? Whom would I contact for information about Bookstore purchases and faculty services and benefits?

For questions, contact the Textbook and Course Material Buyer: Denise Hamrick, 783-2081, d.hamrick@moreheadstate.edu.

MSU home page → Quicklinks → University Store → Textbooks

What information must be included in my syllabus?

Go to the MSU home page → Quicklinks → Undergraduate Education and Student Success → Undergraduate Curriculum. There you will find the MSU Syllabus Checklist and a MSU Syllabus Template.

Where may I find academic advising and career development resources for students?

Some advising information, especially about general education classes and substitutions, can be found in the General Education area found here:

[Morehead State University :: General Education 2021+](#)

Most other information is in the Advising Central area found here:

[Morehead State University :: Academic Affairs](#)

Career Services has a direct link on the MSU web site at: <http://www.moreheadstate.edu/career/>

do not need to select a Minor as well; students

What is an Area? How does it differ from a Major?

At MSU, an Area is a program of study that contains more hours than a Major. Students choosing an Area choosing a Major need to also complete a Minor in order to graduate. At some schools, a similar distinction is captured by the B.S. vs. B.A. terminology. See the MSU Catalog (MSU home page → Quicklinks → Catalog) for information about all of the Areas, Majors, and Minors offered at the university.

Where may I learn about general education assessment?

Under Undergraduate Education and Student Success there is a menu of Advising Tools and SLO items with various forms, listings of general education classes, student learning outcomes (SLOs), assessment requirements, etc. [Morehead State University :: Academic Affairs](#)

How do I learn about committee service on campus?

For University service: MSU home page → Quicklinks → A-Z Index → Standing and Advisory Committees.

Each year in the spring, the Faculty Senate distributes a questionnaire soliciting faculty service preferences on University committees for the coming year. Filling out this questionnaire at least ensures that one's interests and preferences are considered. Not all requests for committee service can be honored, however, since many standing committees have eligibility requirements, such as equitable representation by gender, rank, college, and department.

University committee appointees are notified via letter by late summer for service during the following school year. Department-level and college-level committee membership is determined by election or appointments within one's own unit.

What should I do if I suspect a student has committed plagiarism?

Individual departments may have established policies and procedures for dealing with suspected plagiarism. Please consult your immediate supervisor first for your department's procedure.

For academic honesty violations such as plagiarism, the University follows procedures established in the *Eagle Student Handbook*:

MSU home page → Quicklinks → A-Z Index → Student Handbook → Student Handbook → Conduct Code

The Handbook contains sections on Student Conduct Codes, Student Rights and Responsibilities, and Student Conduct Procedures and Due Process.

Under what circumstances should I put a hold on or “block” a student’s account?

Throughout the University, holds may be placed on students’ accounts for financial, academic, and disciplinary reasons. Faculty may only place a hold on or block a student’s ability to register for classes, and only if the faculty member has been assigned that student as an advisee. A block is typically placed on a student’s ability to register in cases where departments wish to ensure the student has been updated and informed of all upcoming course offerings and/or advised regarding his or her progress towards achieving a degree.

How do I place a registration hold on an advisee, or remove one I have placed?

To place a registration hold on an advisee, please follow the sequence of links below:

MSU Home page → My Moreheadstate → WebAdvisor → Faculty/Advisors → Faculty Information → Advisee Registration Hold.

Click on the box under the “Block” category beside the name of the student whose registration you wish to put a hold on and write in any explanatory notes in the field under the “Comments” column. Please note that students will be able to read any notes you place in the “Comments” field. To remove the hold, reverse the process by clicking on the check mark in the box under the “Block” column.