

## Faculty Handbook

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Note: Truman State University reserves the right to amend at any time the policies and materials contained in this handbook.

### Chapter I: Introduction

#### About Truman State University

Truman State University is Missouri's premier public liberal arts and sciences institution. A coeducational university located in Kirksville, Truman is the only state-supported liberal arts and sciences institution in Missouri.

At Truman, faculty approach teaching with the goal of not only imparting knowledge, but also of preparing students for leadership, advanced study in graduate or professional school, and active engagement in the world around them. The faculty role in the context of a liberal arts and sciences setting often transcends the classroom. Some faculty activities directly support the academic enterprise; others contribute more to students' social and personal growth. A collective sense of mission extending to all segments of campus life strongly contributes to the overall quality of students' experience at Truman, and this all-encompassing approach to education is one of the institution's distinguishing attributes.

A complete list of programs and degrees offered may be found in the General Catalog and on the institution website. With a wide range of strong programs and a learning environment that is scaled to enable as much individual student-faculty interaction as possible, Truman presents students with the depth of study in the major they might expect at a larger institution, while emphasizing the kinds of rich one-on-one and small-group learning experiences typically valued by liberal arts and sciences institutions.

#### Purpose of This Handbook

This Faculty Handbook is intended to serve as a guide to the University's employment policies and practices, and the benefits provided to and expectations of faculty members. Except as noted herein, the policies apply to all faculty members, both full- and part-time, regardless of tenure status. "Faculty members" include those whose duties mainly involve teaching, directing instructional programs, providing professional library services, and/or conducting independent research, and those in administrative positions who also teach or hold academic appointments. The Handbook does not serve as a contract for employment but rather as a guide to the obligations and rights of University faculty members. The Handbook is subject to change without notice based on changes in state or federal law, actions of the Board of Governors, or other administrative actions. The University reserves the right to deviate from the contents of this Handbook depending upon the circumstances of a particular situation.

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The Executive Vice President for Academic Affairs and Provost (hereinafter the "Provost") is responsible for the production and publication of the Handbook. A full review of its content will be made annually, and suggestions for additions or clarifications should be emailed to [vpaa@truman.edu](mailto:vpaa@truman.edu). When updates to the Handbook are made, faculty will be informed by the

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most efficient method, usually via email. The Handbook is effective upon publication (including electronic posting) and supersedes any prior inconsistent policies. In the case of insurance or other benefits, the Handbook shall not alter or supersede any insurance policy or similar

document. Exceptions to the policies described in the Handbook may be granted by the Provost, except to the extent that they reflect existing law or the policies of the Board of ~~Governors or Faculty Senate~~ **Governors**. Any issue of interpretation of this Handbook shall be referred to the Provost, whose determination shall be final and binding.

## Chapter II: History, Mission, Values, and Strategic Planning

### History of Truman State University

The history of Truman State University began on September 2, 1867, when pioneer educator Joseph Baldwin opened the North Missouri Normal School and Commercial College in Kirksville. By act of the General Assembly on December 29, 1870, Baldwin's college became the First District Normal School, Missouri's first state-supported institution of higher learning established primarily for the purpose of preparing professionals to teach in public schools. As the First District Normal School and later as Northeast Missouri State Teachers College (1919), the institution consistently provided regional leadership in higher education, and in teacher education specifically.

When graduate programs were introduced in the late 1940s, the College continued to place emphasis on programs for teachers and school service personnel. In the 1950s, because of increased enrollment and different academic needs of students, the College broadened its academic programs to include majors other than teacher education. On December 11, 1967, the Board of Regents formally recognized the changes that had been made in the basic objectives and programs of the college, as well as those anticipated in the future, by deleting the word "Teachers" from the name of the College. Five years later, on August 12, 1972, the school was renamed Northeast Missouri State University.

With the name changes came a reformation of the University's philosophy. Such a change in the University's role was first recommended by the Missouri Coordinating Board for Higher Education as part of a comprehensive plan to restructure the state's public higher education to increase quality and reduce program duplication among institutions. In support of the new role proposed for the University, then Commissioner of Higher

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Education Shaila Aery said that Missouri college-age students need the "affordable alternative of a select public liberal arts institution that focuses on undergraduate education with high academic standards." On June 20, 1985, House Bill 196 was signed into law by Governor John Ashcroft, changing the mission of the University from a regional comprehensive university to a statewide public liberal arts and sciences university. In 1993, the University elected to become Missouri's only highly selective public university.

On June 15, 1995, after considerable debate, Senate Bill 340 was signed into law. This legislation gave a new name for the University, one that would reflect its statewide liberal arts and sciences mission. On July 1, 1996, the University's name officially changed to Truman State University in honor of America's 33rd president and the only Missourian to serve as president of the United States. ¶

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First accredited by the Higher Learning Commission (then the North Central Association of Colleges and Schools) in 1914, Truman State University currently holds accreditation from the Higher Learning Commission; AACSB International—The Association to Advance Collegiate Schools of Business; American Chemical Society; ~~American Speech Language Hearing~~

Association; Commission on Accreditation of Athletic Training Education; Commission on Collegiate Nursing Education; Council for the Accreditation of Educator Preparation & Missouri Department of Elementary & Secondary Education; National Association of Schools of Music; and The Commission on Collegiate Nursing Education; and Missouri State Board of Nursing; Association for Advancing Quality in Educator Preparation, and Missouri Department of Elementary & Secondary Education; Council on Education for Public Health; and National Association of Schools of Music. The Master of Arts (M.A.) education program in speech-language pathology {residential} at Truman State University is accredited by the Council for Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA)-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

#### COPLAC Affiliation

Truman belongs to the Council of Public Liberal Arts Colleges (COPLAC). The COPLAC mission “advances the aims of its member institutions and drives awareness of the value of high-quality, public liberal arts education in a student-centered, residential environment”. The organization’s website has more information about COPLAC, including a full list of member institutions.

#### Core Values, Mission, Strategic Plan, and Vision

The Truman State University community has crafted several documents that help it maintain focus and guide institutional decision-making, including the core values, mission and vision statements and a strategic plan. Faculty members are encouraged to familiarize themselves with these documents and refer to them often. Desired characteristics of our graduates can be found in the General Catalog.

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#### Core Values

Truman demonstrates dedication to the liberal arts education of our students by

- focusing on students and their personal, social, and intellectual growth within a supportive and challenging environment;
- cultivating a diverse, engaged community of high achieving students, faculty, and staff;
- providing affordable access to an exceptional education; and
- committing to continuous improvement through assessment

in order to prepare citizens for the intellectual and ethical challenges of the global community.

#### Chapter III: Authority and Governance

##### The Governor

As the chief executive of the state, the Governor of Missouri has several functions that relate to Truman State University. First, with the advice and consent of the Missouri Senate, the Governor appoints the members of the Truman State University Board of Governors, as well as the members of the Missouri Coordinating Board for Higher Education. Second, the Governor submits the annual budget to the General Assembly; the budget contains the estimated state revenues available and the plan of expenditures for the state agencies, including Truman State University. In preparing this budget, the Governor requires the University to submit its internal budget showing a complete itemized request for funding and plan for expenditure. Once the

legislature has acted upon the Governor's recommendations, the Governor may approve it as enacted, veto the entire measure, or reduce the amount of any expenditure in the measure. The Governor can also withhold funds appropriated by the legislature.

#### The General Assembly

The Missouri General Assembly plays important legislative and budgetary roles in the administration of Truman State University. Due to the impact of the General Assembly's actions, officials from Truman appear before House and Senate committees whenever possible as budgetary and legislative proposals are discussed. These occasions give Truman the opportunity to respond to questions and share reactions to the General Assembly's plans as they relate to Missouri higher education in general and Truman in particular.

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#### The Coordinating Board for Higher Education and Department of Higher Education and Workforce Development

Responsibilities for the coordination of higher education are assigned to the Coordinating Board for Higher Education through Chapter 173 of the Revised Statutes of Missouri. The Coordinating Board is empowered to approve proposed new degree programs to be offered by the state institutions of higher education; establish guidelines for appropriation requests; consider requests for new state-supported senior colleges or residence centers; establish admission guidelines consistent with institutional missions; establish policies and procedures for institutional decisions relating to the residence status of students; establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state; collect necessary information and develop comparable data for all institutions of higher education in the state to delineate the areas of competence of each of the institutions and for any other purposes deemed appropriate; and to enforce compliance by withholding or by directing the withholding of any funds, the disbursement of which is subject to the control of the Coordinating Board, or by removing the approval of an institution as an approved institution. The Coordinating Board is within the executive branch of state government and is responsible to the Governor. The Commissioner of Higher Education, appointed by the Coordinating Board for Higher Education as the chief administrative officer for the Board, and the Commissioner's staff constitute the Department of Higher Education and Workforce Development.

#### Funding Sources

As a state institution, the University depends on appropriations from the Missouri General Assembly for a share of its financial support. ~~In addition to Truman, the state supports public two- and four-year institutions of higher education.~~ Other sources of income for the educational and general programs of Truman State University include student tuition and fees, endowments, alumni and other gifts, and federal and other grants.

Auxiliary enterprises, including the Student Union, the Student Recreation Center, the Truman Bookstore, residence halls, and food services, are funded by ~~usage charges~~ fees since these areas are not supported by state appropriations. ¶

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#### Governance

##### The Faculty Senate

The Faculty Senate is a deliberative and legislative body for academic matters and for University policies pertaining to promotion, tenure, and sabbatical leave. The role of faculty-

governance is described in the Board of Governors Code of Policies Chapter 6.020. Complete information about the Faculty Senate can be found online, including constitution, bylaws, meeting minutes, and other Faculty Senate materials.

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### The Undergraduate Council

The Undergraduate Council (UGC) is a standing council of the Truman State University Faculty Senate and exists to propose, review, and recommend to the Faculty Senate changes to the undergraduate curriculum when such changes affect more than one discipline or are of University-wide significance.

Complete information about UGC significance, Bylaws, minutes, and other UGC information is available online.

### The Graduate Council

The Graduate Council is a standing council of the Truman State University Faculty Senate and exists to propose, review, and recommend to the Faculty Senate changes to the graduate curriculum, admission, examination practices, research papers and theses, and other duties necessary for the successful operation of graduate programs.

Bylaws, minutes and other Graduate Council materials are available online.

### The Administrative Structure

Externally, the Governor, the legislature, and the Missouri Coordinating Board for Higher Education (CBHE)/Department of Higher Education and Workforce Development (MDHEWD) exercise a degree of control over University policies and practices, particularly in new program approval and state funding. Internally, the policy-making body is the Board of Governors. The chief executive officer, the President of the University, reports to the Board of Governors.

The University administrative structure is depicted in the Truman State University Organizational Chart. The chart needs to be updated. I emailed Traci and Deanna.

### The Board of Governors

Missouri statutes specifically place the University under the control and management of the Board of Governors, which has the authority to adopt bylaws, rules, and regulations for the government of the University and to delegate authority to officials, employees, and committees appointed by the Board.

The governing board of Truman State University consists of ten members, composed of seven voting and three non-voting members appointed by the Governor of Missouri, by and with the advice and consent of the Missouri Senate. Four voting members are selected from the former Truman regional district of twenty-five counties; three voting members are selected from the remainder of the state; two non-voting members, knowledgeable about the educational mission of a liberal arts and sciences institution, are selected from outside Missouri; and one non-voting member is a student selected from the University student body. With the exception of the student, who serves a two-year term, voting and non-voting members serve six-year terms.

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### The President

The administrative leadership of Truman State University is vested in the President, the chief executive officer of the University. The President is responsible to the Board of Governors for the administration of policies adopted by the Board. All administrators, faculty, and employees

are under the supervision of the President. In turn, the President represents the needs and interests of the University to the Board of Governors, the state Coordinating Board for Higher Education/Department of Higher Education and Workforce Development, the General Assembly of Missouri, and the Governor.

Administrative officers of the University reporting to the President include the Provost; the Vice President for Student ~~Affairs~~ **Engagement, Enrollment, and Marketing**; the Vice President for Administration, Finance, and Planning; the Vice President for University Advancement; ~~the Vice President for Enrollment Management and Marketing~~; the Director of Athletics; ~~the Institutional Compliance Officer~~; and the Chief Information Officer.

The Executive Vice President for Academic Affairs and Provost

The Provost has the primary responsibility for the overall administration of the academic programs and operations of the University. The Provost provides University-wide instructional and program improvement leadership and direction for the academic school administration through the Deans and Department Chairs; serves as liaison between the faculty and the President concerning academic matters; designs and supervises implementation of the academic budget; directs and coordinates academic planning; directs and is responsible for the implementation of the University assessment program; works closely with faculty governing bodies responsible for the academic policies of the University; serves as a member of the Faculty Senate; and supervises instructional services and faculty development.

Reporting to the Provost are the Associate Provost, **the Assistant Vice President for Student Success and Institutional Effectiveness**, and the Deans of the academic schools, who become the primary administrative base of leadership in the development and implementation of the academic departments and programs; the ~~Associate Deans~~ **Dean** of Libraries and Museums; the Director of the Institute for Academic Outreach and Graduate Education; the Director of the Center for Academic Excellence; the Director of the Center for International Education; the Registrar; Upward Bound Director; the McNair Program Director; ~~Assessment~~ **Career Center**; **Writing Center**; **Academic Professional Development Center**; **Interdisciplinary Studies**; **Assessment** and Testing; and Grants and Research.

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The Associate Provost

The Associate Provost reports directly to the Provost. The Associate Provost oversees matters related to academic standards, curricular change, new program development, accreditation relations, online education, and other matters as assigned. The Associate Provost supervises ~~the Coordinator of State Authorization and Transfer and Articulation~~ **the State and Federal Compliance Coordinator** as well as the Director of the Harry S. Truman Leadership Scholars Program.

**The Assistant Vice President of Student Success and Institutional Effectiveness** Reporting directly to the Provost, **the Assistant Vice President of Student Success and Institutional Effectiveness** coordinates efforts to make data-driven decisions to meet university persistence, retention, and graduation objectives, to cultivate assessment data for informed decision making within academic affairs and elsewhere in the university, and to provide unifying leadership for the combined efforts of various campus office to promote student success. This position oversees the Center for Academic Excellence, the Writing Center, and the Office of Student

Access and Disability Services. The AVP also supervises the Director of Assessment, the Director of the Portfolio, and the Academic Affairs Data Specialist.

The Academic Deans

Truman has five schools, each administered by a Dean. The School of Arts and Letters is composed of the departments of Art, Classical and Modern Languages, English and Linguistics, Music, and Theatre. The School of Social and Cultural Studies consists of the departments of ¶

6 ¶ Communications, Economics, History, Military Science, Philosophy and Religion, Political Science and International Relations, Psychology, and Sociology, Anthropology, and Justice Systems. The School of Health Sciences and Education is home to the departments of Communications Disorders, Education, Health and Exercise Sciences, and Nursing. The School of Science and Mathematics houses the departments of Agricultural Science, Biology, Chemistry, Computer Science, Mathematics, Physics, and Statistics. The School of Business hosts the departments of Accounting and Business Administration.

The Deans are well-versed in the value of and the challenges facing a public liberal arts and sciences university and provide the schools with strategic direction consistent with University objectives. The Deans lead the schools in all respects and coordinate the activities of the school to promote the mission of the University and to create a learning environment most conducive to student success. The Deans serve as the primary representatives of the schools to both the external and internal community.

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The Deans are administrators with faculty rank who convey the schools' perspectives to the Provost and the Provost's perspective to the schools. The Deans employ collaborative and participatory decision-making to develop and achieve school- and University-wide goals. The specific responsibilities of the Deans can be found online.

The Associate Deans Of The Library Dean of Libraries and Museums

Pickler Memorial Library supports the teaching, study, and research activities of the Truman State University community. It is administered by three Associate Deans: the Associate Dean for Research and Instruction; the Associate Dean for Technical Services and Systems; and the Associate Dean for Special Collections and Museums. ¶

The Department Chairs ¶

The Department Chair is a leader, facilitator, mentor, mediator, advocate, and representative of the Department. The Chair, with faculty input, provides the department with a strategic direction in establishing departmental goals consistent with school and University objectives. The Chair coordinates the activities of the department to promote the mission of the University and to create a learning environment most conducive to student success. The Chair serves as the primary representative of the department to both the external and internal communities. ¶

The Department Chair is a faculty member with assigned administrative responsibilities to provide leadership to an academic department. The Chair serves as the intermediary to convey their department's perspective to the Dean and the Dean's perspective to their department. The Chair works with other Chairs, Deans, Directors, and Department Chairs to help develop and achieve school and University goals. The appointment process for department chairs is online. ¶ The specific responsibilities of the Department Chair can be found online: the Dean of Libraries and Museums.

## The Department Chairs

The chair position is a faculty appointment with significant administrative responsibilities. Reporting to and working in cooperation with the Dean, Chairs are responsible for leadership, direction, and administrative management of the department. Duties include oversight of the student experience, policy development and implementation, curricular and program development and implementation, budget oversight, faculty and staff recruitment and hiring, supervision and development of faculty and staff, oversight and management of facilities, internal and external representation of the department, fundraising for special projects, and other ongoing activities as applicable. As a member of the Dean's leadership team, the Chair works with their Dean, other Chairs, and Directors to help develop and achieve school and university-wide goals. The Chair coordinates the activities of the department to promote the mission of the university and to create a learning environment conducive to student success. With input from department faculty, the Chair provides the department with a strategic direction in establishing departmental goals consistent with school and university objectives. Chair Selection Process

The Director of the Institute for Academic Outreach and Graduate Studies The Director of the Institute for Academic Outreach and Graduate Studies oversees the Institute, including outreach programs such as the Joseph Baldwin Academy, the ATSU-Truman Healthcare Academy, JBA Jr., Taiwan at Truman, and similar programming, as well as the Early College program, and various professional development programs. In the Director's academic

7-9 outreach capacity, they are academic outreach, the Director is responsible for promoting new learning experiences that extend beyond the traditional borders of the University, developing partnerships to reach students residing in off-site locations, and developing new on-campus programs to bolster recruitment efforts. In the Director's graduate studies capacity, they work in collaboration graduate education , the

9 Director collaborates with the Associate Provost to launch new academic programs and to help existing programs succeed and grow.

## Faculty-Led Offices

Faculty provide significant service to the University by leading the following offices.

The Director Associate Dean of Interdisciplinary Studies

To lead and assist in the implementation of inter- and cross-disciplinary offerings, the Provost initiated the position of Director of Interdisciplinary Studies (DIS). This position, appointed by the Provost from within the ranks of the Truman faculty, guides faculty on efforts to develop Junior Interdisciplinary Seminars, intercultural offerings, and writing enhanced coursework, and Creative Inquiry The Associate Dean of Interdisciplinary Studies and Creative Inquiry leads the implementation of inter and cross-disciplinary offerings. This position, appointed by the Provost, guides faculty on efforts to develop Truman's first-year experience program (including the Self and Society Seminars and Symposium projects), Junior Interdisciplinary Seminars and intercultural offerings, and advises the Provost on school and department goals for these elements of the core curriculum. The DIS meets with the Undergraduate Council and The Associate Dean serves as a resource to the Undergraduate Council on matters related to inter- and cross-departmental school offerings and serves as a consultant to faculty in developing



~~course offerings~~courses. The ~~DIS currently~~Associate Dean provides guidance and leadership for Truman's Interdisciplinary Studies major and its interdisciplinary minors.

The Director of the Academic Professional Development Center

The Academic Professional Development Center supports faculty members as they work toward the goals of the teacher-scholar model through their teaching, advising, creative activities/scholarship/research, and service. The Director oversees the Center with guidance from the Academic Professional Development Committee. Event announcements are posted on the website.

The Chair of the Provost's Advisory Committee on Assessment

The Provost's Advisory Committee on Assessment oversees the University's assessment program with its primary purpose being the evaluation of university, programmatic, and student-level objectives. The responsibilities of the chair include leading the committee meetings, publishing the annual assessment almanac, coordinating the 5-year program review process, and serving as a general liaison for all campus related assessment inquiries.

Additional information on university assessment can be found online.

The Director of the Office of Student Research

The Director of the Office of Student Research (OSR) coordinates OSR funding programs, organizes the annual Student Research Conference, and supports ongoing OSR initiatives. The OSR Director works with the OSR Steering Committee consisting of a representative from each school, Pickler Library, graduate programs, and the McNair Program.

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## Chapter IV: University Curriculum

### The Curriculum

Consistent with tradition and good practice, the University has vested the authority of developing and maintaining the curriculum in its faculty. Truman's faculty meet, discuss, create, and implement curriculum within the governance structures of the institution (see Chapter III). ¶

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Curricular change occurs within two broad categories: ~~the department, including those~~ areas of the curriculum restricted to major and minor fields of study; and ~~general education (the core curriculum, called "The Dialogues")~~ those areas of the curriculum that are of consequence to more than one discipline, including the core general education curriculum, called "The Dialogues". Discipline-based curricular change occurs within the department and is approved by the departmental faculty, the Department Chair, the Dean, and the Provost. The approval process for matters related to the core curriculum are described in the Faculty Senate Constitution and Bylaws below.

### Learning Outcomes

The faculty of Truman State University has identified specific student learning outcomes for each area of the Dialogues curriculum. Learning outcomes are the skills, knowledge, and attitudes that students should exhibit after they have completed each area of the Dialogues. Every course that counts toward a Dialogues requirement has been judged by the faculty to help the students achieve the appropriate learning outcomes.

### The Core Curriculum

In support of its liberal arts and sciences mission, Truman's faculty have developed a curriculum that provides breadth in the traditional liberal arts and sciences by requiring its undergraduates

to complete a core curriculum. Effective with the 2020–2021 General Catalog, The Dialogues replaced the Liberal Studies Program as Truman's core curriculum, called The Dialogues. The core curriculum provides students with a liberal education framed by Disciplinary Perspectives and Interconnecting Perspectives. Details can be found in the General Catalog. ¶

**Majors and Minors** With some minor additions, the Dialogues curriculum is aligned with CORE42, the state's common transfer block.

### Major Degree Programs and Minor Fields of Study

Depth of knowledge and mastery within a discipline are developed through major programs of study degree programs. Discipline faculty have designed degree programs of study that provide students with opportunities to learn in ways that result in levels of mastery appropriate for nationally competitive graduates. A capstone, or culminating experience, is required for each student. The capstone is seen as a formal point of assessment where discipline faculty both gauge the readiness of the student to graduate and measure program effectiveness.

In addition to major programs of study, the University provides students the opportunity to engage in disciplinary, multi-disciplinary, and interdisciplinary study through academic

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minors. Minor programs are established by departments and, in the case of interdisciplinary minors, the Faculty Senate through its standing curriculum committee, the Undergraduate Council (UGC).

A list of major and minor program offerings may be found online.

### Curriculum Change Process

#### New Courses

Faculty proposing new courses must fill out the New Course Approval Form. All new courses must be approved by the department faculty, the Department Chair, Dean, and Provost. Further approvals are required if the course is proposed as a domestic study away course, an international study abroad course, or an Honors Scholars course, will have core curriculum designations, or is a graduate-level course. If a course is to be writing-enhanced, the Proposal Form for Template Writing-Enhanced Courses should also be completed. The Writing Across the Curriculum (WAC) Committee approves writing-enhanced courses. The Director of ¶

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**Interdisciplinary Studies (DIS)** Associate Dean of Interdisciplinary Studies and Creative Inquiry approves JINS, and intercultural Dialogues designations. After these approvals, the courses proceed to the Undergraduate Council (UGC) and Faculty Senate for approval. The UGC and Faculty Senate approve courses pertaining to all parts of the core curriculum.

In all cases when a new course is developed, a plan for its implementation and offering must be approved. In order for courses to be included in class schedules in a timely manner, paperwork submissions should be made in accordance with the curricular calendar deadlines.

### Course Updates

Updates can be made to existing courses by completing the Course Update Form. Course updates go through the same approval process as new courses. The form is used for updating course descriptions, credit hours, core curriculum designations, prerequisites and corequisites, course level, repeatable status, schedule type, writing-enhanced designation, Missouri statute designation, the elimination or inactivation of courses, or grading options. The Course Update Form is also used when faculty wish to add or delete a class to a list of pre-existing major or

minor requirements. All existing or new courses proposed as online must receive prior approval. If a course has not been previously approved for online delivery, departments submit a Course Update Form and a representative syllabus that reflects the online delivery modality. The syllabus will be reviewed for key elements of the Quality Matters principles prior to approval. Online courses are subjected to further peer review after they have been delivered for the first time.

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Truman State University's Faculty Senate has endorsed Quality Matters as a quality assurance framework for online course development and implementation. Any faculty member wishing to teach online is required to take a basic training course from Quality Matters or an approved alternative. Faculty who have had Quality Matters or equivalent training at another university may be exempted from this requirement. Quality Matters courses are offered throughout the year in two-week increments and are delivered entirely online. To request enrollment, contact one of the University's Quality Matters Coordinators, through either in the Provost's Office or the Learning Technologies Team.

#### Changes Affecting More than One Program

Changes to courses, including new course approval forms, affecting more than one department must be approved by the appropriate interdisciplinary committee (if present), the affected departments and Department Chairs, the appropriate Deans, the Director/Associate Dean of Interdisciplinary Studies, the Undergraduate Council, the Faculty Senate, and the Provost. This rule includes all changes to the curriculum or function of an interdisciplinary minor.

#### Workshops

Workshops are opportunities to explore areas not normally found in the curriculum that supplement existing areas of study. Workshops are usually offered during the three interim periods of May, August, and December. Workshops must be self-supporting and may be canceled or faculty compensation may be adjusted when projected expenses exceed expected income.

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Faculty proposing new or continuing workshops must complete the New and Continuing Workshop Approval Form, which includes budgetary information. This form must be completed each academic year a workshop is offered. All workshops must be approved by the department faculty, Department Chair, Dean, and Provost. Further signatures are required if the course is an international education abroad course, is a graduate-level workshop, or is interdisciplinary.

#### Faculty-Led Study Abroad

Faculty interested in developing a short-term faculty-led study abroad program are encouraged to speak initially with the Center for International Education Abroad and to review the Resources for Faculty on the CIEA website. A draft syllabus and tentative itinerary must be submitted to the department chair and dean for initial approval to pursue developing a program. Further approvals are required from the Executive Director of International Education, the Comptroller and the Provost. If the course is new, it will also need to be approved by the Undergraduate Council and Faculty Senate. Due to the

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lengthy approval, development and recruitment timeline, faculty are encouraged to begin the process at least two years before they intend to lead a program.

#### New Programs

Faculty wishing to propose new degree programs must obtain approval from the appropriate department faculty and collaborating department faculty (if interdisciplinary), and Department Chair(s), academic Dean(s), Undergraduate Council or Graduate Council, Faculty Senate, Provost, President, the Board of Governors, and the Missouri Coordinating Board for Higher Education (CBHE). In some instances, additional approval from the Higher Learning Commission and/or professional accrediting bodies may be required. The Associate Provost can provide assistance in new program development and should be notified about new programs in development before they are submitted to governance.

#### Chapter V: The Faculty

##### University Policies

Many University policies can be found in the policy library online and in the Board of Governors Code of Policies. The Board of Governors Code of Policies Chapter 6 addresses academic affairs and the faculty and contains policies that faculty should be familiar with. The Board adheres to guiding philosophies from the American Association of University Professors (AAUP) regarding Academic Freedom, Tenure, and Professional Ethics (Section 6.010). Section 6.020 defines the role of faculty governance.

##### Faculty Appointments and Classifications

Truman State University is an equal employment opportunity, affirmative action employer. The University seeks to employ highly qualified faculty and staff members with strong credentials in the liberal arts and sciences and with diverse backgrounds and educational experiences. Recruitment of faculty focuses on hiring individuals who reflect rich liberal arts and sciences backgrounds, exemplary academic records, evidence of scholarly performance and research, evidence of quality instruction, and a strong desire to teach. A description of the types of appointments, titles, and ranks for faculty can be found in the Board of Governors Code of Policies, Chapter 6.030.1.

##### Voting Rights of Faculty Members

Departments decide on voting rights for various types of faculty appointments for personnel and curricular issues that are at a departmental level. These decisions should be

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in the written policy of the department. Faculty Senate Bylaws establish voting rights of department representatives and other members of that body.

##### The Graduate Faculty

Only members of the graduate faculty regularly teach graduate courses, direct graduate research, and serve as academic advisors for graduate students. A faculty member who is not a member of the graduate faculty may teach occasional graduate courses or serve on graduate committees after receiving special permission from the Provost upon the request of the Dean. ¶

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Criteria for appointment to the graduate faculty can be found in the Board of Governors Code of Policies Chapter 6.060.

##### The Hiring Process

Securing a high quality faculty to meet student and programmatic needs is one of the highest administrative priorities of the University. In order to ensure that staffing needs are effectively met, a faculty staffing plan is created by the Provost in consultation with the Deans and the President, with final approval resting with the President. Every search must be approved in advance and be justified within the approved faculty staffing plan.

If a faculty search is approved, the department begins the recruitment process. A search committee of faculty able to judge the qualifications of applicants is established by the Department Chair. Each search committee member must be oriented to University policy and applicable state and federal law at the initiation of the search. This orientation is the responsibility of the Department Chair in consultation with the Dean and Human Resources. An additional faculty member from outside the department must be appointed to the search committee for tenure-track positions and if there are internal candidates. This external faculty member must be approved by the Dean. A position description is developed by the Department Chair and the Dean, subject to approval by the Provost, and an advertising plan is established by the Dean and Department Chair in consultation with the search committee. The range and scope of searches for temporary and part-time positions will be determined on a case-by-case basis with final approval resting with the Provost.

All searches will comply with the University's Affirmative Action Plan and search process guidelines. The goal in all faculty searches is to hire teacher-scholars who have clearly demonstrated their ability to contribute to the mission of Truman State University. Current search-related forms may be found on the Provost's office web page.

#### Formative Review and Tenure and Promotion Process

In Senate Bill 0709, the Faculty Senate adopted the recommendations of the Faculty Personnel Policies Committee regarding formative review and the tenure and promotion process which follow established a formative and summative review process for tenure and promotion. This process is implemented through school and

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department policies. Deans and Chairs will notify faculty scheduled for review of the material to be submitted and the timelines for submission.

The elements of the tenure and promotion process aim to articulate minimal standards in accordance with Truman State University's Teacher Scholar Model (Faculty Senate Bill #04061322) that provide faculty members, departments, and schools with a general framework, within which guidelines for teaching, advising, scholarship, and service can be implemented according to the specific needs of each department and school.

The Board of Governors policy as it relates to eligibility and process procedure for tenure and promotion and triennial reviews should be reviewed by every faculty member who plans to apply for tenure and/or promotion, as well as by members of peer review committees. Section 6.030.2 discusses tenure eligibility, locus of tenure, and the procedure to pause the tenure clock. The bases and procedures for tenure and promotion to associate professor are discussed in Section 6.030.3 and for

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promotion to professor are in Section 6.030.4. Post-promotion triennial reviews are described in Section 6.030.5.

#### Resignation

~~If a faculty member elects to resign from his or her faculty position, a signed letter of resignation should be submitted to the President of the University with copies of the letter sent to the academic Department Chair, Dean, and Provost. Resignations should be submitted as soon as possible to facilitate department planning. Before leaving employment, the faculty member must complete a clearance form (and file it with Payroll in the Business Office) and out-process with Human Resources and Payroll Offices.~~

#### Conduct and Discipline

Board of Governors policy on faculty conduct ~~on~~and discipline is found in Chapter 6.040, ~~which provides details on the process.~~ Faculty members are expected to behave in a manner compatible with the University's function as an educational institution. These expectations are established in order to protect an environment conducive to research, teaching, learning, and service that fosters integrity, personal and professional growth, a community of scholarship, academic success, and responsible citizenship. Faculty members are expected to adhere to community standards in accordance with the University's mission and expectations.

#### Chapter VI: Faculty Roles and Responsibilities

##### Statement of Faculty Roles and Responsibilities

~~(Adopted by the Faculty Senate on April 26, 2001, SR#0700.)~~ Faculty Senate Resolution #0700

Faculty at Truman challenge themselves as teachers, scholars, and academic citizens; faculty duties flow from these roles and from engagement with the institutional values of student learning, intellectual challenge, deliberate reflection on improvement, and Truman's public mission.

As teachers, faculty are the model and catalyst for the learning of Truman's students in the classroom, the library, and the laboratory; in the passion for continuing inquiry and reflection; and in the responsibilities of citizenship in the University community and beyond. Faculty ignite the curiosity and knowledge of students and help transform that

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knowledge into the critical and demanding wisdom indicative of a liberal arts ethos. Students are neither products nor consumers; they are apprentices in reflective forms of life.

As scholars, faculty are responsible for contributing to knowledge, wisdom, and art in their professional fields, in the intersections and interstices of the disciplines and new areas of study, and in the scholarship of learning. It is the faculty's duty not only to transmit cultures and to produce the useful, but also to evaluate and challenge existing habits of thought and practice. It is the faculty's duty to continue to learn and grow professionally.

As citizens, faculty's responsibility extends beyond the "service" duties of particular committees: faculty must be leaders for championing the liberal arts values and activities that are the core of the University. Any healthy university is experimental and evolving, from its research and curriculum to its community values and structures; the Truman community pays particular

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attention to constant reflection on improvement. As faculty, the curriculum is the initial arena; however, as professionals, faculty also have a responsibility to evaluate their performance, individually and collectively. It is the faculty's responsibility to evaluate themselves and the institution.

As citizens of the Truman academic community, the disciplines, the wider professoriate, and the public community, faculty are responsible not only for acting as teachers and scholars, but also

for sustaining higher education and ensuring the conditions that make learning and wisdom possible; faculty are the stewards of public resources, and constitute the character of the University. Faculty are to treat all members of the University community with respect, with particular attention to the professional ethics of faculty interactions; faculty respectfully nurture the diverse potential of colleagues, even as they challenge themselves toward excellence. Faculty respect the autonomy and institutional structures that will enable them to fulfill their responsibilities.

#### Academic Freedom

The AAUP's "1940 Statement of Principles on Academic Freedom and Tenure" is a guiding philosophy for policies relating to academic freedom at the University (Board of Governors Code of Policies, Chapter 6.010).

#### Faculty Professionalism

In accordance with Chapter 6.010.4 of the Board of Governors Code of Policies, all faculty members at the University will be expected to abide by professional ethics. The Board endorses the AAUP's "Statement of Professional Ethics" (2009 revision).

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The conduct, behavior and attitude of faculty are expected to reflect qualities of professionalism, including competence, integrity, accountability, and image. Examples include:

- Regular, active participation in departmental activities and meetings. ¶
- Timeliness of completing responsibilities.
- Teaching non-departmental courses in support of the core curriculum. • Fair and equal treatment of others.
- Protecting and conserving University property.
- Maintaining and modeling academic honesty.
- Avoiding personal use of state resources.
- Respecting, supporting, and defending the principles of academic freedom. ¶
- Respecting principles of shared governance and accepting mutual responsibility for the governance of the University.
- Maintaining the highest standards of personal integrity and intellectual honesty in professional matters.
- Respecting, supporting, and defending our professional and institutional values. • Seeking and sharing knowledge of the discipline and stating the truth as informed by current research. ¶

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- Developing and improving scholarly and creative competence, and conducting faculty work with integrity.
- Treating colleagues with respect, civility, and decency.
- Allocating resources fairly and equitably, consistent with institutional goals and objectives, without discrimination or favoritism.
- Maintaining confidentiality, objectivity, fairness, and impartiality in all evaluative activities involving students and colleagues.
- Avoiding conflicts of interest and conflicts of commitment.

The following expectations for faculty members stem from that policy and the Faculty Senate's resolution regarding faculty roles and responsibilities.

#### Faculty Workload

The standard class assignment for full-time tenured/tenure-track faculty at Truman is 12 credit hours per semester or the equivalent. Faculty assignments are determined by the Department Chair upon approval of the Dean and Provost. The University recognizes the unique characteristics of its various disciplines in determining faculty assignments and

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sets those assignments accordingly. Considered in teaching assignments are matters related to discipline- and department-specific teaching methods: e.g., private lessons, seminars, clinical supervision, studio classes, traditional lecture courses, etc. Assignments may also be informed by such variables as student contact hours, lab hours, generated credit hours, numbers of students per semester, etc. The overall goal in determining faculty teaching assignments is to provide the optimal learning setting for students and faculty within the resources of the University.

Scholarly work and service are considered part of the faculty assignment beyond the standard teaching load described above for full-time, tenure eligible/tenured faculty. Instructors have limited scholarly and service requirements, and course assignments may reflect a differential balance in their assignments from those of tenure eligible/tenured faculty. Faculty with summer and/or interim teaching assignments may be asked to complete or continue additional service assignments, such as committee work, during the term(s) they are teaching.

#### Teaching

As teachers, faculty are expected to provide clear course goals and expectations for their students, in part through a class syllabus, and prompt feedback on their students' performance. Faculty should set an example for their students through regular, on-time class attendance. They are and be available to students outside of the classroom. Faculty should strive to use effective teaching practices and teach their students with rigor, challenge, support, understanding, and compassion. They treat students fairly. Students should be treated fairly, without exploitation and without discrimination as detailed in the University Equal Opportunity/Affirmative Action Policies. (Board of Governors Code of Policies Section 10.020).

#### Student Advising

Advising at Truman State University is student-centered. It is a collaborative, campus-wide endeavor involving faculty, staff, and students in both formal and informal relationships. It is a key component of student development and wellness within the context of a liberal arts education. Advising empowers the Truman student community--from prospective students through alumni--to take ownership of their future by setting and achieving holistic, individualized goals for students both during their time at Truman and after graduation. Advisors and students partner together to prepare students for lifelong success.

Student-centered advising at Truman State University is a collaborative, comprehensive campus process involving faculty, staff, and students and is a key component of student development within the context of a liberal arts education. Advising empowers the

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Truman student community--from prospective students through alumni--to take ownership of their future by setting and achieving holistic, individualized goals.

Each Truman student is assigned an academic advisor. Entering first-year students work with professional academic advisors within the Center for Academic Excellence. CAE advisors also work with all undeclared students and work closely with faculty in the disciplines.



Second-year students with declared majors are generally assigned faculty advisors in their major field of study. Advisors provide mentorship for personal, academic, and professional development of their student advisees. The primary academic advisor is responsible for clearing students for registration; however, the student is responsible for consulting the academic advisor prior to each semester's registration. Academic advisors should discuss their advisees' proposed schedules carefully so that the students are reassured they are enrolling in the necessary courses in a timely manner. An advising website, the Academic Professional Development Center, and the Center for Academic Excellence provides resources for faculty advisors and students. For assistance with matters not covered on those CAE website, advisors should contact their department's advising liaison or email [advise@truman.edu](mailto:advise@truman.edu).

### Scholarship

Faculty are expected to stay current in their discipline(s); strive to improve their teaching through research and study in their discipline(s) and in the scholarship of teaching and learning; to model lifelong learning for their students; and to encourage and supervise student research. More specific expectations regarding scholarship as a requirement for promotion and tenure are discussed elsewhere in the Handbook and in department promotion and tenure policies.

### Professional Travel

The University provides support for faculty to travel on University-related business when funding is available and circumstances warrant. Whenever faculty are traveling on University business, they must have their travel pre-approved by submitting a Faculty/Staff Pre-Approval for University-Related Business Travel form, available from their department or school office. These forms are due at least two weeks prior to the trip for in-state travel, four weeks in advance for out-of-state travel, and six weeks in advance for international travel. Prior approval ensures that the faculty member is covered under Workers' Compensation in the event of injury or accident. This requirement applies whether or not the faculty member is requesting reimbursement from University funds.

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Reimbursement for pre-approved travel expenses is made by submitting a Travel Expense Report form to the Department Secretary. Original receipts for expenses must be attached to the form. The form and instructions are available from the Employee tab of TruView under [Expense Reports Employee Tools](#).

The State of Missouri imposes clear limitations on food and lodging reimbursements for Missouri and out-of-state travel. Faculty members should consult the Business Office for current Office's current travel and meal reimbursement policies. The complete University travel policy is available from the Employee tab of TruView under [Expense Reports](#) prior to travel. Questions should be directed to the Department Chair or Business Office.

### State Authorization Coordinator

The federal Federal Department of Education requires that colleges and universities comply with all individual state laws governing higher education and business operations as a condition of [15 ff](#)

continuing to receive Title IV financial aid. In many instances, faculty, staff, and student activity that occurs outside of Missouri may be regulated. The State Authorization and Federal Compliance Coordinator helps the University to remain in compliance with respect to these laws.

Faculty and staff who are considering working out-of-state for an extended period of time (typically seven or more days) should first contact the State Authorization Coordinator, should first contact the State and Federal Compliance Coordinator and Human Resources to assess the impact of that work on University compliance. Faculty who have extraordinary circumstances that necessitate fulfilling work responsibilities remotely for more than five days should request approval by completing the "Faculty Request to Temporarily Work Remotely" form, which requires approval from the Department Chair, Dean, State and Federal Compliance Coordinator, Human Resources, and the Provost.

Faculty and staff who are facilitating student work out-of-state, such as internships, clinical placements, extended field trips, or other field experiences or sites (such as biology field sites, archaeological digs, etc.) should also contact the State Authorization and Federal Compliance Coordinator to assess the implications of their work plans or to initiate the approval process of particular state authorities. All members of the University community should presume that their activity is not approved for out-of-state prior to approval by the Coordinator in consultation with the supervising administrator.

When Departments are hiring faculty for remote positions, the search committee, Department Chair, and Dean should be in contact with Human Resources and the State and Federal Compliance Coordinator throughout the search process to verify and approve the location of potential remote employees.

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#### Other Absences

In situations such as illness, personal emergencies, or funeral leave where faculty members will not be on campus or available to students during regular hours of operation for periods where the University is in session, the faculty member will notify their department's support office and Department Chair of the anticipated period of absence as much in advance as possible. When possible, faculty should also contact their students directly; if that is not possible, they should notify the support office so that they can notify the departmental support office should be notified in order to update students. Types of leaves and the process for approval are detailed in Chapter IX, Faculty Support and Development.

#### Office Hours

Students should have reasonable opportunities to meet with their faculty outside of class. All faculty are expected to maintain office hours. Office hours should be posted outside the faculty office and on the faculty member's online directory listing, and should be on file in the appropriate department office. The general expectation for full-time faculty is 10 hours per week during the academic year; departments may establish additional requirements. Part-time faculty should consult with their Department Chairs about expectations regarding office hours. Faculty teaching online, or a combination of on-campus and online courses, are expected to make themselves available for virtual office hours in a proportion appropriate to their online-teaching assignment. ¶

#### Scholarship ¶

Faculty are expected to stay current in their discipline(s); strive to improve their teaching through research and study in their discipline(s) and in the scholarship of teaching and learning; to model lifelong learning for their students; and to encourage and supervise student research. ¶

More specific expectations regarding scholarship as a requirement for promotion and tenure are discussed elsewhere in the Handbook and in department promotion and tenure policies. ¶

#### Faculty Workload ¶

The standard class assignment for full-time faculty at Truman is 12 credit hours per semester or the equivalent (equated load is the responsibilities for teaching and other University duties expected of each faculty member; departments develop written policies for determination of equated loads, with approval of their Dean and the Provost). Faculty assignments are determined by the Department Chair upon approval of the Dean and Provost. The University ¶ 16 ¶

recognizes the unique characteristics of its various disciplines in determining faculty assignments and sets those assignments accordingly. Considered in teaching assignments are matters related to discipline and department-specific teaching methods: e.g., private lessons, seminars, clinical supervision, studio classes, traditional lecture courses, etc. Assignments may also be informed by such variables as student contact hours, lab hours, generated credit hours, numbers of students per semester, etc. The overall goal in determining faculty teaching assignments is to provide the optimal learning setting for students and faculty within the resources of the University. ¶

Scholarly work and service are considered part of the faculty assignment for full-time, tenure-eligible/tenured faculty. Instructors have limited scholarly and service requirements, and course assignments may reflect a differential balance in their assignments from those of tenure-eligible/tenured faculty. Faculty teaching entirely on-campus may offer online office hours, but must maintain a substantial amount of their office hours on campus.

#### Other Faculty Responsibilities

##### Institutional Review Board—Research with Human Subjects

The Institutional Review Board (IRB) is a campus-wide committee established under the authority of the Provost to ensure that the rights and welfare of human subjects are adequately protected in all research projects. The IRB reviews all projects involving human subjects. IRB's are and is required by both University policy and federal law. Detailed information about the IRB process is available online.

##### Intellectual Property Rights

University policy regarding intellectual property rights may be found online.

##### Ceremonial Events

Opening Convocation marks the matriculation of the first-year class and helps introduce students to the liberal arts and sciences mission of the University. It occurs annually during Truman Week. Faculty are strongly encouraged to participate in the processional.

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Two University-wide commencement exercises are held each calendar year: one at the end of the spring semester, and one at the end of the fall semester. Tenured and tenure-track faculty are expected to attend at least one of these functions commencement exercises in appropriate academic regalia; other faculty are strongly encouraged to participate.

##### Faculty Evaluations of Administrators

Truman's faculty and administration have collaborated to develop an evaluation plan that allows faculty to communicate their perceptions and observations about matters related to the leadership and performance of the Department Chairs, Deans, Provost, and President. Each

~~year, faculty receive evaluation/survey forms and are asked to submit those to provide the basis for annual reports that are presented to the Faculty Senate.~~

The Faculty Senate receives a summary report of the results for the Provost from the President of the University. The President of the Faculty Senate is responsible for presenting the summary of the University President's faculty evaluation/survey.

The Department Chair and Dean ~~evaluation/survey forms~~ evaluations are typically distributed administered during the spring semester, as are those for the President. The Provost evaluation/survey is distributed in ¶

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the fall semester for comments regarding the most recently completed academic year. ~~Reports to the Faculty Senate are scheduled by the Faculty Senate President. Results from the evaluations/surveys of the Provost and President are generally scheduled for~~ Results from the evaluations of the Provost and President are generally scheduled by the Faculty Senate President for presentation to the Faculty Senate during the spring semester.

Faculty Involvement with Students in Out-of-Classroom Activities

The Truman experience for students involves not only quality classroom instruction but also a wide variety of educational experiences that occur outside of the classroom setting. Faculty members are expected to be involved with students in out-of-classroom experiences to enhance the liberal arts and sciences culture and to support the holistic development of students.

Opportunities for faculty involvement include engaging students in research, advising student organizations, structuring meaningful student work experiences, developing and supervising internships, supporting athletic events, developing service learning opportunities, mentoring student leaders, collaborating with the study abroad program, encouraging students to attend cultural events and performances, and helping students make reasonable choices regarding their involvement in out-of-classroom experiences. Faculty members are encouraged to discuss out-of-classroom involvement with their Department Chairs. For more information regarding opportunities to get involved, contact the following offices:

Union and Involvement Services

Center for International Education

Center for Diversity & Inclusion

Center for Academic Excellence

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SERVE Center

University Career Center

Faculty Offices

The University makes every possible effort to provide adequate, furnished office space for each faculty member to be used for class preparation, student advising, and independent study or research, as well as consultation with colleagues. Office assignments are made by Department Chairs in consultation with the appropriate academic Dean. ¶

~~Student Advising ¶~~

~~Student centered advising at Truman State University is a collaborative, comprehensive campus process involving faculty, staff, and students and is a key component of student development within the context of a liberal arts education. Advising empowers the Truman~~

student community—from prospective students through alumni—to take ownership of their future by setting and achieving holistic, individualized goals. ¶

Each Truman student is assigned an academic advisor. Entering first-year students work with professional academic advisors within the Center for Academic Excellence. CAE advisors also work with all undeclared students and work closely with faculty in the disciplines. ¶

Second-year students with declared majors are generally assigned faculty advisors in their major field of study. Advisors provide mentorship for personal, academic, and professional ¶ 18 ¶

development of their student advisees. The primary academic advisor is responsible for clearing students for registration; however, the student is responsible for consulting the academic advisor prior to each semester's registration. Academic advisors should discuss their advisees' proposed schedules carefully so that the students are reassured they are enrolling in the necessary courses in a timely manner. The Center for Academic Excellence provides resources for faculty advisors and students. For assistance with matters not covered on the CAE website, advisors should contact their department's advising liaison or email [advise@truman.edu](mailto:advise@truman.edu).

#### Student Recruitment

A hallmark of liberal arts and sciences institutions is a student-centered faculty. That student-centeredness extends to faculty participation in student recruitment efforts. **A Student Recruitment Handbook for Faculty is available online.** Since it is absolutely critical that the University continue to attract bright, talented students who meet the admission requirements, faculty are expected to be involved with recruitment in one or more of the following ways: visiting with prospective students; communicating with student prospects; and/or attending regular campus visit events. Department Chairs coordinate student recruitment activities in close consultation with the Office of Admission. **A Student Recruitment Handbook for Faculty is available online.**

#### Information Technology Services (ITS)

##### Policies ¶

Information and technology usage and services are outlined in the policies and procedures found online. All individuals are expected to read and follow these policies and guidelines, ~~there are several concepts and recommendations worth highlighting.~~

The Acceptable Use of Electronic Information Resources Policy preserves freedom of expression while guiding responsible, ethical behavior. The policy also highlights accountability for University accounts and expectations for privacy of accounts. Information technology resources are intended for official Truman use. Limited personal use may be allowed. ITS has provided guidelines for incidental and personal use.

#### Chapter VII: Classroom Practices ~~And~~ Policies

##### Course Syllabi

All faculty are required to provide a syllabus for each credit-bearing experience to each student and their department's support office before or during the first class meeting. **This includes internships, practica, clinicals, directed readings, workshops, and independent studies.** It is recommended that a draft syllabus is made available to students **via the learning management system** at least a week before the first class meeting. ~~Required content and guidance for good syllabi are available from the APDC.~~ **Faculty Senate policies require certain content for both**

syllabi submitted for governance approval and syllabi provided to students. Required content is maintained by the Provost's Office.

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Faculty should speak with their Department Chair if they would like examples of strong course syllabi.

Faculty who anticipate requiring students to pay for additional services to participate in a course, particularly for such as remote proctoring services, should indicate this in the syllabus and include pricing information. This information should also needs to be made available to students, in advance, by prior to registration using CRN notes on the official course listing. 49 in Banner.

Federal Credit Hour Policy

Truman State University has a policy defining the value of a credit hour. Faculty should develop the schedules and assignments for their courses to ensure that the appropriate amount of class time and assigned out-of-class work meet the definition, as required by the federal Department of Education. A course workload calculator can help assess the amount of time required for certain activities. Syllabi need to have a description of how a course meets the federal credit hour definition for the assigned number of hours for the course.

Substantive Interaction Policy

All students—regardless of the modality of course delivery—are deserving of regular attention and support by Truman faculty. Likewise, for the effectiveness of their own education, Truman students should be expected to regularly engage with course content. In taking steps to ensure such interaction, Truman complies with federal policies pertaining to the distribution of Title IV financial aid. It also acts to protect the student by ensuring that fewer financial aid or personal dollars are expended in situations where learning is not taking place. Each term, faculty will be required to communicate to the Registrar the names of students who have not engaged substantively with their course during the first week of class. These students will be administratively dropped from the course. Faculty are also required to provide regular and substantive interaction in the form of federally-defined, faculty-initiated, activities that occur on a regular and predictable basis. The Substantive Interaction and Administrative Drop Policy defines regular and substantive interaction. Faculty will be reminded each semester of the procedure to follow to identify these students and the language required for their syllabi.

Any-Time Any-Student Early Academic Notification System

A faculty member may at any time alert notify a student and their academic advisor to a problem with academic performance regarding academic performance, whether positive or negative.

This system is accessed under the Faculty tab of TruView.

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Students of Concern

The Students of Concern (SOC) Team consists of Student Affairs and Academic Affairs professional staff members whose focus is to support students in attaining personal and academic success at Truman State University and to maintain a safe and productive educational environment for the Truman community.

The Students of Concern Team depends on referrals from the community—students, faculty, staff, and the Kirksville community—to maintain a safe environment to support the educational needs of all Truman students. Behaviors do not necessarily have to be law violations to be

worrisome. In addition to illegal conduct such as threats, assault, and harassment, SOC may also evaluate changing circumstances or behaviors that may singularly or in combination generate concern. The Students of Concern Team evaluates all referrals seriously, though not all behaviors warrant further case management at that time.

The SOC Team meets on a weekly basis during the academic year and monthly during the summer to discuss these referrals, then creates an individualized course of action for each student that includes the best supportive, but least intrusive action plan for intervention.

Use the link above or call Student Affairs at (660) 785-4111 for more information or to make a referral. In an emergency, call 911.

**20 For a mental health emergency, call 988.**

#### Academic Misconduct

Truman State University expects the highest standards of integrity in all academic activities. The liberal arts tradition focuses on facilitating ethical and moral behavior, as well as intellectual growth in the next generation of leaders.

Students are expected to do their own academic work. Any student involved in cheating on a paper or an examination or in any other form of academic dishonesty is subject to disciplinary action. It is the responsibility of faculty members (1) to inspire in their students an appreciation of and a desire for honesty in academic work; (2) to discourage dishonesty and to protect the honest student; and (3) to take appropriate action in instances of dishonesty. An Academic Dishonesty Reporting form should be completed for all disciplinary actions. Such action may include the reduction or elimination of a dishonest student's score for an affected test or project, the lowering of a grade for the affected class (including the assignment of an "F" grade), or the expulsion of a student from the affected class. Further action from the Dean or Provost can lead to suspension or expulsion from classes in that school, the student's degree program, or the University.

The full University policy on academic dishonesty, including process for reporting and possible penalties, is found in the current academic catalog.

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The complete student conduct code and more information about the University's rules and expectations regarding student conduct is online.

#### Dealing with Disruptive Behavior

Disruptive behaviors in the classroom prevent students from engaging in learning and professors from engaging in teaching and service. Classroom disruption means behavior that substantially or repeatedly interferes with the conduct of a class. The Student Conduct Code describes proscribed student conduct. The student conduct code prohibits the disruption or obstruction of (a) teaching, (b) research, (c) administration, and (d) free flow of pedestrian or vehicular traffic on University premises.

In cases of dealing with disruptive behavior, faculty are encouraged to seek assistance from the appropriate individuals, such as a Department Chair, Dean, the Office of Citizenship and Community Standards, or in serious cases, the Department of Public Safety.

#### Emergency Response

If the safety of the classroom or the health/well-being of student(s) is in jeopardy, the faculty member should immediately call 911. In the case of mental health emergencies, immediately call 988. They will dispatch appropriate law enforcement and/or medical or mental health

personnel to intervene in the situation. Provide as much information as possible regarding the nature, severity, and source of the threat. Faculty members should never use force or threat of force, except in immediate defense of self or others.

The Department of Public Safety has compiled detailed guidelines for handling various emergencies. Faculty are encouraged to review these suggestions at the start of each academic year.

#### Resources

Emergency 911

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Mental Health Emergency 988

Department of Public Safety (non-emergency) 660-665-5621

Student Health Center 785-4182

University Counseling Services 785-4014

University Conduct Officer/Student Affairs Office 785-4111

#### Class Schedules

Schedules of classes are set well in advance by the academic department and school offices and compiled and published by the Office of Academic Affairs. While the various departments

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departments may have quite different systems for establishing the schedule and faculty teaching assignments, schedule development is always guided first and foremost by student and programmatic needs. Schedule developers also work hard to coordinate offerings and make most efficient use of University resources.

In addition to the factors already noted, schedule developers also strive for equity among the faculty within a particular discipline in terms of number of preparations, grading load, and so on. While every attempt is made to balance the needs of students with faculty desire regarding their teaching assignment, class time, and location, it is rarely possible for all parties to be perfectly satisfied. Faculty who feel they are being asked to teach courses for which they are not qualified or who believe they are being overlooked to teach a course they are interested in and qualified to teach should speak first with their Department Chair, and if necessary, with their Dean.

Course schedules are available online on the TruView Open Course List, and students register for classes online using TruView. Faculty may view their course rosters through the Faculty tab on TruView under the My Students menu.

#### Classroom Assignments

Most classrooms are allocated to the academic Deans by the Academic Affairs Office. Classroom assignments are made by the Department Chairs with the approval of the appropriate academic Dean(s) or the Academic Affairs Office. Reservations for the use of classrooms for purposes other than regularly scheduled classes are made via Virtual EMS. The portal for EMS is accessed by clicking the Truman tab on TruView, then choosing the Events menu or through the departmental support office.

#### Final Examinations

Faculty members are expected to adhere to the final examination schedule published on the Registrar's webpage. If for any reason a traditional examination is not given during the designated final examination time, the class should meet as scheduled during the examination period, which is considered the last class meeting. Faculty are encouraged to arrange alternate



exam times at the request of students who have more than two final examinations on the same day according to the published final exam schedule. If faculty are unwilling to establish an alternate exam time for a student in this situation, the student can appeal to the Provost office, who can require a faculty member to move an exam. Students will not be required to take final exams on Reading Day except as noted below. Final examinations for summer session and Saturday classes are ordinarily given during the last scheduled class period. Evening class exams should be given during finals week at the regularly scheduled class time, and as ¶  
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exception to Reading Day, Wednesday

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evening classes can take their final exam on Wednesday evening at the regular meeting time or Friday evening at 6:00 pm

#### Early Progress Reports and Final Grades

Early progress reports are required for all students enrolled in 100- and 200-level courses. Early progress reports consist of a grade, brief narrative comment, or both. Faculty are required to submit a final grade for all students at the end of the semester.

Both early progress reports and final grades are submitted through the Faculty tab in TruView. The deadlines for all progress reports and grade submission are determined by the Provost and published at the beginning of each semester.

Faculty are responsible for entering their own final grades via TruView on time. This allows the Office of the Registrar to process grades and inform students and advisors in a timely manner. Any necessary corrections should be submitted on a Change of Grade Request form. If, at some later time, an error in a student's grade report should come to the faculty member's attention, the correct grade may be filed on a Change of Grade Request form obtained from the Department Office. Change of Grade Request forms are signed by the Department Chair, Dean, and Provost. When the approved form is submitted to the Registrar's Office, the student's transcript is corrected accordingly.

Students are entitled to submit a grade appeal through a grade appeal form, which is reviewed by the Department Chair, Dean, and Provost (if applicable), and Provost (if applicable).

#### Incomplete Grades

Those students whose work at the end of a semester or term is incomplete because of illness or other serious circumstances beyond their control, such as a family emergency, may be given, at the instructor's discretion, a grade of Incomplete (IC). The instructor must obtain an Incomplete Agreement form from their Department Office and fill in the required information, including a statement of the work the student must finish in order to receive a grade for the course, the date by which the coursework is to be completed, and the grade that will be automatically recorded if the work is not completed by the date listed on the incomplete agreement. After the agreement has been signed by the instructor and the student, it must be approved by the Department Chair. Upon approval, the Chair will send a copy of the agreement form to the student, the instructor, and the Registrar. The instructor should record a grade of IC as the final grade for the semester. As soon as the student has completed the coursework, the instructor should file a Change of Grade Request form with the Registrar's Office. If the student does not meet the deadline for submitting the agreed-upon work, the final grade will be recorded faculty member

must submit a grade change form to assign the final grade as stated on the incomplete agreement.

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### Graduate In-Progress Grades

If a graduate student's research is in progress but not yet completed, the grade of IP may be given at the end of a semester or term, at the discretion of the instructor. An IP grade is used rather than an IC in cases where a graduate student's work was not intended or expected to be completed in the course of a semester. IP grades must be approved by the Provost. IP grades may not be assigned for undergraduate courses.

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### Student Course Evaluations

All faculty are required to administer end-of-the-semester student evaluations selected by their department for all courses taught, except readings or independent study. Most departments have an online system of course evaluation, but some do use a paper process. In both cases, the anonymity of students is considered extremely important. The Department Chair or their designee will remind faculty when it is time to initiate the evaluation process. The instructor may administer additional evaluations of one's teaching at other times during the semester. Faculty are encouraged to designate time during a class period when students may complete evaluations - either in a computer lab or by bringing their own devices.

All course evaluations must provide students with the opportunity to comment on the availability of the faculty member and on their perception of the learning environment created by the faculty member. Student ratings are best used for the improvement of teaching and are an important component of the faculty performance review.

In addition to the departmental course evaluation, at the end of each semester, students are asked to respond to a brief evaluation of their courses as part of the "consumer information" provision in Missouri Senate Bill 389. The results of these evaluations are available through the My Students menu under the Faculty tab in TruView.

### Off-Campus Trips

Off-campus trips consistent with the learning outcomes of a course should be approved in advance with the appropriate Department Chair and Dean. Faculty members should submit a Faculty/Staff Pre-Approval for University-Related Travel form to the Department Chair for approval within the appropriate deadlines. If the faculty member wishes to use a University-owned vehicle, the faculty member is responsible for scheduling the vehicle with the Department of Public Safety in accordance with University regulations. Typically, students are not allowed to drive University vehicles, but a waiver of the policy is available for certain situations.

University employees have liability protection through Missouri's Legal Expense Fund when operating a University-owned vehicle but only while on University business. This

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protection is not available while operating a University-owned vehicle on personal business. Further, University employees are not protected by the Legal Expense Fund while operating a privately owned vehicle for any purpose, under any circumstance. In this event the driver's and owner's private liability insurance coverage will apply.

Prior to departure, the faculty member should provide the Department Secretary with an accurate list of faculty, staff, and students who are traveling on the trip. Students are responsible for making arrangements with instructors of other classes that will be missed because of the trip.

Students who are driving or riding in a private vehicle need to sign a travel registration form.

## Chapter VIII: Campus Resources for Professional Development and Faculty and Student Support

In addition to resources provided at the department and school level, several offices and committees at Truman provide critical support for faculty and students. The following is not intended to be a comprehensive list, but rather a representative one. Faculty should seek guidance from their Department Chairs if they experience a need that is not addressed below. In addition,

the internal websites of the Provost and the Office of the Registrar contain links to a variety of important resources.

### Academic Professional Development Center

The Academic Professional Development Center (APDC) supports faculty members as they work toward the goals of the teacher-scholar model through their teaching, research, advising, research/scholarship, and service. The APDC Director oversees the APDC with guidance from the Academic Professional Development Committee and two short-term Faculty Fellows in specific areas. Resources for faculty and information about upcoming events are posted on the APDC website.

Activities sponsored by the APDC include biweekly faculty development workshops, an annual all-day faculty development workshop with a featured guest speaker, semester-long Faculty Learning Communities, and workshops to assist faculty in preparing their portfolios for promotion, tenure, and third-year review. The APDC also selects winners of the Academic Innovation Award, awarded to two projects each semester, and offers one-on-one consultation with faculty members.

For faculty who are new to Truman, the APDC organizes a two-day New Faculty Orientation session prior to the start of classes in the fall. In addition to this orientation, the APDC offers a biweekly New Faculty Seminar on Thursday afternoons from 3:30 to 4:30 that new faculty are encouraged to attend throughout their first year at Truman. New

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faculty are also assigned mentors in their home departments who work with them throughout the first year to make sure that they are receiving the information they need as the year progresses.

### Career Center

The University Career Center offers services to all faculty, students, and student alumni that include career coaching, resume critiques, help finding jobs and internships, mock interviews, review of personal statements, classroom presentations, and events that include Career and Grad School Week. They have a library of print and online material to help students with career decisions.

### Center for Academic Excellence

In addition to advising first-year students, the Center for Academic Excellence (CAE) provides tutoring programs and an academic mentoring program.

## Center for Diversity & Inclusion

The Center for Diversity & Inclusion provides a support system for underrepresented students. Staff members devote themselves to creating a campus environment that nurtures Latino, African American, Native American, and Asian American underrepresented students academically, socially, culturally, and personally. Through sponsoring cultural history month activities and numerous other academic, social, recruitment and retention programs, the Center encourages students to celebrate difference and spread appreciation of diversity campus-wide while valuing being part of our shared campus community.

## Center for International Education Abroad

With more than 500 programs in 63 countries throughout all regions of the planet, the Center for International Education Abroad offers a wide range of academic opportunities for students to explore the world through study abroad. Programs include a variety of short-term, semester, 25

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and year-long options, including exchanges with several universities. Faculty academic advisors are encouraged to familiarize themselves with these offerings to help assist students in taking advantage of these life-changing study abroad opportunities.

Meanwhile, Truman also offers short-term faculty-led summer and interim programs. For additional information and guidelines, faculty members interested in developing their own study abroad program should contact the Center for International Education Abroad at 660-785-4076 or by emailing [studyabroad@truman.edu](mailto:studyabroad@truman.edu).

## Center for International Students

The Center for International Students promotes diversity on campus through the recruitment, admission, and ongoing support of international students. Services provided by the Center for International Students include arrival and orientation, academic

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mentoring, support for cultural adjustment, immigration counseling, crisis management, cultural programming, and support for cultural organizations. The center is also responsible for the mandatory federal reporting of students on F-1 and J-1 visas.

To consult with an international student advisor or the director, email [iso01@truman.edu](mailto:iso01@truman.edu) or call (660) 785-4215.

## Edwin C. Carpenter Language Learning Center

The Language Learning Center (LLC) is located on the third floor of Baldwin Hall. Rooms 308 and 309 are two computer centers; one is designed for in class testing and training and the other is designated as a group work room. In either room, faculty can bring their classes or students can come and work independently on their language-related assignments. Baldwin Hall rooms 310-313 house our Peer Learning areas, where students enrolled in first and second-year language courses can be taught by an advanced student of the language in small groups. These small group activities are directed by the professors of the respective classes.

## Grant Programs

### Internal Grant Programs

Truman State University believes that sound instruction and effective scholarship are complementary in promoting a pervasive intellectual atmosphere. To further the mission of the University and to support its faculty, Truman provides grant funding on a limited basis. Specific

faculty grant programs for faculty research are announced by the Academic Affairs Office. Truman's Office of Student Research offers competitive grant programs for students conducting scholarship with faculty members.

#### Externally Funded Grants

The faculty and staff of Truman State University are encouraged to obtain external funding for various programs and projects. This funding allows the University to carry out its objectives more adequately and to expand and enhance the variety of opportunities available to the University community.

Several factors should be considered in pursuing external funding. Grants should be sought to advance the programs of the institution and not merely for the sake of receiving an award. Only those grants should be sought grants that are within the competence and resources of the University to manage manage should be sought . All external grants require administrative approval prior to submission using the Approval Form for Externally Funded Projects.

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The Grants Office is responsible for coordinating campus activities related to externally funded projects. All proposals requesting support from sources outside the University

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should be submitted through the Grants Office. A variety of services for proposal development and project administration are available.

#### Information Technology Services

Information Technology Services (ITS) offers faculty a wide variety of services, including software discounts.

#### The Information Technology Services Advisory Committee

In order to better serve the institution's need for appropriate policies, planning and development in the areas of technology and teaching/learning technology, the Provost has established two standing committees there is a standing committee whose functions relate to technology.

The Information Technology Services Advisory Committee (ITAC) is a cross-institutional group composed of members from all segments of the University who are appointed by the Provost. ITAC reports to the President through the Provost. ITAC is charged with monitoring Truman's technology initiatives and with reviewing and recommending policy related to technology and its use on campus. Faculty who wish to make a suggestion to ITAC or obtain information from them should contact their School representative.

#### The Learning Technologies Team

Education at Truman takes place in traditional classrooms, virtual classrooms, by way of electronic messages, and via a whole host of other engagement opportunities including student-staff relationships. By serving as a resource to expand and explore the pedagogical efficacy of new as well as tried-and-true instructional technologies, the Learning Technologies Team (LTT) endeavors to aid the already rich learning environment of Truman's classes. The LTT offers consultation services, course development, and a wide variety of timely training for faculty.

#### Library and Museum Museums

Pickler Memorial Library offers an extensive physical and digital collection of books, journals, databases, media, manuscripts, microforms, and other formats. Additionally, the Library participates in resource sharing services that allow users to borrow library materials from academic, public, and special libraries throughout the country.

Faculty and students enjoy a wide variety of learning and study spaces located throughout the building and access to technology (specialized software and studio spaces), and can receive individualized research instructional assistance. Students can further develop their information literacy skills by enrolling in LIB111: Use of Information Resources.

Historical materials, preserved in the Special Collections and Museums department, offer unique, high-impact learning experiences for students. Librarians are available to work with faculty to review and examine museum collections, organize exhibits, integrate

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artifacts into teaching, and design assignments and research projects for students. Faculty and students are encouraged to visit the department's gallery spaces on the third floor of the library or explore collections on its website. Specialized, hands-on work is encouraged through capstone experiences or advanced research projects.

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### Innovation Lab

The Doug and Diane Villhard Innovation Lab, located on the first floor, was designed to foster collaboration and innovation across disciplines and create opportunities for enhanced learning experiences. The Lab includes three main areas: a collaboration space with flexible furniture and computers with creative software; a design lab outfitted with a Lego wall and materials to support low-stakes prototyping; and a multimedia studio with rooms for podcast recording and videoconferencing.

Together, these components, along with programming, will enhance the interdisciplinary experiences of students and faculty through the promotion of cooperative research, experimentation, and creative thinking. The Villhard Lab is part of university efforts to advance innovation and entrepreneurship on campus.

### McNair Program

The purpose of the McNair Program is to increase the attainment of graduate degrees toward research doctorates by highly qualified students from historically underrepresented backgrounds. The Program achieves its mission by providing opportunities for research and other scholarly activities, academic counseling, advising, mentoring, tutoring, seminars and other educational activities designed to prepare students for doctoral study, and assistance with graduate school admission and funding opportunities. Each McNair Scholar is mentored by one or more faculty members with expertise in research, scholarly, and/or creative activities.

### MySSP App

The MySSP App provides immediate, free, confidential access to emotional health and well-being support for students. The app is available in the Apple App Store or Google Play.

### Office of Citizenship and Community Standards

The Office of Citizenship and Community Standards (OCCS) is charged with the administration of the Student Conduct Code, which creates an expectation of behavior that the University views as acceptable and appropriate. The University recognizes the significance of students' rights. Those rights include freedom of expression, autonomy,

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procedural protection, and the respect for personal integrity of all members of the community and their property. By ensuring those individual rights, the University fosters an environment conducive to students' success and well-being. By doing so, students respect the dignity,

rights, and property of the University community. The Truman State University Student Conduct Code and Conduct Referral Form are available online.

#### Office of Student Research

The Office of Student Research (OSR) promotes and facilitates faculty-mentored student research, scholarship, and creative activities at Truman. The OSR also organizes the Student Research Conference, an annual celebration of student research, scholarship, and creative achievement, which is open to undergraduate and graduate students from all academic disciplines at Truman to present.

#### Sabbatical Leave

Tenured faculty may apply for a sabbatical leave every seven years when funds are available to support this program. Guidelines will be provided by the Office of Academic Affairs regarding application guidelines applications, timelines, and other relevant information. Current information, including eligibility, compensation, and application process, is available on the VPAA website and in Chapter 6.050.4 of Board Policy.

#### SERVE Center

The Service, Education, Resources, Values, and Exploration (SERVE) Center seeks to assist and promote student involvement in community service. In addition to providing information and opportunities to interested volunteers throughout the year, the SERVE Center organizes a one-day service project, The BIG Event.

#### Start-up Funds

Start-up funds may be provided to new tenure-track faculty members. The goal is to help establish a program of research, scholarly, or creative activities. A start-up funds policy describes allowable expenses and the requirements for accessing the funds, including approval of a proposal for use of the funds.

#### Student Health

##### Student Health Center

The Student Health Center (SHC) provides confidential general medical and preventive healthcare to students. Class absence excuses are not provided by the SHC. SHC staff members are familiar with area resources and specialists and can provide referral information when requested.

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#### University Counseling Services

University Counseling Services (UCS) offers individual, group, and relationship counseling for Truman students in addition to educational outreach, and assessment presentations for the University community. All services are confidential and no information is released without the client's written consent, except as required by law. UCS is also familiar with area resources and can provide referral information if requested. Faculty may contact UCS for advice on referring students for counseling services.

#### Truman State

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#### University Assessment Program

The assessment program at Truman involves all members of the campus community. The Provost oversees the University's assessment program. The Provost's Advisory Committee on Assessment, known as the Assessment Committee, reports recommendations to the Provost

and includes representatives from the faculty, staff, and administration. The purpose of the committee is to assist in the design and selection of assessment instruments, the implementation of assessment, and the analysis, reporting, and use of assessment data. The current assessment program includes well over a dozen assessment instruments, each with a different focus. Surveys and nationally normed exams are administered to students at various points in their academic careers. They measure program quality and help the faculty target areas for improvement. Surveys are also periodically administered to various stakeholders such as faculty, alumni, and employers, with the hope of gaining diverse viewpoints on the student academic experience. All students complete a senior capstone experience and submit a portfolio of work at the culmination of their undergraduate experience. Complementing these assessment elements, each academic program is reviewed every five years, following a rigorous process that concludes with a presentation to Faculty Senate and submission to the Missouri Coordinating Board for Higher Education (CBHE). Details about the program review process can be found on the program review website. Assessment reports are shared primarily through the Assessment Almanac and at the annual campus-wide Strategic Planning and Assessment Workshop (SPAW). Details about the history of assessment at Truman, the various components of the assessment program, and current membership of the assessment committee can be found on the assessment website.

#### University Bookstore

The University's bookstore is located on the first floor of the Student Union Building and is operated by a contracted seller. Bookstore sales generate additional funds to support the University. Faculty members receive 15% off all regularly priced purchases with their Truman State University identification card.

The bookstore has course materials available in multiple formats: purchase new or used, rentals, digital textbooks, etc. Students are encouraged to purchase course materials at the bookstore to ensure the purchase of the correct edition.

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Textbook orders are required to be submitted by mid-October for the following Spring semester and by mid-March for the following Summer and Fall classes. Faculty receive email notification when it is time to begin submitting orders. To comply with federal regulations, faculty teaching courses for which no textbook is required must also notify the bookstore by indicating "no textbook required" on the order form. Bookstore staff can assist faculty with this ordering process, but faculty are responsible for obtaining a desk copy of texts for their use.

The bookstore maintains a section of faculty publications and often hosts release events such as book signings. Faculty may speak with the bookstore manager to request that their publication be sold or if they are interested in having an event to publicize an upcoming book release. Other services include special orders for any book that is in print.

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Writing Across the Curriculum Committee

The Writing Across the Curriculum (WAC) committee reports to the Provost and Undergraduate Council. WAC is tasked with review and revision of Writing Enhanced (WE) program policy and outcomes; WE program assessment; faculty support for the development, assessment, and evaluation of writing within all courses; and working in collaboration with other committees and entities to discover and address writing related problems, concerns, and needs across the Truman campus. ¶

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Writing Center

In addition to providing trained peer reviewers for student, staff, and faculty writers, the Writing Center is a resource for faculty who include writing assignments in their courses. The Writing Center also provides in-class workshops on a variety of writing-related topics. The Writing Center's Writing Fellows program partners trained consultants with interested faculty who teach one or more courses that incorporate a strong writing element.

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Chapter IX: Policies and Government Regulation Compliance

Notice of Non-Discrimination and Title IX

Truman State University is committed to providing equal opportunities in our employment and learning environments. Truman therefore informs its faculty, staff, student body, contractors and

guests that Truman prohibits discrimination and harassment on the basis of race, color, national origin, sex (including pregnancy), disability, religion, age, sexual orientation or veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and university policies and rules.

Truman complies with Title IX of the Education Amendments Act of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, which governs the policy related to Truman's response to sexual assault, dating violence, domestic violence and stalking; the Campus Sexual Violence Elimination Act, Titles VI and VII of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and other applicable law.

Inquiries concerning the University's compliance may be referred to the Institutional Compliance Officer/Title IX Coordinator/Section 504 Coordinator, 1308 Violette Hall, Truman State University, 100 East Normal Avenue, Kirksville, MO 63501; telephone 660-785-4354. Inquiries may also be directed to the Office for Civil Rights.

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Truman's Non-Discrimination Complaint Reporting and Resolution Procedure can be found online.

#### Accommodations for Faculty and Students with Disabilities

Faculty and students with disabilities may obtain information as to the existence and location of services, activities, and facilities of the University that are accessible to and usable by persons with disabilities online. Students with disabilities may obtain information concerning accommodations relating to access for disabilities through the Student Access and Disability Services office.

#### Amorous Relations and Nepotism Policies

The University's mission is promoted by professionalism, which is fostered by an atmosphere of mutual trust and respect. These are diminished when persons in positions of authority abuse or appear to abuse their authority, as in the case of amorous relationships between faculty and students. The Board of Governors Code of Policies 15.020 addresses amorous relations.

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The Academic Affairs Nepotism Policy permits the hiring within the university community of individuals of the same family or those who have a personal relationship. However, hiring or supervision within the same department normally is prohibited for individuals of the same family or for those who have a personal relationship (see Board of Governors Code of Policies Ch. 10.030).

#### Campus Crime and Security Act

As required by federal law, a Campus Crime and Security Report contains current policies regarding crime and emergency actions and response, prevention programs, statistics concerning criminal offenses and arrests, and sexual assault policies and procedures.

#### Campus Drug and Alcohol Use

The University subscribes to the Drug-Free Schools and Communities Act of 1986. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on all property owned or operated by the University, herein referred to as the University campus. The manufacture, distribution, dispensing, possession, or use of intoxicating liquor is

also prohibited on the University campus, except for those times, places, and purposes approved by the President of the University. Alcohol is allowed for students over 21 years of age who live in select campus residences (currently West Campus Suites, ~~Campbell Apartments,~~ and ~~Randolph~~ Centennial Hall, and Campbell Apartments).

The Board of Governors Code of Policies Chapter 16 provides complete information about restrictions on drug and alcohol use on campus.

#### Campus Tobacco Restrictions

The use of all tobacco products, including smokeless tobacco and ~~including~~ electronic nicotine-delivery systems (e-cigarettes), and smoking of materials other than tobacco products, are prohibited on all University property and in all vehicles owned or controlled by the University.

#### Conflict of Interest

The ability of full-time faculty to fulfill their duties should not be negatively impacted by external projects or employment. Any full-time faculty member considering additional employment ¶ 31 ¶

outside the University should consult with their Department Chair. Off-campus projects, consulting, or other similar undertakings should complement the professional relationship of a faculty member to the University.

Complete information about the kinds of potential conflicts of interest that may arise, including nepotism, personal relationships, profits from books used by students, and faculty financial transactions with students, is covered in Chapter 14 of the Board Code

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of Policies. Questions should be directed to the appropriate academic Department Chair or Dean.

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students of the University with specific rights of access to and control over their student record information. In compliance with the Act, the University treats student educational records in a confidential manner. The University discloses information from a student's educational record only with the student's consent, except as permitted by law.

The University's FERPA policy ~~is~~ and information regarding FERPA are posted online. All faculty members should review and be familiar with this policy. Faculty members will avoid any practice that may violate a student's FERPA rights, including posting grades by student name or identification number, leaving graded papers in a public area or hallway, or disclosing information from a student's educational record to a third party.

#### Immigration Laws and Regulations

In accordance with the immigration and employment laws and regulations of the United States, the University is committed to employing only those individuals who are legally authorized to work in the U.S. The Provost communicates guidelines for the sponsorship of faculty for professional visas and green cards (Lawful Permanent Residence) to the Deans and Department Chairs. Faculty hiring committees should check with their respective Department Chair and Dean for the guidelines on sponsorship.

Pursuant to this law and as a condition of employment, all individuals who are offered employment will be required to complete and sign Form I-9 (Employment Eligibility Verification Form). On the form, employees must attest to their employment authorization. Employees are

also required to submit documentation proving their identity and employment authorization. Former faculty members who are rehired must also complete the form if they have not completed an I-9 with the University within the past three years or if their previous I-9 is no longer retained or valid.

If an employee is authorized to work in the United States for a limited period of time, before the expiration of that period the employee will be required to submit proof of employment authorization in order to remain employed.

Faculty with questions or who are seeking further information about immigration laws and regulations or sponsorship should contact Melanee Crist in the Center for International Students or Melissa Garzanelli in Human Resources. Faculty may raise questions or complaints about immigration law compliance without fear of reprisal.¶

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### Pets on Campus

Because some members of the University community have significant allergies to animals, pets are not allowed inside campus buildings. An exception has been made by Student Affairs for a pet-friendly section in the residence halls. In addition, Deans and Department Chairs have the discretion to make limited exceptions to this policy for faculty who wish to have fish or small amphibians in their offices if they are nonvenomous and are contained in a tank no larger than 30 gallons. If proper hygiene and cleanliness of the tank are not maintained, the pet(s) must be removed.

Certified service animals are exempt from this requirement, provided the disability is documented and the need reported to the Director of Human Resources.

In addition, pet owners with animals on the outdoor campus grounds must exercise proper care and control so as to prevent such animals from becoming a public nuisance, as specified by the Animal Control Code of the City of Kirksville. Pets may not run at large, whether licensed or not, and should be secured by a leash or lead under the control of the owner or keeper.

### Political Activities

In general, political activity, like any other personal, non-official undertaking, must be done on the individual's own time and should not interfere with University duties. Guidelines regarding employee involvement in political activities may be found in Chapter 10 of the Board of Governors Code of Policies.

## Chapter X: Compensation and Benefits

### Salaries

Faculty appointed for the academic year may receive their salaries on either a nine-month or a twelve-month basis. Faculty salaries are paid on the last working day of each month during the regular academic year. New faculty beginning their employment in August will receive a partial paycheck on the last working day in August. The remainder of their salary will be paid out over the next nine or twelve months, based on their preference.

The following mandatory deductions are withheld from the checks of full-time and part-time employees: federal income taxes, state income taxes, Social Security (FICA), and Medicare. New faculty must visit with Human Resources to make insurance elections well in advance of the first paycheck; they must also arrange for automatic electronic deposit of paychecks at any

participating bank by visiting Payroll in the ~~Business Office (McClain 105)~~ **Human Resources Office.**

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Payment for duties other than those specified in the regular appointment is made on the first pay period following the completion of appropriate paperwork, completion of the assignment, and timely receipt of the appropriate paperwork in the Payroll Office.

#### Supplementing Salaries

Faculty may receive supplementary pay from the University during periods of full-time University employment only when specifically authorized for additional paid duties in advance by the President. However, a number of programs allow faculty to supplement their incomes during times falling outside the regular contract period specified on faculty contracts. ¶

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Examples of supplemental work include, **but are not limited to**, conducting research under institutionally funded faculty summer research grants; teaching summer, interim session, or professional development courses; teaching in the summer Joseph Baldwin Academy; and mentoring a McNair summer research scholar. Faculty interested in supplementing their salaries through additional on-campus employment should speak to their Department Chair. The Board of Governors Code of Policies Chapter 14.150 provides guidance for faculty wishing to engage in external remunerative employment during normal periods of Truman employment. Faculty should consult with their academic Dean prior to engaging in external employment while under contract.

#### Insurance Programs

An overview of faculty benefits is available on the Human Resources website. Faculty should see Human Resources for detailed current health insurance information. An Employee Assistance Program is available to help with a variety of needs, including mental wellness. All faculty members at Truman State University are covered by Workers' Compensation benefits. This program extends accident protection when members are injured in the scope and course of their duties. Faculty members do not contribute to this program. Workers' Compensation, in combination with sick leave, normally provides full salaries during absences caused by injuries or illnesses sustained while at work. Injuries must be reported to Human Resources prior to medical treatment or as soon as practical following emergency treatment. Information about faculty leave due to injuries or illness covered by Workers' Compensation is available from Human Resources.

#### Cafeteria Plan

The University participates in the State of Missouri's Cafeteria Benefit Plan that allows all employees to reduce their taxable income by the amount of anticipated payments for **eligible**

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**eligible** health insurance premiums, medical expenses not covered by insurance, and child and dependent care.

#### Medical Leave, Extended Medical Leave, and Family Leave

Medical leave, extended medical leave, and family leave are provided with the realization that the faculty member's spouse, child, or parent may become ill or injured, and that the faculty member may need time off to recover or to care for the employee's spouse, child, or parent.

Some faculty members will also need time off to care for their newborn child or to provide care for a child placed with an employee for adoption. Medical and family leave are provided according to the provisions of the Board of Governors Code of Policies, Chapter 10 and the federal Family and Medical Leave Act (FMLA). Questions about medical and/or family leave should be directed to the Human Resources office.

Full-time employees with faculty rank earn nine (9) medical leave days per academic year. Unearned and earned medical leave taken together are considered "accumulated leave" for faculty, and may be used for medical leave or family leave as defined in Board of Governor's policy.

Faculty leave requests are coordinated with Department Chairs and Deans and are processed through Human Resources. In all cases of faculty leave, regardless of what other paperwork

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has been submitted, an Absence Report Form must be submitted by the tenth of the month following an absence. Absence Report Forms must be signed by the faculty member's Department Chair.

#### Funeral Leave

Paid leave is available for up to three (3) days for the funeral of the faculty member's spouse, mother, father, child, brother, sister, grandchild, step-parent, step-child, mother-in-law, and father-in-law. Paid leave is available for up to one (1) day for the funeral of the faculty member's sister-in-law, brother-in-law, aunt, uncle, grandparent or the grandparent of the employee's spouse, great-grandparent, or great-grandchild. With the Department Chair's approval, the faculty member may use accrued medical leave to take additional days associated with a funeral leave. An Absence Report Form should be submitted for funeral leave.

#### Military Leave

A military leave of absence will be granted to full-time or part-time faculty members to attend scheduled drills or training or when they are called to active duty.

Faculty members will continue to receive pay while on leave not to exceed fifteen (15) working days in any federal fiscal year (October 1–September 30). The University will not pay the faculty member for those days within the dates of the orders that they would

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not normally have been working. The portion of any military leave of absence in excess of fifteen (15) working days will be unpaid.

Subject to the terms, conditions, and limitations of the applicable plans for which the faculty member is otherwise eligible, health insurance benefits will be provided by the University for the paid period of the military leave of absence. If faculty leave their job to perform military service, they have the right to elect to continue their existing employer-based health plan coverage for themselves and their dependents for up to twenty-four (24) months while in the military. Medical leave benefits will continue to accrue during a military leave of absence.

Faculty on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled class period or other assigned duty after the end of training, allowing reasonable travel time. Faculty on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible faculty to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes

of determining benefits based on length of service, such as the rate of medical leave accrual and faculty rank rights. Faculty members on active military service have the option to pause the tenure clock as described in the Board of Governor's Code of Policies Ch. 6.030.2.2.

#### Jury Duty

The University encourages employees to fulfill their civic responsibilities by serving jury duty when so required. Faculty are eligible for paid jury duty leave for a reasonable period of time. Faculty members must show proof of jury duty appointments to their Department Chairs as soon as received so that arrangements can be made to accommodate their absence. The faculty member must report back to work as soon as jury duty has concluded.¶

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Either the University or the faculty member may request an excuse from jury duty if, in the University's judgment, the faculty member's absence would create serious operational difficulties.

The University will continue to provide University-paid health insurance benefits for the full term of the paid jury duty absence. Medical leave benefits will continue to accrue during jury duty leave.

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#### Leave Without Pay

Leave of absence without pay may be arranged when such a leave is in the best interest of both the faculty member and the University. A written request for a leave of absence without pay should be submitted to the Department Chair by February 1 of the year previous to the fall semester or full year of leave without pay, or by October 1 of the year previous to the spring semester of the leave. Leaves without pay must be approved by the Department Chair, Dean, and Provost. Benefits are not provided to faculty on leave without pay.

#### Resignation

If a faculty member elects to resign from his or her faculty position, a signed letter of resignation should be submitted to the President of the University with copies of the letter sent to the academic Department Chair, Dean, and Provost. Resignations should be submitted as soon as possible to facilitate department planning. Before leaving employment, the faculty member must return all University equipment and resources, file a clearance form with the Payroll Office, and out-process with Human Resources and Payroll.

#### Retirement

Truman does not have a mandatory retirement age. Criteria for emeritus recognition can be found in the Board of Governors Code of Policies Ch. 6.070. Information about retirement credit and benefits is available from Human Resources.

#### Other Benefits

##### Annuity Program

Truman State University provides all faculty members the opportunity to participate in a tax-sheltered annuity program. Involvement is voluntary and members electing to join the program must arrange for the deductions to be automatically withheld from their monthly salary. Limits are set on the level of participation based on current tax regulations. A number of varying annuity plans are provided on an optional basis. Additional information is available from Human Resources.

#### Art Exhibits

Student, faculty, and other professional art shows are exhibited throughout the year on campus. The University Art Gallery and the Auxiliary Gallery, located on the first floor of Ophelia Parrish, provide secure, neutral settings for the display of various art forms. Art is also frequently displayed throughout the campus at various locations. In addition, Pickler Memorial Library frequently features collections and displays of general interest in the entrance and main lobby areas. Special exhibits and art festivals are held on

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occasion at other locations. Admission to the University Art Gallery and the Auxiliary Gallery is free.

#### Athletic Events

Truman State University faculty and staff may receive two free tickets to most University athletic events.

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#### Check Cashing

Faculty members may cash checks for a limited amount at the cashier window of the Business Office between the hours of 10:00 to 12:00 and 1:00 to 3:00, Monday through Friday.

Identification is required.

#### Designated Guest Card

A full-time faculty member may designate a qualifying partner, adult child, or other adult member of the same household to receive a Designated Guest card. This card grants expanded library privileges, access to the Recreation Center and natatorium during specified hours, Bookstore discount, and Bonus Buck privileges to the holder. Only one guest may be designated at any time. Application forms are available in the Human Resources office (McClain 101).

#### ~~Employee Assistance Program~~

~~An Employee Assistance Program is available to help with a variety of needs. It provides a confidential resource for faculty experiencing issues with mental health.~~

#### Enrollment Discount

Faculty members, their spouses, and their children under the age of 25 are entitled to an enrollment discount for regular on-campus classes for academic credit at the University. Details and limitations are available from Human Resources.

#### Lyceum Series

The Kohlenberg Lyceum Series brings to the campus a selection of fine arts and entertainment attractions that serve to enrich the total cultural experience of the campus community and surrounding area. These programs include guest lectures, concerts, operas, musicals, and dance performances by outstanding professionals. Lyceum Series season tickets and reserved seats are available for purchase.

#### Music Events

The Music Department offers many opportunities throughout the year for musical enrichment. An active concert schedule of major choral, orchestral, jazz, and wind ensembles is complemented by faculty and student solo and chamber recitals. Several University musical organizations tour annually throughout Missouri and neighboring states. On-campus recitals and concerts are normally held in the Ophelia Parrish music performance hall and in Baldwin Auditorium. Most University musical events offer free



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admission. Selected performances are streamed using the network standard Real Time Streaming Protocol (rtsp) in Apple QuickTime format.

#### Notary Service

Notary services are provided to faculty free of charge in the Business Office.

#### Theatre

The Theatre Department presents approximately four main stage and four second stage theatre productions throughout the year. The plays, which vary from one-act to full-length productions, are chosen with the view of giving varied experiences to both participants and audience.

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#### Recreation and Fitness Facilities

Faculty members have full use of the recreational sport facilities on campus, dependent upon the schedule of classes and varsity and intramural events. The University also pays for faculty members to use the Student Recreation Center.

#### Truman Student Recreation Center

The Student Recreation Center has a large gym that accommodates three basketball, volleyball, or badminton courts; a suspended indoor jogging track; cardiovascular equipment; weight equipment; an auxiliary gym suitable for roller hockey or indoor soccer; and an aerobics room. Campus Recreation offers instructional programs in aerobics, dance, and yoga; fitness/wellness workshops; and fitness incentive programs. Faculty are eligible to participate in any of the intramural recreational sports, both team sports as well as individual sports, that are offered each year. Student Recreation Center facility hours and more information are posted on the Campus Recreation website.

#### Other Truman Campus Facilities

Eight tennis courts are located near the southeast edge of campus. Sand volleyball courts are located behind Centennial Hall and Dobson Hall and at Ryle Hall Commons. A multipurpose playing field is located behind Centennial Hall. Pershing Building houses two gymnasiums, a dance studio, and an indoor swimming facility adjacent to Pershing Arena. The Natatorium open swimming hours are available on their website.

#### Chapter XI: University Services

##### Advancement

The Advancement Office maintains all alumni records pertaining to graduates of the University. Some of the information available includes address, phone number, class year, department, degree, and campus affiliations.

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All annual fundraising activities, including development programs, benefactor publications, and recognition events, are implemented by the Advancement Office. Advancement also coordinates all alumni activities. Homecoming, the biggest alumni event of the year, takes place each fall in conjunction with class reunion activities and many other campus events. Information with a schedule of events is sent to each office in September. Homecoming questions should be directed to the Director of Alumni Operations.

##### Business Transactions

All purchases with University funds for items such as instructional supplies and equipment are requisitioned through ~~their department~~ the departmental office. Budgetary implications of the purchase are to be considered by the appropriate supervisor(s) and require supervisor approval. Missouri conflict-

~~of-interest laws prohibit purchase from University employees or their immediate family members~~ unless through a submittal of bids for an approved bidding project through the Purchasing Office. All other University purchasing guidelines and restrictions apply. Faculty may acquire additional information on the specific rules from the Business Office.

Payments for University goods and services are made directly to the Business Office. University funds are not to be collected by faculty members without written authorization of the Controller.

### 38 Comptroller.

Charges for University courses are approved by the Board of Governors. Related classroom and lab fees, including special fees, are recommended by the school's Dean and approved by the Provost. Upon enrollment, these fees are charged to the student's account. Faculty members may not assess additional charges to students for any reason.

### Clerical Assistance

The secretarial or clerical needs of faculty are met primarily by student workers participating in the Federal Work Study program, the University scholarship program, and the institutional student employment program. Requests for assistance are coordinated through the Department Chair and the Department Secretary. ~~Depending on the duties and projects they are currently undertaking at the direction of their respective Department Chairs,~~

Department Secretaries may be able to assist faculty when a student worker is not available ~~to help~~ with approval of the Department Chair.

### Fine Arts Design

Fine Arts Design (FAD) is a student-run and managed design and printing service. As an experiential learning environment, FAD gives student designers the opportunity ~~not only to~~ provide design services to the University and Kirksville non-profit organizations, ~~but also~~ and to gain professional experiences working with clients, managing design expectations, and

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working with deadlines. Information about how to initiate a job, whether for design or large-format printing (including research posters), is available online (also see Publications below).

### Key Control

Keys to University facilities are duplicated and issued by the Key Control Office located in General Services Building 207. To acquire keys, faculty and staff members should present the Key Control Office with a completed Key Request Form that has been signed by the academic Dean or other appropriate administrator.

Keys must be picked up in person at the Key Control Office (General Services Building 207). All issued keys must be returned to the Key Control Office when a faculty member leaves the employment of the University. A fee will be assessed for the replacement of lost keys. The Key Control Office should be notified immediately if University keys are lost or stolen.

Keys signed out by any person become their responsibility and are not to be duplicated, loaned, or issued to anyone else. Having a key duplicated by any agency other than the Truman State University Key Control Department is a violation of University rules and regulations.

### Mail Services

The ~~correct~~ incoming mail address for faculty is:

Your Name

Truman State University

Department Name (not the individual office location)

100 E. Normal Ave.

Kirksville, MO 63501-4221

Information about Mail Services, including their hours and location, may be found online.

Department secretaries can answer general questions about sending and receiving mail and memos. ¶

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Stamps may be purchased at the cashier window on the lower level of McClain Hall. 50

### Campus Media

Truman Today is an online publication of Truman State University for students, faculty, and staff. Deadline for entries is 5:00 pm the Wednesday preceding Monday's publication. Submit news items to pr@truman.edu or by completing a Truman Today submission form. All submissions are subject to editing for clarity and style. To receive a message when each new issue is available, submit an email address to pr@truman.edu.

Truman Media Network is a converged entity encompassing five student media outlets. The ~~weekly~~ newspaper, The Index, publishes news, opinions, lifestyle content, and sports ~~every Thursday~~ during the school year. TMN Television broadcasts ~~every Thursday at 5:30 pm on~~ on the on-campus channel 36. The radio station, KTRM, broadcasts talk shows, live Truman ~~¶~~ sports games, and alternative music 24 hours a day, seven days a week. ~~Detours Magazine, a travel magazine highlighting interesting destinations in the tri-state area of Missouri, Iowa and Illinois, publishes online biannually.~~ TMN Online houses all this content and more in one area.

### Public Relations

The Public Relations staff work with the faculty to promote internal and external faculty accomplishments, research in progress, research findings, and special events. The staff also work with the media to help them find appropriate sources for stories and arrange interviews. Public Relations finds it useful when faculty notify them of their expertise in an area that is likely to receive media attention. In addition, any faculty member scheduled for an external ~~interview~~ **media interview** may request assistance from Public Relations.

If faculty members are speaking with the media as a private citizen or as a specialist in their field of study, they should avoid the impression or implication of speaking for the University, as described in the AAUP's Statement on Professional Ethics. Faculty members should consult with the Public Relations Office prior to communicating with the media as a representative of the University.

Faculty are encouraged to notify Public Relations if they receive an award or honor, speak at a conference or seminar, begin a new study or find study results, have research in progress that

would be of interest to the general public, have a paper published in a professional journal, host a professional conference or meeting, receive a grant, etc.

#### Photography

Public Relations provides a full-time photographer for University-related photos. Due to potential scheduling conflicts, all requests for a photographer must be scheduled well in advance of the shoot. Professional headshots are also available from the campus photographer.

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#### Videography

Public Relations also includes a full-time videographer for general promotion of the University. All offices and departments can request video services, but as those are time-intensive projects, priority is given to projects that serve the greatest need of the University as a whole. The Public Relations Office does not do video recording of lectures or guest speakers. Video requests must

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be made at least two months in advance. Due to the volume of requests and the time invested, all requests are reviewed to assess the promotional value of the video and how it helps market the brand. Submitting a request does not guarantee project approval.

#### Social Media

Any department or organization with existing social media accounts, or those planning to create a social media account(s), should consult the University's Social Media Policy. The policy establishes a University-wide standard for the use, creation, operation, and management of official branded social media accounts and communities. Accounts registered through the policy will be included on the University's social media wall and are eligible to have content shared through other Truman platforms. To ensure continuity and protect account integrity, all account administrators are asked to verify their contact information every six months.

#### Publications and Printing Services

The Publications Office provides design services for the University. Services include design of materials used for recruiting and the advancement of the University as well as publications promoting events, programs, courses, and much more. Design items include booklets, postcards, posters, brochures, flyers, advertisements, business cards, letterhead, envelopes, forms, invitations, newsletters, magazines, T-shirts, and artwork for promotional items. Faculty should work with the Publications Office for their design needs to ensure the University brand is being followed. There are no charges for these services.

Printing Services produces all course packs sold at the Truman Bookstore. They also print various items including business cards, four-color posters, brochures, newsletters, booklets, letterhead, envelopes, and carbonless forms. Bindery services are also available. Printing Services only prints Truman-related jobs.

#### Department Of Public Safety

The Department of Public Safety (DPS) is the law enforcement unit of the University that protects the property and preserves the peace and good order on the campus. The Department of Public Safety staff serve the campus 24 hours a day every day of the year,

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providing both emergency and non-emergency assistance to students, employees, and visitors. DPS is located in the General Services Building.

#### Reporting of Crimes

All members of the University community are encouraged to report any crime committed on-campus to the Department of Public Safety at 665-5621, ~~E-911 Communication Center~~. Reported calls are investigated and referred to the appropriate department or office for action. In an emergency, call 911.

The Department of Public Safety works closely with the Kirksville Police Department and other law enforcement agencies to assist them with incidents that may occur on or off campus.

#### University Vehicles

Fleet vehicles may be scheduled online. A number of vehicles, including vans and cars, are available for official use only. Requests must be made well in advance, as requests are honored on a first-come, first-served basis.¶

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A mileage fee is back-charged to the appropriate budget account. Travel arrangements must be pre-authorized by the head of the School/Department to which usage fees will be back-charged. The Department of Public Safety building is open 7:30 am to 4:30 pm Monday through Friday to assist University vehicle operators with emergency road situations and for convenience in vehicle check-out and check-in. The DPS building is closed on University holidays. It is the responsibility of the employee initiating vehicle use to know and understand the University's policy for use of vehicles dispatched through the Department of Public Safety.

A copy of the complete Policies and Procedures for Scheduling and Use of University Vehicles is available upon request from Public Safety or on the DPS website. Any driver of a University vehicle who is found to be negligent in the care or operation of a vehicle, or any driver who violates the University's policies may be denied future use of vehicles.

While operating University vehicles, the driver must obey all traffic laws and regulations. Fines or penalties incurred by the driver for the operation of any University vehicle shall be the obligation of the driver, and not of the University.

Alcohol and controlled substances may not be used or transported in state vehicles.

Liability coverage is provided through the State of Missouri for University vehicles operated by authorized drivers and engaged in official University business. Only University personnel may ride in a University-owned vehicle.

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#### Vehicle Registration

All privately owned motor vehicles must be registered to park on University-owned grounds during the reserved times. Registration of vehicles is processed through Parking Services, which is located in the General Services Building. A red Truman State University parking decal is provided for employees, whether faculty or staff. If an employee needs more than one decal, there is a charge for each additional decal.

#### Campus Parking

Copies of the Vehicle Rules and Regulations/Campus Parking Map are available at the Public Safety Office or the cashier's window (located in McClain Hall).

Parking lots are patrolled by the Department of Public Safety and tickets are issued for violations of University parking rules and regulations. All Truman parking areas are designated by color with the appropriate sign at the entrances to the parking lots. Faculty must park in "red" zones only.

The Student Union Building

The Student Union (SUB) provides facilities for both formal and informal social, academic, cultural, and recreational life for the campus and the community. Constructed in 1967, the Union is operated as an auxiliary enterprise. Hours of operation for the current can be found online. It is home to the offices of Union and Involvement Services (U&I), Sodexo, Truman Bookstore, the Vice President of Student Affairs for Student Engagement, Enrollment, and Marketing Vice President for Student Engagement, Enrollment, and Marketing, Citizenship and Community Standards (Conduct), Career Center, and several student organizations.¶

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U&I maintains and oversees SUB operations, campus reservations, client management, and logistics services for events. Additionally, U&I supports students by providing engaging activities, leadership opportunities, and resources and development for over 230 student organizations including fraternities and sororities.

From a facility standpoint, there are several meeting rooms in the SUB available for reservation.

A list of rooms that may be reserved in the SUB, as well as outdoor spaces that are reserved through the SUB system, is available online. Reservations can be made through the Event Management System (EMS). You must be on campus or connected to the VPN to access EMS. If you have questions about meeting rooms, contact staff at [union@truman.edu](mailto:union@truman.edu).

If you are considering hosting a conference or planning a large event that brings external visitors to campus, please contact U&I for assistance before making official commitments. This will help determine if your conference or event can be

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accommodated, and whether fees would apply. You can reach staff at [conferences@truman.edu](mailto:conferences@truman.edu).

Services in the SUB

Food Service

Sodexo's Office is located on the main level of the SUB. The primary dining in the SUB is in Mainstreet Market and Einstein Bagels. Operational hours for Mainstreet Market can be found online. In addition to the dining facilities, Sodexo offers catering or refreshment service for banquets, meals, receptions, and other events. All requests and arrangements for catering should be made through the Catering Office (x4198).

The dining centers across campus welcome faculty and staff. Individual meals can be purchased, or faculty and staff may purchase small block plans that lower the cost per meal and may also add Bonus Bucks to their Truman ID card for a convenient way to pay for meals.

Student Organizations with Offices in the SUB

A number of student organizations have offices in the SUB. All are located on the lower level.

Funds Allotment Council (FAC)

The Funds Allotment Council (FAC) provides financial support to activities that are organized and sponsored by recognized student organizations. The Council strives to fund a variety of activities sponsored by a variety of organizations that will provide potential benefit to all members of the student association and the larger University community.

Student Government

Student Government represents the views of the students in the formulation of University policy through legislation and membership on University committees. General body meetings are open to all students.

### Student Activities Board (SAB)

The Student Activities Board (SAB) is Truman's primary event planning organization. SAB brings a wide variety of events and entertainers to campus, for example, fireworks, hot air balloons, concerts, comedians, etc.

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### Women's Resource Center (WRC)

The Women's Resource Center (WRC) is a student-led, nonpartisan organization focused on providing free resources and hosting on-campus events for a variety of women and gender-related issues.

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