

University of Missouri-St. Louis
Faculty Handbook



July 2004
Revised, August 2007

Acknowledgement

We would like to thank Dr. Van Reidhead, Associate Professor of Anthropology (Retired) and Chair, Faculty Senate and University Assembly (2002-03 and 2003-04) for his diligence and guidance in the July 2004 revision of this Handbook.

Introduction

The *Faculty Handbook* of the University of Missouri-St. Louis is intended to acquaint faculty with the University of Missouri System and the University of Missouri-St. Louis campus. The Handbook contains information about the history and organization of the University of Missouri System and material about faculty appointments, promotions, tenure, grievances, and faculty rights and responsibilities. Also included are key UM-St. Louis Campus policies that are important for faculty to know. This Handbook also includes information about the colleges, centers, institutes, Faculty Senate, and University Assembly of the UM-St. Louis Campus.

The Faculty Handbook contains links to the source policy documents upon which this handbook is based. The key policy documents for the University of Missouri System are the UM Collected Rules and Regulations, the Business Policy Manual, and the Human Resources Policy Manual, all of which are available electronically.

Chapter 1 The University and The Faculty

The University of Missouri System: Mission and History

[The University of Missouri as a System](#)

The University of Missouri serves the people of Missouri by providing instructional, research, and extension programs. The University offers undergraduate, graduate and professional programs, which respond to student needs and serve the broader economic, social, and cultural needs of the state. The University offers doctoral degrees and is committed to the creation of new knowledge through research. Through its extension programs, the University extends its knowledge base throughout the state.

The fundamental purpose of the University is to provide enlightened and able graduates who have the potential to provide leadership in the economic, social, and cultural development of the state and nation. The University has well defined admission requirements, which ensure a high probability of academic success for its students.

As the state's only public, doctoral granting, research institution, the University has a major commitment to research, scholarly work, and creativity. The University emphasizes graduate and professional programs, and, as a land grant institution, the University selectively extends the results of its research throughout the state.

The University is committed to the principles of academic freedom, equal opportunity, diversity, and to protecting the search for truth and its open expression. These commitments are indispensable to the fulfillment of the University's missions.

The University is governed by a bipartisan Board of Curators as established by the State Constitution. In all areas, the Board welcomes advice from all those in the University community and seeks specific advice on matters concerning academic issues. The Board delegates the management of the University to the President and Chancellors of the institution. The President and the Chancellors seek advice from others within the University community in the day-to-day management of the institution.

The University was established by the citizens to serve Missouri but the benefits of its programs and graduates extend to the nation and the world.

[History and Development](#)

The University of Missouri System is the oldest state university system west of the Mississippi River. The University of Missouri-Columbia campus was founded in 1839. The University remained a single campus until the University of Missouri School of Mines and Metallurgy was established at Rolla in 1870, the same year that a college of agriculture was added at Columbia. At that time the University also assumed land-grant responsibilities of attempting to provide higher education opportunity for all citizens. In 1963 the state added the University of Kansas City to the UM system and a new campus was started in St. Louis, completing the present structure.

The University of Missouri-St. Louis

[UM-St. Louis Mission Statement](#)

The University of Missouri-St. Louis is the land-grant research institution committed to meeting the diverse needs in the state's largest metropolitan community and as such is educating traditional and nontraditional students in undergraduate, graduate and professional programs so that they may provide leadership in health professions; liberal and fine arts; science and technology; and metropolitan affairs such as business, education and public policy.

Academic programs are enriched through advanced technologies and partnerships that link the University of Missouri-St. Louis to institutions and businesses locally, regionally, nationally and internationally. Its special commitment to partnership has provided UM-St. Louis with a leadership role among public educational and cultural institutions in improving the region's quality of life as does its unique relations with two and four-year colleges and universities in the St. Louis region which promote seamless educational opportunities.

History and growth of UM-St. Louis

When the Normandy School District offered in 1958 to buy 128 acres of the former Bellerive Country Club for a community college site, the plan was locally criticized as a "speculative venture." Despite this criticism, a bond issue was passed to buy the land. Two years later, in September 1960, the two-year Normandy Residence Center opened for classes. Enrollment totaled 215 freshmen, who squeezed into 12 classrooms in the old clubhouse. Four full-time and eight part-time faculty were provided by the University of Missouri. After three years of operation as a residence Center, the Normandy School District and the University reached an agreement for the University to purchase the property and assume operation of the Center. In September 1963, the Normandy Residence Center became the University of Missouri-St. Louis.

The Bellerive Country Club's clubhouse remained the only campus structure until 1966, when Benton Hall, the first classroom-laboratory building, was completed, followed by Clark Hall in late 1968, the Thomas Jefferson Library in 1969, and Stadler Hall in 1970. Classroom space was nearly doubled in 1971 with the completion of five more buildings: The Mark Twain Building; the University Center, UM-St. Louis' student union; the J.C. Penney Building, the only privately financed building on campus; Lucas Hall, the home of the College of Arts and Sciences; and the Social Sciences and Business Building. In 1976 construction was completed on two more buildings: the General Services Building and Woods Hall, the central administration building.

In 1976 the University also purchased the former Marillac College south of Natural Bridge Road and thus acquired the cornerstone of what would become the South Campus. The 1990s was a decade of rapid growth for the campus with the addition of the dormitory, chapel, and administration buildings of the Sacred Heart Sisters, which afforded on-campus living for the first time in UM-St. Louis' history. The Passionist Fathers' Retreat Center was also acquired, adding more dormitory rooms for residential students. The University Meadows, a gated student apartment complex was built in a public/private partnership, which utilized undeveloped land adjoining the South Campus.

The Kathy J. Weinman Building was funded by private donations and now houses the Children's Advocacy Center and the Center for Trauma Recovery. In 1999 the Provincial House buildings of the Daughters of Charity were added, and in 2002 the Normandy Hospital building was acquired, bringing the South Campus complex to 44 acres, more than 20 buildings, and 1000 residential units. The South Campus is home to the Pierre Laclède Honors College; the College of Education; the Barnes College of Nursing and Health Studies; and College of Optometry with its on-campus Eye Center, which serves the community as well as UM-St. Louis employees.

In the 1990's, the campus began a series of property acquisitions surrounding the North Campus in the communities of Normandy and Cool Valley along either side of University Boulevard (formerly North Florissant Road), and in unincorporated St. Louis County bounded by I-70, Hanley Road, and Natural Bridge Road, where the master plan projects 2000 new student residence units, green spaces, and the I-70 Business, Technology and Research Park. During the same period the University added the William L. Clay Molecular Electronics Building; the studio arts complex; the Millennium Student Center (funded by students, and slated as a one-stop-shop for student services) which connects via sky bridge to the core academic quadrangle of the North Campus; redesigned West Campus Drive, connecting the entrance to Natural Bridge Road; completed three 600-space parking garages, one on West Campus and two on East Campus drive; acquired the St. Louis Mercantile Library; built the Computer Center Building; and in 2003 opened the \$56 million Blanche M. Touhill Performing Arts Center, another private/public venture for the campus. Future plans for the campus include the construction of a new campus main entrance off of University Boulevard, below the Touhill Performing Arts Center; a renovation of the science complex in Benton and Stadler halls; conversion of the General Services Building into a home for the College of Fine Arts and Communication; and the addition of a building for the College of Business Administration.

From its beginning, on what was once the site of a country club with a single building, the University of Missouri-St. Louis has grown to a campus of more than 50 buildings and structures situated on over 300 acres. Via Metrolink stops on both the South and North Campuses, students have direct access to the numerous educational, cultural, social, shopping, entertainment, and sports complexes in St. Louis County and in Downtown St. Louis. From its beginning as a commuter campus, UM-St. Louis now offers a full campus life experience to students from St. Louis and the world, including over 750 international students, representing some 100 countries in the Fall 2003 semester.

The foresight of the people involved in that "speculative venture" has been substantiated by time. Today, the University of Missouri-St. Louis has an enrollment of more than 16,000 students, making UM-St. Louis the second largest of the University of Missouri's four campuses, the largest university in the St. Louis area, and the third largest in the state. The campus has more than 900 full- and part-time faculty, with more than 90 percent holding doctorates, a figure that far exceeds the national average.

The campus has more than 70,000 alumni, with more than 85 percent of them having chosen to remain in the area after graduation and who now serve as leaders in St. Louis area business, industry, and education. The academic structure has expanded to

include the College of Arts and Sciences with 15 academic departments; the College of Business Administration with 6 academic areas; the College of Education with 4 academic divisions; the College of Fine Arts and Communication with 4 academic departments; the Graduate School; the Evening College; the College of Optometry; the Barnes College of Nursing and Health Studies; the Pierre Laclede Honors College; an office of Continuing Education and Outreach; and the UM-St. Louis/Washington University Joint Undergraduate Engineering Program. UM-St. Louis' curriculum has grown to include 56 undergraduate programs, 7 pre-professional programs, 29 master's programs, 13 doctoral programs, and 1 professional degree program. There are programs that address the particular needs of older students; of students interested in urban careers; and of those who need special help in tackling university-level work.

University Governance

[The University of Missouri System](#)

The [Executive Philosophy](#) of the University of Missouri states: “The basic principle that will be followed in leading and managing the university is that authority and accountability will be linked. Accountability in management will be coupled with the authority necessary for effective decision making, and those persons with designated authority will be held accountable for the effectiveness of their decisions. “ The University of Missouri Board of Curator’s *Collected Rules & Regulations*, chapter 20.030.

[The Board of Curators](#)

By mandate of the Missouri Constitution, the governance of the University of Missouri System rests with a Board of Curators, made up of nine persons appointed by the Governor and confirmed by the state Senate. Each member of the board is appointed for a six-year term, with three members being appointed every two years. Anyone appointed must be a citizen of the United States and a resident of Missouri for two years immediately before appointment. Not more than five curators can belong to one political party, and only one person can be appointed to the board from any one congressional district (see the *Collected Rules & Regulations*, [Chapter 10](#)) (See the UM System [Organizational Chart](#))

[The President](#)

The President of the University of Missouri System, who is directly responsible to the Board of Curators, serves as the chief executive and academic officer of the four-campus system. At regular meetings of the Board, the President reports on the progress, conditions, and needs of the University System and recommends measures needed to promote the institution's interests. The President has the right to preside at any meeting of a campus faculty, to vote at all meetings of the campus faculty or any divisional faculty, and to appoint all System committees, unless otherwise provided for by the Board of Curators. Moreover, the President delegates authority for specific programs and functions to the campus Chancellors, the Vice President for Academic Affairs, the Executive Vice President, the Vice President for University Outreach, or other designated officers (*Collected Rules & Regulations*, Section [20.020](#), [20.030](#), and [320.020](#)).

[The Vice President for Academic Affairs](#)

The Vice President for Academic Affairs, under the direction of the President, provides coordination, direction, and communication in all areas of academic planning and programs; reviews proposed new academic programs; monitors the review of existing academic programs; monitors academic personnel decisions and promotes the development of academic staff; administers policies related to research; and coordinates affirmative action policies in the academic area. At any given time, the UM-Academic Affairs homepage provides links to sites for information and input on issues that are under active consideration to recent IFC and taskforce reports and policy changes.

Other UM System Officers

[General Counsel](#) serves as legal counsel for the UM System.

[Assistant to the President for State Governmental Relations](#)

[Director of University Relations](#) is a source of public information concerning the activities of the Board of Curators and the System administration; provides information and services to external and internal audiences through print, radio, television and the internet, as well as through community and media presentations; coordinates internal and external information efforts with counterpart offices on the four campuses and in University Outreach and Extension; carries out special projects for the Board of Curators and the UM System administration.

[Vice President for Finance and Administration](#)

[Vice President for Human Resources](#)

[Vice President for Information Technology](#)

[The Chancellors](#) are the chief executive officers, both academic and administrative, on each campus. They report directly to the President of the University and serve on the Cabinet. Since each campus maintains a great deal of individual autonomy, the Chancellors are responsible for the establishment of campus priorities in budgeting and program implementation and take a major role in representing the campuses before the central administration and the public (Collected Rules & Regulations, Section [20.030](#), [20.070](#), and [320.030](#)).

[The Cabinet](#) consists of the President, the three Vice Presidents, the Chancellors of the four campuses, the General Counsel (General Officers), and the Chair of the Intercampus Faculty Council. This group advises the President on internal and external issues affecting the University and approves a variety of administrative policies, some of which may also require approval of the Board (Collected Rules & Regulations, Section [20.080](#)).

[The Intercampus Faculty Council \(IFC\)](#)

The Intercampus Faculty Council (IFC) serves as a liaison committee between the

President and his staff, and the faculties of the four campuses. It meets regularly with the President to discuss issues of common concern among the campus faculties. The IFC elects a chairperson who presides at its meetings and has customary powers of the chairperson of a committee. The President, or any member of the council, may request that items be placed on the agenda. The IFC, on its own initiative or at the request of the President, may form committees as needed. In appropriate cases, faculty who are not members of the council but who have special knowledge or skills may be appointed to these committees (Collected Rules & Regulations, [Section 20.100](#)).

The [Collected Rules and Regulations](#) of the University of Missouri System consist of policies, guidelines, and official rules and regulations for the system, as approved by the Board of Curators or mandated by Executive Order of the President. The Collected Rules & Regulations do not constitute the only policies, guidelines, and regulations of the University. Others are collected the [Human Resources Policy Manual](#), the [Business Policy Manual](#) and others which reside with the individual campuses and their administrative units. However, all other policies are subject to the authority of the Collected Rules & Regulations.

State Oversight

[The Coordinating Board for Higher Education \(CBHE\)](#) was established in 1974 to govern the Missouri Department of Higher Education. While the CBHE has no governance responsibilities for the University of Missouri System, which submits its own budget request to the Governor and the Legislature, the University works in cooperation with the CBHE in carrying out that board's statutory responsibilities. The appointment of the nine-member board and the terms of officers are similar to the UM System Board of Curators. The CBHE is responsible for reviewing new degree programs in all public institutions of higher education in the State, establishing guidelines for appropriations requests to the Legislature, making recommendations about budget requests for public institutions, facilitating transfer of students between state institutions, and collecting data for higher education planning purposes.

The University of Missouri-St. Louis: Administrative Organization

[The Chancellor](#) is appointed by the Board of Curators on the basis of the UM System President's recommendation (Collected Rules & Regulations, [Sections 320.020 - 320.030](#)). The Chancellor is the chief academic, administrative, and budgetary officer of the UM-St. Louis campus, acting within policies and guidelines established by the President of the University and the Board of Curators (Collected Rules & Regulations, Section [20.020 - 20.075](#)). As chief academic officer, the Chancellor is responsible to the President of the University of Missouri System and the Board of Curators for the planning, recommendation, and implementation of academic programs in the campus's units. The Chancellor also carries the ultimate responsibility for supervision of the faculty. As chief administrative officer, the Chancellor is responsible for all non-academic phases of the campus. This includes responsibility for making recommendations to the President on requirements and problems of the campus and keeping the President informed of campus development. The Chancellor also carries out other duties delegated and assigned by the President. In addition, the Chancellor meets regularly with the Cabinet composed of the provost, vice chancellors, the assistant to the chancellor for public affairs and economic development, the director of the Office of Equal Opportunity, the director of communication, the president of the UM-St. Louis Staff Association, the chairperson of the University Senate, and the president of the Student Government Association. In addition to the provost and vice chancellors, the following staff positions report directly to the Chancellor: Assistant to the Chancellor for Public Affairs and Economic Development; and the Director of the Office of Equal Opportunity.

[Provost and Vice Chancellor for Academic Affairs](#)

Academic Affairs [Organizational Chart](#)

The Office of Academic Affairs is charged with oversight of the University's academic programs. It fulfills this responsibility by working in concert with academic deans, other University leaders, faculty and staff to develop, implement, review, and evaluate its academic programs.

The Office of Academic Affairs includes the Provost and Vice-Chancellor for Academic Affairs, two Associate Provosts for Academic Affairs, an administrative manager, a coordinator for academic programs and records, an executive staff assistant, a secretary, an Internet administrator specialist, and student employees. Serving as the senior academic officer of the University, the Provost and Vice Chancellor for Academic Affairs provides administrative leadership for three divisions, ten academic units, and nineteen centers that accomplish the University's missions in teaching, research/scholarship and service. These units collectively employ more than 1,400 teaching and research staff. The Provost and Vice Chancellor for Academic Affairs is responsible for budgetary oversight of all academic units and advises the Chancellor on all matters relating to academic programs and units.

Administrators of the following units report to the Provost and Vice Chancellor for Academic Affairs: [Vice Provost for Research](#); [Vice Provost for Student Affairs](#); [College of Arts and Sciences](#); [College of Business Administration](#); [College of Education](#); [College of Fine Arts and Communication](#); [Graduate School](#); [College of Nursing](#); [Pierre Laclède Honors College](#); [College of Optometry](#); [UM-St. Louis/Washington University Joint](#)

[Undergraduate Engineering Program](#); [University Libraries](#); [Center for the Humanities](#); [Center for International Studies](#); [Continuing Education & Outreach](#); [Center for Teaching and Learning](#), [Multicultural Relations](#), [Sue Shear Institute for Women in Public Life](#), Business, Technology and Research Park, Center for Ethics in Public Life, [Public Policy Research Center](#), [Public Affairs & Economic Development](#), and [Institutional Safety](#).

[Vice Provost for Research](#) The Office of Research Administration (ORA) provides support services to faculty, graduate students, and staff seeking external grant funds for research, instruction, and service from federal, state, and local government programs, as well as private foundations. Units reporting to this office include research and entrepreneurial operations including the [Center for Neurodynamics](#), [Center for NanoScience](#), Center for Emerging Technologies, and Missouri Enterprise. In addition, the ORA facilitates technology transfer through assisting inventors in filing for patent applications, negotiating licensing agreements, and setting up start-up companies.

The ORA works together with faculty committees to award and administer internal research grants, including coordination of the University of Missouri Research Board competition, Research Awards, the Small Grants Funds, the Chancellor's Awards for Research and Creativity, and the Grants Incentive Funds. The ORA also works through faculty committees to monitor University compliance with various federal and state regulations for research

[Vice Provost for Student Affairs](#) is the senior administrative officer of the Office of Student Affairs, with a mission to provide UM-St. Louis students with high quality programs and services that complement the academic experience and provide opportunities that enhance student development. The Division of Student Affairs includes the following departments or offices: Athletics, Center for Student Success, Enrollment Services, Judicial Affairs, Transfer Services, Residential Life and Housing, Student Life and Development, University Health, Wellness & Counseling Services; Millennium Student Center; and Auxiliary Services.

Enrollment Services includes direct administrative responsibility for Admissions, Registration, Records, Financial Aid, and the Degree Audit services. Additionally, this responsibility includes the coordination of strategic planning for the recruitment and retention of all undergraduate, graduate, and professional students.

The Office of the Vice Provost for Student Affairs is also responsible for the administration of the University of Missouri's Code of Student Conduct and Discrimination Policies and Procedures for Students.

Other Administrative Officers

[Director of the Office of Equal Opportunity](#) supports the teaching, research and service missions of the University of Missouri-St. Louis by providing services to the campus community which will insure compliance with all federal, state, and local equal opportunity laws and regulations and promote campus diversity.

[Vice Chancellor for University Development](#) is responsible for increasing private financial support for the University of Missouri-St. Louis, increasing the national and

local awareness of the University's programs and its people, and increasing and focusing the involvement of community leaders, alumni and other constituent groups on behalf of UM-St. Louis. The Division of University Relations consists of the following offices:

Alumni Relations & Constituent Relations. These offices oversee all functions related to alumni, the Alumni Center, the Alumni Association, the Annual Fund, and external constituent groups

Development. This office coordinates and implements fund-raising efforts for the entire university. It concentrates on institutional priorities as established by the Chancellor as well as projects initiated by the University's schools and colleges.

Media, Marketing and Printing Services offers professional assistance to all departments in designing and printing publications and advertisements while promoting a uniform image of the University; is responsible for media relations, publications, and other materials that link the University with various internal and external audiences. Primary publications are the *Spirit* newsletter for faculty and staff, *Friday's Update* and *UM St. Louis Magazine*.

University Events. This office plans and coordinates all major campus events hosted or presided over by the Chancellor, including commencements, the Chancellor's Report to the Community, Founders' Dinner and Board of Curators' meetings. Additionally, the Office of University Relations is entrusted with the responsibility to enforce many University System and campus policies related to fund raising, media relations, and use of campus logos:

Advancement: This policy shall apply to any solicitation effort of individuals, corporations, groups, and foundations that may or may not be related to the University or any of its campuses, divisions, departments, or other subdivisions. To avoid duplication and proliferation, all staff members involved in fund raising shall be under the direction and management of the Campus Development Office, and whenever UM endorsement or review is indicated, such plans shall be submitted to the Council on Institutional Relations. Proposals for campaigns, special gift solicitations, gift-level clubs, solicitation of corporations, business foundations, and associations, and annual giving programs must be approved by the Campus Development Office and endorsed by the Council on Institutional Relations. Individual gift solicitations of a routine nature need not have University endorsement, but should be cleared, in advance, with the Campus Development Office.

Media Relations Policy: It is important that local, regional, and national media have respect for and interest in the University of Missouri-St. Louis. It is the responsibility of University Communications to establish and maintain professional relationships with media representatives. All contact with media concerning issues, academic programs, personnel, and other ongoing activities at UM-St. Louis is coordinated with University Communications. This unit provides appropriate activity or counsel fitting the circumstances. Any formal release of information from the University to media is provided by University

Communications or other University personnel authorized by them to do so. In cases where media representatives, on their own, contact individual faculty, staff, or students concerning a specific event or issue, it is suggested that it be reported immediately to the director of University Communications in order to facilitate a prompt response. Information and counsel will be given by the director on how to proceed. In all instances regarding official University positions, only the Chancellor or her/his designee may respond.

University Identification: In all publications, presentations, and news releases, the first written reference to the campus should be the University of Missouri-St. Louis. It must appear on the cover of all materials. Second reference is UM-St. Louis. In correspondence, the University can be used in upper case on the second reference; Example: The University of Missouri-St. Louis was founded in 1963. Since then, UM-St. Louis has grown to become the third largest university in Missouri. The University annually enrolls more than 16,000 students. Moreover, references to the University of Missouri System and other campuses are as follows: University of Missouri System is used on first reference and UM System on second reference. University of Missouri-Columbia is used on first reference and UMC on second reference. University of Missouri-Kansas City is used on first reference and UMKC on second reference. University of Missouri-Rolla is used on first reference and UMR on second reference. The official colors of the UM-St. Louis are Red (PMS 186) and Yellow/Gold (PMS 123). The UM-St. Louis logo is to appear in Red and Yellow/Gold or in single colors of Red or Black only. No other color combinations are allowed. The same guidelines exist for electronic presentations, including but not limited to information processed on the Internet. Computer disks and camera-ready copies of the UM-St. Louis logo are available through Graphic and Printing Services (516-5287) at 252 General Services Building. A GIF file also exists on the University's Home Page for use on the World Wide Web. Use of other school, college, departmental, or program logos is discouraged. When used, however, such devices should never replace the UM-St. Louis logo and should not appear in proximity of the UM-St. Louis logo or in any way lessen its effectiveness. Exemptions from the above restrictions should be requested by contacting the Director of University Communications.

[Vice Chancellor for Managerial and Technological Services](#) serves as the Chief Fiscal Officer, advising the Chancellor on all fiscal operations of the campus. The MTS division is home to eight departments: [Accounting Services](#); Budget Services; Business Services; [Cashier's Office](#); [Office of Finance](#); [Information Technology Services](#); [Institutional Research](#); [Mail Services](#), [Campus Customer Service](#), [Facilities Planning](#), [Facilities Services](#), and [Human Resources](#).

Deans of the colleges and schools are accountable to the Chancellor for the operation of their programs. They report matters relating to academic programs, appointments, evaluations, and promotions and tenure, through the Provost and Vice Chancellor for Academic Affairs. Matters relating to community affairs are reported through the Vice Chancellor for University Advancement, and matters relating to business, staff, space allocation, and resource management are communicated through the Vice Chancellor for Administrative Services. The Deans are responsible for divisional teaching,

research, and continuing education & outreach programs (see individual colleges and schools below).

The Faculty and students of the University of Missouri system are the heart of the institution. As scholars and researchers, the members of the faculty have the primary responsibility of carrying out one of the basic missions of the University-- research. Together with the students, they engage in the other essential University activity-- teaching. The faculty is also a major factor in carrying out the University's important mission in extension, a complex series of activities that are integrally related to both teaching and research. The faculty determines many University policies, notably in the areas of personnel, curriculum, and academic standards, including promotion and tenure standards. The faculty also functions in an important and unique advisory capacity in many administrative functions, such as resource allocation and selection of administrative personnel. Just as the faculty occupies a singular position, central to the basic mission of the University, members of the faculty also carry special responsibilities: to their disciplines, their students, their colleagues, and their community. At the University of Missouri, professors enjoy complete academic freedom, in the traditional sense of the term, and enjoy the benefits of a tenure system. Many specific duties, powers and responsibilities of the University faculty are articulated in the bylaws of each campus, which are incorporated into the Collected Rules and Regulations of the University of Missouri System. In order to maintain excellence, the University adheres to rigorous standards and affirmative action procedures in the recruitment and hiring of faculty, conducts annual evaluations of performance, and maintains high standards for tenure and promotion. As a result, the faculty is widely recognized for its achievements in the areas of teaching, research, and service, including extension.

[The Faculty Bylaws of the University of Missouri-St. Louis](#)

The existing Bylaws were substantially amended and approved by the Board of Curators on May 27, 1999. Minor revisions have been made since that time and are a regular feature of faculty governance.

[The Faculty Senate](#): The UM-St. Louis adheres to the higher education tradition of governance that is shared by the faculty, administration, staff, and students. The Faculty Senate is the campus body responsible for formal faculty participation in University governance. The Chair of the Faculty Senate is elected by the voting members of the Senate and automatically serves as Chair of the University Assembly. The faculty's duties as the body responsible for curriculum and instruction is vested in the Senate, which reviews all curricular proposals and changes brought forward from department faculties through the colleges and schools. Through the Appointments, Tenure, and Promotion Committee (ATP), which reviews tenure and promotion cases and recommends tenure and promotion standards to the Chancellor, the Senate plays a central role in protecting and shaping the academic strength and character of the University. Only faculty with .75 to 1.0 FTE appointments may be elected to the Senate. The Senate conducts its business through a structure of committees that set their agendas in consultation with the Senate Chair, the Chancellor, the vice chancellors and deans, and the faculty. Committees bring action items to the Senate floor through the Steering Committee, which sets the agenda for all Senate and University Assembly meetings.

Membership in the Senate is extended to all regular faculty and all faculty on non-regular appointment who have at least 50% teaching or research responsibilities per year and who, regardless of rank within the title category, have any of the following titles: adjunct professor, affiliate professor, visiting professor, clinical professor, research professor, lecturer, instructor, or specialist.

[Committees of the Faculty Senate](#)

The University Assembly: The Assembly is the body where elected staff, faculty, students, and senior administrative officers come together to discuss and recommend University Policy. The Budget and Planning Committee, chaired by the Chancellor and a committee of the University Assembly, is the body responsible for advising the Chancellor on budgetary and program planning policy and decisions. Like the Senate, Assembly business is enacted through the agendas of committees, which in turn bring action items forward to the Assembly floor through the Steering Committee.

[Committees of the University Assembly](#)

Budgeting

Budgeting originates at the college, school, and department level. Budget requests are developed at the department level, forwarded through the deans and the Provost and Vice Chancellor for Academic Affairs, to the Chancellor. The Chancellor prepares a proposed campus-wide budget request in consultation with the Vice Chancellor for Managerial and Technological Services, and other advisory committees, and submits it to the President of the University of Missouri System, who then prepares and submits a total UM System budget request to the Board of Curators. The Board submits the UM System budget request to the Governor, who refers it to the Missouri Legislature. Once an appropriation for the UM System is approved by the Legislature, it is sent to the Governor. Following approval by the Governor, the appropriation for the UM System is reviewed by the Board of Curators and an internal Operating Budget is established for each campus. The Chancellor of each campus is responsible for all funds allocated to the campus. Deans of colleges, department heads and directors are required to remain within the dollar amount allocated to their units. Details and regulations governing expenditures of University funds are outlined in the University of Missouri *Business Policy Manual*, Sections [200 and 300](#). Instructions govern the types of purchases and expenditures.

The Colleges and Schools at UM-St. Louis

The academic organization of the University of Missouri-St. Louis consists of the [College of Arts and Sciences](#); the [College of Business Administration](#); the [College of Education](#); the [College of Fine Arts and Communication](#); the [Graduate School](#); the [Pierre Laclède Honors College](#); the [College of Nursing](#); the [College of Optometry](#); the office of [Continuing Education and Outreach](#); and the [University of Missouri-St. Louis/Washington University Joint Undergraduate Engineering Program](#). Additionally,

the University has a number of specialized centers and facilities that support its teaching, research, and public service mission.

[The College of Arts and Sciences](#) is the academic core of the University of Missouri-St. Louis and its oldest and largest unit. Courses in the College are designed to enable students to engage in creative and critical thinking, learn to appreciate pattern in complexity, reflect on important issues of the past and present, and hone their ability to communicate effectively orally and in writing. The College emphasizes “Learning through Research” in a wide range of baccalaureate, masters and doctoral programs, 2+3 programs, specialized certificate programs and minors. The Departments in the College of Arts and Sciences include: [Anthropology](#), [Biology](#), [Chemistry and Biochemistry](#), [Criminology and Criminal Justice](#), [Economics](#), [English](#), [Foreign Languages and Literatures](#), [History](#), [Mathematics and Computer Science](#), [Philosophy](#), [Physics and Astronomy](#), [Political Science](#), [Psychology](#), [School of Social Work](#) and [Sociology](#).

Centers reporting to the College of Arts and Sciences include:

[Center for Human Origin](#)

[Center for Trauma Recovery](#)

[Institute for Women's and Gender Studies](#)

[Whitney R. Harris World Ecology Center](#)

[The College of Business Administration](#) offers work at the undergraduate level leading to the B.S. in Business Administration in six areas: Accounting, Finance, Management and Information Systems, Management and Organizational Behavior, Management Science, and Marketing. At the graduate level, a Ph.D. and three master's degrees are offered: the Ph.D. in Business Administration, the Master of Business Administration, including a campus-based program and a Professional [MBA On-Line](#), the Master of Science in Management Information Systems, and the Master of Accounting. The College maintains a balance between the specialization of professional courses and the diversity of liberal arts. Besides training students as qualified professionals for the business world, the College of Business Administration, through its bachelor's, master's, and Ph.D. degree programs, expands student capability in communication, analysis, and judgment, thus enabling its graduates to deal more effectively with today's complex economic environment. The College is organized into disciplinary areas represented by coordinators in [accounting](#), [finance](#), [information systems](#), [international business](#), [marketing](#), and [logistics and operations management](#) and [management and organizational behavior](#).

Centers reporting to the College of Business Administration include:

[Center for Business and Industrial Studies](#)

[Center for Transportation Studies](#)

[The College of Education](#) is divided into four divisions: [Counseling and Family Therapy](#); [Educational Psychology, Research and Evaluation](#); [Educational Leadership and Policy Studies](#); and [Teaching and Learning](#). The College acts on the premise that to develop and maintain a high-quality educational setting in an urban area it must advance the field of education and meet the needs of a society in rapid change. The faculty is committed to producing high quality research and teaching excellence, and to extend its

research expertise and findings, along with its teaching capabilities to the community. The College does these things through its undergraduate and graduate teacher-education offerings and its activities on campus and in the field.

Centers reporting to the College of Education include:

The [E. Desmond Lee Technology and Learning Center](#)

The [Regional Center for Education & Work](#)

The Institute for Mathematics & Science Education and Learning Technologies

The [Center for Human Origin and Cultural Diversity](#)

The [Citizenship Education Clearing House](#)

[The College of Fine Arts and Communication](#) is the newest college of the University.

The College includes the Departments of [Art and Art History](#), [Communication](#), [Music](#), and [Theatre, Dance and Media Studies](#). Students and faculty of the College pursue their educational, research, and performance activities in a variety of campus locations.

The University's [Blanche M. Touhill Performing Arts Center](#) affords two spectacular venues for performances by individual university students and faculty, campus ensembles, and visiting artists. In addition, Gallery 210, Gallery FAB, and Gallery VISIO in the Millennium Student Center offer space for the display of student and faculty artwork, as well as visiting exhibitions. Through its Des Lee Arts Education Collaborative, the College has collaborations with the Saint Louis Symphony, the Saint Louis Art Museum, Opera Theatre of Saint Louis, the Laumeier Sculpture Park, and other cultural institutions.

[The Graduate School](#) of the University of Missouri-St Louis promotes culturally and intellectually diverse learning environments in which scholarship and creativity can flourish. To fulfill the teaching and research goals of the UM-St. Louis, the Graduate School provides leadership to graduate programs that inspire in students a passion for discoveries. In contrast to those in traditional universities, our programs reflect our mission as a public metropolitan research university: our faculty members' and students' scholarship advances understanding of their disciplines in rapidly changing local, regional, and global contexts.

Working with the faculty, the Graduate School provides access to its programs and services for diverse men and women. In concert with the Graduate Council, the Graduate School:

Provides an environment in which students and faculty can work together to acquire, discover, preserve, synthesize, and transmit knowledge;

Continuously reviews the university's graduate programs and policies to maintain rigorous academic standards and respond to innovations in teaching and research;

Facilitates interdisciplinary communication and endeavors.

Faculty Role: The Graduate Faculty consist of all tenured and tenure-track faculty. Upon recommendation by a college, qualified visiting and part-time adjunct faculty may be approved by the Graduate Dean to teach graduate courses for a period of up to five years.

Members of the Graduate Faculty may serve as members of comprehensive examination committees, exit project committees, and master's thesis committees. In general, only tenured or tenure-track members of the Graduate Faculty may chair doctoral dissertation committees. Upon recommendation of the unit and approval of the Graduate Dean, a non-regular Graduate Faculty member who brings a particular expertise to committees may chair doctoral dissertation committees.

The Graduate Faculty meet at least once in the fall and once in the spring each academic year. At those meetings the Graduate Faculty ratify any substantive changes in the policies of the Graduate School.

All curricular decisions about graduate programs and courses require faculty review. After the unit approves a curricular proposal, the Graduate Council reviews it. If approved, the proposal goes to the Faculty Senate for review and approval. New programs also require approval of the University of Missouri System and the Missouri Coordinating Board for Higher Education.

[The Pierre Laclède Honors College](#), inaugurated in 1989, brings together a highly select group of intellectually curious and gifted students who are pursuing various career goals and earning degrees in disciplines offered by the University's other undergraduate schools and colleges. These Honors Scholars follow a special curriculum that combines a series of innovative Honors College classes and course work done for Honors credit in their major areas. They actively engage in their education in small seminars led by some of the University's finest teachers. In addition to offering entrance scholarships, the College offers stipends for individual student projects, including supervised research, and a variety of independent studies options including internships, community service, and mentoring.

[The College of Nursing](#) offers innovative programs at the bachelors, masters and doctoral levels. The Bachelor of Science in Nursing is available for the individual wishing to pursue a program of study which will lead to eligibility to complete state licensure examinations to become a registered nurse. In addition, an upper-level option designed for the associate degree or diploma educated registered nurse is available which avoids repeating basic nursing course work. The Master of Science in Nursing (M.S.N.) offers studies in Adult, Children's and Women's Health; nursing education and nursing leadership. Practitioner options are also available as part of the M.S.N. program. The Ph.D. in Nursing offers studies focused on Health Promotion and Protection, Health Restoration and Support, and Health Care Systems. Studies at all three levels (B.S., M.S.N., and Ph.D.) may be pursued full-time or part-time.

[The College of Optometry](#) is one of 17 colleges of optometry in the United States. It offers the professional Doctor of Optometry (O.D.) degree and Master and Ph.D. degrees in vision science through its Graduate Program in Physiological Optics. The College's teaching and research facilities are furnished with the newest equipment for teaching and research.

The College operates the following centers and clinics:

[University Eye Center](#)

[Optometric Center](#)

[Harvester Eye Care](#)

[East St. Louis Center
Neighborhood Clinics](#)

[Continuing Education and Outreach](#) extends the University's academic resources and expertise to the community by offering a variety of credit and noncredit courses, both on and off campus. It also sponsors programs in the community, such as the annual [St. Louis Storytelling Festival](#). In 1994-95 more than 81,000 participants were served in 2,337 credit and noncredit programs.

[The UM-St. Louis/Washington University Joint Undergraduate Engineering Program](#) was established on December 28, 1992, to offer a high-quality, affordable engineering education at a public institution in the St. Louis area. At present, students can receive ABET-accredited Bachelor of Science degrees in Civil, Electrical, and Mechanical Engineering, as well as a Minor in Environmental Engineering Science. Students in the joint program take about one-half of their course work—mathematics, physics, chemistry, humanities, and social sciences, and some elementary engineering subjects—on the campus of UM-St. Louis. They take the remaining half of their degree program, consisting of upper-level engineering courses and laboratories, on the campus of Washington University, taught by the Washington University engineering faculty. Students pay tuition at the UM-St. Louis rates for all their course work. Students can choose either a full-time or a part-time course schedule. A full-time upper-level student would typically take two to four engineering courses at Washington University in the late afternoon or evening and one or two courses at UM-St. Louis during the day. A part-time student will take longer than four or five years to earn his or her degree. But by taking engineering courses in the evening, students can work during the day in a co-op arrangement at an engineering firm.

Centers, Institutes, and Special Facilities
[Rules and Guidelines for Establishing Centers](#)

-
Introduction to Centers

Each center, institute, and special program supports the comprehensive teaching, research, and community service mission of the University of Missouri-St. Louis. Consequently, each of these specialized units contributes to the teaching, research, and service productivity of the campus. However, most of these non-departmental units contribute more heavily to one of the three areas than to the other two, and in this section each is organized under the subheading that indicates its primary mission, whether as a center devoted mainly to Teaching, Research, or Service productivity.

Research Centers

[Center for the Humanities](#)

[Center for NanoScience](#)

[Center for Neurodynamics](#)

[Center for Transportation Studies](#)

[Information Technology Services](#) (Computing)

[Whitney R. Harris Center for World Ecology](#)

[Office of Research Administration](#)

[Public Policy Research Center](#)

Business, Technology, and Research Park

Teaching Centers

[Center for Human Origin and Cultural Diversity](#)

[Center for International Studies](#)

[Center for Teaching and Learning](#)

[Counseling Services](#)

[E. Desmond Lee Technology & Learning Center](#)

[Faculty Resource Center](#) (see Information Technology Center)

[Information Technology Services](#) (Computing, see under Research Centers)

Institute for Mathematics & Science Education and Learning Technology
(formerly RISE)

[Institute for Women's and Gender Studies](#)

[Multicultural Relations](#)

[UM-Rolla Graduate Engineering Education Center](#)

[Video Instruction Program](#)

Outreach Centers

[Center for Business and Industrial Studies](#)

[Center for Entrepreneurship and Economic Education](#)

[Center for Eye Care](#)

[Center for Trauma Recovery](#)

Kathy J. Weinman Children's Advocacy Center

[Regional Center for Education & Work \(RCEW\)](#)

[Sue Shear Institute for Women in Public Life](#)

[University Child Development Center](#)

Center for Ethics in Public Life

Chapter 2. Appointments, Tenure, and Promotion

This chapter contains information about regular and non-regular faculty appointments.

Academic Appointments

Academic staff appointments are subject to rules and regulations as defined in the UM Collected Rules and Regulations, [Section 320.070](#).

Rules [Governing Notice of Appointment and Resignation](#): Academic staff must be informed in the appointment letter about the terms of their contract. Any faculty member who intends to resign at the end of the academic year is required to give notice at the earliest possible opportunity, but must do so by no later than March 15.

Types of Academic Appointments

There are two major categories of appointments to academic staff positions:

Regular

A regular (tenure or tenure track) appointment normally requires full-time service, carries full-time pay from the University, and assumes a multi-year commitment by the University and employee, though all tenure-track faculty are offered a series of one year appointments. Holders of regular appointments are either tenured or considered to be working toward tenure. There are three categories of regular academic staff positions:

- a. Professor
- b. Associate Professor
- c. Assistant Professor

Non-regular

Non-regular appointments may be full-time, temporary or part-time; they usually involve duties substantially different from those of faculty members holding regular appointments.

- a. Titles and Terms of Appointment
 1. Clinical Professorial Ranks
 2. Visiting Professorial ranks
 3. Adjunct Professorial ranks
 4. Instructor
 5. Lecturer
 6. Post Doctoral Fellow
 7. Assistant Instructor
 8. Research Associate
 9. Graduate Assistant

Other types of Academic Appointments

Appointments in Centers and Institutes

Centers, institutes, and other research, outreach, and service programs under the Provost and Vice Chancellor for Academic Affairs, may hire professional academic staff on non-regular bases for continuing appointments that do not

have a faculty title and are not in the tenure track. Titles include, but are not limited to:

- a. Research Associate
- b. Research Scholar
- c. Research Analyst
- d. Program or Project Director
- e. Assistant Director

[Joint appointments](#) are subject to University policy as promulgated in Section 320.080 of the Collected Rules and Regulations. Joint appointments for regular faculty are further subject to rules and procedures spelled out in the [UM-St. Louis ATP Guidelines and Procedures](#).

Joint appointments are a traditional mechanism to achieve cross-discipline teaching, research, and outreach goals. Such appointments can be problematic for the position occupant and units and should be structured and made in ways that are consistent with [best practices](#) as identified by the UM System Office of Academic Affairs

Professorships and Endowed Chairs

[Curators' Professors](#) are prestigious appointments for outstanding scholars with established reputations only. Departments or disciplines make nominations for appointments to the position of Curators' Professor. Procedures and policies for these appointments may be found in Collected Rules, [Section 320.070](#).

[Curators' Teaching Professors](#) are prestigious appointments for outstanding scholars with established reputations only. Departments or disciplines make nominations for appointments to the position of Curators' Teaching Professor. Procedures and policies for these appointments may be found in Collected Rules, [Section 320.070](#).

Distinguished Professors

The Chancellor may grant the Distinguished Professor title to a faculty member who has gained national or international distinction in his or her field. In order to be considered, an individual must be nominated by his or her department, the Dean of the College must endorse the nomination dossier, and it must undergo review by the Faculty Senate Committee on Appointments, Tenure and Promotion, who will make a recommendation to the Chancellor. The Distinguished Professor title may be granted to both regular and non-regular faculty and is different than the Distinguished Teaching Professor title and award as mentioned above.

[Endowed Chairs and Named Professorships](#)

Provisions are also made for the appointment of endowed chairs and named professorships. In an effort to encourage each UM campus to recruit additional top national and international researchers, the State of Missouri created a matching program to fund endowed chairs and named professorships. The state matched \$550,000 from private donors to create an endowment for each named professorship, with the campuses agreeing to provide the salary for such positions. For Endowed Chairs of greater value, outside donors were sought. The matching system is not currently available for new professorships.

Special Appointments

Courtesy Appointments

Subject to approval by the Dean or responsible administrator, courtesy appointments may be offered by any academic unit to a qualified faculty member. Courtesy appointments should be made only when it is mutually beneficial to the academic unit and the appointee, in light of the research, teaching, or service mission of the unit.

Zero Funded Appointments

Subject to approval by the Dean or responsible administrator, zero funded appointments may be extended by any academic unit to a qualified faculty member. Zero funded appointments are usually granted to faculty not otherwise associated with the University in order to allow access to campus resources, particularly the Library and other research resources.

[Emeritus Faculty Appointments](#)

Annual Terms of Service

The regular two-semester (9-month) academic year is the term of service for all regular and non-regular faculty, unless the Chancellor has approved a 12-month term of service. Faculty with 12-month service appointments are allowed four weeks vacation annually at times mutually agreeable for them and the appropriate administrators. (See Collected Rules, [Section 320.070](#), subsection A.4)

Workload: Regular Faculty

The comprehensive workload (teaching, research, and service) policy assures that emphases on teaching, research, and service are appropriately balanced for the research mission of the University (CR&R, [310.080](#)).

The existing (1998) overall UM-ST. LOUIS Campus [Workload policy](#) has also been implemented.

Workload assignments (teaching/research/service) will be reviewed and revised as appropriate on an annual (and where appropriate semester) basis by deans, chairs, and other unit heads during the annual [review of faculty performance](#).

Workload: Non-regular Faculty

Full-time (100%) non-regular faculty who have standard service obligations will normally be assigned to teach four three-credit hour courses (or their equivalent) each semester. In cases without a normal service expectation, assignments may reach a maximum of five three-credit hour courses (or their equivalent) each semester.

Workload assignments (teaching/research/service) will be reviewed and revised as appropriate on an annual (and where appropriate semester) basis by deans, chairs, and other unit heads during the annual [review of faculty performance](#).

Negotiated Early Retirement

A faculty member may seek a negotiated early retirement, subject to UM CRR, [Section 310.075](#).

Separations

[Notice of Appointment or Resignation](#)

All academic staff members must be notified, in writing, of the terms and conditions of their appointment. Conversely, all academic staff members must notify the University, in writing, of their intention to resign their position at the end of the academic year at the earliest possible opportunity, but must do so by no later than March 15 (CRR, Section 310.030).

[Personal Conduct of Employees](#)

The University has a policy on the personal conduct of employees (CRR, Section 330.010).

[Procedures in Case of Dismissal for Cause](#)

In cases of dismissal for cause, the burden of demonstrating the existence of an adequate case for dismissal rests with the University. Dismissal for cause is a grave action, and is subject to well-defined procedures of due process, which are designed to protect faculty.

Procedures Related to Appointments, Tenure and Promotion (ATP)

[ATP Timeline for the Current Year](#)

The Faculty Senate Committee on Appointments, Tenure and Promotion Standards looks upon its assignment as the most important task confronting any committee on campus - the identification of those persons who will be invited to spend the remainder of their professional careers as faculty members of the University of Missouri-St. Louis as a university can be no better than its faculty. In its deliberations and recommendations, the ATP Committee will establish levels of expected performance in teaching, research, and service for the tenured faculty of this campus. The committee has available the means to reach for high quality or to tolerate the growth of mediocrity. Its intention is to strive for quality.

Departmental ATP Guidelines

Faculty Responsibility: Tenure track faculty should acquire a copy of their department or division (unit) ATP Guidelines, familiarize themselves with the document, and file it for reference. Up-to-date unit ATP Guidelines are available in the Unit, the Dean's office, and the Office of Academic Affairs. Unit ATP Guidelines are subject to annual revision. Unit ATP Guidelines must be consistent with University of Missouri-St. Louis Guidelines.

To assist the Senate ATP Committee in determining the appropriate levels and quality of performance for persons nominated for tenure and/or promotion, each department or school shall submit its guidelines indicating the expected performance in each of the

three areas together with a careful delineation of how these expectations will differ by rank.

Because differences among disciplines may suggest varying criteria, departmental guidelines should include explanation of four patterns of expected performance and guidelines for evaluation in a given discipline written to help those evaluators who are not familiar with that discipline and who tend to view them in the light of their own experience. For example, some disciplines stress articles, while others consider books essential, and in others, some combination of books and articles is standard. How are textbooks, "how to" publications, pedagogical studies, etc., treated? Some disciplines, such as in the performing or studio arts; theater, dance and media arts, are concerned with things that differ greatly from the usual books and articles. These units must specify clearly how scholarly and creative works are to be evaluated. As any given discipline departs more and more from what is regarded as standard, more explanation is needed. These guidelines must be submitted to the Provost and Vice Chancellor for Academic Affairs in the fall term of every academic year (generally in November). They must also be made available to all faculty members in the appropriate college, school, or department.

The department and/or college statements shall not be regarded as establishing university criteria for tenure and/or promotion or conferring the right to determine tenure and/or promotion to the department or school for its faculty members or construed as limiting the Senate ATP Committee's responsibility throughout the campus.

ATP policies are updated regularly, and Unit Guidelines are reviewed annually. Faculty are invited to provide their recommendations for change through normal unit and [Senate](#) decision processes. For input on the campus ATP policies and practices, faculty should contact a faculty senator. Alternatively, the Chair of the ATP Committee may be contacted

ATP Procedures, Terms, and Clocks

Instructors:

Normally the maximum length of service in the rank of Instructor is seven years. A person hired for the position of Assistant Professor but appointed as an Instructor pending the completion of the terminal degree is expected to complete the degree within one year and is usually promoted automatically to the rank of Assistant Professor at the beginning of the term following the completion of the terminal degree. If for any reason an Instructor is proposed for promotion, or if he/she is recommended for tenure, a recommendation should be made to the committee through the usual channels. While such recommendations will be considered, the committee can act favorably only in exceptional circumstances in which the nominee is outstanding and his/her position in the department is clearly defined.

Assistant Professor

Must be considered for tenure and promotion not later than their sixth year of full-time academic service or the sixth year of creditable service toward tenure. Unless tenure is granted, a terminal contract must be issued no later than the sixth year. Assistant Professors with meritorious records as teachers and scholars may be considered for

tenure and/or promotion at an earlier date as determined by their academic home department. Proposals made before the sixth year must include evidence of exceptional performance and productivity. A recommendation for promotion to Associate Professor, and for the awarding of tenure, will usually be made at the same time. Only in unusual circumstances will the committee recommend granting tenure to an Assistant Professor without promotion or recommend promotion to Associate Professor without tenure. Candidates for early consideration who are not successful may continue in their tenure-track position and may undergo a subsequent review for tenure and/or promotion during their sixth year without impunity.

Associate Professor

There is no limit to the length of time a tenured faculty member may spend in rank as an Associate Professor. Since the rank of Professor is the highest academic rank that the university can award to a faculty member, it is awarded only to those who have made outstanding contributions in publication, teaching, and service. Thus the evidence in support of a recommendation for promotion to Professor from Associate Professor must be significantly stronger, quantitatively and qualitatively, than that required for the Assistant Professor who is recommended for promotion. For Associate Professors without tenure, a recommendation for tenure must be made no later than the fourth year in rank, including all credit for prior full-time academic service, unless a terminal contract is to be issued.

Professor

Initial appointments at the rank of Professor on continuous appointment must be submitted to the committee through the usual channels.

Mentoring Program

Junior Faculty: The University of Missouri-St. Louis has no formal policy on mentoring, and faculty members are not required by policy to perform this duty. However, many of the colleges on campus have encouraged their units to adopt a mentoring program as an effective means to promote scholarly growth and academic career development of junior faculty. Many of the colleges on campus have encouraged their units to adopt a mentoring program.

Mentoring Resources

Mentoring is a two-way endeavor that requires mutual effort on the part of a junior faculty member and her/his senior faculty mentor. The mentoring relationship requires confidence and trust between a junior and senior faculty member. Junior faculty are strongly encouraged to seek out such a relationship with a senior faculty member, and senior faculty are encouraged to assist in the mentoring process either by assuming a mentor role or by referring juniors to other senior faculty who would be more appropriate for them. Mentoring need not be a formal process, though mutual commitment is required. It is essential that junior faculty feel free to seek additional mentorship when useful and to adopt a new senior mentor when, for any reason, the relationship ceases to be effective.

Academic Freedom and Economic Security of Faculty

The University of Missouri has in place a policy to protect academic freedom and the economic security of its faculty, CRR, Section [310.010](#).

Post-Tenure Review

Policy on Post-Tenure Review

The UM System-wide policy on post-tenure review of faculty is contained in the CRR, Section [310:015](#)

Supplementary and background information on the [UM post-tenure review policy](#), philosophy, process, and committee may be found on the UM System Academic Affairs web page, which includes FAQ's, a link to AAUP guidelines, and other links.

Other Policies Relevant to Faculty

All faculty at UM-St. Louis are held responsible for compliance to all [campus policies](#) as listed on the [Academic Affairs](#) Web site in addition to those policies listed in the [UM Business Policy Manual](#), the [Human Resources Policy Manual](#), and the [Collected Rules and Regulations](#) of the Board of Curators of the University of Missouri.

Equal Opportunity:

The UM Collected Rules and Regulations state, "Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, disability, or status as a Vietnam era veteran, (CRR, Section [320.010](#)). See also the Human Resources policy, [HR 102](#).

Candidates with Disabilities

Disability policies may be found in the CRR, Section [320.010](#)) and in the Human Resources Policy Manual, [HR 102](#)

Maintaining a Positive Work & Learning Environment

The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual student, employee, or applicant for employment or admission is a goal to which every member of the University community should aspire and to which officials of the University should direct attention and resources ([HR 119](#)).

Confidentiality of Personnel Files:

The UM policy on employee information privacy and the conditions under which personnel files may be accessed are in the HRPM, [HR 114](#).

Non-renewal of a Regular Term Appointment

Communication Concerning Non-renewal or Terminal Appointments:

The *Collected Rules and Regulations*, Section [310.020.F.1](#), state: "When an appointee on regular term appointment is not recommended for reappointment, notice to that effect shall be given in writing to such appointee by an appropriate administrative officer

in accordance with Section [310.070](#) by the deadline dates specified in Section [310.020 F.2.](#)

Appeals of Non-renewal and Non-promotion Decisions: As spelled out in the *Collected Rules and Regulation*, Section [310.020.F.3.a-c](#), faculty who have been notified of non-renewal or a terminal appointments have the right of appeal, to be filed under the Faculty Grievance Procedures, CRR, Section [370.010](#).

Chapter 3. Salary, Benefits, Expenses, and Support

Items in this section include Compensation, Salary Increases, Extra Compensation, Faculty Consultation and Employment of Consultants, Summer Period Salary, Pay Periods, Nepotism, Conflict of Interest, University Sponsored Educational Materials, Patent Regulations, Travel, Use of University Equipment and Name, and Relocation Policy.

Compensation

Salary Payment Periods and Options

Full-time academic staff members have nine-month service contracts unless the Chancellor has specifically designated it as a twelve-month appointment. University employees on nine-month appointments have annual service contracts dated September 1 through May 31 and those with twelve-month appointments have annual service contracts dated September 1 through August 31.

Academic and administrative salaries are paid in twelve monthly installments unless a faculty member with a nine-month appointment elects to be paid in nine installments, September through May. Payments for extra compensation and for summer period appointments are included in regular monthly payroll checks. Payroll checks are available on the last working day of each month and will be direct deposited to the employee's designated bank, as per UM Policy. Requests for exceptions to this policy must be in writing and must be approved by the Human Resource Services office. Deductions from salary are made for federal and state income taxes and the Social Security Administration. Arrangements may be made for other University-authorized withholdings, such as employee benefits, court ordered garnishing, and the like. The monthly payroll period begins the first day of the month and ends the last day of the month. Payroll policies are stipulated in the UM Human Resources Policy Manual, [HR 219](#).

Salary Increases

Salary increases for faculty are typically determined by the unit chairperson or coordinator in consultation with the dean of the college and are conveyed to the faculty member in the spring. Salary increases go into effect on September 1, the beginning of the annual contract. (Human Resources Policy Manual, [HR 210](#))

Summer Teaching Compensation and Assignment Policies

The University of Missouri-St. Louis sponsors a range of undergraduate and graduate courses during its summer sessions (SS). Students previously enrolled at UM-St. Louis, as well as qualified visiting students, are invited to enroll in summer session classes. The University's regular, non-regular, and adjunct (part-time) faculty are eligible to teach summer session courses. A full-time faculty member holding an academic year appointment is neither obligated nor entitled to teach in a summer session. Several factors determine an academic unit's SS course offerings, including

- Fiscal considerations

- A commitment to facilitate student progression/program completion

- Established intercampus commitments (i.e., telecommunicated courses, outreach courses) and

The availability of appropriately qualified faculty.

[University of Missouri Policy Concerning Summer Employment](#)

The University of Missouri Rules and Regulations stipulate the following concerning summer employment of faculty ([360.020](#)):

For faculty on nine-month appointments, appointment on a full-time basis during an eight-week summer session shall be reimbursed at a rate not to exceed one-fifth (20%) of the annual salary.

In no case shall compensation for a summer appointment exceed one-third of annual salary.

[Extra Compensation Policy](#)

Benefits

Total Benefits Package

The University of Missouri offers a full range of benefits. For specific information on benefits and other useful sites, please see the [Benefits Summary](#).

UM Policy on each aspect of the Benefits Plan can be found at the links below, in the Collected Rules and Regulations:

500.010	Medical Benefits Plan
510.010	Dental Benefits Plan
530.010	Retirement, Disability and Death Benefit Plan
540.010	Long Term Disability Plan
550.010	Flexible Benefits Plan
560.010	Retirement System Benefit Restoration Plan
570.010	401a Supplemental Retirement Plan
580.010	457b Deferred Compensation Plan
590.010	403b Tax Deferred Annuity Plan
HR 309	Educational Fee Reduction for Spouses and Dependents
HR 303	Educational Assistance for Fulltime Employees

Calculate Retirement Benefit

To [estimate your retirement benefit](#), go to [Faculty & Staff Benefits](#). This calculator allows you to estimate your retirement benefit using variable dates of retirement and salary increase assumptions.

[Educational Assistance for Employees](#)

Seventy-five percent of the educational fee is waived for any eligible employee, or retiree, registering for not more than six (6) credit hours of University of Missouri college-level credit courses per semester (three (3) credit hours in the summer session). Activity fees, books, and other expenses are the responsibility of the participating employee.

[Educational Fee Reduction for Spouses & Dependents](#)

The University of Missouri provides an Educational Fee Benefit to the spouses and dependents of any eligible employees. The benefit provides 50% of the amount of Missouri resident undergraduate educational fees for up to 140 hours of University of Missouri college credit courses (undergraduate, graduate, and professional) and is available at any system campus. Eligible dependents are ones who are listed as eligible dependents on the employee's health care plan. For information contact the Human Resources Office.

To receive the Educational Assistance benefit for a dependent or self, the employee must request UMUW form UM 85, available at Human Resources and [online](#).

Other Benefit Related Support and Information

[Moving Expenses Policy](#)

New employees, and in some cases existing employees, may be eligible for moving expense payment for an amount not to exceed 10% of the employee's salary. The [Human Resources Policy Manual](#) and the [Business Policy Manual](#) also stipulate strict guidelines regarding moving expenses.

[Relocation Incentive Policy](#)

A special, one-time, incentive payment may be authorized by a University General Officer when it is in the best interests of the University to move a current employee from one campus or location to another, or to provide an employment incentive to a prospective employee. Full-time permanent members of the academic staff and exempt level administrative, service, and support staff are eligible for this special one-time relocation cash payment. Employees who receive the special relocation cash payment must sign a relocation agreement which stipulates that the employee will return some or all of the advance payment if he or she does not continue employment with the University for at least two years. The repayment schedule would be as follows:

Worked less than 6 full months - return of 100 percent

Worked at least six full months, but less than 12 full months - return of 75 percent

Worked at least 12 full months, but less than 24 full months - return of 50 percent.

[Identification Cards](#)

Each campus provides University identification cards for all employees. ID cards remain valid for the duration of employment. Cards must be surrendered upon termination of employment. Lost ID cards must be reported to your supervisor, Campus Police, and Human Resource Services. A new card will be issued for replacement or when other changes make a card outdated.

You may be required to present your ID card in order to be admitted to or participate in various University programs or use of facilities.

Social Security Number and Identification

The UM System, using the People Soft universal accounting system, has adopted a random ID number to replace the Social Security number in communications and usages that could result in the unauthorized use, or the theft, of its employees'

identities. Faculty are responsible to update their employee ID cards and for other actions to safeguard access to their Social Security numbers.

Archival Program

The University Archivist is the official custodian of UM records and of the personal manuscripts of academic and administrative staff. That person also maintains records of student and faculty organizations. Upon the recommendation of the Archivist, a University Records and Archives committee determines which records should be preserved for their administrative, legal, fiscal, or historical value. The same procedure is used to authorize destruction of other records. This committee has regulations regarding all University academic and administrative records. Copies are available from the Archivist's office.

[Counseling Services Support](#)

Counseling Services: assists faculty and staff to define and accomplish their personal, career and academic goals through counseling, consultation, educational outreach programs, teaching and training. Services for faculty and staff are provided in two major areas: Psychological counseling, Career counseling and testing

[Campus Mediation Service](#)

Established by Presidential Executive Order No. 30 (see Collected Rules, Section [365.010](#)), the mediation service is available for faculty and staff at UM-St. Louis, to provide an informal and confidential means of resolving disputes. Contact the Mediation Service Coordinator at 516-7200.

[Employee Right of Access to Personnel File](#)

Collected Rules and Regulations Section [180.060](#), states that, "Any employee may inspect his/her personnel records and can request that these records be made available to his/her union representative." The official personnel file is the file maintained by the Human Resource Office and may include items not available to employees such as letters of recommendations and legal documents, which must be considered confidential and available only to supervisory personnel who must necessarily have access in order to make appropriate decisions. See this section for further rules governing personnel files.

[Release of Employee Information](#)

All employee information will be regarded as confidential, and careful consideration will be given to ensuring this confidentiality unless disclosure is required by law. Statutory requirements make public employees' name, home or office address and salary public information, which is published annually in the Official Manual of the State of Missouri.

All requests for information about current or past employees who have provided written permission to release employment information must be referred to Human Resource Services for response. The official employee file for any employee is the one maintained by that office. This provision does not preclude a faculty or staff member from responding directly to reference inquiries on the basis of personal knowledge.

[Tax Information for Foreign Visitors and U.S. Citizen Employees](#)

The [Office of International Services](#) within the [Center for International Studies](#), offers assistance to UMSL faculty, staff and student nonresident aliens in tax information and form preparation. The office also assists in the preparation of immigration documentation and processes. Contact the Office of International Student Services at 516-5753

Expense Reimbursement

[Corporate Travel Credit Card](#)

All full-time employees whose duties require that they travel on official business are eligible for the corporate credit card program, which provides MasterCard service for all University related travel expenses. Please review the policy for complete details.

Travel Expenses and Services

Travel Allowances: University policy ([CRR 360.100 Travel](#)) states that, "Employees and other authorized individuals who incur travel expenses while conducting official University business may be reimbursed for all reasonable and necessary expenses in accordance with policies and procedures established by the president of the University."

The [University policy](#) on travel states that reimbursement will be allowed only for actual expenses and does not include expenses for alcoholic beverages. For overnight travel within the fifty United States and the District of Columbia, the meal expense allowance is not to exceed \$42.00 per day for three meals, including tips. If fewer than 3 meals per day are subject to allowance, amounts (including tips) should not exceed the maximum reimbursement for the total of the eligible meals that day: breakfast, \$10; lunch, \$10.50; and dinner, \$21.50. These allowances should not be construed as "per diem," as *only actual expenses should be claimed for reimbursement* and receipts should be included. Reimbursement for private automobile use is based on Federal standards and therefore changes periodically. Please refer to the [Office of Finance](#) for [current allowances](#). The dean of the college and the Provost and Vice Chancellor for Academic Affairs, or the Vice Chancellor for Research in the case of research grant account expenses, must authorize reimbursements. Please review the policy for complete details.

[Long-Term Travel Cash Advance Service](#)

Assistance is available for faculty members needing cash advances for long-term travel outside of the United States and the District of Columbia. Contact the [Office of Finance](#) at 516-5091 for more information.

[Tax Exempt Purchases](#)

The University has a State of Missouri Tax Exempt status, and when traveling for University business within Missouri, employees are eligible for tax exempt purchases. To be eligible, an employee must carry a University Tax Exempt card, which the department secretary can acquire from Business Services.

[Additional Travel Information and Services](#)

The University offers further travel information, services, and helpful links on such issues as travel security.

Entertainment Expenses

Please review the [Campus policy](#) on entertaining visitors prior to incurring expenses and seeking reimbursement.

Professional Memberships Not Covered or Reimbursed

The University does not allow payment of “individual personal membership dues in professional societies, associations, nor in social, service or civic clubs. This does not preclude the use of funds from gifts or grants specifically designated for the purpose of personal memberships (CRR Section [360.120](#)).”

[University Credit Union](#)

Through its UM-St. Louis campus office, the Mizzou Credit Union offers loans, savings, investment services, and other benefits for all employees of the University of Missouri.

[Research Board](#)

An endowment created by the sale of the University's Weldon Spring property in 1979 is used to support faculty research and scholarship. The funds are administrated by a System wide Research Board, consisting of 16 faculty appointed by the President. Proposals to the twice-yearly competitions are peer-reviewed. The Board assesses the investment potential in each proposal, as well as the increased stature of the University likely to result from a positive funding decision. Comprehensive information on the [Research Board](#) may be found at its web page. Application forms and information may be found at the [UMSL ORA](#) web page.

The Grants Incentive Fund Distribution Policy states that “Faculty have credited to their individual Grants Incentive Fund (GIF) account each fiscal year an amount equivalent to 15% of the Facilities and Administration recovery generated in the previous fiscal by external awards on which the faculty member is Principal Investigator.”

Other Resources for Faculty

Faculty Research, Instructional, and Service Support

Faculty Research

The University of Missouri is the only public university or college in Missouri with a state mandate for research. Since the University is Missouri’s research university, faculty contributions in the areas of artistic creativity, humanistic scholarship, and scientific research are particularly encouraged. It is the degree of dedication to research that distinguishes the University of Missouri from other state institutions of higher education.

To enable research excellence among its faculty, the University provides facilities (such as libraries, computer systems, and laboratories), time (with special research assignments, reduced teaching loads, and the sabbatical leave program), and financial support. [The University of Missouri Research Board](#), endowed by the Weldon Spring Fund, is a competitive four-campus grant program that supports substantial awards across all academic disciplines of the University.

Additionally, the UM-St. Louis [Office of Research Administration](#) sponsors two campus-wide grant programs, the Research Awards program and the Small Grants program. Each program offers biannual competitions, with research proposals reviewed by the Research Committee of the Faculty Senate. The St. Louis Campus also has a Grants Incentive program that defrays research costs for colleges and departments, and enables successful externally funded principle investigators to sustain and grow their research programs. The University of Missouri and the UM-St. Louis Campus each offers recognition (by means of special research and other professorial appointments as well as various research awards) for research activities.

The Office of Research Administration (ORA) provides specific information useful to the artist, scholar, or researcher, particularly with respect to opportunities and sources for funding. The ORA staff will also advise on policies and procedures in areas such as indirect cost recovery, budget preparation, contracts, human subjects (IRB) protocols, and other compliance provisions involved in attaining and completing grant supported research projects.

[Government Relations](#)

UM has a Washington-based liaison for federal relations. Among this person's responsibilities are to help obtain federal funding for projects for the campuses, to monitor legislation that may affect the University, and to work with Washington-based educational associations with which UM is affiliated. Faculty who need assistance from the Washington liaison are encouraged to contact the Office of Research Administration.

[Faculty Resource Center:](#)

Located at CCB 105 on North Campus and at 116/119 South Campus Classroom Building on South Campus, the Faculty Resource Center is available to assist faculty with research, teaching, and service needs

[Technology Support Center](#) (Help Desk)

Faculty, and their employees, with computer problems should call the Computer Help Desk at 516-6034.

[Film Library](#)

The Academic Support Center on the Columbia campus has a film library whose holdings are available for use by faculty on all campuses. Catalogs of the library's holdings are available.

The [University of Missouri Press](#)

The scholarly-book-publishing operation of the University. The publishing list contains scholarly works in the areas of literary criticism, art, art history, history, regional studies, and related areas. Inquiries concerning manuscripts in these areas are welcome. The Press publishes the work of scholars from institutions throughout the United States. Manuscripts invited for consideration are evaluated by at least two scholars in the discipline involved and must be approved for publication by the University Press Committee, which is composed of faculty members from the four campuses who are appointed by the President. All manuscripts accepted for publication are edited, designed, produced, marketed, and distributed as a normal activity of the ongoing publishing program. The Press currently publishes 25 to 30 new books every year, with seasonal catalogues and other information available upon request.

System Wide Research Facilities

The University of Missouri System contains the following research facilities, located in Columbia but available to all University Of Missouri faculty:

- the Environmental Trace Substances Research Center explores the biological and health significance of the numerous inorganic and organic substances which are present, normally, in trace amounts in our environment
- the Research Reactor is a source of neutron and gamma radiation to support education, research and service missions of the University. The reactor is the highest flux and highest power-steady state reactor at a United States university
- the Sinclair Research Farm has experimental animals and conducts research in the study of chronic diseases and aging
- the Water Resources Research Center studies the proper utilization of the state's water resources and serves in application of the Water Resources Research Act of 1964.

Faculty Severance

Retirement Benefits

Faculty who leave employment at UM-St. Louis may be entitled to a retirement benefit from the University of Missouri. Eligible faculty may also seek a [negotiated early retirement](#), where the tenure rights are abrogated, subject to UM Collected Rules and Regulations, Section 310.075. For more details regarding retirement benefits, please consult your [campus benefits office](#).

[Departure Checklist](#)

To facilitate a smooth departure for faculty and staff who are leaving employment at UM-St. Louis, there is a checklist that the Department is required to use regarding university property, keys, etc.

[Separation Payments](#)

The UM Human Resources Policy Manual states: Upon the death or termination of employment for any cause of a teaching or research staff member on a 9-month service basis appointment, payment shall be made for the difference between the salary paid prior to death or termination and full salary earned to the date of death or termination. Earned salary shall be computed on the basis of the number of teaching days in the employment period. The same rule applies for faculty on 12-month service basis. See [HR 226](#).

Dismissal for Cause

[Salary Policy](#)

A faculty member who is dismissed for cause is normally entitled to salary benefits through the remainder of the contract year of termination, unless dismissal is the result of a felony conviction. The Faculty Committee on Tenure may make recommendations if a shorter or longer period is deemed appropriate because of such considerations as

the nature and gravity of the conduct which justified dismissal and the length and quality of service of the faculty member. (see Collected Rules and Regulations, Section [310.060](#)).

Personal Conduct

The personal conduct at all times of any employees of the University shall be of such a nature as not to bring discredit upon the institution. Conduct contrary to this policy will result in termination or other disciplinary action ([HR 505](#) and Collected Rules and Regulations, Section [330.010](#)).

Personal Indebtedness

The University expects its employees to be prompt in the payment of their personal debts. Any employee who fails to do so may be subject to a writ of sequestration or other payroll deduction as a result of his/her failure to pay his/her personal debts. Any employee who fails to satisfy a personal debt to the University is subject to the amount being deducted from his/her payroll earnings. The employee will have the opportunity to settle the debt before it is forwarded to the Payroll Office for deduction. Other deductions or payments to the University may apply under special circumstances ([HR 506](#)).

Chapter 4. Teaching and Student Related Regulations

The faculty-student relationship is based on mutual respect and dedication to the process of teaching and learning. Faculty must expect - and students must adhere to - high standards of academic honesty. This Chapter lays out the policies and responsibilities that have been put in place to provide safeguards and protect the faculty-student relationship.

Faculty Responsibilities and Support

Workload

[Teaching Responsibilities](#)

Full-time faculty will fulfill their assigned teaching responsibilities during the academic year (fall and winter semesters).

[Faculty Workload](#)

Note that all Regular UM faculty are required to perform Research, Teaching, and Service. Following revision of the Instructional Workload in 2002, the UM System, directed by the Office of the Vice President for Academic Affairs, is revising the comprehensive Workload statement for all regular faculty. The current Statement on Faculty Workload may be found in the CRR, Section [310.080](#).

[Graduate Faculty](#)

The Graduate Faculty will consist of all tenured and tenure-track faculty. Visiting and part-time faculty will not normally be members of the Graduate Faculty. Exceptions may be made on a case-by-case basis per approval of the Graduate Council. Upon recommendation by a department chair, area coordinator or school or dean, qualified adjunct faculty may be approved by the Graduate Dean to teach graduate courses for a period of up to five years. For more information, please see the [Graduate School](#).

[Commencement Attendance Policy](#)

Commencement ceremonies are important institutional ceremonies that are the culmination of a student's career at the University of Missouri St. Louis. These ceremonies are significant symbolic events for students and their families and, as such, require participation of the faculty as the ranking members of the academic community. Please see the [policy](#) for full details.

[Course Wait List Policy University of Missouri-St. Louis](#)

Course Wait List Defined: A course wait list is a list of students who wish to register for a course or for a section of a course that has reached its authorized capacity. Course wait lists are generated and maintained by the Office of the Registrar for one week after the start of the semester. Please see the [policy](#) for full details.

[Office Hours Policy](#)

Being available for consultation with students **outside of scheduled classes** is an important part of a faculty member's responsibilities. All full and part-time faculty engaged in teaching are expected to be available during the academic term to meet

with students outside of their scheduled instructional hours. Please see the [policy](#) for full details.

[Course Evaluations](#)

Student evaluations of every section of every credit-bearing course with six or more students enrolled are to be conducted each semester, including all summer sessions. All evaluations must include a question concerning the competency of the instructor in spoken English. Please see the [policy](#) for full details.

[Academic Dishonesty](#)

Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer. Please see the [policy](#) for full details.

[Use of Copyrighted materials](#)

Faculty are entitled to reasonable photocopying of copyrighted materials, but the use is subject to law, as spelled out and interpreted in Collected Rules, Section [100.010](#).

[Online Intellectual Property](#)

Legal regulations, policies, and considerations for the use of online intellectual property is a consideration affecting most faculty today. The University of Missouri Vice President for Academic Affairs works to build and maintain a record of pertinent information, policies, and procedures on this topic.

[Class Visitation](#)

The relationship between an instructor and her or his class is a special one and should not be intruded upon lightly. However, most instructors are proud of their performance in the classroom and welcome visits by colleagues as opportunities to share successful strategies with others and receive helpful feedback from colleagues as part of what should be an ongoing peer review of teaching. Such visits, arranged in advance and agreed to by both parties, are appropriate when an instructor wishes to improve her or his teaching by observing the teaching of a colleague and when an instructor wishes a colleague to observe her or his teaching and give advice as to how it might be improved. Please see the [policy](#) for full details.

[Book Buying and Selling Policy](#)

The University of Missouri-St. Louis does not allow book buyers on its campus, except through specific contractual agreements. As a service to students, and under a contract with a reseller, **the University Book Store will continue to purchase books but will do so only from UM-St. Louis students** and will not knowingly purchase complimentary or examination copies of books.

Troubled or Troubling Students

Any successful learning experience requires mutual respect on behalf of the student and the instructor. The instructor, as well as the fellow students, should not be subjected to any student's behavior that is in any way disruptive, rude, or challenging to

the instructor's authority in the classroom. A student should not feel intimidated or demeaned by his/her instructor and students must remember that the instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution. If assistance is needed in the classroom, please contact the campus police department at 516-5155 or by dialing 911 from any campus phone. Students who are troubled should be referred to the campus [counseling services](#) at 516-5711 for assistance. Please refer to the [Standard of Conduct](#) for further information.

Student Rights and Responsibilities

[Final Exams](#)

Faculty may not hold final exams on the last day of classes (or earlier) or hold final exams during study (stop) days. In short, finals are to be given during the regularly scheduled times and not at any other times. A majority vote of the students to the contrary does not change this policy. For full details, please review the [policy](#).

[Unreported Grades](#)

All professors and teachers of the University shall file with the Registrar their grades of students within 2 1/2 days (except Sunday) after the end of the examination period.” Please see the [policy](#) for full details.

[Confidentiality of Grades](#)

Each faculty member is accountable for ensuring the confidentiality of all student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), As Amended. In accordance with this responsibility, faculty of the University of Missouri-St. Louis will not post or display, either electronically or in hard copy, lists of students' grades in personally identifiable forms, including the student's name or any four consecutive digits of students' Social Security numbers or student identification numbers. Please see the [policy](#) for full details.

[Academic Dishonesty and Plagiarism](#)

In case of academic dishonesty, such as plagiarism or cheating, it is the duty of faculty to report all cases to the Primary Administrative Officer, which for our campus is the Associate Provost for Graduate Education. Faculty may still award a zero or F grade for such assignments, because it is the job of the faculty to evaluate student work. However, faculty may not engage in “punishing” any student for academic dishonesty. This is the sole right and duty of the Primary Administrative Officer. See CRR, Section [200.010](#).

Late Registration

Students seeking to register for courses after the beginning of the first week of classes may do so only with the consent of the instructor and the endorsement of the dean. Students seeking to register for courses after the beginning of the 9th week of classes may do so only with the consent of the instructor, the endorsement of the dean, and the approval of the Provost and Vice Chancellor for Academic Affairs. For more information, please see the Academic Affairs [Late Registration Form](#).

General Education Plan

Please see the [Policy on Implementation](#) for details. The general education plan may be seen in its entirety in the [Bulletin](#).

[Grade Appeal](#)

The Provost and Vice Chancellor for Academic Affairs is responsible for assuring that grade appeals are handled in a fair and timely manner and that the procedures outlined in the [policy](#) are appropriately followed.

[Policy on Administrative Cancellation Of Student Registration for Nonpayment Of Educational Fees](#)

A registered student is required to remit payment of educational fees by deadlines that are announced for the fall and spring semesters. The University will cancel the registrations *in all courses* of students from whom the University has not *received and processed* either the full payment or the required minimum payment (a stipulated portion of the balance due after deducting approved financial aid) for assessed fees by announced deadlines.

[Military Reservists](#)

Every effort will be made to allow students who have completed a substantial portion of work in a course by the time they are called up to complete that course upon their reenrollment at the University of Missouri-St. Louis (without the payment of any additional course fees).

[Smoke Free Environment](#)

As of June 1, 1991, smoking is prohibited throughout the buildings on the UM-St. Louis campus. Please see the [policy](#) for full details.

[AIDS Policy](#)

Current knowledge indicates college and university students or employees with AIDS, ARC, or a positive HIV antibody blood test, do not pose a health risk to either students or employees in a usual academic or residential setting. The policy of the University of Missouri is to permit students and employees with AIDS to continue to engage in as many of their normal pursuits as their condition allows, as stipulated in Collected Rules, Section [280.030](#).

[Sexual Harassment](#)

The full campus [policy](#) on sexual harassment is supplementary to the UM policy in Collected Rules and Regulations, Section [330.060](#).

[Holidays](#)

The attention of the faculty is called to the respective religious holidays that a substantial number of students may wish to observe. The faculty is encouraged to avoid scheduling examinations on days such as: Passover, Good Friday, Rosh Hashanah, Yom Kippur, key religious holidays in Islam, Buddhism, other religions, and so forth.

[Discrimination Grievances](#)

Federal Law and the University Affirmative Action Plan: The federal government has mandated that institutions receiving federal funds develop an Affirmative Action Plan (APP) detailing that institution's progress toward providing equal opportunity for those groups that historically have suffered discrimination. The OEO addresses that responsibility. Copies of the *University of Missouri-St. Louis Affirmative Action Plan* are available in the University Libraries and in the deans and directors offices in all academic units.

[Rescinding Degrees](#)

If a degree is awarded in error, the procedure outlined here will be followed. The responsible Dean will review the case. If the Dean believes there are grounds for rescinding the degree he or she will so notify the Provost and Vice Chancellor for Academic Affairs, explaining why the degree should be rescinded. If the Provost agrees, he or she will so notify the registrar and the System and will contact the student who was awarded the degree in error, explain the error, and ask for the diploma back.

Student Resources

[Counseling Services](#)

A wide variety of services are available for all students, faculty and staff through the Counseling Center in the MSC. For more information, please visit them on the Web.

[Student Planner](#)

Each year, the Office of the Vice Provost for Student Affairs sponsors the publication of a student planner, which provides a wealth of valuable information for students. The student planner is available on the Web.

[Center for Student Success](#)

Located in 225 MSC, the Center for Student Success assists undergraduate students in setting and achieving academic, social and personal goals consistent with their interests, values, abilities, degree requirements and career expectations. While the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student, the University Advising Center professional staff provides a wide range of services. For more information, please visit them on the Web.

[Office of Transfer Services](#)

Located within the Center for Student Success, the Office for Transfer Services provides resources for students as they enter the university and to be a "home" for students as they complete their baccalaureate studies at UMSL. The UMSL Office of Transfer Services, a unit of Student Affairs, offers a broad range of support services to the diverse population of students who transfer to UMSL from other institutions and those who are returning to complete their course of studies. For more information, please visit them on the Web.

[Career Services](#)

Career Services works in partnership with employers and the campus community by assisting students and alumni to develop, implement, and evaluate job search strategies. For more information, please visit them on the Web.

[Cashier's Office](#)

The Cashier's office offers a variety of service options to students. For more information, please visit them on the Web.

[Degree Audit Reporting System](#)

DARS is an automated record reflecting a student's academic progress toward degree completion in his/her declared major. By considering UM-St. Louis course work, transfer courses and courses-in-progress, DARS analysis provides timely information on a student's progress toward meeting degree requirements. For more information, please visit them on the Web.

[Disability Access Services](#)

The major objective of the program for students with disabilities at the University of Missouri-St. Louis is to provide services on an individualized basis for mainstreaming into the general student population. Our other objective is to provide assistance to students with disabilities in their acclimation to the campus and to assure positive learning experiences. For more information, please visit them on the Web.

[Financial Aid](#)

The Office of Student Financial Aid offers a variety of services to all students. For more information, please visit them on the Web.

[University Health Services](#)

The University Health Services office provides a wide variety of services to faculty, staff and students of the University. For more information, please visit them on the Web.

[New Student Orientation](#)

Orientation activities are scheduled each semester with programs geared specifically for both freshman students and transfer students. For specific events, please visit the Orientation Website.

[Registration and Records](#)

The Office of the Registrar and Records offers a variety of registration methods for students. For more information, please visit them on the Web.

[Residential Life](#)

Residential life is committed to designing and maintaining a learning environment that encourages academic success, student engagement, personal growth, and personal responsibility. For more information about available housing, please visit them on the Web.

[Office of Student Life](#)

The Office of Student Life is your source for fun and informative events and programs. Our programs are open to all students and most are free. We also offer a limited

number of discount tickets to events and shows in the area. Check out the events and activities pages of our Website as there is always something going on.

[Student Support Services](#)

Student Support Services is a TRIO program created in 1968 to provide support to collegiate students who are low income, first generation, or disabled to help them achieve their academic goals. For more information, please visit them on the Web.

[Information Technology Services](#)

Information technology Services offers a variety of support services for faculty, staff and students of the University. For more information, please visit them on the Web.

[Campus Shuttle Service](#)

University of Missouri St. Louis, Parking and Transportation Department shuttle service is provided for faculty, staff, students and visitors Monday through Friday from 7:30 a.m. until 10:45 p.m.

[Center for Eye Care](#)

The College of Optometry operates four full-service eye care facilities. These four clinical facilities collectively are referred to as the "Center for Eye Care". The Center is part of the University of Missouri-St. Louis College of Optometry's extensive network of research on vision problems and consists of the following facilities:

The [University Eye Center](#) on the South Campus of the UM-St. Louis

The [Optometric Center](#) in the Central West End of the city of St. Louis

The [Harvester Eye Care](#) in Harvester, Missouri

The [East St. Louis Center](#) in East St. Louis, Illinois

[Center for International Studies](#)

The Center for International Studies offers support and services to international faculty and students and those students wishing to study abroad. For more information, please visit them on the Web.

[Office of National Scholarship Information](#)

The mission of the Office of National Scholarship Information (ONSI) at the University of Missouri-St. Louis is to provide campus wide access to merit-based scholarship information and opportunities. The most well-known of these merit-based scholarships include the Rhodes, British Marshall, Truman, and Fulbright, although numerous other prestigious, and often unique, opportunities exist for outstanding students. For more information, please visit them on the Web.

Chapter 5. Sabbaticals, Leaves, and Buy-outs

Leaves of Absence

The University of Missouri System's policies on leaves of absence are included in the *UM Collected Rules and Regulations*, Section [340.020](#) and in the *UM Human Resources Policy Manual*, [HR 408](#).

Sabbatical Leave

Sabbatical is available to regular faculty after six or more years of service and to non-regular faculty in special circumstances. See *Collected Rules and Regulations*, Section [340.070](#).

Research Leave

Research leave is available to regular faculty, including junior faculty, with established scholarly, artistic, or research records and to non-regular faculty in special circumstances. Faculty are encouraged to fund research leaves with external grants, and to build salary for the research leave into grant budgets. See *Collected Rules and Regulations*, Section [340.080](#).

Development Leave

Development leave is available to regular faculty and to non-regular academic staff to pursue personal, professional, instructional, or administrative development. Administrators and other nonacademic staff may also be eligible for development leave. See the *Collected Rules and Regulations* Section [340.090](#), and the *Human Resources Manual*, [HR 406](#).

Leave for Legal Proceedings

Any staff member, academic and non-academic, who is served with a subpoena to appear as a witness in any legal proceedings shall promptly report such service to his or her immediate supervisor, giving the date that the staff member will be required to be absent from his duties and the probable length of time that he will be required to be absent. The staff member shall thereupon be excused from his duties for the reasonable time required to answer such subpoena. See the *Collected Rules and Regulations*, Section [340.120](#), and [HR 410](#).

Work-Incurred Injury or Illness

All academic and non-academic employees of the University, both full-time and part-time, (including student employees) are extended coverage. See the *Collected Rules and Regulations*, Section [340.130](#) and [HR 410](#).

Military Leave

Military leave is granted to any full-time, part-time, probationary, or permanent employee who serves on a voluntary or involuntary basis in the Air Force, Army, Marines, Navy, Coast Guard, National Guard, or any reserve component. See [HR 405](#). Students who are called to active duty are covered under the [Call-up of Reservists](#) policy.

Sick Leave

Regular and most non-regular academic staff members are not eligible for sick leave as covered under the *Collected Rules and Regulations*, Section [340.030](#) and [HR 404](#). They may instead request a personal leave or may participate in the Family and Medical Leave Act, [HR 407](#), should they choose.

Course Buy-outs

External Grant Funded

When applying for external grants, faculty are strongly encouraged to buy-out their grant work effort/time with grant agency funds, except when agency policy forbids this practice. Faculty need to discuss buy-out rates and specific policies with the department chair and dean, when appropriate.

Internal Grant Funded

Some internal grants allow faculty to use grant funds to buy-out courses. To learn the policies and course replacement buy-out rates for different grant programs consult the Office of Research Administration (516-5897).

Reduced Teaching and Clinical Duties

Policies on reduced teaching for research, clinical duties, or other university work vary from college to college. Faculty can consult the department chair and may also want to discuss their college policy with the dean.

Chapter 6. Faculty Rights, Legal Protections, Obligations, and Discipline

Academic Freedom

At the University of Missouri, professors enjoy complete academic freedom, in the traditional sense of the term, and enjoy the benefits of a tenure system. They also enjoy legal protection against losses that may occur from the performance of their professional duties in the areas of research, teaching, and service (See Collected Rules and Regulations, Section [490.010](#)).

Grants Incentive (GIF) Policy

The rights of faculty under the Grants Incentive Policy are in Chapter 3, Section V.

Legal Defense and Protection of Faculty and Students

Faculty are entitled to defense and protection against loss, damage or expense in connection with any claim or suit allegedly arising out of the performance of duties for, or employment with, or by the Curators of the University of Missouri, a public corporation. To receive protection, a faculty member must submit a written request for protection to the President of the University (see Collected Rules and Regulations, Section [310.010](#).) Students are protected against claims or suits allegedly arising out of the performance of duties as a member of a University committee. See Collected Rules and Regulations, Section [490.010](#).

Academic Grievance Procedure

As set forth in the Collected Rules and Regulations, Section [370.010](#), any member of the faculty may file a grievance when she/he believes that her/his rights under University policies have been violated, misinterpreted, or applied in an arbitrary or discriminatory way. It is important to note that the right of grievance applies whether or not others have been treated in the same manner. This policy is separate from, but in no way interferes with the policy on Discrimination Grievance Procedures for Students (see Rules and Regulations, Section [390.010](#).)

Equal Opportunity and Affirmative Action Grievances

Equal Opportunity and Affirmative Action grievances are addressed under the comprehensive policy and procedures in Collected Rules, Section [370.010](#), Academic Grievance Procedures, section IV above.

Copyright Policy

The policy is intended to foster the traditional mission of a University to encourage the creation, preservation, and dissemination of knowledge. This policy is intended to clarify and protect the respective rights of the University, its faculty, staff, and other employees, by establishing policies governing the ownership, use, and rights to income of copyrightable materials. (see Rules and Regulations, Section [100.030](#)).

Sexual Harassment

The Human Resources Policy Manual states: In accord with providing a positive discrimination-free environment, the University intends that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution. This policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

The University's definition of sexual harassment, non-retaliation policy, redress procedures, and discipline policy may be found in [HR 510](#). Faculty are also referred to the Collected Rules and Regulations, Section [330.060](#).

Discrimination Grievance

The University protects its faculty, students, and staff from discrimination as promulgated in Executive Order No. 19, 9-17-79, Faculty Grievances Relative to Equal Opportunity and Affirmative Action, Collected Rules and Regulations, Section [370.020](#), which has been incorporated within the later and more comprehensive policy on Academic Grievances, Collected Rules and Regulations, Section [390.010](#)) as covered in Chapter 4 of this Handbook. The University's general Academic Grievance Procedures policy guarantees faculty the right to a work environment that is free of discrimination.

AIDS Policy

[University of Missouri Policy on AIDS and Related Conditions](#) is uniform for all faculty, staff, and students. See the policy at Chapter 4.II.K in this document.

Conflict of Interest Disclosure Policy

Each faculty member is responsible to file a conflict of interest disclosure form with the appropriate official for public access filing, when she/he has direct or indirect business, financial, employment or consulting interests which are related to their employment by the University. A conflict of interest [disclosure form](#) is available on the Academic Affairs web site (see Rules and Regulations Section [330.015](#)).

Book Buying Policy

The University of Missouri-St. Louis does not allow book buyers on its campus, except through specific contractual agreements. As a service to students, and under a contract with a reseller, the University Book Store will continue to purchase books but will do so only from UM-St. Louis students and will not knowingly purchase complimentary or examination copies of books (see [Book Buying Policy](#)).

Departure Checklist for Employment Terminated Faculty

Faculty whose employment is, for any reason, terminated are required to surrender University property and certain other privileges upon departure. The [checklist/form](#) provides a list and procedure for this task.

Faculty Discipline

Under special circumstances, faculty may be disciplined with warnings, suspension, or dismissal for failure to perform their duties. See the Human Resources Policy Manual, [HR 601](#).

Drug/Alcohol Abuse in the Workplace

Federal law requires that the University have a policy on drug and alcohol abuse in the workplace that meets certain statutory requirements. The federal law also mandates that the University have a drug and alcohol free awareness program. The complete policy, including details on support to which employees are entitled may be found at, [HR 508](#).

Political Activity

University employees may engage in lawful political activities of organizations of political parties qualified to place candidates on the ballot in accordance with Missouri Statutes or of political parties seeking such qualification; nonpartisan or bipartisan groups seeking the election of candidates to public office; nonpartisan or bipartisan groups seeking the approval or disapproval of issues which are or may be submitted to the voters for approval; and individual candidates seeking public office, including candidates for membership of any political committee established by Chapter 120, RSMo. Such activity, like any other personal, nonofficial undertaking, must be done on the individual's own time and should not interfere with University duties.

Faculty who intend to declare their candidacy for elected public office must notify their superior officer in advance. The superior officer will notify the President of the University, who will verify that there is not a conflict of interest. Finding none, faculty may hold part-time elected office but may not hold a full-time political office while employed full-time by the University (see CRR, Section [330.050](#), and [HR 509](#) for further policy guidelines).

Consulting and Conflict of Interest

The conflict of interest policy addresses a wide range of issues in addition to the most common ones discussed below, including the use of confidential information, University stationary, and the University logo. See Rules and Regulations Section [330.015](#). The [Disclosure form](#) may be found on the Academic Affairs Website.

Violence in the Workplace

The University of Missouri strives to provide a safe and secure work environment for all employees. Toward this end, intimidation, threats and acts of violence, with or without

the presence of a weapon, will not be tolerated. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination. For definitions and procedures, see [HR 517](#)

Computer Utilization

The campus takes seriously unauthorized downloading of copyrighted materials (music, movies, software, etc.), unauthorized use of programs, and other violations of law regulating computers and electronic media. The University requires its employees to comply with the law in these matters. When in violation of University policy, faculty and students are responsible for the legal consequences of their use of e-media, and to discipline by the university.

“Utilization of University computer networks, equipment, and connecting resources are restricted. This policy applies to all users including faculty, staff, students and their guests” ([HR 518](#)). Special attention is directed to guidelines protecting copyright, to the inspection policy, special use prohibitions, and enforcement and discipline (see also [HR 507](#), and also above).

Property Use

Assignment of space in University buildings for use by divisions, departments, or other units is made only by the Chancellor upon recommendation of the dean (or designated representative), director, or other official in charge of the activity. The Chancellor or a designated representative assigns classrooms and laboratories for scheduled classes and examinations. University buildings or grounds may not be used by individuals or organizations not connected with the University except by written permission of the Chancellor (UM *Business Policy Manual*, Section [400](#) and UM *Collected Rules and Regulations*, Section [110.010](#)).

Nepotism

No person who is related by blood or marriage to any member of the Board of Curators shall be employed by the University. There may be no exception to this rule. No restriction, however, is imposed on the employment of persons who are related more remotely than second degree to University employees. The employment of any person who is related by blood or marriage as closely as the second degree to any employee of the University is discouraged, but where such a person is needed to perform University services and appears to be the best-qualified person available, such a person may be employed by the University. There are two exceptions to this rule: (1) where a prospective full-time employee is related to a University employee who would be his or her administrative superior, and (2) where a relative of an administrative superior in one department is employed in another department and where a prospective employee for the first department is related to an administrative superior in the other department (UM *Collected Rules and Regulations*, Section [320.040](#), and *Human Resources Policy Manual*, [HR 115](#)).

Appendix A. Forms and Applications

[Tenure and Promotion Review Summary Sheet](#)

[Potential Conflict of Interest Disclosure Form](#)

[Extra Compensation Authorization Form](#)

[Departure Checklist](#)

Department/Unit Chair or Director Resources **are not covered in this Handbook.**

[CBHE Form for New Programs:](#)

[Curriculum & Instruction Forms](#) (Change in Degree Requirement, New Degree Proposal, Senate Course Proposal Form [also used to change a course]):

[Forms for Academic Hire](#)