

# **Faculty Handbook**

## **University of Missouri System**

The University of Missouri – St. Louis (UMSL) is part of the University of Missouri System. In addition to UMSL, the UM System includes the University of Missouri – Columbia, University of Missouri – Kansas City, and Missouri University of Science and Technology. The UM System is headed by President Mun Choi, and is governed by the nine-member Board of Curators. Curators are appointed by the Governor and approved by the Missouri Senate. There is at least one Curator from each of the eight Congressional Districts, and no more than five Curators from either political party. The Board meets in open meetings six times per year. <https://www.umsystem.edu/curators>

## **Governing Regulations**

The Collected Rules and Regulations of the University of Missouri System (CRRs) are the governing documents for the Board of Curators, the UM-System, and each of the four universities within the UM-System. [https://www.umsystem.edu/ums/rules/collected\\_rules/](https://www.umsystem.edu/ums/rules/collected_rules/)

## **Accreditation**

UMSL is accredited by the Higher Learning Commission (HLC). Reaccreditation is on a ten-year cycle. Additionally, a number of colleges, schools, and departments hold separate accreditation for their programs.

## **Mission and Strategic Plan**

UMSL’s mission is “We transform lives.” The strategic plan supporting that mission was developed in the 2017-2018 academic year and was approved by the Board of Curators. The 2023-2028 Strategic Plan is being developed. Read more about the Strategic Plan at: <http://www.umsystem.edu/services/academic/strategic-plan/index.html>

## **Faculty Bylaws**

The Bylaws of the UMSL Faculty describe the membership, rights, responsibilities, and authority of the Faculty. The Faculty has essential decision-making authority over the curriculum of UMSL, as well as other shared and advisory authority. In the Bylaws, the Faculty delegate authority to act to the Faculty Senate. The Bylaws are included in the CRRs, at [https://www.umsystem.edu/ums/rules/collected\\_rules/faculty/ch300/300.040\\_faculty\\_bylaws\\_umsystem](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch300/300.040_faculty_bylaws_umsystem)

## **UMSL Faculty Senate and University Assembly**

One of the ways that faculty at the University of Missouri-St. Louis can help shape the University’s goals, strategies, policies, and procedures is by participating in the University Assembly, the Faculty Senate, and the Assembly and Senate Committees.

- The *University Assembly* is made up of representatives from three of the University’s most important stakeholders: the faculty, the staff, and the students. Student representatives are selected through the Student Government Association (SGA) and the staff representatives are selected through the Staff Association. Faculty representatives consist of the Faculty Senate (see below) and two adjunct faculty representatives elected by the adjunct faculty. The University Assembly also includes a handful of administrators: the President of the

UM System, the Chancellor of UMSL, the Executive Vice Chancellor for Academic Affairs, and the Associate Provost for Student Success. There are other specific administrators who are non-voting members, including the Deans. The Assembly meets every other month during the academic year.

- Members of the **Faculty Senate** are elected by the faculty. There is one faculty member elected from each department or unit with more than five full-time faculty members. In addition, there is one at-large representative for every three departmental/unit representatives. These at-large representatives are elected by the schools and colleges and are distributed proportionately among the schools/colleges according to how many eligible faculty members each school or college has. The UM System President is also a voting member of the Faculty Senate. There are some administrators who are non-voting members of the Senate, including the Chancellor of UMSL and the Provost/Executive Vice Chancellor for Academic Affairs. Several of these individuals, therefore, are non-voting members of the *Senate* but voting members of the *Assembly*. If a department or unit has less than five full-time faculty members, they elect a non-voting senate representative.
- Senators are elected by their departments or colleges in the spring. The senators represent the faculty. It is important that the faculty know who their senator is and let them know about any faculty concerns or issue so that the senators can bring them to the Faculty Senate meetings. Senators are also charged with providing faculty with a copy of the Senate Snapshot, which highlights monthly Faculty Senate activity.
- The Senate meets monthly during the academic year. In months where the Assembly meets, Senate and Assembly meetings are scheduled together. The Assembly meeting is held first. Then there is a short recess, and the Senate meeting is held immediately afterwards. In addition to the monthly Senate meetings, there are two organizational meetings late in the spring semester. At the first meeting, the Faculty Senate Chair and Faculty Senate Secretary are elected. An orientation is provided, and members of the Committee on Committees are elected. At the second meeting, faculty representatives for all the other committees are elected. New senators' terms start officially the following first day of August.
- Assembly and Senate meetings are open to the public unless they're in **executive session**. Only the members of the group (i.e., the Assembly or Senate) that are in executive session are present unless someone has been explicitly invited by that group to be present. An executive session is typically scheduled at the end of a meeting when the group needs to maintain the privacy of individuals who will be the subject of a discussion that is on the agenda, as when the Senate considers candidates for honorary degrees. In addition, an unplanned executive session can be called during a meeting if one of the members makes a motion to do so and the motion is approved by the majority of the body's voting members.
- In addition to the Assembly and Senate themselves, there are 20 standing Senate or Assembly committees. Some of these committees are charged with specific tasks that require them to meet on a regular or predictable schedule throughout the academic year. For example, the **Committee on Curriculum and Instruction** reviews all program and course changes and typically meets monthly, while the **Committee on Appointments, Tenure, and Promotion** and the **Committee on Promotion of Non-Tenure Track Faculty** typically meet primarily in the early spring semester in order to review the dossiers of faculty members

applying for tenure and/or promotion. Some of the other standing committees only meet if they're called to do so. For example, the *Committee on Research Misconduct* is called into action only if a faculty member is formally charged with research misconduct.

- Eligibility: According to the Senate Operating Rules, someone is eligible to serve as a faculty Senator or to serve as a faculty representative on a Senate or Assembly committee if they have a full time tenured/tenure track faculty appointment or a full-time non-tenure track appointment, and have at least 50% teaching or research responsibilities. For more Faculty Senate information, visit: <http://www.umsl.edu/committees/senate/>

### **Intercampus Faculty Cabinet**

- The Intercampus Faculty Cabinet (IFC) consists of three representatives from each of the four University of Missouri campuses. The IFC meets with UM-System administrators monthly during the academic year, either in Columbia or virtually, and addresses issues that pertain to faculty at all four campuses. More information is available here: <https://www.umsystem.edu/ums/aa/faculty/ifc>
- The UMSL IFC representatives include the Chair of Faculty Senate and two representatives elected for staggered three-year terms at the Spring Faculty meeting.

### **Appointments, Tenure, and Promotion**

- Tenured and Tenure-Track Faculty Promotion and Tenure:  
Tenured and tenure-track faculty should be aware of unit guidelines and the UMSL campus-level guidelines for promotion and tenure. The information about appointments, tenure and promotion can be found on the Academic Affairs website at: <http://www.umsl.edu/services/academic/faculty/atp.html>  
Unit (departmental or college) guidelines can be obtained from the Department Chair/Dean or the Faculty Promotion Guidelines and Resources Teams Drive (see below).
- Non-Tenure Track (NTT) Promotions:  
NTT Faculty should be aware of unit guidelines and the UMSL campus-level guidelines for promotion. The university guidelines for promotion of non-tenure track faculty can be found on the Academic Affairs website at: <http://www.umsl.edu/services/academic/faculty/atp.html>  
Unit (departmental or college) guidelines can be obtained from the Department Chair/Dean or the Faculty Promotion Guidelines and Resources Team Drive (see below).
- Faculty Promotion Guidelines and Resources Teams Drive:  
The Unit guidelines for both tenured/tenure-track and NTT faculty as well as other resources relating to promotion processes can be found at “Faculty Promotion Guidelines and Resources” on the Microsoft Teams app on your computer. Access is open to all full-time UMSL Faculty and Staff. The Teams desktop application can be downloaded from <https://teams.microsoft.com/downloads> For instructions about how to access the Teams Drive, email Associate Provost for Faculty Affairs Alice Hall ([halla@umsl.edu](mailto:halla@umsl.edu)) from your UMSL email.

## Teaching

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. To review the policies and responsibilities that have been put in place to provide safeguards and protect the faculty-student relationship, visit the Academic Affairs website’s list of policies at <http://www.umsl.edu/services/academic/policy/index.html>

Below are just a few of the policies that faculty should be aware of:

- **Canvas:**  
Canvas is the Learning Management System at UMSL. As of Fall 2021, there is a common Canvas platform for all four universities in the UM System that can be accessed at <https://umsystem.instructure.com/> More information about Canvas can be found at: <https://teachingtools.umsystem.edu/support/solutions/articles/11000101675-one-canvas>
- **FERPA:**  
The Family Educational Rights and Privacy Act (FERPA) requires that anyone with access to student records (Educational Records) must understand and abide by the law concerning how information is released and to whom. Faculty and staff, including temporary employees, who need to have access to student information (including MyView and DARS), must pass a FERPA exam to verify that they have a working knowledge of the law. The FERPA exam can be accessed by logging in to Canvas with your university SSO. For questions, please contact [canvas@umsystem.edu](mailto:canvas@umsystem.edu).
- **Grades:**  
Grades are due at 5:00 p.m. on the Tuesday following the end of the semester. Grades are submitted through MyView.
- **Emergency Notification Access Policy:**  
The University of Missouri provides an emergency notification system for all four of its campuses. In case of emergency, the warning system will notify students, faculty, and staff who have registered with the system by cellular phone voice mail, by text, and by email. However, for notifications to reach their destinations, students, faculty, and staff must have access to internet and cellular networks through a computer or mobile device. (A mobile device can be any portable device capable of sending or receiving internet and/or cellular data.) To that end, *it is UMSL policy that in any classroom, facility, or space where students, faculty, or staff are gathered for official class-related activities at least one computer or mobile device must be left in a state such that it can receive and send safety related communications.* In any classroom where student use of computers or mobile devices is restricted, the presiding faculty, staff member, or student shall be responsible for having (or designating another individual as having) such an active computer or mobile device. Any classroom, facility, or space used for official class-related activities that does not have access to internet or cellular networks should be reported to ITS for remediation to the best of its ability.
- **Enrollment Verification Rosters:**  
It is mandatory that faculty complete the enrollment verification rosters.

## **myVITA:**

The University of Missouri uses myVITA, a web-based faculty activity reporting system, to provide faculty members at all four campuses with a way to capture their teaching, service, research, scholarship and creative works in one place. It also allows faculty from UMSL to easily find and connect with other faculty members across System for collaborative efforts in research, creative activity, and teaching. Faculty are encouraged to keep their information up to date in myVITA. More information can be found at: <https://www.umssystem.edu/ums/aa/faculty/myvita>

## **Research**

The Office of Research and Economic & Community Development provides leadership and support in the development, execution and operation of programs in sponsored research, technology commercialization and economic development at the University of Missouri-St. Louis. For information regarding research funding and opportunities, policies, and other research matters, please visit their website at: <https://www.umsl.edu/recd/>

## **Human Resources**

For questions regarding benefits, retirement, or other personnel matters, more information can be found on the website for UMSL Human Resources at: <http://www.umsl.edu/services/hrs/>

## **Faculty Resources**

There are various resources that can be very useful for faculty such as the following:

- **Center for Teaching and Learning (CTL)** – located in 519 Lucas Hall  
A goal of the Center is to be the office contacted when faculty seek guidance in their instructional work. Consultations are available to interested faculty and graduate students regarding teaching enhancements, mid-semester feedback, end-of-course evaluations, use of Small Group Instructional Feedback (SGIF), and instructional design supports for traditional and online courses. More information at: <http://www.umsl.edu/services/ctl/>
- **Office of eLearning** – <https://teaching.missouri.edu/>  
The Office of eLearning supports faculty, teaching assistants (TAs), students and administrative staff and is part of the University of Missouri System Office of eLearning. <https://www.umssystem.edu/ums/elearning/faculty-resources>  
It offers workshops and training in online instruction and collaborates with university's users to better integrate technology into teaching. It also provides assistance with Canvas and Canvas tools, and assistance with the integration of video or graphics into course materials. More information is available here: <https://teaching.missouri.edu/about>
- **Technology Support Center** – located in MSC 190 or at x6034  
<http://www.umsl.edu/technology/tsc/> The Center assists faculty, staff, and students with technology questions and issues, particularly those related to email and other computer accounts, university-provided hardware and software.

## **Diversity and Inclusion** <https://www.umsl.edu/services/odei/>

The Office of Diversity, Equity and Inclusion (ODEI) supports the teaching, research and service missions of the University of Missouri-St. Louis by providing services to the campus community which will ensure compliance with all federal, state, and local equal opportunity laws and regulations and promote campus diversity. UMSL is committed to maintaining a discrimination-free work and learning environment for all students, staff, faculty and others who engage with our community. In

keeping with that commitment, and in an effort to ensure that all employees understand the role they play in enhancing a culture of respect, each employee on our campus and throughout the UM System as a *mandatory reporter* is required to complete an annual online training course.

### **Campus Safety** <https://www.umsl.edu/staysafe/>

Working closely with the administration of UMSL, the Campus Police Department strives to make the campus a safe place to learn, live and work. Providing security to the campus community is a continuous process of re-evaluating existing policies and practices so that they conform to the changing needs of the community. The Campus Police offer the following services:

- Campus Police Emergency vehicle services can recharge your battery, refill your fuel (fuel costs applicable), repair a flat, or assist you in calling an off-campus tow truck if they cannot help you with your vehicle problem.
- Campus Police offers police escorts on campus if you feel unsafe.
- It is recommended that you program 314-516-5155 into your cell phone for fastest response in case of an on-campus emergency. For more safety information, visit: <http://safety.umsl.edu/police/safety/index.html>

### **Helpful Websites:**

Academic Affairs: <https://www.umsl.edu/services/academic/index.html>

Accounting: <http://www.umsl.edu/accounting/Forms-%20Accounting%20and%20Finance%20PDF%20forms.html>

Travel & Expenses: <http://www.umsl.edu/accounting/Travel%20Information%20%20/index.html>

#### Calendars:

Academic Calendar: [https://www.umsl.edu/services/academic/publications/calendar/academic\\_calendar.html](https://www.umsl.edu/services/academic/publications/calendar/academic_calendar.html)

Final Exam Calendar: <http://www.umsl.edu/registration/final-exams.html>

Semester Calendar: <http://www.umsl.edu/~registration/students/semester-calendars-important-dates.html>

#### Curriculum and Teaching:

The Bulletin (Catalog): <http://bulletin.umsl.edu/>

Curriculum & Inst: <http://www.umsl.edu/committees/senate/Curriculum%20and%20Instruction/index.html>

Ctr Teach & Learn: <http://www.umsl.edu/services/ctl/>

#### Diversity/Equity/Inclusion: <http://www.umsl.edu/services/odei/>

Faculty Grievance [https://www.umssystem.edu/ums/rules/collected\\_rules/grievance/ch370/370.010\\_Academic\\_Grievance\\_Procedure](https://www.umssystem.edu/ums/rules/collected_rules/grievance/ch370/370.010_Academic_Grievance_Procedure)

Title IX: <http://www.umsl.edu/title-ix/index.html>

Faculty Senate: <http://www.umsl.edu/committees/senate/>

Faculty Bylaws: [https://www.umssystem.edu/ums/rules/collected\\_rules/faculty/ch300/300.040\\_faculty\\_bylaws\\_umsl](https://www.umssystem.edu/ums/rules/collected_rules/faculty/ch300/300.040_faculty_bylaws_umsl)

Faculty Conduct: [https://www.umssystem.edu/ums/rules/collected\\_rules/personnel/ch330/330.110\\_standards\\_of\\_faculty\\_conduct](https://www.umssystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct)

Faculty Performance: [https://www.umssystem.edu/ums/rules/collected\\_rules/faculty/ch310/310.015\\_procedures\\_for\\_review\\_of\\_faculty\\_performance](https://www.umssystem.edu/ums/rules/collected_rules/faculty/ch310/310.015_procedures_for_review_of_faculty_performance)

Faculty Promotions: <http://www.umsl.edu/services/academic/faculty/atp.html>

Faculty Tech support: <https://teaching.missouri.edu/>

Graduate School: <http://www.umsl.edu/gradschool/>

IT Help Desk (x6034) <http://www.umsl.edu/technology/tsc/>

Libraries: <http://www.umsl.edu/services/library/>

MyHR: <http://www.umsl.edu/services/hrs/>

MyView: [http://www.umsl.edu/registration/students/Student\\_Resources.html](http://www.umsl.edu/registration/students/Student_Resources.html)  
MyVita <https://www.umssystem.edu/ums/aa/faculty/myvita>

Research: <http://www.umsl.edu/services/ora/>  
Compliance – IRB: <http://www.umsl.edu/services/ora/Compliance/human-subjects-irb.html>  
Compliance – Other <http://www.umsl.edu/services/ora/Compliance/index.html>  
Research Funding: <http://www.umsl.edu/recd/research-development/index.html>

Useful Links:  
Bookstore: <http://www.umsltritonstore.com/>  
Campus Food: <https://umsl.sodexomyway.com/dining-near-me/open-now>  
Campus Maps: <http://www.umsl.edu/~transportation/campus-maps.html>  
Campus Police: <http://safety.umsl.edu/police/index.html>  
Counseling: <http://www.umsl.edu/services/counser/faculty-and-staff/index.html>  
Parking/Transportation <http://www.umsl.edu/~transportation/>  
Recreation Center: <http://www.umsl.edu/campusrecreation/>  
Services for Students: <http://www.umsl.edu/studentlife/dsa/servicesavailable.html>  
UMSL Resources: <http://www.umsl.edu/facstaff/>