

Faculty Guide Table of Contents

This faculty guide was developed to help the faculty of UCM easily find information on policies and procedures. There is an introduction or overview to most items with a link for either the complete policy, procedure or website.

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University of Central Missouri Faculty Guide

University Organization and Governance

1. [Mission Statement](#)
 - 1.1. The University of Central Missouri (UCM) disseminates knowledge that transforms students into leaders who possess the aptitudes, skills, and confidence to succeed.
2. [Missouri Coordinating Board for Higher Education](#)
 - 2.1. At the direction of the Coordinating Board for Higher Education (CBHE), the Missouri Department of Higher Education (MDHE) strives to coordinate higher education policy that fosters a quality postsecondary system, as well as to increase participation in Missouri's public institutions. The state system of higher education serves more than 450,000 students through 13 public four-year universities, 14 public two-year colleges, one public two-year technical college, 26 independent colleges and universities and more than 150 proprietary and private career schools.
3. [Board of Governors](#)
 - 3.1. UCM's Board of Governors is composed of eight members, all from the state of Missouri. Seven of the board members have voting privileges; the eighth is a student representative and does not.
 - 3.2. [University Organizational Charts](#)
4. [Strategic Leadership Team](#)
 - 4.1. The Strategic Leadership Team, composed of the University's executive officers and select senior administrators, advises the University President and assists in planning, developing, evaluating, and recommending to the Board of Governors policy decisions for the operation of the University.
5. Provost's Council
 - Provost and Chief Learning Officer, Chair of the Provost's Council, Dr. Phil Bridgmon
 - Vice Provost for Academic Programs and Services, Dr. Lisa Toms
 - Executive Vice Provost for Enrollment Management, Dr. Randall Langston
 - Vice Provost for Extended Studies, Dr. Laurel Hogue
 - Dean of the College of Health, Science and Technology, Dr. Alice Greife
 - Dean of the College of Arts, Humanities and Social Sciences, Dr. Mike Sawyer
 - Dean of the Harmon College of Business and Professional Studies, Dr. Jose Mercado
 - Dean of the College of Education, Dr. Robert Lee
 - University Librarian, Dr. Janette Klein
 - Faculty Senate Vice President, Dr. Rene Burress
 - Director of Graduate Education and Research, Dr. Odin Jurkowski
 - Director of Academic Digital/Analytics, Mr. Josh Welker
6. Academic Council
 - 6.1. The [Academic Council](#) functions as the primary organizational group for department chairs and deans. The Council functions in an advisory capacity to the Provost and Chief Learning Officer. The Council recommends actions to the Provost who either responds or directs the recommendations to the proper person or organization within the university governance structure.
7. Academic School Chairs
 - 7.1. Duties
 - 7.2. Selection Process

- 7.3. Appointment, Evaluation and Retention of School Chair
- 8. Faculty Senate
 - 8.1. Faculty Senate Constitution
 - 8.2. Faculty Senate By-Laws
 - 8.3. Faculty Senate Special Rules of Order
 - 8.3.1. Special Rules of Order are designed to supersede the governing document of the Faculty Senate (Robert's Rules of Order).
 - 8.3.2. Electronic Balloting by the Faculty Senate. On noncontroversial issues, those that do not merit discussion before voting (ex. uncontested committee nominations), balloting may be conducted electronically with the approval of the FS Executive Committee.
 - 8.4. Faculty Senate Representatives
 - 8.4.1. A complete list of Faculty Senate officers, Executive Committee members, and Faculty Senators can be found at the Faculty Senate homepage http://www.ucmo.edu/faculty_senate
 - 8.5. University/Administrative Committees
 - 8.5.1. Several university/administrative committees assist in the operation of the university.
 - 8.6. Faculty Senate Committees
 - 8.6.1. Faculty Senate Committees have been established to assist in the Faculty Senate's responsibilities. Each committee reports to the Faculty Senate.
 - 8.7. Faculty Senate Guidelines for Service on Faculty Committees
 - 8.7.1. Faculty members serving on committees are primarily representative of the faculty and should always act to secure, protect, and advance the faculty welfare in accord with the general good of the university, the maintenance of academic excellence, and the best education of the student body.
 - 8.7.2. Acceptance of an appointment or election to a committee requires acceptance of the governance structure provided by the Faculty Senate Constitution and the charge and rules that govern the operations of the committee.
 - 8.7.3. Acceptance of appointment or election to a committee requires that every effort be made to attend all meetings of the committee and to participate fully in its work. If an obvious schedule conflict exists which may severely limit attendance, the appointment or election must be declined.
 - 8.7.4. Committees in which faculty members participate shall be conducted in a democratic manner. All meetings shall be open to any interested party from the university community, except in those specific cases provided for in the committee charge.
 - 8.7.5. Committee resolutions, decisions, and reports shall be determined by majority vote of the voting membership. Individuals who find themselves unable to accept the conclusions or recommendations of the committee majority shall have the right to submit a minority report to the Faculty Senate or to any other authority to which the committee reports.
 - 8.7.6. Individuals serving on committees must treat colleagues with respect, listen to every point of view expressed, and seek to find agreement and consensus. Neither the chair, nor any other person, has the authority or right to prevent individual committee members from expressing opinions.

- 8.7.7. Scheduling of meetings should be the prerogative of the committee chair. If, however, a majority of the committee agrees that an additional meeting or meetings are in order, they may request the chair to call such meetings to conduct business.
- 8.7.8. Committee chairs shall make certain that minutes are kept of every committee meeting; that all members are informed of the committee's activities; that business is conducted promptly and in accordance with these guidelines; and that the charge of the committee is carried out in full. Immediately after the Faculty Senate has confirmed its annual list of new faculty appointees for the following year, the committee chair shall convene a meeting of the outgoing, returning and incoming members to provide for an orderly transition from one year to the next. At that meeting, which should take place prior to the conclusion of the Spring Semester, the new and returning members of the committee should select a new chair that will then be responsible for convening the committee shortly after the beginning of the Fall Semester. The selection of the new chair should take place before the conclusion of the Spring Semester and be reported to the Faculty Senate Office.
- 8.7.9. The Faculty Senate recommends that ex officio members of committees not serve as chairs.
- 8.7.10. In addition to submitting the annual report of the committee to the Faculty Senate, the committee chair shall keep the committee minutes on file (with attendance records) and send a copy to the Faculty Senate Office after each meeting. The Faculty Senate may request the chair of a committee or its designated representative of any committee, to report upon the committee's activities whenever the Faculty Senate shall find it necessary and proper to fulfill its responsibilities.
- 8.7.11. Faculty committee members, appointed to committees by the Faculty Senate, serve at the pleasure of the Faculty Senate and may be removed from their positions by the Faculty Senate before the completion of their term, upon the recommendation of a majority of the FS Committee on Committees, or by a motion in the Faculty Senate, for violations of the Faculty Senate Constitution, the guidelines herein set forth, or the rules and charge of the individual committee. In the event the Faculty Senate determines to remove a faculty representative from a committee, it may remove only a representative of its own appointment upon the majority vote of the Faculty Senators present and voting. If the individual so desires, before any vote to remove is taken, the Faculty Senate can hear that individual.

Academic Policies and Procedures

1. [Academic Honesty Policies and Procedures](#)

1.1. Honesty - University Responsibilities

It is the university's responsibility to provide an educational process that informs both students and faculty of their rights and responsibilities regarding such important matters as cheating, plagiarism, and professional ethics. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand both

what constitutes these practices and their consequences. The university community should also be aware of the procedures to be followed should a breach of academic honesty occur.

1.2. Honesty - Student Responsibilities

Students must be aware that the consequences of violating standards of academic honesty are extremely serious and costly and may result in the loss of academic and career opportunities. Students found to have committed violations against academic honesty face removal from university classes and degree programs, and/or suspension while remaining fully responsible for payment of current and any past due tuition and fees.

1.3. Procedures for Enforcement of Central's Academic Honesty Policy

The procedures listed in the policy define offenses against academic honesty such as plagiarism, cheating, and breach of standards of professional ethics; describes the procedures for reporting violations of the academic honesty policy; and describes the student appeal process.

1.4. [Federal Education Rights and Privacy Act](#)

1.4.1. FERPA applies to postsecondary institutions (colleges and universities) as well as K-12 schools. FERPA applies to all current and former UCM students, regardless of their age or status with regard to parental dependency. This includes students enrolled as dual-credit high school students and those enrolled as continuing education and non-degree seeking students. Those that have access to student records are the student and any third party designated with the student's written request; school officials (as defined by the University) who have "legitimate educational interests"; and person in response to a lawfully issued subpoena or court order, as long as the University makes a reasonable attempt to notify the student first.

2. [Academic Advisement Commencement Faculty Role](#)

2.1. All full-time faculty members must participate and part-time faculty are welcome to participate in at least one commencement processional each year; exceptions may be made by the department chair. The academic processional is organized by college and department and requires full academic regalia.

3. [Faculty Meetings](#)

3.1. Faculty members must attend and participate in school and other unit meetings unless there is an exception made by the school chair. Faculty members are expected to attend and participate in university and college meetings.

4. [Graduate Faculty](#)

4.1. Graduate Faculty Status recognizes and ensures the quality of graduate education and the faculty who teach and work with students in their programs. All faculty involved in graduate education must either have earned full or associate status. The two levels differentiate the degree to which faculty participate and their responsibilities. Quality assurance, accreditation requirements, and best practices all support these criteria.

5. Instructional Procedures

5.1. [Additional Costs for Courses](#)

Students need to know any course fees before they enroll in a course. Course fees are for measurable and recurring expenses not provided within the department's operating budget. Course fees can be requested only for items used by students in that class, not

for standard usage items that departments provide to faculty as part of usual teaching processes or for items provided for by the technology fee.

6. [Availability of Faculty Who Teach Classes \(Office Hours\)](#)

- 6.1. All faculty must be available to students for at least 1.25 hour per week for each class taught, with at least five required hours. Individual Schools may implement more stringent requirements.

7. [Class Attendance](#)

- 7.1. This policy provides detailed information regarding the absences of students. In general, faculty should consider two principles related to attendance: a. Students should work directly with their faculty on issues related to short or planned absences, absences due to influenza, tardiness, participation, and routine matters of classroom management. These situations should not require involvement or approval by other offices. b. Students requiring unexpected or extended absences due to serious health, emergency, exceptional or legal circumstances should, if possible, stay in close contact with faculty. In these situations, faculty should expect additional communication, verification and documentation from other offices on campus.

8. [Classroom Control](#)

- 8.1. Faculty members have the authority and the responsibility to control their classes. This policy also includes steps to take should a student disrupt class.

9. [Examinations](#)

- 9.1. Faculty are expected to administer final examinations in accordance with the schedule published by the University. Permission for an examination out of scheduled hours is granted only in special cases - and then only with the approval of both the class instructor and the Vice President for Student Experience and Engagement. This policy also explains some special cases and accommodations for exams.

10. [Extended Studies](#)

- 10.1. Under certain conditions, it may be possible to request a tuition rate other than the UCM base tuition. This process involves specific procedures and fee codes which are outlined in Extended Studies Operating Procedures.

11. [Field Trips](#)

- 11.1. At times, field trips are planned in conjunction with course assignments. Students in classes for which such trips are planned are to be given sufficient notice to make necessary arrangements for absence from the campus.

12. [Grades](#)

- 12.1. Faculty members have the right and responsibility to grade the academic performance levels of students in their classes. If the task is delegated to a graduate assistant or another staff member, the faculty member of record remains responsible. In no instance may an undergraduate student be allowed to assign recorded grades to peers. The policy includes information on course withdrawals, changing grades, assigning an "F" grade and assigning a "U" grade.

13. [Grading Systems](#)

Only grades A through F impact grade point average. The grading system used in evaluating a student's work is as follows:

- A - Work of marked excellence
- B - Work of superior quality
- C - Work of average quality
- D - Work of minimal passing quality
- F - Failure to do work of passing quality

CR* - Credit for Official Certifications, Licenses, Diplomas, Military Credit, Validated Credit, Prior Learning, and Work Experience (limited to 30 hours towards a degree, excluding military credit)
 LD** - Designates a Late Drop of a course (but not the entire semester schedule), granted for extenuating circumstances after the published last day to withdraw
 LW** - Designates a Late Withdrawal of a complete semester's schedule, granted for extenuating circumstances after the published last day to withdraw
 NC - No credit granted for course (audit)
 NR - No grade reported by instructor
 P - Work of passing quality in a-pass/fail course (limited to 9 hours towards a degree)
 SC* - Credit by examination (AP/IB/CLEP), etc. (limited to 30 hours towards a degree)
 U - Course not completed for justifiable reasons, students may not graduate with a U on their record
 W** - Course dropped during withdrawal period
 * CR and SC credits do not count towards residency hours or upper-level hours requirements. Up to 30 hours of each type, CR and SC, may be applied to a degree program.
 ** For more information about withdrawal grades, refer to the section Changes in Schedules, and either the Calendar in this catalog or the UCM Student Handbook. Course withdrawal and refund dates can also be found in MyCentral in the Student Records and Registration tab, under Registration using the "Check Refund and Withdrawal Dates" link.

14. [Student Records](#)
 - 14.1. Access to student records is controlled by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 C.F.R. Part 99. If there are any questions, or if further details are needed, you may contact the Registrar for assistance. For more information see: [University Procedures and Guidelines: Protocol for Responses to Requests for Information about Students](#).
15. [Syllabi](#)
 - 15.1. All faculty members who teach classes must follow current syllabi that are on file in department offices and in the office of the appropriate college dean. It is the responsibility of the department to ensure that the program's quality and learning outcomes are consistent across all sections of a course, regardless of instructional methodology, mode of delivery, location, instructor, or teaching arrangement. This policy provides additional information regarding syllabi.
16. [Textbooks](#)
 - 16.1. The University Store is responsible for purchasing and distributing undergraduate and graduate textbooks for all classes offered by UCM. It is the expectation that all materials required for a course will be thoroughly utilized by the students. Policy information regarding textbook services may be found here: [The Board of Governors Textbook Rental Fee Policy 4.1.050](#). This policy also provides information on textbook rentals and sales, adoption periods, paperback textbooks, course packets and copyright permission, change of textbooks, books out of print/edition, desk copies and sale of complimentary textbooks.
17. [Use of Mechanical Recording Devices in the Classroom](#)
 - 17.1. As the concept of academic freedom assures the instructor's control over subject matter, content, methods, procedures and activities in his/her classroom or laboratory, the Faculty Senate and the university administration approved the following policy.
 - Students, observers or visitors of any description may not produce recordings, audiotapes or videotapes of classroom or laboratory lectures, presentations,

demonstrations or activities without the express permission of the instructor involved.

- Students who are allowed to record class as a reasonable accommodation do not need to have the instructor's permission and the instructor does not have the discretion to prevent the student from recording lectures.
- Whether or not permission is obtained from the instructor to produce such recordings or tapes, the recordings or tapes may not be employed for any purpose other than individual academic study without the express written consent of the instructor involved.
- Recordings or tapes of lectures, presentations, demonstrations or activities may not be sold or in any way contracted to a third party without the express written consent of the instructor involved.\
- Violations of these rules shall be considered a violation of the [Board of Governor's Intellectual Property Rights Policy 3.1.020](#)

18. [Evaluations of Faculty Department, Chairs, Deans and Provost](#)

18.1. Evaluation of Faculty

In order to comply with Missouri statute, each faculty member at UCM shall be evaluated by students every semester for each course taught using a set of standard questions approved by the Faculty Senate that is administered via an online survey. Faculty members shall be evaluated annually by their department chairs, relying on multiple means to evaluate teaching, scholarship, and service. This policy has additional information regarding faculty evaluation.

18.2. Evaluation of Department Chairs, Deans and Provost

In the fall of each year, faculty will be given the opportunity to evaluate their department chair, their dean, and the Provost. The results of these evaluative surveys, administered by the Office of Institutional Research, will be shared with the person being evaluated and their immediate supervisor. Individual responses are kept confidential with results reported in summary form. Comments written by faculty are also presented in the summary report. Faculty should not present any information in their comments that would allow their anonymity to be compromised. The Provost/Chief Learning Officer will ensure these evaluations are conducted annually. This evaluation process is to be used primarily for the purpose of improvement. For department chairs, all full-time faculty in the department are the primary respondents. For deans, all full-time faculty and department chairs in the college are the primary respondents, and for the Provost, the primary respondents are the department chairs and the deans.

19. [Student Academic Appeal Procedures](#)

19.1. Types of Grievances

Grievances are divided into categories those that are not related to grading and those that are related to final course grading.

19.2. Procedure

This policy outlines the four levels of appeals along with a recommended timeline. No appeals will be considered later than the midpoint of the semester following the date the appealed final course grade is reported.

Personnel Policies and Procedures

1. Employment

1.1. [Nondiscrimination/Equal Opportunity Statement](#)

- 1.1.1. The University of Central Missouri actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities including athletics, instruction, grading, the awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. The university complies with applicable federal and state laws and regulations related to discrimination. The policy also includes contact information for those with questions concerning the university's compliance of the policy or laws prohibiting discrimination.
- 1.2. [Faculty Classification](#)
- 1.2.1. Faculty at the University of Central Missouri will be classified as adjunct faculty, instructional faculty, library faculty or tenure-track/tenured faculty and appointed to positions as set forth in this policy and university procedures. This policy explains each classification of faculty in further detail.
- 1.3. [Faculty Teaching Workload Guidelines](#)
- 1.3.1. Teaching workload guidelines as defined in the policy are as follows:
- load will be based on the number of equivalent 50-minute lecture periods per semester.
 - The faculty teaching BASE load of twelve semester hours per semester is equivalent to 180, 50-minute lecture periods per semester.
 - ELECTIVE load is generally based on courses normally conducted on an individual basis (Special Problems, Special Topics, Readings, Thesis, etc.) and is normally not counted as a part of the BASE load of teaching staff.
 - If five or more students are enrolled in arranged classes normally designated as part of ELECTIVE load, the workload will be determined as if the class were a regular lecture class (15, 50-minute periods for each semester hour) and will be reported as ELECTIVE LOAD.
 - When two (or more) factors apply in determining relative workload for one particular class, the factors will be additively combined to determine relative credit.
 - When classes or laboratories meet together, the teaching load will be figured on the basis of the class granting the greater relative credit. For example, a 3 semester hour class and a 2 semester hour class meeting at the same hour would be calculated on the 3 hour class with the combined enrollment.
- 1.4. [Faculty Identification Card](#)
- 1.4.1. Identification cards are issued to all regular benefit eligible employees, both administrative, service and support, and academic. Non-benefit eligible employees and courtesy appointees will be issued an ID card at the request of the department. ID cards remain valid until employment with UCM ends. At the time of termination, the employee will surrender the card to the Office of Human Resources. Employees who retire from the university and who have 15 years of continuous service may be issued a Retired Staff Identification card.

- 1.4.2. Lost identification cards are to be reported to the Office Student Engagement. A new ID card will be issued for a fee of \$15.00. Other changes which make a card incorrect or outdated should be reported to the Office of Human Resources which will determine if a new card must be issued.
- 2. Promotion and Tenure Policies
 - 2.1. [Academic Freedom and Tenure](#)
 - 2.1.1. University of Central Missouri believes that academic freedom and certain economic security for its academic staff are vital to its success in fulfilling the university's obligations to its students and to society. In general, the university agrees with the 1940 AAUP/AAC Statement on Academic Freedom and Tenure. However, the University reserves the right to implement and follow its own policies and procedures in any situation where they are inconsistent with the AAUP. The policy outlines the principles of academic freedom affirmed by the university and the principles of tenure. In addition, the definition of tenure, the awarding of tenure and the rights of tenured faculty are described.
 - 2.2. [Promotion Policy](#)
 - 2.2.1. Recommendations concerning promotion should reflect careful evaluation of (1) effectiveness in teaching¹, (2) scholarly performance involving discipline-related inquiry and/or creative activity and (3) service to and recognition within the university community and the professional discipline. Recommendations for promotion should, therefore, be based solely on evidence pertaining to these goals. Such evidence is to be found in each candidate's dossier. Utmost care will be exercised by all individuals and bodies making personnel recommendations to exclude possible prejudice concerning such matters as age, race, color, religion, sex, national origin, sexual orientation, marital status, Vietnam Era veterans, and persons with handicaps and disabilities. This policy provides additional information regarding promotion including the eligibility and criteria for promotion.
 - 2.3. [Tenure Policy](#)
 - 2.3.1. The academic units of University of Central Missouri strive for excellence in all academic matters. In light of this quest for excellence the academic personnel process is designed to facilitate the evaluation of faculty in a fair and professional manner. To do so requires the exercise of informed professional judgments as well as respect for the rights and responsibilities of all persons involved in the process. University of Central Missouri is best served when personnel matters can be decided, and disagreements resolved, in an environment of informal cooperation and full discussion, based upon clearly stated criteria for evaluation. Tenure is a safeguard for academic freedom. Tenure also provides faculty with a certain degree of economic security and creates a faculty that has a strong, long-term commitment to University of Central Missouri. The Tenure Policy also provides information regarding the eligibility of tenure, the authority for award of tenure, criteria for awarding tenure, probationary period, stopping the tenure clock and notification of non-reappointment during the probationary period.
 - 2.4. [Timeline and Procedures for Institutional Promotion and/or Tenure](#)

- 2.4.1. The procedures for applying for promotion and for tenure are the same, so they are presented together, but this should not be interpreted to mean that the criteria for the awards are also the same.
- 2.4.2. Faculty will be notified of eligibility to apply for promotion and/or tenure on or before May 1st of the academic year prior to the year of eligibility to apply for promotion. It is the faculty member's responsibility to file the required materials for promotion and/or tenure review by the applicable deadline.
- 2.4.3. The provost will publish at that time a decision calendar for each level of review that will conform with the parameters established below:

Level of Review	Perpetual Deadline (on or before):
Faculty member submits dossier to school	September 1
School submits recommendations to chair	September 15
Chair submits recommendations to college	September 30
College committee submits recommendations to dean	October 15
Dean submits recommendations to provost	October 31
Provost submits recommendations to president	January 10
President reports February/March Board Meeting	February/March Board Meeting

2.5. [The Promotion and Tenure Dossier](#)

- 2.5.1. The candidate's dossier summarizes the evidence presented to substantiate the candidate's case for promotion and /or tenure. The dossier represents both quantitative and qualitative data concerning the candidate's total contribution to the advancement of the students, the academic community at University of Central Missouri and the candidate's professional discipline. The tenure dossier may include information relating to the prior service experience of the faculty member. The promotion dossier will include those accomplishments since the dossier was submitted for the previous promotion at Central. There are two sections of the dossier: Section A, the cover page, represents both a checklist of the procedures through which a dossier must pass as well as an outline of the actions taken on an individual's status. Section B is the candidate's section. The policy provides the guidelines for developing the dossier.

2.6. [College Guidelines](#)

3. [Faculty Compensation](#)

3.1. Faculty Compensation Philosophy

- 3.1.1. In order to nurture a positive attitude of trust in the faculty compensation system, we affirm that the system should encompass the characteristics of openness, transparency, honesty, and responsible stewardship. It should be

- equitable and efficient; provide reasonable compensation for faculty members in all disciplines; insure that appropriately qualified faculty can be employed and retained to teach in each program and discipline offered by University of Central Missouri; and reflect meritorious contributions to the university community.
- 3.2. Faculty Compensation Policy
 - 3.2.1. The Board of Governors of the University of Central Missouri has a primary responsibility to assure that the university allocates and spends its resources to fulfill its educational mission. The main mission of the university is to provide excellent educational opportunities for UCM's students. A quality faculty body is a primary factor related to student success; therefore, this compensation policy is designed to attract and retain the most qualified faculty possible within UCM's fiscal resources. For additional information see [Faculty Compensation Policy Board of Governors Policy 2.2.010](#).
 - 3.3. [Faculty Compensation Procedures](#)
 - 4. [Employee Benefits](#)
 - 4.1. [Eligibility for Benefits](#)
 - 4.1.1. Central Missouri provides benefit opportunities for regular full-time employees. Some are paid by the university and others must be purchased by the employee.
 - 4.1.2. UCM does not provide benefits for regular part-time employees. However, part-time employees may be eligible to purchase certain insurance benefits at their own expense.
 - 4.1.3. The spouse and children of a deceased faculty/staff member who dies while serving as a regular benefit eligible full-time employee of University of Central Missouri are entitled to COBRA Continuation Coverage for medical, dental and/or vision insurance, at their own expense, if they are covered at the time the employee passes away. The spouse and dependents may maintain coverage on COBRA for up to 36 months.
 - 4.2. [Benefits Summary](#)
 - 5. [Worker's Compensation](#)
 - 5.1. If an employee is injured at work and the situation is a life threatening emergency, the employee should seek treatment at the nearest hospital emergency room or medical clinic. When the situation is not life threatening, the employee should contact his/her supervisor, who will then contact Public Safety at 660-543-4123. Public Safety will complete an Accident Injury Report and then advise the employee of where to seek treatment, if needed.
 - 6. [Liability Protection](#)
 - 6.1. The Board of Governors of the University of Central Missouri wishes to ensure that employees of the university may concentrate upon performing their various functions at the university without excessive and debilitating concern for their personal liability exposure. This policy provides information on indemnity, defense and hold harmless in addition to eligibility requirements.
 - 7. [Faculty Professional Enhancement](#)
 - 7.1. General
 - 7.1.1. The Faculty Senate Professional Enhancement Committee (PEC) sharing responsibility with the Center for Teaching and Learning is charged to promote professional growth of the faculty/academic staff at UCM.

- 7.2. Services and Funding Opportunities for Faculty/Academic Staff
 - 7.2.1. On-campus development. The Center for Teaching and Learning regularly develops, offers, schedules and coordinates numerous development opportunities offered campus-wide for faculty.
 - 7.2.2. Special Projects. The Center for Teaching and Learning has funding available each year for projects related to improving instruction at Central.
 - 7.2.3. The Office of Sponsored Programs & Research Integrity is the hub of support for UCM faculty/staff engaged in research grants--from the developmental stages of proposal writing through execution, management, follow-up, and evaluation. Engaging students in research provides renewal for the faculty/staff member through attention to research and scholarly efforts and provides enhanced learning experiences for students. Research grants, release time, and/or reassignment are possibilities which may expand opportunities to explore new frontiers of research at UCM.
 - 7.2.4. A university-wide faculty travel fund has been established, under the administration of the Director of Graduate Studies and International Admissions, to encourage active faculty participation in professional meetings. The Scholarly Activity Fund supports full-time, tenure-track faculty who must travel to perform scholarly activities at state, regional, national or international professional meetings. Part-time faculty members, graduate assistants, and non-professional academic staff are ineligible for monies from this Fund.
- 7.3. New Skill Development
 - 7.3.1. There are occasions when a faculty/academic staff member and the university would be well served by this person's attendance at a special educational event. In addition, it is frequently very helpful for faculty/academic staff who aspire to publish in the journal of a particular organization, or to make a presentation at a meeting of that organization, to first attend a meeting of the organization. This fund is established to respond to the kinds of needs described in the preceding examples. Because this fund is designed to meet variable needs, the criteria for qualification and selection are by necessity less definitive. Thus, the actual process for selection of recipients is left much to the Professional Enhancement Committee as it views the faculty and program needs in each case.
- 7.4. [Academic Leaves: Categories, Policies and Procedures](#)
 - 7.4.1. Academic leaves are granted to enhance the individual, thereby improving the overall educational environment of the university. The granting of academic leaves will be based on the expectation that the faculty/academic staff member will utilize the period for professional growth and development as related to the individual's UCM academic assignment and goals. Some appropriate goals for academic leaves include: to add knowledge in the academic field, to enhance teaching effectiveness, to broaden fields of competency, and/or to acquire other valuable professional experience. Application for academic leave must be made in writing, by the individual concerned, to the provost through the appropriate offices as listed on the "Request for Academic Leave Sheet." Any academic leave and the conditions under which it is granted must have the written approval of the

provost and, when appropriate, the president of the university and the Board of Governors.

7.5. [Academic Leave Form](#)

8. Faculty Awards

8.1. Byler Distinguished Faculty Award

8.1.1. The Byler Distinguished Faculty Award is presented each spring in honor of its namesake, William H. Byler, an inventor, author and teacher who graduated from UCM in 1927 with a major in chemistry and physics. He established an endowment fund to provide annual recognition for distinguished faculty performance, evidenced by teaching, scholarly or creative activity and professional-related service.

8.2. Governor's Award for Excellence in Education

8.2.1. The Governor's Award is an annual recognition initiative established by the Missouri Coordinating Board for Higher Education. Award recipients are selected from each of Missouri's public institutions of higher education. In recognizing honorees, the awards program considers criteria such as effective teaching, effective advising, innovative course design and delivery, service to the university community, commitment to high standards of excellence and success in nurturing student achievement.

9. Retirement

9.1. Normal Retirement

9.1.1. UCM automatically enrolls regular full-time and regular part-time employees in the Missouri State Employees' Retirement System - MOSERS. MOSERS is a non-contributory defined benefit for employees hired before Jan. 1, 2011 or newly hired employees that have prior MOSERS credit. Five years of service credit in a MOSERS-eligible position are required to be vested in this plan. Each pay period UCM remits contributions to MOSERS based on the eligible employee's gross wages. Employees hired prior to July 1, 2000 may choose between MSEP and MSEP 2000 plan benefits.

9.1.2. Employees hired in a MOSERS-eligible position for the first time on or after Jan. 1, 2011 are required to contribute 4% of their gross wages per pay period. UCM will also remit contributions to MOSERS based on the eligible employee's gross wages. Five years of service credit in a MOSERS-eligible position are required to be vested in the MSEP 2011 plan. If the employee leaves UCM employment, they will have the option of requesting a refund of the contributions they have made to the retirement system plus any applicable interest.

9.1.3. Full-time faculty members hired on or after July 1, 2002 are automatically enrolled in the College and University Retirement Plan (CURP) unless they have prior MOSERS credit. Faculty hired on or after 07/01/18 will be required to contribute 2% of their gross salary to the plan. CURP is a non-contributory 401(a) defined contribution plan for education employees. MOSERS has been given the responsibility by law to implement and oversee the administration of the plan. Each pay period UCM remits contributions to CURP based on the eligible employee's gross wages. The TIAA-CREF group of companies is the third-party administrator for CURP and manages the investment options under the plan. For more information go to [MOSERS](#).

9.2. Saving for Retirement - Tax Sheltered Annuities

- 9.2.1. UCM offers a voluntary Tax-Sheltered Annuity (TSA) program that allows eligible employees to make additional pre-tax contributions to a retirement plan.
 - 9.2.2. The voluntary TSA contributions are 100% paid by the employee and are in addition to MOSERS or CURP retirement benefits.
 - 9.2.3. To obtain additional information regarding the TSA Program, please contact Human Resources.
 - 9.2.4. [Employees may login](#) to complete the TSA Salary Reduction form and/or access a listing of current vendors, to include contact information.
 - 9.3. [Longevity Award Policy](#)
 - 9.3.1. All permanent, full-time employees of the University of Central Missouri (faculty, professional staff, support staff and bargaining unit) who voluntarily leave the university at the age of 50 or over after serving the University of Central Missouri for 10 or more consecutive years are entitled to a longevity award based upon the following rates:
 - 9.3.1.1. Ten years of service at \$100 per year for \$1000; AND each succeeding year at \$25 per year.
 - 9.3.1.2. Credit under MOSERS of unused accumulated sick leave if at least a 21 day balance (as required by MOSERS).
 - 9.4. [Privileges Extended to Emeriti and Retired Employees](#)
 - 9.4.1. The University of Central Missouri appreciates its retired faculty and staff members. To this end, certain privileges are extended to all employees retiring from the university in good standing. In addition, emeritus status may be bestowed upon retired UCM employees meeting certain qualifications. This policy provides a complete list of privileges.
10. Grievances
- 10.1. A grievance constitutes the following allegations by a faculty member that his or her employment has been impacted by: (1) a violation, misinterpretation, or inequitable application of policies established by the Board of Governors and/or administration; (2) a violation of academic freedom; or (3) other action taken against the faculty member that is arbitrary, capricious, or otherwise inequitable, for which administrative action could provide a remedy. These procedures do not replace other institutional procedures governing certain types of conduct (e.g., Title IX complaints). Further, these procedures are not a mechanism for seeking new or revised institutional policies.
 - 10.2. [Policy](#)
 - 10.3. [Procedure](#)
11. [Resignation](#)
- 11.1. A faculty member who decides to resign should send a letter of resignation to the provost. The letter generally is submitted to the department chair and is processed through the dean's office*. The provost may be consulted about limitations relating to specific contractual provisions.
 - 11.2. *A copy of the resignation letter should be sent to the Office of Human Resources.
12. Termination
- 12.1. [Dismissal of Tenured Faculty for Cause](#)
 - 12.1.1. The award of tenure to faculty is essential to academic freedom and the concept of university self-governance. The dismissal of a tenured employee should therefore be undertaken only for just cause as defined in the policies of the university and the laws of the state of Missouri and then only after

appropriate procedural safeguards, as set forth in the following document, have been met. These procedures shall not be construed to deny tenured employees their rights as citizens to legal due process under the laws of the state of Missouri and the United States. This policy provides additional information about causes for dismissal, preliminary procedures, formal hearing, conduct of the hearing, and right of appeal.

13. [Check-Out Procedures](#)

- 13.1. All employees leaving the university must complete check out procedures. Human Resources provides employees with a check out form to guide through the process. This form is to be completed and turned into the Payroll Office by the end of the last day of employment. Points included in check out include:
 - 13.1.1. Exit Interview: When you leave the university, we want to know why, your experiences, observations, and suggestions. Human Resources will ask you to participate in a personalized confidential exit interview.
 - 13.1.2. Returning UCM-Owned Property: All UCM-owned property, including clothing, equipment, keys, handbooks, parking permit or remote gate openers, procurement card, and ID are to be returned.
 - 13.1.3. Continuation of Benefits: Specific voluntary, employee paid benefits may be continued at the terminating employee's request. Terminated employees are notified in writing regarding which benefits may be continued and of the terms, conditions, and limitations of such continuance.
 - 13.1.4. Final Paycheck: Involuntarily terminated employees will receive any pay they have earned up to the date of termination within 48 hours, if requested.
 - 13.1.5. Payment of Unused Vacation and Sick Leave: Employees are paid for vacation time accrued and unused as of the last day of employment. Terminating employees are not compensated for unused sick leave. If the employee is vested with MOSERS, unused sick hours will be reported for inclusion in retirement benefits.
 - 13.1.6. Paycheck Stubs: All paycheck information is available on employee self-service.

14. [Retrenchment Policy](#)

- 14.1. Retrenchment is defined to be a reduction of faculty which is significantly beyond routine faculty staffing adjustments and/or reallocation. Retrenchment procedures shall be activated when it becomes necessary to implement plans to terminate tenured faculty or eliminate more than 3.5 percent of the total full-time budgeted faculty positions (as reported to the Coordinating Board for Higher Education) during an academic year.
- 14.2. Circumstances Necessitating Retrenchment
 - 14.2.1. Several circumstances may occasion reduction in the faculty staffing levels of the University of Central Missouri. At least one of two dynamics will be present: academic program changes or fiscal considerations. Any one of the following factors will require retrenchment:
 - 14.2.2. State-initiated Retrenchment. State-initiated retrenchment means measures taken by the state of Missouri, notably those recommended by the Coordinating Board for Higher Education, to reduce or to abolish a department of instruction or an academic program at the University of Central Missouri. Recommendations for retrenchment would take effect only if they

were approved by the Board of Governors of the University of Central Missouri.

14.2.3. Enrollment Decline. Enrollment decline means that the number of student credit hours produced in the university has reached such a point over a sufficiently extensive period of time that continuation of the current level of staffing is no longer reasonably justified. While it would be ill-advised to reduce staffing levels because of cyclical enrollment declines, there may be no alternative when the decline is long-term.

14.2.4. Financial Stringency. Financial stringency means that the long-term financial condition of the University of Central Missouri is such that it cannot maintain or improve the quality of its instructional, scholarly and service functions on an institution-wide basis, and there is no imminent prospect for the significant improvement of this financial condition. Financial stringency may fall short of a state of financial emergency, but if it is permitted to continue over an extended period of time without remedial action, the result is likely to be a steady erosion of academic quality.

14.3. In the event that retrenchment is required, consideration shall be given but not necessarily limited to methods of increasing revenues and constructive alternatives to termination for administration, faculty, and staff (e.g., severance leaves, leaves without pay, early retirement or reduced individual appointments; reduction in salaries for all personnel; and reduction in non-academic staff and services).

15. Other Leaves and Absences

The absence of a faculty member from campus is a school/college matter and is to be discussed with the chair in advance unless the absence is caused by an emergency. Except for announced holidays and spring breaks, all class days, examination days, and other professional days (such as Plan Days) are considered as professional duty days for all faculty members and staff following the academic calendar. Other assignments, such as commencement, may on occasion be designated as professional duty days. When the absence affects a professional duty day, the faculty member requests the absence by using the appropriate university method. Requests generally are reviewed and approved by the department chair or immediate supervisor. Approval for use of specific funds not under departmental jurisdiction requires approval of the grant office or other responsible university officer. The appropriate university method for reporting an absence is through the Banner self-service time sheet which is accessed using the appropriate sign in passwords.

15.1. [Professional Services](#)

15.1.1. Absence for off-campus services or activities related to the faculty member's professional position may be granted. The staff member is responsible for planning class activities and notifying classes in advance; arrangements are to be explained to the students.

15.2. [University Business](#)

15.2.1. When the staff absence is for the purpose of conducting university business, class arrangements are made in the same way that they are made for professional service.

15.3. [Sick Leave](#)

15.3.1. Sick Leave Board of Governors Policy

15.3.1.1. All regular, full-time employees of the University of Central Missouri (faculty, professional staff, support staff and bargaining unit) will accrue

10 hours per month (120 hours or 15 days) per anniversary year of sick leave.

- 15.3.1.2. Up to 12 days accumulated sick leave may be used per fiscal year for the care of illness or injury in an employee's immediate family. For purposes of this policy, immediate family includes parents, spouses, children, siblings, wherever they may live, and persons living in the employee's immediate household.

15.3.2. Sick Leave Procedures

- 15.3.2.1. Sick leave is provided for personal illness, Family and Medical Leave Act (FMLA) qualifying events, medical appointments such as health, dental and vision, which cannot be scheduled at times other than working hours.

- 15.3.2.2. Sick leave is accumulated for non-faculty and 12-month administrative faculty at the rate of five (5) hours at the conclusion of each semi-monthly pay period. Regular employees who occupy a .80 to .99 FTE position will receive the same sick-leave benefits on a pro-rated basis. For example, a .80 employee would earn four (4) hours of sick leave per semi-monthly pay period. Employees occupying less than a .80 FTE do not accrue sick leave.

- 15.3.2.3. The number of work days in a given pay period can range from nine to 12 depending on the month. The following chart is based on a typical eight (8) hour per day, 40 hour per week position. It illustrates the minimum hours an employee would need to be in paid status in order to accrue sick leave for that pay period.

Hours/Days in Pay Period	Minimum hours needed to be in paid status in order to earn sick leave
72 Hours/9 Working Days	16 hrs
80 Hours/10 Working Days	24 hrs
88 Hours/11 Working Days	32 hrs
96 Hours/12 Working Days	40 hrs

- 15.3.2.4. Sick leave is accumulated for nine-month faculty at the maximum rate of 11.25 days per year:

- 15.3.2.5. Employees must report sick leave by using an approved university method. When all accumulated sick leave is exhausted, additional absences shall be charged against earned vacation leave (if eligible for vacation), with prior supervisory approval. If no sick leave or vacation is available then time shall be unpaid. Exempt employees must submit requests only in half-or whole-day increments. Nonexempt employee request for leave must be in fifteen-minute increments.

- 15.3.2.6. Sick leave accumulates semi-monthly and can be carried over from month to month and year to year.

- 15.3.2.7. Employees who are unable to report to work because they are ill must promptly notify their supervisor.
- 15.3.2.8. Employees may use up to 12 days accumulated sick leave per fiscal year for the care of illness or injury in an employee's immediate family.
 - 15.3.2.8.1. Immediate family for the purposes of UCM's "Sick-Leave Policy" includes parents, spouses, children, siblings, wherever they may live, and persons living in the employee's immediate household.
- 15.3.2.9. There is no cash payment for unused sick leave when an employee resigns, retires, or is terminated. Unused sick leave will not be converted into vacation. However, for those employees who are vested in MOSERS when they retire from UCM, all unused sick leave will be reported to MOSERS for additional service credit as set out in Chapter 104, RSMo.
- 15.3.2.10. Under the auspices of the FMLA, eligible employees are allowed unpaid leave, including partial day absences, for medical and family purposes. Employees should contact the Department of Human Resources for additional information.
- 15.4. [Family Medical Leave Act](#)
 - 15.4.1. The purpose of this procedure is to provide guidelines for complying with and administering the Family Medical Leave Act of 1993. The Office of Human Resources will serve as the focal point for all FMLA issues.
 - 15.4.2. FMLA is a federal law that requires the university to provide up to 12 weeks of job protected leave to eligible employees for certain family and medical reasons.
 - 15.4.2.1. To be eligible for family medical leave, an employee must have been employed for at least 12 months at University of Central Missouri and must have worked at least 1,250 hours during the 12 month period prior to the leave start date.
 - 15.4.3. Conditions that qualify for FMLA are:
 - 15.4.3.1. Birth of a son or daughter of the employee and in order to care for such son or daughter.
 - 15.4.3.2. Placement of a son or daughter with the employee for adoption or foster care.
 - 15.4.3.3. To care for a spouse, son, daughter, or parent of the employee that has a serious health condition.
 - 15.4.3.4. A serious health condition that makes the employee unable to perform the functions of the position.
 - 15.4.3.4.1. The term serious health condition means any illness, injury, impairment, or physical or mental condition that involves:
 - 15.4.3.4.1.1. Inpatient care in a hospital, hospice, or residential medical care facility.
 - 15.4.3.4.1.2. Continuing treatment by a health care provider.
 - 15.4.3.4.1.3. Serious health conditions are certified by a healthcare provider via a Certification of Health Care Provider form or equivalent documentation.
- 15.5. [Personal Leave](#)

- 15.5.1. All regular, full-time employees of the University of Central Missouri (faculty, professional staff, support staff and bargaining unit) will be awarded one day (8 hours) per fiscal year of personal leave.
- 15.5.2. One day may be used per fiscal year for personal reasons. Personal days cannot be accumulated from year to year. Personal leave is subject to advance supervisory approval, when possible, based solely upon work needs (as opposed to the validity of the reason for absence).
- 15.5.3. Approved leave as set out in Human Resources "410 Bereavement Leave" and "409 Legal Proceedings and Voting" is not included in this policy and does not affect personal leave.
- 15.5.4. Faculty members may qualify for various academic leaves based on their particular circumstances. Policies and procedures regarding academic leaves can be found in Academic Policies and Procedures.
- 15.5.5. There is no remuneration of unused personal leave when an employee resigns, retires or is terminated. Unused personal leave will not be converted into vacation or sick leave and may not be donated to the crisis leave pool.
- 15.6. [Crisis Leave](#)
 - 15.6.1. Donations will only be allowed once a quarter. Deadlines to donate are:
 - 15.6.1.1. March 10th, June 10th, September 10th, December 10th
 - 15.6.2. All donations of leave time must be received by the deadline to be accurately reflected in accrual balances. Once donations are submitted they cannot be rescinded.
 - 15.6.3. The maximum number of hours maintained in the Pool Bank will be 660 hours. Should the number drop below 100 hours then the Department of Human Resources will announce a donation period to replenish the pool.
 - 15.6.4. For making a donation: A signed statement indicating the number of earned vacation hours the employee wishes to donate to the bank is to be submitted to the Department of Human Resources with the supervisor's signature. Donation forms are available from the HR website or by contacting the Department of Human Resources. The donations must be in either four- or eight-hour increments.
 - 15.6.5. Employees may not solicit or petition donations on their personal behalf or the behalf of other employees for the Crisis Leave Pool.
 - 15.6.6. An employee may request leave from the Crisis Leave Pool by completing a "Crisis Leave Request Form." The request must be accompanied by the employee's "Family Medical Leave Act" form (if not already on file) and any accompanying documentation to the Department of Human Resources. The Department of Human Resources will review the request to make sure that the employee is eligible to receive crisis leave. The employee requesting crisis leave must provide all requested information necessary to make a final determination of eligibility.
 - 15.6.7. Each request will be time-and-day stamped upon receipt by the Department of Human Resources. When possible, a request is to be submitted at least 10 days before the crisis leave is needed. The Department of Human Resources is allowed 10 working days from the date a request is received (with the required documentation) to approve all or part of the request, or deny the request, and communicate such approval or denial to the employee.

- 15.6.8. If the request is approved, the Department of Human Resources will credit the approved time to the employee's leave record. Crisis leave will be paid at the receiving employee's rate of pay. An employee in crisis leave status will be considered in paid leave status and will continue to receive benefits as appropriate. Employees on crisis leave will not accrue paid leave.
- 15.6.9. Any approved crisis leave is used and documented in accordance with the same procedures as regular paid leave taken by the employee. Hours granted from the Crisis Leave Pool may be used only for reasons stipulated in the approved request. The use of leave from the Crisis Leave Pool that is not in accordance with procedures and requirements outlined in the policy may constitute payroll fraud and will be dealt with accordingly. Any unused hours will be returned to the Crisis Leave Pool.
- 15.6.10. The granting of crisis leave is meant to cover only the circumstances for which it was requested. If any change occurs in the nature or severity of an illness or injury, or of any other factor on which the approval was based, the employee must provide documentation describing the change to the Department of Human Resources. The employee can request more crisis leave subject to the limits outlined in the policy; however, extensions of crisis leave are not automatic.
- 15.6.11. Departmental budgets will continue to be charged for an employee's salary while they are using hours from the crisis leave pool.

16. [Vacation](#)

For purposes of this policy, "employee" means all regular, full-time, non-faculty employees.

- 16.1. All employees covered by this policy accrue vacation time at the rate specified in the accrual schedule below, based on their years of service, for each pay period of completed employment. Accrued vacation time is credited to employees on the last pay day of each pay period in which they have been employed for the entire period. Employees do not accrue vacation time for any portion of the first pay period for which they are employed that is less than the full period.

Years of Service	Hours per pay period	Max. Carryover per year	Max. Bank
Less than 4	5	90	280
4-9	7	126	
More than 9	8	144	

- 16.2. Exempt employees may use vacation time in minimum increments of one hour; non-exempt employees may use vacation time in fifteen (15) minute increments. Employees cannot use future, anticipated, vacation time not yet accrued at the date of the absence. Vacation time will not accrue for pay periods in which seven or more workdays are unpaid.
- 16.3. Employees should schedule planned vacation time in advance with their supervisor. Vacation time will be approved or denied, taking into account considerations such as the needs of the university and schedules of employees. Employees who have an unexpected need to be absent from work should notify their supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of unexpected absence, absent extenuating circumstances.

- 16.4. Accrued vacation time will be paid out to employees at the end of their employment with the university. Employees do not accrue vacation time for their final period of employment with the university if they work less than the full pay period.
- 16.5. Employees may not accrue vacation time in excess of 280 total hours. After an employee accrues 280 total hours of available, but unused vacation time, the employee will stop accruing vacation time until his or her vacation time balance falls below 280, after which vacation time will resume accruing up to a total of 280 hours.
- 16.6. Any questions regarding this policy should be directed to the Human Resources Office.
- 17. [Legal Proceedings and Voting](#)
 - 17.1. Legal Proceedings
 - 17.1.1. Central Missouri provides a leave of absence with pay for mandatory jury duty or for certain required appearances as a witness before a court, commission, or legislative committee.
 - 17.1.2. A copy of the summons must be provided as soon as the need for time off is known so the supervisor may accommodate the absence. Employees will receive their regular pay from the university, in addition to any compensation provided by the court. Employees are to report to work as the court schedule permits.
 - 17.1.3. Employees should report the absence using the approved University method. A copy of the summons must be forwarded to the Office of Human Resources.
 - 17.1.4. This leave is not provided if the employee is appearing in court on their own behalf or if they are appearing in an action to which they are a party. Absences must be taken as vacation, personal leave, or unpaid leave.
 - 17.2. Voting
 - 17.2.1. Central Missouri provides time off for voting in accordance with state and federal laws.
 - 17.2.2. Employees who are unable to vote prior to or following their work schedule are granted up to three hours of paid time off to vote, unless the polls are open for three consecutive hours before or after the employee's work schedule.
 - 17.2.3. Employees must provide their supervisor with at least one day's notice that they will need time off to vote. The supervisor, based on the workload, will determine the amount of time allowed.
- 18. [Military Leave](#)
 - 18.1. University of Central Missouri provides paid military leave for up to two weeks per calendar year, plus reasonable travel time, for regular employees taking a military leave of absence to attend scheduled drills, training, or active duty service with the U.S. Armed Services. For military reservists who are called to active duty, the university honors procedures for return to work as outlined by the Uniformed Services Employment and Reemployment Rights Act of 1994 and other federal and state laws. Employees using military leave will not lose university length of service rights and employment records will reflect continuous service during the military leave period.
- 19. [Bereavement](#)
 - 19.1. Bereavement leave is up to three days of paid time off provided to employees who wish to take time off due to the death of a loved one. The definition of loved one is left to the discretion of the employee and the supervisor. The employee is required to notify their supervisor immediately when the need for bereavement leave arises. This leave is

available during probationary periods. Bereavement leave may be combined with personal leave or vacation leave if the three days provided by University of Central Missouri are not sufficient. If paid leave time is not available, leave without pay may be requested. The time for bereavement does not have to be taken as consecutive days off. However, the leave days must be taken within ten calendar days of the date of loss of the loved one. Absence must be recorded in the employee's electronic time sheet and submitted to the supervisor for approval.

Institutional Policies and Procedures

1. [Confidentiality of Personnel and Legal Records](#)

1.1. The Board of Governors of the University of Central Missouri declares the following records to be closed under Chapter 610 of the Missouri Revised Statutes (the Sunshine Law), the Family Education Rights and Privacy Act of 1974 (FERPA), and other applicable state and federal statutes and regulations:

- 1.1.1. all records of the board pertaining to legal actions, causes of action, or litigation involving the board, until final disposition of the matter by vote of the board or signing of a settlement agreement
- 1.1.2. all communications between the Board of Governors and its attorneys which are privileged under law
- 1.1.3. all records of the board pertaining to the lease, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefore; however, any minutes, vote or public record approving a contract relating to the leasing, purchasing or sale of real estate shall be made public within 72 hours after execution of the lease, purchase or sale of the real estate. After 72 hours, the documents which were executed shall no longer be closed records
- 1.1.4. all records of the board pertaining to the mental or physical health of students or employees
- 1.1.5. all records of the board pertaining to the hiring, firing, disciplining or promotion of personnel; however, any vote by the board to hire, fire, promote or discipline an employee shall be made available with a record of how each member voted within 72 hours of the close of the meeting where such action occurs
- 1.1.6. all records of the board pertaining to preparation, including any discussions or work product on behalf of the board or its representatives for negotiations with employee groups
- 1.1.7. all records of the board relating to scientific and technological innovations in which the owner has a proprietary interest
- 1.1.8. software codes for electronic data processing and documentation thereof
- 1.1.9. specifications for competitive bidding, until either the specifications are officially approved by the board, or the specifications are published for bid
- 1.1.10. sealed bids and related documents, until the bids are opened and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected
- 1.1.11. individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this

- exemption shall not apply to the names, positions, salaries and length of service of officers and employees once they are employed as such
- 1.1.12. confidential or privileged communications between the University of Central Missouri and auditors, including all auditor work product
 - 1.1.13. all records of the Board of Governors, to the extent and in the manner specified from time to time in the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, 20 USC 1232g) or any successor statute and the regulations issued pursuant thereto, pertaining to scholastic probations, expulsion or graduation
- 1.2. In addition, the Board of Governors of the University of Central Missouri reserves the right to close other university records in accordance with applicable federal and state statutes as the board or the board's designee deems appropriate.
2. Admission to Campus Events
- 2.1. You are eligible to receive up to 4 complimentary GA tickets online (with your Network ID). You may also receive complimentary GA tickets at the box office on game day. To do so you must have your current UCM ID. This allows you, your spouse, & your dependents (18 & under) to receive tickets.
3. [Alcohol Policy](#)
- 3.1. The University of Central Missouri recognizes its responsibility to foster a learning environment that minimizes the negative impact of high risk alcohol use on student life and academic success. The university further recognizes that care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.
 - 3.2. The university observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus. University funds may not be used to purchase alcohol.
 - 3.3. The university complies with the Drug Free Schools and Communities Act Amendments of 1989. Annual distribution of alcohol and drug prevention materials to all students, faculty and staff are accomplished through 1) Academic Policies and Procedures, 2) the student planner handbook, 3) the staff handbook and 4) the annual institutional and financial information publication. The following information is included:
 - 3.3.1. statement of standards of conduct, clearly prohibiting unlawful possession, use or distribution of drugs and alcohol by students or employees on school property or as part of school activities
 - 3.3.2. statement of adherence to all applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol
 - 3.3.3. description of drug and alcohol counseling, treatment or rehabilitation programs available to students, faculty and staff
 - 3.3.4. description of health risks associated with use of illicit drugs and alcohol
 - 3.3.5. statement of commitment to impose sanctions on students, faculty and staff in violation of the policy, including a description of those sanctions (such as expulsion, termination and/or referral for prosecution)
4. Business and Financial Policies and Procedures
- 4.1. [Fiscal Responsibility Policy](#)

- 4.1.1. The University of Central Missouri has moved toward the decentralization of budget planning and decision making. As a result, departments now have greater management control over their expenditures. This document was prepared to offer guidance in the prudent and ethical expenditure of scarce revenues entrusted to the university.
 - 4.1.2. The university receives funding from diverse sources ranging from taxpayers and students to benefactors. Regardless of the source, the university has an obligation to demonstrate that it has been a wise steward of these funds.
 - 4.1.3. On a regular basis, university employees are involved in the expenditure of funds. Some purchases may be perceived by the general public as questionable use of university funds. Employees should be conscious of the propriety of each expenditure, as well as the issue of conservation of funds.
 - 4.2. [Mail Service](#)
 - 4.2.1. The Distribution Service Center at the University of Central Missouri serves the mailing and package-handling needs of campus departments. Mail and packages are received and processed daily Monday through Friday and delivered to their designated campus locations. Outgoing pieces are picked up by the Distribution Service Center staff to be processed for shipping.
 - 4.3. [Purchasing Procedures](#)
 - 4.4. [Email](#)
 - 4.4.1. University of Central Missouri provides email services (sending, receiving, storing, and forwarding messages in a digital form using the university's network/telecommunications infrastructure) to faculty, staff, and students. The university considers communications sent to faculty, staff, and student email accounts to be official and hold exactly the same status and importance as paper documents. The university expects faculty, staff, and students to check their email accounts regularly for official communications.
- 5. [Conflict of Interest Policy](#)
 - 5.1. The purpose of this policy is to define conditions constituting a conflict of interest or commitment and interpret that definition as it applies to University of Central Missouri employees and members of the Board of Governors.
- 6. [Intellectual Property Rights, Education Materials and Patent Policies](#)
 - 6.1. Intellectual Property Rights
 - 6.1.1. The term "Intellectual Property" is broadly defined to include any inventions, discoveries, know-how, processes, unique materials, works of authorship, copyrightable works, including original and derivative works, traditional course materials, online course materials, original data and any other creative works that may have value. Intellectual Property includes that which is protectable by statute or legislation, such as patents, registered or unregistered copyrights, registered or unregistered trademarks, service marks, trade secrets, mask works, and plant variety protection certificates and the physical embodiments of intellectual effort, such as, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research and experimental results.
 - 6.2. Educational Materials

- 6.2.1. The term “Traditional Educational Materials” refers to copyrightable works created independently and at a Creator’s own initiative for academic purposes. Examples include, but are not necessarily limited to study guides, tests, instructional materials, bibliographies and texts, audio and video recordings, live audio and video broadcasts, films, film strips, charts, transparencies, computer programs and other programmed instructional materials, online course and distance learning materials, and any other print and non-print materials subject to federal copyright. Traditional Educational Materials include any original works, derivative works, and any revisions to such original and derivative works. Traditional Educational Materials shall not include any master syllabi or course learning objectives for any University course or any program-developed materials, as such materials are deemed University-Owned Intellectual Property.
- 6.3. Patent Policy
 - 6.3.1. Ownership of Patentable Intellectual Property. Except for University-Owned Intellectual Property, the Creator shall own all rights, title, and interest in any patentable Intellectual Property.
 - 6.3.2. Creator Interest in Patentable University-Owned Intellectual Property. If the University decides not to commercially pursue or prosecute any patentable University-Owned Intellectual Property, or abandon existing patent prosecution, then at the Creator’s written request, within six months of such decision or abandonment, the University will assign such patentable University-Owned Intellectual Property to the Creator; provided that the Creator agrees to the following conditions should the Creator generate any revenue from the patentable Intellectual Property:
 - 6.3.2.1. the Creator must reimburse the University for all documented direct costs incurred pursuing the patentable Intellectual Property; and
 - 6.3.2.2. the Creator must pay the University a five percent (5%) royalty for any profits generated from the patentable Intellectual Property after fully reimbursing the University for documented direct costs incurred by the University in pursuing the patentable Intellectual Property.
 - 6.3.3. Externally-Sponsored Activities. Patent rights resulting from externally-sponsored research, grants, contracts, fellowships, or other such arrangements are governed by the terms of those agreements, but as between the University and the Creator, this policy shall be controlling.
- 7. [Illegal and Controlled Drugs Policy](#)
 - 7.1. Federal, state and local statutes prohibit or limit the use, possession or sale of drugs as defined herein. The university expects students, employees and campus organizations to abide by all applicable laws.
 - 7.2. The use of the term “drug” in this policy refers to any illegal substance or controlled prescriptive pharmaceutical product. The policy of the university conforms to the provisions of the Drug-Free Workplace Act of 1988.
- 8. [Tobacco Use Policy](#)
 - 8.1. Tobacco use is prohibited at the University of Central Missouri.
 - 8.2. Any exceptions to the prohibition of tobacco by the University of Central Missouri shall be set out in the University Guidelines and Procedures: “Use of Tobacco Guidelines.”
 - 8.3. The university president shall be responsible for preparation of rules, procedures, guidelines and regulations necessary to carry out the Board of Governors “Use of

Tobacco Policy.” The president shall make all decisions concerning the day-to-day operations and control of tobacco at the University of Central Missouri.

- 8.4. The university president may delegate responsibility to various campus administrators regarding the review and implementation of the “Use of Tobacco Guidelines.”

9. [Immunization Policy](#)

- 9.1. A copy of an immunization record documenting the vaccines is required. Examples of acceptable medical documents include:
- 9.1.1. copies of personal immunization records or baby book records;
 - 9.1.2. copies of physician office or Health Department immunization records;
 - 9.1.3. copies of high school or previous college immunization records; or
 - 9.1.4. copies of medical records from personal health provider or hospital.
- 9.2. Persons who object to immunizations due to religious or philosophical reasons or who have a medical reason for not being able to receive these immunizations will need to complete an Immunization Exception Form. Students may obtain the form from the Student Health Center (call 660-543- 4770), employees should contact Human Resources.
- 9.3. Measles, Mumps, Rubella Immunization Requirement. All on-campus students, faculty members and staff members born on or after January 1, 1957, must comply with the measles, mumps and rubella (MMR) immunization policy, which requires two doses of the MMR vaccine if obtained prior to age 18. If obtained during childhood, the first vaccine or combination MMR vaccine must have been given at age 12 months or later, and the second MMR vaccine must have been administered at least 28 days after the first one. If obtained after age 18, students must have had two doses at least 28 days apart and employees must have had at least one dose.
- 9.4. If immunization documentation regarding measles, mumps, and/or rubella cannot be found, the individual needs to either:
- 9.4.1. Provide documentation of blood titer results showing immunity to measles (rubeola), mumps and rubella;
 - 9.4.2. provide medical provider documentation of an active case of measles, mumps and rubella disease; or
 - 9.4.3. if meeting the student requirement, obtain two doses of the MMR immunization at least 28 days apart or, if meeting the employee requirement, obtain one dose of the MMR immunization.
- 9.5. Tuberculosis Screening. All on-campus students, faculty members and staff members must complete the University’s tuberculosis screening questionnaire and include the required documentation noted on the questionnaire when returning it to the Health Center (students) or Human Resources (employees).
- 9.6. Study/Travel Abroad Screening Requirements. All students, faculty members and staff members participating in a university-sponsored study/travel abroad program must complete the University’s tuberculosis screening questionnaire again upon completion of travel.
- 9.7. Non-Compliance. For faculty and staff members not complying with the policy, the hiring process may not be completed and/or the university may suspend their employment until all requirements are met.

10. [Sexual Harassment Policy](#)

- 10.1. University policy and applicable law prohibit sexual misconduct, sexual harassment, stalking, domestic violence, and sexual exploitation in the University’s education programs and activities, and further prohibit discrimination on the basis of any

protected characteristic, including under this policy sex, pregnancy, gender identity, gender expression, and gender (non)conformity. UCM does not tolerate sex discrimination. As used in this policy, the word “sex” is also inclusive of the term “gender.”

- 10.2. The University strictly prohibits retaliation against any person for making any good faith report under this policy to a Title IX Coordinator or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations under this policy. Any person who engages in such retaliation shall be subject to disciplinary action, up to and including expulsion or termination of employment. Any person who believes they have been subjected to retaliation is encouraged to promptly notify the Title IX Coordinator. The University will promptly investigate all claims of retaliation
11. [Discrimination and Harassment](#)
 - 11.1. The University of Central Missouri is committed to addressing and eliminating all forms of discrimination and harassment. Complete copies of the "Nondiscrimination/Equal Opportunity Statement" may be found online at Board of Governors Policy Manual, Human Resources Procedure Manual , Academic Policies and Procedures or Student Calendar/Handbook; or available at the Office of General Counsel, the Office of Human Resources, the Office of Community Engagement or the University Policy Office.
 - 11.2. These procedures, which are governed by university policy, apply to all university administrators, faculty, staff and students and are to be used in support of university anti-discrimination policies.
 - 11.3. If the complaint involves allegations of sexual harassment or sexual misconduct, the Sexual Misconduct Policy and Complaint Resolution Procedures must be used.
12. [Travel Regulations](#)
 - 12.1. Board of Governors Policy
 - 12.2. Definition of Allowable Travel Expense
 - 12.2.1. Allowable travel expenses are those expenses authorized and incurred while transacting official business away from the work site. “Work site” is defined as the location where the employee normally reports to work or as otherwise designated in an applicable position description, offer letter, or contract. Basic allowable expenses may include such items as business meals, transportation, lodging, and registration fees for conferences and workshops. The University and its employees have an obligation to be good stewards of the limited funds available and should exercise the fiscal responsibility in incurring University travel expenses. Budget managers have the authority to reduce approved travel in response to budget constraints.
 - 12.3. Travel Planning Approval
 - 12.3.1. All travel plans should be discussed and funding determined in advance with the appropriate cost center administrator. This appropriate cost center administrator may grant blanket authorization for frequent and routine business travel. As of 2019 all travel preauthorizations are completed through Chrome River.
 - 12.4. Transportation
 - 12.4.1. The traveler should ensure that the most economically available mode of transportation, which will satisfactorily accomplish the University business, be used. The cost center budget manager is responsible for reviewing and approving travel arrangements that result in the most reasonable expense to

the University. Reimbursement may be limited or denied for uneconomical choices of transportation.

12.5. Lodging

- 12.5.1. Lodging accommodations are to be arranged and paid for by the traveler and shall be in reasonable relationship to their average cost for the cities where the expenses are incurred. The University utilizes the daily lodging per diem information posted by the United States General Services Administration (GSA) as a guideline of a reasonable lodging cost for the desired destination. It is recommended that employees utilize the same information to determine reasonable rates for lodging. The GSA link can be found by accessing the University's Accounts Payable website.
- 12.5.2. Travelers are expected to secure the most economical rate from the hotel. Some hotels and motels grant favorable conference rates and/or other special rates to governmental employees. Travelers are urged to check the availability of special rates and take advantage of them.
- 12.5.3. A copy of the University State Tax Exemption Certificate should be furnished to hotels/motels, in Missouri only, to eliminate the Missouri state sales tax charge. The UCM website link for the University State Tax Exemption Certificate is on the Accounts Payable website.
- 12.5.4. A hotel's internet access fees are reimbursable provided the access is required for University business. Lodging receipts are required to be filed with the employee's University Cardholder BPC Transaction Log and/or the Travel Expense Summary Form to document the trip as business travel for IRS purposes.

12.6. Reimbursement for Travel Expense

12.6.1. Inclusion and Exclusions as to Authorized Expenses

12.6.1.1. In addition to meals and lodging, other expenses incurred as a necessary part of approved travel may be reimbursed.

- ATM fees incurred for business purposes.
- Business telephone calls.
- Conference materials such as books and other resource material.
- Currency exchange fees.
- Freight for shipping materials or equipment to and from conferences / seminars.
- Highway and bridge tolls.
- Internet usage fees for business purposes.
- Parking fees.
- Tips for baggage handling or maid service.
- Local transportation (shuttles, taxis, Lyft and Uber)

12.6.1.2. The following items are generally not reimbursed by the University include but are not limited to:

- Alcohol.
- Charitable or political contributions.
- Companion expenses (including travel, meals and additional driver costs on rental cars).
- Costs incurred at home, such as childcare, pet care or lawn/home maintenance.

- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations.
 - Excess baggage charges for personal items (i.e. golf clubs, skis).
 - Fines for parking or moving violations.
 - Laundry services (if trip is less than five days).
 - Life, flight or baggage insurance.
 - Lost or stolen personal property (including cash).
 - Mini-bar items.
 - Movies, golf, other personal entertainment.
 - Personal expenses such as haircut, toiletries, clothing, etc.
 - Personal reading material.
 - Unnecessarily excessive costs (i.e. very expensive restaurants or exclusive hotels) not warranted by the circumstances.
- 12.6.2. Preparation [and Submission of Travel Expenses](#)
- 13. University Store Discount Policy
 - 13.1. Upon presentation of the staff ID card, an employee is given a 10% discount on all merchandise except required textbooks, postage stamps, special orders, college rings, computer hardware. Computer software and discounted merchandise. Department purchases enjoy a 20% discount off of normal retail prices, with the same exceptions as listed for faculty and staff above.
- 14. [Responsible Conduct of Research Ethics in Research](#)
 - 14.1. Preamble
 - 14.1.1. All research that involves human subjects must follow the policies developed by the Human Subjects Committee. All research that involves animal subjects must follow the policies developed by the UCM Institutional Animal Care and Use Committee. For additional information see [Human Subjects Review](#).
 - 14.2. Purpose
 - 14.2.1. The University of Central Missouri's mission relies upon the principles of honesty and openness in the pursuit of academic excellence and innovation within an environment of public trust. Thus, integrity in research is critical. As a recipient of federal research and development funds, the University is required to implement institutional procedures to address allegations of research misconduct. This policy and procedures document provides information on the roles and responsibilities of those involved in an inquiry/investigation that results from an allegation of research misconduct and is intended to guide the prompt and objective resolution of such allegations.
- 15. [Regulations and Guidelines Regarding Technology at UCM](#)
 - 15.1. [The Office of Technology](#) at the University of Central Missouri has the responsibility and duties to leverage and support technology resources for academic and administrative activities and functions across campus that directly and indirectly support the Student Success Model and Strategic Resource Allocation. The Office of Technology provides general oversight and technical support of:
 - 15.1.1. Campus workstations (desktops, laptops, tablets, mobile devices, etc.)
 - 15.1.2. Enterprise and departmental applications
 - 15.1.3. Data and voice network infrastructure, servers

- 15.1.4. Storage arrays, network connectivity, identity management
- 15.2. As information technology continues to increase in scope, complexity, and dependency on its use, requirements for its support increase as well. As the University of Central Missouri provides support for information technology efficiently and effectively, some consistency of products and processes is necessary. To effectively accomplish this, a balance must be struck between standardization and the functional requirements of individual departments, especially academic departments with their broad spectrum of needs.

University Services

1. Public Safety

1.1. [Accident of Illness Emergency Procedures](#)

- 1.1.1. Minor injuries - first aid only - no medical treatment needed
 - 1.1.1.1. Report injury to supervisor or building manager immediately.
- 1.1.2. Injury requiring medical attention - not life threatening
 - 1.1.2.1. Contact CARO Medical treatment authorization line @ 1-800-624-2354 immediately 24 hours a day/7 days a week. Be prepared to give specific incident details to the intake specialist so that care can be authorized before seeking medical attention.
 - 1.1.2.2. Employee must contact their supervisor immediately.
- 1.1.3. Injury - Life Threatening
 - 1.1.3.1. Do Not Move the injured party unless their surroundings are dangerous.
 - 1.1.3.2. Call 911 immediately and request an ambulance. Be prepared to give specific information about your location (building & room #) and the name of the patient. Stay on the phone until Dispatcher has all appropriate information. NOTE: 911 Operator will notify Public Safety if injury is on UCM Campus.

1.2. [Assaults, Thefts, or Other Criminal Action](#)

- 1.2.1. The university community is encouraged to report crime. Crimes can be reported in any of the following manners:
 - 1.2.1.1. Campus 911 (emergencies only).
 - 1.2.1.2. The Department of Public Safety phone number, (660)543-4123. All phone lines are answered 24 hours daily.
 - 1.2.1.3. In person at the Public Safety building, located at 306 Broad St., Warrensburg, MO 64093.
 - 1.2.1.4. Public Safety offers the option to send a text message to (660)422-2632. This service is not a replacement for calling Public Safety. A text message can be sent if you are in a situation where making a phone call would be difficult.
 - 1.2.1.5. The Campus Eye app is available for students, faculty, and staff to report pertinent information directly to public safety and campus facilities personnel. The free, downloadable app features the ability to create a note describing a safety or security incident. You may also take or attach a picture of the incident. The app automatically detects the location of the user and creates a map with a pin drop of the user's

exact location. All content sent to respective college departments includes the sender's name and phone number along with the date and time of each report. Other app features let users set personal attributes, like if they are deaf and hard of hearing, visually impaired, or require the use of a wheelchair.

1.3. [Emergency Preparedness](#)

1.3.1. The link above provides information regarding various emergency situations such as, but not limited to, active shooter, bomb threat, earthquake, fire & fire drills, severe weather & tornadoes, and shelter in place.

1.4. Hazardous Conditions

1.4.1. If a faculty member observes hazardous conditions (ice on steps, flooding in the building, etc.) he/she should report them to the appropriate building manager's office at once. When offices are closed, the Department of Public Safety should be notified at 543-4123.

1.5. [Keys](#)

1.5.1. The University of Central Missouri promotes the security of campus personnel and appropriate access to university property. A functional and working access control system enhances the security of the campus. This procedure describes the use and possession of access control devices to campus facilities, design of access control systems, fabrication, responsibility for issuance, audits, eligibility for possession, access control device and building security, and responsibilities relating to lost access control devices, including but not limited to keys. This procedure applies to all university access control devices.

1.6. [Parking Permits](#)

1.6.1. All vehicles (cars, trucks, vans, motorcycles, mopeds, etc.) parked in UCM parking lots are required to properly display a valid parking permit. Parking permits can be purchased at Parking Services or online at MyCentral. Complete instructions for online purchases can be found under Permit Applications. You can also check out our Permit FAQs. Only one permit shall be sold per individual. Parking permits remain the property of UCM and are issued for a fee that is subject to change.

2. Staff Services

2.1. [Office of Technology](#)

2.1.1. The Office of Technology's goal is to maintain safe, reliable and confidential data and systems and provide a secure environment for University of Central Missouri constituents. The Office of Technology is separated into the four following departments: Applications Systems, Infrastructure Services, technology Support Services and Technology Operations.

2.1.1.1. Applications Systems -- Oversight of enterprise and departmental systems to include design, development, implementation, maintenance, and support of enterprise and departmental systems. Banner system modules and the many layered applications that link to any of the Banner systems is a dominant focus of the Applications Systems team. In addition, Applications Systems has oversight and operational responsibility for enterprise database engines and the data contained in those databases.

- 2.1.1.2. Infrastructure Services --Oversight of enterprise and departmental servers and storage, core systems for network connectivity, authentication, security and data retention as well as the network infrastructure that provides data, voice, and video access and connectivity to campus. Duties and activities include design, implementation, engineering, deployment, support, and maintenance of aforementioned systems. This team is responsible for network traffic, wired and wireless connectivity, Internet access, remote access, and telecommunications. This team also has the responsibility for equipment inventory and the network operations center, which is where server, storage, and core network equipment is located.
- 2.1.1.3. Technology Support Services -- Oversight of end-user technology resources deployed across campus that includes deployment, support, and maintenance of workstations, laptops, smartphones, tablets, printers, copiers, scanners, etc. utilized by UCM students, faculty, and staff in the instructional spaces and across the many diversified workplaces across campus. Technology Support Services also includes the Technology Support Center that provides the first line of support to UCM constituents in support of technology resources. The Technology Support Center serves as the single point of reference for students, faculty, staff, and visitors to ask questions, report issues and problems, and submit requests for technology assistance. If resolution cannot be accomplished by the Technology Support Center, user contacts are routed to the appropriate team(s) within the Office of Technology.
- 2.1.1.4. Technology Operations--Responsible for departmental budgets and providing administrative support to Office of Technology departments. Technology Operations takes direction from the AVP / CIO and supports the overall operations of the Office of Technology to include such duties as, budget planning and forecasting, oversight of hardware and software contracts and licensing, assist with human resources activities, oversight of fiscal operations, and conducting other duties to support the overall operations of the Office of Technology.
- 2.2. [Integrated Marketing and Communications](#)
 - 2.2.1. The Office of Integrated Marketing and Communications is responsible for building and maintaining the integrity of the UCM brand. By working closely with our campus stakeholders, the Office of Integrated Marketing and Communications tells the UCM message across many platforms, and adopts a robust marketing strategy to make sure our story is heard through digital, social, print and traditional media campaigns. The Office of Integrated Marketing and Communications also partners with our campus community to produce compelling, brand-centric communications that capture learning to a greater degree. Departments and offices can use our library of templates to build their communication strategy, or work with our office on more in-depth projects to support our institutional goals of growth in enrollment, retention, and student success.
- 2.3. [UCM Licensing](#)

- 2.3.1. A trademark licensing program is established to protect and promote trademarks in a positive manner. All official logos and word marks of the University of Central Missouri are protected under this program. Though protecting the integrity of the university's trademarks is an important part of this program, so are outreach, education and promotion. Creating and maintaining positive relationships with manufacturers and retailers is an integral part of the program's overall success, and helps to ensure that products bearing the marks of the university are of the highest quality and help to satisfy consumer demand.
 - 2.4. [Center for Print Production](#)
 - 2.4.1. UCM Print and Copy Center is the exclusive/sole provider and first point of contact for all of your printing, copying, signage, and shredding needs. Our staff is committed to assist with your project from planning through completion. Our in-house print production coordinator will produce jobs internally or will coordinate with one of UCM's two contracted partners to provide the best quality product at the lowest cost. Capabilities include copying, offset, digital, large-format inkjet, and cut-vinyl, along with pre-press/imaging services and a complete binding and finishing solution. Distribution Services provides delivery of orders to all campus offices, or you can arrange to pick up your order at the campus distribution office, located at the SouthEast Complex.
- 3. Student Services-Referral
 - 3.1. [Campus Community Health](#)
 - 3.1.1. Campus Community Health has three areas - the University Health Center, the Counseling Center, and Health Promotion. The office of Campus Community Health works to help keep students healthy and safe through health promotion, preventive health and wellness programs, counseling services, and coalition building with both on-campus and off-campus partners. They are committed to addressing and reducing the impact of physical, mental, and emotional health issues on students, through the delivery of quality primary care services and support, in a manner consistent with your level of need.
 - 3.2. [Campus Cupboard](#)
 - 3.2.1. Campus Cupboard is a volunteer-based, 501(c)(3) charity dedicated to alleviating hunger and financial burdens in the University of Central Missouri community. Food and personal care items are provided. Campus Cupboard opened in October 2013. It was developed through the collaborative efforts of the Office of Student Activities, the Department of Communication Disorders and Social Work, and the Department of Nutrition and Kinesiology, along with an Opportunity Grant from the UCM Alumni Foundation.
 - 3.2.2. Campus Cupboard serves the University of Central Missouri campus community. Any UCM faculty, staff member or student who presents a valid UCM ID may select 10 items per week from Campus Cupboard. For emergency situations, after business hours, contact 660-543-4381. Campus Cupboard is located in the lower level of the UCM Student Recreation and Wellness Center. Take a left at the locker rooms and another left at the end of the hall to the first door on the left.
 - 3.3. [Career Services](#)

- 3.3.1. Vision
 - 3.3.1.1. The Career Services Center aspires to empower students with knowledge and opportunities that will lead to a meaningful career.
- 3.3.2. Mission
 - 3.3.2.1. : The mission of the Career Services Center is to educate students and alumni on career development and connect them to opportunities in the areas of education, healthcare, business, industry and government.
- 3.4. [Counseling Center](#)
 - 3.4.1. The Counseling Center at the University of Central Missouri provides a variety of services and offers a safe place for students to address any concerns they may have about their life or the way they are functioning. Professional clinicians are here to listen and offer guidance on a variety of personal and social issues.
- 3.5. [Guide for Student Concerns and Services](#)
- 3.6. [The Learning Commons](#)
 - 3.6.1. The Learning Commons is located on the first floor of the James C. Kirkpatrick Library. They provide services such as tutoring, test prep, supplemental instructions and a writing center.
- 3.7. [Military and Veteran Services](#)
 - 3.7.1. UCM's Military and Veterans Success Center provides a safe, secure and supportive environment for veterans to transition to college life by connecting students with fellow military and veteran students, study groups, a computer lab and assistance from dedicated staff members.
- 3.8. [Office of Accessibility Services, ADA/504 Coordinator](#)
 - 3.8.1. The Office of Accessibility Services is dedicated to helping students with disabilities have equal opportunity at the University of Central Missouri. Services are provided to students in the following three service areas: documented permanent or long-term disability, temporary impairment and pregnancy
 - 3.8.2. Postsecondary education disability offices are not expected to provide personal services and equipment, such as: tutors, personal care attendants, campus guides or helpers to attend events, hearing aids, personal computers or similar equipment, or assistance with medication. However, if these services are being provided to students without disabilities, then they need to be provided in an accessible manner to students with disabilities.
- 3.9. [Student Financial Services](#)
 - 3.9.1. Student Financial Services is committed to helping students achieve their academic goals by being a go-to source for everything related to financing their education. They will help guide students through applying for the FAFSA, understanding the different types of aid, directing students to scholarship options and providing the resources needed to make educated financial decisions.
- 3.10. [University Health Center](#)
 - 3.10.1. The University Health Center (UHC) at the University of Central Missouri has a team of dedicated health care professionals available to address student needs. If students have ongoing health care needs, the UHC staff can work with primary care physicians to provide lab work, blood pressure checks and other care. They also dispense medications (only those prescribed by UHC

- providers) and over the counter medications, and have a CLIA-certified lab and immunization clinic. The UHC is also a confidential resource regarding sexual assault, meaning students can discuss concerns regarding sexual assault with the clinical staff, and that information will not be shared without your permission. In addition to providing medical services, the University Health Center promotes student well being through education, health promotion, and preventative health and medication counseling services.
- 3.11. [Welch-Schmidt Center for Communication Disorders](#)
 - 3.11.1. UCM's Welch-Schmidt Center for Communication Disorders provides diagnostic and rehabilitative services to children and adults with communication and swallowing disorders.
 4. [James C. Kirkpatrick Library](#)
 - 4.1. The library provides a place for all of a student's study and research needs. Resources available include online resources, study spaces, study rooms, and research assistance.

External Relations

1. Advertising
 - 1.1. The design, development and placement of informational and promotional print and broadcast advertising is coordinated by the Office of Integrated Marketing and Communications.
(<https://www.ucmo.edu/offices/integrated-marketing-and-communications/#>)
2. [Grants and Contracts with Outside Agencies](#)
 - 2.1. Gifts and Grants
 - 2.2. Grants
Faculty are invited to consult with the Director of Sponsored Programs for information on funding sources and on institutional procedure, as well as assistance in the preparation of proposals. All grants and contracts are approved through the Office of Sponsored Programs.
 - 2.3. [Gifts](#)
3. Guest Lecturers, Speakers
 - 3.1. Persons from off campus are frequently invited to lecture to classes, speak to student or faculty organizations, address dinner groups and other gatherings, or present a public address for an admission charge. In general, the faculty member responsible for the program will extend the invitation and make necessary arrangements. Sponsoring faculty members, of course, may not contract for the university or commit the university to the support of expenses or honoraria without administrative concurrence. Instructors making such arrangements should consult with their department chairs and deans.
4. [Publicity](#)
5. Television Station
 - 5.1. KMOS is a PBS member television station licensed to the University of Central Missouri. Since 1979 we have broadcast high-quality engaging, educational and entertaining programs to central Missouri. From the one channel broadcast 18 hours a day to four channels broadcast 24/7, KMOS is supported in the community through individual memberships and corporate support, by UCM as well as underlying support from all viewers like you. KMOS serves the citizens of central Missouri with

high-quality educational content and experiences online, over-the-air, and in our communities. We cultivate UCM students' professional development and encourage creative exploration through a multi-disciplinary learning lab that supports the classroom environment.

6. [Scheduling of Campus Facilities](#)

6.1. Meeting and Conference Services is committed to sharing its extraordinary event facilities with the university community for meetings, conferences, events and more.

7. Student Recruitment

7.1. First-year student recruitment (freshmen and transfer students) is coordinated by the [Undergraduate Admissions Office](#).

7.2. International (graduate and undergraduate) and graduate student recruitment is coordinated by [Graduate and International Student Services](#).