

1.0 Purpose, Organization and Governance

1.1 University System Mission

Missouri State University System is a public, comprehensive university system with a mission in public affairs, whose purpose is to develop educated persons. It is committed to achieving five major goals: 1) democratizing society, 2) incubating new ideas, 3) imagining Missouri's future, 4) making Missouri's future and 5) modeling ethical and effective behavior as a public institution.

1.1.1 Missouri State University-West Plains Mission

1.1.1.1 Vision Statement

Missouri State University-West Plains will be a national model among two-year, learning-centered institutions, combining open admission opportunity with academic excellence, student service innovation, community partnership and global awareness in an environment strengthened by dynamic growth and entrepreneurial spirit.

1.1.2 Mission Statement

Missouri State University-West Plains empowers students to achieve personal success and to enrich their local and global communities. As a two-year public institution, we provide accessible, and quality educational opportunities.

1.2 History

Missouri State University is a metropolitan university whose principle purpose is to develop educated persons. The Missouri State University system includes a selective admissions campus at Springfield, a two-year open admissions campus at West Plains and a research campus at Mountain Grove.

Missouri State University-West Plains specializes in providing quality education to students of all ages in the south central Ozarks region of Missouri and north central region of Arkansas. For 50 years, the college has grown and expanded to offer a liberal arts transfer curriculum at the freshman and sophomore levels, selected occupational and technical education programs and a variety of continuing education courses.

Missouri State University-West Plains was founded in 1963 as the West Plains residence center. In 1977, the Missouri State University Board of Regents and, subsequently, the Missouri legislature, designated the name West Plains campus of Missouri State University to replace residence center. In 1981, the legislature enacted a permanent status bill for the campus. The Missouri General Assembly passed the following statute: "The board of regents of Missouri State University is authorized to continue the program of higher education at West Plains, Missouri, which was begun in 1963 and which shall be known as the West Plains campus of Missouri State University." (174.500, Laws of Missouri.)

In June 1991, the Legislature passed House Bill 51 and expanded that mission to read: The coordinating board for higher education in cooperation with the board of regents shall develop a mission implementation plan for the campus at West Plains, Howell County, which is known as the West Plains campus of Missouri State University and which shall be a teaching institution, offering one-year certificates, two-year associate degrees and credit and noncredit courses to both traditional and non-traditional students to meet the on-going

and emerging employer and educational needs of the citizens of the area served. (174.500, Laws of Missouri.)

See Appendix C section 1 for a chronological list of historical events.

1.3 Missouri State University Purpose

1.3.1 Setting

Missouri State University-West Plains is located in West Plains Missouri, primarily serving students in the Missouri counties of Douglas, Howell, Oregon, Ozark, Shannon, Texas and Wright.

1.3.2 General Mission

As a public institution of higher education, Missouri State University-West Plains declares its mission to be a teaching and learning institution providing quality post-secondary educational opportunities to the communities we serve. Consistent with our history, traditions and continuing growth, the mission is achieved through the development of quality and excellence in teaching, professional activity (scholarship, research and creativity) and a variety of forms of service.

In defining the roles for teaching, professional activity and service, the campus emphasizes the interrelationship and compatibility of its degree programs to the mission of the institution. Each program draws from and builds upon the strengths of the others. Professional activities are vital to the assurance of excellence in teaching. Teaching and professional activity (scholarship, research and creativity) represent the foundation upon which service to the campus' constituencies is developed.

1.3.3 Goals

1. **Purposeful Education...** Educate students for a lifetime of learning, citizenship, career development and personal enrichment.
2. **Enabling Environment...** Provide for the diverse academic and life-development needs of students through an educational environment conducive to learning, teaching and working.
3. **Community Leadership...** Facilitate educational, technological, cultural and economic development through activities that complement the learning environment on campus and in the communities Missouri State University-West Plains serves.
4. **Collaboration...** As an integral entity of the Missouri State University System, develop programs and services in partnership within the System and with other educational institutions that increase and enhance student educational opportunities.
5. **Performance...** Ensure the highest quality of instruction and institutional effectiveness through assessment, evaluation and planning.
6. **Stewardship...** Practice good stewardship of human, programmatic and physical resources for the common good of campus and community.
7. **Faculty and Staff...** Recruit and retain the highest quality faculty and staff by providing competitive salaries and professional development opportunities and by enhancing the personal work-life experience for all employees.
8. **Funding...** Increase funding from state, federal and private sources to ensure that Missouri State University-West Plains can continue to provide the highest possible quality instruction and services.

1.3.4 Teaching

While the campus recognizes the individual importance and collective synergies of teaching, professional activity and service, its first obligation is to the teaching of students. To provide quality learning experiences, Missouri State University-West Plains subscribes to the following educational objectives:

1. To provide educational opportunities which enable students to develop a capacity for scholarly inquiry and critical reasoning, the facility to synthesize knowledge from various disciplines and the ability to undertake self-directed learning.
2. To ensure that all educational programs are undergirded by a quality general education core and a foundation of communications and computational skills.
3. To instill in each student an appreciation and understanding of scholarship and creativity in the arts, humanities, social sciences and natural sciences.
4. To provide students with the opportunity to acquire knowledge in a variety of fields to further their academic education and/or their career opportunities.
5. To provide students with the opportunity to understand and apply the mutual benefits of tying mind and body.
6. To promote a learning environment that encourages students to grow and recognize their full potentials and to engage in a life-long learning process of self-actualization.
7. To instill in students a sense of civic responsibility and engagement in activity for the public good.

1.3.5 Professional Activity (Scholarship, Research and Creative Activities)

Scholarship, Research and Creative Activity means the systematic investigation in some field of knowledge undertaken to discover or establish facts or principles and the scholarly effort to interpret, integrate or synthesize research findings or the preparation and execution of creative projects. Scholarship, research and creative activities each hold equal value in advancing the mission of Missouri State University-West Plains. A blend of scholarship, discovery and of integration and application to teaching, is essential to the mission. Scholarship in areas of teaching effectiveness is essential to a quality learning experience for the students. The role of research at Missouri State University-West Plains includes those activities designed to produce one or more outcomes including the discovery, organization and application of knowledge. The scope of research activities encompasses individual faculty research and departmental research programs. Creative works in areas such as music, drama, art and literature are essential for sustaining the cultural role of Missouri State University-West Plains. Creative activities also include the enhancement of teaching effectiveness.

Financial support for scholarship, research and creative activities comes from institutional funds as well as gifts, grants and contracts from individuals and agencies outside the campus.

1.3.6 Service

Service means the contribution of a faculty member to the effective functioning of the campus as an institution, to the effective functioning of professional and learned societies and the contribution of professional expertise by a faculty member to the civic community. Service activities of Missouri State University-West Plains include both services to the campus and to the public.

Public service represents the joint products of the teaching and scholarship, research and creative activity programs of the institution. The role of service at Missouri State University is to make available the campus' physical resources and human expertise for the purpose of meeting needs or solving problems of various constituencies both within and, more significantly, beyond the campus. The most important service resources of the campus are the diverse and specialized talents of the faculty. The scope of service includes community education, cultural and entertainment events, recreational activities, clinical and diagnostic services, conferences and institutes, public broadcasting services, professional development clinics and seminars, summer workshops and camps and faculty/staff consultation services. These service activities with both public and private partners emphasize a collaborative spirit for the common good.

University service includes not only participation in the shared governance committees established on the West Plains campus, but also participation in or support for, ad hoc committee work, student clubs, the Garnett Library and fund-raising activities of the development office.

1.3.7 Collegiality

The community of scholars that is Missouri State University-West Plains carries out the campus' general mission and its public affairs focus guided by these values and beliefs:

1. Practicing personal and academic integrity
2. Being a full participant in the educational process and respecting the right of all to contribute to the
3. "Marketplace of Ideas."
4. Respecting the integrity of peers and associates by treating all persons with civility, while recognizing that understanding an idea is not the same as supporting it.
5. Being a steward of the shared resources of the community of scholars.

Collegiality among colleagues is a vital asset to the campus community, particularly as it impacts reappointment, tenure, promotion and evaluation of performance. However, the campus community also values collegiality less as a separate quality and more as an integrated or distributed aspect of an individual's interactions, as expressed in *On Collegiality as a Criterion for Faculty Evaluation*. (<http://www.aaup.org/AAUP/pubsres/policydocs/collegiality.htm>)

1.3.8 Support Programs

The support programs at Missouri State University-West Plains facilitate and enhance the activities of faculty and students. Programs providing support service are delineated into three areas: academic support, student services and institutional support. Each area has a distinctive role within the campus.

The role of academic support units is to provide direct service to the campus' programs of teaching, scholarship, research, creativity activity and public service. The scope of this responsibility includes (1) acquiring, preserving and displaying published materials, art objects and scientific materials; (2) providing services to assist teaching and scholarship, research and creative activity; (3) administering academic support programs; and (4) developing opportunities for the personal and professional growth of faculty.

The role of student service units is to develop the emotional and physical well-being of students as well as to contribute to the intellectual, cultural and social development outside the context of the institution's formal instructional program. The scope of this responsibility includes activities which provide (1) personal services to students, (2) opportunities for student growth and development and (3) services and conveniences needed by students as members of a resident and commuting student body.

The role of institutional support units is to provide for the campus' organizational effectiveness and continuity. The scope of this responsibility includes (1) planning and executive leadership, (2) administrative and logistical services and (3) institutional advancement activities.

1.4 Accreditation, Approvals and Memberships

Missouri State University-West Plains offers associate degrees, transfer programs and training for immediate employment. Missouri State University-West Plains is accredited by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools, 230 S. LaSalle Street Suite 7-5000 Chicago, Illinois 60604-1411 Phone: 800.621.7440 / 312.263.0456

See Appendix C section 2 for a list of Accrediting Organizations and Professional Memberships

1.5 Governance

University Governance

Missouri State University is under the general control and management of a Board of Governors selected from throughout the state which is charged with the responsibility and authority to adopt administrative policies and procedures relevant to the management of the University. The nine voting members of the Board, comprised of one member from each of the eight congressional districts in Missouri and one at large member, are appointed by the Governor, with the advice and consent of the Missouri Senate, to serve six-year terms. A student member of the Board is appointed by the Governor for a two-year term.

To formulate policy, to facilitate decision making and to promote a spirit of collegiality, the University is committed to participatory governance and to an open system of communication throughout the University...

1.5.1 Administrative Organization

1.5.1.1 President of the University System

The president is the chief executive officer of the University system. The president is responsible to the Board of Governors for the administration of all policies adopted by the Board and for the execution of all acts of the Board.

1.5.1.2 Chancellor of Missouri State University-West Plains

The chancellor of Missouri State University-West Plains is the chief administrative officer for the West Plains campus and advises the president on all matters pertaining to Missouri State University-West Plains. The

chancellor is responsible for the overall administration of Missouri State University-West Plains, including the academic programs, faculty and staff personnel matters, financial affairs, student life, athletics, physical plant and liaison to the various publics of Missouri State University-West Plains. The major advisory body working with the chancellor is the Administrative Council composed of the dean of academic affairs, the dean of student services, the director of business services, the director of computer services, the director of development and alumni relations, the director of University/community programs and the director of University communications.

1.5.1.3 Vice Chancellor of Academic Affairs

The vice chancellor of academic affairs is the chief academic officer of Missouri State University-West Plains, providing primary administrative leadership, direction and evaluation for all academic activities and faculty affairs of the campus. The vice chancellor of academic affairs oversees the academic divisions and departments, Garnett Library, other centers and offices, including advising and academic support, career services, tutoring, testing, instructional support, distance learning, the branch campus in Mountain Grove, curricular matters, student academic concerns, small business development center and the qualifying of faculty for the branch campus in Dalian China.

1.5.1.4 Dean

The dean provides aids the vice chancellor of academic affairs in the administration of the campus' academic divisions. Duties may include, but is not limited to, department head and faculty recruitment, development, and evaluation; program development; program review; student advisement; divisional budgeting and budget control; and supervision of the teaching, research, and service activities of the division. Additional duties specific to each division and/or the position, in service to Academic Affairs, Missouri State University-West Plains, and/or the University System may be required.

1.5.1.5 Vice Chancellor of Student Services

The Vice-Chancellor of Student Services is the chief student-personnel officer of the campus and advises the Chancellor on all matters pertaining to non-academic student life. The Vice-Chancellor of Student Services serves as the senior executive officer responsible for providing leadership and general management of units within the Division of Student Services: Admissions, Financial Aid, Registration and Records, and Student Life and Development. Additionally, the Vice-Chancellor of Student Services oversees the Food Services, the Drago College Store, Grizzly House residence hall, the Student Recreation Center, scholarships, and student awards programs.

1.5.1.6 Associate Vice Chancellor of Business Services

The Associate Vice-Chancellor for Business Support Services plans, organizes, and conducts business and support affairs for the West Plains campus of the Missouri State University system, to include satellite campus operations in Mountain Grove Missouri. Duties involve campus-wide functions to include business services, mail services, purchasing and contracting, physical plant operations, motor pool operations, maintenance and repair of campus infrastructure, campus safety, security, and parking, and acquisition and

divestment of property. The Associate Vice-Chancellor for Business Support Services develops policies and procedures to establish and maintain legal and environmental compliance, financial accountability, fiscal control and effective resource utilization for assigned programs. The Associate Vice-Chancellor for Business Support Services represents the campus in negotiations and awarding of contracts with the authority to obligate physical and financial resources.

1.5.1.7 Associate Vice Chancellor of Information Technology Service

The Associate Vice-Chancellor for Information Technology, West Plains is the senior administrative officer for the Office of Information Technology Services at the West Plains campus of Missouri State University and is responsible for the coordination and use of technology resources for the West Plains campus and for providing support to satisfy the academic and administrative technology needs of the campus and its satellite campuses. The Associate Vice-Chancellor for Information Technology participates in the policy development process regarding technology services for students, faculty, and staff and manages a wide range of client support services, including training, networking, telecommunications, administrative software support, and computer management. The Associate Vice-Chancellor for Information Technology reviews, coordinates, and approves all technology-related purchases and upgrades, ensuring that new equipment is compatible with existing systems and the University's strategic plan. The Associate Vice-Chancellor for Information Technology provides supervision of staff, budget development, administrative support, and program planning and implementation for the West Plains Information Technology Services department. The Associate Vice-Chancellor for Information Technology serves as the liaison to Information Services and Computer Services in the Missouri State University System to coordinate large-scale technology initiatives.

1.5.1.8 Director of Development and Annual Giving

The Director of Development and Annual Giving - West Plains works directly with the Vice President for University Advancement and Assistant Vice President of Development Strategy to identify, cultivate, and solicit potential donors and grow philanthropic participation for the institution. The Director also works closely with Advancement leadership, University administration, and appropriate faculty on campus to support the philanthropic strategic mission.

1.5.1.9 Associate Vice Chancellor of University/Community Programs

The Associate Vice-Chancellor for University/Community Programs at Missouri State University-West Plains is directly responsible for the management and daily operation of the University/Community Programs, including the Small Business Development Center, the Aquatics/Wellness Program, and Theatre and Events Program at the West Plains Civic Center and works closely with the Executive Director of the West Plains Civic Center (an employee of the City of West Plains) in developing an annual schedule of events and coordinating the delivery of those events and services with other Civic Center operations and events. The Associate Vice-Chancellor for University/Community Programs works with Program Coordinators and the Missouri State University-West Plains Administrative Council to develop an annual budget for each program area and assures Program Coordinators conduct necessary and thorough planning, budgeting, promotion and execution to achieve successful outcomes for program

offerings. In concert with Program Coordinators, the Associate Vice-Chancellor for University/Community Programs develops sources of funding support and sponsorship for activities in all University/Community Programs that serve to encourage maximum utilization of the programs and of West Plains Civic Center facilities and promotes within the community the reputation of the University/Community Programs as well as the cultural, social, recreational, economic and education opportunities available through involvement in the programs and through the use of the West Plains Civic Center.

1.5.1.10 Associate Vice Chancellor of University Communications

The Associate Vice-Chancellor for University Communications – West Plains is the chief public relations and marketing officer for Missouri State University - West Plains. The Associate Vice-Chancellor for University Communications is responsible for developing and implementing public relations programs in support of the mission of Missouri State University – West Plains, providing public relations counsel to the Chancellor and other campus officials, and developing and supporting the University's marketing efforts. The Associate Vice-Chancellor for University Communications is responsible for the coordination of activities that expand and enhance the image of the campus. Those activities include the following areas: community relations, internal communications, marketing, news services, web content, electronic media, and publications.

1.5.1.11 Director of Athletics

The Director of Athletics is the chief administrator for the University's intercollegiate athletics program and establishes policies and procedures that achieve the parallel goals of development of quality, competitive athletics teams and support of the individual educational goals of student-athletes. The Director ensures University compliance with applicable National Junior Collegiate Athletic Association (NJCAA), athletic conferences and University rules and regulations governing all facets of intercollegiate athletics programs. The Director supervises a staff of athletic coaches, professional and support personnel, develops and manages operating budgets for the intercollegiate athletics program, and participates in fund-raising activities as appropriate. The Director ensures that academic resources are provided for the academic success of each student-athlete along with measuring that success.

1.5.1.12 Director of Fitness and Athletic Training

The Director of Fitness and Athletic Training – West Plains is responsible for athletic training and strength and conditioning programs for the Grizzly athletic teams as well as the development and management of individual and group aquatics and wellness programs for men and women as a part of the University/Community Programs, Aquatics and Wellness Department at the West Plains Civic Center. Patrons of the program include the students, faculty, staff and administration of Missouri State University-West Plains; residents of West Plains, Missouri; and citizens of the seven counties comprising the Ozarks Heritage Region of south-central Missouri (Howell, Oregon, Texas, Douglas, Wright, Ozark and Shannon counties). In addition, the position serves as the liaison with the West Plains Civic Center in the absence of the Associate Vice Chancellor of University/Community Programs.

1.5.2 Faculty Senate

The Missouri State University-West Plains Faculty Senate acts as the faculty governing body responsible for program planning and curriculum development for Missouri State University-West Plains. As stated in the Faculty Senate Constitution, (see Appendix for complete constitution) the purpose of the Senate is "...to handle curricular items, to provide a forum for the discussion of Faculty concerns and to communicate these concerns to the university community," (Art. II, Constitution of the Faculty Senate, section.1).

Each person currently teaching a course for Missouri State University-West Plains is welcome to attend the meetings of the Faculty Senate, unless the voting members decide to have a closed session. Ranked faculty and lecturers have voting privileges. In addition, the per-course faculty may elect one voting representative. One representative of the Student Government Association shall serve as an ex-officio member. A chairperson, chairperson-elect and secretary serve as the officers of the Faculty Senate. Several standing committees have been established by the Faculty Senate. (See By-Laws of the Faculty Senate.)

1.5.2.1 Department Chair

The Department Chair provides support to the Dean in the administration of the academic division through the completion of duties within his/her respective department. These duties include, but may not be limited to, faculty recruitment, development, and evaluation; curriculum development and assessment; student advisement; departmental budgeting and budget control; class schedule planning, and general supervision of the teaching, research, and service and related scholarly activities of the department.

The Department Chair is supervised by the department's respective Dean and works in support of the Dean in supervision of the faculty and staff of the department. The Department Chair will receive an annual evaluation from his/her respective Dean. This evaluation will be conducted following each academic year and submitted to the Vice Chancellor of Academic Affairs by June 30 of that year.

The Department Chair is appointed by fellow members of the department. When a clear decision for selecting a Chair cannot be reached, the Vice Chancellor of Academic Affairs, in consultation with the department's respective Dean, will make the appointment. The Department Chair will serve for a two-year appointment but may extend his/her service if selected by the department and if approved by the Vice Chancellor of Academic Affairs.

A Department Head is in a unique administrative position in that he or she is selected by and is responsible to both a departmental faculty and other University administrators—Dean, Vice Chancellor of Academic Affairs, and Chancellor. Accordingly, as per Section 12.2 of the Faculty Handbook, no academic administrator holds tenure *as an administrator*. Rather, all academic administrators will be evaluated on an annual basis and may be recalled (a) at the election of a higher administrator; or (b) as a result of a faculty petition as per Section 12.2 of the Faculty Handbook. Additionally, as per Section 12.3, any tenured faculty member who assumes an administrative position has the right of retreat (i.e., to return to the department of one's academic discipline, whether or not a position is open).

1.5.3 Staff Senate

The purpose of the Staff Senate is to represent the staff employees as a fact-finding, deliberative and consultative body that makes studies, reports and recommendations on behalf of its constituency. Representatives serve to foster the growth and welfare of the staff.

1.5.4 Student Government Association

The Constitution of the Student Government Association is available in the office of the Student Government Association.

1.5.5 Missouri State University-West Plains Committee Structure

Several committees are appointed by the members of the Administrative Council, the purpose of which is to assist in the on-going administrative work of the institution. Such committees perform a wide variety of tasks; for example, viewing the campus budget and recommending policy changes. Faculty members routinely serve on such committees.

Faculty members also serve on committees which are appointed by and serve in an advisory capacity to the members of the Administrative Council.

Faculty members also serve on a number of other standing committees, functions of which involve matters of vital interest to the faculty. Unless otherwise specified in the action establishing a particular committee, faculty members serving on these committees are appointed by the Chancellor or the Vice Chancellor of Academic Affairs based on faculty interests, expertise and recommendations by the Faculty Senate Executive Committee (or some other duly constituted Senate body designated by the Faculty Senate). These committees report to the appointing academic administrator and also have a duty to keep the Faculty Senate fully informed of their proceedings and the results of those proceedings.

2.0 Recruitment and Employment

2.1 Recruitment and Employment

Missouri State University-West Plains has a deep and abiding commitment to diversity as a core institutional value and responsibility. Diversity is central to providing and retaining a quality educational environment. Missouri State University-West Plains is deeply committed to developing educated persons equipped to contribute to the interdependent world in which we now live. The ability to adapt to rapid economic, social and cultural changes is imperative. Skills and competencies to deal with diverse cultures and societies have not only become necessary to function in today's workplace, but they also enrich one's life and work.

Missouri State University-West Plains is committed to programs and practices that assure an environment free of the barriers of discrimination in education and employment and that establish a collegial and just community through our shared commitment to the principles of diversity, nondiscrimination and affirmative action. To achieve this end, Missouri State University-West Plains views, evaluates and treats all persons in any University- related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications and relevant characteristics.

2.2 Faculty Handbook Equal Opportunity Policy

Missouri State University-West Plains reaffirms its policy as an equal employment opportunity employer. To assure full compliance and implementation of this policy, Missouri State University-West Plains, through its various administrative officers, shall ensure that for all jobs, policies involving for recruitment, promotion, transfer, compensation, benefits, layoffs, returns from layoffs, educational programs and all other University-sponsored programs, benefits, services and aids, shall be administered consistent with the University's Non-Discrimination Policy Statement. Specifically, policies shall be administered without regard to age, ancestry, color, creed, disability, marital or parental status, national origin, participation in constitutionally protected activities, political affiliations or beliefs, race, religion (belief or non-belief), sex, sexual orientation or disabled and/or veteran status. In addition, the University does not discriminate on any basis not related to the applicable job requirements for employees. Reasonable accommodation on the basis of religion or disability is assured.

- The University's Equal Opportunity and Affirmative Action Policy is available at the Policy Library and the University's Affirmative Action Plan is available at the website for the office for institutional equity and compliance. Overall responsibility for monitoring these policies and reporting on the University's equal employment opportunity and affirmative action program is assigned to the University's equal opportunity officer who reports to the vice-president overseeing the division for diversity and inclusion.

2.3 Hiring Procedure

Missouri State University is an equal opportunity and affirmative action employer. Academic search guidelines provide open and uniform procedures to be followed by all hiring units and search committees in defining and filling vacant and new positions. Every major administrator, hiring administrator and search committee participant has responsibility to ensure full implementation of the University's non-discrimination policies and affirmative

action program. Complete search guidelines are available online at the Human Resources Policies section of the Policy Library.

2.3.1 Nepotism

The University's policy regarding the employment of relatives is set forth in the nepotism provision of the Conflict of Interest Policy. The policy does not prohibit the appointment of more than one member of a family to the same academic department or to another position within the University.

No Governor, officer, faculty or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, either part-time or full-time, who is related to such person within the fourth degree of consanguinity (blood) or affinity (marriage). It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree or affinity, unless the supervisory role is specifically approved by the pertinent department head, by the pertinent dean, by the Vice Chancellor of Academic Affairs and by the Chancellor. Should a head, chair or dean be directly involved, approval of all higher administrative levels will be required. An employee may not be permitted to make judgments on another employee who is related within such fourth degree concerning such matters as appointment, promotion and tenure.

A relative within the fourth degree includes, but is not limited to, spouse, child, grandchild, great-grandchild, great-great-grandchild, parent, grandparent, great-grandparent, great-great-grandparent, brother/sister, aunt/uncle, great-aunt/uncle, niece/nephew, grand-niece/nephew and cousin. For university purposes, this also includes sponsored dependents. All relationships are included, whether full-, half-, step-, foster-, adopted or in-law.

2.3.2 Hiring Foreign Nationals

Foreign nationals employed by the University must be able to produce documentation to the U.S. Citizenship and Immigration Services (USCIS) for establishing employment eligibility in the United States and must be eligible to begin work on the first day of their contracts.

Upon arrival at Missouri State University, all foreign nationals must meet with the office of human resources.

The hiring and continuous employment of foreign nationals require monitoring by the hiring unit and by the college to ensure that annual documentation is submitted by the employee for maintaining his or her employment status. The hiring unit should maintain a tracking system so that verification of visa status can be provided. To remain employed, the faculty member must comply with all legal requirements.

2.4 Identification Cards

Every academic employee is issued an identification card. Full-time faculty members may secure a spouse or sponsored dependent identification card by submitting a written request.

2.5 Personnel Records

Missouri State University-West Plains maintains copies of official personnel files for each faculty member in the business office. This record includes the vita, recommendations, official transcripts of academic work and correspondence and records dealing with terms and conditions of employment.

The personnel files are available to the members of the Board of Governors, the administration and its agents and as otherwise required by law where necessary to allow the University to comply with law and standard business practices. Deans may examine the personnel files of the faculty members of their own divisions only.

Faculty members may review from their own personnel files, on request and in the presence of a designated University official, copies of vitae and official transcripts of academic work, placement papers if not confidential (such as letters of recommendation), correspondence with University officials, salary information and performance evaluations and appraisals that have previously been discussed with the faculty member.

Not available for review by the individual faculty member are letters of reference or recommendation, evaluations by departmental colleagues, records and documentation regarding civil or criminal matters and records of disciplinary or grievance matters.

A faculty member may submit and have inserted into the personnel file a statement which clarifies any material in the file which he or she believes is inaccurate. Said clarification shall be maintained so long as the disputed material is maintained.

It is the responsibility of each faculty member who completes a degree while he or she is employed at Missouri State University to have an official transcript, which includes the date on which the degree was conferred, sent to the director of business services. It is also required that faculty members notify the business office of any address changes or any other changes related to personnel records so that such information may be kept current. Employees may be asked to provide written authorization to release copies of documents from any employee file to a third party.

2.6 Release of Employment Information

Employees' names, job titles and salaries are provided to the State of Missouri for publication in the Missouri Official Manual. The office of human resources will provide the current or former employee's date of hire, position, department and salary information. Requests for any additional information beyond these items must be made in writing and will require the consent of the employee.