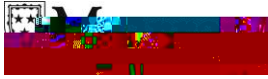


*Section 4*  
**The Faculty**



**4.1 SUBJECT: TENURE**

Date Adopted: September 6, 1980  
Date Amended: April 25, 1987  
Date Amended: September 12, 2008

References: Minute Book: 23 Page: 503  
Minute Book: 37 Page: 19

Only the Board of Regents by a majority vote of its membership may grant tenure to a faculty member. In the absence of such affirmative action by the Board, no individual is recognized as having tenure status.

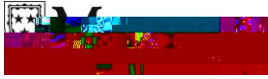
The President will receive advisory recommendations both favorable and unfavorable for the granting of tenure from the Provost via the University Tenure Committee. Based upon those recommendations and the President's own evaluation of both the candidate's capabilities and the needs of the university, the President will submit the names of those faculty members he/she recommends for the granting of tenure to the Board of Regents. Upon request, the President shall also provide the names of faculty not recommended for tenure, the advisory recommendations of each of the Provost and University Tenure Committee, and any other information the board desires.

While meeting dates of the Board of Regents vary from year to year, the Board usually considers the President's tenure recommendations during the last quarterly meeting of the fiscal year.

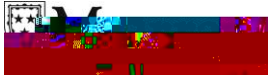
Academic tenure may be granted only by formal action of the Board of Regents following the completion of the process described in this policy. The granting of academic tenure is an action with legal, societal and ethical implications. Therefore, the recommendation for tenure will be a deliberate and thoroughly considered act. Academic tenure is granted to a member of the faculty for three reasons:

- A. To maintain an atmosphere favorable to academic freedom.
- B. To provide the faculty member a reasonable expectation of security so that the university may attract and retain quality professional men and women.
- C. To promote institutional stability by creating a faculty with a strong, long-term commitment to Murray State University.

Once tenure has been granted, the faculty member will receive an annual contract renewal unless the faculty member is dismissed for cause or separated due to financial exigency or other reduction in force







library. Such criteria shall be no less stringent than the university-wide requirements. Copies of all guidelines shall be on file with the University Tenure Committee and the Provost.

- A. Teaching excellence, as evidenced by an unmistakable demonstration of teaching and advising effectiveness as recognized by students, colleagues, Chairs, and Deans. Teaching effectiveness will be judged by examining instructional delivery skills, instructional design skills, content expertise, and course management through the use of student evaluations and teaching portfolios as well as other evaluative tools.
- B. Evidence of concern for students, including academic advising, and contributions to student development, should be considered. Advising skills will be evaluated by ability to provide accurate and timely information to students on course selection, academic and degree requirements, policies and options, career opportunities, and graduate and professional school.
- C. Research and creative activity, as evidenced by publications, presentations or reports of pure and/or applied research recognized by agencies in the public or private sectors. Empirical research and contributions to scholarly publications are not always the preferred or even feasible methods of contributing to the advancement of every discipline. Criteria concerned with the creative activity of individual disciplines shall, therefore, be set forth in the specific guidelines formulated by the colleges and the library.
- D. University service and professional activities, as evidenced by service to students; attendance, participation in or direction of, conferences, clinics, workshops, and professional societies; professionally-related public service; preparation of institutional grant proposals; active participation in standing and special university committee work; service as an official representative of the university; sponsorship of or adviser to university-approved, extra-curricular activities; and other professional activities, awards, and recognitions.

The above are university-wide criteria and, with the exception of (1), are not in order of priority. Further definition of these criteria shall be developed by the departmental or library tenure committees in consultation with the Chair, Dean, and Provost. However, any recommendation during the tenure consideration process which places emphasis on one or more university wide criteria (or a logical subdivision of university-wide criteria) will not be construed in and of itself to constitute the development of new priorities or further definitions.

#### **Needs of the University**

The factors determining departmental, collegiate, and university needs for quality and development are:

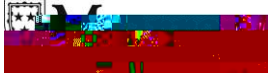
- A. Institutional and disciplinary standards (including accreditation standards where applicable);
- B. institutional and collegiate master plan goals and objectives;
- C. breadth of graduate degree preparations;
- D. sufficient flexibility to adapt staffing requirements to changing enrollments and programmatic needs;  
and
- E. institutional funding.

#### **Notification and Documentation**

When tenure is granted by the Board of Regents, notice of such action will be sent by the Secretary of the Board to the individual, his/her Chair and Dean and the Provost/Vice President for Academic Affairs.

Tenure files will be maintained in the Office of the Provost/Vice President for Academic Affairs for ten

Any faculty member who is considered for but n

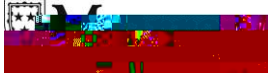


Upon receipt of such notice the faculty member may discuss the reasons for the tenure denial with his/her Chair and Dean. In addition, the faculty member has the right to advisement by the Provost as to the reasons for the tenure denial. Such reasons are given solely to assist the Professor in his/her professional growth and development.

Upon receipt of a terminal contract, the faculty member shall be granted access to her or his complete tenure file, including the written recommendations of all reviewing bodies. The faculty member shall also be granted access to those portions of the University

**Appeal for Reconsideration**

A faculty member may initiate an appeal to the University Tenure Committee no later than sixty (60) calendar days after receipt of the terminal contract. This appeal shall be a written request for a hearing, setting forth the bases for the appeal together with a statement of facts in support thereof. The bases for an



**4.2     SUBJECT:     BOARD OF REGENTS TEACHING EXCELLENCE AWARDS**

Date Adopted:           April 27, 1935  
Date Amended:          September 12, 2008  
Reference:               Minute Book: 33           Page: 5

**Introduction**

The Board of Regents Teaching Excellence Awards have been instituted as an annual effort to honor, in each college, a faculty member who in the judgment of peers deserves recognition as an exemplary teacher. The awards are not intended as a means of identifying the six best teachers at Murray State University but are instead a mechanism for acknowledging and rewarding commitment to teaching.

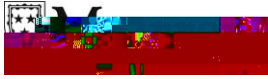
Committee on Faculty Development within the University Standing Committee System submits recommendations for the annual selection of the Board of Regents Teaching Excellence Awards to the President of the Faculty Senate, who reviews and forwards those recommendations to the Provost and Vice President for Academic Affairs.

Membership on each Committee on Faculty Development includes one faculty member from each department within the college. In the case of the University Libraries, the Committee consists of four members chosen by the faculty. The Board of Regents recommends that a student be included on the Committee during the selection process.

Upon receipt of the collegiate recommendation and supporting materials and following a review of the selection process, the Provost and Vice President for Academic Affairs forwards the recommended recipients to the Academic Excellence and Scholarly Activities Committee of the Board of Regents, to the Chair of the Board and to the President. Should the Academic Excellence and Scholarly Activities Committee approve the recommended recipients, the name of the recipient from each college is then forwarded to the full Board for approval.



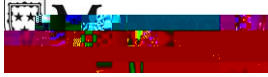




**4.4     SUBJECT:     DEFINITION OF FACULTY**

Date Adopted:             August 8, 1969  
Date Amended:            September 12, 2008

Reference:



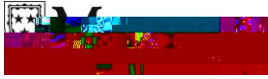
**4.5     SUBJECT:     ACADEMIC FREEDOM**

Date Adopted:             October 16, 1958  
Date Amended:            September 12, 2008

Reference:                 Minute Book: 8 Page: 45

Faculty members are entitled to full freedom in research and in the publication of the results. Faculty members are entitled to academic freedom in the classroom, but should limit the introduction during class of matters which have no direct relation to the subject matter of the course being taught.

A faculty member is a citizen, a member of a learned profession, a part of the educational institution. When such a professional speaks or writes as a citizen, there should be freedom from institutional censorship or discipline, but this special position in the community imposes special obligations. It should be kept in mind that the public may judge the profession and the institution by such utterances; hence, a faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others and make every effort when speaking or writing as a citizen to indicate that he/she is not an institutional spokesperson.



**4.6     SUBJECT:     ACADEMIC PROMOTION AND APPOINTMENT**

Date Adopted:            October 1, 1977  
Date Amended:           September 12, 2008

Reference:                Minute Book: 21           Page: 135

This promotion policy recognizes the fact that differences exist among faculty members' achievements in the university community and that rank should reflect those achievements. Decisions on promotions are thus to be an individualized process whereby the qualifications and guidelines shall be considered. The primary responsibility for promotion recommendations should rest with the Department Chair and the Dean, after consultation with faculty of the rank to which the applicant aspires or higher (department promotion committee and college promotion committee). Recommendations citing significant professional experience and accomplishments should be accompanied by tangible supporting evidence. The minimum qualifications of experience and education for the various ranks and guidelines for measuring professional achievement are to aid Chairs, Deans, committees, and faculty in their deliberations and recommendations. The qualifications as stated should not, however, be interpreted as an exclusive set of objectives to be met for automatic advancement in rank, or so rigidly applied as to prevent promotion of an individual with outstanding professional experiences and accomplishments, whose recommendations are accompanied by tangible supporting evidence.

**Qualifications**

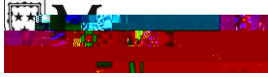
The university is guided by appropriate discipline-related accrediting agencies in determining terminal academic degree achievement in each discipline. Where there is no such organization and no nationally accepted norms exist, the decision shall be made by the departmental faculty in consultation with the Dean and Provost. In unusual circumstances, experience and/or scholarly or creative activity may substitute for the doctorate (see Section 2.1.4).

The minimum qualifications normally expected to be met prior to consideration for promotion for specific ranks are as follows:

**Instructor**

Instructors are full-time ranked faculty who hold significant advanced terminal degree course work. Specifically, they are faculty members who have a document(t)-4( 0 1 108.02 272.45 Tm&y)9( ar)-or to co-1





**4.7     SUBJECT:     FACULTY PREPARATION POLICY**

Date Adopted:           August 26, 1988  
Date Amended:          September 12, 2008  
Reference:               Minute Book: 42           Page: 7

**Graduate Faculty**

Faculty teaching in graduate programs must demonstrate a high level of competence in the fields of those programs. Faculty teaching graduate-level courses must hold the highest earned degree in their disciplines, although in some cases experience and/or scholarly or creative activity may substitute for the doctorate. In all such cases it is the responsibility of the college to keep on file documentation of work experience, certification, and other qualifications if these are to substitute for or supplement formal academic preparation.

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