appreciate and to cultivate diversity, and to value differences;
participate in activities such as artistic and cultural programs, social and residential life activities, and intercollegiate/intramural athletic teams; and
undertake intensive graduate-level education in their chosen fields upon admission to graduate school, giving them solid foundations for becoming competent professionals.

Marshall University administration will
actively seek resources to support the mission and goals of the institution as stated in this document;
secure funding to support scholarship, artistic, and creative endeavors, faculty and staff development, and state-of-the-art classrooms;
provide leadership to facilitate the institution’s achievement of its mission and vision;
administer the policies of the university in a fair, ethical, and equitable manner;
communicate the vision, mission, goals, achievements, and difficulties of the institution in a clear, effective, and forthright manner to both internal and external constituencies; and
actively support shared governance of the institution.

myMU/Web Services for Faculty
(http://mymu.marshall.edu/cp/home/loginf)
This secure site provides Marshall University students, faculty and administrative staff with world-class Intranet and Internet services. Access is available to e-mail, the Internet, class schedules, students, grades and much more.

Using the web-based system, myMU, faculty may view and print up-to-date class lists, obtain information on students and advisees, submit midterm and final grades, and access personal information. Instructions for using myMU faculty options and grading instructions may be found online.

Notice of Merit and Equity Raise
(SR-07-08-(28) 59 RECRAHC)
To enable faculty to better understand how raises are calculated, a Notice of Raise will be sent by the University President explaining the calculations involved in the process. This letter will not be sent to faculty in academic units using a different salary distribution model.

Off-Campus Course Definition
Approved by MU-BOG July 10, 2002
An off-campus course is defined as a course that is delivered at a location other than the Huntington Campus. Classes delivered by South Charleston are exempt. Online courses are not considered in this definition and are defined in MUBOG Policy IT-5. Off-campus fees are used to support the delivery of off-campus courses. Courses delivered to off-campus locations shall be considered off-campus, i.e., HEITV, satellite, and compressed video. Previous to fee assessment for the fall, spring and summer sessions, the Academic Budget Officer for the Provost and Senior Vice President for Academic Affairs will provide a record of all courses eligible for off-campus fee assessment to the Office of the Bursar. The records will be categorized by department and will include the course name, course number, course reference number and the number of credit hours.

Online courses are defined as either E or T Courses. An “E-Course” is a course in which the content is delivered 100 percent by remote electronic means; there is no requirement that students attend mandatory on site or synchronous class sessions. A “T-Course” is a course in which the content is delivered at least 80 percent by remote electronic means; instructors may require students to attend on site or synchronous class sessions. (This allows for laboratories, discussions, oral presentations, etc.) A “Course Supplement” is a part of a course (not to exceed 79 percent of the course content), which consists of electronic media to supplement/enhance traditional classroom instruction. Electronic media consist of software, electronic courses, web pages, video and audio productions, CD-ROMs, DVD’s, digital imagery, and other creations stored or published in electronic formats. (See MUBOG Policy IT-5.)

Posting of Grades
To comply with the regulations of the “Privacy Act of 1974” (Public Law 93-579 of the U.S. Congress), faculty members are required not to post grades of students. The Act prohibits disclosure of any records “from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.”

Pre-Tenure Review
SR-08-09-23 FPC
Formal mid-probationary review provides clear, productive, and informative guidance to the candidate during the probationary period toward tenure. Annual reviews are not usually adequate for giving candidates an overall assessment of their progress toward tenure nor do they provide the same form of documentation required for a tenure portfolio. It is possible to receive a merit raise each year based on the
annual review and still not meet the expected productivity required for tenure because the annual review is not necessarily linked to tenure guidelines. The pre-tenure review, midway during the probationary period, provides a valuable opportunity for feedback on progress toward tenure and promotion. This can result in increased retention by preparing junior faculty for successful tenure and promotion.

**PRE-TENURE REVIEW POLICY.** All tenure-track faculty members* shall be provided a pre-tenure review (half-way towards the tenure date) by their department/division and colleges utilizing the department and college tenure guidelines and process. The date of this review shall be stated in the offer letter. Colleges shall develop specific procedures for this review at the department/division and college level. Feedback shall be provided in writing by each reviewing party separately regarding progress toward tenure in all areas of responsibility, although nothing in this review guarantees eventual tenure or promotion. Each fall the college dean shall notify the faculty who will be reviewed that year and their chairs about the deadline for, and conditions of, the review within the college. Colleges may elect to provide more than one pre-tenure review during the probationary years. If the review results in a concern with the progress, a written improvement plan shall be agreed to in writing by the faculty member, the Chair, and the Dean. Implementation of this policy will begin as soon as the policy is approved by the Faculty Senate. All college policies must be submitted to, and accepted by, the Vice-President for Academic Affairs within one year of the Board of Governor’s adoption.

**Role and Responsibilities of Department/Division Chairs**  
(SR-93-94-76)

Department chairpersons have a wide variety of duties and responsibilities, in addition to teaching classes. They serve as the chief administrative officer of the department and are responsible for representing the department to the University administration, to the Dean of the College and to the department’s faculty and students. The position of department chairperson is integral to the University’s central mission: the education of its students.

Department chairpersons report directly to their academic deans and are responsible for:

**Faculty**

1. Establishing and implementing procedures within University guidelines for the recruitment of new faculty.

2. Counseling and guiding faculty; encouraging outstanding teaching, research and other professional activities; organizing faculty meetings and department committees to further the business of the department.

3. Enforcing faculty responsibilities.

4. Promoting faculty development, including encouraging faculty members to attend professional conferences, joining professional organizations, faculty traveling, etc.

5. Protecting faculty rights, including recommendations on personal matters, such as leaves of absence, sabbatical leaves, research grants, etc.

6. Yearly appraisal for recommending reappointment, tenure, promotion and salary adjustments.

7. Monitoring the need for changing program specialization as it is affected by faculty positions to ensure that specialization assignments within the department do not become static but allow for dynamic planning.

8. Fostering productive, interpersonal and professional relationships among faculty of the department.

**Students**

9. Ensuring that proper curricular and career advisement are available to all students majoring and/or taking courses in the department.

10. Monitoring student/department scholarships, prizes and within University procedures, responding to student grievances and grade appeals.

11. Coordinating the active recruitment of undergraduate and graduate students.

**Curriculum and Programs**

12. Establishing departmental statements of mission and objectives within those of the University and periodically reviewing the department’s progress in achieving them.

13. Establishing department policies in cooperation with faculty related to curriculum content and changes, instructional standards, methods, textbooks and course syllabi.

14. Planning and presenting course schedules, and administering the department’s responsibilities for their implementing.

15. Appointing faculty members to co-curricular responsibilities and recommending reassigned time to the Dean.