

Faculty Handbook

PREFACE

The purpose of the Faculty Handbook is to provide information, as well as sources of information, which faculty find beneficial. The Handbook describes the University's history, vision and mission, and defines the university's principles of governance. In addition, the Handbook establishes the organization of the faculty. Faculty responsibilities, academic operating policies, university promotion and tenure procedures, Department of Human Resources Management policies, and other policies are addressed within the document. Where appropriate, this document links to original source material to ensure current and accurate information. This handbook is the result of the work of many people, compiled by the Faculty Handbook Committee, jointly appointed by the Provost and Executive Vice President for Academic Affairs and the President of the Faculty Senate. Changes and corrections should be sent to the Faculty Senate office. Corrections and additions to the Faculty Handbook may be made to the online version as needed by the Faculty Senate Charter and Bylaws Committee. Substantive changes to the Faculty Handbook require senate, provost, and presidential approval.

I. General Information

A. History of the University

The University began as The Agricultural and Mechanical College of the State of Mississippi, one of the national land-grant colleges established after Congress had passed the Morrill Act in 1862. It was created by the Mississippi Legislature on February 28, 1878, to fulfill the mission of offering training in "agriculture, horticulture and the mechanical arts. . .without excluding other scientific and classical studies, including military tactics." The College received its first students in the fall of 1880, in the presidency of General Stephen D. Lee. Other federal legislation provided funds for extending the mission of the College: in 1914, the Smith-Lever Act called for "instruction in practical agriculture and home economics to persons not attendant or resident," thus creating the state-wide effort which led to Extension offices in every county in the State; and, in 1917, the Smith-Hughes Act provided for the training of teachers in vocational education.

By 1932, when the Legislature renamed the College as Mississippi State College, it consisted of the Agricultural Experiment Station (1887), the College of Engineering (1902), the College of Agriculture (1903), the School of Industrial Pedagogy (1909), the

School of General Science (1911), the College of Business and Industry (1915), the Mississippi Cooperative Extension Service (1915), and the Division of Continuing Education (1919). Further, in 1926 the College had received its first accreditation by the Southern Association of Colleges and Schools.

By 1958, when the Legislature again renamed the College as Mississippi State University, the Graduate School had been organized (1936), doctoral degree programs had begun (1951), the School of Forest Resources had been established (1954), and the College of Arts and Sciences had been created (1956).

The School of Architecture admitted its first students in 1973, the College of Veterinary Medicine admitted its first class in 1977, and the School of Accountancy was established in 1979, rounding out the present structure.

Additional information about Mississippi State University can be found in John K. Betterworth's book, *People's University: The Centennial History of Mississippi State*, University Press of Mississippi, 1979 and in *Maroon and White: Mississippi State University, 1878-2003* by Michael B. Ballard, University Press of Mississippi, 2008.

B. Vision and Mission Statements

The university is guided by its vision and mission statements which identify the values of the university. These can be found at <http://www.president.msstate.edu/communications/vision-mission/>

In the strategic plan, the university establishes specific goals and identifies the metrics by which it will assess its progress toward achieving its goals. The strategic plan was developed under the university administration's leadership with active participation by the faculty.

C. Principles for University Governance

As recommended by the Faculty Senate, Feb. 9, 1996;
As recommended by the Administrative Council, Feb. 12, 1996;
As recommended by Professional and Support Staff Advisory Council, Feb. 14, 1996;
As recommended by the Student Association;
Approved by the General Faculty, March 5, 1996 and
Amended by vote of the General Faculty, Fall 1999
Amended by vote of the Faculty Senate, September 2012
Approved by the Provost and Executive Vice President, September 2012
Approved by the President, October 2012
Approved by the Provost and Executive Vice President, August 2013
Approved by the President, August 2013
Amended by vote of the General Faculty, May 2, 2022
Approved by the Provost and Executive Vice President, May 2022
Approved by the President, May 2022

PREAMBLE

The triad mission of learning, research, and service of Mississippi State University can best be achieved through cooperation, collaboration, and consultation among the membership of the entire university community. Achievement of that mission requires an understanding and commitment to the formal and informal decision processes by which the university conducts its work, maintains its standards, and responds to external feedback.

Members of the university community need to understand the university's noble and extensive mission and the part each member plays in its achievement. They need to understand how formal authority is shared, the scope and form of their involvement in governance, and the need for those in authority to achieve balance between codification and discretion. This understanding enhances each member's ability to sustain and strengthen the essential nature of the university and facilitates effective university governance and responsiveness to the needs of the people of Mississippi.

Central to effective and efficient university governance is open consultation, communication, and participation in decisions and decision-making bodies. An understanding of the responsibilities and limitations of authority by all members of the university community is also essential. Success of the university depends on collegial relationships and mutual respect among the faculty, professional and support staff, students, administrative officers, and representatives of external entities.

All members of the university community must be accountable for their roles and responsibilities. Adhering to policies and procedures is essential to achieving the mission and goals of the university.

Mississippi State recognizes the value of diverse opinions in decision making and pursues its mission in an atmosphere of shared governance and open communication. Faculty and staff are involved in policy formulation and in implementing the learning, research and service missions of the university. Faculty and staff also recognize their shared accountability for the performance of the university in carrying out its mission.

In the spirit of promoting effective governance of the university, the following statements of policy relative to members of the university community are adopted.

PRINCIPLES

Authority

Ultimate authority for governance of the university is vested by the State of Mississippi in the Board of Trustees of the Institutions of Higher Learning and delegated by the board to the president. The president exercises that authority through the vice presidents, deans, directors, and other officials of the administration in consultation, as appropriate, with units of the university and with the faculty, professional and support staff, and students.

Consultation

To facilitate open communication and effective university governance, the president and other administrative officers of the university will exercise due diligence in consulting with the faculty, professional and support staff, students, and external constituents on issues affecting them. Consultation is characterized by early discussions with the affected constituencies, jointly formulated procedures for consultation, reasonable deadlines within the constraints of the academic calendar, access to appropriate information, adequate feedback, and timely communication of decisions to the affected constituencies.

Representation

Effective university governance includes consultation with the faculty, professional and support staff, students, and external constituents on budget, policy, and procedure matters. Appropriate representation of these groups is normally obtained through the university's council and committee structure. Elected and appointed representatives should, as far as possible, be selected specifically for the roles in which they will serve. When temporary special committees, study groups, or task forces are established by the president to address matters affecting the mission of the university, a majority of the membership should be composed of elected representatives drawn from the general faculty. Professional and support staff, students, and external constituencies should be included as appropriate. The chairs of these bodies may be appointed by the president.

Faculty Representation. By the Charter of Organization of the Faculty of Mississippi State University, the Robert Holland Faculty Senate is the official representative of the faculty on all matters not delegated by the general faculty to other elected faculty bodies.

University-level curriculum, promotion and tenure, and grievance committees should be composed of elected representatives from the general faculty. These bodies elect their own chairs.

Professional and Support Staff Representation. The Staff Council is the official representative body for the professional and support staff and reports to the president. The staff should have appropriate representation on matters affecting them. Consultation with the staff should be conducted through their elected representatives and/or the staff council, as well as through normal administrative channels.

Student Representation. The Student Association is the official representative of undergraduate and graduate students of the university. Undergraduate and graduate students should be represented on appropriate university councils, committees, and task forces. Consultation with students should be conducted through their elected representatives and/or the Student Association.

Administrative Representation. Administrative officers of the university represent entities for which they have administrative responsibilities on councils, committees, and task forces of the university. Officers who are members of the general faculty may also be

represented through the faculty senate, and other officers may be represented through the staff council.

External Entities Representation. To advance the mission of the university, the officers of the administration may appoint members of external entities to serve on councils, committees, and task forces.

Roles and Responsibilities

Administration. The president has been delegated authority to administer the university, to lead the university so that its mission and goals are achieved, and to coordinate university relations with officers of the Board of Trustees. The president recommends the appointment of appropriate administrative officers for the university to the Board of Trustees. The president exercises primary authority through members of the administration in:

- Control and allocation of the budgeted appropriation and other funds;
- Establishment of the administrative organization;
- Approval of personnel appointments;
- Administration of university programs and policies;
- Administration of student affairs and services;
- Administration of physical plant, campus operations, and fiscal affairs;
- Administration of athletics;
- Administration of resource development and fund-raising; and
- Accomplishment of all other assignments to the university by the Board of Trustees.

The president is required by the Board of Trustees to articulate long range university goals and to see that high standards are maintained in all university programs. The president exerts a major influence on the specific direction of change, not only through basic judgments on budgets and staff, but also in the continuous evaluation of existing university programs and in the planning of overall program direction. Such evaluation and planning necessitates the participation of faculty, staff, students, representatives of external entities, and administrative groups and is accomplished through the offices of the vice presidents.

The president is also responsible for maintaining fair employment practices, promotion procedures, and wage and salary distribution, as well as good working conditions for the benefit and safety of all personnel employed by the university.

Faculty. The principal responsibilities of the faculty are teaching, research, and service. Because an important additional responsibility of the faculty is to ensure that the university fulfills its educational mission, the faculty must be involved in the generation and implementation of policies that impact the university's mission. On matters primarily affecting the academic mission of the university (curriculum, subject matter and methods of instruction, advising, degree requirements, faculty scholarship, faculty status, faculty service), the principal responsibility for formulating and evaluating ideas

lies with the faculty. The faculty advises the administration through appropriate channels on these matters. The administration customarily follows this advice. On those extraordinary occasions when this advice is not followed, the administration will identify the reasons that render the proffered advice unwise or impracticable and so inform the faculty. A less direct but no less important role of the faculty is to advise the officers of the university about certain administrative matters that are intrinsically related to the health of the university. Among these matters are:

- Assessment of faculty performance;
- Selection of university officers;
- Determination of university priorities; and
- Establishment of principles for determining salaries.

Professional and Support Staff. The Staff Council is an advisory organization with the primary goals of facilitating communication between the staff and the administration and providing input to the administration on university policies and procedures. The primary role of the staff is to support the faculty and the administration in fulfilling the university's mission. The staff conducts the day-to-day affairs of the university, provides essential input to the faculty and administration in planning and decision making processes, and reports on the operations of the university for internal (management) and external (accountability) purposes. On matters of university governance affecting the academic mission of the university, the staff shall have an advisory role.

Students. The purpose of the Student Association is to stimulate university-wide student involvement in all areas of university life that lead to achievement of the university's mission. The voice of students is important in all aspects of the university; students should provide input, when appropriate, through university committees, councils, and task forces.

Administrative Councils and Committees. Administrative councils and committees play important roles in the governance of the university. These councils and committees may be composed of faculty, staff, students, administrators, and representatives of external entities. The members are elected by the appropriate bodies or are appointed by the president or appropriate vice president to advise the administration in the development of institutional policy, procedure, and practice. A listing of the university's councils and committees with the membership of each is updated annually online (<http://www.msstate.edu/web/standing/>).

Participation

Evaluation of Administrators and Faculty. The performance of faculty, staff, and administrative officers should be evaluated periodically. Students should participate in periodic evaluation of the instructional faculty, and those evaluations should be considered important sources of guidance to improve course content and overall learning and teaching effectiveness. The faculty, staff, administrative officers, and students should participate in periodic evaluations of those responsible for the units affecting their roles in the university community including department heads, directors,

associate and assistant deans, and deans. The role of the various groups in such evaluations should be in accordance with their legitimate interest in the performance of the person being evaluated and the group's competence to make evaluative judgments. Evaluations should conform to commonly accepted procedures of evaluation established in consultation with those being evaluated and those evaluating.

Financial Decisions. Representatives chosen by the faculty, staff, and students should be consulted in university level discussions of resource allocation and budgetary policies and procedures. The administration may choose additional faculty, students, and staff to participate in discussions of these issues. Consultation in these issues should also occur in colleges, schools, departments, and other units.

Administrative, Faculty, and Professional Staff Appointments.

- All professional positions will be created and filled in consultation with the affected faculty, staff, and students, and with the appropriate external constituencies.
- For the Provost and the Vice Presidents for Agriculture and Research, for deans, assistant and associate deans, directors, chairs, and heads of academic, research, or service units, and for all faculty positions, search committees are required and will contain a majority of elected representatives of the faculty. Staff, students and external constituencies shall be drawn from the affected units, as appropriate. Exceptions may be made for one-time, one year appointments as approved by the appropriate vice president.
- For the Vice Presidents of Finance and Administration, Development and Alumni, and Student Affairs, search committees will be appointed by the president in consultation with the Robert Holland Faculty Senate president. The president will publicize the membership of the search committee and the process of selection.
- Specific administrators who serve primarily as advisors or assistants to *university* level executives and who do not regularly exercise independent executive and budgetary authority may be appointed without a search committee.

On those extraordinary occasions when the advice of a search committee is not followed, the administrator making the appointment will inform the committee of the reasons that render the proffered advice unwise or impracticable.

II. Administrative Organization

A. Board of Trustees

The Board of Trustees is the constitutional governing body of the State Institutions of Higher Learning. The purpose of the Board of Trustees is to manage and control Mississippi's public institutions of higher learning in accordance with the constitution and to see that the IHL System mission is accomplished. To do so, the board operates a coordinated system of higher education, establishes prudent governance policies, employs capable chief executives, and requires legal, fiscal and programmatic accountability. The board annually reports to the legislature and the citizenry on the needs and accomplishments of the IHL System. The mission and structure of the board is outlined in the *IHL Policies and Bylaws* which is continually revised (<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>). The mission statements are listed in section 102 and the Constitutional Organization is described in section 201. The board office is located in the Education and Research Center, 3825 Ridgewood Road, Jackson, Mississippi 39211, phone 601-432-6198.

B. The President

The President of Mississippi State University is the sole agent of the Board of Trustees on the campus. Full authority to manage the institution is conferred upon the president, in accordance with policies and procedures established by the board and with certain laws specifically applicable to the institution. In conferring full authority, the board requires full responsibility; the president alone reports to the board; and, in turn delegates limited and specific authority to several administrative officials, each with responsibility commensurate with the delegated authority. The president's specific responsibilities include financial management of the institution; the physical plant and campus operations; recruiting, contracting with, and supervising all personnel; recruitment, admission, and instruction of all students; and relationships with people and interested units outside the institution. All functions of the university as it conducts teaching, research, and services are the president's responsibilities.

C. Other Senior Administrative Positions

Provost and Executive Vice President

The Provost and Executive Vice President is responsible for leading and administering the academic programs of the university. The provost prepares, allocates, and administers the academic budgets; administers all academic personnel procedures, including affirmative action, recruitment, appointment, retention, and promotion and tenure; provides leadership for vice presidents, deans, directors, faculty, and staff to meet stated goals; encourages faculty research and scholarly activities; ensures that academic procedures preserve academic freedom; manages academic facilities and

support services, including the Libraries; Information Technology Services; Human Resources Management; Registrar's Office; the University Academic Advising Center; the Office of Institutional Research and Effectiveness; Career Center; the Center for Teaching and Learning; and all academic colleges and programs. In the absence of the president, the provost serves as the chief executive officer of the university.

Vice President for Agriculture, Forestry, and Veterinary Medicine

The Vice President for Agriculture, Forestry and Veterinary Medicine is responsible for providing administrative leadership and coordination of the units comprising the Division of Agriculture, Forestry, and Veterinary Medicine which includes the Forest and Wildlife Research Center, Mississippi Agricultural and Forestry Experiment Station, Mississippi State University Extension Service, College of Agriculture and Life Sciences, College of Forest Resources, and College of Veterinary Medicine. Responsibilities for instructional programs are shared with the provost and executive vice president.

Vice President for Development and Alumni

The Vice President for Development and Alumni is primarily responsible for coordinating the operations and activities of the MSU Foundation and Alumni Affairs. The primary function of these units is to communicate with alumni, friends, opinion leaders and the general public concerning the value of the contributions of the university to the State of Mississippi and beyond, and to raise private financial support. The vice president also plans, coordinates, and monitors efforts to secure private funds, ensuring that university programs are matched and coordinated with sources of private funds most appropriate to meet these needs. The university aircraft operations also report to the Vice President for Development and Alumni.

Vice President for Research and Economic Development

The Vice President for Research and Economic Development has administrative responsibility for research, externally sponsored activities in the academic division of the university, and is the university's interface for economic development activities and support. Activities concerned with the development and coordination of basic and applied research are coordinated under the vice president and include formally organized research centers and institutes, as well as individual faculty research. The vice president supervises and administers operation of university level centers and institutes, the Office of Sponsored Programs Administration, the Office of Regulatory Compliance and Safety, the Office of Research Security, and the Office of Entrepreneurship and Technology Transfer, Institute for Imaging and Analytical Technologies, and Thad Cochran Research, Technology and Economic Development Park.

Vice President for Student Affairs

The Vice President for Student Affairs has administrative responsibility for planning and implementing services to meet students' out-of-class needs and providing programs to help students develop psychologically, emotionally, physically, and intellectually. The vice president supervises and administers the Division of Student Affairs; including operations and fiscal planning for the division and coordinates, in consultation of other

professionals, the areas of emphasis, for programs and services to be provided for students.

Vice President for Finance and Administration (CFO)

The Vice President for Finance and Administration (CFO) of the University is responsible for providing financial and operational leadership and coordination for the university. The subdivisions making up the Division of Finance and Administration include Office of the Controller and Treasurer, Campus Services, and Procurement & Contracts. Financial functions of the university, centralized in the Division of Finance and Administration, include the receiving, managing, and disbursing funds from all sources and for fiscal planning and the development of budgets for the university. Operational functions of the university, centralized in the Division of Finance and Administration, include the managing of facilities, parking, transit, and construction (planning and design).

Vice President for Access, Diversity, and Inclusion

The Vice President for Access, Diversity, and Inclusion (VPADI) serves as the senior diversity and inclusion advisor to the President and has administrative responsibility to provide strategic and programmatic leadership for access, diversity and inclusion initiatives that advance equity as a critical component of social, academic and intellectual life at MSU. The VPADI provides vision and leadership to effectively integrate inclusion into the work of MSU, working closely with university leadership and the university community to shape and implement investments, plans and strategies aligned with institutional goals and creating a welcoming environment for all. This includes facilitating and coordinating university strategic planning and prioritization in the areas of diversity and inclusion; conducting periodic climate surveys; and working collaboratively to develop and implement strategies and initiatives that advance a climate of diversity and inclusion and support.

D. Administrative Councils

The president is advised and assisted in administering the affairs of the university by the Administrative Council and the Executive Council.

The Administrative and Executive Councils

The Executive Council is chaired by the president and proffers advice to the president on matters brought before it which include revision and creation of university policies. The council consists of the provost and executive vice president, the vice presidents, the chief information officer, the director of diversity and equity programs, the president of the faculty senate, the chair of the staff council, and the president of the student association. It also has a non-voting staff consisting of the university counsel, the director of internal audit, and the assistants to the president. Minutes of the council are online <http://www.president.msstate.edu/people/executive-council/> .

The Administrative Council advises the president and serves as the board of directors of the MSU Educational Building Corporation. Its membership includes the president

(chair), provost and executive vice president, the vice presidents, general counsel, the athletic director, and director of diversity and equity programs.

E. Academic and Research Councils

The Academic Deans Council

The Academic Deans Council provides leadership in establishing academic policies and procedures, in making decisions about academic programs, and in recommending new degree programs. This body participates in developing long range plans for the university. The Academic Deans Council is chaired by the provost and executive vice president, and includes the associate provost and associate vice president for administrative affairs, the deans of the colleges, the director of the center for distance education, the dean of university libraries, the dean of the Meridian campus, the dean of the Shackouls honors college, the vice president of the Robert Holland faculty senate, and the vice president of the student association.

The Associate Deans Council

The Associate Deans Council recommends academic policies and operational procedures to the Academic Deans Council and implements approved policies and decisions. The Associate Deans Council consists of the associate provost, who serves as chair, the chief information officer, the associate vice president for administrative affairs, the registrar, an associate or assistant dean (or designated representative) from each school, college, or division, as assigned by the appropriate dean, the chair of the academic affairs committee of the faculty senate and attorney general of the Student Association. Other persons may be invited to attend as resource persons.

The Graduate Council

The Graduate Council is the executive committee of the graduate faculty and is responsible for the evaluation and recommendation of academic policy and programs related to graduate study at Mississippi State University. In addition, the members of the council may advise the college deans on any matter they or the deans believe is appropriate. The chairperson of the Graduate Council is elected from the membership for a one-year term that is renewable.

The council is composed of one elected member from each of the academic colleges or schools offering graduate study (programs), and one less in number appointed by the provost. Not more than two appointed faculty members may be from the same college or school. To be eligible for membership on the council, members must have Level 1 status on the graduate faculty. The term of office is three years. Vacancies on the council are filled in the same manner in which the member vacating the position was selected.

In addition to the faculty, the council has one graduate student representative who is usually the president of the Graduate Student Association and is appointed for a one-year term.

Ex officio members of the Graduate Council include the dean of graduate school, associate dean of the graduate school, the provost and executive vice president, the vice president for research and economic development, the associate provost, the dean of university libraries, the director of distance education, the chair of the university courses and curriculum committee, the director of the office of institutional research and effectiveness, the director of the international institute, the graduate studies manager, and the associate director of admissions.

The Research and Technology Council

The Research Council, chaired by the Vice President for Research and Economic Development, advises the president on research policies and procedures and on strategic initiatives in research and economic development. Members of the council are identified and appointed by the vice president in consultation with the president.

The Associate Deans for Research Council

The Associate Deans for Research Council, chaired by the Associate Vice President for Research, advises the Office of the Vice President for Research and Economic Development (ORED) on the university's research agenda, policies, and strategic direction. When requested, this council works together to recommend solutions to current questions being considered by ORED. Members of the council include all associate deans for research.

The Faculty Research Advisory Committee

The Faculty Research Advisory Committee (FRAC), chaired by the Associate Vice President for Research, represents faculty interests in the research program. It may function as an advisory body review panel for internal competitive grants programs and make recommendations on operation of university research programs. Members of the FRAC include appointed members from the colleges, the director of Sponsored Program Administration (ex officio) and one representative from the faculty senate.

The International Institute

The International Institute is responsible for providing oversight for the international academic, research and outreach activities. The institute encompasses the Office of International Programs, Study Abroad, and the International Services Office. The associate vice president and executive director of the institute is responsible to the Provost and Executive Vice President of Academic Affairs, the Vice President of Agriculture, Forestry, and Veterinary Medicine, and the Vice President of Research and Economic Development.

The Academic Department Heads Council

Members of the Academic Department Heads Council serve as liaisons between the provost's office and their college-level peers, including other heads and directors. The committee advises on issues related to the effective management of the academic departments to ensure a productive work environment and adherence to university policies.

F. Standing Committees

Each fall the *Standing Committees* listing is published on the university website (<https://www.msstate.edu/directory/standing-committees/>) listing appointments of faculty, staff, and students to the university's system of standing committees. Committee appointments, which begin in August, typically are for terms of not more than three years, although successive appointments may be made. The website displays the year in which an individual's appointment to a particular committee expires. Individuals whose university titles are given in lieu of an expiration date serve on that committee by virtue of their position or special expertise, and are appointed for indefinite terms.

Most of the committees serve as advisory bodies. *Ad hoc* committees are appointed during the year as needs arise.

G. Nonacademic Personnel

Nonacademic divisions of the university are generally organized in ways similar to the organization of the academic subdivisions, with departmental heads in charge. The heads, subject to the approval of their superiors, are responsible for hiring personnel and for supervising their performance. The organizational chart of the university shows how the nonacademic departments relate to the president.

H. Organizational Chart

The organizational chart of the university is updated and posted online at (<http://www.hrm.msstate.edu/orgchart/University%20Org%20Chart.htm>)

III. The Faculty

A. Organization of the Faculty: Charter

The faculty of Mississippi State University is organized under the guidelines set down in *the Charter of Organization of the Faculty of Mississippi State University*. The faculty is divided into two categories, the general faculty and the graduate faculty.

THE CHARTER OF ORGANIZATION OF THE FACULTY OF MISSISSIPPI STATE UNIVERSITY

The General Faculty Composition

The general faculty shall consist of all professionals of the university with these appropriate ranks:

Academic

Instructor I, II, and III
Assistant Professor
Associate Professor
Professor
Assistant Teaching Professor
Associate Teaching Professor
Teaching Professor
Assistant Professor of Practice
Associate Professor of Practice
Professor of Practice

Extension

Extension Instructor I, II, and III
Assistant Extension Professor
Associate Extension Professor
Extension Professor

Research

Assistant Research Professor
Associate Research Professor
Research Professor

Clinical

Clinical Instructor I, II, and III
Assistant Clinical Professor
Associate Clinical Professor
Clinical Professor

and other appropriate ranks as recommended by the Robert Holland Faculty Senate and approved by the general faculty.

Voting Eligibility

All the members of the general faculty may vote.

Officers

The officers of the general faculty shall be a chair, who is the president of the university, and a vice chair, who is the president of the faculty senate. The vice chair shall act as the recorder at meetings and as the chair of the general faculty in the absence of the

president or his/her designated representative. In the latter case, the vice chair shall appoint a member of the general faculty to act as recorder.

Organization

The chair of the general faculty shall appoint a committee to draft the necessary bylaws not contradictory to this charter, to enable the general faculty to perform its functions. These bylaws will become effective upon approval by a majority of the voting members.

Meetings

The general faculty shall meet twice a year within 30 days after completion of registration of spring and fall semesters and at other times upon call of the president of the university or of the faculty senate or by petition of 25 percent of the general faculty. A quorum shall consist of two hundred and fifty (250) members who are present and eligible to vote.

Official business of the general faculty will be proposed and discussed during a general faculty meeting. Voting on items can be conducted electronically for up to one (1) week after the general faculty meeting or can be conducted during the general faculty meeting if 250 voting members are present. The vice chair will be responsible for accomplishing the balloting and for reporting the results to the faculty within one month of vote.

Functions

The general faculty shall elect, according to the Charter of the Faculty Senate, the members of the faculty senate.

The general faculty shall function individually or collectively to recommend and refer to the faculty senate those matters dealing with the academic community and welfare of the university which it would desire to have the senate consider. This does not deny the right of direct approach of any member of the general faculty to the president or the administration.

The general faculty shall consider all matters referred to it by the president or the faculty senate or members of the general faculty and make recommendations concerning them at its discretion.

Amendments

The Charter of Organization of the Faculty can be amended by a petition submitted by the officers of the general faculty, or by a petition signed by 25 voting members. Amendments must be provided at least thirty (30) days prior to next general faculty meeting. Amendments must be approved by a majority of faculty voting on the amendment. Amendments shall then be submitted to the president of the university and become effective upon the president's approval.

B. Organization of the Faculty: Bylaws

Membership List

The vice chair of the general faculty shall keep available a current list of the membership of the general faculty.

Meetings

Members of the general faculty shall be notified at least seven days in advance of the date of each meeting unless an urgent meeting is summoned to deal with some emergency which will not admit delay.

Convocations of the faculty community that are called for the purpose of introducing new members and welcoming the community to a new school year may not be considered as meetings of the general faculty that are called for by the charter.

Committees

The Robert Holland Faculty Senate, as prescribed in the Charter of Organization of the Faculty of Mississippi State University, is a standing committee of the general faculty.

Special Committees

The general faculty may create special or ad hoc committees for special purposes at any time. Each such committee will report its findings to the general faculty upon completion of its charge.

Order of Business

The regular order of a meeting shall be:

1. Old business
2. Report from the president and chair of the general faculty
3. Report from the Robert Holland Faculty Senate
4. Reports of from university committees designates
5. Time for questions
6. New business.

During that portion of the meeting devoted to questions, the chair shall reply to questions on the operation, policies, practices, and other aspects of the university. Questions can be submitted in advance to the Office of the President.

If time does not allow answers to be given to all of the written questions submitted to the Office of the President prior to the meeting, a written response to the unanswered questions will be sent to members of the general faculty within two weeks of that meeting.

Authority and Records

The general authority for parliamentary procedure in all matters not inconsistent with these bylaws shall be *Robert's Rules of Order*, current edition.

C. The Charter of the Robert Holland Faculty Senate

The general faculty elects representatives (senators) to the Robert Holland Faculty Senate, which functions as a channel of communication between the faculty and the president. The Robert Holland Faculty Senate advises the president on matters referred to it.

Composition

Senators of the Robert Holland Faculty Senate, referred to elsewhere in this document as the faculty senate, shall be elected from the members of the general faculty who have had at least one year of service. Administrative officers at or above the assistant dean level (or equivalent) at Mississippi State University shall not be eligible for elected membership. The president and vice presidents are members of the senate ex officio. Four advisory (non-voting) members shall be the presidents of the Graduate Student Association and the Student Association, or their designates, and elected representatives of the Division of Student Affairs and the Professional and Support Staff Council.

Senators shall be elected by secret ballot from and by full time faculty members of the divisions of the university to be listed below. Faculty members are eligible to vote only within and for members of their particular division. The maximum number of senators on the faculty senate shall be 50. The senate seats shall be allocated on the basis of proportional representation from each of the divisions. All divisions shall be entitled to at least one senator.

Senate representation shall be refigured at two-year intervals or as necessitated by a change in the number of units represented. The units to be represented are as follows:

- College of Agriculture and Life Sciences and associated personnel of the Mississippi Agricultural and Forestry Experiment Station
- College of Architecture, Art and Design
- College of Arts and Sciences
- College of Business
- College of Education
- Bagley College of Engineering
- College of Forest Resources and associated personnel of the Forest and Wildlife Research Center
- College of Veterinary Medicine
- Mississippi State University Extension Service
- Mississippi State University-Meridian Campus
- The Libraries.

Other units composed of members of the general faculty may be represented upon the recommendation of the Robert Holland Faculty Senate and the approval of the general faculty. Faculty equivalent individuals who report to various administrative entities but

do not hold appointments in one of the units listed above shall be assigned to one of the above units by the appropriate vice president.

Each senator shall serve a period of three years, with elections to be completed by March 15th for membership to be assumed during the April meeting and to participate in meetings thereafter. A senator may serve two consecutive terms, after which he/she is ineligible for membership for a year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.

Voting Eligibility

Only elected members of the faculty senate (senators) may vote.

Officers

Officers of the faculty senate shall consist of a president, vice president, and secretary who shall be elected in April by a secret majority vote of the senators present. These officers shall serve for a period of one year (July 1 through June 30). Those holding the offices of president and vice president shall not be eligible for more than two consecutive terms.

Organization

The president of the faculty senate will appoint a committee to draft the necessary bylaws not contradictory to this charter, to enable it to perform its function. These bylaws will become effective upon approval of the majority of the senators present at a regularly scheduled senate meeting.

Support

The university shall consider in its budget an appropriation of funds or the appointment of facilities sufficient to allow the faculty senate to perform its functions.

Meetings

The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester and upon call of the president of the senate or petition of seven of its senators. A quorum shall consist of a majority of the senators eligible to vote.

Functions

The faculty senate shall make recommendations to the president of the university on matters pertaining to the welfare of the university.

- The faculty senate shall consider all matters brought before it by the president of the university, the administration, the general faculty, or individuals of the general faculty, and make recommendations concerning them when appropriate.
- The faculty senate shall keep the general faculty fully informed of recommendations.
- The faculty senate shall be represented by its president or his/her representative on the Athletic Council, Board of Directors of the Alumni Association, Executive

Council, Planning Committee, and University Faculty Senates Association and other committees are requested by the senate and/or university administration.

- The faculty senate shall be represented by its vice president or his/her representative on the Academic Deans Council, and University Faculty Senates Association, and other committees as requested by the senate, the president of the senate and/or university administration.

D. The Bylaws of the Robert Holland Faculty Senate

The Robert Holland Faculty Senate, having been brought into being by the Charter of Organization of the Faculty of Mississippi State University, conscious of its role as an agency for stimulating, ascertaining, and appropriately articulating considered views and opinions of and for the general faculty will assist in the continued improvement of the university.

Duties of Officers

President: The president of the Robert Holland Faculty Senate is the chief administrative official of the senate and its presiding officer. He/she has the powers and responsibilities commensurate with such functions. Specifically, he/she is charged with the responsibility to:

- send to senators, so as to reach them not less than three full days before a meeting, a notice of the specific items of subjects that he/she knows to be on the agenda for the coming meeting;
- ensure a record of the actions of each meeting be available to members of the general faculty within two weeks following each meeting;
- appoint the members and the chair of each committee;
- transmit to the president of the university, or to such other person to whom a senate recommendation may be directed, the recommendation of the senate;
- keep the senate informed of the disposition of each recommendation that is made;
- state clearly each issue that is being voted on before the vote is taken and announce the results of the vote immediately thereafter;
- notify newly elected senators of their right to participate in the nomination of candidates for the position of president of the senate;
- notify the dean or head of each college or division when any vacancy occurs that an election should be held to fill such vacancy on the senate;
- appoint members of other committees as specified by university policy;
- represent faculty senate on the Athletic Council, Board of Directors of the Alumni Association, Executive Council, Planning Committee, and University Faculty Senates Association and other university committees as requested by the senate and/or university administration.

Vice President: The vice president of the Robert Holland Faculty Senate shall preside at senate meetings in the absence of the president. When the senate is to be represented by the president and he/she is unable to represent it, the vice president shall be designated to represent it.

If for any reason the position of senate president should become vacant, the vice president shall become president, and a new vice president shall be elected according to the procedure set forth in this document. In the event of the absence of the president and the vice president at a meeting, the senate must select one of its senators to be the temporary president for that meeting.

The vice president of the senate or his/her representative shall represent the faculty senate on the academic deans council, and other committees as requested by the senate, the president of the senate and/or university administration.

Secretary: The secretary of the Robert Holland Faculty Senate shall:

- maintain a record of senate deliberations, keep current a membership list of the Robert Holland Faculty Senate, which shall include the date of expiration of each elected senator's term;
- keep current a membership list of each committee of the senate;
- maintain a list of senate designates on university committees;
- maintains records posted on the faculty senate website (<https://www.facultysenate.msstate.edu/>)

Procedures

Studies and Recommendations

- Each proposal for a study or recommendation by the Robert Holland Faculty Senate must be presented to the senate president in writing with the proposer's name appearing thereon. Each new proposed study or recommendation shall be provided in written form via electronic or print format or read by the president to the senate prior to voting to accept the study or recommendation.
- After introduction, the question shall be on sending the proposed study or recommendation to committee for further processing.
- Upon the senate's approval, each proposed study or recommendation shall be assigned to the appropriate committee by the president, and a report from that committee is expected in a timely manner at a subsequent meeting of the senate.
- Following the questions of fact, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the senate. Amendments may be offered from the floor.
- One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the senators with a written copy (electronic or print format) of its report at least three full days before the meeting at which the report is given.
- A recommendation of no action, or the failure of a committee to make a report or recommendation, shall not preclude the right of the senate to take further action on a proposed recommendation or a variation of it.

External Resolutions: The proposing and adopting of resolutions pertaining to persons or matters outside the senate shall follow the procedure of proposed recommendation, for adoption, except that if such a proposed resolution shall have been presented to the senate president so as to have been included by him/her in the notification of the agenda to the senators at least three full days in advance of a meeting, it can be moved for adoption at that meeting.

Internal Affairs: Motions and resolutions pertaining to internal matters of the senate, which are not otherwise provided for by these bylaws or by the senate's charter, can be initiated and passed upon in a single meeting. A majority vote of those senators present and voting "aye" or "nay" is required for adoption of such motions and resolutions.

Amending the Bylaws: Each proposal for an amendment to these laws shall follow the procedure of a proposed recommendation, except that for any amendment to be adopted it must receive a two-thirds vote of the senators present.

Election of Senators: Each senator shall serve a period of three years, with elections coordinated by the Faculty Senate to be completed by March 15th for membership to be assumed during the April meeting. Colleges/units may elect senators by any procedure provided that:

- the call for nominations is open to the entire college/unit for a reasonable time;
- each person named on the ballot has agreed to serve, if elected;
- there is a clear provision, announced in advance, to determine how multiple vacancies of different terms (three-year term, completion of three-year term, sabbatical-replacement) will be filled;
- elections occur during the 9-month academic year, except in units in which all faculty members have 12-month contracts.

Election of Officers: Nominations for the position of president of the Robert Holland Faculty Senate shall be provided in writing to the Faculty Senate Office or the elections officer by any person who shall be a senator in the forthcoming year. The nominations shall be made during a specified time interval between the regular March and April meetings of the senate. In 2008, the faculty senate approved the following procedures for the election of officers:

1. Nominations and elections will be supervised and facilitated by an "elections officer" in the following order of appointment: a) outgoing president, b) elected officer (outgoing vice president, then outgoing secretary), c) a member of the executive committee appointed by the outgoing president, provided she/he is still on the senate and not a candidate for office. The elections officer will be appointed at the March meeting of the senate.

Duties of the elections officer will be to:

- A. Conduct the elections of officers

- B. Call on candidates for speeches prior to election using alphabetical order
 - C. Develop questions for candidates to answer prior to the third round of balloting if necessary.
 - D. Send out and receive absentee ballots for the first round of balloting
2. All candidates nominated and willing to stand for election will submit electronically a one page statement indicating qualifications and reasons for seeking election to the specific senate office and a vita for distribution to the senate members no later than 5 p.m. one week prior to the date of elections. Statements and vitas will then be electronically forwarded to all senators no later than 5 p.m. the Monday prior to the election.
 3. In the event there are not two candidates for an office, candidates running from the floor should bring a statement indicating reasons for seeking election to the specific senate office for distribution at the senate meeting, and will distribute such statement to all senators present.
 4. All candidates shall have a maximum of five (5) minutes to speak prior to the first ballot for their position. After the second ballot candidates will respond to a question formulated by the elections officer, and again will have a maximum of five (5) minutes to respond to the question.
 5. Absentee ballots will be permitted on the first ballot only. In order to receive an absentee ballot, the senator must request an absentee ballot from the elections officer, and must provide an excuse for senate absence. Ballots must be requested no later than 12:00 noon on the Tuesday prior to the elections. Absentee ballots must be returned to the elections officer no later than 5 p.m. on the Wednesday prior to the elections. Absentee ballots may be submitted to the Robert Holland Faculty Senate or emailed directly to the elections officer.
 6. After the March elections of new senators from their respective colleges, a detailed description of the "Nominations and Elections Operating Procedures" will be provided to all senators eligible to vote in the April election of senate officers. This will include instructions for requesting and submitting absentee ballots from and to the appointed "elections officer".

The president's notice of the agenda for the election meeting shall contain an alphabetical list of the names that have been placed in nomination. If no more than one name has been received in nomination, then additional names can be placed in nomination from the floor. No person shall be considered a nominee unless he/she shall have served on this Senate at least one year.

At the election meeting, secret balloting for the office of president, from among those nominated, shall be conducted immediately following old business. Note that outgoing senators' terms are over at the conclusion of old business of the April agenda.

Senators whose terms expire in April that year (and were not re-elected by their college) are not eligible to vote in officer elections. Newly elected senators are not able to vote on old business during the April meeting, but they are eligible to vote on the officer elections and new business.

If no person receives a majority of the voting senators, which includes absentee ballots in the first round only, a second balloting shall take place between the top two vote receivers of the first balloting, or top three vote receivers should there be a tie for second place. Balloting shall continue on those names which were on the second ballot until one receives the required vote. Nominations from the floor will be allowed if there is still a deadlock after five ballots.

The senate shall then proceed to nominate and elect first a vice president who has served on the senate at least one year and then a secretary. In both cases the procedure for election and the required vote as described in Item 2 and Item 3 of this section shall be the same as that given for the election of the senate president.

Following the election of all officers, the retiring president shall present the new officers to the senate.

Order of Business

The regular order of business of the senate shall be:

1. Adoption of minutes.
2. Recognition of new members and guests of the senate (when appropriate).
3. Report of president. This shall include a report of the disposition of previous senate recommendations and resolutions and the report of communication to the senate.
4. Report of vice president.
5. Report from faculty senate designates on university committees.
6. Business to be sent to committee.
7. Standing committee reports.
8. Special committee reports.
9. Old business.
10. New business. Those proposed recommendations, studies, and resolutions that have been submitted to the president in writing shall be considered first, and then items that might be brought up from the floor shall be considered.

(At the April meeting, election of officers is to occur just prior to new business.) Note that outgoing senators' terms are over at the conclusion of old business of April agenda. Outgoing senators are not eligible to vote in officer elections. Newly elected senators are not able to vote on old business during the April meeting, but they are eligible to vote on the officer elections and new business.

Standing Committees

The Robert Holland Faculty Senate shall have standing committees through which it

can systematically and continually keep itself informed. These committees and their jurisdictions, until the Senate otherwise directs by a majority of senators, shall be:

- *Academic Affairs*--those matters that are directly concerned with the university achievement of its primary purpose;
- *Ancillary Affairs*--those matters that are subservient and subordinate to and adjuncts of the primary purpose of the university but which do not fall within the areas of student or faculty affairs;
- *Faculty Affairs*--those ancillary matters which exclusively or primarily affect the General Faculty;
- *Student Affairs*--those ancillary matters which exclusively or primarily affect the students;
- *Charter and Bylaws*--for regular review and recommendation concerning the operating procedure, structure, size, representation, and other internal matters of the Senate; to report the number of general faculty in each unit represented on the faculty senate at the February meeting of each year; to report at the February meeting of every odd-numbered year the number of senators each unit is to have on the faculty senate until the next reapportionment. The chair of the Charter and Bylaws Committee will serve as the chair of the Faculty Handbook Committee, and as editor of the Faculty Handbook.
- *University Resources*--study the allocation of resources within the university and acquaint the faculty senate with such allocations.

All senators (with the exception of the president and vice president) will be appointed to a standing committee by the president. Each senator shall serve on that committee to which he/she is appointed throughout his/her term on the senate, unless he/she asks for and receives removal by the senate president. The chair of each standing committee shall be appointed yearly by the newly elected senate president.

Each standing committee shall receive, inform itself concerning, and report to the senate through one of its members on any proposed recommendation, study, or other matter which shall have been referred to it by a vote of the senate. In the discharge of its responsibility, it shall seek collectively, and its members shall seek individually, such factual information and the opinion of such interested parties as will provide the senate with a firm and complete basis for sound and responsible decisions.

Special Committees

By a vote of the senate, or on the initiative of the senate president, special committees can be created temporarily to handle such matters as do not readily fall within the jurisdiction of one of the standing committees, or to handle such matters as might require intensive work or special handling.

The majority of the members of a special committee shall be from the faculty senate.

The Executive Committee of the Faculty Senate shall be a special committee chaired by the senate president and shall consist of the vice president, secretary, and all the chairs

of standing committees of the senate. This committee shall act as an advisory committee to the senate president on all matters brought to the attention of senate by any of its members or any items affecting the faculty brought to the attention of the senate president by members of the administration.

Terms

- The terms of office of the senate's officers shall begin July 1 and end June 30 for the following year. These officers retain full voting rights in the Faculty Senate until the completion of their terms as officers.
- Each senator shall serve a period of three years.
- Election of senators is to be completed by March 15th for membership that will be confirmed during the April meeting.
- The full term of a senator begins with election of officers during the April meeting.
- The full term ends upon completion of unfinished/old business during the April meeting.
- The terms of persons elected to fill unexpired terms of senators who resign or otherwise relinquish their membership are limited to the unexpired terms of the senators being replaced. Election and active membership of these replacements shall take place immediately following the occurrence of the vacancy.
- A senator may serve two consecutive terms, after which he/she is ineligible for membership for one year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.
- During reapportionment years, when a unit loses one or more senators and either none of the senators' terms expire that year, or more than one of the senators' terms expire that year, the faculty of the affected unit must determine which individual(s) will continue to represent them.
- When units represented on the faculty senate are deleted by a vote of the general faculty, the terms of the affected senators will expire mid-meeting in April of that year.

Meetings

- The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester. All meetings shall be held in the second week of each month, except when there is a conflict with scheduled holidays or other significant university events, such as graduation, in which case the meetings shall be scheduled on the Friday before or after the conflict. The August meeting will be held on the first Friday in August after classes have begun, i.e. normally the third Friday in August. If extraordinary circumstances cause a meeting to be cancelled (e.g., inability to meet because of natural disaster), the meeting should be rescheduled. Any changes to the regular senate meeting schedule should be communicated to the members as early as possible.
- All meetings shall be open unless by a two-thirds vote of the senators present the senate should otherwise direct for any meeting or part thereof.
- The senate, by a specific vote and for a specific purpose, may allow itself to be addressed by a non-member. The vote must be a majority of those present.

- While the senate has authority to make rules and regulations concerning the orderly manner and the time limitations thereof, no part of these bylaws or of such rules and regulations as shall be made by the senate shall ever prevent, obstruct, or inhibit the right of a senator or a member of the general faculty from personally bringing a matter to the attention of the senate during that portion of the meeting devoted to new business.
- Urgent meetings of the senate can be called to consider a matter which is felt to warrant immediate attention without the usual three-day notice of the meeting being given and the urgent matter shall be the agenda of the meeting; but such a meeting shall be null and void unless its purpose shall have been clearly stated to each senator available for notification of the meeting.
- In such cases as the university goes to emergency operating procedures, meetings may be convened in a remote or hybrid format as determined by a vote of the executive committee.
- For elected senators to be counted as present, they must be physically present for all regularly scheduled faculty senate meetings, except for hybrid or remotely convened meetings during emergencies as stated above, unless granted an excused absence. When a senator has three consecutive unexcused absences of regular meetings of the senate, his/her dean shall be notified by the president of the senate and a new election will be held to replace the recalled member.

Voting

- Voting on the adoption of recommendations, external resolutions, amendments to the bylaws, and the appeal of rulings of the president shall be by a show of hands. The charter requires secret voting for the election of senate officers. In any other matter another method of voting may be used except that if one-third of the senators present request it, the vote must be by show of hands. In the case of hybrid or remotely convened meetings as mentioned above, voting may be carried out using secure electronic means.
- The affirmative vote of two-thirds of the senators present shall be sufficient to suspend provisions of the senate's bylaws in order to expedite the handling of a particular matter, but the provisions of the bylaws on vote and voting shall not be suspended.
- Only senators may vote, and the vote of a majority of successive members voting "aye" or "nay" shall be sufficient in all instances not otherwise provided for by the senate charter or its bylaws.

E. The Graduate Faculty

The Graduate Faculty are those Mississippi State University faculty whose expertise and professional accomplishments qualify them to participate in graduate education at MSU. The qualifications for Graduate Faculty are developed and approved by the Graduate Council and can be found at www.grad.msstate.edu/faculty/.

IV. Faculty Responsibilities and Academic Operating Policies

Important issues of an academic nature are established as Academic Operating Policies (AOPs) by the Provost and Executive Vice President. An alphabetized list of the AOPs is provided with links to the current AOPs. These policies are periodically reviewed and revised by the Associate Deans Council, Deans Council, and the Robert Holland Faculty Senate. All policies must be reviewed, maintained, and followed. To ensure the ease and accuracy of compliance, all policies are available at the Office of Internal Audit at http://www.msstate.edu/dept/audit/mainindex.html#VOLUME_II

V. Promotion and Tenure Procedures

Revised and Approved by the Robert Holland Faculty Senate, 5-6-2022
Signed by Provost and Executive Vice President, David Shaw, 6-9-2022
Signed by President Mark Keenum, 6-30-2022

2 A. Scope

3 Section V of the Faculty Handbook records Mississippi State University's policies and
4 procedures governing academic tenure and promotion in rank. These policies and
5 procedures were drawn up by the Robert Holland Faculty Senate in accordance with the
6 Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning
7 (IHL) (sections 402, 403, and 404) and have been approved by the Robert Holland
8 Faculty Senate, the provost, and the university president.

9 Section V of the Faculty Handbook applies to faculty members in tenure-track positions
10 and professional-track positions hereto referred to as general faculty. The appointment
11 and termination of professional-track faculty members is governed by IHL Board Policy
12 404.01-404.02, and their promotion is governed by university, college, school and
13 department policies. Professional-track faculty members are eligible for promotion, but
14 not tenure. Professional-track faculty may apply for open tenure-track positions or vice
15 versa.

16 Suggested changes and recommendations to Section V can originate with the university
17 president, the provost, the University Promotion and Tenure Committee, the Faculty
18 Senate, and/or the general faculty. The president of the Faculty Senate will distribute
19 copies of the suggested change(s) and recommendation(s) to all senate members and
20 the Faculty Senate will prepare its own recommendation(s). The Faculty Senate's report
21 on the recommended changes to Section V of the Faculty Handbook will be reviewed at
22 two regularly scheduled senate meetings before a vote on the recommendations will be
23 held. A copy of the Faculty Senate's decision will be sent to the University Promotion
24 and Tenure Committee. Final action on the recommendation(s) will be taken by the
25 university president and announced through all appropriate channels.

26 The policies and procedures in effect during any academic year must have been fully
27 approved by the Faculty Senate and signed by the provost and the university president.
28 If the changes to Section V are approved between May 16 and October 1 of a given
29 year (calendar year 1), then changes will go into effect May 16 of the following year
30 (calendar year 2). If the changes are approved after October 1 (calendar year 1) and
31 before May 16 of the subsequent year (calendar year 2), then changes will go into effect
32 on May 16 of the following year (calendar year 3). In both cases, all college and
33 department documents must be revised as necessary no later than the effective date of
34 the revised Section V of the Faculty Handbook. Copies of all officially approved
35 promotion and tenure policies and procedures, including subsequent revisions, together

36 with their dates of approval, will be kept in the Faculty Senate Office and the Office of
37 the Provost. In addition, an electronic copy of the current policies and procedures will be
38 posted on the Mississippi State University website (at www.facultysenate.msstate.edu).

39 The procedures outlined in the previous paragraphs will be followed, unless some
40 extraordinary occasion should demand a more immediate change. In all cases,
41 however, the Faculty Senate must vote to approve all changes to Section V and the
42 University Committee on Promotion and Tenure will be a part of the process of
43 consideration as described below.

44 **B. Academic Rank**

45 A faculty member of professorial rank must have a professional or terminal degree
46 appropriate to the discipline (or the equivalent in training and experience), a strong
47 commitment to higher education and to the mission of Mississippi State University, and
48 a willingness to assume the responsibilities and obligations appropriate to a university
49 faculty member.

50 Faculty tracks at Mississippi State University include tenure-track positions and
51 professional-track positions.

52 **Tenure-Track Positions**

53 *Assistant Professor (Rank 1):* A faculty member who has met the requirements in
54 the first paragraph of section B. Academic Rank and has the potential to be
55 successful in the areas of teaching, research and/or creative achievement, and
56 service.

57 *Associate Professor (Rank 2):* A faculty member who has met the criteria for
58 assistant professor, who has consistently demonstrated an ability to perform at a
59 satisfactory level in teaching, research and/or creative achievement, and service,
60 and who excels in at least one of these areas. Based upon the criteria established in
61 the department promotion and tenure documents, an associate professor is
62 developing a national and/or international reputation and is showing a potential for
63 making sustained contributions to the university and to their profession, field, or
64 discipline.

65 *Professor (Rank 3):* A faculty member who has met the criteria for associate
66 professor, who has consistently demonstrated an ability to perform at a satisfactory
67 level in teaching, research and/or creative achievement, and service, and who
68 excels in at least two of these areas. Based upon the criteria established in the
69 department promotion and tenure documents, a professor must have a national
70 and/or international reputation within their profession, area of expertise, or discipline.

71

72 **Professional-Track Positions**

73 ***Teaching Professor Ranks:***

74 *Assistant Teaching Professor (Rank 1):* A faculty member with a terminal degree in a
75 discipline appropriate for the position, who possesses the potential for successful
76 performance in instructional activities in a university environment, and who should
77 contribute to the service and/or other scholarly activities of the unit, university, and/or
78 profession.

79 *Associate Teaching Professor (Rank 2):* A faculty member who has met the criteria
80 for assistant teaching professor, has demonstrated an ability to perform at a level of
81 excellence appropriate for the rank in instructional activities, and who significantly
82 contributes to the service and/or other scholarly activities of the unit, university,
83 and/or profession.

84 *Teaching Professor (Rank 3):* A faculty member who has met the criteria for
85 associate teaching professor, has consistently demonstrated excellence in
86 instructional activities, and who is consistently contributing at a high level to the
87 service and/or other scholarly activities of the unit, university, and/or profession.

88 ***Professor of Practice Ranks:***

89 *Assistant Professor of Practice (Rank 1):* A faculty member with a terminal degree in
90 a discipline appropriate for the position or its equivalent in professional achievement,
91 who possesses the potential for successful performance in instructional activities in
92 a university environment, and who should contribute to the service and/or other
93 scholarly activities of the unit, university, and/or profession.

94 *Associate Professor of Practice (Rank 2):* A faculty member who has met the criteria
95 for assistant professor of practice, has demonstrated an ability to perform at a level
96 of excellence appropriate for the rank in instructional activities, and who significantly
97 contributes to the service and/or other scholarly activities of the unit, university,
98 and/or profession.

99 *Professor of Practice (Rank 3):* A faculty member who has met the criteria for
100 associate professor of practice, has consistently demonstrated excellence in
101 instructional activities, and who is consistently contributing at a high level to the
102 service and/or other scholarly activities of the unit, university, and/or profession.

103 ***Clinical/Extension/Research Professor Ranks:***

104 * *Some Extension and Research positions are tenure-track. Faculty holding a tenure-*
105 *track Extension or Research position should refer to the tenure-track guidance above.*

106 *Assistant Clinical/Extension/Research Professor (Rank 1):* A faculty member with a
107 terminal degree in the discipline, who possesses the potential for successful
108 performance in clinical/extension/research activities or creative achievement in a
109 university environment, and who should contribute to the service of the unit,
110 university and/or profession.

111 *Associate Clinical/Extension/Research Professor (Rank 2):* A faculty member who
112 has met the criteria for assistant clinical/extension/research professor, has
113 demonstrated an ability to perform at a level of excellence appropriate for the rank in
114 clinical/extension/research activities or creative achievement, and who significantly
115 contributes to the service of the unit, university, and/or professions.

116 *Clinical//Extension/Research Professor (Rank 3):* A faculty member who has
117 consistently demonstrated excellence in clinical/extension/research activities or
118 creative endeavors, and who is consistently contributing at a high level to the service
119 of the unit, university, and/or profession.

120 ***Instructor Ranks:***

121 *Instructor I (Rank 1):* A faculty member with a minimum of a Master's degree or
122 higher, who possesses teaching credentials appropriate for the position and the
123 potential for successful performance in instructional activities in a university
124 environment, and who should contribute to the service of the unit, university, and/or
125 profession.

126 *Instructor II (Rank 2):* A faculty member who has met the criteria for Instructor I, has
127 demonstrated an ability to perform at a level of excellence appropriate for the rank in
128 instructional activities, and who significantly contributes to the service of the unit,
129 university, and/or profession.

130 *Instructor III (Rank 3):* A faculty member who has met the criteria for Instructor II,
131 has consistently demonstrated excellence, and who is consistently contributing at a
132 high level to the service of the unit, university, and/or profession.

133 ***Clinical/Extension Instructor Ranks:***

134 *Clinical/Extension Instructor I (Rank 1):* A faculty member with a minimum of a
135 Master's degree or higher as appropriate to the profession, in a discipline
136 appropriate for the position, who possesses the potential for successful performance
137 in clinical/extension activities or creative achievement in a university environment,
138 and who should contribute to the service of the unit, university and/or profession.

139 *Clinical/Extension Instructor II (Rank 2):* A faculty member who has met the criteria
140 for Clinical/Extension Instructor I, has demonstrated an ability to perform at a level of
141 excellence appropriate for the rank in clinical/extension activities, and who
142 significantly contributes to the service of the unit, university, and/or profession.

143 *Clinical/Extension Instructor III (Rank 3):* A faculty member who has met the criteria
144 for Clinical/Extension Instructor II, has demonstrated excellence in clinical/extension
145 activities, and who is consistently contributing at a high level to the service of the
146 unit, university and/or profession.

147 **C. Faculty Advancement**

148 **Promotion and Tenure of Tenure-Track Faculty**

149 ***Promotion***

150 Promotion is never granted simply for satisfactory performance or for length of service
151 but reflects progressively higher professional competence and accomplishment.
152 Promotion from Assistant Professor to Associate Professor, or from Associate Professor
153 to Professor, will normally only be considered after a faculty member has served at least
154 five years in rank so that sustained productivity at Mississippi State University can be
155 demonstrated. Applications for promotion prior to that time will be regarded as early
156 action and considered only for exceptionally strong and well documented cases. Rank
157 should reflect comparable stature with others in similar disciplines in other university
158 settings. Professional achievement at another academic institution may be considered
159 for promotion.

160 ***Tenure***

161 The granting of tenure is a faculty-driven process and is the academic community's
162 chief guarantee of academic freedom for the faculty member to perform their academic
163 duties without undue or inappropriate external pressures.

164 Definition: *Tenure* is defined by IHL Board Policy 403.01 as “Continuing employment
165 that may be granted to a faculty member after a probationary period upon nomination by
166 the Institutional Executive Officer for election by the Board.”

167 IHL Board Policy 403.0104 further provides that a tenured faculty member is protected
168 from dismissal except under the extraordinary circumstances stated in section *L.*
169 *Dismissal of Tenured Faculty* of this document.

170 According to IHL Board Policy 403.01, tenure is granted in a department, unless
171 otherwise designated by the IHL Board.

172 Attainment of tenure at Mississippi State University is by no means automatic, based on
173 years of service, but is the result of a thorough evaluation of a faculty member's
174 performance in teaching, research and/or creative achievement, and service. The
175 proportions of these activities may vary by discipline. Excellence in one area and
176 satisfactory performance in the others are needed to qualify a faculty member for
177 tenure.

178 Tenure is granted with the university's expectation that the faculty member will continue
179 to perform at or above the minimum standards set by the department or school, college,
180 and university.

181 Eligibility. Tenure may be granted to professors, associate professors, and
182 simultaneously to assistant professors upon promotion to Associate Professor. Faculty
183 members of all professorial ranks in specifically designated tenure-track positions may
184 work toward tenure. An employee cannot be promoted into a professorial position
185 unless specified in the original offer letter. Professional-track faculty positions cannot be
186 converted to tenure track positions (IHL section 404.01).

187 ***Probationary Period***

188 A tenure-track faculty member must apply for and be granted tenure by the university
189 president during the sixth full contract year of employment in a tenure-track position.
190 Failure to earn tenure at the end of the sixth full contract year will result in a terminal
191 contract in the seventh full contract year. The probationary period for tenure-track
192 faculty begins at the start of the faculty member's first full contract year. A full contract
193 year is defined as one that starts on August 16 for 9-month employees and on July 1 for
194 12-month employees and continues until the next contract period. If the initial contract is
195 for a partial year, e.g., starts after August 16 for a 9-month employee or after July 1 for a
196 12-month employee, that time is not included in the probationary period.

197 Up to five years of professorial experience at other universities may be counted in this
198 probationary period, as determined and agreed upon by the department promotion and
199 tenure committee, the department head or director, the dean, and the faculty member in
200 the letter of offer at the time of initial appointment.

201 For clearly stated personal reasons (e.g., emergencies related to health, activation of
202 military service, pregnancy, adoption, childcare, care of parents), a tenure-track faculty
203 member may request an extension of up to two years from the first five years of this
204 probationary period for an approved leave of absence or a modified assignment.
205 Specific aspects of such an extension must be established by the department head or
206 director, the dean, the provost, and the faculty member. Such an agreement must be in
207 writing. The department promotion and tenure committee shall be notified in writing of
208 the extension and the revised probationary period.

209 IHL Board Policy 403.0101 allows a faculty member or an administrative employee who
210 held faculty rank at the level of Assistant Professor, Associate Professor, or Professor
211 and tenure at another institution to be awarded tenure at the time of initial appointment if
212 recommended by the faculty of the tenuring department, the dean, the provost, and the
213 university president, and awarded by the IHL Board.

214 For tenure-track faculty members with a shortened probationary period as specified in
215 an offer letter or an approved extended probationary period, the "third-year review"
216 should be held at the midpoint of the individual's probationary period.

217 ***Relationship Between Promotion and Tenure***

218 Tenure-track faculty members who have met the requirements for promotion, but who
219 have not fulfilled the probationary period for tenure, may be promoted without tenure.

220 Tenure-track faculty members who are granted tenure as assistant professors
221 automatically meet the criteria for promotion to Associate Professor.

222 ***Performance Standards and Evaluation of Professional Activities***

223 Every faculty member is expected to meet high standards of professional competence
224 and integrity and to further the goals of their department or unit. In every case, a tenure-
225 track faculty member's performance in teaching, research and/or creative achievement,
226 and service will be judged by all participants in promotion and/or tenure decisions on the
227 basis of specific criteria in written policy statements, developed by the appropriate
228 academic units.

229 In evaluating a tenure-track faculty member being considered for tenure and/or
230 promotion, the appropriate faculty committees and academic administrators will give
231 adequate consideration to the faculty member's professional performance as a function
232 of their relative academic workload assignments within the three academic missions of
233 service, teaching/instruction, and research/creative activities. Adequate consideration of
234 a tenure case consists of a conscientious review, which seeks out and considers all
235 available evidence bearing on the relevant performance of the faculty member and
236 assumes that the various academic units follow their approved procedural guidelines
237 during the tenure and promotion review process. Such consideration should be based
238 upon adequate deliberation over the evidence in light of relevant standards and
239 exclusive of improper standards (i.e., any criterion not related to the professional
240 performance of the faculty member). The evaluation of a tenure case should constitute
241 a bona fide exercise of professional academic judgment.

242 All criteria should be based on the application of the highest professional standards and
243 are to be in harmony with the following university criteria:

244 *Teaching.* Criteria for assessing instructional activities may include regular
245 classroom and laboratory instruction; supervision of field work, internships,
246 performances, and fellowships; direction of theses and dissertations; development of
247 educational materials; conduct of other academic programs that confer university
248 credit; invited presentation of non-credit and off-campus lectures and
249 demonstrations; and other teaching activities as defined by the academic units.
250 Excellence in teaching, as defined by the current academic operating policy/policies,
251 includes the ability to impart the knowledge, methods, and standards of the
252 discipline, the ability to communicate effectively with students by counseling,
253 advising, or motivating them, the ability to direct students in their own research, and
254 the ability to evaluate student work accurately and fairly according to prevailing
255 academic standards of the discipline.

256 *Research and/or Creative Achievement.* Criteria for assessing research and/or
257 creative achievement activities may include systematic, original investigation
258 directed toward the enlargement or validation of human knowledge, the solution of
259 contemporary problems, or the exploration of creative forms that bring greater
260 meaning to life. Excellence in research and/or creative achievement must be
261 established by critical peer evaluation, using standards prevailing in the discipline.
262 Excellence may be documented by books, articles, or reviews published by
263 commercial or university presses or in refereed journals of international, national, or
264 regional prestige; research grants, leading to high quality research, intellectual
265 property; presentation of papers before professional groups; invited participation in
266 scholarly conferences; editorial work for professional journals or publishers; or
267 artistic or humanistic performances, presentations, or shows. Evidence of
268 substantive progress on long-term projects that meet the criteria above may be
269 considered as specified by the academic units.

270 *Service.* Criteria for assessing service activities may include activities which
271 enhance the scholarly life of the university or the discipline, improve the quality of life
272 or society, or promote the general welfare of the institution, the community, the state,
273 the nation, or international community. Thus it includes outreach and extension of
274 academic knowledge to the public, participation on department, college, or university
275 committees, or on regional, national, or international scholarly committees, boards,
276 or review panels, or on public boards as a representative of the scholarly
277 community. Membership or participation in such bodies may constitute satisfactory
278 service, but excellence requires leadership or initiative leading to substantial
279 improvements or progress.

280 ***Annual Faculty Evaluation and Review***

281 At the time of initial appointment, each faculty member will be informed in writing by the
282 department head or unit administrator whether the appointment is tenure-track or
283 professional-track and referred to the Promotion and Tenure Procedures section of the
284 Faculty Handbook (Section V), as well as college and department promotion and tenure
285 policies (e.g. appropriate websites with online versions of these documents). The new
286 faculty member will agree by signature to the understood and agreed upon terms of
287 employment.

288 During the probationary period, the department head will counsel each tenure-track
289 faculty member annually about progress toward promotion and tenure. This annual
290 evaluation will comprise a written review of the previous year's progress and a written
291 agreement about the faculty member's objectives, responsibilities, and expectations for
292 the coming year, and the department head's or director's assessment of progress
293 toward promotion and tenure.

294 The written agreement about the coming year must be consistent with the promotion
295 and tenure criteria of the department, the school or college, and the university. If the

296 department head or director and the faculty member cannot reach agreement, the
297 matter will be referred to the dean.

298 The annual evaluation, signed by both parties, will be sent to the dean. A copy will be
299 placed in the faculty member's personnel file. The faculty member has the right to attach
300 a dissenting statement to all copies of this evaluation.

301 No record in personnel files relating to promotion or tenure is to be added, changed, or
302 withdrawn without the knowledge of the faculty member and the unit administrator.
303 Personnel files are confidential and are available only to the faculty member and
304 university officials. Appropriate administrators will make all pertinent information
305 available to elected promotion and tenure committees and administrators when the
306 faculty member is a candidate for promotion and tenure. If material from a personnel file
307 (or other material that is not in the candidate's promotion or tenure application) is
308 provided to a committee or administrator, then the candidate will be provided a copy of
309 the material and an opportunity to submit their written comments regarding the material
310 before the material is considered by the committee or administrator. Otherwise, no
311 additions will be made.

312

313 **Promotion of Professional-Track Faculty**

314

315 ***Promotion***

316 Promotion is never granted simply for satisfactory performance or for length of service,
317 but reflects progressively higher professional competence and accomplishment.
318 Promotion from one level to the next will normally only be considered after a
319 professional-track faculty member has served at least five years in rank so that
320 sustained productivity at Mississippi State University can be demonstrated. Applications
321 for promotion prior to that time will be regarded as early action and considered only for
322 exceptionally strong and well documented cases. Rank should reflect comparable
323 stature with others in similar disciplines in other university settings. Professional
324 achievement at another academic institution may be considered for promotion.

325 ***Performance Standards and Evaluation of Professional Activities***

326

327 Every faculty member is expected to meet high standards of professional competence
328 and integrity and to further the goals of their department or unit. In every case, the
329 performance of professional-track faculty members will be judged by all parties involved
330 in promotion decisions on the basis of written promotion policies, and criteria specified
331 therein. Those documents shall be developed by the faculty and shall apply to the
332 faculty in specific units which may be departments or divisions.

333

334 In evaluating a professional-track faculty member being considered for promotion, the
335 appropriate faculty committees and academic administrators will give adequate
336 consideration to the faculty member's professional performance as a function of their
337 relative academic workload assignments within the three academic missions of service,

338 teaching/instruction, and research/creative activities as stated in the faculty member's
339 offer letter. Adequate consideration for promotion consists of a conscientious review,
340 which seeks out and considers all available evidence bearing on the relevant
341 performance of the faculty member, and assumes that the various academic units follow
342 their approved procedural guidelines during the promotion review process. Such
343 consideration should be based upon adequate deliberation over the evidence in light of
344 relevant standards and exclusive of improper standards (i.e. any criterion not related to
345 the professional performance of the faculty member). The evaluation of a promotion
346 case should constitute a bona fide exercise of professional academic judgement.

347
348 All criteria should be based on the application of the highest professional standards and
349 are to be in harmony with the following university criteria:

350
351 *Teaching:* Criteria for assessing instructional activities may include regular
352 classroom and laboratory instruction; supervision of field work, internships,
353 performances, and fellowships; direction of theses and dissertations;
354 development of educational materials; conduct of other academic programs that
355 confer university credit; invited presentation of non-credit and off-campus
356 lectures and demonstrations; and other teaching activities as defined by the
357 academic units. Excellence in teaching as defined by the current academic
358 operating policy/policies includes the ability to impart the knowledge, methods,
359 and standards of the discipline, the ability to communicate effectively with
360 students by counseling, advising, or motivating them, the ability to direct students
361 in their own research, and the ability to evaluate student work accurately and
362 fairly according to prevailing academic standards of the discipline. Excellence in
363 teaching may be documented by peer reviews, student awards, student
364 evaluations, student successes, faculty teaching awards, recognition of teaching
365 excellence, sample course materials, recordings of teaching sessions, graduate
366 student theses and dissertations, and any other documentary materials that
367 demonstrate teaching effectiveness on the university campus or at the national or
368 international level.

369
370 *Service:* Criteria for assessing service activities may include activities which
371 enhance the scholarly life of the university or the discipline, improve the quality of
372 life or society, or promote the general welfare of the institution, the community,
373 the state, the nation, or international community. Thus, it includes outreach and
374 extension of academic knowledge to the public, participation on department,
375 college, or university committees, or on regional, national, or international
376 scholarly committees, boards, or review panels, or on public boards as a
377 representative of the scholarly community. Membership or participation in such
378 bodies may constitute satisfactory service, but excellence requires leadership or
379 initiative leading to substantial improvements or progress.

380
381 *Research and/or Creative Achievement:* Research is not an expectation of
382 instructional faculty (i.e. Teaching Professors, Professors of Practice, and
383 Instructors) and should not be a requirement for promotion. Research that allows

384 the instructional faculty member to remain active in their discipline or that
385 contributes to their excellence in instruction or service may be included in the
386 evaluation.

387
388 Professional-track faculty who are not in instructional tracks may be required to
389 perform research and/or creative achievement activities. Criteria for assessing
390 research and/or creative activities may include systematic, original investigation
391 directed toward the enlargement or validation of human knowledge, the solution
392 of contemporary problems, or the exploration of creative forms that bring greater
393 meaning to life. Excellence in research and/or creative achievement must be
394 established by critical peer evaluation, using standards prevailing in the
395 discipline. Excellence may be documented by books, articles, or reviews
396 published by commercial or university presses or in refereed journals of
397 international, national, or regional prestige; research grants, leading to high
398 quality research, intellectual property; presentation of papers before professional
399 groups; invited participation in scholarly conferences; editorial work for
400 professional journals or publishers; or artistic or humanistic performances,
401 presentations, or shows. Evidence of substantive progress on long-term projects
402 that meet the criteria above may be considered as specified by the academic
403 units.

404
405 ***Annual Faculty Evaluation and Review***

406
407 At the time of initial appointment, each faculty member will be informed in writing by the
408 department head or unit administrator whether the appointment is tenure-track or
409 professional-track and referred to the Promotion Procedures section of the Faculty
410 Handbook (Section V) as well as college and department promotion policies (e.g.
411 appropriate websites with online versions of these documents). The new faculty
412 member will agree by signature to the understood and agreed upon terms of
413 employment.

414
415 On an annual basis, each department head/unit administrator will counsel each
416 professional track faculty member about progress towards promotion. Each department
417 head/unit administrator and each professional-track faculty member will agree in writing
418 to the faculty member's objectives, responsibilities, and expectations. This written
419 agreement must be consistent with the promotion criteria for professional-track positions
420 of the department and the university. This agreement will be reviewed by the next
421 appropriate administrator, and a copy placed in the faculty member's promotion file. If
422 the department head/unit administrator and the professional-track faculty member
423 cannot reach an agreement, the matter will be referred to the next appropriate
424 administrator.

425
426 An annual performance review, based on the previous year's goals and objectives and
427 consistent with AOP 13.24 (Annual Faculty Review Process), will be conducted by the
428 department head/unit administrator or appropriate officer for each professional-track
429 faculty member in the department. A copy of this review will be signed by both the

430 head/director and the faculty member. It will also be reviewed and signed by the next
431 appropriate administrator and placed in the faculty member's personnel file. The faculty
432 member may attach a dissenting statement to all copies of this review.

433
434 The department head/unit administrator shall maintain a personnel file for each faculty
435 member. No record in the file is to be added, changed, or withdrawn without the
436 knowledge of both parties. The responsible administrative officer will make all pertinent
437 information available to the appropriate individuals when the faculty member is a
438 candidate for promotion, or when the information is needed in an appeals or grievance
439 case.

440 **E. Promotion and Tenure Committees**

442 **University Committee on Promotion and Tenure**

443 The University Committee on Promotion and Tenure serves five functions:

- 444 • To advise the provost on promotion and tenure matters, including the review of
445 criteria, policies, and procedures for promotion and tenure used by schools or
446 colleges;
- 447 • To review suggested changes in this document;
- 448 • To review and approve appropriate requests related to variations made during
449 the review process;
- 450 • To hear appeals from faculty members whose nominations for promotion or
451 tenure have been denied; and
- 452 • To hear appeals from tenured faculty members who have been recommended for
453 termination.

454 The committee consists of one member elected from each academic unit with an
455 administrative head. Members elected by each academic unit must be full-time, tenured
456 professors, who hold Rank 2 or above. In addition to academic unit representatives, one
457 member will be elected to represent each of the professional-tracks. Members elected
458 for each professional track must be full-time faculty and hold a rank above the minimum
459 for their professional-track. No faculty member functioning as an administrator,
460 department head, or director of an academic unit will be a member of the committee.
461 Academic unit representatives are elected in the fall by a majority vote of the unit's full-
462 time general faculty. Each professional-track representative is elected in the fall by a
463 majority vote of the full-time faculty members within the respective professional-track.
464 Only tenured faculty may vote on a tenure recommendation. Members may serve for
465 two consecutive three-year terms, excluding partial terms. A partial term will be filled by
466 election, as needed. Annually the committee members will elect a chair who reports
467 directly to the provost. The chair is a full voting member of the committee.

468

469

470 **College Promotion and Tenure Committees**

471 Every college will establish and maintain a promotion and tenure committee. Each
472 college will develop its own criteria for membership on the committee, and the
473 procedures for electing members to that committee. These criteria and procedures
474 must be approved by both a majority vote of the college's full-time faculty and the
475 college dean, consistent with the following:

- 476 • The membership of the committee should reflect the composition of the full-time
477 faculty in the college;
- 478 • The length of terms will be determined by the unit;
- 479 • Committee members must hold a rank (i.e., 2, 3) at or above the candidate's
480 aspirant rank to vote on each case. For example, a Rank 2 faculty member
481 cannot vote on a candidate's promotion to Rank 3;
- 482 • Only tenured faculty may vote on a tenure recommendation;
- 483 • No member of the committee will consider the application of a relative.
484 Appearance of conflicts of interest should be avoided;
- 485 • No faculty member functioning as an administrator, department head or director
486 of an academic unit will be a member of the committee;
- 487 • A faculty member serving on the college promotion and tenure committee may
488 observe but neither participate nor vote in a candidate's promotion or tenure
489 review at the department level.
- 490 • The committee will annually elect its chair;
- 491 • The membership of the committee will be made known to the faculty; and
- 492 • An individual will not serve in a year that their promotion application is being
493 considered.

494 The responsibilities of a college promotion and tenure committee will be the
495 following:

- 496 • To write the college's promotion and tenure policies and procedures which must
497 be consistent with university promotion and tenure policies, include the
498 mechanism for their adoption and revision, describe the procedures that will be
499 followed if sufficient numbers of members are not available because of
500 absences, recusal or insufficient rank, and identify the participation of the
501 different categories of faculty in the college promotion and tenure process;
- 502 • To approve the promotion and tenure documents of department committees
503 within the college and to ensure that such documents are consistent with the
504 mission of the university and the college, and the university promotion and tenure
505 document;

- 506 • To assist departments in developing procedures for a third-year review of all non-
507 tenured, tenure-track faculty;
- 508 • To assist departments in developing criteria for external peer reviews, including
509 the identification of peer departments or schools at other colleges or universities;
- 510 • To assist departments in developing definitions of excellence, satisfactory, and
511 unsatisfactory as it pertains to the evaluation of candidates for promotion and
512 tenure;
- 513 • To assist departments in developing definitions of teaching, research and/or
514 creative achievement, and service consistent with the mission of the department
515 or school;
- 516 • To conduct a vote on all dossiers for promotion and tenure, ensuring department
517 standards are fairly applied and university standards are maintained; and
- 518 • To approve the department promotion and tenure document and policies and all
519 subsequent changes.

520 **Department and School Promotion and Tenure**

521 Every department and school will establish and maintain a promotion and tenure
522 committee. The department committee may include any faculty track. The promotion
523 and tenure procedures must specify the inclusiveness of the committee composition
524 and clearly establish the eligibility for voting and participation within the department
525 promotion and tenure process. In departments where there may be professional-track
526 faculty of rank serving on department committees along with tenured faculty, it is
527 permissible for all faculty members on the committee of appropriate rank to vote on
528 promotion to Rank 2 or to Rank 3. Only tenured faculty members on the committee can
529 vote on the tenure decision. When a candidate is being considered for promotion to
530 associate professor or to professor and for tenure at the same time, any non-agreement
531 of the promotion vote and the tenure vote will be resolved by vote of only the tenured
532 faculty members on the committee.

533 The faculty of each school or department will determine the structure of its promotion
534 and tenure committee, subject to the conditions that:

- 535 • A minimum of three tenured faculty must be available to vote on tenure
536 decisions;
- 537 • Committee members must hold a rank (i.e., 2, 3) at or above the candidate's
538 aspirant rank to vote on each case. For example, a Rank 2 faculty member
539 cannot vote on a candidate's promotion to Rank 3. The department promotion
540 and tenure policies shall describe the procedures that will be followed if sufficient
541 numbers of members are not available because of absence, recusal or
542 insufficient rank. Only tenured faculty may vote on a tenure recommendation;
- 543 • Unless a unit uses a committee-of-the-whole, the members of the committee
544 must be elected. The length of terms will be determined by the unit;

- 545 • No member of the committee will consider the application of a relative.
546 Appearance of conflicts of interest should be avoided;
- 547 • No faculty member functioning as an administrator, department head or director
548 of an academic unit will be a member of the committee;
- 549 • A faculty member serving on the college promotion and tenure committee may
550 observe but neither participate nor vote in a candidate's promotion or tenure
551 review at the department level. The committee will annually elect its chair;
- 552 • The membership of the committee will be made known to the faculty; and
- 553 • An individual will not serve in a year that their promotion application is being
554 considered.

555 Among the responsibilities of the department and school promotion and tenure
556 committee are the following:

- 557 • To establish procedures for a third-year review of all non-tenured, tenure-track
558 faculty;
- 559 • To specify a mandatory date by which candidates must notify the department
560 head of their intent to submit an application for tenure and/or promotion;
- 561 • To specify criteria for external peer reviews, including the identification of peer
562 departments or schools at other colleges or universities;
- 563 • To facilitate all votes related to the promotion and tenure process, including the
564 vote to approve the original promotion and tenure document and policies and all
565 subsequent changes;
- 566 • To conduct a review by the end of the third year of all non-tenured, tenure-track
567 faculty; and
- 568 • To conduct a vote on all dossiers for promotion and tenure.

569 College, school or department promotion and tenure committees will consider, if
570 submitted, but are not bound by, the department head's annual review of a candidate's
571 progress toward tenure or promotion.

572 Prior to the offer of hire, the appropriate promotion and tenure committee will make a
573 formal recommendation about:

- 574 • The initial appointment of a faculty member or administrator at the level of Rank
575 2 or Rank 3;
- 576 • The acceptance of experience as the equivalent of a terminal degree; and
- 577 • The acceptance of years of credit at another institution of higher education
578 toward fulfillment of the minimum probationary period for tenure.

579 Every department and school will write a promotion and tenure document, which is
580 approved by a majority vote of the full-time faculty. In comprehensive departments with
581 both tenured/tenure-track and professional-track faculty, the promotion section of the
582 document will be approved by a majority vote of the full-time faculty, while the tenure
583 section of the document will be approved by a majority vote of the tenured and tenure-
584 track faculty. The department document must:

- 585 • Contain the criteria and procedures for promotion and tenure;
- 586 • Define teaching, research and/or creative achievement, and service, consistent
587 with the mission of the department or school, including criteria for developing a
588 national reputation and an established national reputation;
- 589 • Specify criteria for excellence, satisfactory, and unsatisfactory as it pertains to
590 the evaluation of candidates for promotion and/or tenure;
- 591 • Determine the structure of the department promotion and tenure committee;
- 592 • Specify the criteria for eligibility of full-time faculty to serve on the department
593 promotion and tenure committee; and
- 594 • Describe any specifics, including any uniqueness, of the department or school in
595 which the individual is to be tenured.

596

597 **F. Procedures for Faculty Promotion and Tenure**

598 **Notification of Application for Promotion and/or Tenure**

599 A candidate for tenure and/or promotion must notify the department head of their intent
600 to submit their application for review on or prior to a date that must be specified in the
601 department promotion and tenure document. Department heads must inform tenure-
602 track assistant professors of this date during the annual faculty review for the fifth year
603 of their employment contract.

604 The date by which candidates must notify their department head of their intent can vary
605 between departments and colleges, but it must provide sufficient time to notify external
606 reviewers and receive their letters of evaluation prior to October 1st or any official stage
607 of application review. The solicitation process for external evaluators will be initiated
608 when the candidate notifies the appropriate department head or unit director of their
609 intent to be considered for tenure and/or promotion.

610 **External Letters**

611 External letters will be solicited from professionals in the field who can provide an
612 impartial evaluation of the candidate's work and accomplishments.

613 In the case of professorial tracks, external reviewers should be faculty at peer to peer-
614 plus institutions, or peer to peer-plus departments. In the case of instructor tracks,

615 external reviewers must be external to the department, but may be internal or external
616 to the university. External faculty reviewers should not include individuals who have a
617 professional or personal conflict-of-interest with the candidate. Conflicts-of-interest in
618 general would include but not necessarily be restricted to previous mentors, previous
619 graduate students, collaborating co-authors, collaborating co-investigators, or
620 relatives/past-relatives. In disciplines or fields where the general conflict-of-interest
621 definition commonly does not apply, external reviewers normally excluded from the
622 process can be utilized if complete and adequate justification is provided. Definition of
623 what constitutes a conflict-of-interest may be further defined in the department
624 promotion and tenure document and be in accord with the Policy and Procedures
625 Document for Conflict-of-Interest and Ethics (Department of Human Resources and
626 Management: Employee Relations Section Mississippi Code of 1972 Sections 25-4-101
627 through 25-4-105). The candidate, the department promotion and tenure committee,
628 and department head will each provide a list of names that will be used to create a
629 master list of potential external reviewers.

630 The department head and department promotion and tenure committee chair will jointly
631 select the final list of external reviewers from whom letters of evaluation will be
632 requested and should include faculty names provided by all three sources. Both the
633 department head and department promotion and tenure committee chair are
634 responsible for eliminating, to the best of their knowledge, all external reviewers that
635 have a conflict-of-interest.

636 Dossiers must contain an explanation of the credentials and qualifications of each
637 external reviewer regarding their training/background in addition to the extent of their
638 contact, interaction or relationship with the candidate. External letters of evaluation must
639 be received from a minimum of four external reviewers for inclusion in the dossier of the
640 candidate. It is the responsibility of the chair of the department committee or the
641 department head to obtain at least the minimum number of letters of evaluation from
642 external reviewers who have agreed to function in this capacity. All letters received from
643 external reviewers must be included in the dossier of the candidate unless the
644 department head and department promotion and tenure committee collectively decide to
645 withdraw a letter from the review process if it contains information that refers to or
646 describes a conflict-of-interest. In instances when substantial modifications of the
647 application have occurred (e.g. official notifications of accepted publications or awarded
648 grants) after documentation has been forwarded to the external reviewers, these
649 achievements can be communicated in a letter written by the candidate and forwarded
650 to the department head. The letter should be included in the section of the dossier
651 containing the external letters of review.

652 The identity of the external reviewers will not be revealed to the candidate and
653 communications must not include any information that might indicate the identity or
654 location of any external reviewer. Exceptions may include situations as may be required
655 by law or ordered by a court of competent jurisdiction. The specific procedures
656 regarding solicitation and use of external letters of evaluation are to be detailed in
657 school and department policies.

658 **Candidate Application**

659 The candidate makes a formal application for promotion and/or tenure by completing
660 the Mississippi State University Application for Promotion and Tenure form and
661 attaching supporting documentation. Each unit will specify the format and the level of
662 detail for the supporting documentation. No additional support material may be added or
663 removed from this file after a decision has been made at the department level, unless
664 the candidate, department head and the department committee mutually agree. The
665 request will be made in writing, define what is being added or removed, state the
666 purpose for the change in the application, be signed by all parties, and be included as
667 part of the formal application. Letters of recommendation will be added to the dossier at
668 each level of review. If the candidate submits letters of factual correction for any level of
669 review, those letters and any review-level response (described below) will also be
670 included in the dossier.

671 A complete dossier for promotion and tenure for the official review process will include
672 the application submitted by the candidate and at least the minimum of four external
673 letters of review. Only complete dossiers for promotion and tenure that contain the
674 application for the candidate and the minimum number of external letters will be
675 evaluated at the level of the department promotion and tenure committee, department
676 head, college committee, college dean, or university provost.

677 Except for the candidate's optional letters of factual correction (described below), the
678 candidate takes no part in the process after submission of the application, unless
679 requested to do so by those considering the dossier. No discussion of correspondence
680 relating to the dossier is to be initiated by the candidate with the reviewing authorities.
681 Deliberation at all levels will be confidential.

682 **Dossier Review**

683 The department promotion and tenure committee will review the information in the
684 candidate's promotion and tenure dossier. The committee will make a recommendation
685 on the question of promotion or promotion and tenure by a single vote evaluating the
686 three areas (teaching, research and/or creative achievement, and service) as a whole.
687 The committee's recommendation will be based on a simple majority vote, conducted by
688 secret ballot. The committee chair will submit a letter of recommendation and rationale
689 to be included in the candidate's dossier. The candidate will receive a copy of the
690 committee's letter of recommendation and rationale that is redacted only insofar as
691 necessary to conceal the identity of external reviewers. The rationale shall characterize
692 external reviewers' comments that informed the committee's decision. The letter of
693 recommendation and rationale of the committee will be included in the dossier as it
694 proceeds through the review process. The chair will notify the department head of the
695 committee's recommendation.

696 The department head or director will separately and independently review the dossier.
697 Their recommendations will be based on pertinent evidence documented in the faculty

698 member's dossier and information in the personnel file that is applicable to the
699 candidate's performance in professional activities. The candidate will receive a copy of
700 the department head's or director's letter of recommendation and rationale that is
701 redacted only insofar as necessary to conceal the identity of external reviewers. The
702 rationale shall characterize external reviewers' comments that informed the department
703 head's or director's decision. The letter of recommendation and rationale of the
704 department head or director will be included in the dossier as it proceeds through the
705 review process.

706 The candidate may respond to the department promotion and tenure committee's
707 and/or the department head's or director's letters to correct any factual errors
708 represented therein within 5 working days of the candidate's receipt of each letter. The
709 candidate's letter(s) of factual corrections must be sent to the review level to which the
710 response was made. That level may address the concerns in a new letter to be included
711 in the application within 5 working days of receipt of the candidate's letter of factual
712 correction. All letters shall be included in the dossier as it proceeds through the review
713 process.

714 The college promotion and tenure committee will review the information in the
715 candidate's promotion and tenure dossier. The committee will make a recommendation
716 on the question of promotion or promotion and tenure by a single vote evaluating the
717 three areas (teaching, research and/or creative achievement, and service) as a whole.
718 The committee's recommendation will be based on a simple majority vote, conducted by
719 secret ballot. The committee chair will submit a letter of recommendation and rationale
720 to be included in the candidate's dossier. The candidate will receive a copy of the
721 college promotion and tenure committee's letter of recommendation and rationale that is
722 redacted only insofar as necessary to conceal the identity of external reviewers. The
723 rationale shall characterize external reviewers' comments that informed the committee's
724 decision. The letter of recommendation and rationale of the committee will be included
725 in the dossier as it proceeds through the review process. The candidate may respond to
726 the college promotion and tenure committee's letter to correct any factual errors
727 represented therein within 5 working days of the candidate's receipt of the letter. The
728 committee may address the concerns in a new letter to be included in the dossier within
729 5 working days of receipt of the candidate's letter of factual correction. All letters shall
730 be included in the dossier as it proceeds through the review process.

731 The dean will review the dossier and make a recommendation based on pertinent
732 evidence documented in the faculty member's promotion and tenure dossier and
733 information in the personnel file that is applicable to the candidate's performance in
734 professional activities. The candidate will receive a copy of the dean's letter of
735 recommendation and rationale that is redacted only insofar as necessary to conceal the
736 identity of external reviewers. The rationale shall characterize external reviewers'
737 comments that informed the dean's decision. The letter of recommendation and
738 rationale of the dean will be included in the dossier as it proceeds through the review
739 process. The candidate may respond to the dean's letter to correct any factual errors
740 represented therein within 5 working days of the candidate's receipt of the letter. The

741 dean may address the concerns in a new letter to be included in the dossier within 5
742 working days of receipt of the candidate's letter of factual correction. All letters shall be
743 included in the dossier as it proceeds through the review process.

744 The faculty member has the right to discontinue the review process for tenure or
745 promotion at any point before a decision has been made. Their request must be made
746 in writing to the department head or director before a final decision has been rendered.

747 Department and college committees on promotion and tenure will assist their
748 department head or director and dean, respectively, in reviewing the eligibility of all
749 faculty members who have met the minimum requirements for advancement in rank or
750 tenure.

751 On rare occasions and in exceptional circumstances when a variation of the process
752 described in this document needs to be initiated in order to be fair to the faculty member
753 while still ensuring a rigorous review of the candidate's dossier, the University
754 Promotion and Tenure Committee will review and approve any such appropriate
755 requests during the review process. These approved variations of the process
756 described by this paragraph cannot be the sole basis for an appeal.

757 **Chronology**

758 The receipt dates listed below for the department and college represent suggested
759 guidelines intended to facilitate an organized and efficient review of candidates'
760 dossiers during each official phase of the evaluation process. Minor chronological
761 delays that may occur beyond these dates do not represent a significant procedural
762 error. Departments and colleges may specify deadlines that are earlier, but not later,
763 than those cited below.

764 On a date specified in the department promotion and tenure guidelines but no later than
765 October 1, the candidate for tenure and/or promotion will notify the department head
766 and the chair of the department promotion and tenure committee of their intent to submit
767 their application for tenure and/or promotion. The department head has the
768 responsibility to assist, where appropriate, the faculty member in preparing the
769 application for tenure and promotion review.

770 By October 1 (or first working day thereafter), or earlier if specified in the department
771 promotion and tenure document, a faculty member eligible for consideration for
772 promotion and/or tenure must have provided the department head with all pertinent and
773 available information to apply for consideration.

774 By November 15 (or first working day thereafter), or earlier if specified by the college
775 promotion and tenure document, each faculty member's complete dossier will be
776 provided to the college promotion and tenure committee. This will include letters of
777 recommendation and rationale from both the department promotion and tenure
778 committee and the department head. Each of these letters of recommendation and

779 rationale will be copied to the candidate. The letters will be redacted only insofar as
780 necessary to conceal the identity of external reviewers. These letters must include a
781 summary of the procedures followed by the academic unit in evaluating the candidate
782 and the committee's and head's independent evaluation of the candidate's teaching
783 effectiveness, research and/or creative achievement, and service to the profession and
784 university. The chair of the college promotion and tenure committee is responsible for
785 inserting letters of recommendation and rationale from the department head and the
786 department promotion and tenure committee, along with any letters related to correction
787 of factual errors at the department level, into the dossier of each candidate reviewed by
788 the college promotion and tenure committee.

789 By December 15 (or first working day thereafter) or earlier if specified by the college
790 promotion and tenure document, the college promotion and tenure committee's letter of
791 recommendation and rationale for each candidate shall be sent to the college dean.
792 Letters of recommendation and rationale shall be copied to the candidate. The letters
793 will be redacted only insofar as necessary to conceal the identity of external reviewers.
794 The letter concerning each candidate must include the committee's summary of the
795 procedures followed by the college committee in evaluating the candidate and the
796 committee's evaluation of the candidate's teaching effectiveness, research and/or
797 creative achievement, and service to the profession and university. The college
798 promotion and tenure committee chair is responsible to provide the dean with each
799 candidate's dossier including letters from previous stages of review. For each
800 candidate, the dean is responsible for collection and inclusion of any letters related to
801 correction of factual errors at the college level.

802 By January 15 (or first working day thereafter), the dean's letter of recommendation and
803 rationale for each candidate shall be sent to the provost and copied to the candidate.
804 The letter concerning each candidate must include the dean's evaluation of the
805 candidate's teaching effectiveness, research and/or creating achievement, and service
806 to the profession and university. The dean is responsible to provide the provost with
807 each candidate's dossier including letters from previous stages of review. Copies of
808 publications, works of art, etc., will be included only if specifically requested by the
809 provost.

810 By March 10 (or first working day thereafter), the provost will have reviewed each
811 candidate's dossier and will make a recommendation to the university president.
812 Copies of the provost's recommendation will be sent to the candidate with copies to the
813 dean, department head, and chairs of college and department promotion and tenure
814 committees.

815 The university president will review the recommendation of the provost and will decide
816 to accept or reject that recommendation.

817 The university president will transmit that decision, together with reasons for a negative
818 decision, to the faculty member directly, with copies to the dean, department head, and
819 chairs of college and department promotion and tenure committees.

820 The decision to award tenure is made by the university president. All judgments made
821 at lower levels of the university are recommendations to the university president.

822 **G. Appeals**

823 Faculty members who have been denied promotion or tenure may, within ten working
824 days of the date on the university president's decision letter, request an appeals hearing
825 before the University Committee on Promotion and Tenure. The request must be made
826 through the provost who will forward the request to the University Committee on
827 Promotion and Tenure. Grounds for requesting an appeal are:

- 828 • That the decision was prejudiced, arbitrary, or capricious; or
- 829 • That the procedures contained in the promotion and tenure policies of the IHL,
830 Mississippi State University, or those in the candidate's college or unit promotion
831 and tenure policies were not properly followed.

832 The University Committee on Promotion and Tenure, upon request of the provost, will
833 review the entire case. The appeal will be heard by at least five members. Members
834 should recuse themselves from appeals by candidates who are relatives or with whom
835 they have some conflict-of-interest, if the committee member has served in the previous
836 levels of evaluation of the appellant or if for any reason the committee member feels
837 he/she cannot be objective. A committee member will not vote on an appeal unless
838 he/she has heard all hearings pertaining to the case. If five members are not available
839 because of absence or recusal, the chair may, with the concurrence of the committee,
840 appoint substitutes from among the professors of the general faculty. In special
841 circumstances potentially prejudicial to the appellant, the chair may, with the
842 concurrence of the committee, appoint an ad-hoc committee to assist in the resolution
843 of the appeal. This ad-hoc committee reports its findings back to the University
844 Committee on Promotion and Tenure.

845 The committee will review all available pertinent information and will conduct interviews
846 with appropriate persons, i.e., appellant, unit head, unit committee chair, dean, college
847 committee chair and provost. The committee will render its recommendation, in writing,
848 to the provost. The committee will also provide a copy of this written recommendation to
849 the candidate.

850 The provost will transmit the committee's written recommendation along with their own
851 recommendation to the university president, who will make the final decision. This
852 decision will end the university appeals process. A copy of each recommendation will be
853 provided to the candidate.

854 The Board of Trustees of the Institutions of Higher Learning may grant a further appeal
855 as outlined in Board of Trustees Policy 403.0105.

856 Candidates who are denied tenure and who have no time remaining in their
857 probationary periods will receive terminal contracts for the following year.

858 **H. Notice of Non-reappointment of Non-tenured, Tenure-track Faculty**

859 Non-tenured, tenure-track faculty members will be notified in writing of the university's
860 intention not to renew their contracts as provided in IHL Board Policy 403.0102:

- 861 • Not later than March 1 before the date of contract termination during the first year
862 of service;
- 863 • Not later than December 1 before the date of contract termination during the
864 second year of service; or
- 865 • Not later than September 1 before the date of contract termination after two or
866 more years of service.

867 This schedule of notification does not apply to persons holding temporary, part-time, or
868 adjunct positions

869 **I. Dismissal of Tenured Faculty**

870 Termination of service of a tenured faculty member is made only under these
871 extraordinary circumstances (as outlined in IHL Board Policy 403.0104):

- 872 • Financial exigencies as declared by the Board;
- 873 • Termination or reduction of programs, academic or administrative units as
874 approved by the Board;
- 875 • Malfeasance, inefficiency or contumacious conduct; or
- 876 • For legitimate and justifiable cause.

877 Termination for cause of a tenured faculty member or the dismissal for cause of a
878 faculty member prior to the expiration of a term appointment will not be recommended
879 by the institutional executive officer until the faculty member has been afforded the
880 opportunity for a hearing. In no event will the contract of a tenured faculty member be
881 terminated for cause without the faculty member being afforded the opportunity for a
882 hearing.

883 In all cases, the faculty member will be informed in writing of the proposed action
884 against them and that they have the opportunity to be heard in their own defense.
885 Within ten (10) working days from the date of the university president's decision, the
886 faculty member will state in writing their desire to have a hearing. They will be permitted
887 to have with them an adviser of their own choosing who may be an attorney. The
888 institution is directed to record (suitable for transcription) all hearings. In the hearing of
889 charges of incompetence, the testimony will include that of faculty and other scholars.

890 Tenured faculty members, who are dismissed for financial exigencies or termination or
891 reduction of program, academic or administrative units will remain employed for a
892 minimum of 9 to 12 months, consistent with current contract periods of time, from date

893 of notification. Tenured faculty members, who are dismissed for malfeasance,
894 inefficiency, contumacious conduct or for a legitimate and justifiable cause will have
895 their contracts terminated at any time subsequent to notice and hearing with no right to
896 continued employment for any period of time. At the discretion of the Institutional
897 Executive Officer, any faculty member's salary may be paid, and they may be relieved
898 of all teaching duties, assignments, appointments and privileges when they are
899 dismissed for any reasons stated above or pending a termination hearing.

APPROVED:

/s/ Rebecca Robichaux-Davis 5/6/2022

Rebecca Robichaux-Davis, Faculty Senate President Date

/s/ David Shaw 6/10/2022

David Shaw, Provost and Executive Vice President Date

/s/ Mark E. Keenum 6/30/2022

Mark E. Keenum, President Date

VI. Department of Human Resources Management Policies and Procedures

Important personnel issues, including those in state and federal law, are established as Human Resources Management Policies and Procedures by the Department of Human Resources Management in consultation with impacted units. These policies are periodically revised by the Department of Human Resources Management. A record of HRM policies is available at the Office of Internal Audit at www.msstate.edu/dept/audit/mainindex.html#VOLUME_V

VII. Other University Policies

It is the obligation of all members of the university community, including administrators, faculty, staff, and students, to adhere to the policies of the university. To ensure the ease and accuracy of compliance, all policies are available at the Office of Internal Audit at www.msstate.edu/dept/audit/mainindex.html

VIII. Employee Benefits

Current records of employee benefits are available for the Department of Human Resources Management and are located at <http://www.hrm.msstate.edu/benefits/>