

UMKC UMKC Faculty Handbook

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**Sponsored by the UMKC
Faculty Senate
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Preface

The Faculty Handbook of the University of Missouri-Kansas City is intended to introduce new faculty to the University of Missouri System and the University of Missouri-Kansas City campus. It includes information about the history and organization of the University of Missouri System and information about faculty appointments, promotions, tenure, resignation, termination, grievances, faculty rights and responsibilities. Each UMKC faculty member should have received a copy of the University of Missouri Faculty & Staff Benefit Programs booklet during his/her orientation. Official University of Missouri System policies are contained in the University of Missouri Personnel Policy Manual, the University of Missouri Business Policy Manual, and the University of Missouri Collected Rules and Regulations. All of these manuals are available in your college, school, or academic division. A copy is also available in the Faculty Senate office, room 233. The Handbook includes information about UMKC governance, the Senate Bylaws, the Inter-Faculty Council, as well as material about equal opportunity affirmative action, sexual harassment, and other campus policies that involve faculty members.

Although this Handbook intends to reflect current policies, rules, and regulations of the Board of Curators of the University of Missouri System, faculty and staff, we caution anyone using this document that changes or additions to such policies, rules, and regulations may have become effective since the publication of this material. In the event of such a conflict the current statements of Board of Curators policy contained in the University of Missouri Collected Rules and Regulations, in the official minutes of the Board, and in the Bylaws and guidelines of the Board, shall prevail. Moreover, this Handbook does not attempt to include all of UM-Kansas City policies. We hope that you find this document helpful. If you have any suggestions for improving the handbook, contact the UMKC Faculty Senate office at 235-1027.

I. UNIVERSITY OF MISSOURI HISTORY, MISSION, ORGANIZATION AND GOVERNANCE

A. HISTORY OF THE UNIVERSITY

(<http://www.umkc.edu/umkc/catalog/html/intro/0200.html>)

The University of Missouri serves the people of Missouri by providing instructional, research, and extension programs. The University offers undergraduate, graduate and professional programs which respond to student needs and serve the broader economic, social, and cultural needs of the state. The University offers doctoral degrees and is committed to the creation of new knowledge through research. Through its extension programs, the University extends its knowledge base throughout the state.

The fundamental purpose of the University is to provide enlightened and able graduates who have the potential to provide leadership in the economic, social, and cultural development of the state and nation. The University has well-defined admission requirements, which ensure a high probability of academic success for its students.

As the state's only public, doctoral-granting, research institution, the University has a major commitment to research, scholarly work, and creativity. The University emphasizes graduate and professional programs, and, as a land-grant institution, the University selectively extends the results of its research throughout the state.

The University is committed to the principles of academic freedom, equal opportunity, diversity, and to protecting the search for truth and its open expression. These commitments are indispensable to the fulfillment of the University's missions.

The University is governed by a bipartisan Board of Curators as established by the State Constitution. In all areas, the Board welcomes advice from all those in the University community and seeks specific advice on matters concerning academic issues. The Board delegates the management of the University to the President and Chancellors of the institution. The President and the Chancellors seek advice from others within the University community in the day-to-day management of the institution.

The University of Missouri has provided teaching, research and service to the people of Missouri since it was founded in 1839. Not only is it the state's premier public university, with 54,000 students it is among the nation's largest higher education institutions.

The first publicly supported institution of higher education established in the Louisiana Territory, the University of Missouri was shaped in accordance with the ideals of Thomas Jefferson, an early proponent of public higher education.

Founded in Columbia, the University had one campus until 1870, when a school of mines and metallurgy was established in Rolla. In the same year an agricultural college was added in Columbia as the University assumed land-grant responsibilities.

In 1963 the University again expanded to better serve Missouri. In that year the University of Kansas City, which had been a private institution, was acquired by the University and a new campus was created in St. Louis.

Significant Dates

1839 - University established in Columbia.

1843 - First commencement. There were only two graduates, but the ceremony lasted three hours.

1862 - The Civil War and other difficulties forced the University to close for most of the year.

1867 - The state provided the first appropriation, of \$10,000, to build a home for the president, repair war damages and establish a normal school.

1868 - Women admitted for the first time.

1870 - The University was accorded land-grant status under the Morrill Act of 1862, prompting the Legislature to authorize a school of agriculture and mechanical arts in Columbia and a school of mines and metallurgy in Rolla.

1888 - The University established the Missouri Agricultural Experiment Station under the authority of the Hatch Act. Experiments were begun on Sanborn Field in Columbia, where they continue today.

1890 - The University played its first intercollegiate football game. The opponent was Washington University.

1892 - Academic Hall, the first and main building on the Columbia campus, was destroyed by fire. The building's famous Columns remain on Francis Quadrangle.

1908 - The world's first school of journalism was founded on the Columbia campus.

1910 - The University established its Extension division.

1911 - Correspondence study was offered for the first time.

1917 - The nation's first soil erosion experiment was carried out in Columbia. The project became the basis for the U.S. Soil Conservation Service's national erosion reduction program.

1950 - The University admitted its first black students.

1952 - The Legislature appropriated funds to build a major medical center on the Columbia campus.

1963 - The University becomes a four-campus system, acquiring the University of Kansas City (UM-Kansas City) and creating a campus in St. Louis (UM-St. Louis.)

1966 - The University's research reactor, a world-class facility, was completed.

1970 - The School of Optometry at UM-St. Louis was opened. It is the only optometry school in Missouri.

1971 - UM-Kansas City established a school of medicine with a unique six-year program, and, the UMKC dentistry school became the first to offer a three-year degree program.

1986 - Contracts were signed to begin the development of University research parks in Kansas City and St. Charles County.

B. UNIVERSITY MISSION

(<http://www.umkc.edu/umkc/catalog/html/intro/0200.html>)

The University of Missouri serves the people of Missouri by providing instructional, research and extension programs. The University offers undergraduate, graduate and professional programs which respond to student needs and serve the broader economic, social and cultural needs of the state. The University offers doctoral degrees and is committed to the creation of new knowledge through research. Through its extension programs, the University extends its knowledge base throughout the state.

The fundamental purpose of the University is to provide enlightened and able graduates who have the potential to provide leadership in the economic, social and cultural development of the state and nation. The fulfillment of this basic mission depends upon a sound general education program at the baccalaureate level. The University has well-defined admission requirements, which ensure a high probability of academic success for its students.

As the state's only public, doctoral-granting, research institution, the University has a major commitment to research, scholarly work and creativity. The University emphasizes graduate and professional programs, and, as a land-grant institution, the University selectively extends the results of its research throughout the state.

The University is committed to the principles of academic freedom, equal opportunity, diversity and to protecting the search for truth and its open expression. These commitments are indispensable to the fulfillment of the University's missions.

The University is governed by a bi-partisan Board of Curators as established by the State Constitution. In all areas, the Board welcomes advice from all those in the University community and seeks specific advice on matters concerning academic issues. The Board delegates the management of the University to the President and Chancellors of the institution. The President and the Chancellors seek advice from others within the University community in the day-to-day management of the institution. The University was established by the citizens to serve Missouri, but the benefits of its programs and graduates extend to the nation and the world.

C. UNIVERSITY GOVERNANCE

- **Coordinating Board of Higher Education**

(<http://www.mocbhe.gov/boardcomm/bdindex.htm#about>)

The Missouri Coordinating Board for Higher Education was authorized by an amendment to the Missouri Constitution in 1972 and established by statute in the Omnibus State Reorganization Act of 1974. The Coordinating Board oversees the Department of Higher Education. Board members are appointed from each congressional district by the governor and confirmed by the Senate. The board members serve six-year terms; no more than five of the nine members can be affiliated with the same political party.

The Missouri Coordinating Board for Higher Education's major statewide planning and coordination goals are to promote academic quality, to ensure the efficient use of resources, and to provide financial access to the system of higher education. The board includes the state's independent institutions as well as the public institutions in its planning activities.

The board's functions include statewide planning for higher education; policy analysis and data reporting; approval of new degree programs; student financial assistance; appropriations recommendations to the governor and Missouri General Assembly for public two- and four-year colleges' and universities' operating and capital funding; state aid for public libraries; and proprietary school certification.

The board has administrative responsibility for the Missouri Student Grant Program, the Missouri Student Loan Program, the Missouri Higher Education Academic Scholarship Program, the Marguerite Ross Barnett Scholarship Program, and additional financial aid programs that have yet to be funded. The Board is also responsible for several federal programs.

- **The Board of Curators**

(<http://www.system.missouri.edu/urel/main/second/curators/wmbc094.htm>)

Paul T. Combs, Kennett (President)

Dr. Hugh E. Stephenson, Jr., M.D., Columbia (Vice President)

Theodore C. Beckett, Kansas City

Dr. Malaika B. Horne, St. Louis

Mary L. James, Harrisonville

John A. Mathes, Sunset Hills

M. Sean McGinnis, Springfield

Connie Hager Silverstein, St. Louis

Paul J. Steele, Chillicothe

Secretary to the Board of Curators

Kathleen Miller

316 University Hall

Columbia, MO 65211

(573) 882-2388

- **UM Human Resources Manual**
(<http://www.system.missouri.edu/hrs/manual/index1.htm>)

Formerly called the Personnel Policy manual, this document underwent extensive revisions in order to make the information more "user-friendly" and to allow the information to be more easily adapted to an on-line format. The two volume manual provides a means for formalized, systematic documentation and communication of those policies and practices established by the Board of Curators or the President (or designate) of the University of Missouri.

NOTE: In case of any conflict or question with reference to the policies of the Board of Curators of the University as set forth in the Collected Rules and Regulations of the University of Missouri, the Collected Rules and Regulations of the University of Missouri shall be deemed controlling in all circumstances.

Manuals are assigned to each department or administrative unit at both the campus and system level. This is a public document and is available upon request from the appropriate administrative unit. It is also available on the Internet.

- **Collected Rules and Regulations**
(<http://www.system.missouri.edu/legal/welcome.htm>)

Manuals are assigned to each department or administrative unit at both the campus and system level. This is a public document and is available upon request from the appropriate administrative unit. It is also available on the Internet. The Collected Rules and Regulations are organized in the following manner:

ADMINISTRATION

Chapter 10. BOARD OF CURATORS

Chapter 20. ORGANIZATION

Chapter 30. DEVELOPMENT

Chapter 50. CENTERS

Chapter 60. RELATED ORGANIZATIONS

BUSINESS MANAGEMENT

Chapter 70. EXECUTION OF INSTRUMENTS

Chapter 80. PURCHASING

Chapter 85. RISK MANAGEMENT

Chapter 90. INSTRUMENTS UNDER U. S. PUBLIC LAW

Chapter 100. PATENT & COPYRIGHT LAW

FACILITIES & EQUIPMENT MANAGEMENT

Chapter 110. USE OF FACILITIES & EQUIPMENT

Chapter 120. TRAFFIC REGULATIONS

FINANCIAL MANAGEMENT

Chapter 140. INVESTMENTS

Chapter 150. TRUSTS
Chapter 160. AUDITS
INFORMATION MANAGEMENT
Chapter 170. COMMUNICATIONS
Chapter 180. RECORDS MANAGEMENT
Chapter 190. WESTERN HISTORICAL MANUSCRIPTS COLLECTION
PROGRAMS, COURSES & STUDENT AFFAIRS
Chapter 200. STUDENT CONDUCT
Chapter 210. CREDITS & COURSES
Chapter 220. DEGREES, DIPLOMAS & HONORS
Chapter 230. STUDENT FEES
Chapter 240. FINANCIAL AIDS & AWARDS
Chapter 250. STUDENT ORGANIZATIONS
Chapter 260. STUDENT ACTIVITIES BUDGETS
Chapter 270. INTERCOLLEGIATE ATHLETICS
Chapter 280. STUDENT HEALTH
Chapter 290. STUDENT HOUSING
FACULTY BYLAWS & TENURE REGULATIONS
Chapter 300. FACULTY BYLAWS
Chapter 310. ACADEMIC TENURE REGULATIONS
PERSONNEL
Chapter 320. EMPLOYMENT & TERMINATION
Chapter 330. EMPLOYEE CONDUCT
Chapter 340. EMPLOYEE ABSENCES
Chapter 350. LABOR POLICY
Chapter 360. COMPENSATION
GRIEVANCE PROCEDURES
Chapter 370. ACADEMIC GRIEVANCES
Chapter 380. ADMINISTRATIVE, SERVICE & SUPPORT STAFF
GRIEVANCES
Chapter 390. STUDENT DISCRIMINATION GRIEVANCES
RESEARCH
Chapter 400. ANIMAL RESEARCH
Chapter 410. RESEARCH INVOLVING HUMANS
Chapter 420. ALLEGATIONS OF RESEARCH DISHONESTY
Chapter 430. RESEARCH ASSISTANCE ACT
MEDICAL & DENTAL SCHOOLS & SERVICES
Chapter 440 UMC MEDICAL SERVICES
Chapter 450. UMKC MEDICAL SCHOOL
Chapter 460. UMKC DENTAL FACULTY PRACTICE PLAN
Chapter 470.010 UMSL CLINICAL PSYCHOLOGY FACULTY
PROFESSIONAL PLAN
BENEFIT PLANS
Chapter 490. DEFENSE AND PROTECTION
Chapter 500 BENEFITS PROGRAM PLANS

II. UNIVERSITY OF MISSOURI--KANSAS CITY

A. HISTORY OF UMKC

(<http://www.umkc.edu/umkc/catalog/html/intro/0200.html>)

History of the University of Missouri-Kansas City The University of Missouri-Kansas City was spawned by a city built at the origin of the Oregon and Santa Fe trails. These roadways to the west began at Old Westport, just a few miles from the present UMKC campus.

In the 1890s, there was talk of founding a university in Kansas City because of the city's growth, but it was not until the 1920s that talk turned to action. In the postwar decade, the chamber of commerce appointed a committee to consider the possibility of a university in Kansas City. During this time, Lincoln and Lee University also was being established. Named after two leaders of the Civil War (Missouri was a border state), Lincoln and Lee was to be maintained by the Methodist Church. While the plans for the denominational university were being formulated, proponents of a non-political, non-sectarian institution organized and joined a committee that was working for a united university plan. A board of trustees comprising leading businessmen was established and the board proceeded cautiously with its plans.

In 1929, a charter for the University of Kansas City was granted. The dream became a reality when William Volker, a local philanthropist for whom the 93-acre Volker campus is named, presented the board with the 40-acre nucleus of the present campus site in Kansas City's Rockhill district. Volker also provided funds to purchase the former private home of Walter S. Dickey, a wealthy Kansas City manufacturer. The ivy-covered stone mansion, built in 1912, became the fledgling university's first main building.

With a charter and a campus site, the Board of Trustees started a citywide drive for funds. Raising a large endowment in the middle of the Great Depression seemed an impossible goal, but the board persisted, encouraged by the fact that many universities had started with one building, no larger than the handsome Dickey mansion. In 1933, the University of Kansas City announced that classes would begin in October. The board had decided that if 125 students who were qualified to enter either the University of Missouri or the University of Kansas applied to the University of Kansas City, it would mean there were a sufficient number of students in Kansas City who wanted an education at home and the University would go into operation. A faculty of 17 was hired, and on Oct. 2, 1933, 264 students were enrolled. The University of Kansas City, a private, independent university, had begun.

The Dickey mansion, called the Administration Building and eventually named Scofield Hall for a former chancellor, had been prepared for classes. For several years it housed all the University classrooms, the library, a cafeteria, and the business and

administrative offices. Only two years of coursework were offered during the first year, but soon the third and fourth years of classes were added. On June 9, 1936, Duncan Spaeth, president-elect, gave the first commencement address to an audience that included 80 graduates.

By this time the University had begun to grow. The geology-physics building was completed in 1935, and the University library was scheduled for completion in 1936. In the eventful decades since the opening, the University has developed rapidly and gained strength. Impetus for growth was provided by the affiliation of several professional schools with the University, which added to the prestige already established by a strong College of Arts and Sciences.

The first was the Kansas City School of Law, which merged with the University in 1938. That was followed by the Kansas City-Western Dental College in 1941 and the Kansas City College of Pharmacy in 1943. The Conservatory of Music joined the University in 1959. Also during this period, the School of Administration (1953), the School of Education (1954), the Division for Continuing Education (1958), the School of Graduate Studies (1964), the School of Medicine (1970) and the School of Nursing (1980) were established. The School of Basic Life Sciences was created in 1985, and was renamed the School of Biological Sciences in the 1990s.

On July 25, 1963, the University of Kansas City became a part of the University of Missouri System, joining three other campuses located in Columbia, Rolla and St. Louis. At that time, the Board of Trustees of the University of Kansas City transferred assets estimated at \$20 million to the Board of Curators of the University of Missouri.

The University's name was changed to University of Missouri-Kansas City and since 1963, the Kansas City campus has experienced steady growth while expanding on urban connections. By 1998, the total number of students taking classes at UMKC had reached almost 12,000 students. The University's 13 schools and colleges have more than 1,000 full-time and part-time faculty members.

On June 1, 1974, UMKC accepted the responsibility for another campus operation. The Truman Campus, located in nearby Independence, Mo., comprised about 40 acres adjacent to the Harry S. Truman Library and Museum. This campus was home to the University's Coordinated Engineering Programs until 1994, when engineering moved to 5605 Troost Ave., near the Volker Campus. In partnership with the Metropolitan Community Colleges and the Independence, Mo., Kansas City, Mo., and Fort Osage, Mo., school districts, UMKC offered non-traditional courses needed by the eastern Jackson County, Mo., population. In 1997, the Truman Campus was leased to the Independence, Mo., school district.

Also in 1997, funding was secured for the long-planned Science and Technology building on the Volker Campus. Construction for this structure on the east end of the Quadrangle was begun in April, with completion targeted for fall 1999. In

addition, many offices for UMKC's student services moved to expanded space in the Administrative Center at 5115 Oak. Other major renovations were completed during 1997-98: the Residence Hall was refurbished, followed by major renovation work to Haag, Newcomb and Royall halls.

The University of Missouri-Kansas City also continues to renew itself in strategic ways. In the fall of 1997, UMKC began implementing a new strategic plan that will guide the University's mission of teaching, research and service into a new century.

- **The Seal**

The following is a description of the official University of Missouri seal, which was adopted on March 31, 1903: Gules, the white or grizzly bear of Missouri, passant guardant proper, on a chief engrailed azure, a crescent argent; impaling argent, the arms of the United States of America; on a chief parted per bend or and sable an open book proper with words "Salus Populi," all within a band inscribed "Sigill Universitatis Missouriien MDCCCXXXIX."

- **Interpretation of Design and Color of University Seal**

Gules-Red to denote courage, represented on printed shields by straight perpendicular lines closely drawn together.

The white grizzly bear of Missouri, passant guardant proper- The bear appears to be walking leisurely with its face turned toward the spectator. It is represented in its natural color. On a chief engrailed azure, crescent argent - On the upper one-third of the shield, separated from the lower two-thirds by a curved division line on a sky-blue background, appears a new moon in white.

Impaling argent, the arms of the United States of America - On a white background appear the arms of the United States of America.

On a chief parted per bend or and sable an open book proper with the words "Salus Populi" - On the upper third of the shield, which is itself divided from the upper third of the right side to the lower corner of the left side, and which may have horizontal and vertical lines crossing each other, appears an open book in the original color with the words "Salus Populi." The motto "Salus Populi" means "the welfare of the people."

- **The Flag**

The flag of the University of Missouri was adopted in 1968. It is divided diagonally; the top half (upper right) is old gold and the bottom (lower left) is royal blue. The official seal of the University of Missouri is located in the center of the flag.

- **The Colors**

The colors of the University of Kansas City, now the University of Missouri-Kansas City, were determined in March 1934 by a student council decree, which cited the school colors as "old gold and royal blue."

B. UMKC MISSION STATEMENT

(<http://www.umkc.edu/umkc/catalog/html/intro/0240.html>)

The University of Missouri-Kansas City provides instruction, research and community service for continuous state and regional progress. It is the only university in western Missouri offering graduate and professional study at the highest academic level.

UMKC's programming focuses on three areas: visual and performing arts, health sciences, and urban affairs (academic programs such as law, business and education, which are important to urban communities). UMKC prepares scholars for the challenges of the 21st century through model undergraduate education and an emphasis on graduate and professional study, including an innovative Interdisciplinary Ph.D. program.

In partnership with the Kansas City community and its educational institutions, UMKC is active in the region's economic and cultural development. UMKC also provides lifelong learning, including graduate and non-credit classes for business, education and government, through its video network.

C. UMKC PHILOSOPHY STATEMENT

(<http://www.umkc.edu/umkc/catalog/html/intro/9999.html>)

The University of Missouri-Kansas City, strategically located in the second largest population center of the state, has both the opportunity and the obligation to serve this region and society by developing programs appropriate to its mission as an urban university. The objectives of UMKC are to ensure quality instruction, obtain eminence in scholarly and creative endeavors, and provide leadership in continuing education and public service across a broad range of disciplines.

The programs of the University are based on a sound foundation in the liberal arts and sciences. The College of Arts and Sciences plays a central role in meeting the University's most significant missions, including fostering in its students a cultural awareness and compassionate understanding of themselves and the problems of our society.

Operating essentially at the center of the academic enterprise, the College is distinguished by quality, integrity and vigor in its own right. In addition to the basic academic strengths essential to its core responsibilities, the College effectively supports the programs of UMKC's various professional schools.

The University is committed to liberal and professional education, with emphasis in three principal areas: health sciences; the performing, interpretive and visual arts; and urban affairs.

Among the distinctive programs UMKC has developed are those in the undergraduate, professional and graduate schools. By their nature, the programs contribute to the professional, service and cultural resources of the urban community. In addition, UMKC is committed to basic and applied research activities, instructional and curricular innovation, continuing education and leadership in public service, all related to community needs and resources.

In addition, the University offers a well-rounded program in intercollegiate athletics, organized on the fundamental principles of fair play and amateurism. The main thrust of these programs are valid educational goals — developing the physical well-being of student athletes and fostering their academic success.

The University is in a position to multiply its capabilities as an educational and research center and to serve its community. Its facilities are complemented by the availability of numerous community resources, such as the Linda Hall Library of Science and Technology, the Midwest Research Institute, the Nelson-Atkins Museum of Art, the Kansas City Symphony, the Lyric Theatre, several affiliated health care facilities, regional governmental, industrial and legal-systems centers, a variety of public and private institutions and systems, the Harry S. Truman Library, and the community, as both a laboratory and partner.

Building on its academic and community base, UMKC seeks to serve the future by devoting attention to the health sciences, the arts and urban affairs, and by offering programs of national distinction leading to the highest professional and graduate degrees in those areas, along with essential postgraduate continuing education activities.

Programs in the health sciences comprise the schools of Biological Sciences, Dentistry, Medicine, Nursing and Pharmacy, plus related departmental activities in the College of Arts and Sciences, and in health sciences administration in the Henry W. Bloch School of Business and Public Administration. Developments in the arts, using the resources of the conservatory of Music, academic and professional theaters, and the College of Arts and Sciences, focus on the performing, interpretive and visual arts.

Urban affairs include the general concerns of the Bloch School, School of Law and the School of Education, as well as the social sciences, science and environmental programs of the College of Arts and Sciences, and other special programs with urban emphasis.

UMKC realizes both a responsibility and a challenging opportunity to make its resources available to meet a broad range of educational needs of the area, whether they are aspirations of individual citizens or the collective needs of society. The University

continues the search for programs to meet the educational needs of those for whom the traditional curriculum, campus and college calendar are inappropriate. By cooperating with other institutions of higher education to improve and increase the educational resources and opportunities of the area, UMKC is dedicated to extending the learning experience beyond traditional boundaries.

Above all, UMKC remains a true university. It is sufficiently resilient in its philosophy and flexible in its organizational structure to enable it to respond appropriately as a home for scholarship and a base for community service.

D. UMKC STRATEGIC PLAN

(<http://www.umkc.edu/html/umkc/idx-01s.html>)

The entire March 1997 report is available using Adobe Acrobat software. The cover page states: "American higher education is facing unprecedented change. This report contains our preliminary Strategic Plan for UMKC's stability and success in the new century". The inside cover states: "Two years ago we began an ambitious strategic planning process. Faculty, students, community leaders, and administrators sat together at the discussion tables. With a shared future vision, we have mapped a strategic route for UMKC that will take us into the 21st century.

E. UMKC CAMPUS GOVERNANCE

- **General Administrative Officers**

(<http://www.umkc.edu/umkc/catalog/html/intro/0200.html>)

Gordon Lamb, Ph.D.

Interim-chancellor

Marvin R. Querry, Ph.D.

executive vice provost/executive dean for academic affairs

Gerald Jensen, J.D.

Interim-vice chancellor for administrative affairs

Larry H. Dietz, Ph.D.

vice chancellor for student affairs and enrollment management

William French, M.A.

vice chancellor for University advancement

E. Grey Dimond, M.D.

special consultant to the chancellor

Gary E. Widmar, Ph.D.,

special assistant to the chancellor for international affairs

E. Ratcliffe Anderson Jr., M.D.

professor of medicine and consultant to the chancellor

- **Academic Deans and Directors**

(<http://www.umkc.edu/umkc/catalog/html/intro/0180.html>)

James R. Durig, Ph.D.
 dean, College of Arts and Sciences
 Marino Martinez-Carrion, Ph.D.
 dean, School of Biological Sciences
 William B. Eddy, Ph.D.
 dean, Henry W. Bloch School of Business and Public Administration
 Richard G. Hetherington, Ph.D.
 director, Computer Science Telecommunications Program
 Terry Applebaum, D.M.A.
 dean, Conservatory of Music
 Michael J. Reed, Ph.D.
 dean, School of Dentistry
 Bernard Oliver, Ed.D.
 dean, School of Education
 C. Quinton Bowles, Ph.D.
 associate dean, Coordinated Undergraduate Engineering Programs
 Ronald A. MacQuarrie, Ph.D.
 vice provost, research, and dean, School of Graduate Studies
 Burnele V. Powell, LL.M.
 dean, School of Law
 Marjorie S. Sirridge, M.D.
 dean, School of Medicine
 Nancy M. Mills, Ph.D.
 dean, School of Nursing
 Robert W. Piepho, Ph.D.
 dean, School of Pharmacy

- **Evaluation of Deans and Directors**
 (<http://www.umkc.edu/orgs/fsenate/evaluate.html>)

PROCEDURES FOR FACULTY EVALUATIONS OF ADMINISTRATORS*

I. SELECTION OF ADMINISTRATORS TO BE EVALUATED

A. Initial Evaluations, Formal Evaluations, Informal Evaluations

1. The initial evaluation of a dean shall occur three years after the dean assumes his/her position.
2. Following the initial evaluation of a dean subsequent formal evaluations for the record shall occur every four years.
3. An informational evaluation (not for the record) of a dean shall be conducted as a two\year interim assessment with the results provided only to the dean and the elected governing body of the academic unit.

B. Requested Evaluations

1. The Vice Provost/Executive Dean may ask the Senate to evaluate for the record all deans or any designated dean more frequently than every four years following the initial evaluation.
2. The Vice Provost/Executive Dean may request a delay of one year in a for-the-record faculty's evaluation of a dean, but, if this is granted, evaluation for the record must occur during the following year.
3. A faculty may petition the Vice Provost/Executive Dean for an early evaluation of a dean if 35% of the faculty sign the petition requesting the early review.
4. When requested, the Senate Committee on Administrator Evaluation shall upon two-thirds affirmative vote of its membership request that the Vice Provost/Executive Dean initiate an early evaluation of a designated dean.
5. A dean may request that an evaluation be conducted one year in advance of the regularly scheduled evaluation date.

In this document the term "dean" shall be taken to mean deans, interim deans, and the Director of Computing Science and Telecommunications.

II. TIME DIMENSIONS OF THE EVALUATION PROCESS

A. Initiation of the Evaluation Process

1. A dean shall be notified of the pending evaluation by the Vice Provost/Executive Dean as early as practical, but no later than the month of September in the academic year in which the evaluation process is to occur.
2. The procedures of the faculty's evaluation of a dean shall be initiated during the first week of the second semester in accordance with the guidelines established in sections I.A. and I.B.

B. Duration of the Evaluation Process

1. A nominal period shall be allocated for the dissemination and collection of the faculty evaluation instruments; evaluations which are received after the deadline will not be accepted in the evaluation.
2. The results of the faculty evaluations shall be compiled in a prompt and timely fashion.

III. FACULTY MEMBERS ELIGIBILITY TO EVALUATE

A. Faculty Eligible to Evaluate

1. All benefits eligible faculty members in the academic unit shall be asked to participate in their dean's evaluation with the exceptions given below.

B. Faculty Not Eligible to Evaluate

1. Faculty members who were not successful in their application for tenure during the dean's evaluation year or in the previous academic year shall not be asked to participate in the dean's evaluation.

2. Faculty members holding the status of "Professor Emeritus" shall not be asked to participate in the dean's evaluation.

3. Faculty members holding joint appointments shall not be asked to evaluate the dean in the academic unit in which they are not benefits eligible. No faculty member shall evaluate more than one dean.

4. Visiting faculty members shall not be asked to evaluate the dean in the academic unit of which they are a visiting faculty member.

IV. GUIDELINES FOR THE EVALUATION PROCESS

A. Organization of Information

1. The dean who has been duly notified of the pending evaluation process shall compile a packet of information to be made available to faculty members on the first day of the winter semester. Copies of the packet of information shall be available in the Dean's office, each academic department/division of the school or college, and any such other place(s) as determined by the Dean and the faculty governing body to be accessible for faculty.

2. The packet of information shall include a description of the role functions assigned to that dean by the UMKC Chancellor.

3. The packet of information may also include any pertinent material or information related to the evaluation items which the dean believes is essential to an understanding of his/her role and job performance.

B. Implementation of the Process

1. A representative from the UMKC Senate Committee on Administrator Evaluation who is not a member of the faculty in which the evaluation takes place shall work directly with the members of the faculty in the evaluation process. Efforts to answer questions of procedure and to clarify issues regarding the evaluation process which may be raised by faculty members shall be a responsibility of this person.

2. Clarification of who is eligible to evaluate shall be the responsibility of the UMKC Senate Committee on Administrator Evaluation.

3. The Committee shall distribute to all faculty eligible to participate the evaluation forms and instructions for their completion. The Committee in its discretion may excise names of faculty members and comments that are obscene, libelous, or offensive to races, creeds, or genders.

4. Faculty members participating in the evaluation of the dean in their academic unit shall return their evaluation forms to the Chairperson, or the designated member, of the Senate Committee on Administrator Evaluation within thirty days.

5. The results of the faculty evaluation shall be compiled in the Office of Academic Affairs under the joint supervision of the UMKC Senate Committee on Administrator Evaluation and the Vice Provost/Executive Dean.

C. Dissemination of Faculty Evaluation Results

1. The dean whose performance has been assessed shall receive the results of the collective data including a verbatim transcription of comments compiled on the faculty's evaluation of that dean.

2. The Vice Provost/Executive Dean shall receive the results of the collective data including a verbatim transcription of comments compiled on the faculty's evaluation of a dean.

3. The UMKC Senate Committee on Administrator Evaluation shall receive the results of the collective data including a verbatim transcription of comments compiled on the faculty's evaluation of a dean.

4. The faculty of the academic unit from which the dean was evaluated shall receive a summary of the results of the collective data including a verbatim transcription of comments compiled on the faculty's evaluation of their dean.

D. Dissemination of a Dean's Comments on the Results of Faculty Evaluations

1. A dean may elect to make no response to the results of the evaluations by the faculty of the unit of which he/she is dean.

2. A dean may elect to present an oral or written response to the Vice Provost/Executive Dean and/or to the Senate Committee on Administrator Evaluation and/or the faculty of his/her academic unit.

E. Appeals on Evaluation Procedures

1. A dean may appeal to the Chancellor regarding the appropriateness of the procedures followed in his/her evaluation.

2. A faculty member may appeal to the Chancellor regarding the appropriateness of the procedures followed in the administration of a dean's evaluation.

3. A faculty member may appeal to the Senate on the question of eligibility to participate in a dean's evaluation.

V. ANNUAL REVIEW OF THE ADMINISTRATOR EVALUATION PROCESS

A. Report of the Senate Committee on Administrator Evaluation

1. Early in fall semester, the chairperson or appointed member of the Senate Committee on Administrator Evaluation, shall report to the Senate on the effectiveness of the administrator assessment procedures.

2. Recommendations on proposed revisions, deletions, and/or additions to the administrator evaluation procedures may

be presented to the Senate at any Senate meeting. If approved by a two-thirds or more, they will take effect beginning with the following academic year.

B. Report of the Vice Provost on Issues or Procedures Regarding Administrator Evaluation

1. The Vice Provost/Executive Dean may report to the Senate at its first meeting of the academic year on the effectiveness of the administrator assessment procedures.

2. The Chancellor's recommendations on proposed revisions, deletions, and/or additions to the administrator evaluation procedures may be made at any Senate meeting. If approved by two-thirds or more, they will take effect beginning with the following academic year.

- **FACULTY SENATE**

(<http://www.umkc.edu/orgs/fsenate/>)

BY-LAWS OF THE UMKC FACULTY SENATE

These by-laws are established and adopted by the UMKC Faculty Senate and Voting Faculty pursuant to the requirement of Rule 11.0209.-0704 of the Governing Practices of the University of Missouri-Kansas City.

ARTICLE I

Meetings

1. **Regular Meetings of the UMKC Faculty Senate.** The meeting schedule for each semester shall be established by the chairperson of the Faculty Senate and shall be distributed to all Faculty Senate members and the general faculty prior to the first Faculty Senate meeting of each semester. Such meeting schedules shall constitute notice of the date, time, and location of the regular Faculty Senate meetings listed. Meetings of the Faculty Senate shall be conducted in accordance with Robert's Rules of Order. A quorum for Faculty Senate meetings shall be a simple majority of the full Senate.

2. **Special or Emergency Meetings.** Special or emergency meetings of the Faculty Senate may be called by the chairperson, and shall be called if requested by the Chancellor, 20% of the Faculty Senate, or 10% of the general faculty. The chairperson shall give reasonable notice to the Faculty Senate and if possible to the general faculty. Such notice shall state the date, time, place, and purpose of the meeting.
3. **Agenda.** The chairperson shall prepare an agenda for each regular, special, or emergency meeting of the Faculty Senate and for any meeting of the general faculty. The agenda for any meeting, with relevant attachments, shall set forth the business to be conducted at the meeting. The Faculty Senate may take up such other business as it deems necessary or appropriate. The agenda will be distributed by the chairperson to all members of the Voting Faculty in advance of any meeting of the Faculty Senate or the general faculty, except where emergency time constraints make such distribution impracticable.
4. **Open Meetings.** All Faculty Senate meetings shall be open to the general faculty, except discussion and votes upon awards, honorary degrees, or personnel matters.

ARTICLE 11

Committees

1. **Standing Committees.** The following standing committees shall be established by the Faculty Senate. The number of members constituting each standing committee shall be established by the Faculty Senate. Members of the standing committees shall be selected and approved in accordance with the By-Laws. Members of standing committees shall serve two year terms and may be nominated for additional terms without restriction. The Faculty Senate shall make every effort to maintain continuity of committee membership. Any committee of the Faculty Senate shall, as they deem necessary, meet and confer with committees of other employee groups on issues of common concern. Each standing committee shall inform the Faculty Senate at the beginning of each academic year of its intended activities for the year. All

standing committees shall report regularly to the Senate. Each committee shall function in accordance with policies and procedures approved by the Faculty Senate. The chair of each standing committee shall be a current Senator.

A. Committee on Faculty Welfare. This committee shall, on behalf of the general faculty, address issues related to health care, retirement, and other benefits of the faculty, issues involving tenure, grievance procedures, or legal matters which might affect the faculty. It shall be the duty of this committee, upon the Chancellor's request to the Senate, to recommend to the whole Senate, those faculty whom the Senate will offer as nominees to serve on the Grievance Panel and the Continuous Appointment and Promotion Committee.

B. Committee on Academic Issues. This committee shall, on behalf of the general faculty, address issues related to admissions procedures and requirements, degree programs and requirements, curriculums, grading procedures, academic ceremonies, honorary degrees and titles, and any other issue of an academic nature which is the responsibility or prerogative of the general faculty.

C. Committee on Administrative Issues. This committee shall, on behalf of the general faculty, address issues of finance and budget, strategic planning efforts, administrative reorganization, and any other issues related to the administration of the institution which affect the faculty. This committee shall be responsible for conducting the faculty evaluations of UMKC administrators, and reviewing the procedures and instruments for administrative review. In addition this committee shall administer the uniform procedures, approved by the Faculty Senate for the nomination and election of officers of the Faculty Senate.

D. Officers Committee. This committee shall consist of the Chair, Vice-Chair, and Secretary of the Faculty Senate. It shall be the responsibility of this committee to meet regularly and to plan all meetings of the Faculty Senate. Among its duties, this committee shall be responsible for referring to the standing committees for consideration, those issues which arise

during an academic year which fall within a given committee's area of responsibility; and for recommending to the Faculty Senate the establishment of ad hoc committees. The Executive Committee shall meet with the Chancellor and/or other members of the administration as often as is deemed necessary and appropriate, to discuss issues of concern to the Faculty Senate or general faculty.

2. **Ad Hoc Committees.** The Faculty Senate may establish ad hoc committees to perform such tasks as the Faculty Senate may assign.

ARTICLE III

Adoption and Amendment

These by-laws shall be adopted or amended upon affirmative vote of two-thirds of the Faculty Senate and upon ratification by the Voting Faculty.

- **Academic Units By-laws**

Copies of individual unit by-laws can be requested from the unit's Faculty Senate representatives. Or, call the Faculty Senate Office at 235-1027 to request a copy. All unit by-laws are on file at the Senate office, in individual units, and in the office of the Vice-Chancellor for Academic Affairs.

- **Intercampus Faculty Council (IFC)**
(<http://www.system.missouri.edu/uminfo/rules/administration/20100.htm>)

Executive Guideline No. 11, 2-5-76; Revised 12-1-84.

Collected Rules and Regulations: 20.100 INTERCAMPUS FACULTY COUNCIL

A. **PURPOSES AND FUNCTIONS** -- The IFC serves as a liaison committee between the President and his staff and the four campus faculties. It communicates to the President and his staff the views and concerns of the faculties. It performs those functions or duties which are deemed appropriate to an elected intercampus faculty body. It brings to the

President and his staff representative views and opinions of members of the several campus faculties on such problems as the President wishes to bring to the IFC.

B. MEMBERSHIP -- The Council shall be composed of twelve faculty members holding regular academic staff positions (including departmental chairpersons). Three members shall be elected from each of the four campuses in accordance with procedures established by the elected representative faculty groups of the respective campuses. Members shall serve terms the length of which shall be at the discretion of the respective campuses. Members shall serve terms the length of campuses. They may serve successive terms; however, membership must be terminated upon the member's assumption of substantial administrative duties, resignation, or retirement from the University. Should a member go on leave, the vacancy may be filled on a temporary basis or for the entire balance of the unexpired term.

C. OFFICERS -- IFC officers shall be selected from Council members from each campus in a four-year rotation. They shall consist of a Chairperson and Secretary, who shall be from the same campus and shall be elected annually, in the fall of the year.

D. MEETINGS -- IFC meetings are held at the call of the President or Chairperson at such times and places as may be designated. Ordinarily, meetings are held once each month except for August. The meetings are divided into two sessions - the President's Session, in which the IFC meets with the President, and the Council Session, in which the IFC meets without the President.

1. IFC meetings take precedence over conflicting campus duties or other University duties. Members attending meetings are entitled to be reimbursed for their reasonable travel expenses.

E. AGENDA -- The President sets the agenda for the President's Session. The Council may request that the President's place on the agenda items for its meeting with him/her. The Chairperson of the IFC sets the agenda for the Council Session. The agenda shall be mailed by the Chairperson at such a time that the members of the Council and the President will receive an agenda approximately one week before each meeting.

F. COMMITTEES -- The Council may, on its own initiative or at the request of the President, form such committees as appear desirable for the expeditious functioning of the Council. In appropriate cases, faculty members with special knowledge or skills who are not members of the Council may be appointed to those committees.

G. AMENDMENTS -- Amendments to these Purposes and Functions may be proposed in writing at a meeting of the Council by the President of the University, the Chairperson or any members of the Council. If approved by at least two-thirds of the membership of the Council at the next regular meeting, the amendment will become effective immediately.

III. FACULTY INFORMATION, GENERAL

A. Introduction

<http://www.umsi.edu/services/academic/3i.htm>

The faculty and students of the University of Missouri system are the heart of the institution. As scholars and researchers, the members of the faculty have the primary responsibility of carrying out one of the basic missions of the University-- research. Together with the students, they engage in the other essential University activity-- teaching. The faculty is also a major factor in carrying out the University's important mission in extension, a complex series of activities that are integrally related to both teaching and research. Many of the University's policies, particularly in the areas of personnel, curriculum, and academic standards, are determined by the faculty. The faculty also functions in an important and unique advisory capacity in many administrative functions, such as resource allocation and selection of administrative personnel. Just as the faculty occupies a singular position, central to the basic mission of the University, members of the faculty also carry special responsibilities: to their disciplines, to their students, to their colleagues, and to their community.

At the University of Missouri, professors enjoy complete academic freedom, in the traditional sense of the term, and enjoy the benefits of a tenure system. Many specific duties, powers and responsibilities of the University faculty are articulated in the bylaws of each campus. In order to maintain excellence, the University adheres to rigorous standards and affirmative action policies and procedures in the recruitment and hiring of faculty, conducts annual evaluations of performance, and maintains high standards for tenure and promotion. As a result, the faculty is widely recognized for its achievements in the areas of teaching, research, and service, including extension and outreach.

B. Academic Grievance Procedure

(<http://www.system.missouri.edu/uminfo/rules/grievance/370010.htm>)

Bd. Min. 5-25-79, amended Bd. Min. 3-20-81, Bd. Min 7-27-95.

370.010 ACADEMIC GRIEVANCE PROCEDURE

The Board of Curators, the faculty, and the administration of the University of Missouri recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions. Accordingly, the members of the faculty as defined in the rules and regulations, Section 310.020 A are encouraged to use this grievance procedure. However,

it is not to be used in connection with a matter relating to any administrative title or function which the faculty member may also have had.

A. GRIEVANCE, DEFINED -- A grievance is defined as an allegation that:

1. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure which applies personally to the faculty member, relating to the privileges, responsibilities, or terms and conditions of employment as a member of the faculty, or
2. The faculty member has been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, or status as a Vietnam era veteran, or
3. There has been an infringement on the academic freedom of the faculty member.

B. TERMINATION OF REGULAR FACULTY -- Complaints involving termination of regular faculty, on whatever grounds, are governed by the Academic Tenure Regulations rather than this grievance procedure.

C. RESPONSIBILITY OF ADMINISTRATION -- It is understood that this Grievance Procedure in no way diminishes the responsibility of Faculty, Department Chairpersons, Deans, Directors, Chancellors, and other administrators for the exercise of academic judgment.

D. POLICIES, REGULATIONS OR PROCEDURES -- Requests for new or revised policies, regulations, or procedures may be presented through the designated administrative channels, but not as a grievance under these procedures.

E. JOINT PROCEEDING -- If more than one faculty member is aggrieved by the same action, they may, by mutual agreement between themselves and the Chancellor, pursue their grievances jointly under these procedures. If the number of grievants in such case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all.

F. PROCESSING A GRIEVANCE

1. The faculty member may process a grievance through the several steps of the procedure during normal working hours. He or she may have an adviser chosen from the campus community at any stage.
2. The number of days indicated at each step of the procedure shall be considered as the maximum period, unless the time has been extended by mutual agreement and confirmed in writing, and shall be construed to be calendar days. Every reasonable effort should be

made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may pass to the next step.

3. A faculty member who has a grievance shall initiate action in accordance with Section 370.010 F.4 hereof within one hundred and eighty (180) days after the faculty member knew, or reasonably should have known, of the occurrence of the event or omission out of which the grievance has arisen. Where the grievance arises out of a series of events or omissions, the period shall be measured from the last event or omission in the series. A faculty member who does not initiate a grievance in accordance with the 180 day limit specified herein shall be deemed for purposes of these procedures to have accepted the last decision rendered by an appropriate administrative officer, unless the respondent should agree in writing to an extension of the period. If an officer denies a grievance on the basis of timeliness and if that decision is challenged by the aggrieved faculty member, the Chancellor shall refer the issue of timeliness to a Hearing Committee for a determination. The committee shall be convened in accord with Sections 370.010 G.3.b.(1), (2), (3)(a) and (3)(b). The committee shall first make a decision about timeliness. If it rules in favor of the aggrieved faculty member, it shall then proceed to hear the grievance in accord with Section 370.010 G. If it rules that the grievance is not timely, the committee shall notify the grievant and the Chancellor immediately of that fact. The Chancellor, after having received the report of the Hearing Committee, shall make a determination and shall advise the grievant in writing of that determination within a reasonable time of receipt of the report of the Hearing Committee. If it is not practical for the determination to be made within fifteen (15) days, the grievant and respondent shall be so informed. Any appeal to the President shall follow the procedures of Section 370.010 G.4.

4. The grievance shall be initiated by delivery of a letter or written memorandum, signed by the faculty member, to the Chancellor, informing the Chancellor of the nature of the events alleged to constitute the grievance. The Chancellor or designee shall, within ten (10) days acknowledge in writing to the grievant the fact and date of delivery and shall determine the appropriate administrative officer to act as respondent, notifying both grievant and respondent of that determination.

5. The filing or appeal of a grievance shall not prevent any appropriate administrative officer from taking action complained of, unless the Chancellor, by the exercise of existing authority, directs that it not be taken pending consideration of the grievance.

6. Costs of the hearing will be borne by the University.

7. Barring unexpected delays, the entire grievance process should take no longer than one hundred and eighty (180) days from the time the grievance is filed.

G. REVIEW PROCESS

1. Step 1

a. Within 15 days of date of delivery of the letter requesting initiation of action hereunder, the Chancellor may designate an appropriate individual to attempt an informal resolution of the grievance.

b. If a recommendation for resolution is reached, the terms of the resolution shall be put in writing by the individual hearing the complaint of the faculty member and a copy sent to the grievant, the respondent, and the Chancellor.

2. Step 2 -- If a mutually satisfactory resolution is not reached by the process described in Step 1, which shall be limited to twenty-one (21) days, a hearing committee shall be chosen from a hearing panel, as described below.

a. Grievance Hearing Panel

(1) By October 1 of each year, a Grievance Hearing Panel shall be selected for each campus. The panel shall consist of between thirty (30) and sixty (60) faculty members on regular appointment without full-time administrative appointments. The specific number shall be appropriate to the needs of the individual campus as agreed to by the faculty governance body and the Chancellor of each campus. Half of the Panel members shall be appointed by the campus faculty governance body, and half shall be appointed by the Chancellor. In selecting the individuals for the Panel, both the campus governance body and the Chancellor should take into account the diversity of the faculty community particularly with regard to academic divisions, ethnicity, and gender.

(2) The Hearing Panel shall have a rotating membership. Each member of the Hearing Panel shall serve a three-year term. At the end of each academic year, both the faculty governance body and the Chancellor shall choose new Panel members to replace the 1/3 whose terms will expire on August 31. Half of the new Panel members shall be chosen by the faculty governance body and half shall be chosen by the Chancellor in accordance with 1.a. above. A member's term shall expire on August 31 of the third year unless he/she is serving at that time on a Hearing Committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted its written report of the findings and recommendations to the Chancellor. In order to establish the rotation, the length of the initial term shall be established by lot.

b. Hearing Committee

(1) From the panel established in accordance with G.2.a, an ad hoc Grievance Hearing Committee shall be drawn for each case, according to the following procedures:

(a) The chairperson of the faculty governance body (or designee), with the principal administrative officer (or designee), shall randomly draw 12-16 names from the Grievance Hearing Panel to be presented to the grievant and respondent. The specific

number shall be as agreed to by the faculty governance body and the Chancellor. One-half the names shall be drawn from those members of the Grievance Hearing Panel appointed by the faculty governance body, and one-half shall be drawn from those members appointed by the Chancellor. The names shall be drawn alternately from the two groups commencing with the group appointed by the faculty governance body. The order in which the names are drawn shall be recorded. Both the grievant and respondent shall be invited to be present for the drawing.

(b) The list of 12-16 randomly drawn names, in alphabetical order, shall be presented to both the grievant and respondent. The grievant and respondent may each strike three names from the list. Neither the grievant nor the respondent will be informed as to which names were struck by the other.

(c) From the list of remaining names, the principal administrative officer, in consultation with the chairperson of the faculty governance body, shall contact by letter the first five persons selected by the random drawing, informing them of their appointment to a Hearing Committee, and requesting acknowledgment of that appointment. The others whose names remain on the list are alternates. At the same time, a letter shall go to each of the alternates, advising them of their alternate standing, and requesting acknowledgment of their appointment if one of the first five individuals selected cannot serve. Both those selected and the alternates may in addition be notified by other means. If no acknowledgement is obtained by letter or other means within seven (7) days from the date of the letter or if one of the first five individuals chosen is unable to serve alternates who have acknowledged they are able to serve will be named to the Hearing Committee in the order in which their names were randomly drawn, until a panel of five members has been constituted. In the event that the list of alternates is exhausted before a panel of five is established, the process for random drawing, as described in b.(1)(a) shall be repeated until a Hearing Committee is constituted.

(d) The five selected persons shall constitute the Hearing Committee, and shall select from among their number a chairperson.

(e) No person may be selected to serve on the Hearing Committee who has participated directly in the decision complained of or who has supervisory responsibility over the respondent. In such instances, that Panel member's name shall be excluded from the pool from which the Hearing Committee members' names are randomly selected, as described in b.(1)(a) above.

Occasionally, a member of the Grievance Hearing Panel may have been a principal (grievant or respondent) in a case against one of the principals in the current case. In such instances, that Panel member's name shall be excluded from the pool from which the Hearing Committee members' names are randomly selected, as described in b.(1)(a) above.

Similarly, a member of the Grievance Hearing Panel may have been a former principal in grievance proceeding in which a Hearing Committee member in that former case is a principal in the current case. In such instances, that Panel member's name shall be excluded from the pool from which the Hearing Committee members' names are randomly selected, as described in b.(1)(a) above.

(2) Upon formation of the Hearing Committee, the Chancellor shall advise the grievant of the membership of the Hearing Committee. The grievant shall send within fifteen (15) days, a written statement of the charges to the chairperson of the Hearing Committee, who shall then send a copy to the respondent. This statement of charges shall be a clear statement of the grievance and of the desired remedy.

All communication between members of the Hearing Committee and either the grievant or respondent shall be made through the Chairperson of the Hearing Committee. Neither the grievant nor the respondent, nor their advisors shall discuss the case with any member of the Hearing Committee prior to the hearing. Once the hearing is underway, the only appropriate communication with an individual member of the Hearing Committee regarding the grievance is through the Chairperson of the Hearing Committee. Any other communication with members of the Hearing Committee outside of the formal hearing sessions shall be regarded as a breach of ethics and shall be reported to the Chairperson of the Hearing Committee.

In cases in which a majority of the Hearing Committee finds there was unethical conduct by either the grievant or the respondent, or by a member of the Hearing Committee, the Hearing Committee may take whatever action they judge appropriate as to the disposition of the case. This action includes but is not limited to resolving the case against the principal committing the unethical conduct, removal and replacement of a committee member, or dissolving the Hearing Committee and asking that a new committee be selected.

(3) No later than fifteen (15) days after the date of filing of the written charge by the grievant with the chairperson of the Hearing Committee, the Committee Hearing shall be initiated according to the following procedures:

(a) The Chancellor or designee shall convene the Hearing Committee for an initial meeting.

(b) The Hearing Committee shall receive from the Chancellor copies of all reports, communications, and recommendations in the case and the text of the original charge as filed by the grievant.

(c) The grievant and the respondent shall provide any materials each initially intends to submit in support of their respective case to the chairperson of the Hearing Committee at least 24 hours before the hearing.

(d) At the request of the respondent the Hearing Committee shall review the statement of charges and other information to determine if there is probable cause to believe that a grievance, as defined in Section 370.010.A, exists. In making this determination, the Hearing Committee may ask the grievant and respondent to furnish additional information including a statement of the evidence proposed to be offered. If the Hearing Committee determines that probable cause does not exist, the Hearing Committee shall report that finding to the Chancellor. If the Chancellor agrees, the grievance shall be dismissed. If the Hearing Committee finds probable cause, or if no request has been made, the Hearing committee shall hear the grievance and shall offer both the grievant and the respondent an opportunity to state their positions and to present witnesses and/or evidence relevant to the case. The burden of proof shall be on the grievant. The hearing shall be held without legal counsel, and a record shall be made for submission to the Chancellor. All records made and all data gathered by the Hearing Committee shall be confidential and shall be maintained by the committee for the duration of the Hearing. The records shall remain closed to public scrutiny unless subpoenaed.

(e) The grievant (and adviser) and the respondent (and adviser) may both be present during the hearing. Other persons shall not be present except when invited by the Hearing Committee.

(f) Any person selected to a Hearing Committee will be expected to serve on such Committee and to be present at all sessions. If a member is absent from a single session, he/she shall review all tapes or transcribed proceedings of that session prior to the next meeting of the Committee. A member who is absent from two sessions or who requests to be excused from service for reasons of illness, necessary absence from the campus or other hardship, or a member who is removed for unethical conduct shall be replaced in the same manner used in the original selection (see Section b.(1)(a)). The replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the Committee.

(g) Upon completion of its hearing, the Hearing Committee shall immediately notify the grievant, the respondent, and the Chancellor of that fact. Such notification shall include a designation of all witnesses, documents, and other evidential material considered by the Hearing Committee and shall inform the parties that they will be given an opportunity within seven (7) days, upon good cause shown, to present additional evidence.

(h) Although the Hearing Committee will attempt to work expeditiously, principals should be aware that difficulties in scheduling may sometimes result in frustrating delays. Nonetheless, every effort will be made to ensure a thorough and fair hearing. The findings of the Hearing Committee need not be unanimous. In such instances, the final report of the committee should explain the varying views of the committee members regarding the case.

(i) Within fourteen (14) days after completion of the hearing, the Hearing Committee shall meet to deliberate and prepare a written report of its findings and recommendations, including suggested action. The written report shall be limited to the grievance as specified in Section 370.010 F.4. The findings and recommendation shall be sent to the Chancellor, the grievant and the respondent.

(j) The Chancellor, after having received the report of the Hearing Committee, may meet with the grievant or the respondent. The Chancellor shall make a determination of the matter and shall advise the grievant and the respondent in writing of that determination within a reasonable time. If it is not practical for the determination to be made within thirty (30) days, the grievant and respondent shall be so informed.

(k) The Chancellor may meet with the Hearing Committee for a discussion of the determination prior to the Chancellor's communication of the decision to the grievant and respondent. In any event, the Chancellor shall inform the Hearing Committee of the Chancellor's determination.

3. Step 3 -- Presidential Adjudication

a. If the determination by the Chancellor is not satisfactory to the grievant, the grievant may file an appeal with the President. A letter requesting a review must be sent to the President within thirty (30) days of the date indicated on the Chancellor's response. Copies of the original complaint or grievance and all relevant materials shall be forwarded to the President by the Chancellor. The President then shall evaluate the records in order to arrive at a judgment.

b. Within a reasonable time after the filing of the appeal, the President shall send a certified letter indicating the disposition of the grievance to the grievant and the appropriate administrative officers. If it is not practical for the disposition to be made within thirty (30) days, the grievant and respondent shall be so informed. The decision of the President shall be final.

H. In the event a grievance by a faculty member is charged against an UM administrator, the same procedure shall be followed with the following modifications:

1. The Hearing Committee shall be selected from the grievance hearing panel of the campus upon which the faculty member is located or to which he/she is most closely attached.

2. Reference to the Chancellor in the procedures shall be deemed to refer to the appropriate vice president or director of the UM unit.

C. Academic Rank and Titles

(<http://www.umsl.edu/services/academic/3art.htm>)

The academic staff of the University is composed of those employees whose appointments include one of the specific set of "Teaching/Research" titles (C.F., UM Personnel Policy Manual, Section PE 304). This generally includes those whose duties and responsibilities involve academic administration or teaching or are directly related to instruction and/or educational research. A distinction is made between part-time and full-time faculty members. Full-time faculty members are those whose notices of appointment clearly indicate full-time appointment. Part-time members of the faculty include those who qualify for appointment to full-time faculty ranks but who are unable to accept appointment because of employment in business, public service or other educational or research institutions. The salary and extent of the duties of persons appointed to these positions are clearly expressed in the letter of appointment. No right of tenure normally accrues to persons appointed to such positions regardless of title, rank or cumulative length of service.

There are two types of appointments to academic staff positions, regular and nonregular. A regular appointment normally requires full-time service and carries full-time pay from the University. Holders of regular appointments either are tenured or considered to be working toward tenure. Non-regular appointments are either temporary or part-time or involve duties substantially different from those of faculty members holding regular appointments. There are four classes of regular academic staff positions: (1) Professor, (2) Associate Professor, (3) Assistant Professor, and (4) Instructor. Non-regular academic positions include: Visiting Professorial ranks, Adjunct Professorial ranks, Lecturer, Assistant Instructor, Research Associate, Graduate Assistant, Graduate Instructor, Research Assistant, Summer Session positions, part-time positions, positions of Federal or State employees or appointees attached or assigned to the University, coaches for intercollegiate athletics, and appointments made in connection with a special department, program, or institute of an experimental temporary character. This list of non-regular positions is illustrative only and does not constitute a complete listing of non-regular positions. The UM Collected Rules and Regulations (Section 310.020 of the Academic Tenure Regulations) can be consulted for further information concerning types of appointments and classes of academic staff positions.

Special academic staff positions include the following: Curators professorships, endowed chairs, distinguished professorships, named professorships, visiting professorships, and distinguished lectureships. The title of Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita is granted to any member of the faculty in full or associate professorial standing at the time of retirement who: (1) shall have been a member of the faculty for at least twenty-five years, or (2) shall have been a full professor for at least fifteen years. In either case, the retiring professor must be in good standing. Other retiring members of the faculty who are not covered by this rule may be granted the title upon the recommendation of the President and the approval of the Board of Curators. Faculty who have received the emeritus title continue as non-voting members of the faculty. Their names appear in the list of officers of instruction and administration in catalogues and directories (UM Collected Rules and Regulations, Sections 320.070--320.090).

D. Academic Tenure Regulations

<http://www.umsl.edu/services/academic/3atr.htm>

In 1987, the Board of Curators approved revisions in the Academic Tenure Regulations. The tenure regulations replace policies established in 1980 and are printed in a separate publication entitled "University of Missouri Academic Tenure Regulations." Copies are available for all faculty members from the Office of the Provost/Vice Chancellor for Academic Affairs, Room 411 Woods Hall.. The regulations are also located in Sections 310.010--310.080 of the UM Collected Rules and Regulations and the complete text of the regulations are reproduced in Part 5 of this Handbook.

E. Annual Evaluations (See III.R.)

F. Book Store (*University Center, 235-1401*)

(<http://www.umkc.edu/html/handbook/services-and-resources/sr040.html>)

Bookstore hours are 8 a.m.-7 p.m. Monday through Thursday, 8 a.m.- 5 p.m. Friday and 10 a.m.-3 p.m. Saturday. Longer hours are usually maintained during the first week of classes, and summer hours may differ, so call first. Textbooks are bought back during finals week. Other items, such as notebooks, paper, pencils, supplies, T-shirts, mugs, pennants, stickers and greeting cards are available. A branch store serving the Hospital Hill Campus is located at the School of Dentistry. The manager of the dental school branch can be reached at 235-2191.

How Textbooks Are Selected

The teaching staff submits book requirements to the bookstore indicating author, title, edition, etc. The bookstore then orders the books after considering the sales history of each title, estimated number of students, etc. The store has no voice in selection of title or edition.

An out-of-stock book can take as long as four weeks to come in, even though the bookstore has ordered the book to come in via air mail, special delivery. Every college bookstore is ordering at the same time and publishers fall weeks behind in shipping. It is suggested you buy your books early to avoid the possibility of facing a long delay if the bookstore sells out.

Refund Policy

Before marking on your course materials (new and used textbooks and other related materials), please verify that you have made the correct purchases. If you find that you have selected incorrectly, you may return the item for exchange or refund subject to the following policy:

G. Copyright

PHOTOCOPYING FOR TEACHING & RESEARCH

Executive Guideline No. 23, 11-1-84.

100.010 PHOTOCOPYING FOR TEACHING & RESEARCH

A. THE COPYRIGHT LAW AND PHOTOCOPYING -- From time to time, the faculty and staff of the University of Missouri may use photocopied materials to supplement or assist with their work. In many cases, photocopying can facilitate the University's mission of teaching and research. However, the photocopying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" which must not be abused.

Copyright is a constitutionally conceived property right which is designed to promote the progress of science and the useful arts by securing for an author the benefits of his or her original work of authorship for a limited time. The Copyright statute implements this policy by balancing the author's interest against the public interest in the dissemination of information. The grand design of this delicate balance is to foster the creation and dissemination of intellectual works for the general public. The guidelines which follow are intended to assist faculty and staff in observing copyright requirements.

B. COPYING WHICH IS UNRESTRICTED -- There are three categories of material which may be freely copied:

1. Writings published before 1978 which have never been copyrighted.
2. Published works whose copyrights have expired -- All copyrighted works dated before 1906 have expired. Copyrights dated 1906 or later may still be in effect. Information as to whether a copyright has expired may typically be obtained from the publisher or from the U.S. Copyright Office.
3. U.S. Government publications.

C. COPYING WHICH IS PERMITTED UNDER THE FAIR USE DOCTRINE --

Faculty and staff may reproduce copyrighted works for instructional and research purposes without securing permission and without paying royalties when the circumstances amount to what the law calls "fair use." It is generally fair use for faculty to copy supplementary items for such purposes as filling in missing information or for bringing materials up to date, but fair use is a multi-faceted concept. There is a lively dispute as to the extent of permissible copying, particularly for classroom use. Both the spirit and letter of these guidelines should be observed.

1. Single copies -- For teaching, including preparation, and for scholarly research, a faculty member may make, or have made, a single copy of:

- a. a chapter from a book;
- b. an article from a journal, periodical or newspaper;
- c. a short story, essay or poem;
- d. a diagram or picture in any of those works.

2. Multiple copies -- For one-time distribution in class to students, a teacher may make, or have made, multiple copies if he or she:

- a. makes no more than one for each student; and
- b. includes the notice of copyright (writes on the first sheet or copies of the page on which it appears); and
- c. is selective and sparing in choosing poetry, prose and illustrations; and
- d. makes no charge to the student beyond the actual cost of the photocopying.

The right to make multiple copies is strengthened if the copying will not have a significant effect upon the potential market for the work (this is probably the most important factor), or if there is insufficient time to seek permission from the owner of the copyright.

3. Library May Place Material on Reserve -- At the request of a faculty member, a library may place on reserve excerpts furnished by a faculty member from copyrighted works in its collection in accordance with guidelines similar to those governing formal classroom distribution discussed above. When the excerpts are removed from the reserve shelf, such material is to be returned to the faculty member.

a. If the request calls for only copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem. However, requests for multiple copies on reserve should meet the following guidelines.

(1) The amount of materials should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter and level;

(2) The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same material;

(3) The material should contain a notice of copyright;

(4) The effect of photocopying the material should not be detrimental to the market for the work.

b. A reasonable number of copies will in most instances be less than six, but factors such as the length or difficulty of the assignment, the number of enrolled students and the length of time allowed for completion of the assignment may permit more in unusual circumstances. If there is doubt as to whether a particular instance of photocopying is fair use in the reserve reading room, the permission of the publisher should be sought.

D. COPYING FOR WHICH PERMISSION SHOULD BE OBTAINED

1. Repetitive Copying -- The "fair use" justification is weakened in the case of photocopying on a repetitive basis for the continued use of the same material in successive terms. Consequently, permission must be obtained from the copyright owner to carry over copies made for library reserve from one semester to another.

2. Copying for Profit -- Fair use extends only to nonprofit copying. Faculty may not charge students more than the actual cost of photocopying, and should not make copies for students who are not in their own classes, without obtaining permission.

3. Unpublished Works -- One should obtain permission from owners of unpublished works in order to copy from them. The law gives automatic copyright protection to unpublished works from the time they are created until they are published.

4. Consumable Works -- Permission must be secured before making multiple copies of copyrighted works which are intended to be consumed in classroom activities such as workbooks, exercises, and standardized tests and their answers.

5. Creation of Anthologies of Texts -- Creation of collective work or anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course will in most instances require the permission of the copyright owners. Such photocopying is more likely to be considered as a substitute for the purchase of a book and thus is less likely to be deemed fair use.

E. HOW TO OBTAIN PERMISSION -- When a use of photocopied material requires permission, complete and accurate information should be sent to the copyright owner. The American Association of Publishers suggests that the following information be included in a permission request letter in order to expedite the process: Title, author and/or editor, and edition of materials to be duplicated.

Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material. Number of copies to be made. Use to be made of duplicated materials. Form of distribution (classroom, newsletter, etc). Whether or not the material is to be sold. Type of reprint (ditto, photography, offset, typeset).

E. 1. The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the materials, it may be readily obtained from the library.

2. The process of granting permission requires time for the publisher to check the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow enough lead time to obtain permission before the materials are needed.

3. The Copyright Clearance Center also has the right to grant permission and collect fees for photocopying rights for certain publications. Libraries may copy from any journal which is registered with the CCC and report the copying beyond fair use to CCC and pay the set fee.

F. OBTAINING PHOTOCOPIES BY MEANS OF INTERLIBRARY LOAN -- Requests for photocopies of articles, etc., owned by other libraries must also conform to the copyright law. The various campus libraries will provide information on interlibrary lending policy upon request.

H. Cancellation of Classes due to Inclimate Weather

Although UMKC does not close, classes may be suspended because of severe weather. Students are advised to listen to local media concerning suspension of classes, as they will broadcast UMKC's announcement.

I. Computer Labs, Student

Computer Labs, Student
(<http://www.umkc.edu/labs>)
Supervisor, (816) 235-5485
Academic Comper Center, 2 CH, (816) 235-5629
Bloch School of Business, 110 BLOCH, (816) 235-5488
Miller Nichols Library, 3rd Fl. MNL, (816) 235-5307
University Center, Lower Level UC, (816) 235-5489

J. Conflict of Interest (<http://www.ums1.edu/services/academic/3ci.htm>)

University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts....Conduct by an employee that violates the University s policies, regulations or rules pertaining to

conflict of interest shall constitute a breach of employment contract and may lead to disciplinary action..." (UM Collected Rules and Regulations, Section 330.015 & UM Business Policy Manual, Section 102)

K. Consulting: Providing/Hiring Consultants
(<http://www.umsl.edu/services/academic/3fcec.htm>)

Consultation is regarded as a significant means of professional improvement and a form of community service. So that both purposes may be served, the University permits consulting activities which are directly related to the faculty member's professional interest and improvement. Such activities should be in the best interest of the University and should not constitute a conflict of interest. Time spent in consultation shall not interfere with regular duties. Each division is responsible for a continuing review of consultation activities and compensation arrangements and for making an annual report to the campus Chancellor indicating the aggregate time and compensation involved. Chancellors and Vice Presidents will annually transmit these reports to the President (UM Collected Rules and Regulations, Section 360.020 & UM Personnel Policy Manual, Section PE 115). The policy pertaining to the employment of consultants applies to "all situations which require the appointment of outside consultants to serve the needs of the University of Missouri in its mission of teaching, research and public service....The employment of outside consultants requires prior approval by the University" (UM Collected Rules and Regulations, Section 320.110).

L. Convocation

The Convocation and awards ceremony is a salute to UMKC's academic strength in teaching, research and service. There is a procession with participating UMKC faculty dressed in full regalia. Robing occurs in Pierson Hall one hour before the ceremony. Afterwards, there is a reception in honor of faculty, honorees, and guests.

Each faculty member is sent a cover letter by the Chair of the Faculty Senate, along with a regalia order form. Some units pay for regalia rental. Check with your dean or director to see how your unit handles the cost of the rental. The order form is returned to the Administrative Assistant in Academic Affairs, 300G, Administrative Center. Or you can fax your order to 235-5509. To reserve your seat for convocation, call 235-1107.

M. Counseling Center
(<http://www.umkc.edu/ctestc>)
Counseling and Testing Center, (816) 235-1635
Fax: (816) 235-5534
206 4825 Troost

The University Counseling and Testing Center, located in Suite 206 of the Student Services Building, offers a comprehensive set of services to students, staff, and the community. These services range from individual counseling for personal concerns to standardized educational testing (e.g., ACT, GRE, MCAT). Psychological counseling services are available to students and staff, while testing services are targeted mostly to the community. Community members are referred to the UMKC Community Counseling Service (235-2725) for individual counseling.

The Center is staffed by six licensed psychologists, a consulting psychiatrist, three doctoral-level interns, and two masters-level interns. In the spirit of training psychologists, the center maintains a Predoctoral Internship program which is accredited by the American Psychological Association.

The Counseling Center offers psychological counseling services to full-time students without charge for the first eight sessions. There are minimal fees for additional sessions. Part-time students and staff are charged a fee for all sessions. Visits to the counseling center and the contents of counseling sessions are always strictly confidential.

The Testing Center is one of the largest regional test centers in the country. Annually over 25,000 tests covering 60 different national test programs are administered to 16,000 individuals.

Psychological Counseling Services

Individual and Couples Counseling offers opportunities for people to understand themselves better and to grow in their ability to be effective in relations with others. This may involve changing self-defeating behaviors, understanding uncomfortable feelings, or enhancing personal strengths and abilities.

Brief Therapy Clinic is a time-sensitive and cost-effective team approach to counseling that offers many paths toward creating solutions.

Bio-feedback Stress Management Clinic is a dynamic and focused alternative to traditional counseling that helps you to reduce stress and better manage your academic and work demands.

Psychological Assessment services offer aid to individuals and academic departments to evaluate problem situations and to determine appropriate ways to improve them.

Study Skills and Test Anxiety assistance is offered in the form of counseling and/or psychoeducational materials.

N. Death of a Student, Notification of (See VII.N.)

O. Disruptive Student Behavior

**FACULTY AND STAFF GUIDELINES IN RESPONDING TO
DISRUPTIVE/THREATENING STUDENT BEHAVIOR**

When improper student conduct obstructs or disrupts classes or other University functions, or when the safety of members of the UMKC campus community is endangered by threats of violence or violent acts, the campus has authority to act under the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters, as well as UMKC's Campus Emergency Procedures. The following guidelines identify the appropriate course of action in situations concerning disruptive and/or threatening behavior.

Threat to Self and Others

- If a student appears to threaten harm to him/herself, immediately contact the UMKC Police Department (235-1515 Volker or 235-1818 Health Sciences Complex) who will assess the need to involve the Counseling Center. Once the Counseling Center is involved they will work with the UMKC Police Department to arrange for appropriate intervention and treatment.
- If any individual appears to threaten harm to others, immediately contact the UMKC Police Department (235-1515 Volker or 235-1818 Health Sciences Complex). The police will handle all aspects of the investigation.

Obstruction/Disruption of Teaching, Research, Administration

- If a student is disruptive, the student should be immediately asked to stop and warned that disruption can result in student disciplinary action as outlined in the UM Student Conduct Code.
- If the student continues the disruption despite the warning, faculty/staff are authorized to ask the student to leave the area and may inform the student that the case will be referred to the Student Life Office for disciplinary action.
- If the student refuses to leave after being instructed to do so, they should be informed that this refusal is a separate violation of the Student Conduct Code (failure to comply with directions of a University official) and may be subject to additional student conduct sanctions.
- If, in the faculty/staff member's best judgment, a disruptive student's threats or refusal to leave creates a safety risk or makes it impossible to continue class or other University functions, the faculty/staff member should contact the UMKC Police Department immediately.

- Whether or not the Police Department files charges, the faculty/staff member may refer a student to the Student Life Director for disciplinary action. In most cases, the referral is made by the Police Department.

Separation/Dismissal

A disruptive student cannot be removed permanently from a class in which he/she is enrolled without formal review and proper due process formally outlined in the Student Conduct Code.

In an emergency situation, disciplinary procedures can be used to suspend students immediately or separate them from campus if there is strong evidence to believe that the student's presence on campus may lead to continued threats of violence to their own or another's health or safety. The UMKC Police Department can implement this action with direct authorization from the Vice Chancellor for Student Affairs or designee.

Non-students and students not enrolled in class may be removed permanently without formal review because they have no right to attend the class without the instructor's permission. In these situations the UMKC Police Department should be contacted immediately if the individual has been asked to leave and has refused.

Any questions regarding these guidelines, or advice on specific situations, should be referred to the Director of the Office of Student Life at 235-1407.

(Office of the Vice Chancellor for Student Affairs 2/19/98)

P. ESL (English as a Second Language)

Q. Emergency Procedures

R. Extra Compensation

<http://www.umsi.edu/services/academic/3ec.htm>

The University's policy on extra compensation applies to those teaching, research, administrative, service and support staff who are employed full-time and for whom compensation is requested in addition to their base salary. Such (extra) compensation is generally discouraged, since the responsibilities of faculty and staff suppose a full-time commitment to teaching, research, extension and service. In most cases, compensation for additional duties should be provided through released time from regular duties and payment as part of regular salary. It is recognized that in certain instances extra compensation is necessary to the mission of UM because of the great breadth of the University's instructional service programs. All requests for extra compensation must be approved by the appropriate campus dean and the Chancellor or designee (UM Collected Rules and Regulations, Section 360.010).

S. Faculty Activity Reports (Evaluations)

<http://www.system.missouri.edu/uminform/rules/bylaws/310015.htm>

ANNUAL REVIEW OF FACULTY PERFORMANCE

Executive Guideline No. 27, 2-2-93.

310.015 ANNUAL REVIEW OF FACULTY PERFORMANCE

A. Even though the great majority of the University's tenured faculty take great pride in meeting their responsibilities to the institution, their students, and their disciplines, there may be instances where a tenured faculty member's performance leads to actions eventuating in dismissal for cause in accord with the University's tenure regulations. Even though such instances are rare, it is essential that the University identify and deal effectively with these cases, not only to maintain and improve its reputation and to avoid harm to the morale and effectiveness of other faculty, but also because the system of tenure, which is essential to academic freedom, is best preserved by preventing its abuse.

B. The preferred course of action is to deal with such individual problems before dismissal for cause is necessary. Deans and department chairs have primary responsibility for dealing with such instances both before and after they develop.

C. The performances of all faculty members, including tenured faculty, are to be reviewed annually. In most instances, a discussion involving the department chair (or dean) with the tenured faculty member as to her or his performance for the past year and plans for the coming year will be sufficient, although written evaluations should be provided to those faculty members where there are concerns about substantial shortcomings in performance. Written annual evaluations of untenured faculty members are expected.

D. As part of the annual evaluation process, each campus shall develop procedures whereby each dean will report to the Chancellor, through established administrative channels, whether there are any tenured faculty members in the division whose performances are such that there are grounds for termination for cause. If there are such situations, the report will also include the steps being taken to deal with the situation. Such steps may include reaching an agreement as to specific performance requirements, seeking treatment for particular problems, assignment of new duties, support of opportunities to develop new skills, and dismissal for cause.

E. Annually, each Chancellor will report to the President, who will report to the Board of Curators in Executive Session, as to any instances of tenured faculty as to whom there are grounds for dismissal for cause.

T. Graduate Faculty

(<http://www.umkc.edu/depts/gfr/sgs/#about>)

The Dean of the School of Graduate Studies chairs three faculty groups; the Ph.D. Executive Committee, the Graduate Council and the Committee of Graduate Officers,

which have the charge of monitoring graduate education at the University. These groups also certify the quality of graduate and doctoral faculty and participate in graduate program review. Through the School of Graduate Studies, the Dean is administratively responsible for the Interdisciplinary Ph.D. program.

U. Insurance and Retirement Benefits

<http://www.umsl.edu/services/academic/3irb.htm>

The following benefit programs are available to full-time faculty and staff members and three-quarter-time (.75 FTE) permanent employees: (1) group life insurance, (2) medical benefits, (3) long-term disability insurance, (4) retirement, disability and death benefits, (5) accidental death and dismemberment insurance, (6) tax deferred annuity program, and (7) group dental insurance. A separate publication providing descriptive and detailed information on these programs is available from each campus human resource services (personnel) office (C.F., University of Missouri Faculty & Staff Benefit Programs booklet). In addition, the Board of Curators policies governing the administration of benefit programs can be found in the following Sections of the UM Collected Rules and Regulations: 230.070; 320.090--320.150; 340.030--340.130; 490.010; and 500.010--550.010. Other programs available to University employees include the following: (1) Federal Social Security Program, (2) Worker's Compensation, (3) Educational Assistance Program, (4) Mizzou Employees Federal Credit Union, (5) Unemployment Insurance, and (6) United States Saving Bonds. Full details on all University of Missouri System administered benefit programs are available through the Campus Benefits Representative who is located in the UM--St. Louis Human Resource Services Office, 211 General Service Building: (314) 516-5804.

V. Leave Policy

<http://www.umsl.edu/services/academic/3lp.htm>

The University of Missouri has available a range of leave options for faculty, including traditional sabbatical leave for up to one year at half salary for faculty members who have completed six years at the University of Missouri since their last sabbatical leave. Research leaves and development leaves, with the possibility of up to full salary for up to a year, are also available upon application by the faculty members and approval of appropriate committees and administrators. Guidelines vary somewhat from campus to campus, as do procedures. The complete University of Missouri policies on leaves of absence is included in the UM Collected Rules and Regulations (C.F., Sections 340.020-340.090, and 340.100-340.170) and in the UM Personnel Policy Manual (C.F., Sections PE 201 and PE 501-512). For more detailed information on leaves of absences, consult Part 13 of this Handbook.

W. Missouri Repertory Theatre

http://www.missourireptheatre.org/What_s_News/what_s_news.html

The Rep is the premier fully professional resident theater company of the Kansas City metropolitan area. Founded in 1964, The Rep is a not-for-profit corporation producing six mainstage plays each season - employing more than 250 professional artists, technicians and administrators. With as many as 190 main stage performances, The Rep serves as many as 100,000 patrons annually. Missouri Repertory Theatre is a constituent of the League of Resident Theatres, the Theatre Communications Group, and operates under an agreement with Actor's Equity Association and the Union of Professional Actors and Stage Managers.

To Reserve Your Tickets & Programs

1. At the website, select the performance or activity you wish to attend.
2. Call the Education Sales Office at (816) 235-2707 to place your order.
3. When you receive your invoice/contract, mail payment to The Rep,
Attention: Education Sales Dept., 4949 Cherry, Kansas City, MO 64110.

X. New Faculty Orientation

Y. NCA (North Central Accreditation)

Z. Notification of a Student Death (See VII.N.)

AA. Ombudsman

BB. Parking

Faculty and staff can choose to pay a parking fee that will be automatically deducted from their pay check. The cost per month is \$15.00. One decal per vehicle is required and is placed in the rear, lower left hand corner of the rear window. Permits allow faculty and staff to park in most lots. There is free parking on the street. There is a covered multi-tier parking structure at the corner of oak and 51st St. A new parking structure is being built on the corner of 52nd and Rockhill Road.

In 1999, UMKC created the Parking and Safety Committee to deal with issues

Parking Operations, (816) 235-5256
213 4825 Troost

CC. Patent Regulations

DD. Pay Periods

EE. Promotion and Tenure

(<http://www.system.missouri.edu/uminfo/rules/bylaws/310020.htm>)

REGULATIONS GOVERNING APPLICATION OF
TENURE (from UM Collected Rules and Regulations)

Bd. Min. 3-17-72, p. 36,281; Revised Bd. Min. 6-27-80, p. 38,132; Amended Bd.
Min. 9-12-80; Amended Bd. Min.
10-30-87, 6-19-92,
3-18-93.

310.020 REGULATIONS GOVERNING APPLICATION OF TENURE

The following regulations, under which the Board intends to exercise the powers vested in it, govern the application of the principle of tenure at the University of Missouri, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Constitution and laws of the State of Missouri. At the same time, the Board recognizes that matters relating to faculty status are primarily a faculty responsibility. Recommendations in matters of appointment, reappointment, nonreappointment, promotion, tenure, and dismissal shall be by the appropriate faculty through established procedures, followed by action by administrative officers, with final determination by the appointing authority.

FF. Relocation Policy

GG. Research

<http://www.umsl.edu/services/academic/3r.htm>

Since research is an important mission of the University, faculty contributions in the areas of artistic creativity, humanistic scholarship and scientific research are particularly encouraged. As much as anything else, it is the degree of dedication to research that distinguishes the University of Missouri from other state institutions of higher education. The University provides facilities (in its libraries, computer system and laboratories), time (with special research assignments, reduced teaching loads and the sabbatical leave program), financial support (through the UM Research Board and the UM-St. Louis Research Awards programs), and recognition (by means of special research and other professorial appointments as well as various research awards) for research activities is encouraged. The Office of Research Administration (ORA) can provide specific information useful to the artist, scholar or researcher, particularly with respect to opportunities and sources for funding. They

can also advise on policies and procedures in areas such as indirect costs on grants and contracts and various compliance provisions.

HH. Strategic Plan (See II.D.)

II. Students

<http://www.umsl.edu/services/academic/3s.htm>

The faculty--student relationship is based on mutual respect and dedication to the process of teaching and learning. Faculty must expect--and students must adhere to high--standards of academic honesty. In an instance of cheating or plagiarism it is the responsibility of the instructor to judge the student's academic work and report the incident to the campus Provost or Vice Chancellor for Academic Affairs (UM Collected Rules and Regulations, Sec. 200.100). The Board of Curators has established procedures for such cases, and the campus academic affairs office can advise faculty members about how to handle particular situations. Non-academic disciplinary matters involving students are handled through the campus student affairs office.

JJ. Summer Pay

<http://www.umsl.edu/services/academic/3sps.htm>

Faculty members with nine-month service-base appointments can accept assignments to be carried out within the total period from spring commencement to the beginning of school in the fall. In such cases, the following principles apply: (a) no more than two-tenths (2/10) of academic year pay can be provided from the summer instructional budget; (b) within any four-week period, no more than one-tenth (1/10) can be from the summer instructional budget; (c) normally, teaching three credit hours in any four-week period will constitute a full teaching load and would hence be a 1.00 FTE appointment for that period; (d) faculty members are, of course, expected to maintain other professional activities and responsibilities while on summer teaching appointments; and (e) regardless of assignment or source of funds, pay will never exceed three-ninths (3/9) of the academic year pay, except for approved extra compensation (UM Collected Rules and Regulations, Section 360.020).

KK. Swinney Recreation Center (<http://www.umkc.edu/src>)

Fax: (816) 235-5470
5030 Holmes (SRC)

Aquatics, (816) 235-2796
Building Manager, (816) 235-1772
Court Reservations, (816) 235-2715
Equipment, (816) 235-2715
Membership, (816) 235-1556
Wellness Program, (816) 235-5425

I.D. Cards: To enter the center, members and students must show their university issued I.D. cards. This rule is strictly enforced to ensure proper security of the facility.

Parking: Parking for Recreation Center users is available in the metered lots north and east of the University Center (off Rockhill) and between the Residence Hall and the parking structure west of the SRC.

Swinney staff members wear T-shirts or sweatshirts with an SRC logo on them. If you need assistance while in the building, contact one of these staff members.

Guests are welcome at the SRC. Visitors to the center should be aware of these basic guidelines:

- Be 18 years or older with a photo I.D.
- Be accompanied by a Swinney member during their entire visit to the SRC.
- Pay the guest fee of \$5.00 per day when signing in at the Control Center desk.
- SRC members may bring two guests per day to the SRC. Members are responsible for the conduct of their guest at all times.

QUESTIONS ABOUT: CALL:

General building and usage information 235-1772

Membership fees

Faculty/Staff :

\$120 (\$180)

(may be paid in Advance or
by Payroll Deduction)

UMKC payroll compensated faculty/staff,
University Extension personnel, and UM
faculty/staff (employed a minimum of 75%
time) and located in Kansas City.

Full-time medical faculty residents and
retired UMKC faculty/staff must pay in

advance.

LL. Textbook Ordering

(<http://www.umkc.edu/html/handbook/services-and-resources/sr040.html>)

How Textbooks Are Selected

The teaching staff submits book requirements to the bookstore indicating author, title, edition, etc. The bookstore then orders the books after considering the sales history of each title, estimated number of students, etc. The store has no voice in selection of title or edition.

The Bookstore sends a request letter, then a reminder letter to each faculty member prior to the start of the new semester. It is imperative that you turn in book orders before the deadline in order to receive books for class in a timely manner. Besides giving deadline dates, the letter gives the following information:

The buyback list is based on textbook orders that the bookstore receives on time. It can also start reserving books at used book companies before they run out of stock.

You need to use a textbook order form for EACH class number. You are the bookstore's main source for enrollment figures, so the bookstore needs the number of books you actually need for your class. If your class enrollment increases, call the bookstore and let them know. All other changes need to be done in writing. If you need any custom publishing done and/or copyright permission for reproduction of materials, call 235-5266. You may also order special supplies on the same form, such as columnar pads, computer coding forms, special types of pens and pencils, etc.

DIRECTIONS FOR USE OF TEXTBOOK SUPPLY ORDER FORM

1. Please list books in order of use if possible.
2. Indicate if a recommended book is "strongly" recommended.
3. Section letters are ALWAYS necessary. If there is more than one section, a separate textbook order must be submitted for EACH section including the name of the instructor teaching that section.
4. If no text is to be used, it would be helpful if a form were submitted stating this.
5. Use first author or editor when there is a series of authors or editors.
6. If you have not chosen all the books for the course, submit what you do have at this time. Send additional information as soon as possible.

7. When requesting a title from a source other than a commercial book publisher, please supply accurate addresses of such publishers or distributors. Associations, foundations, and the like are not listed in book trade bibliographic sources, and therefore, are unknown to bookstores.

MM. Travel --St. Louis policy??

<http://www.umsl.edu/services/academic/14t.htm>

Authorization of travel funds for faculty and staff members are determined by the college or school dean or unit director (or their designated representatives) who allocates such funds according to the needs of the division, department and/or area. The campus policy relating to travel expenses holds that hotel and motel accommodations shall be "reasonable and necessary." The amounts for meals are: breakfast, \$10.00; lunch, \$10.50; and dinner, \$21.50. These amounts include allowances for tips. Reimbursement for private automobile use is \$0.31 per mile. Amounts in excess of these must be authorized by the Dean of the division and the Vice Chancellor for Academic Affairs. For more detailed information on reimbursement for meals see:

University Cars. A limited number of University-owned vehicles are available for the conduct of official University business. Mileage will be charged to the department authorizing the use of a University-owned vehicle. University-owned vehicles may be assigned to employees of the University, both full-time and part-time, who are properly licensed to operate a motor vehicle. Passengers in a University automobile shall be limited to University employees, other persons who are traveling on official University business, and official guests of the University. Authorized passengers who are properly licensed to operate a motor vehicle may also drive to assist the employee to whom the University-owned vehicle is assigned.

The Office of Facilities Services (243 General Services Bldg.) schedules use of all University vehicles. Car assignments and keys may be picked up from this office. Reservation of a University car should be made in advance. Complete information on use of University vehicles and travel regulations are available from the Office of the Vice Chancellor for Administrative Services.

NN. University Equipment and Name, Use of

<http://www.umsl.edu/services/academic/3uuen.htm>

Teaching and research staff may use University equipment and resources in the performance of consultation and other non-University work permitted by University policy (see UM Business Policy Manual, Section 100) provided such use does not conflict with University needs and is in the best interest of the University. When such use is other than incidental (this determination is made by the campus Chancellor), prior arrangements must be made for payment. A written agreement between the University and the firm or organization for which the work is being performed is required. For further information, see the UM Business Policy Manual, Section 100, "Using University Equipment and Resources in Non-University Work." In addition, the University name shall not be used for commercial or promotional advertising purposes, nor should the name of the University be identified in any way with the aims, policies, programs, products or opinions of any organization or its members. Exceptions may be made by the Board of Curators upon the recommendation of the President. When an exception is made, the conditions for using the name will be prescribed.

OO. University Doctoral Faculty --St. Louis policy ?????
<http://www.umsf.edu/services/academic/3udf.htm>

The University Doctoral Faculty is composed of faculty members from the four campuses who are qualified to direct doctoral dissertations in their disciplines. These faculty are appointed by their Chancellors to renewable five-year term after review by departments, a campus-wide Doctoral Faculty Selection Committee, and the Graduate Dean. Membership on a campus graduate faculty does not necessarily entitle faculty members to membership on the University Doctoral Faculty. The University Doctoral Faculty neither meets nor has corporate legislative power.

PP. University Press

QQ. University Sponsored Educational Material

RR. Virtual University

IV. FACULTY RESEARCH, RESOURCES, AND SERVICES

A. Archival Program

B. Academic Computing

C. Graduate Studies and Research Office
(<http://www.umkc.edu/umkc/catalog/html/search.html>)

(Within the four-campus University of Missouri system, UMKC has been designated as the primary campus for graduate and professional study.

UMKC currently offers more than 50 graduate-degree programs at the master's, educational specialist, and doctoral levels. Graduate students represent about 32 percent of the total campus enrollment. In fall, 1997, 60 percent of the graduate population at UMKC were women, 11 percent were members of an ethnic minority, and 13 percent were international students. Nearly three-fourths of the graduate students were enrolled on a part-time basis (fewer than nine credit hours per term). The average age of the graduate student population was 35. UMKC's nearly 400 regular graduate faculty members include respected scholars in fields ranging from genetics to telecommunications, from cell biology to urban policy studies, from aging studies to the history of Muslim and Jewish cultures, to literature and theater history. In addition, more than 200 UMKC faculty have met the rigorous criteria for appointment to the UM doctoral faculty.

Three faculty groups, representing a campus cross section, set and interpret policy and monitor the quality for graduate education at UMKC. The Graduate Council and the Ph.D. Executive Committee are chaired by the vice provost, research/dean, School of Graduate Studies. The Graduate Officers Committee is chaired by the associate dean of the School of Graduate Studies. The School of Graduate Studies provides leadership and coordination of all graduate programs and serves as the academic home for students admitted to the interdisciplinary Ph.D. program. The School of Graduate Studies also is responsible for monitoring compliance to the campus-wide minimum graduate academic regulations.

D. Law Library (<http://www.law.umkc.edu/library/law.htm>)

School of Law, 52nd and Oak, 235-1650

The Law Library has 184,637 volumes and 3,925 current serial subscriptions, as well as a large collection of federal and state laws and cases. Copying services are available. Hours are 7:30 a.m.-10 p.m. Monday through Thursday; 7:30 a.m.-5 p.m. Friday; 9 a.m.-5 p.m. Saturday; and noon-10 p.m. Sunday.

The Leon E. Bloch Law Library is located within the University of Missouri-Kansas City Law School. The Library's collection spans three floors of the school. It is specifically designed to facilitate the work of the legal scholar through making available all types of information resources.

The Library is a comfortable, efficient and user-friendly facility. Holdings encompass all major areas of legal scholarship and practice. Most of the collection is on open shelves, with ample research and study space provided by tables and study carrels.

In addition to a strong print collection, the library contains a Electronic Resource Center that houses computer-assisted legal research terminals (LEXIS and WESTLAW), dozens

of commercial CD-ROM databases, and a local area network for instructional and research purposes. Law students have access to the all components of the Internet through user-friendly interfaces. Other automated learning tools include computer- assisted legal instruction (CALI) exercises, word processing software, a spreadsheet program and an outlining program.

E. Office of Research Administration
(<http://www.umkc.edu/depts/gfr/ora/#about>)

The principal resource of any university is its faculty. The recruitment and retention of high caliber faculty members therefore is essential to the teaching and research missions of the university. The successful pursuit of these institutional goals requires that faculty receive support and encouragement in their search for and dissemination of knowledge. The Office of Research

Administration plays a role in providing this support by overseeing the administration of internal and external grants and contracts related to academic research and sponsored programs. The Vice Provost for Research chairs the UMKC Research Board, that makes recommendations on internal funding, and chairs the UMKC Faculty Fellowship Review Committee, that makes recommendations on awards for Faculty Fellowships and Visiting Professorships. The office also manages other award programs, including the Veatch Award, Pierson Award, and the campus competition for the President's Awards for Teaching, and Research.

F. Research Board -- St. Louis policy ??????
<http://www.umsl.edu/services/academic/4rb.htm>

An endowment created by the sale of the University of Missouri's Weldon Spring property in 1979 is used to support faculty research and scholarship. The funds are administrated by a system-wide Research Board consisting of 16 faculty appointed by the President. Proposals to the twice yearly competitions are peer reviewed. The Research Board assesses the investment potential in each proposal, as well as the increased stature of the University likely to result from a positive funding decision.

G. System-Wide Research Facilities

H. Technology for Learning and Teaching Center (MNL)

I. University Libraries
(<http://www.umkc.edu/html/handbook/services-and-resources/sr100.html>)

The UMKC University libraries provide a full range of information services at four locations: the Miller Nichols, health sciences, dental and law libraries. Services are based on combined collections of 1,005,724 volumes, 8,868 current serial subscriptions, and substantial collections of government documents,

microforms, sound recordings and musical scores. Access to library holdings on all four University of Missouri campuses is available through the on-line catalog MERLIN.

Supplementing the resources of the UMKC libraries are campus collections in the Western Historical Manuscript Collection and the Campus Archives.

Miller Nichols Library

51st and Rockhill Road, 235-1534

The Miller Nichols Library provides facilities, resources and services in support of the humanities, social sciences, education and business. Special collections include the Snyder Collection of Americana and materials on local history. Copying services are available. Hours are 7:30 a.m.-11 p.m. Monday through Thursday; 7:30 a.m.-5 p.m. Friday; 10 a.m.-5 p.m. Saturday; and 1-11 p.m. Sunday. Hours for intersession and summer session are posted accordingly.

Music/Media Library

Miller Nichols Library, Ground Floor
235-1675

The Music/Media Library has 59,606 volumes and 288 current serial subscriptions. It contains books, periodicals, phonograph records, scores and microprints. VCRs, compact disc players and record players are available. The library also contains the Midwest Center for American Music and the MARR Sound Archive.

Dental Library

School of Dentistry, Third floor
650 E. 25th St., 235-2030

The Dental Library has 23,939 volumes and 432 current serial subscriptions. Copying services are available. Hours are 7:30 a.m.- 9 p.m. Monday through Thursday; 7:30 a.m.-6 p.m. Friday; noon-5 p.m. Saturday; and noon-5 p.m. Sunday.

Health Sciences Library

School of Medicine, Second floor
2411 Holmes, 235-1880

The Health Sciences Library has 77,688 volumes and 775 current serial subscriptions. Copying services are available. Hours are 8 a.m.-10 p.m. Monday through Thursday; 8 a.m.-5:30 p.m. Friday; 9 a.m.- 5 p.m. Saturday; and 1:30-10 p.m. Sunday.

- **Other Libraries**

The Linda Hall Library of Science and Technology, one of the largest science and technology libraries in the United States, is open to all UMKC students. Although it is located in the heart of the UMKC campus, the Linda Hall Library is a separate research institution. Call 363-4600.

The University is a member of the Center for Research Libraries. Special area research libraries include the library of the Federal Reserve Bank in metropolitan Kansas City and the Truman Library in Independence. The William Rockhill Nelson Gallery of Art Reference Library has special collections devoted to Oriental art and the graphic arts. Addresses, phone numbers, and hours of area public libraries are available at the service desks of the UMKC libraries.

J. University Press

<http://www.umsi.edu/services/academic/4up.htm>

The University of Missouri Press is the scholarly book-publishing operation of the University. The publishing list contains scholarly works in the areas of literary criticism; art, art history, history, regional studies, and related areas. Inquiries concerning manuscripts in these areas are welcome. The Press publishes the work of scholars from institutions throughout the United States. Manuscripts invited for consideration are evaluated by at least two scholars in the discipline involved and must be approved for publication by the University Press Committee which is composed of faculty members from the four campuses who are appointed by the President. All manuscripts accepted for publication are edited, designed, produced, marketed, and distributed as a normal activity of the ongoing publishing program. The Press currently publishes 25 to 30 new books every year with seasonal catalogues and other information available upon request.

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VI. FACULTY SERVICE

A. Introduction??

B. Student Advising

(<http://www.umkc.edu/umkc/catalog/html/search.html>)

Advising System

Faculty and staff advisers assist students in choosing majors and planning their academic programs, help students with related matters and problems of an academic nature, and inform students about the general degree requirements of the College. Academic advising responsibilities are distributed among faculty advisers, professional advisers in the Arts and Sciences Advising Office and the Admissions Office in the following manner:

Undergraduate and graduate faculty advisers in each department or program advise students who have declared majors in their major field of study, in general degree requirements, and in graduate study requirements. Faculty advisers designated as "Dean's Advisers" advise students still deciding on a major or who have chosen the bachelor of liberal arts degree.

Professional and graduate-student advisers in the Arts and Sciences Advising Office in Scofield Hall advise bachelor of liberal arts students, including students in the Program for Adult College Education (PACE), advise students on probation, help all undergraduates with special requests and problems, do evaluations of transfer courses, and conduct degree audits prior to graduation on all bachelor's degree-seeking students.

Students required to secure an adviser's approval before enrolling include:

- All freshmen
- General Studies and undeclared students
- Probationary students
- Students requesting overloads or credit/no credit option
- Undergraduate majors in art, physics and theater
- Graduate majors in chemistry, English, geosciences, sociology, and theater

Students are expected to take the initiative in seeking academic advice and counsel. The appropriate College or school section of this catalog, or the appropriate dean's office, should be consulted regarding the academic advising system in the College or school.

C. System-wide Committees

D. UMKC Campus Committees

VI. REGISTRARS OFFICE

A. Academic Amnesty Policy

The University of Missouri-Kansas City has an Amnesty policy to enable those students who did not perform adequately in their undergraduate enrollment at UMKC to be given a second chance to pursue their academic goals. The policy is as follows:

I. A student may apply for amnesty if s/he meets the following requirements:

1. Has not been enrolled at UMKC at any time during the past two years.
2. Applies for readmission at UMKC, and applies for academic amnesty at the time of the application for admission or (if already admitted) during the first semester of re-enrollment.

NOTE: Amnesty for prior terms at UMKC will not be considered for students who are enrolled or are enrolling at schools other than UMKC

II. Academic Amnesty will be implemented as follows:

1. Grades for ALL courses taken in the period of time for which amnesty is requested will be marked if the request is approved. The student may not choose specific courses to be marked, leaving others unmarked.
2. The original grade will remain on the student's record, but will be marked by an "x" preceding the grade. For plus/minus grades, the plus or minus will be dropped and the base grade will be used. For example, grades of A, B+, B, B-...F will be changed to XA, XB, XF. These hours and grades will remain on the transcript, but will not count toward cumulative hours nor GPA, nor can they be used to fulfill any degree requirements, regardless of the original grade.
3. A statement "Grades granted amnesty by faculty committee action" (or similar) will follow the last course on each term granted amnesty.
4. The change to the transcript will be made after the fourth week of classes in the term in which the student re-enrolls. If the student then withdraws before grades are awarded at the end of that term the grades will be returned to the original grade.
5. The student will be able to receive amnesty only one time (for one or multiple terms) at UMKC.

B. Appeal of Grade(s) & Grade Changes

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the

criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- (1) the assignment of a grade to a particular student on some basis other than the performance in the course;
- (2) the assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
- (3) the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Appeal Procedures

Step 1. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester.

Step 2. If the matter cannot be resolved by consultation with the instructor, the student should use the departmental grade-appeal procedure. Every academic unit (school, College or department) must have a set of appeal procedures that are to be made available to students on request. These procedures will specify the manner in which the departmental review of the challenged grade will be conducted.

Step 3. If the matter is not resolved at the departmental level, an appeal can be made to the academic dean, in accordance with the school's or College's appeals process.

The decision of the dean will be communicated to the student, the instructor and the department.

Step 4. If the matter is not resolved within the school or College, the student may appeal to the chancellor or designated representative. This appeal must be made within 10 consecutive calendar days after notification of the decision of the dean.

Step 5. The chancellor or designated representative shall review the full record of the case and appeal documents. At this level, the chancellor may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter.

The decision of the chancellor, or designated representative, is final and will be communicated to the student, the instructor, the department and the dean of the school or College.

C. Closed-Class Slips

D. Electronic Access to Class Lists

(<http://www.umkc.edu/registrar/eclass.html>)

What are Electronic Class Lists (Rosters):

The web application has been designed for easy access to class lists. These class lists are exactly what appear on the printed class lists that the instructor receives each semester. The class list may look slightly different, however, as they will only have the same number of lines as there are students enrolled in the class. For security reasons, the students' social security numbers have been truncated to include only the last 5-digits. The electronic version will allow the class lists to be viewed through a web browser or downloaded for use on a PC or MAC.

E. Grading (+/-)

Grading Systems

The following is the grading and grade-point system at UMKC:

Letter Grade	Description	Points per Semester Hour
A	The highest grade Work of distinction	3.7
B+		3.3
B		3.0
B-		2.7

C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		0.7
F	Failure without credit	0.0
WF	Withdrew failing	0.0
W	Withdrew; no academic assessment	-
I	Incomplete	-
AT	Audit	-
CR	Credit only	-
NC	No Credit	-
P	Passing	-
S	Satisfactory	-

In terms prior to and including 1985, any of the above grades might be preceded by an R indicating a repeated course. These grades are not included in either total hours or the grade-point average. (Examples: RC, RD, RF.) Since 1985, all grades, including those in repeated courses, are included in the grade-point calculation. For the 1993 fall semester, UMKC began using the "Plus/Minus" grading system for grades A, B, C, and D. The grade of "A+" is valid only for students in the School of Law.

F. Incomplete Grade

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. An Incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course or attending additional classes. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F.

G. Touchtone Registration Advising Release

H. Wait-List Procedure

I. Withdraw from Course

VII. STUDENT AFFAIRS INFORMATION

A. Open Campus Statement

The "open campus" has long been a traditional policy at UMKC. During formal sessions or in informal settings, the entire academic community, students and faculty have the right to hear and express varying viewpoints. These discussions often center on such areas as educational, research or service functions and objectives of the University.

In addition, the freedom to demonstrate in an orderly fashion as a means of presenting views is recognized by the University. However, UMKC does not condone demonstrations that interfere with the freedom of decision and action of other students, or that prevent the free movement of students to or from classes, lectures, seminars or employment interviews. When such demonstrations occur, the institution and academic community must take action, even if such action protects the rights of just one student. Freedom of expression is one of the hallmarks of a democratic society. While orderly demonstrations are not to be interpreted as infractions of University rules, disorderly demonstrations that disrupt the normal life on campus are considered violations. In these cases, individuals who are responsible will be dealt with through the established disciplinary procedures and policies.

B. Alcohol & Drugs on Campus (See VIII.E.)

C. Campus Bus Schedule

(<http://www.umkc.edu/html/handbook/services-and-resources/sr050.html>)

5444 Troost Ave., 235-1381

Free bus service is provided for Volker students, faculty and staff. Bus schedules are posted at the AC, PAC, and 4825 Troost, and may also be obtained from the bus drivers. Bus stops are positioned at strategic locations identified by blue-and-white bus stop signs.

D. Child Care

Berkley Child and Family
Development Center
1012 E. 52nd Street, 235-2600

The Edgar L. and Rheta A. Berkley Child and Family Development Center provides quality care and education for young children and serves as a research and training site for University students. The center is administered through the School of Education and is part of the academic unit.

Enrollment is open to the University population and the community-at-large. Tuition-assistance scholarships are available for families and are awarded based upon financial need. The center provides programming for children age 6 weeks to 6 years. During the summer, the center provides programming for school-aged children 6- to 8-years-old. The center is accessible to children with special needs. Tours are available upon request.

The center is accredited and licensed through both the National Academy of Early Childhood Centers and the state of Missouri. Center hours are 6:30 a.m. to 6 p.m. weekdays. To inquire about enrollment or academic usage, contact the center.

E. Computer Labs

(<http://www.umkc.edu/umkc/catalog/html/search.html>)

Several computer labs located on campus provide students with state-of-the-art computing technology. Computing Services offers a wide range of computing and networking facilities. Four general use microcomputer labs are available to all UMKC students:

- Cockefair Hall -- Room Two
- Miller Nichols Library -- Third Floor
- Bloch School of Business and Public Administration -- Room 110
- University Center -- Lower Level

These labs are equipped with PC clones, laser printers, and scanners. A list of hardware and software available in each lab is found at <http://www.umkc.edu/labs>. In addition, there are labs supported by individual academic units. Some of these labs and their facilities are listed at <http://www.umkc.edu/labs/other-labs.html>.

Internet access is available for all students, faculty, and staff. All PCs on campus are attached to a high-performance network that is connected to a high-speed Internet link. An e-mail account is provided on request and remote access software is available.

The University has established guidelines that regulate the use of University-owned computer resources. In addition, there are limits to the amount of dialup access each person is allowed.

F. Course Catalog

(<http://www.umkc.edu/umkc/catalog/html/intro/0040.html>)

The text of the UMKC 1998-99 General Catalog is available in an electronic version. To access the catalog, you'll need browsing software, such as Mosaic or Netscape. The URL (address): <http://www.umkc.edu/catalog>

The online version of the General Catalog should be used for informational purposes only, and in no way should be considered as having contractual obligations.

The online version and the printed version of the 1998-99 UMKC General Catalog should mirror each other. In a document this all-encompassing and for an institution that changes continually, however, there is bound to be information that has been updated after the printing date. Always consult the Office of Admissions for the most current information concerning rules, policies, fees, degree requirements, curriculum or other matters. You may reach the Admissions office at (816) 235-1111. You'll find the web site at <http://www.umkc.edu/admit>

G. Emergency Procedures

Emergencies can occur during class or outside of class. In such an emergency, immediately call the UMKC campus police at **235-1515**. Do not call the Kansas City police department or fire department. Calling off-campus services will negatively impact emergency response time on campus.

H. English Proficiency Test

(<http://www.umkc.edu/umkc/catalog/html/search.html>)

For information on the Written English Proficiency Test, see the general requirements for the College's bachelor of arts, bachelor of science, and bachelor of liberal arts degrees, as well as the General Undergraduate Academic Regulations and Information section of this catalog.

The Applied Language Institute (ALI), a joint program of UMKC and the Metropolitan Community Colleges, has programs that are specially designed for students whose goal is to learn English or to increase their English proficiency for academic, business or personal reasons. Classes are available at the beginning, intermediate and advanced levels. Students may receive up to 20 hours of instruction per week in listening/speaking, reading/vocabulary, grammar/composition and TOEFL preparatory classes. To allow for personalized instruction, the program provides small classes and, in addition, all students in the ALI have access to a state-of-the-art multimedia language resource center.

On arrival, all students are tested by experienced faculty and placed at an appropriate level of instruction. At the end of each term, students may take the TOEFL exam. Students also receive a written evaluation and a certificate of attendance.

Classes for the Intensive English Program are generally held at Penn Valley Community College (PVCC), which is part of the Metropolitan Community College system. Day and evening classes are provided at all levels, including the basic beginner's level; students may enter the program at their own best level.

At UMKC, the Academic English for Non-Native Speakers Program is designed for students who wish to improve their English skills for academic study or professional practice. Students may take all or part of the full five-course program of study. The ALI provides supplemental English classes for non-native speakers of English who have been fully admitted to a University program, but who need additional English instruction. The ALI now offers an intensive English program.

Both UMKC and PVCC have offices for student testing, visitor's information and academic counseling. Each campus also has experienced international advisers. Students are invited to inquire about the programs. Regular programs run from late August through December, January through May and June through July. The ALI also offers a variety of specialized short-term and group programs for specific organizations and businesses that include both language and cultural training.

I. Faculty Guide on Students with Disabilities (See VIII.K.)

J. Hazing Policy

Hazing is strictly prohibited in the State of Missouri and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization.

Acts of hazing include, but are not limited to:

Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance.

Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity.

Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Hazing is a class C Felony.

K. Harassment Policy (See VIII.C.)

L. Housing

(<http://www.umkc.edu/housing/intro.html>)

Location: 144 University Center
5000 Rockhill Rd.

Mailing Address: 5100 Rockhill Rd.
Kansas City, MO 64110-2499

*Phone
(816) 235-1412

Fax
(816) 235-1419

E-mail
housing@umkc.edu

Hours
8 a.m. - 5 p.m.
Monday - Friday

On-campus: Residence Hall

The University of Missouri-Kansas City Residence Hall is conveniently located on the campus, and provides comfortable, fully air-conditioned rooms for men and women students. The Residence Hall is considered an integral part of the educational program. It is more than merely a place in which students can eat and sleep; it is a living unit in the true sense of the term. The Residence Hall staff, in cooperation with the Residence Hall Council, provides voluntary educational, social, cultural and recreational activities exclusively for the benefit of the residents.

Off-campus Housing

Apartments

The apartments listed here are just a small sampling up the apartments available in the UMKC area. This list is provided for informational purposes only. The fact that an apartment is listed does not imply any endorsement by UMKC of that apartment. Likewise, the fact that an apartment is not listed does not imply any criticism of that apartment by UMKC.

Twin Oaks Apartments: Adjacent to UMKC

Secured buildings Free off-street parking/Parking garage (fee)
Studios, 1, 2, 3 bedroom apartments
24-hour emergency
maintenance
Hair salon
Laundry rooms
Water and heat provided
Cable hookups available
Located on 2 Metro bus lines
Walk to grocery store, banks,
Plaza
5000 and 5050 Oak Street
(816) 561-2165

Tropicana Apartments:

3 blocks from UMKC
Walk to grocery store, banks, Plaza
Near Metro bus lines
110 E. 51st Street
(816) 931-4157

Gallery East Apartments:

4 blocks north of UMKC
Walk to Nelson Art Gallery
Near Metro bus line
4618 Campbell
(816) 753-5884

Whitehall Apartments:

3 blocks north of UMKC
Secure building
Off-street parking
Walk to Plaza, Nelson Art Gallery
323 Brush Creek
Boulevard
(816) 561-3796

The Plaza-Westport-Midtown areas of Kansas City are packed with a huge selection of apartments. Because of the proximity of three institutions of higher education to these areas (Rockhurst College is adjacent to UMKC on the southeast, and the Kansas City Art Institute is just a few blocks to UMKC's northwest), a large number of these apartments cater to students. Rental rates vary widely depending upon the exact location and

condition of the building, but the following table will give you a rough idea of what kind of monthly rents to expect in the area apartments most frequently occupied by students.

The best way to find an apartment near UMKC is to just drive around and look, they are everywhere. For apartments near UMKC's Volker Campus, the best place to look is in the Plaza-Westport area, or in the Nelson Art Gallery area. For apartments closer to the Hospital Hill Campus, there are a number of apartments in the Midtown area, especially along and near Armour Boulevard. If a guide is more your style, you can pick the free apartment guides found near the entrances of most of the area grocery stores and coffee shops, or call any of the Apartment Hunt services listed in the yellow pages

If you need help finding off-campus housing, you might consider "SHARP" - the Student Housing Assistance and Referral Program. Located in the Welcome Center, this computerized program can put you in touch with local property owners and managers, as well as potential roommates. The best thing about the SHARP database is that it provides you with specific information, so you can tailor your search to fit your needs. For more information, please contact the Welcome Center located in the lower level of the University Center at 235-UMKC.

M. International Students

N. Notification of Student Death

Student Death Procedure:

In the event of a student death, the Office of the Vice Chancellor for Student Affairs acts as the campus information clearinghouse and the University's representative to the family. Any faculty or staff member who learns of a student's death should notify the Office of the Vice Chancellor for Student Affairs immediately. The Vice Chancellor's Office will then notify all relevant campus offices as well as the student's instructors. This communication is handled by phone in order to expedite notification. It is the expectation of the Vice Chancellor for Student Affairs and Enrollment Management that as offices are notified, they correct all departmental records and insure that correspondence to the student and/or the family is stopped. A letter of condolence on behalf of the University is also sent to the family over the Vice Chancellor's signature. Should a faculty member have a need to communicate with the family, the faculty member should contact the Office of the Vice Chancellor for Student Affairs at 235-1141 who will communicate on your behalf with the family.

The above procedures are in place so that information regarding a student's death is distributed accurately and efficiently and the family deals with only one office to resolve outstanding University business.

Extended Student Illness

In the event that a student contacts the Office of the Vice Chancellor for Student Affairs to notify the University that they will be out for a period of time due to illness, the Vice Chancellor's Office will notify the appropriate instructors as a courtesy to the student. It is the responsibility of the student to follow up with their instructors to make necessary arrangements regarding missed assignments, class time, etc.

O. Ombudsperson

336 Administrative Center, 235-2222
E-mail at ombuds@umkc.edu

The UMKC OmbudService is a central source of information regarding University policies and procedures, as well as a referral source for students, faculty and staff. The OmbudService is located in the Office of the Vice Chancellor for Student Affairs. OmbudService staff are committed to helping individuals work within the UMKC bureaucracy to solve problems, get answers and improve services.

The OmbudService does not provide an arbitrator role and does not interact in a formal student or faculty grievance procedure.

P. Parking

Students with motor vehicles need the minimum amount of liability insurance required by Missouri law. There is no free parking at UMKC - day or night. Students must park and pay at the meters or purchase a parking permit. Parking is available in the metered areas located throughout the campus. Anytime a vehicle is parked in a metered space the meter MUST be paid, even if a University parking permit has been purchased and is displayed on the vehicle.

Q. Smoking Policy

January 8, 1993

This policy is established to reaffirm UMKC's commitment to improve and protect the health of all persons occupying or visiting University buildings and to comply with the laws enacted by the State of Missouri.

Policy

1. Smoking (the use of cigarettes, cigars, pipes or other devices to generate smoke from tobacco or other products) is prohibited in all classrooms, shops, laboratories, or other areas providing academic instruction of students.
2. Smoking is prohibited in all UMKC buildings, except in designated areas which may include enclosed offices assigned to an individual occupant.

3. Where smoking is allowed by this policy, employees of a building may, through their respective administrative channels and in consultation with the other units in the building, further restrict or regulate smoking with the prior approval of the Chancellor or her designee. However, each building shall provide a designated smoking area where employees may smoke during the workday, provided such area can be adequately ventilated at minimum cost, within the physical confines of each facility.
4. Policies that are more restrictive in particular buildings must be properly posted and information distributed to all employees and students on a recurring basis.
5. Compliance with the UMKC Smoking Policy is the responsibility of each employee and student. Each unit supervisor is responsible for the enforcement of the policy within his/her facility or unit. Reasonable efforts to prevent smoking in the building must be made by each unit supervisor.

R. Student Conduct Code

Conduct for which students are subject to sanctions falls into the following categories:

1. Academic dishonesty, such as cheating, plagiarism or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests or examinations.

The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii)

unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

he term sabotage includes, but is not limited to, the nauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
 3. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
 4. Physical abuse or other conduct which threatens or endangers the health or safety of any person.
 5. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
 6. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.
 7. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University provided housing, or the use of University facilities, or the time, place and manner of public expression.
 8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations.
 9. Disruptive or disorderly conduct or lewd, indecent or obscene conduct or expression.
 10. Failure to comply with directions of University officials acting in the performance of their duties.
 11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 12. Actual or attempted theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - Use of computing facilities to interfere with normal operation of the University computing system.
 - Knowingly causing a computer virus to become installed in a computer system or file.

(For a complete copy of the University of Missouri "Student Conduct Code and Rules of Procedure in Student Disciplinary Matters," please see the current UMKC General

Catalog, access the University web site, or contact the Office of the Vice Chancellor for Student Affairs.)

S. Student Government Association (SGA)

(<http://www.umkc.edu/html/handbook/services-and-resources/sr150.html>)

G-7 A, University Center, 235-1426

As the student government of UMKC, SGA represents all students on campus and acts as the student advocate with the administration and faculty. The executive branch has four elected officers: president, executive vice president, administrative vice president and comptroller. Elections are held every February. The legislative branch, known as the student senate, comprises elected representatives from the academic units that make up UMKC. The judicial branch is vested in UMKC's Superior Court. Each school and college is governed by a school council which reports to the SGA.

T. Student Life Office

(<http://www.umkc.edu/html/handbook/services-and-resources/sr150.html>)

G-6 University Center,
235-1407

The Student Life Office provides services and programs that are responsive to student development, including the physical, social, cultural, recreational, educational, intellectual and lifelong learning needs of the campus and surrounding community. The Student Life Office also is responsible for the administration of Communiversity, Greek organizations and campus programs, including Alcohol Awareness, the Involvement Challenge, SELECT and fiscal advisement to all UMKC student organizations. Questions, including those about student conduct issues, also can be directed to the Student Life Office.

U. Student Profile

V. Student Records Policy (FERPA) (See VIII.J.)

W. Study abroad/exchange students

(<http://www.umkc.edu/umkc/catalog/html/ug-reg/9999.html>)

Any UMKC student considering or preparing for an academic course, program of study, or educational experience outside of the United States for which he or she intends to be awarded academic credit is to contact the Center for International Affairs. The Guidelines For University of Missouri Sponsored Study Abroad Programs were approved by the Board of Curators in December 1998 and become effective August 15, 1999. The Guidelines outline responsibilities for any study abroad participant on a UMKC-sponsored program, the participant's parents and/or guardians,

and the Center for International Affairs. The complete Guidelines and other documents relevant to an international experience can be found at the Center for the International Affairs or through their website:

Center for International Affairs
5235 Rockhill Road
(816) 235-5759
<http://www.umkc.edu/international>

Prior to participation in a UMKC-sponsored program, consent must be given in writing using the University of Missouri release form. This release form is also available at the Center for International Affairs and on their website (listed above).

The following chart briefly describes each class of nonimmigrant:

Nonimmigrants

Visa Symbol	Class	Section of Law
A-1	Ambassador, public minister, career diplomat or consular officer, and members of immediate family	101(a)(15)(A)(i)
A-2	Other foreign government official or employee, and members of immediate family	101(a)(15)(A)(ii)
A-3	Attendant, servant, or personal employee of alien classified A-1 or A-2, and members of immediate family	101(a)(15)(A)(iii)
B-1	Temporary visitor for business	101(a)(15)(B)
B-2	Temporary visitor for pleasure	101(a)(15)(B)
C-1	Alien in transit	101(a)(15)(C)
C-2	Alien in transit to United Nations headquarters district under Section 11 [3], [4], or [5] of headquarters agreement	101(a)(15)(C)
C-3	Foreign government official, members of immediate family, attendant, servant, or personal employee, in transit	212(d)(B)
D	Crewman (seaman or airman)	101(a)(15)(D)
E-1	Treaty trader, spouse, and children	101(a)(15)(E)(i)
E-2	Treaty investor, spouse, and children	101(a)(15)(E)(ii)
F-1	Student in academic or language program	101(a)(15)(F)(i)
F-2	Spouse or child of student in academic or language program	101(a)(15)(F)(ii)
G-1	Principal resident representative of recognized foreign member government to international organization, staff, and members of immediate family	101(a)(15)(G)(i)
G-2	Other representative of recognized foreign member government to international organization, and members of immediate family	101(a)(15)(G)(ii)
G-3	Representative of nonrecognized or nonmember foreign government to international organization, and members of immediate family	101(a)(15)(G)(iii)
G-4	International organization officer or employee, and members of immediate family	101(a)(15)(G)(iv)
G-5	Attendant, servant, or personal employee of alien classified G-1, G-2, G-3, or G-4, and members of immediate family	101(a)(15)(G)(v)
H-1A	Temporary worker performing professional nursing services	101(a)(15)(H)(i)(a)
H-1B	Temporary worker in a specialty occupation	101(a)(15)(H)(i)(b)
H-2A	Temporary agricultural worker	101(a)(15)(H)(ii)(a)
H-2B	Temporary worker performing nonagricultural services unavailable in the United States	101(a)(15)(H)(ii)(b)
H-3	Trainee	101(a)(15)(H)(iii)
H-4	Spouse or child of alien classified H-1, H-2, or H-3	101(a)(15)(H)(iv)
I	Representative of foreign information media, spouse, and children	101(a)(15)(I)
J-1	Exchange visitor	101(a)(15)(J)

J-2	Spouse or child of exchange visitor	101(a)(15)(J)
K-1	Fiancée or fiancé of U.S. citizen	101(a)(15)(K)
X-2	Child of fiancée or fiancé of U.S. citizen	101(a)(15)(X)
L-1	Intracompany transferee	101(a)(15)(L)
L-2	Spouse or child of alien classified L-1	101(a)(15)(L)
M-1	Student in vocational or other recognized nonacademic institution	101(a)(15)(M)(i)
M-2	Spouse or child of student in vocational or other recognized nonacademic institution	101(a)(15)(M)(ii)
N-8	Parent of an alien child accorded special immigrant status	101(a)(15)(N)
N-9	Child of an alien parent accorded special immigrant status	101(a)(15)(N)
NATO 1-7	Includes the principal permanent representative of a NATO state; other representatives of member states; official clerical staff; officials of NATO; experts; members of a civilian component accompanying a force; attendants, servants, or persons of employees of NATO visa holders; and members of immediate family of the above.	Various treaty articles
O-1	Workers of "extraordinary" ability in the sciences, arts, education, business, or athletics	101(a)(15)(O)
O-2	Workers who accompany and assist O-1 aliens	101(a)(15)(O)(i)
O-3	Family members of O-1 and O-2 aliens	101(a)(15)(O)(ii)
P-1	"Internationally recognized" entertainers and athletes	101(a)(15)(P)(i)
P-2	"Reciprocal exchange" artists and entertainers	101(a)(15)(P)(ii)
P-3	"Culturally unique" artists and entertainers	101(a)(15)(P)(iii)
P-4	Family members of P-1, P-2, or P-3 aliens	101(a)(15)(P)(iv)
Q	Cultural Exchange Visitors	101(a)(15)(Q)
R	Religious Workers	101(a)(15)(R)
S	Federal Witnesses	101(a)(15)(S)
TN	Professionals from Canada or Mexico who enter the United States under the NAFTA agreements	214 (e)
TD	Dependents of TN professionals	214 (e)

X. Supplemental Instruction

(<http://www.umkc.edu/cad/si/Sidocs/SIOVerviewdoc.htm#Goals>)

Goals, Purpose and Audience for Supplemental Instruction (SI). The Supplemental Instruction (SI) model of student academic assistance helps students in historically difficult classes master course content while they develop and integrate learning and study strategies. Goals of SI include: Improve student grades in targeted historically difficult courses Reduce the attrition rate within those courses Increase the eventual graduation rates of students. Some educational researchers (Dimon, 1988; Keimig, 1983) have concluded that it is difficult to teach transferable study skills in isolation from content material, and SI offers an alternative. Experts in higher education have recognized that there is a need for increased emphasis on student retention, particularly for first-generation and economically-disadvantaged students. American society cannot afford the economic and social cost of college drop outs who are not able to fulfill their potential.

All students in a targeted course are urged to attend SI sessions, and students with varying ability levels and ethnicities participate. There is no remedial stigma attached to SI since historically difficult courses rather than high risk students are targeted.

Y. Writing Lab

(<http://www.umkc.edu/html/handbook/services-and-resources/sr200.html#writing>)

5201 Rockhill Road, Second floor, 235-1146

Whether it's developing ideas, honing grammar skills or organizing essays, theses or dissertations, the writing lab assists students at all levels who want help with their writing. Tutoring hours are 8 a.m.-8 p.m. Monday - Thursday, 8 a.m.-5 p.m. Friday.

VIII. POLICIES

(<http://www.umkc.edu/umkc/catalog/html/append/conduct/index.html>)

A. UMKC AIDS Policy Statement

To address special needs of the University of Missouri-Kansas City, the following policy has been adopted:

Faculty, staff and students should be aware that discrimination on the basis of race, color, religion, national origin, ancestry, sex, age and handicap (to include AIDS), is prohibited by state law. All are expected to conduct university-related activities without any such discrimination. Failure to fulfill these obligations may subject faculty, staff and students to disciplinary action. Such action shall be taken in accordance with the following University of Missouri procedures: Rules of Procedure in Student Disciplinary Matters and the Dismissal for Cause Procedure.

Those who feel they may have been discriminated against may use the Grievance Procedure for Administrative, Service and Support Staff; Discrimination Grievance Procedure for Students; and Academic Grievance Procedures. The above statement is based upon the recommendations of the Missouri Human Rights Commission and is in accordance with the statements of professional responsibility and codes of ethics of the Association of American Medical Colleges, the American Medical Association, the American Dental Association, and the National League of Nursing.

B. Bomb Threat Procedure (April 22, 1999)

THE FOLLOWING PROCEDURES SHALL BE FOLLOWED IN THE EVENT OF A BOMB THREAT INVOLVING UNIVERSITY BUILDINGS OR PROPERTY

- (1) The dispatcher will obtain as much accurate information as possible from the caller. Special attention should [be] paid to:

- A. Where the bomb was place
 - B. What kind of device or explosive was used
 - C. Why the device was placed
 - D. Who placed the device
 - E. Background noise on phone
 - F. Speech patterns of caller
- (2) The dispatcher will immediately notify the field shift-supervisor. This is done by calling the shift supervisor over the radio and requesting him to call the dispatcher by phone. The supervisor is then informed of the event by phone.
- (3) The shift supervisor will then issue instructions on who is to be notified.
- A. The patrol captain will be notified except on weekends, when the appropriate duty captain will be notified.
 - B. Chief Garrett will be notified. If you cannot reach him by telephone, continue to page and telephone until contact is made.
 - C. Vice Chancellor for Administrative Affairs (Jerry Jensen) will be notified by Chief Garrett or the captain on duty. In the event Chief Garrett or a captain cannot be contacted Vice Chancellor for Administrative Affairs will be notified by the shift supervisor.
 - D. Decisions on other personnel to be notified will be made by the supervisors based on buildings involved.
 - E. Decisions on building evacuations will be made (based on availability) in the following order:
 - Chancellor
 - Vice Chancellor Administrative Affairs
 - Vice Chancellor Student Affairs
 - Vice Provost/Executive Dean
 - Vice Chancellor Development
 - Chief
 - Captain
 - Shift Supervisor

Failure to carry out these instructions may result in disciplinary action.

C. Computer Usage Guidelines

(<http://www.umkc.edu/helpdesk/guidelines.html>)

University owned or operated computing resources are provided for use by faculty, students, staff and authorized associates of the University of Missouri-Kansas City. All faculty, students, staff and associates are responsible for use of UMKC computing resources in an effective, efficient, ethical and lawful manner. The following guidelines relate to the use of these

computing resources:

1. Computing resources and accounts are owned by the University, and are to be used for University-related activities only. All access to Computing Services' managed computer systems, including the issuing of passwords, must be approved; approvals range from displaying proper identification when requested to completion of forms. All access to School and Departmental computer systems must be approved by the School Dean, Department Chair or an authorized representative; approvals vary depending upon the unit.
2. Computing resources and accounts are to be used only for the purpose for which they were assigned, and are not to be used for commercial purposes or non-university related activities. The continued use of an account after the student enrollment or faculty/staff/associate employment ends is a non-university related activity.
3. An account assigned to an individual, including Student Use accounts, must not be used by others without written permission from either Computing Services or the School or the Department which granted the account. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family or co-workers to use accounts, either locally or through the Internet, is a serious violation of these guidelines. Also, faculty, students, staff and associates are responsible for choosing an appropriate password that is difficult for others to guess. Change the account password at least once per semester, particularly if someone may have seen the password being entered.
4. Programs and files are confidential, unless they have been explicitly (either via written approval or security systems) made available to others by the owner. Computing Services or Departmental staff may access others' files when necessary for the maintenance of computing systems, or during investigation of serious incidents. The latter would require the approval by the appropriate institutional official, or as required by local, state, or federal law.
5. University computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening or obscene e-mail or graphical displays used to harass or intimidate are prohibited. Chain letters, mass mailings and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources.
6. No one should deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access to any University computer system.

7. It is a violation of these guidelines to use knowledge of loopholes in computer system security or unauthorized knowledge of a password to damage any computing systems, obtain extra computing resources, take resources from another user, gain access to computing systems or use computing systems for which proper authorization has not been given - either on-campus or off-campus.
8. Software use must conform to copyright laws and licensing agreements. Please review the guide published by EDUCOM and ITAA titled, "USING SOFTWARE: A Guide To Ethical And Legal Use Of Software For Members Of The Academic Community, January 1992", which is stored on-line for easy access.
9. For the protection of all UMKC computer users, an individual's computer use privileges may be suspended or restricted immediately upon the discovery of a possible violation of these guidelines or other campus policies. Whenever possible, users whose computer access has been restricted or suspended will be notified of the restrictions and the means for resolving the matter. The Computing Services senior staff and/or appropriate Departmental Chair/representative will judge an offense as either major or minor. A first minor offense will normally be dealt with by a senior staff member and/or appropriate Departmental Chair/representative. In the case of sponsored research or associate accounts, the account sponsor will be consulted regarding the offense. Major or additional minor offenses will be forwarded to the appropriate Dean and/or Vice Chancellor. The account may be removed or de-activated or privileges removed from one or all University computing systems permanently or until the matter is completely resolved.

Students who violate these guidelines will be subject to sanctions as outlined in section 200.010 of the Student Conduct Code. All such cases will be forwarded to the Primary Administrative Officer in the Student Life Office for appropriate action.

Faculty or staff who violate these guidelines will be subject to disciplinary measures as outlined within the University Policy Manuals.

Violations of some of the above guidelines may constitute a criminal offense. Individuals using UMKC computing resources are urged to review the University Policy Manual, Computer Crimes Bill passed by the Missouri State Legislature, the MOREnet Acceptable Use Policy and the General Use VMS Guidelines, all of which are stored on-line for easy access.

D. Equal Opportunity Procedures

- **Guidelines on Sex Discrimination**

The University of Missouri-Kansas City complies with Title IX of the Educational Amendment of 1972 and seeks to insure that all persons employed, seeking employment, seeking admission, students, promotions and salary are not victims of sex discrimination. To insure this policy of nondiscrimination on the basis of sex, the University has taken the following steps:

- 1.It recruits employees of both sexes for all jobs except where sex is a bona fide occupational qualification.
- 2.Advertisements in journals, newspapers and other media for employment do not express a sexual preference unless sex is a bona fide occupational qualification for the job.
- 3.Personnel policies for the University explicitly indicate that there will be no discrimination on account of sex.
- 4.Promotion and job advancement except where governed by the rules and regulations of tenure are offered to all employees regardless of sex. To insure this stand, the University makes no distinction based upon sex in employment opportunities, wages, hours or other conditions of employment.
- 5.Policies and practices of the University assure that appropriate physical facilities are available for both sexes.
- 6.Women employees are not penalized in their condition of employment because they require time away from work on account of child bearing. Following childbirth and upon signifying intent to return within a reasonable time, such female employees are reinstated to their original jobs or positions of like status and pay without loss of service credit.
- 7.The wage schedule and job classifications of the University are not related to or based on the sex of the employee.
- 8.The University has issued policies and guidelines to ensure an educational and work environment that is free from sexual harassment.
- 9.The University has taken the above steps to alleviate sex discrimination within the institution. Those employees who believe they have been discriminated against on the basis of sex may use the appropriate internal grievance procedure.

- **Guidelines on Discrimination as the Basis of Religion or National Origin**

Members of various religious and ethnic groups, primarily but not exclusively of eastern, middle and southern European ancestry, such as Jewish, Catholic, Italian, Greek and Slavic groups, continue to be excluded from executive, middle management and other job levels because of discrimination based

upon

their religion and/or national origin. Under the Equal Opportunity Clause

contained in section 202 of Executive Order 11246 as amended, the University of Missouri-Kansas City does not discriminate against employees or applicants for employment because of religion or national origin, and employees are treated during employment without regard to their religion or national origin. To ensure this, the University of Missouri-Kansas City has taken the following steps:

1. The University, through the director of affirmative action and its international communications mechanisms, has expressed that equal employment opportunity without regard to religion or national origin is a policy of the University and that all employees of the University must be committed to equal employment for all persons without regard to religion or national origin.
2. In all of its recruitment sources the University of Missouri-Kansas City has gone on public record to express that it is committed to equal employment opportunity without regard to religion or national origin.
3. The University, through its affirmative action listings, informs some community, religious and ethnic groups of employment opportunities that are available at the University of Missouri-Kansas City.
4. The University of Missouri-Kansas City accommodates the religious observance and practices of all employees unless it interferes with the reasonable purpose of the institution.
5. The University has taken the above steps to alleviate discrimination based on religion or national origin. Employees who feel they have been discriminated against on the basis of religion or national origin may avail themselves of the internal affirmative action grievance procedures.

- **Guidelines on Sexual Harassment**

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

A. Policy Statement

It is the policy of the University of Missouri, in accordance with providing a positive, discrimination-free environment, that sexual harassment in the work place or educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.

B. Definition

Sexual harassment is defined for this policy as either

1. Unwelcome sexual advances or requests for sexual activity by a University employee in a position

of power or authority to a University employee or a member of the student body, or

2. Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:
 - a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
 - b. The purpose or effect of such conduct is to interfere unreasonably with the work of academic performance of the person being harassed; or
 - c. The purpose or effect of such conduct to a reasonable person is, to create an intimidating, hostile, or offensive environment.

C. Non-Retaliation

This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought accusation of sexual harassment in bad faith.

D. Redress Procedures

Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer
2. Initiate a complaint or grievance within the period of time prescribed by an applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures"; staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff" and students to Section 390.010, "Discrimination Grievance Procedure for Students". Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.

E. Discipline

Upon receiving a charge of sexual harassment against a member of faculty, staff, or student body, the University will investigate and, if substantiated, will

initiate the appropriate disciplinary procedures.
There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline. An individual who makes an accusation of sexual harassment will be informed:

1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. At the end of any disciplinary procedures, of the discipline imposed, if any.

E. Alcohol & Drugs on Campus

UMKC Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the University of Missouri is required to establish a drug-and-alcohol-prevention program for its students and employees. The University of Missouri program is described below.

Standards of Conduct:

University of Missouri regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and employees on University-owned or –controlled property and at University-sponsored or -supervised activities.

Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to life.

Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed below.

Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction; panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed or uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics (heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Resources

A variety of resources exist for drug and alcohol counseling, treatment and rehabilitation programs. For detailed information concerning these resources available from the University and community agencies, students can contact the University Counseling Center at 235-1635, and employees can contact the Department of Human Resources at 235-1621. Such referrals will be confidential.

University Discipline

Violation of these University of Missouri regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

F. Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements holding collective bargaining or professional agreements with the University of Missouri-Kansas City are hereby notified that this institution does not discriminate on the basis of race, color, creed, sex, age, national origin, disability or Vietnam era veterans' status in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning this institution's compliance with the regulations implementing The Americans With Disabilities Act, Title VI, Title IX or Section 504 is directed to contact the Affirmative Action Office, Room 354, Administrative Center or to call (816) 235-1323. The Affirmative Action office at the University of Missouri-Kansas City has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the assistant secretary for civil rights, U.S. Department of Education or the Department of Justice, regarding the institution's compliance with the regulations implementing Title VI, Title IX Section 504, and the Americans with Disabilities Act.

G. Statement of Human Rights

The Board of Curators and the University of Missouri-Kansas City are committed to the policy that there shall be no discrimination on the basis of race, color, creed, sex,

age, national origin, disability or Vietnam era veterans' status. This policy pertains to educational programs, admissions, activities and employment practices. Pursuant to and in addition to this policy, the University abides by the requirements of The Americans With Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, Revised Order No. 4, Executive Orders 11246 and 11375; Sections 799A and 845 of the Public Health Service Act; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Act of 1974; and other federal regulations and pertinent acts of Congress. The vice provost for affirmative action and academic personnel is responsible for all relevant programs and may be contacted at 354 Administrative Center. The telephone number is (816) 235-1323. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

H. Student's Right-To-Know

In accordance with Public Law 101-542, UMKC reports 71 percent of first-time freshmen students return the second year. The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report is available at the UMKC Police Department Office, Room 213, 4825 Troost Building, on request.

I. Smoking Policy (See VII.Q.)

J. Student Records, Policy on (FERPA)

Family Education Rights and Privacy Act of 1974 - Public Law 93-380

University of Missouri-Kansas City Policy on Student Records

1. General.

- a. This policy is based on the University of Missouri Policy on Student Records adopted by the Board of Curators on February 28, 1975 as amended on March 18, 1977.
- b. This UMKC policy supersedes the UMKC Policy on Student Records which was effective July 1, 1975.

2. Purpose.

The purpose of this regulation is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Education Rights and Privacy Act of 1974. (Buckley Amendment; Pub. L. 93-380, as amended.)

3. Definitions.

- a. "Directory Information/Public Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Prior

consent is not required to disclose that information designated as directory information.

b. "Eligible Student" means an individual who is or has been in attendance at the University of Missouri-Kansas City (UMKC) as a student.

c. The "Education Records" maintained by UMKC which are not made available under The Family Educational Rights and Privacy Act of 1974 are financial aid records; the student's cumulative advisement file; student health records and disciplinary records; the student personnel folder and the cumulative scholastic record. "Educational Records" are those records, files, documents and other materials which contain information directly related to a student and are maintained by UMKC or by a party acting for UMKC. "Education Records" do not include:

(1) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the records, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

(2) The records and documents of the UMKC Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction, provided that the educational records maintained by UMKC are not disclosed to the UMKC police department.

(3) In the case of persons who are employed by UMKC but who are not in attendance at UMKC, records made and maintained in the normal course of business which relate exclusively to such person and that person's capacity as an employee where the records are not available for any other purpose.

(4) All records on any UMKC student which are created and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(5) Records of UMKC which contain only information relating to a person after the person is no longer a student at the University. An example would be information collected by UMKC pertaining to the accomplishments of its alumni.

d. "Parent" means both natural parents, an adoptive parent or the legal guardian of a student, or an individual acting as a parent in the absence of a parent or guardian. Both parents shall have equal rights unless revoked by court order or law.

e. "Party" means an individual, agency or organization.

f. "Personally identifiable" means that the data or information includes the name of a student or student's family, the student's parent or other family member, the address of the student, a personal identifier such as the student's social security number or student number, a list of personal characteristics which would make the identity easily traceable, or other information which would make it possible to identify the student with reasonable certainty.

g. "Record" means information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm and microfiche.

h. "Student" means any person who is attending or has attended UMKC where UMKC maintains education records or personally identifiable information on such person. However, the term does not include a person who has not been in attendance at UMKC.

i. "Attendance" at UMKC includes, but is not limited to:

(1) attendance in person and by correspondence; and

(2) the period during which a person is working under a work-study program.

j. "Disclosure" is defined as permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means or by any other means to any party.

4. Notification by UMKC.

UMKC shall inform its eligible students, annually, by including in the undergraduate, graduate and professional school catalogs, with reference thereto in the term schedule of classes, the following information:

a. The types of education records and information currently maintained by UMKC.

b. The title and office address of the official currently responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access.

c. The current UMKC policy for reviewing and expunging education records.

d. The current UMKC procedure established for providing student access to education records.

e. The UMKC procedure for requesting a hearing to challenge the content of education records.

f. The cost which will be charged to the student for reproducing copies of the education record.

g. The categories of information which UMKC has designated as directory information/public information.

5. UMKC shall not require eligible students to waive their rights to access to their records; however, a student or person applying for admission may waive his or her right to access to confidential statements on admission, employment or honorary recognition by complying with the procedures set forth in paragraph

seven except that such waiver shall apply to recommendations only if the student is, upon request, notified of the names of all persons making confidential Recommendations and such recommendations are used solely for the purpose for which they are specifically intended. A waiver shall not be valid unless in writing and signed by the student. Waivers will not be required as a condition for admission, receipt of financial aid or receipt of any other services or benefits offered by UMKC. A waiver under this section may be revoked with respect to any actions occurring after the revocation. Any revocation under this section must be in writing.

6. UMKC shall provide students who are or have been in attendance at UMKC access to educational records except as provided in paragraph seven. UMKC shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been made.

7. Limitations on Access. The University will not make available to students the following materials:

- a. Financial records of the parents of students or any information contained therein.
- b. Confidential letters and statements of recommendation which were placed in education records prior to Jan. 1, 1975, if such letters or statements are used only for the purpose for which they were specifically intended and so long as the letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality.
- c. Confidential letters of recommendation and statements of recommendation which were placed in the student's education record after Jan. 1, 1975 respecting admission to UMKC, application for employment, and receipt of an honor or honorary recognition, provided the student has signed a waiver of the student's rights of access as provided in paragraph five.

8. Access Rights. The right to access as specified in paragraph six shall include:

- a. The right to be provided a list of the types of education records which are maintained by the institution and are directly related to students.
- b. The right to inspect and review the content of those records.
- c. The right to obtain copies of those records which may be at the expense of the student but not to exceed the actual cost of reproduction.
- d. The right to a response to reasonable requests for explanation and interpretations of the education records.
- e. The right to an opportunity for a hearing to challenge the content of those records.
- f. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

9. Destruction of Records.

UMKC may destroy any records if not otherwise precluded by law, provided, that if a student has requested access to such records prior to the destruction of such

record, the student shall be provided a copy of such record. Explanations placed in the education record under paragraph 10 shall be maintained as part of the student's educational record for as long as the educational record to which it pertains is maintained.

10. Hearings.

a. Students who are or have been in attendance at UMKC may have an opportunity for a hearing to challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of such student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

b. If, as a result of the hearing, UMKC decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of his or her right to place in his or her education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of UMKC. If the education records of the student or the contested portion thereof is disclosed by UMKC, the explanation shall also be disclosed by UMKC to that party.

11. Informal Proceedings. The UMKC official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of UMKC's education records through informal meetings and discussions with the student.

12. Formal Proceedings. Upon the request of the UMKC official charged with custody of the records or the student, the hearing required by paragraph 10 shall be conducted.

a. The request for a hearing shall be submitted in writing to the Chancellor of UMKC who will appoint a hearing officer or a hearing committee to conduct the hearing.

b. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the time and place of the hearing.

c. The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

d. The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

e. The decision of UMKC shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

f. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

g. Either party may appeal the decision of the hearing official or officials to the Chancellor of UMKC.

Appeal from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.

13. Consent.

UMKC shall not permit access to, or the release of, education records of personally identifiable information contained therein (other than directory information/Purpose public information) without the written consent of the student to any student or to any party other than the following:

a. Other UMKC officials, including teachers within UMKC who have been determined by UMKC to have legitimate educational interests.

b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if requested, and has an opportunity for a hearing to challenge the content of the record.

c. The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the Commissioner; the Director of the National Institute of Education; the Assistant Secretary for Education; or the U.S. Veterans Administration, provided that access was necessary in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of or compliance with the federal legal requirements which relate to these programs. Except when the consent of the parent or student has been obtained under this section or when the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials listed herein shall be protected in a manner which will not permit personal identification of students and their parents by other than those officials, and personally identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of or compliance with the federal legal requirements.

d. In connection with a student's application for or receipt of financial aid, provided that only that personally identifiable information from the education records of the student may be disclosed as may be necessary to determine the eligibility of the student for financial aid, to determine the amount of financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or the conditions of the financial aid.

e. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to a State statute adopted prior to Nov. 19, 1974.

f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which the study is conducted.

g. Accrediting organization in order to carry out their accrediting functions.

- h. A dependent student's parent, as defined in Section 152 of the Internal Revenue Code of 1954.
- i. In compliance with the judicial order, or pursuant to any lawfully issued subpoena.

14. Content of Consent.

Where the consent of an eligible student is required for the release of education records, it shall be in writing, be signed and dated by the student, and shall include (a) a specification of the records to be released, (b) the reason of such release, and (c) the names of the parties to whom such records will be released. A copy of the records released shall be provided to the student on the student's request.

15. Release of Information for Health or Safety Emergencies.

UMKC may release information from the education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The factors which will be taken into account in determining whether the records may be released under this section include the following:

- a. The seriousness of the threat to the health or safety of the student or other persons;
- b. The need for such records to meet the emergency;
- c. Whether the persons to whom such records are released are in a position to deal with the emergency;
- d. The extent to which time is of the essence in dealing with the emergency.

16. Records of Access.

UMKC shall maintain a record kept with the education records of each student, which will indicate all parties except UMKC officials who have requested or obtained access to a student's education records maintained by UMKC and such record will indicate specifically the legitimate interest that each party has in obtaining the information. This record of access shall be available only to the student, to the school official and his or her assistant who are responsible for the custody of the records, and to UMKC officials who have a legitimate educational interest and to those charged with responsibility of auditing the operation of the system.

17. Transfer of Information by Third Parties. UMKC should not release personal information on a student except on condition that the party to which such information is being transferred will not permit any other party to have access to such information without the written consent of the student. UMKC shall include, with any information released to a third party, a written statement which informs such party of the requirement that it may not be released without the written consent of the student.

18. Conditions for Disclosure of Directory Information.

- a. UMKC may disclose personally identifiable information from the education records of a student who is in attendance at UMKC if that information has been designated as directory information. UMKC shall give public notice of the categories of personally identifiable information with respect to that student as directory information, and the period of time within which the

student must inform UMKC in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

b. UMKC may disclose directory information from the education records of an individual who is no longer in attendance at UMKC without following the provision stated under paragraph 18a of this section.

K. Faculty Information Guide on Students with Disabilities

The University of Missouri-Kansas City Office of Disabled Student Services

Definition of a Disability:

Section 504 defines a person with a disability as:

A person is considered to be a person with a disability if he/she is someone with a physical or mental impairment that substantially limits one or more major life activities. This includes caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

A person is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability.

Under the ADA, a person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities. A person is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability.

Under both Section 504 and the ADA, the term "auxiliary aids and services" include: qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, qualified readers, taped text, Braille materials, acquisition or modification of equipment or devices or other similar services and actions.

Section 504 of the Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds. Since 1977, all institutions receiving federal funding must be prepared to provide appropriate academic adjustments and reasonable modifications to policies and practices for people with disabilities.

Section 504 states (as amended):

"No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

The ADA is a federal civil rights statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

Universities are covered in many ways under the ADA. Employment is addressed by Title I, accessibility provided by public and private entities by Titles II and III and miscellaneous items by Title V.

Do I have the right to know what type of disability a student has when they ask for an accommodation?

No. A student does not have to inform the faculty member about their disability. If you have a question regarding the need for the accommodation, then you as a faculty member may contact the Director of Disabled Student Services, at extension 5696. That office will have documentation regarding the student's disability on file. They cannot give details about the disability, unless the student has signed a written consent form, but can inform you if the student has a documented disability and if the academic adjustment requested is appropriate. The student may disclose their disability to you. You are then obligated to maintain confidentiality regarding the student's disability. It is important to remember that the confidential nature of disability-related information has been an over-arching principle of nondiscrimination since Section 504.

Does the student receive "Special Privileges" under this legislation?

No. Providing accommodations should not be regarded as giving students "special privileges," but rather as minimizing the impact of the student's disability to the greatest extent possible. Institutions are not required to make changes in or require a major or substantial change in an essential element of the curriculum. The institution has the right to set academic standards. It is important that students be treated the same and be allowed to fail. This is important in their educational experience and may give the students an opportunity to learn from the experience. The legislation does not intend that institutions pass students because they have a disability and they feel sorry for them, and it is important to expect the same academic performance, with requested accommodation, from the student with a disability as from a student without a disability.

Does the student with a disability need to ask for academic adjustments in a certain time frame prior to classes?

Yes. UMKC, like most universities, requests that the student give the Coordinator of Disabled Student Services at least six weeks notice if an accommodation is needed.

How do I know what type of academic adjustment a student needs?

It is up to the Office of Disabled Student Services to initially determine what type of accommodation is needed. Accommodations will then be determined by the Coordinator in conjunction with the faculty member. There is not one type of accommodation for all

students with disabilities. Each accommodation must be decided on a case-by-case basis. Some common accommodations are: taped text, readers, oral tests, interpreters, note takers, student tutors, extended test time and large print materials.

What if I am unsure how to handle a situation with a student with a disability?

First ask the student. He/she is the best source of information about their disability. Second, contact the Office of Disabled Student Services, which is a resource for students with disabilities.

What are my responsibilities concerning field trips and outside programs?

The legislation is very explicit about this. Persons with disabilities are entitled to participate in the most integrated settings possible. If a teacher conducts field trips or special programs, accommodation must be offered. If an institution offers transportation to students going on a field trip, it must offer accessible transportation to students with disabilities. For example: You decide to use a University van to take the students to a museum and you have a student who uses a wheelchair and is enrolled in your class--you must offer accessible transportation to the student with a disability. The student may accept or refuse the accessible transportation.

Do I have to provide academic adjustments if the student is taking the class for audit?

Yes. The legislation states any student with a disability is eligible for all services if the institution receives federal assistance.

If you have any questions or concerns regarding your rights or responsibilities as discussed in this document, contact the Office of Disabled Student Services at 235-5696 or the Office of Affirmative Action at 235-1323.

The Board of Curators and the University of Missouri-Kansas City are committed to the policy that there shall be no discrimination on the basis of race, color, creed, sex, age, national origin, disability or Vietnam Era Veteran's status.

Information for this reference guide was provided by the Center for Innovations in Special Education and the Creating Employment Opportunities Project. Special thanks to Martha Wille Gregory, project coordinator.

IX. APPENDICES

(<http://www.umkc.edu/umkc/catalog/html/append/conduct/index.html>)

A. UMKC On-line Catalog

(Website: <http://www.umkc.edu/umkc/catalog>)

The text of the UMKC 1998-99 General Catalog is available in an electronic version. To access the catalog, you'll need browsing software, such as Mosaic or Netscape. The URL (address):(<http://www.umkc.edu/catalog>)

The online version of the General Catalog should be used for informational purposes only, and in no way should be considered as having contractual obligations.

The online version and the printed version of the 1998-99 UMKC General Catalog should mirror each other. In a document this all-encompassing and for an institution that changes continually, however, there is bound to be information that has been updated after the printing date. Always consult the Office of Admissions for the most current information concerning rules, policies, fees, degree requirements, curriculum or other matters. You may reach the Admissions office at (816) 235-1111. You'll find the web site at <http://www.umkc.edu/admit>.

B. Academic Calendar

The current calendar can be found on the Registration and Records web site at <http://www.umkc.edu/registrar>. The dates and percentages of fee refunds can be found on the Cashiers Office web site at <http://www.umkc.edu/cashiers>.

The following dates do not apply to medicine, pharmacy or dentistry students on clinical rotations.

Fall 1998

August

24 Coursework begins
28 Last day to change audit to credit

September

7 Labor Day Holiday
18 Last day to file for December graduation.
Last day for undergraduates to change credit to audit.

October

16 Last day to withdraw without assessment. Academic assessment will result in a "Withdraw Failing" if students are failing at the time of withdrawal.

November

13 Last day for undergraduates to withdraw
25 Thanksgiving Holiday begins at 8 a.m.
30 Coursework resumes

December

3 Last day of classes (Law)
7 Exams begin (Law)
11 Last day of classes
Last day for graduate students to change credit to audit.
Last day to withdraw for graduate students. Academic
assessment will result in a "Withdraw Failing" if
students are failing at the time of withdrawal.
14 Exams begin
18 Exams end

Winter 1999

January

4 Coursework begins (Dental Clinic)
7 Coursework begins (Law)
11 Coursework begins
15 Last day to change audit to credit
18 Martin Luther King Birthday Observance

February

5 Last day to file for May graduation.
Last day for undergraduates to change credit to audit.

March

5 Last day to withdraw without assessment. Academic
assessment will result in a "Withdraw Failing" if
students are failing at the time of withdrawal.
22 Spring break begins
29 Coursework resumes

April

9 Last day for undergraduates to withdraw with assessment
22 Last day of classes (Law)
26 Exams begin (Law)

30 Last day of classes
Last day for graduate students to change credit to audit
Last day for graduate students to withdraw with assessment

May

3 Exams begin
7 Exams end

Summer 1999

May

17 Coursework begins (Law)
Summer Dental Clinic begins
24 Coursework begins first 5-week session
31 Memorial Day Holiday

June

7 Coursework begins
11 Last day to change audit to credit
18 Last day to file for Graduation
25 Coursework ends first 5 week session
28 Coursework begins second 5 week session

July

1 Last day to withdraw without assessment. Academic assessment will result in a "Withdraw Failing" if students are failing at the time of withdrawal.
Last day to change credit to audit
5 Independence Day Holiday
6 Last day of classes (Law)
12 Exams begin (Law)
16 Exams end (Law)
Last day for undergraduates to withdraw with assessment
30 Last day to change credit to audit (Graduate School)
Last day of classes (except Summer Dental Clinic)
Last day to withdraw (Graduate School, with assessment)

August

13 Last day of Summer Dental Clinic Session

C. Centers and Institutes

D. Building Locations

CAMPUS BUILDING ADDRESSES

All U.S. mail to the Volker Campus should be directed to

5100 Rockhill Road
Kansas City, MO 64110-2499

The following list is provided for use by those directing campus visitors or for delivery services -- other than the U.S. Postal Service -- like UPS and FedEx.

Abbreviation	Building	Location
=====	=====	=====

AC	Administrative Center	5115 Oak
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THE ADMISSIONS, REGISTRATION AND FINANCIAL
AID OFFICES HAVE MOVED TO THE ADMINISTRATIVE
CENTER (MAP)

ANNEX	51st Street Annex	301 E. 51 Street
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BC	Berkeley Child & Family Development Center	1012 E. 52nd St.
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BKSTR	University Bookstore	5000 Rockhill
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BSB	Biological Science Building	5007 Rockhill
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BLOCH	Henry W Bloch School of Business and Public Administration	5110 Cherry
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CH	Cockefair Hall	5121 Rockhill
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DORM	Student Residence Hall	5030 Cherry
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DS	School of Dentistry	650 E. 25th St.
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ED	Education Building	615 E. 52nd St.
EPP	Epperson House	5200 Cherry
FA	Fine Arts Building	5015 Holmes
Gar	Garage	5444 Troost
GH	Grant Hall	5228 Charlotte
GP	Geosciences Building	1011 E. 51st St.
GSB	General Services Building	1011 E. 51st St.
HH	Haag Hall	5120 Rockhill
KPB	Katz Pharmacy Building	5005 Rockhill
LAW	Law School	500 E. 52nd St.
MED	School of Medicine	2411 Holmes
MNL	Miller Nichols Library	800 E. 51st St.
NH	Newcomb Hall	5123 Holmes
OMB	Old Maintenance Building	810 E. 51st St.
PAC	Performing Arts Center	4949 Cherry
PH	Physics	1110 E. 48th St.
RH	Royall Hall	800 E. 52nd St.
SASS	Student Academic support Services	5014 Rockhill
SCB	Spencer Chemistry Building	5009 Rockhill
SH	Scofield Hall	711 E. 51st St.
SRC	Swinney Recreation Center	5030 Holmes
SSB	Student Services Building	4825 Troost

MOST STUDENT SERVICE DEPARTMENTS HAVE BEEN MOVED TO
THE UMKC ADMINISTRATIVE CENTER AT 5115 OAK ST.

TRUMAN	Truman Campus 600 W. Mechanic, Independence, MO	
UC	University Center	5000 Holmes
UH	University House	5001 Rockhill
4747T	4747 Troost Building	
4825T	4825 Troost Building (Previously the SSB)	

X. INDEX

A

Academic Affairs (<http://www.umkc.edu/acaf>)

Academic Calendar

Academic Computing Center <http://cctr.umkc.edu/>

Academic Regulations

Undergraduate

Graduate

Academic Freedom

Administration

President

Chancellor/Provost

Vice-Provost/Executive Dean

Vice Chancellor Administrative Affairs

Vice Chancellor Student Affairs

Vice Chancellor University Advancement

Alumni Association President

Student Government Association President

Administrative Affairs

Administrative Computing <http://www.umkc.edu/adcomp>

Admissions

Office of Admissions Web Site <http://www.umkc.edu/admit>

Advancement, Division of University

Alumni and Constituent Relations <http://www.umkc.edu/alumni>

University Communications <http://www.umkc.edu/ucomm>

Affirmative Action; See also Academic Affairs, Division of

AIDS Policy

B
Bus Schedule

C
Calendar

- Academic Calendar
- Conservatory Performance
- Events Calendar

Campus

- Addresses and Building Names
- Map & Building Locations

CBHE (Coordinating Board for Higher Education)

CCTR

Centers

- Urban Research and Outreach Center
- Center for Academic Development
- Center for Advanced Technology (Center for Telecomputing Research)
- Center for Direct Marketing Education and Research
- Center for Economic Information (CEI)
- Center for Environmental Studies
- Center for International Affairs
- Center for International Business
- Center for Telecomputing Research
- Center on Aging Studies
- Community Counseling Services
- National Center for Managed Health Care Administration

Central Ticket Office

Chancellors Office

Child Care; see The Edgar L. & Rheta A. Berkley Child and Family Development Center

Collected Rules and Regulations of the UM-System

Communications, Department of University (an administrative unit)

- Creative Services
- Electronic Communications
- News Bureau
- Printing Services
- Special Events

Community Counseling Services

Communiversity

Computer Labs

Computing Guidelines in use at UMKC

- Computing Help Desk
- Computing Resources
- Computing Services

Coordinating Board for Higher Education (CBHE)

Course Listings
Degree Programs
Application for Admissions

E

EEOC
E-mail Address Lookup (Faculty/Staff)
Employee Resources
Employment Opportunities
Faculty (Academic)
Staff (Non-Academic)

F

Faculty Information Guide on Students with Disabilities
Faculty Senate

G

Gallery of Art
Garage, Transportation Services
Grades and Transcripts; See Registration and Records
Graduate Faculties and Research, Office of
Graduate Studies, School of
Graduation Requirements, see General Undergraduate Academic
Regulations and Information, General Graduation Requirements

H

High School College Program
Housing, Student
Human Resources
Human Resources (UMKC)
Human Resources (University of Missouri System)

I

Inside, UMKC (Newsletter); see also University Communications
Institutes
Institute for Human Development
Institute for Professional Preparation
Instructional Video Network
Intercollegiate Athletics, see Sports Information; see also University
Communications
Interdisciplinary Ph.D. Program
International Affairs, Center for
International Student Affairs
ITEC, Information Technology Executive Council

J

Jobs and Employment

Faculty (Academic)

Staff (Non-academic)

K

Kansas City Community Outreach Partnership (KC COPC)

KCEDNET

KCUR-FM Radio

L

Laboratory Animal Center

Libraries

University Libraries

UMKC Law Library

M

Map

Minority Student Affairs Office

Missouri Center for Safe Schools

Missouri Institute for Information Technology (MIIT)

Missouri Repertory Theatre

NCA Accreditation Web Site

NCAA Certification Web Site

New Letters

New Letters on the Air

O

OmbudService

Online Catalog

Online Registration

P

PACE

People to People International

President Emeritus

Project Refocus

Purchasing and Stores

R

Registration and Records, Office of

Residence Halls; See Housing, Student

S

Safe Schools, Missouri Center for
Schedules, Class/Course/Continuing Education
School of Graduate Studies
Scholarships; See Financial Aid
Sister Cities
Sports Schedules
Staff Assembly
STAR (Student Terminal Access to Records)
Strategic Plans
 UMKC: Focused for the 21st Century (320K)
Student Affairs, Division of <http://www.umkc.edu/stu-aff>
 Student Organizations
 Student Profile (150K); from the Division of Student Affairs
 Student and International Affairs, Division of
 Student Government Association
 Student Life, Office of
 Student Loan Office
 Student Terminal Access to Records (STAR)
 Study Abroad Programs
 Swinney Recreational Center

T

Transcripts; See Registration and Records
Transportation Services, Garage
Tuition, see Fees and the Cashier's Office

U

UMKC Inside (Newsletter); see also University Communications
University and Campus Committees
University News, the (Student Newspaper)
University Advancement, Division of
 Alumni and Constituent Relations
 University Communications
 Creative Services
 Electronic Communications
 News Bureau
 Printing Services
 Special Events
 Sports Information
University of Missouri System, The
Urban Research and Outreach Center

V

Virtual University

W

Web

Linking/Referencing UMKC Pages

People

Starting a campus Web Site

Student Home Page Information

Western Historical Manuscript Collection (Kansas City)

Welcome Center; see also Division of Student Affairs

Women's Center; see also Division of Student Affairs

Women's Council

Writing Lab