

# MU Math Department Handbook

2016-2017

# MU Math Department Handbook

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## Checklist:

From Math Office (202)

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# Contacts and Facilities

## DEPARTMENT ADMINISTRATION

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**Stephen Montgomery-Smith**,  
Director of Graduate & Undergrad Studies  
222 Math Science, 882-4540  
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**Dustin Belt**, Undergraduate Advisor  
201 Math Science, 882-4898  
[aberbachi@missouri.edu](mailto:aberbachi@missouri.edu)

## DEPARTMENT STAFF

**Kyle Newell**, Fiscal Manager  
225 Math Science, 882-6447  
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**Amy Crews**, Office Support Asst IV/Building Coord.  
202 Math Science, 882-6222  
[crewsae@missouri.edu](mailto:crewsae@missouri.edu)

**Gwen Gilpin**, Office Support Asst IV  
202 Math Science, 882-6221  
[gilping@missouri.edu](mailto:gilping@missouri.edu)

## MATH SCIENCES BUILDING FACILITIES

### MSB 12 - IATS Computer Lab/Classroom

This Windows lab is controlled through IATS. Please email Amy Crews or Gwen Gilpin for reservations.

### MSB 31 - Department Computer Lab

This lab is accessible 24 hrs/day by key. Only print when needed and double-sided whenever possible. Do NOT print entire online books! See Amy Crews if you need a key.

### MSB 105 - Math Tutoring Lab

This room may be used for office hours and/or course-related meetings, outside of tutoring hours. To reserve the room, sign up on the calendar posted outside its door.

### MSB 110 - Classroom/Seminar Room

This classroom may be reserved through the Main Office. Please email Amy Crews or Gwen Gilpin.

### MSB 111 - Classroom/Seminar Room

This classroom may be reserved through the Main Office. Please email Amy Crews or Gwen Gilpin.

### MSB 117 - Math Conference Room

This room may be reserved through the main Office for meetings & thesis defenses. Please email Amy Crews or Gwen Gilpin.

### MSB 118 - Department Computer Lab

This lab contains a Windows and Mac computers, and is accessible 24 hrs/day by key. Only print when needed and double-sided whenever possible. Do NOT print entire online books! See Amy Crews if you need a key.

### MSB 202 - Main Office

Open Monday-Friday: 8:00AM-12:00PM, 1:00PM-5:00PM.

- Supplies: Office, Classroom, Mail & FedEx
- Fax Needs
- Transparencies
- Color PDF Scanning
- Large Quantity Copies
- Out Going Mail Drop
- Academic Forms
- Keys
- Textbook Desk Copies
- Campus Classroom Reservations
- Audio/Video

### MSB 206 - Math Science Library

Open Monday-Friday: 7:00AM-5:00PM (subj to change)

### MSB 220 - Mailroom / Photocopiers

A mailbox is provided for you. Mail is picked up/delivered Monday-Friday around 10:00AM. Copier codes will be issued. For larger jobs please check in 202 as more cost effective options may be available at Quick Copy (24 hours in advance).

### MSB 306 - Math Common Room

This room is used as an informal area to discuss mathematics among Faculty, Post Docs & students, as well as a reception room.

### MSB 312 - Classroom/Seminar Room

This classroom may be reserved through the Main Office. Please email Amy Crews or Gwen Gilpin.

### MSB 315 - Graduate Student Office Hours Room

This room is available to use for office hours by Graduate Students.

### MSB 326 - Lounge

A microwave, refrigerator, and sink are available for all to use. *Please clean up when you are finished.*

# Checklist Descriptions

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

# Checklist Descriptions

## **PAYROLL/ACCESS**

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If you have not submitted all documents or forms Kyle Newell has requested, do so as soon as possible. Many things depend on your paperwork being processed, such as your payroll and access to your class rosters. University salaried employees are paid on the last working day of each month. “*IF*” all paperwork is in order, your first paycheck of the academic year will be at the end of August; otherwise it could be September 30th. All University pay is via direct deposit. By filling out a direct deposit form, your paycheck will be sent directly to your bank. For further questions regarding your paycheck or payroll status, please see Kyle Newell, 225 Math Science (882-6447).

## **MyHR**

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<https://myhr.umsystem.edu/>

MyHR provides self-service access to your information.

**View:** current & past pay, benefits and vacation/sick/personal/comp time balances

**Update:** personal information, SB389 required information, federal tax withholding, direct deposit and phone numbers.

## **UNIVERSITY OF MISSOURI EMAIL**

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Access to University of Missouri Email is online at:

Faculty/Staff: <http://webmail.missouri.edu> Student: <http://webmail.mizzou.edu>

## **PARKING PERMIT**

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Parking and Transportation Services Office, Turner Avenue Garage Level 2 (882-4568)

<http://parking.missouri.edu/>

PARKING REGULATIONS ARE STRICTLY ENFORCED so observe the rules carefully.

Teaching Assistants are students themselves, and therefore are only eligible for student parking. Teaching assistants who may request non-student parking include:

- Full-time employees who are taking less than 6 hours.
- Part-time employees who are not students.

Parking permits are virtual and your license plate must be registered through the Tiger Park Portal

<https://mu.nupark.com/portal> . NON STUDENT permit accounts deducted through payroll need to be set up at the Parking and Transportation Services Office.

## **BOOKSTORE DISCOUNT**

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<http://www.mubookstore.com/>

Full-time, benefit eligible employees, Graduate Teaching Assistants and Research Assistants with active appointments are eligible for a 10% discount on most items in the University Bookstore (some exclusions apply). Presentation of your MIZZOU ID is required. Please visit the bookstore for more information. Please contact Amy Crews, 202 Math Science (882-6222), if your discount appears unavailable.

## **MIZZOU ID**

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<http://doit.missouri.edu/services/id-card.html>

All new MU students receive their first Mizzou TigerCard at no charge. To obtain a TigerCard, go to the ID Card Office, located past Tiger Tech on the bottom level of the Student Center. **Make sure you have your student number and a current driver’s license, military ID card, state ID card, or passport.**

## **LIBRARY RESOURCES**

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**Graduate Students:** <http://libraryguides.missouri.edu/gradstudents>

**Faculty & Staff:** <http://libraryguides.missouri.edu/c.php?g=28449#>

# Checklist Descriptions

## **FERPA**

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Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of education records.

<http://registrar.missouri.edu/policies-procedures/ferpa.php>

### **Access, Tutorial & Quiz:**

Sign into <https://bblearn.missouri.edu> and if you do not have “FERPA TUTORIAL” listed under “My Organizations” you will need to self-enroll by following the instructions which are found on the Office of the Registrar’s website at <http://myzoutraining.missouri.edu/ferpa.html>

- Instructors are required to pass the FERPA Quiz before they may access MyZou.
- You must have been issued your PAWPRINT & PASSWORD to take the FERPA

## **DISCRIMINATION PREVENTION & TITLE IX**

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At the University of Missouri System, we are committed to providing a positive learning and workplace environment that supports and promotes inclusion, respect, and diversity for our faculty, staff, and students. We help support that commitment by ensuring members of the university community are educated and informed through training courses.

### **Contacts, Information, & Training:**

[https://www.umsystem.edu/ums/hr/ec\\_training](https://www.umsystem.edu/ums/hr/ec_training)

## **MYZOU ACCESS**

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### **To Log In:**

<https://myzou.missouri.edu>

### **MyZou Training Home Page:**

<http://myzoutraining.missouri.edu/index.html>

For non students, once all your financial paperwork is submitted and processed, you will receive an EMPLID number. Make sure you have already passed the FERPA quiz. You can then log into MyZou with your PAWPRINT and password.


### **MYZOU Information:**

Once you log into MyZou, you should see the FACULTY CENTER link. Click on it to see the list of classes you are teaching. Make sure you are looking at the correct semester (there is a drop down box).

### **Class Rosters**

-  is the icon you click to view your Class Roster.

### **Excel Spreadsheet**

-  is the icon you can click to download your Class Roster into an excel spreadsheet.

### **Enrollment Status**

This is a drop down box located within your class roster which defaults to your enrolled students. You can also view students who have dropped or all students enrolled and dropped. Note that every student, who withdrew after the date to drop without a grade, will appear on your class roster as (Withdrawn).

### **SHOW PHOTOS**

This button is located within your class roster. When you click it, your class roster will appear displaying your students’ MU ID photos.

### **NOTIFY**

There are boxes next to your students’ names. You can click on one or more boxes to send students an email and then click NOTIFY SELECTED STUDENTS at the bottom of your class roster. If you wish to notify everyone on your class roster, simply click NOTIFY LISTED STUDENTS at the bottom of your roster.


# Checklist Descriptions

## **MYZOU (continued)**

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### **GRADES**

When it is time to enter your grades:

-  is the icon you click to view your Grade Roster.

More instructions will be emailed to you when it is time to enter your grades.

If you do not have FACULTY CENTER or your Class Rosters are missing or incorrect, please contact Amy Crews or Gwen Gilpin in 202 Math Sciences.

SCHEDULE OF COURSES should also be viewable on MyZou. In the SEARCH box, type CLASS SEARCH. Follow instructions to view Schedule of Courses for the semester you need.

### **SB 389 (Accessible Only After Payroll Complete)**

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In 2007, the Missouri General Assembly passed SB 389 that requires every public higher education institution in Missouri to display on its Web site certain information about every person who teaches a course for credit.

This information is:

- Name
- Rank/Title
- Highest post-secondary degree/certificate.

MU also will display the following additional information:

- The name of the institution from which the highest post-secondary degree was received.
- The year the degree was received.

In addition, and entirely optional, a faculty member may add up to 250 characters of information that might include other degrees, awards, etc., and a non-active URL that might show a vita or homepage. Many faculty already have this information on departmental homepages. URL links on this page are non-active due to security protocols.

In order to comply with SB 389, it is necessary that each employee who has taught, is teaching or will teach a credit course, check and update the information that will be published on MU's Web site.

Set out below are the steps that you should follow:

1. Go to MyHr <https://myhr.umsystem.edu> and log in.
2. Main Menu> Self Service>
3. Personal Information>Education Information
4. Look at the material shown below "Education Information" (information may or may not be listed).
5. Please read the instructions and fill in the boxes (your name and title/rank will come from existing Human Resources data).
6. Optional: Fill in information for "other accomplishments" and the URL.
7. Click on "Save"

### **CYBERSECURITY AWARENESS TRAINING**

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#### **Tutorial & Quiz:**

<https://www.umsystem.edu/makeitsafe/security-awareness-training>

### **OFFICE CLEANING**

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Offices are not cleaned by custodial services. Offices are to be cleaned by occupants. If an office is shared, a cleaning schedule should be arranged among occupants.

### **PRINTING/COPYING**

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Always print and copy double-sided if possible. For larger jobs please check in 202 as more cost effective options may be available at Quick Copy (24 hours in advance).

# Checklist Descriptions

## **SEXUAL HARRASSMENT POLICY**

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*Collected Rules and Regulations: Personnel, Chapter 330: Employee Conduct  
330.060 Sexual Harassment*

Executive Order No. 20, 3-17-81 (Rev. 7-1-81 and 9-20-83), Bd. Min. 3-18-93.

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 accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the 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 or 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 or resolution of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought an 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 the 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 an accusation of sexual harassment against a member of the 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.



# Teaching Matters



## **OBLIGATIONS OF INSTRUCTORS**

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All instructors are expected to:

1. Prepare completely for each class.
2. Meet every scheduled class.
3. Hold regular office hours. (Speak with your course coordinator or faculty mentor to discuss the number of office hours that are required for your teaching load.)
4. Follow the course outline and/or syllabus.
5. Give a minimum number of hourly exams as required by the department and grade the latter using partial credit whenever applicable.
6. Administer the final examination as scheduled.
7. Return exams to the students as promptly as possible.
8. Return all materials and texts that were issued to them by the department at the end of the semester.
9. Return all keys to the department at the end of their appointment.
10. Refrain from dating or privately tutoring any student in his/her class.

## **INSTRUCTOR ABSENCES**

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Classes are to be met at the scheduled hour in the scheduled classroom. If you wish to make a change, clear it with your course coordinator and notify the Math Office. If you must be absent and know about it in advance, arrange with a colleague who is familiar with the course to conduct your class. Be sure to clear this arrangement with the course coordinator and the Math Office. In case of an emergency situation or illness, notify the Math Office (882-6221) and the course coordinator so that someone can dismiss the class.

**FAILURE TO MEET YOUR CLASS WITHOUT APPROVAL IS A BREACH OF YOUR CONTRACT AND IS SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION OF YOUR GRADUATE TEACHING ASSISTANTSHIP (OR TEACHING CONTRACT).**

# Teaching Matters

## STUDENT ABSENCES

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According to academic regulations on campus, *“Faculty are entitled to drop from their class rolls those students with excessive absences. If this is done after the sixth week of the semester, a grade of “W” or “F” must be reported.”* Some courses have more specific policies regarding the number of absences which would warrant dropping a student. Speak with your faculty mentor or course coordinator for more information. Students cannot be dropped for Poor Attendance after the Registrar’s scheduled “last day to withdraw from a course.” Forms to “Drop a Student for Poor Attendance” are available in the Math Office.

## COURSE EVALUATIONS

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**Early Evaluations** - All new instructors and some returning instructors will be required to seek early feedback from students during the first 6 weeks of the semester. Those instructors who participate in this early evaluation process will meet with their faculty mentor, their course coordinator, or a member of the Excellence in Teaching Committee to discuss ways in which to improve the quality of instruction in their classes.

**End-of-Semester Evaluations** - All instructors are required to submit end-of-semester student evaluations. Instructions will be distributed toward the end of the semester and your results will be available online after grades have been posted.

## CLASSROOM RESERVATIONS / PROBLEMS

If your classroom is too small, lacks the equipment you need, or if you need to reserve a room for any reason, please see Amy Crews. **Note:** Although classrooms are supposed to have chalk and erasers, they are sometimes not available. Instructors are required to bring their own whiteboard supplies to class. You will find both chalkboard and whiteboard supplies available in the Math Office.

## GRADING

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The University of Missouri-Columbia uses a four-point grading system for calculating students’ GPAs. According to the Faculty Handbook, *“the following definition of each grade is intended to provide a standard of judgment, not a rule that can be applied mechanically...”*

*A grade in the A range is awarded for performance of outstanding quality.*

*A grade in the B range is awarded for superior, but less than outstanding quality.*

*A grade in the C range is awarded for adequate performance.*

*A grade in the D range is awarded for performance that marginally meets minimum standards. In most, but not all, cases a grade of D in a prerequisite undergraduate course is regarded as adequate for enrollment in the next higher course, whether it be the same or a related department\*.*

*The grade of F indicates a level of performance that is unacceptable.*

*The grade of W indicates that the student was not failing the course at the time of withdrawal.*

*The grade of S (satisfactory) indicates a C or better grade designation and a U (unsatisfactory) indicates a grade of F or in the D range in the S/U system.”*

**\*Note:** A grade in the C range or better is required in many lower-level mathematics courses as a prerequisite for a subsequent course.

**The Grades W, F** <http://registrar.missouri.edu/forms/drop-withdrawal-form.pdf>

A student may withdraw from a course using their MyZou account before the sixth week of a semester without receiving a grade and without the course appearing on the student’s transcript. After six weeks, the instructor must assign a grade of “W” if the student is passing or a grade of “F” if the student is failing. A “W” does not affect the student’s GPA. Forms for these grade assignments are available in the Math Office. The student must take the completed form to their Dean’s office for approval.

# Teaching Matters

## **GRADING (continued)**

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### **The Grade I**

The grade “I” (Incomplete) should be given only when a student cannot be assigned a grade because his work is “for good reason” incomplete. Quoting from the faculty handbook:

*“An I grade may be assigned only when (1) the completed portion of the student’s work in the course is of passing quality, and (2) there is such evidence of hardship as to make it unjust to hold the student to the time limits previously fixed for the completion of his/her work.”*

When filling out the Incomplete form, specify exactly what the student must complete and a deadline for completion (no longer than one year). Incomplete forms are available in the Math Office or Incompletes may be assigned and filled out online through MyZou once grade rosters are available for your class.

### **The Grade FN**

*“The grade “FN” indicates a level of performance that is unacceptable due to student non-attendance and participation. The FN grade is appropriate for a student that stopped attending class, completing class assignments and taking exams, but is still on the class roster at the end of the term. The FN grade is for internal purposes regarding financial aid eligibility and appears as an F on the official transcript.”* The Faculty Handbook, under Article VII, Section 2, A. 6 revised 2007

### **Hearers**

Some students are permitted to enroll in courses as “Hearers” (auditors). In such instances, a record is made of the student’s enrollment in the course, but no grade is assigned. Even though no permanent credit is received by these students, full-time student status (12 hours) can be obtained with “Hearer” hours. The University policy requires that students attend at least one-half of the class meetings in order for the course to appear on their transcripts. As the instructor of the class you may require “Hearer” students to take tests or participate in the class. At the request of the instructor, a “Hearer” may be dropped from a course for failure to comply with stipulated requirements.

## **GRADE CHANGES**

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In the event that you record a student’s final course grade in error, you can submit a Grade Change Form (available in the Math Office).

## **STUDENT COMPLAINTS AND GRADE APPEALS**

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The appropriate persons for the student to approach with complaints or grade appeals are, in order:

1. Course Instructor
2. Course Coordinator (if any)
3. Director of Undergraduate Studies
4. Assistant Chair
5. Chair

## **ACADEMIC DISHONESTY** <http://osrr.missouri.edu/academicintegrity/index.html>

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The course coordinator or Director of Undergraduate Studies can assist you in handling any instances of cheating that may occur during the semester. Additionally, the Provost’s Office has detailed descriptions of the Academic Integrity guidelines and options for reporting violations on its website. A standard statement regarding academic integrity is also available at: <http://provost.missouri.edu/faculty/syllabus-information.php>

# Ethics

## STATEMENT ON ETHICS (COLLEGE OF ARTS AND SCIENCE)

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### **Purpose**

This is a statement of conscience by the Staff of the College<sup>1</sup>. It declares the commitment to basic principles and guidelines for conduct that one expects from himself or herself.

No sanctions have been established to enforce the statement. It bestows no rights or duties not already bestowed by rules and policies of the University of Missouri<sup>2</sup>.

The statement is intended to encourage ongoing discussion of conscious and unconscious acts of discrimination and prejudice and provide a basis for criticism.

### **Principles**

The pursuit of knowledge is a cooperative effort of a community united by collegiality and mutual respect. Members of a true academic community treat each other with fairness and consideration.

Exploitation, discrimination, abuse, and insensitivity are always wrong. They are especially damaging to an educational environment, which depends on respect, trust, and focus on learning. It is the responsibility of everyone in the academic community to call attention to such acts and work to eliminate them whether they are unconscious or conscious, covert or overt, while taking care not to accuse anyone unfairly.

A variety of relationships in the academic community require some of its members to exercise authority over others, for example, relationships among senior and junior administrators, senior and junior faculty, other teaching and research staff, support staff and students. Persons in positions of authority or responsibility must do all they can to avoid, prevent and eliminate acts of discrimination and promote an atmosphere conducive to learning.

Those in authority must regularly remind all the staff of the College of their obligations under this statement. They must inform students and others in the academic community of their rights and the procedures for redress under the rules of the University if their rights are violated.

Regardless of position, all should foster the spirit of collegiality and resist acts that impair it. It is their obligation to insure that each member of the community is accorded fair access to opportunities, rewards, and desirable condition of work.

### **Guidelines**

No formal statement of objectives or norms can replace the conscience and judgment of the individual. It is useful, however, to remind oneself and those with whom we deal of practices that are particularly important in maintaining a favorable environment for learning.

#### **1. Assignments and Rewards**

There must be neither favoritism nor discrimination based on personal relationships or group membership in conducting the affairs of the University<sup>3</sup>.

- (a) The sole bases for selecting individuals for employment, admission to programs, and assignments of work for grading and other evaluations, retention, promotion, financial and other rewards, certification and recommendations must be qualification, potential, and performance.
- (b) Factors such as age, disability, ethnic origin, marital status, race, religious commitment, sex, and sexual orientation must not be considered unless they are relevant to a specific assignment.

#### **2. Supervisory Functions**

There must be no misuse of position for personal gratification or gain or for exploitation of others.

- (a) Position of authority must not be used to obtain sexual favors, services that are not part of the subordinate's duties, or support on issues on which the subordinate should have an independent voice. Power must not be used to coerce the subordinate to perform immoral or illegal acts.
- (b) Sexual and romantic relationships between those in authority and those who are or are likely to come under their direction are strongly discouraged. Such relationships cannot be entirely free of exploitation. Those who are prospects for liaisons may feel pressure to enter them and fear repercussions when they are broken. Favoritism and suspicion of favoritism contaminates the intellectual environment.
- (c) Should such relationships occur, the person in power must take steps to protect the autonomy and rights of the subordinate. These include but are not restricted to transferring responsibility for supervision to a more neutral party<sup>4</sup>.
- (d) While genuine concern for the well being and advancement of colleagues and subordinates is essential to teaching, learning, and growth, it must never be used as an excuse for exploitive or parentalistic relationships<sup>5</sup>.

# Ethics

- (e) In a collegial enterprise, all must give credit to those who contribute to their work in accordance with the standards of the discipline. Whether this takes the form of co-authorship or citation by name in the body or footnotes of published work depends on the nature of the contribution. The fact that the contribution is the result of an assignment as part of a course or degree program is not a reason for denying credit.
- (f) While students and others may be invited to serve as research subjects on the basis of free and informed consent, they must not be recruited in situations that are explicitly or implicitly coercive.

### **3. Freedom to Learn**

Teachers and supervisors must use the control which they have over the time and attention of students and employees to enhance their development and advance the teaching and learning mission of the University.

- (a) Students must have the opportunity to investigate all rationally defensible positions on important questions. While they may be required to understand particular positions and may be asked to defend them as a way to understand them, they must not be required to adopt them or pretend to adopt them personally to secure rewards.
- (a) Teachers have a special obligation to promote a learning environment free of agist, racist, sexist, and other prejudicial attitudes. They themselves must not make remarks, even of a joking nature, which demean individual or groups, especially those who have suffered social discrimination<sup>6</sup>.
- (c) Similar care should be taken in the office, workplace, and conference room. Prejudicial comments intended to evoke camaraderie or reinforce status can be hurtful and demeaning, especially if the victim is under pressure to be a good sport and go along with stereotypical roles. No subordinate should be forced into self-mockery or self-deprecation.

### **Summary**

Everyone in the College and especially those in positions of responsibility should promote an environment free of discrimination in which all feel at ease and can devote their entire effort to learning and constructive service. Prejudicial attitudes toward individuals or groups on the basis of such factors as age, disability, ethnic origin, marital status, religious commitment, sex, or sexual orientation cannot be tolerated.

### **Notes**

<sup>1</sup>The Staff comprise all persons who represent the College in dealing with other members of the University or the public. It includes administrators, faculty, other teaching and research staff.

<sup>2</sup>The statement does not supplant, supplement, or modify existing University policies, regulations, or the procedures by which they are implemented, for example, those under the Equal Employment Opportunity Program (Collected Rules and Regulations 320.010), statement on Sexual Harassment (330.060), or Procedures Governing the Disposition of Charges of Research Dishonesty by Academic Faculty and Staff (adopted by the Board of Curators, 5/87).

<sup>3</sup>These guidelines in no way deny the propriety of affirmative action and other special efforts to recruit staff or students from particular groups as means of promoting equality of opportunity and the diversity of personnel which enriches the academic environment. Group membership in these instances may be relevant to the mission of the University.

<sup>4</sup>These statements are not intended to apply to family relationships. Such relationships are governed by nepotism rules of the University.

<sup>5</sup>We have used the term “parentalist” rather than the patriarchal term “paternalist”. We mean by it the illegitimate assumption of the role of parent toward competent adults without their consent with the aim of caring for their welfare.

<sup>6</sup>“Demean” is used here to mean to debase, degrade or lower by ill-founded or unfair remarks or aspersions. It does not refer to reasoned analysis or criticism of individuals or groups. Teachers and students have not only the right but the obligation to engage in such criticism.

No one can insure that others will not misunderstand his or her statements or take them in the wrong spirit, but the academic environment demands special care to communicate as objectively and clearly as possible to minimize the chance of being misunderstood.

Adopted by the Faculty and Staff of the College of Arts and Science, 1987. (reaffirmed, 1999)

# Other Campus Services

## OTHER CONTACTS

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**A&S DIVISION OF IT**, 884-0121  
class@missouri.edu  
(Computer/technical problems)

**IT HELP DESK**, 882-5000  
(Computer software issues)

**CAMPUS OPERATOR**, 882-2121

**REGISTRATION**, 882-7881

**CAMPUS POLICE**, 882-7201  
(To unlock classrooms)

**IT COMPUTING SITES SUPPORT CENTER**  
771- SITE (7483)  
(To unlock computer labs)

**THE LEARNING CENTER** <http://learningcenter.missouri.edu/>

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The Learning Center at MU is the academic support center for undergraduate students, offering support in study skills, reading, writing, mathematics, and a wide selection of other undergraduate courses, from foreign languages to the sciences. Participation in all the Learning Center's programs is voluntary and free of charge to MU students. The Math component of the Learning Center offers extensive tutorials open to all students enrolled in Math 0110, 1100, 1160, 1300, 1400, 1500 and 1700 through the math labs. Also, the Center offers exam reviews for Math 0110, 1100, 1300 and 1400. Students receive notice of these opportunities via email. Through a variety of funding sources, the Learning Center is also able to offer individual and small-group tutoring for almost all other math courses up to Math 4100 for underrepresented college students. This includes students with disabilities, first-generation students with high financial need, veterans, and federally-defined minority groups. Please refer your students to the Learning Center's main office to check their eligibility for these services. The Learning Center's main office is in 100 Student Success Center (882-2493) and its Math Coordinators can be reached at 882-0082 and 884-7919.

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**DISABILITY CENTER** <http://www.disabilitycenter.missouri.edu/>

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The Disability Center is located in S5 Memorial Union. This program provides accommodations and support services within the resources of the University: adaptive testing, alternative formats, interpreters and note takers. The Disability Center also acts as a gateway for disability-related information and guidance. For more information, email [disabilitycenter@missouri.edu](mailto:disabilitycenter@missouri.edu) or call (882-4696).

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**MU COUNSELING CENTER** <http://counseling.missouri.edu/>

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The MU Counseling Center is located at 119 Parker Hall (882-6601). Professional psychologists and counselors are available to help with "problems in interpersonal relationships, depression, loneliness, sexual concerns, poor grades, drugs, family or marital conflicts, and others." Counseling sessions are strictly confidential. Although walk-ins are not sent away, a person without an appointment may have to wait.

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**EMPLOYEE ASSISTANCE PROGRAM** <http://counseling.missouri.edu/eap/>

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The Employee Assistance Program, located at 102 Parker Hall (882-6701) is a referral resource to offer help for almost any problem. Services available to help you in your private and professional life cover topics from personal growth to prevention and treatment: alcohol/drug, assertion training, career planning, educational, financial planning, legal, marital/family, marital enrichment, medical, personality conflicts, pre-retirement planning, psychological, time management, vocational. They will help you select and contact the most appropriate services available in the Mid-Missouri area within your budget. As an employed member of the University community, the Employee Assistance Program is a free service to help you, your spouse, and dependents resolve problems. Some referrals to other campus or community services are available at no cost. However, a few of the agencies and professionals in their network do charge a fee. Contact with the Employee Assistance Program is strictly confidential. Their files are kept separate from those of any other office and no information concerning the nature of your consultation with the Employee Assistance Program is released without your signed consent.

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