

BYLAWS OF THE PERSONAL FINANCIAL PLANNING DEPARTMENT

Article I – Department Mission

Discovering and delivering solutions to challenging problems in the area of personal finance. We do this through research, education, engagement, and training the next generation of CERTIFIED FINANCIAL PLANNER™ professionals for exciting and rewarding careers. [adopted 04/2019]

Article II – Department Bylaws

Section 1. Bylaw Approval, Distribution and Record

1. The Faculty Bylaws for the Personal Financial Planning Department (PFP) as approved by the faculty on 12/04/2019, subject to all rules and regulations of University faculty [CRR 300.010; CRR 330.110].
2. Bylaws shall be distributed to the faculty for examination prior to any meeting at which the bylaws will be discussed.
3. The PFP department shall maintain a current copy of the PFP Bylaws on the department's website and on the College of Human Environmental Science's (P drive). The current copy shall indicate date approved and date of each revision.

Section 2. Bylaw Revision

Faculty may propose revisions of these bylaws. Proposed revisions shall be presented and discussed at a faculty meeting that has a quorum. Motions on revision of bylaws for the department shall be considered by voting members of the faculty by the following procedures:

1. Submitted in writing to the faculty not less than two weeks (14 calendar days) before discussion takes place on the proposal.
2. Revisions are adopted with 2/3 of all faculty voting in favor.
3. Adopted revisions of PFP Bylaws shall be enacted immediately unless specified otherwise in the adopted motion.

Article III - Department Chair

Section 1. Appointment and Review

The department is led by the Department Chair:

1. Who is appointed by the Dean of the College, with recommendation from the department faculty and is responsible for providing leadership to the department in achieving its mission and administering the affairs of the department.
2. Whose appointment shall be reviewed annually by the HES Dean. The annual review of the Chair will consider survey evaluations by PFP faculty and staff of the Chair's performance.
3. Who serves a three-year term, is subject to annual reappointment by the Dean of the College, and is eligible for reappointment to subsequent three-year terms with review and recommendation from department faculty.

Section 2. Duties and Responsibilities

The Department Chair is responsible for the effective and efficient administration of the department [CRR 20.110], including:

1. **Developing the strategic vision and plans for the department, consistent with those of the University:**
 - a. Calls and convenes regular meetings of the department faculty, as specified in the department bylaws regarding faculty meetings.
2. **Recruiting, retaining, developing, supervising, evaluating, and leading faculty and staff:**
 - a. Hires faculty, staff, and Graduate Assistants to fill open positions, acting on recommendations from relevant committees. For faculty positions, this entails acting on recommendations of a search committee.
 - b. Conducts annual evaluations of non-tenure, tenure-track, and tenured faculty and staff and makes recommendations to the Dean regarding their reappointment and salary increases. Adjusts faculty workload distribution for the coming year or multiple years based on the annual review to reflect their productivity and relative strength [CRR 310.015].
 - c. Participates in faculty promotion and tenure decisions, as specified in the Department, College, and University procedures.
 - d. Hires adjunct faculty, and reviews and reappoints them.

- e. Ensures current University of Missouri campus policies [HR 400, CRR Chapter 340] and HES College policies are followed in event of employee or faculty leave (e.g. Family and Medical Leave, Professional Development) and ensures a plan is in place to cover responsibilities of staff/faculty in their absence.
- f. Appoints all directors and program leaders within the department, with input from the faculty, and evaluates performance to determine reappointment.

3. Promoting research and the scholarly excellence of the Department:

- a. Provides funding and incentives for research and scholarly excellence that is consistent with the University's current standards.
- b. Coordinates faculty research leaves and sabbatical leaves following the University's Collected Rules and Regulations (CRR), and evaluates the accomplishments of such leaves.
- c. Evaluates the output of faculty with a research appointment on an annual basis.

4. Fostering Graduate Student Professional Development:

- a. With input from graduate faculty, makes decisions regarding graduate assistantship (GA) assignments, and sends information about GA to staff to develop any required personnel forms.
- b. Oversees semester GA performance reviews (including summer, if applicable) of current GAs.
- c. Mandates written evaluations of GA performance from graduate faculty as part of the information in consideration of subsequent GA assignments.
- d. Ensures graduate faculty share the performance evaluation with their GA(s).

5. Making budgetary decisions and resource allocations:

- a. Assumes responsibility for Department fiscal management, which involves: formulating budgets, making resource allocation decisions, meeting periodically with the Department's fiscal staff to monitor all Department accounts, approving budgets of all Department units, approving all expenditures, and approving payroll processes.
- b. Manages department space and allocates office space.
- c. Oversees management of department day-to-day functions and makes decisions regarding office procedures with input from faculty and staff, where appropriate.

6. Assigning appropriate workloads:

- a. Finalizes course scheduling and assignments based on recommendations from teaching faculty.
- b. Appoints faculty to designated department committees, with acceptance from involved faculty.

- c. Recommends department faculty to College and University committees, with acceptance from involved faculty.
- d. Conducts annual evaluation of non-tenure, tenure track, and tenured faculty and staff. Adjusts work assignments to reflect the outcome of such evaluation and relative strengths.

7. Engaging in philanthropy, in collaboration with university development efforts:

- a. Works with the College of Human Environmental Sciences Director of Development to advance the resources of the department.
- b. Works with the department's Advisory Board to strengthen the department linkages with professional community and ongoing public relations.
- c. Facilitates student career development.
- d. Raises financial resources for the department.

8. Ensuring that excellence is achieved in all areas included in the University's strategic priorities:

- a. Reviews and approves curricular changes as recommended by the department's Undergraduate Faculty and Graduate Program Committees.
- b. With inputs from faculty, appoints taskforces, as needed, to address a specific issue or carry out a specified function that does not clearly fall under the charge of a standing committee, or requires special time and attention. Such taskforces are dissolved upon the completion of the purpose for which they were appointed.

9. Serving as liaison for department faculty and staff with upper administration:

- a. Represents the department at College and University administrative meetings, and other University functions.
- b. Responds to requests from the Dean and upper University administration for information and reports. Some reports may be delegated to faculty, with input and oversight from the Chair.

10. Maintaining a harmonious and productive work environment:

- a. Handles and resolves personnel and student complaints and problems as specified in University policies and procedures manual.
- b. Reviews and approves student appeals based on recommendations of the relevant program committee.
- c. Seeks faculty input as specified in University CRR 300.010 Section C

11. Overseeing resident and online curriculum:

- a. Oversees revision and editing of course catalogs, in conjunction with the Undergraduate Faculty and the Graduate Program Committees.
- b. Reviews schedule of courses.
- c. Serves as liaison of the department to administrators and other stakeholders of resident and online programs.
- d. Works with relevant University offices to manage resident and online program activities.

12. Overseeing department units:

- a. **Office for Financial Success (OFS):** meets regularly with Director(s) to discuss operations, budgeting, and future planning.
- b. **MU Center for Economic and Financial Education:** meets regularly with Director(s) to discuss operations, budgeting, and future planning.
- c. **International Financial Planning Initiative:** meets regularly with Director to discuss operations, budgeting, and future planning.
- d. **CERTIFIED FINANCIAL PLANNER™ Program:** meets regularly with Director to discuss operations and future planning; ensures department is following current education requirements for a registered program; and ensures required reports are submitted to the Certified Financial Planner Board of Standards, Inc. by their required due dates.

13. Promoting department:

- a. Oversees implementation of the Department's recruitment and retention plans.
- b. Oversees maintenance of the Department web pages. This includes ensuring that changes are made to the Department web pages in a timely fashion.
- c. Oversees Department marketing and outreach.

Article IV - Faculty

Section 1. Membership:

The Department faculty shall consist of the chair and all full time, ranked tenured and tenure-track (TT) faculty, and all full-time, ranked non-tenure-track (NTT) faculty with professorial designation(s).

Section 2. Faculty Duties:

1. The faculty shall respect and fully perform duties specified in University CRR 300, Section C. Faculty Rights, Ethics, Responsibilities and Authority.
2. The faculty shall have responsibility for setting policy on curriculum, standards for admission of students, standards for awarding degrees, and participating in other matters that affect the educational policies of the department.
3. The faculty shall have responsibility for setting policy on faculty appointments; determining pedagogical needs to be filled by new hires; writing new job descriptions; informing decisions about criteria for merit; and promotion and tenure.
4. The faculty shall have responsibility for establishing and maintaining the Department's Bylaws and Policies and Procedures Manual to support collegial governance of the Department.
5. The faculty shall play an active and responsible role in academic matters, assuring that the collegial system of shared governance is maintained.
6. The faculty shall create and protect an academic climate in which variations of opinions may be encouraged, acknowledged, and valued.
7. All faculty that teach the core financial planning topic courses that meet the Certified Financial Planner Board of Standards Inc. education requirement (FINPLN 4382/7382 Financial Planning: Risk Management; FINPLN 4383/7383 Financial Planning: Investment Management; FINPLN 4187/7187 Tax Planning; FINPLN 4386/7386 Financial Planning: Employee Benefits and Retirement Planning; FINPLN 4393/7393 Financial Planning: Estate and Gift Planning; FINPLN 4389/7389 Financial Planning: Capstone) shall hold the CFP® designation. There are two exceptions:
 - a. New faculty hires will have three years to earn the CFP® designation. During the time from hire to earning the CFP® designation, new faculty may teach the core financial planning topic courses provided they have completed coursework or have professional experience pertaining to the course(s) taught.
 - b. In extenuating circumstances (e.g. faculty experiences unexpected and severe illness/injury, unexpected faculty departure), when no resident faculty are available to teach a core financial planning topic course, the department can consider short-term hire of an adjunct instructor who does not hold the CFP® designation but does have commensurate professional training and experience in the subject taught.

Section 3. Faculty Review

1. Faculty Annual Review

The performance of all tenured or tenure-track (T/TT) and non-tenure track (NTT), faculty is to be reviewed annually by the Chair. The performance review should include the workload distribution for the coming year or multiple years [CRR 310.015].

2. Promotion and Tenure for Tenure-Track and Tenured Faculty

- a. The criteria for promotion of tenure-track and tenured faculty and award of tenure are stated in the Personal Financial Planning guidelines for Promotion and Tenure for Tenure-Track and Tenured faculty (11/06/2019).
- b. The Personal Financial Planning Promotion and Tenure committee shall be comprised of all tenured faculty in Personal Financial Planning at the same or higher rank for which the candidate is being considered. In the event there are two or fewer tenured faculty at appropriate rank in the department, tenured faculty in related departments inside or outside the College may serve to form a committee of three.

3. Promotion and Tenure for Non-Tenure Track Faculty

- a. The criteria for promotion to various ranks relative to non-tenure track faculty are stated in the Personal Financial Planning guidelines for Non-Tenure Track faculty (11/06/2019).
- b. The committee to review Non-Tenure Track faculty for promotion shall consist of the Personal Financial Planning Promotion and Tenure committee and at least one Non-Tenure Track faculty at the same or higher rank for which the candidate is being considered. In the event there are no ranked Non-Tenure Track faculty at appropriate rank in the department, ranked Non-Tenure Track faculty in related departments inside or outside the College may serve on the committee.

4. Five-Year Post-Tenure Review [CRR 310:015]

- a. Five-Year Post-Tenure Review Process. At five-year intervals a tenured faculty member will resubmit the annual reports and evaluation statements for the past five years, with a concise summary statement of research, teaching, and service activities for the five-year period, and a current curriculum vita to the Department Chair for review. Based on the five-year report, the Chair will evaluate the faculty member's performance as satisfactory or unsatisfactory. Satisfactory overall performance evaluations for each year will automatically be deemed sufficient for a satisfactory post-tenure review. The five-year evaluation process will be complete with a satisfactory evaluation.

- b. Unsatisfactory Performance and Professional Development Plan. If an unsatisfactory performance review in any category occurs in one or more years over the five-year period, there must be a face-to-face discussion of the evaluation between the faculty member and the chair to create a plan for improvement. The improvement plan will be attached to the signed annual performance evaluation. If the Chair deems the post-tenure review unsatisfactory, the five-year report will be sent to department faculty peers for their independent assessment. The reports will be forwarded to the HES Dean. If deemed necessary by the HES Dean, a professional development plan will be written.
- c. Faculty Right to Appeal. At every level of review, the faculty member will be provided with a copy of any written report that is part of a performance review and will have the right of appeal of any evaluations, decisions, or recommendations to the next level of the process.

Article V - Department Meetings

Section 1. Voting

1. All individuals listed in faculty membership (Article IV Section 1) shall be voting members of the faculty.
2. A quorum is required for votes. The quorum consists of 2/3 of the voting members.
3. Majority rule of the quorum (i.e. > 50%) shall apply to all votes of the faculty, except for governance (bylaws) changes, which require 2/3 of all eligible faculty voting in favor.
4. If a faculty member cannot physically attend a department meeting (e.g. due to travel, homebound due to injury or severe illness, etc.) where a vote is scheduled to take place, the faculty member may join the meeting and render a vote by phone or video conference connection. If the faculty member can attend the meeting, then such alternate methods to render a vote will not be acceptable.
5. Motions on governance (bylaws) changes for the department shall be considered by voting members of the faculty by the following procedures:
 - a. Submitted in writing to the faculty not less than two weeks (14 calendar days) before discussion takes place on the proposal.
 - b. Adopted with 2/3 of all eligible faculty voting in favor.
 - c. Adopted immediately unless specified otherwise in the motion.
6. Motions that do not affect the bylaws may be brought:

- a. In the same manner as in point 5a, or
 - b. By any member for discussion at the meeting at which it is presented. Voting on such motions shall be at the next faculty meeting (unless the faculty meeting in which the motion is brought consists of a quorum that agrees to vote at the meeting). A special faculty meeting can be called solely for voting purposes.
7. Motions brought by committees must be submitted in writing to the faculty not less than two weeks (14 calendar days) before discussion takes place on the proposal.
 8. The usual method of voting shall be by raised hand. If requested by a voting member of the faculty, a vote by ballot shall be employed.
 - a. Whenever a vote is taken during a faculty meeting, voting outcomes will be recorded in the meeting minutes and stored, with date of vote and adoption of the change, on the HES College server (P Drive).
 9. Department faculty votes on issues specific to tenured or tenure-track (T/TT) faculty will be restricted to T/TT faculty.

Section 2. Meeting Frequency and Records

1. There shall be at least 1 meeting of faculty in each of the spring and fall semesters.
2. The Department Chair or at least three faculty members may call meetings of the faculty.
3. The faculty, with the consent of the 2/3 of the voting members, shall determine all procedural rules not specified in the bylaws for conducting faculty meetings.
4. Minutes
 - a. The approved minutes of all faculty meetings shall be prepared and preserved on the HES College server (P Drive).
 - b. Approved minutes shall serve as the official record of faculty meetings, and shall generally preserve decision.
 - c. Minutes of the previous faculty meeting must be distributed within seven business days and approved by faculty at the next regular faculty meeting.
5. Faculty shall be notified at least seven days in advance of any faculty meeting.
6. Faculty meetings shall not be scheduled during the hours of any class taught by any ranked faculty member.

Article VI – Director and Program Leader Positions within Department

Section 1. Director of Graduate Studies (DGS):

The Personal Financial Planning Director of Graduate Studies:

1. Is a faculty member who has the primary responsibility for maintaining the overall academic integrity of the graduate degree programs he or she oversees.
2. Should be filled by a person already tenured and with the rank of professor, except under extenuating circumstances.
3. Is appointed to a three-year term by the Department Chair, and is subject to annual review and reappointment.
4. Functions as the primary point of articulation among the graduate degree program, the academic department and college, the Graduate School and graduate students.
5. Chairs the Graduate Program Committee.
6. Encourages excellence in scholarship and teaching in graduate programs. Provides leadership in the periodic review of the graduate curriculum and in the design and implementation of enhanced graduate student professional development opportunities in the advancement of graduate education in the department.
7. Responds to or appoints appropriate graduate faculty member to respond to inquiries about the Department's graduate programs.
8. Organizes, schedules, and conducts new graduate student orientation.
9. Communicates with the program applicants regarding admission decisions.
10. Completes appropriate forms for all graduate program changes requiring approval beyond the department level.
11. Assigns a temporary graduate advisor to all incoming graduate students.
12. Provides advice regarding potential assistantships assignments to the Department Chair, whose responsibility it is to make the final decision on such initial assignments.
13. Responds to questions concerning policy and procedures from university personnel, current and prospective graduate students.
14. Monitors the progress (or lack of progress) of students through the program

15. Meets with graduate students and advisors who are experiencing problems with the program or with each other.
16. Oversees collection and management of program data, including information on prospective students, current students and program alumni.
17. Reviews all M and D forms and other relevant grad forms to make sure they are in compliance with Graduate School requirements.
18. Attends DGS meetings planned by Graduate School and the HES Associate Dean for Research and Graduate Studies.
19. Reviews web pages devoted to graduate programs and forwards any changes to HES College Web designer.
20. Appoints appropriate faculty to ensure that the Graduate Catalogs are current.
21. Assists prospective students regarding questions about the programs.
22. Delegates coordination of campus visits of potential students to member(s) of the graduate fellowship and scholarship committee, which is appointed by the chair.

Section 2: Online Graduate Program Director

The Online Graduate Program Director

1. Should be filled by a person already tenured and currently teaching in the program, except under extenuating circumstances.
2. Is appointed to a three-year term by the Department Chair, and is subject to annual review and reappointment.
3. Interacts with the programs' central office.
4. Oversees scheduling of online courses.
5. Advocates for department in distribution of teaching and revenue in the programs.
6. Represents the department at meetings related to online programs.
7. Responds to inquiries about the online programs.
8. Advises students in the online programs.
9. Completes and delivers to the Director of Graduate Studies appropriate forms for all online graduate program changes requiring approval beyond the department level.
10. Oversees collection and management of program data, including information on prospective students, current students and program alumni, and delivers to the Director of Graduate Studies.

11. Reviews web pages devoted to online graduate programs and forwards any changes to the Director of Graduate Studies.
12. Reviews parts in the Graduate Catalogs relevant to online graduate programs and forward changes to the Director of Graduate Studies.

Section 3: CERTIFIED FINANCIAL PLANNER™ Program Director

The CERTIFIED FINANCIAL PLANNER™ Program Director:

1. Should be filled by a person already tenured that holds the CFP® designation, except under extenuating circumstances.
2. Is the primary point person for all of the Department's undergraduate and graduate programs that are registered with the Certified Financial Planner Board of Standards, Inc.
3. Is appointed to a three-year term by the Department Chair, and is subject to annual review and reappointment.
4. Serves as liaison between the Certified Financial Planner Board of Directors (CFP Board) and the PFP department, transmitting information between the CFP Board and faculty as needed.
5. Maintains program records.
6. Reviews web pages devoted to department's CFP Board registered programs and forwards any changes to the HES College web designer.
7. Ensures that information related to the undergraduate and graduate CFP Board registered programs in the university curriculum catalogs is current and correct.
8. Oversees collection and management of program data, including information on prospective students, current students and program alumni.
9. Ensures the programs meet the CFP Board's requirements.
10. Prepares and submits reports to the CFP Board as required.
11. Responds to comments or questions from the CFP Board.
12. Represents the department by attending meetings related to the CFP Board registered programs.
13. Promotes the CERTIFIED FINANCIAL PLANNER™ designation.

Section 4: Director of the Office for Financial Success (OFS)

The Director of the Office for Financial Success (OFS):

1. Provides leadership to the OFS.
2. OFS is a teaching lab that provides experiential learning opportunities for PFP students as well as financial education services to campus. Consequently, it is expected that the director will seek input from department faculty and other stakeholders when planning and implementing OFS activities.
3. Under department supervision, oversees allocation and use of program resources and reports resource use and services provided to department on a regular basis.
4. Represents department at the University of Missouri Summer Welcome program.
5. Teaches undergraduate and graduate courses relating to financial counseling and planning, including engaging students in the counseling process.
6. Manages/coordinates student experiential learning activities such as student team competitions.
7. Collaborates with department chair and faculty in department planning and development efforts.
8. Seeks, develops, and maintains relationships with industry partners to garner external support for both the director position and operations of the OFS.
9. Serves on department, college, and university committees.
10. Oversees activities related to ensuring students receive training in the core competencies required for the Accredited Financial Counselor® exam.

Section 5: Director of the Center for Economic and Financial Education:

The Center for Economic and Financial Education (CEFE) is the statewide affiliate center for the Missouri Council on Economic Education (MCEE) and national CEE. The Director(s) of the Center shall:

1. Provide training and support to Missouri educators teaching personal finance.
2. Travel statewide to engage teachers, students, administrators, partners, and other stakeholders regularly for recruitment to CEFE events, content delivery, and to solicit feedback/maintain partnerships.
3. Attend all MCEE Board of Trustees meetings, regularly host MCEE Board meetings, represent CEFE/MU interests, and work to support the mission and overall functioning of MCEE through CEFE.

4. Represent CEFE/MU at national CEE events and partnerships.
5. Constitute and communicate with CEFE advisory and stakeholder group for the purposes of shared programming and improvement.
6. Coordinate with MCEE to plan and host the annual Missouri Personal Finance Challenge.
7. Ensure CEFE funding is used for direct programming/CEFE outcomes, including CEFE leadership/staff having the appropriate service appointments to be able to complete CEFE programming in good faith, as evaluated by the MCEE Board, national CEE, PFP Department chair, and CEFE advisory stakeholders.
8. Work to increase CEFE and the department's visibility and impact through a variety of consistent, statewide programming and content dissemination.

Article VII - Committee Service

Section 1. Promotion and Tenure Committee

1. The Promotion and Tenure Committee of the Personal Financial Planning Department will consist of all tenured faculty members, except the Department Chair. The committee chairperson will be elected annually by the tenured faculty.
2. All Promotion and Tenure Committee members can vote on tenure recommendations.
3. Only those Promotion and Tenure Committee members who hold a higher rank than the candidate for promotion may vote for promotion recommendations.
4. The Department Chair is permitted to attend Promotion and Tenure Committee meetings at the request of the committee.
5. The committee shall be responsible for assuring that the promotion process of the tenure track faculty members is conducted in accordance with University and College policy.
6. The committee shall be responsible for assuring that the promotion process of non-tenure track faculty members is conducted in accordance with University policy.
7. The committee shall use procedures and make recommendations in accordance with University policy in its actions related to promotion and tenure materials needed from the candidate.
8. The committee shall conduct 3rd year tenure-track faculty reviews according to HES College and University policy and scheduling.
9. Only those Promotion and Tenure Committee members who hold a higher rank can conduct post tenure reviews for a lower-rank faculty member.

Section 2: Graduate Program Committee

1. The Graduate Program Committee shall be chaired by the Director of Graduate Studies.
2. Committee membership includes all graduate faculty.
3. The Graduate Program Committee consists of the following three Graduate Admission Subcommittees:
 - a. Doctoral Admission Committee includes doctoral faculty who are currently accepting new doctoral advisees and the department Director of Graduate Studies.
 - b. Resident Master's Admission Committee includes all graduate faculty.
 - c. Online Master's Admission Committee includes the leader of the online graduate programs and the department Director of Graduate Studies.
4. The Graduate Admission Subcommittees review applications for admission to the graduate programs and make recommendations about who is admitted; conducts interviews with prospective applicants as necessary.
5. The committee approves, monitors, reviews, and coordinates graduate curricula, including policies and procedures relating to comprehensive examinations, oral examinations, and theses and dissertations.
6. The committee recommends to the full graduate faculty policy pertaining to Master's and Doctoral program requirements, methods to evaluate students' academic progress, student grievances and appeals, and other matters referred to by the faculty and consistent with University and College policies relating to graduate students and programs. Note, evaluation of graduate students' progress is strictly the responsibility of the student's committee and the department DGS.
7. Each subcommittee reviews and formulates policies governing admission to their corresponding graduate program.
8. The committee makes recommendations to the Chair regarding graduate course scheduling, including teaching assignments and scheduling of summer graduate courses.

Section 3. Scholarship Committees

1. Undergraduate Scholarship Committee
 - a. Led by a faculty appointed by the Department Chair. Is comprised of at least 3 undergraduate faculty selected by Undergraduate Scholarship Committee chair.
 - b. The committee is responsible for making decisions for all departmental undergraduate awards and scholarships.

2. Graduate Scholarship Committee
 - a. Led by a faculty appointed by the Department Chair. Is comprised of at least 3 graduate faculty selected by Graduate Scholarship Committee chair.
 - b. The committee is responsible for making decisions for all departmental graduate awards and scholarships, including recommendations for campus-wide awards, except those handled by the DGS.

Section 4. Undergraduate Program Committee (UPC)

1. Is comprised of the academic advisor and at least 3 undergraduate faculty with benefit eligible appointments with some or full teaching responsibilities.
2. Is chaired by the department chair or designee.
3. The UPC is responsible for decisions regarding undergraduate admissions policies and procedures, program requirements, curriculum development, revision, and evaluation, evaluation of students, student grievances and appeals, and other matters referred to it by the faculty and staff and as compatible with University policies on undergraduate programs.
4. All members of UPC are eligible to vote on those responsibilities listed in Section 4.3 and have equal voting rights.
5. Subcommittees may be formed by the committee chair to review curriculum and make recommendations to the UPC.
6. The UPC is responsible for reviewing degree requirements every two years.
7. The committee makes recommendations to the Chair regarding undergraduate course scheduling, including summer teaching assignments and scheduling.

Article VIII – Fiscal Officer / Business Support Specialist II

The Fiscal Officer / Business Support Specialist II has responsibilities in:

1. Working with the Department Chair and the College Fiscal Officer regarding:
 - a. Financials (e.g. budget building, purchasing, reconciling, deposits, correcting journal entries, bi-weekly and monthly payroll, department revenues).
 - b. Human Resources (e.g. processing personnel forms related to hiring, terminating, leave of absence)
 - c. Scholarships (e.g., projects/confirms account balances and provides award information to HES Development/Fiscal Office).

- d. Faculty travel reimbursements, consistent with the University policy.
2. Working with the Department Chair and Faculty regarding:
 - a. Update of schedule of courses in MyZou.
 - b. Keeping records of all appropriately signed forms from graduate students and forwarding those to the Graduate School.
 - c. Additional responsibilities as assigned relating to department operations as described in this document where appropriate.

Article IX - Operating within the University of Missouri

1. Department policies and procedures will follow the Collected Rules and Regulations (http://www.umsystem.edu/ums/rules/collected_rules/) as a program inside the UM System.
2. Department policies and procedures will follow Campus directives which includes:
 - a. Recruitment and selection guidelines and procedures for faculty and academic positions (OARS Manual) <http://hrs.missouri.edu/docs/faculty-recruitment-selection-guidelines.pdf>
 - b. Academic Program Assessment <http://registrar.missouri.edu/policies/index.php>
 - c. Academic policies <http://registrar.missouri.edu/policies/index.php>
 - d. Business policies and procedures <http://bppm.missouri.edu/faculty> as relevant
3. In the event any PFP guidelines, policies or procedures come into conflict with HES College, MU Campus or UM system guidelines, policies or procedures, the guidelines, policies or procedures of the HES College, MU Campus or UM system will override those of PFP.