



August 2021

CEFS PER COURSE HANDBOOK



Childhood Education and Family Studies
MISSOURI STATE UNIVERSITY

Contact

- Website: <http://education.missouristate.edu/cefs/>.
- Email: CEFS@MissouriState.edu
- Phone: 417-836-3262
- Mailing Address: 901 S. National Ave., Springfield, MO 65897

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Hiring Process

- If you *DID NOT* teach the previous full semester (summer semester not included), New Hire Paperwork will need to be completed.

This includes the I-9, MO State W-4 and Federal W-4.

To complete this paperwork, contact MMcCoy@MissouriState.edu to schedule an appointment. Please bring the following items to your appointment:

1. Completed W-4's ([Found Here](#))
2. Proof of identity and eligibility of employment authorization, typically:
 - a. Passport (valid) **OR**
 - b. Driver's License (valid) **and** Social Security Card **or** Birth Certificate (original).

A full list of acceptable documents can be found at: <https://www.uscis.gov/i-9-central/acceptable-documents>

If you are an out-of-state employee, please follow the link for additional information on completing the New Hire Paperwork: [Out of Area Employees](#).

Also, instead of a MO W-4 form, you'll need to complete a W-4 form from your residential state. You can simply complete an internet search to locate one.

- If you *DID* teach the previous full semester, no application or additional hiring paperwork will be needed.

Background Check

Human Resources utilizes a company called HireRight to complete their background checks. You will receive an email from HireRight, directly, to complete this step.

Transcripts

Official transcripts will need to be on file. If not already completed, please send official transcripts to:

Mary Lynne Golden
Missouri State University – Provost Office
901 S. National Ave.
Springfield, MO 65897

MaryGolden@MissouriState.edu
417-836-4589 (fax)
Questions? 417-836-5119 (office)

Note: Unofficial transcripts can be sent if your last degree is from Missouri State University.

Email/Access Accounts

All employees must establish and regularly use Missouri State University email for all official communications with administrators, faculty, and students and to access critical information on emergency response and other safety and pertinent policy issues impacting all MSU instructors.

Please visit [CAMS](#) to establish/reactivate your MSU BearPass and E-mail account. Please contact the [Help Desk](#) to request your student email address be converted to a faculty email address.

Appointment Letter

You will receive an email when your appointment letter is ready. It will be in the Workflow tab within your

My.MissouriState.edu portal. It will appear approximately 24-48 hours after your email account has been established, assuming Human Resources has received all your hiring paperwork. Payroll will not activate payments until this appointment letter is accepted.

*If you wish to retain a copy for your records, simply right-click/print **BEFORE** accepting. Once you have accepted, neither the department nor Human Resources have any means to obtain a copy for you.

*If you have any doubts about the content of your Appointment Letter, please contact MMcCoy@MissouriState.edu with any questions or concerns **PRIOR** to accepting it.

*Appointment Letters are also needed for MSU Staff teaching as Per Course.

Parking Permit

The Office of the Provost will pay the purchase price for a COMMUTER parking permit for you. If you choose to get a Reserved Lot Permit, you are responsible for the difference in cost. To obtain your permit, you must fill out the Vehicle Registration Form located through this link:

<https://www.missouristate.edu/Assets/transportation/PERCOURSE.pdf>

Keys

If your course is located on campus, you may request a key for the room of your class location. Please contact KarenCScott@MissouriState.edu if a key is needed. (See the [Key Control](#) website for F.A.Q.'s) Upon approval, Key Control will email you directly when your key is ready for pick-up. You will need to show your ID and sign an agreement upon pick-up.

BearPass Card

If you do not already have a BearPass Card (MSU Identification Card), one can be obtained at the [BearPass Card Office](#), located in the Plaster Student Union, Rm 128. Contact 417-836-8409 with additional questions.

Payroll

Per Course Faculty are paid per credit hour based on the highest degree obtained.

- \$815 per credit hour for a Masters.
- \$915 per credit hour for a Specialist.
- \$1,015 per credit hour for a Doctorate.

Your total pay is divided into 4 equal payments, to be paid on the last *banking* day of the month in accordance with the semester being taught.

- Fall semester pays September-December
- Spring semester pays February-May
- Summer semester pay is divided into 2 equal payments, June-July

If you suspect payment inaccuracies, please contact MMcCoy@MissouriState.edu.

Required Training

Required compliance training is due within the first month of your employment start date. Log into your My.MissouriState.edu portal and locate the "My Learning Connection" link under the Profile tab/Professional Development. Click on "Compliance Training", and complete the following:

- Preventing Discrimination and Harassment
- Preventing Sexual Misconduct (Title IX)

Submit copies of completion to: MMcCoy@MissouriState.edu.

If additional training is desired, please browse available training through "My Learning Connection", or do a

search within <http://www.missouristate.edu> to find the applicable training courses.

New Faculty Orientation

The Office of the Provost will offer a “New Faculty Orientation” for Per Course faculty teaching with MSU for the first time. They will email you the date and time of the orientation once one is established for the semester. Contact 417-836-4589 with additional questions about this orientation.

Course Related

Blackboard

Your courses should be available one week prior to the start of the semester, assuming all your New Hire Paperwork has been completely routed and approved and your appointment letter has been accepted. If you need more information, you can find guides on managing your Blackboard course in our [Knowledge Base](#). This section includes information on making courses available and unavailable, requesting combined courses, and adding users to your course. Training is available through the Faculty Center for Teaching and Learning website. <https://www.missouristate.edu/fctl/>

Textbook Adoptions

Your program coordinator is responsible for your courses book adoptions. Please contact KarenCScott@MissouriState.edu with any questions or concerns.

Desk Copy Requests

Complete the Desk Copy Request form and submit it to KarenCScott@MissouriState.edu. Upon delivery, you will be notified via email when it is received. Allow 2-4 weeks for receipt. Desk copies are delivered to the departmental office unless you are teaching 100% online.

Syllabi

Every course has a syllabus that is updated each semester. Contact your program coordinator for the syllabus format. See also, [Policy Statements](#). Send completed syllabi to MMcCoy@MissouriState.edu each semester, by the end of the first week of classes.

Evaluations

Evaluations will be available online through the Evaluation Toolkit in your Missouri State Dashboard under Work Resources.

Questions regarding course evaluations should be directed to KarenCScott@MissouriState.edu.

Miscellaneous

Supplies

Office supplies are stored in a supply room within the CEFS departmental suite, Hill 312. Only office staff have access to the cabinets. If you find a needed item is not available, we can order the item, after Department Head approval is obtained. You will be notified via email when your item(s) has arrived for pickup in the CEFS department.

Student Worker Assistance

The CEFS department typically has a student worker (Office Assistant) available to assist with copies, scans, faxing or general project assistance. Contact the office, 836-3262, to ask for assistance with these items. Once the request has been completed, you will be notified via email. Please route any Work Requests to KarenCScott@MissouriState.edu .

We welcome you to Missouri State University! If you have any additional questions or need any guidance, the Administrative Assistants are eager to help!

Karen Scott, Academic Administrative Assistant II 836-3262
Mindi McCoy, Academic Administrative Assistant II 836-8915

KarenCScott@MissouriState.edu
MMcCoy@MissouriState.edu