HED 7530 - Issues and Concepts of Personnel Management in Higher Education

Course Overview

An alternative title for this class could be “What administrators, supervisors, managers, etc., should know about managing employees in a university environment, including considerations of prevalent issues, challenges, legal pitfalls, and best practices.”

A semi-collaborative teaching/learning approach will be taken as we explore together a diverse array of relevant topics and concepts. An understanding of the role and/or components of Human Resources Management (an H.R. Department) within an institution will be explored; especially since understanding this resource is important to administrators of departments/units. Legal issues and concepts will permeate most topics and discussions, especially since administrators are expected to be knowledgeable of legal issues, requirements and pitfalls associated with managing personnel.

Achieving a professional working climate for optimal effectiveness is the responsibility of all managers, administrators and institutional leaders. Also, effective organizational leadership reflects both a high concern for people and a high concern for productivity and achievement. How employees are managed while unit/department/institutional goals and objectives are pursued impacts working climates which in turn impacts achievement. For the individual professional who supervises and manages others, he/she is evaluated not only by goals and expectations, but also how others are effectively managed while adhering to the “nuts and bolts” of personnel management.

Course Topics

The following topics will be included in the areas of study and discussion (the order of topics will vary, depending on the direction taken during the class):

- Overview to Human Resource Management and Challenges
- The Law of Employment and the legal aspects of personnel management
- Designing organizational charts and position descriptions for effectiveness
- Developing and conducting recruitment process and procedures
- Developing and conducting application and hiring process and procedures
- Developing and conducting interviewing process and procedures
• Performance appraisal and evaluations
• Employee compensation plans
• Employee benefits and services
• Personnel records
• Employee orientation and training and staff development
• Workplace safety
• Discipline and termination actions against employees
• Personnel policies

**Instructional Methods**

Lecture/Class Discussion/Class Handouts/Case Studies
Discussions Covering Weekly Assignments
Student Presentations

**Class Preparation**

Topics and/or issues addressed in weekly reading assignments will be discussed during class. Students may be asked to offer overviews of the material addressed in the assignment. A “Question and Answer” (Q&As) approach will be used by the instructor in every class, so students are expected to come to class prepared to respond to questions and add to class discussions.

**Instructor’s Attendance Policy**

There are no excused or unexcused absences. However, it is recognized that students may have to miss a class due to illness, uncontrolled conflicts, conflicting obligations, etc. Please carefully manage missed classes because both attendance and participation are expected - and will impact final grades. No exceptions will be made to the attendance policy communicated by the instructor.

Institutional policy sets 3 absences for 3-hr. night classes. A 4th absence will be extended for this class but will automatically result in the lowering of a final earned grade by a letter grade (A earned = B, B earned = C, etc.). A 5th absence will result in a student cutting out of the class (F recorded).

**Class Evaluation and Assessment**

Final Class Grades will be issued based on the following values:

**1/3 of Final Grade: Weekly Assignments**
All weekly assignments are expected to be completed as assigned. A third of the class grade will be determined by the total number of assignments made divided by the number of appropriate submissions.
Weekly assignments are expected to be handed in at the beginning of each class. If it is not handed in at that time, it does not count (no exceptions). If class is missed, weekly assignments are still due and will count toward the final class grade calculation. If a class is missed, you can either send the assignment with a fellow classmate, or can email the assignments (attached in a Word document) to the instructor (stanford@mc.edu). If emailed, the email with attached assignments must be in my email in-box by 6:00 p.m. on Thursday evening, when class is scheduled to begin (no exceptions). Also, it is suggested that students have weekly assignments available (hard copies or on a laptop or pad) for referencing for class discussions/Q&As.

Appropriate Submissions Defined: The instructor will evaluate each written assignment submitted based on a clearly demonstrated understanding and treatment of the material (topics, issues, etc.) assigned, and its overall presentation as graduate level work (quality, clarity and depth). All assignments will be returned to students at a following class period. If the assignment has a check (✓) with “OK,” it was assessed as an appropriate submission. If it is not acceptable, it will have an “X” with comments that address what is needed to make it an appropriate submission. If you wish, you will have until the next class to resubmit it for a re-evaluation. Only one re-submission per assignment will be allowed. Also, if a submission is determined to be extremely poor, it may not be allowed a re-submission.

1/3 of Final Grade: Mid-Term
A Mid-Term will be given approximately half-way through the course. Students will be informed of its date at least three weeks prior to the class it will be given. The Mid-Term’s primary focus will be material covered to-date, which will primarily relate to laws and basic terminology students should know as administrators. Although it may not include everything that will be included, a “study sheet” listing terms and laws will be shared with the class the week before the Mid-Term.

1/3 of Final Grade: End-of Term Student Presentation
Students will be asked to prepare a presentation (10-15 minutes) for the class on a topic specific to personnel management within higher education. Topics and specifics about these presentations will be shared with the class the week following the Mid-Term.

Grade Assessment:
90% or higher = A
80% up to 90% = B
70% up to 80% = C
60% up to 70% = D
Less than 60% = F

NOTE: A numerical value will be determined by the instructor for each of the three areas being evaluated. The three values will be averaged together to reach one final valuation – which will constitute a final class grade. There will be no rounding up, and no “+” grades issued in this class.
Academic Integrity

It is expected that a student attending Mississippi College will be scrupulously honest. Therefore, plagiarism, cheating, or any form of dishonesty associated with this course will be regarded as a serious offense and will be regarded as a serious offense subject to severe penalty including, but not limited to, loss of credit and possible dismissal. See the MC Student Handbook or University Policy 2.19 for specific information.

Two submissions of a written assignment that too closely resembles each other, without obvious individual thoughts, insights, reflections, etc., may be determined as an act of dishonesty and be addressed accordingly. Work that falls under suspicion of plagiarism will be tested. Therefore, make sure that all written material comprises your own thoughts, words, insights, etc., while appropriately sighting/crediting (and appropriately limiting) reference material.