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Faculty Senate Minutes

Faculty Senate

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11-12-2020

## **The Minutes of the Marshall University Faculty Senate Meeting, November 12, 2020**

Marshall University Faculty Senate

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THE MINUTES OF THE MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, NOVEMBER 12, 2020, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

**MEMBERS PRESENT:** **CAM:** Jack Colclough, Adam Dalton, Rob Rabe, Sandra Reed **CECS:** Mehdi Esmaeilpour, Sungmin Youn, Sarah Surber, Cong Pu **LCOB:** Daesung Ha, Uyi Lawani, Doohee Lee, Timothy Bryan, Uday Tate **COHP:** Sujoy Bose (*Secretary FS*), Bethany Dyer, Carrie Childers, Annette Ferguson, Debra Young (*Liaison*) **COLA:** Marybeth Beller (*Vice-Chair FS*), Robert Ellison, Anita Walz, Penny Koontz, Jana Tigchelaar, Jose Morillo, Boniface Noyongo, Megan Marshall, Kelli Prejean, Barbara Tarter, Kristen Lillvis (*Liaison*) **COS:** Philippe Georgel (*Chair, FS*), Jon Saken, Kyle Palmquist, Stephen Young, Bill Gardner, Rosalyn Quinones-Fernandez, Sean McBride, Jiyeon Jung, Elizabeth Niese (*Liaison*) **CITE:** (*Cross-reference Cong Pu in CECS*) **COEPD:** George Watson, Timothy Melvin, Tina Allen, Mindy Backus, Kimberly McFall, Feon Smith-Branch **SOM:** Chris Risher, Subha Arthur **SOP:** Sarah Plummer, Mindy Varney, Ruhul Amin **South Charleston:** Tracy Christofero **ULIB:** Eryn Roles, Paris Webb

**MEMBERS ABSENT:** Mark Zanter (CAM), Scott Gibbs (SOM alternate), Vikram Shivkumar (SOM alternate), Dana Lycans (SOM alternate), Tim Long (SOP alternate), Ida Day (COLA), Joel Peckham (COLA), Michael Hambuchen (alternate SOP), Robert Powell (COHP).

**EX-OFFICIO, VOTING MEMBERS PRESENT:** Lori Howard (*Graduate Council*), Amine Oudghiri-Otmani (*ACF*)

**EX-OFFICIO, VOTING MEMBERS ABSENT:** N/A.

**EX-OFFICIO, NON-VOTING MEMBERS PRESENT:** Gayle Brazeau, Monica Brooks, Wendell Dobbs, Teresa Eagle, Dan Holbrook (*Ex-Officio Non-Voting*).

**BOG REPRESENTATIVE:** Dan Holbrook (*Ex-Officio Non-Voting – Cross reference w/Ex-officio Non-voting*)

**PARLIAMENTARIAN:** Carl Mummert

**GUESTS:** Jeffrey Archambault, Robert Bookwalter, Eric Blough, Jerome Gilbert (*President*), Jaime Taylor (Provost), Nancy Lankton, Michael McGuffey, Leah Payne, Mary Beth Reynolds, Angela Strait, Sherri Smith, Chuck Somerville, Wendy Trzyna, Larry Sheret, Jamil Chaudri, Stephen Tipler, Avinandan Mukherjee, Wendi Kozma, Mark Robinson, Ginny Painter, Nicola LoCascio, Jinping Zhang, Tanner Drown, John Maher, Suzanne Konz, Deepak Subedi.

**UNRESOLVED:** +1 304-633-8838 (Unknown call-in)

No Sign-in

**Call to Order:** Declaring that there was a quorum, Faculty Senate Chair, Philippe Georgel, called the meeting to order at approximately 4:00 p.m.

1. **Approval of Minutes:** Motion made & seconded to approve presented FS minutes from:

Dates of Minutes	Discussion	Approval
October 15, 2020	None	MSAP

2. **Announcements – Dr. Philippe Georgel**

Srl.	Items	Reports & Discussion	Votes
a)	Formalities of virtual meetings	Gentle reminder of the formalities of virtual (& in-person) meetings, in accordance with Robert’s Rules (of order). Speakers are advised to introduce their names & college affiliation	

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MICROSOFT TEAMS VIRTUAL MEETING

b)	<b>Meeting Health Day</b>	A mental health day (possibly week) is being proposed for the spring semester and will stem from next faculty executive committee deliberations before being presented to full faculty senate for discussion in near future. The proposal principals, Mr. Maurice Cooley, Dr. Candace Lane, Michelle Biggs, Carl Daley, and Leah Tolliver have been invited to the discussion at the next faculty senate executive committee.
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3. **MU Board of Governors Report** – Dr. Dan Holbrook – Board met on October 22, 2020.

a. **Approved revisions to following board policies**

- i. **SA-5 (SA-series are general administrative policies – SA-5 is Directory Information) –** Revisions included creating a new subcategory “*Limited Directory Information*” which will **not** be shared with general public or third-party not directly associated with the University.
- ii. **AA-1 (AA refers to academic affairs series – AA-1 is Sabbatical Leaves) –** Revisions done in consultation with the Deans, the faculty senate executive committee Chair & committee, and Dr. Holbrook. Policy includes clinical & library faculty members. Clarifies application and evaluation procedures, as well as proposed sabbatical reports and requires that each college outlines its requirements in writing. Revisions also now include renegotiate the terms of the sabbatical “*if constitutions prevailing at the institutions require it*” (direct response to conditions at institutions now where many faculty members plans have been impaired from situations for example inability to travel).
  - 1. Biggest change in this policy that the President or their designee will notify each college the maximum number of sabbatical leaves that it can be grant each year (anticipating that some colleges can encounter situations in which more faculty are granted sabbatical leaves than is affordable in terms of money and scheduling)

- b. Approved a new Associates degree in Aviation Maintenance Technician - Part of new aviation maintenance joint programming in collaboration with Mountwest Community College (MCC).
- c. Vote to approve the University’s new Strategic Vision Statement was postponed pending some revisions.
- d. Second quarter spending levels for the Athletic Department were approved.
- e. Vote to approve the new Marshall University Athletics Strategic Plan was postponed until the December meeting pending some clarifications & revisions.
- f. Voted to accept both the investment earnings update for the period ending Aug. 31<sup>st</sup>, and the audited financial report for last fiscal year.
- g. *Executive session* to discuss possible real estate purchase. Following the return to open meeting, the board voted to authorize the president to engage in negotiations for purchase of a property.
  - i. Dr. Holbrook disclosed voting “No” due to personal convictions that concern the budget situation that has partially been addressed by reduction in many salaries. Dr. Holbrook’s concern reflects the thought that the University should not be spending large amounts of money on capital projects.
  - ii. In response to item # “g” being reported in the media, (Dr. Holbrook) heard from faculty members who had concerns about spending on capital projects in light of current budgetary situation. They expressed that... “...the board does not care about faculty...”. Dr. Holbrook rejected that assertion. He countered that the board appreciates fully, the central & critical role that faculty play in the primary mission of the university (“helping

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students become educated people”). He iterated however that members of the board may not know about the depth & breadth of what faculty do.

Please share your thoughts, & ideas (both faculty senators, and faculty in general) with Dr. Holbrook about what might be done to close this “gap” between the BOG and the faculty. He urged faculty senators and their constituents-at-large to speak up, particularly the junior colleagues who hold the future of the University, via a system of shared governance which lends the President the benefit of advice & input from all sections of the University. Dr. Holbrook welcomes contact in person (Harris Hall), via phone or by e-mail - [holbrook@marshall.edu](mailto:holbrook@marshall.edu).

- h. Q&A from the floor:
  - i. Clarification sought on the motion for the open session vote (after the executive session was terminated) in item “g”– The vote was to authorize the President to negotiate (the purchase). While money was authorized for spending, an actual purchase has not been made.
  - ii. What is the property & the purpose of the purchase mentioned in #g – Dr. Holbrook invoked executive privilege, and the caution of certain negotiations underway.
  - iii. Clarification was sought (& provided) about SA-5 (*vide #a(i)*) regarding what is the *protected* information subcategory that was created. These are certain data points relating to student information, beyond what is already protected FERPA, to facilitate a more restrictive use of student data.
  - iv. Do we know if sister institutions, especially WVU limit sabbaticals by college? – Not known specifically by Dr. Holbrook. But the actual numbers are not going to be substantially lower than as prevails because “we” have developed a system by which the departments and colleges are good at compensating for absences of faculty members. This does not speak for the administration, just Dr. Holbrook’s personal experience.
  - v. Question about whether the board discussed how to alleviate “partial sabbaticals” where professors continue to need to work during granted sabbaticals to account for faculty-to-student ratios. Dr. Holbrook is unfamiliar about this. Only way this could happen is “reassigned time” where teaching & service obligations are lifted to allow for focus on scholarship. If faculty is teaching during sabbaticals, it is not a sabbatical. The board has not discussed this issue.

**4. Recommendations:**

Items	Discussion	VOTE
SR 20-21-08 CC - Recommends approval of the listed UNDERGRADUATE COURSE CHANGES in the attached college and/or schools/programs	No discussion.	MSAP
SR 20-21-09 CC	No discussion	MSAP

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MICROSOFT TEAMS VIRTUAL MEETING

<p>Recommends approval of the listed UNDERGRADUATE COURSE ADDITIONS in the listed college and/or schools/programs</p>		
<p><b>SR 20-21-10 OAPP (Open Access Publication Policy )</b>          – Recommends that Marshall University faculty members upload to Marshall Digital Scholar (MDS) their final peer-reviewed research as soon as it is accepted for publication, or as soon as it is published.           (Reference to web site in <a href="#">Addendum 1</a>)</p>	<p><i>Question –</i></p> <ul style="list-style-type: none"> <li>▪ Is this going to be mandatory (for the use of the MDS)? If so,</li> <li>▪ Will there be problems from journals/publishers who do not want this to be published on a different sit.</li> </ul> <p>Larry Sheret, Librarian -</p> <ul style="list-style-type: none"> <li>▪ Not a mandatory policy</li> <li>▪ Formal request only by the University</li> <li>▪ Initially, about a year ago, this was suggested to faculty as a mandatory policy, however there was a lot of (legitimate) opposition.</li> <li>▪ An ad-hoc committee founded to review this policy found several faculty having very legitimate objections for this being anything but a request.</li> <li>▪ About half of the current faculty senate members are participants on the MDS.</li> <li>▪ Primary reason for the non-participants is because “it is not on their radar”.</li> <li>▪ Ad-hoc committee decided to proceed to avoid a mandate and rather make it a formal request for faculty to participate.</li> <li>▪ Deans will remind their faculty every December to submit their pre-published work to MDS. Again, this is <b>not a mandate but a recommendation.</b></li> <li>▪ Once concern for faculty has been that simply submitting their research into MDS might constitute prior publication. <b>It does not –</b> Whenever an article is submitted to MDS, it either -             <ul style="list-style-type: none"> <li>○ resides on a secure server with IT.</li> <li>○ Once processed and it goes into MDS, it is still not published until made visible.</li> </ul> </li> </ul>	<p><b>MSAP</b></p>

THE MINUTES OF THE MARSHALL UNIVERSITY FACULTY SENATE MEETING

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MICROSOFT TEAMS VIRTUAL MEETING

	<ul style="list-style-type: none"> <li>○ The library takes care of all the copyright issues for the faculty (one of the best library services)</li> <li>○ 25% of the time – allowed to publish the published article into MDS.</li> <li>○ 75% of the time – not allowed to post the published version, rather the peer-reviewed final submission (similar to what is on PubMed). – The request to faculty is to submit this pre-published, peer-reviewed version to MDS.</li> <li>○ Library will NOT post an article until any embargo period passes, unless the publisher allows it to be posted explicitly.</li> <li>○ If there is an embargo, the library will just process the article and set a timer and the article will become visible in due course when permissible (usually 12 months from publication). In the meantime, the abstract, and proof of publication will be available with link to the published article. Pre-published version will NOT be available until embargo has expired.</li> </ul>	
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5. **Report of the University President** – Dr. Jerome Gilbert

- a. **Taking no further budget action this month** – Mark Robinson VP Finance will make a report that no further actions are necessary at this time. President & (VP) is optimistic that everyone’s salary can be restored by July 21, 2021. He acknowledged the sacrifice that the cuts have imposed on everyone.
- b. **Next year enrollment is critical in stabilizing our budget** – not just the responsibility of the office of Admissions & Recruitment – Colleges & departments must also drive recruitment.
- c. **Prospect of a COVID-19 vaccine** - President hopes that we may (not a guarantee but a hope) be able to get back to near-normal by fall of 2021 with a return to face-to-face classes. Tuition dollars make about 50% of core-operating budget of Marshall. State appropriates about 40%. Considerably less revenues when enrollment drops as it did with the 7.6% drop in the fall of 2020. 7.6% decline is slightly less than actual because it accounts for high-school students, and employees taking classes and the loss of full-time students is about ½ of the reported 7.6%. Recruitment is everyone’s responsibility. More students translate to more money for operations & salaries. Hope staff interface with prospective students if presented with that option in the near future.
- d. **Increase in COVID-19 numbers** – As a result increased testing by 140 tests per week to a minimum of 860 surveillance testing per week which is independent of athletic testing. Thus added up, it would amount to well over 1000 tests per week. Other measures implemented to slow the spread of COVID. Tracy Smith, head of Environmental Health & Safety & his team is monitoring the situation and will keep us apprised of any changes.

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## MICROSOFT TEAMS VIRTUAL MEETING

- e. **50<sup>th</sup> anniversary of the Marshall plane crash** – tomorrow, Friday the 13<sup>th</sup>, at 4pm Marshall University will award posthumous degrees to the 39 students (36 football players, and 3 others). On Saturday, Nov. 14 at 9:00 am there will be live virtual fountain ceremony with social distancing. Limited seating at both events and by invitation only. Livestream - Go to [www.marshall.edu/neverforget](http://www.marshall.edu/neverforget).
  - f. **Q&A with Dr. Gilbert:**
    - i. Request to Dr. Gilbert to direct faculty senate, or the colleges to pool university talent into ad-hoc committees that can brainstorm recruitment ideas to bring both out-of-state students, and more importantly, international students.
      - 1. Dr. Gilbert acknowledged that such input is valuable. The University is working with a group from Washington DC to recruit students from there. Washington DC by not being a state, pays out-of-state tuition to any student that is a graduate of a DC high-school who wants to go to an out-of-District University.
      - 2. The Provost & Tammy Johnson would welcome formation of ad-hoc committees to attract other students, certainly international ones by advertising especially the high-quality programs that will be attractive to them.
    - ii. Some faculty members have been randomly pulled for multiple calls for COVID-19 testing. Clarification sought for why multiple calls when the procedure is supposedly random.
      - 1. Dr. Gilbert acknowledged that the randomization is via random number generator paired with the 901 numbers, and it is truly meant to be random though he was unaware of specifics.
6. **Report of the Provost** – Dr. Jaime Taylor
- a. Thanks to entire Marshall Faculty one week ahead of Thanksgiving.
  - b. **COVID-19** – Radical scale-back of in-person courses to keep the spread of COVID under control. While the positivity rate is going up in last 2 weeks – the interpretation is erroneous because it includes positives from individuals from contact tracing (as opposed to random individuals). Not as bad as it looks – looking good in general.
  - c. **Synchronous Learning:** Acknowledged the enormous challenge undertaken by the faculty to transform many courses from in-person to virtual format. Appreciated many faculty efforts for opting for synchronous learning as opposed to full e-Course that has made a positive difference to the students.
  - d. **Mental Health Day(s)** - Appreciative of faculty senate considering the proposal for the Mental Health day scheduled Nov. 6 at very short notice. The faculty senate executive committee is looking at similar proposal for spring semester to utilize the Friday (around the 10<sup>th</sup> week) that would have been the Spring break to be rebranded as a mental health day. Additionally, Mr. Maurice Cooley has asked the faculty senate executive committee to investigate one additional day, possibly in the 5<sup>th</sup> or 6<sup>th</sup> week on a Tuesday or Thursday – thus provide students 2 mental health days in the semester.
  - e. **Enrollment for fall** – Uphill battle this year. Bulk of student applications come via direct interactions with (our) recruiters physically entering the high school, which they can't do this year. Also, there is a limitation of large gatherings to less than 25 which impedes pulling a large group into one spot this year. Restrictions are common to every University, and College for this year. Have to be creative as budget depends on stable enrollment.
  - f. **Rethinking Green & White Day:** One recently updated creative approach to enrollment was to use the Green & White day to present strong academic programs to prospective students. Due to COVID, this was again updated and converted to virtual – Faculty are invited to review this at [www.marshall.edu/experience](http://www.marshall.edu/experience) and the belief is that this is the way to go under current

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MICROSOFT TEAMS VIRTUAL MEETING

circumstances, and is comparatively better than other universities that the Provost has reviewed. However, does not replace one-on-one interactions – encouraged faculty to continue to seize opportunities to facilitated interactions. Some suggested strategies:

- i. Walk-on opportunities for athletes
- ii. AP high school course with Marshall professor lecture – could use this as opportunity to extoll benefits of college – Also link to virtual Green and White Day.

g. Q&A with Provost:

- i. Do we know for sure if SCORES or Boy Scouts merit badge will be happening virtually? – “No”.

- 8. Advisory Council of Faculty Report - Amine Oudghiri-Otmani
  - a. No report today but meeting Friday Nov. 20 next week.

9. Reports from Standing Committees:

Committee	Report by:	Report Specifics
Academic Planning	Sean McBride	Met Nov. 10, 2020. Evaluated 15 programs - Returned to department for minor changes. BA in Physical Education - not recommended to continue at current level – is replaced by BA in sports management Chair will submit a report prior to February meeting
Athletic	George Watson	Not met – no report.
Budget & Academic Policy (BAPC)	Kelli Prejean	Not invited to the meeting due to membership confusion. Steven Young – nothing significant to report. Conversation reg. teaching evaluation for faculty. Grade appeals was discussed (at the meeting).
Curriculum	Debra Young	Met Oct. 15 – – went over approvals and changes brought to FS Met this afternoon – 6 course deletions – will come through to FS next month For future submissions – due Jan. 1 <sup>st</sup> – <b>Cannot be on double-sided printing</b> (new). Has to be on singular sheets. But new development is that <b>digital signatures can now be accepted</b> (new). Next paperwork is due Jan 1 <sup>st</sup> . Put the rationale on a separate document.
Faculty Development	Ida Day	Met Oct. 15 – Following issues addressed – Set up committee officers - Current Chair (McFarland) – volunteered to serve another term (acad. Year 2021). Dr. Proudfoot-Harman volunteered as Secretary. INCO – 6 applications. Present budget – \$42780. Present request – \$4480 – All applicants approved for combined \$4280. Balance of \$38,500 will rollover into next 2 rounds. Scoring rubric – recommendations - one paragraph and 2000 characters.



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MICROSOFT TEAMS VIRTUAL MEETING

Next meeting will be announced soon.

Faculty  
Personnel

Tim Bryan

Not actually met but have communicated by e-mail.  
Agenda – revisions to AA-21. Last revision 2006.  
Clarifying few definitions and removing gender references.  
Meeting not scheduled yet – should be scheduled by end-of-month.

10. Request to Speak and/or Answer Questions to the Senate: (5 minutes) –

- a. Dr. Gayle Brazeau – [www.marshall.edu/UnitedWay](http://www.marshall.edu/UnitedWay) - Marshall Campaign for the United Way of the River Cities underway until December 7, 2020. We will be having a table in or near the Memorial Student Center on Monday November 16 from 11-2. You can also find information about this campaign on the Marshall website by searching for United Way Workplace Campaign. Dessert auction next week – Desserts can be picked up Nov 23, or 24.
- b. SCORES Competition – originally scheduled for Oct 14<sup>th</sup> will be canceled until 2022 – won't take place coming May and no plans for reschedule.
- c. Dr. Jamil Chaudhry - Recognized by the Chair as a request from the floor. Dr. Chaudhry sought to withdraw the request as the information to be shared not fully ready. Will request time and bring it to FS next meeting.

Adjournment:

Meeting adjourned at approximately 17:00 hours (5:00 pm).

Respectfully Submitted,

Dr. Sujoy Bose, Recording Secretary

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Faculty Senate

MINUTES READ:

\_\_\_\_\_  
Dr. Philippe Georgel, Chair

Faculty Senate

\_\_\_\_\_  
Dr. Jerome Gilbert, President

Marshall University

Videos of All Faculty Senate Meetings available at: <https://www.marshall.edu/faculty-senate/calendars/faculty-senate-calendar/>

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MICROSOFT TEAMS VIRTUAL MEETING

Addendum 1 (Return to original discussion)

11/9/2020

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Marshall University requests that faculty participate in an effort to increase the accessibility and availability of their research by participating in Marshall Digital Scholar (MDS). We request that you upload your final peer-reviewed research to MDS.



John Marshall  
Chief Justice of the United States (1801-35)

# Marshall Digital Scholar

Scholarship, Publishing, and Preservation

Open Access Publication Policy Proposal

**POLICY PROPOSAL:**

If adopted by the Faculty Senate, Marshall University requests faculty members upload their final peer-reviewed research to Marshall Digital Scholar (MDS) as soon as it is accepted for publication, or as soon as it is published. In December of each year, Deans will send an email to remind their faculty to upload the pre-published peer-reviewed manuscripts of articles accepted for publication, or published during that year. FAQ <https://libguides.marshall.edu/oapp> (<https://libguides.marshall.edu/oapp/>) (<https://libguides.marshall.edu/oapp/>)

**Rationale for the policy:**

The enactment of this policy, if adopted, will increase visibility and recognition of Marshall University's status as an R-2 research institution, increase discoverability and accessibility of MU's research output, greater impact factors for faculty research due to increased download counts and citations, greater workflow efficiency in placing articles into MDS, and accountability of the latest protocols of our institutional repository.

**FAQ**

**What is Marshall Digital Scholar (MDS)?**

MDS is Marshall University's open access institutional repository, which provides free access to our faculty research publications at <https://www.marshall.edu> (<https://www.marshall.edu>)

**Who Should Submit a Manuscript to MDS?**

The author. When there are multiple authors, the lead author, the principal researcher, or the corresponding author. The lead author is usually listed first in the citations and the principal researcher is frequently listed last.

**What file format is to be Uploaded?**

The author's accepted manuscript (AAM) in either a Microsoft Word (.docx) or a PDF file is the version accepted for publication in a journal following peer review that prior to copyediting and typesetting.

**When is the Manuscript to be Uploaded and Where is the Upload Link?**

AAMs may be deposited in the repository immediately on acceptance. The upload link is directly below the slide carousel on the MDS homepage at <https://mds.marshall.edu> (<https://mds.marshall.edu>)

**Is this legal?**

Yes. In fact, most publishers encourage authors to post their AAMs in an open access repository along with a link to the published version of record as long as the manuscript does not become visible to the public until after the embargo period has been completed. Some grant funding agencies require it!

**Are there any copyright restrictions that prohibit this?**

It depends upon what the publisher has stipulated in the copyright agreement. Most publishers permit authors to retain the right to make an AAM of their article available for public release in an open access institutional repository after an Embargo Period of 12 months or more.

**How will I know if the publisher's copyright guidelines are being followed?**

The MU Libraries ensure copyright is followed and keeps a copy of copyright permissions on file for every article made public in MDS.

<https://libguides.marshall.edu/oapp>

1/4