FACULTY HANDBOOK

OCTOBER 2011*

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

COMPILED BY THE OFFICE OF ACADEMIC AFFAIRS

**UPDATES MAY BE ADDED BEFORE THE END OF THE ACADEMIC YEAR*

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PREFACE

This Faculty Handbook was prepared by the Office of the Vice President for Academic Affairs, with the assistance from representatives of the Faculty Senate, to:

(1) Outline the University structure, functions, general policies and procedures;
(2) Provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
(3) Identify and encourage use of University services which are available to support academic activity; and
(4) Afford ready access to basic materials which guide the conduct of University functions.

Emphasis is placed on general University responsibilities and policy. Detailed procedures are left to other communications.

Each division office will have hard copies for reference or faculty members can access the electronic copy of the *Faculty Handbook*, which is available at the following location on the vice president for academic affairs share point site:

- http://moss1/sites/VPAA/default.aspx
- Go to Shared Documents
- Go to Handbook Folder

Suggestions for improving the *Faculty Handbook* should be directed to the Office of the Vice President for Academic Affairs.

This *Faculty Handbook* has been prepared for general informational purposes only. No statement appearing in the *Faculty Handbook* constitutes a contractual obligation by the A & M Board of Regents or Oklahoma State University - Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the *Faculty Handbook*, such official policy statements will be deemed to control over the statements appearing in this document. **The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this *Faculty Handbook* at any time, without advance notice.**

ORGANIZATIONAL INFORMATION

HISTORY

Oklahoma State University-Oklahoma City was first established as a branch campus of Oklahoma State University (OSU) in the fall of 1961. The name of the institution at that time was Oklahoma State University Technical Institute. Under the administrative guidance of the OSU School of Engineering, the Oklahoma City campus was established to provide the people in the metropolitan Oklahoma City area and the state with technical and occupational programs at the associate degree level. The founders worked closely with business and industry leaders to identify needs for technical personnel within the business community. Quality programs and flexible scheduling enabled full-time and part-time students to improve their job capabilities and work mobility at their own pace and provide the job industry with technicians for tomorrow's needs.

Originally, three departments, Electronics, Drafting and Mechanical Power, held their first classes in borrowed classroom and laboratory facilities at Oklahoma City University. After the spring semester of 1962, the school moved to a renovated elementary school at 1900 N.W. 10th Street; some departments remained at that site until 1982.

In the 1970's, the administrative organization was changed so that the director of the technical institute reported directly to the president of Oklahoma State University. In January 1972, the present campus at 900 North Portland was opened. The first building on campus was the Administration Building. The Health Technology Building was added in 1974, and the Police and Fire Training Centers were opened in 1975 and 1976, respectively. The City of Oklahoma City leases buildings on campus that houses the Police and Fire Training Centers.

Two facilities were opened in 1984: the Horticulture Center dedicated and opened in January and the Engineering Technology Building in October. In June 1994, the Student Center was dedicated and a year later the Learning Resource Center was dedicated. The Human Services Education Center was dedicated in March 2001. The campus expanded in spring 2008 by two more buildings: the Agriculture Resource Center dedicated in March and the Public Safety Training Center in May. A new Engineering Technology Center is now under construction and scheduled to open in fall 2011. Plans are to rename the former Engineering Building to the West Education Center, which will house science labs and a variety of programs including Interpreter Training, Upward Bound and Certified Nurse Aide.

In 1985, the name of the institute was changed to Oklahoma State University Technical Branch. In 1990, the Oklahoma A&M Board of Regents changed the name again and the Technical Branch became known as Oklahoma State University-Oklahoma City. In 2002, during the last legislative session, Senate Bill 995 officially changed the name to Oklahoma State University-Oklahoma City.

PHILOSOPHY

Oklahoma State University-Oklahoma City operates from the premise that each person should be:

- treated with dignity and respect.
- afforded equal opportunity to acquire a complete educational experience.
- given an opportunity to discover and develop their special aptitudes and insights.
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

MISSION

Oklahoma State University-Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development, and support services which prepare individuals to live and work in an increasingly technological and global community.

VISION

Oklahoma State University-Oklahoma City will be the preeminent educational resource in Oklahoma City enhancing people's lives by providing:

- unique and exceptional programs to serve the community,
- progressive, highest quality learning opportunities, and
- outstanding support services.

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CORE VALUES

Excellence - We seek excellence in all our endeavors and we are committed to continuous improvement.

Intellectual freedom - We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity - We respect others and value diversity of opinions, freedom of expression and other ethnic and cultural backgrounds.

Integrity - We are committed to the principles of truth and honesty, and we will be equitable, ethical and professional.

Service - We believe that serving others is a noble and worthy endeavor.

Stewardship of resources - We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

GOVERNANCE

Oklahoma State University-Oklahoma City (OSU-Oklahoma City), as part of the Oklahoma State System of Higher Education, is under the authority of the president of Oklahoma State University and that of the Board of Regents for Oklahoma State University and the A&M colleges.

The Oklahoma State System of Higher Education was created with the people's adoption of an amendment to the State Constitution, Article xiii-a, on March 11, 1941. The amendment provided that " . . . All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." the Oklahoma State Regents for Higher Education consists of nine individuals appointed by the governor, with Oklahoma Senate confirmation, to nine-year, staggered terms.

Responsibilities of the State Regents include determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state appropriated and revolving funds to each institution, and setting student fees. The chancellor of the state system serves as the chief administrative officer of the State Regents.

The Board of Regents for Oklahoma State University and the A&M colleges is the specific governing board for the six state colleges and universities in Oklahoma that emphasize agricultural and technical education. Created by Senate Joint Resolution Number 9, Oklahoma Session Laws 1943, page 340, it is also embodied in Article 6, Section 31a of the constitution of Oklahoma. The provisions of the constitutional amendment have been further implemented by the provisions of Title 70, Oklahoma Statutes 1967 Supplement, Section 3401 et seq.

The University President is the principal administrative officer of Oklahoma State University and is directly responsible to the Board of Regents for all operations of the University, including the four campuses and the six budget agencies.

ADMINISTRATIVE STRUCTURE

The **president of Oklahoma State University-Oklahoma City** is directly responsible to the president and system chief executive officer of Oklahoma State University. Assisting him directly are the Vice Presidents for Academic Affairs, Finance & Operations, Student Services, the Assistant Vice President for Business And Industry Training and Education Center, and the directors of Communications and Information Services.

The **vice president for Academic Affairs** provides leadership and coordination in matters relating to all academic programs, curriculum and faculty development. Reporting to the

vice president for Academic Affairs are the academic division heads and the associate vice president for Academic Affairs.

The **vice president for Finance and Operations** provides leadership and coordination for the campus business enterprises, financial operations, personnel, affirmative action and physical plant development and maintenance. Personnel reporting directly to the vice president for Finance and Operations are those responsible for the offices of the Bursar, Human Resources, Purchasing, Physical Plant, Safety and Security, Student Center, and Creative Services.

The **vice president for Student Services** provides leadership and coordination for all campus student services. Reporting directly to the vice president is the associate vice president for Student Services and directors for Testing and Assessment, Student Support Services, Student Activities/Campus Life, Family Resource Center, Hispanic Student Services, Upward Bound and Talent Search.

The **assistant vice president for the business and industry education and training center** provides leadership and coordination for programs and curriculum provided to business and industry, public safety and local and state government. Departments include the Technology Education Center, Center for Safety and Emergency Preparedness, Precision Driving Training Center, Manufacturing Extension Agent, Student Center and Campus Events and Central Oklahoma Workforce Investment Board – Business Connections.

The **associate vice president for academic affairs** provides administrative support for the library, director of cooperative education, director of academic effectiveness, coordinator of Retention & Assessment as well as selected projects and assignments within Academic Affairs.

The **associate vice president for Student Services** directs Admissions and Records, Financial Aid and Scholarships, Recruitment, the Advisement Center, Services for Students with Disabilities, and Student Employment Services.

The **OSU-Oklahoma City advisory board** is composed of leaders in business, industry and community-service organizations in the greater Oklahoma City area. This board assists the president in promoting the identity of the institution and gives direction and assistance in seeking new goals. This board has presented valuable suggestions in long-range planning, and it has been instrumental in raising needed funds for the school.

Academic program advisory boards have been established for each associate of applied science programs. Members are from various business, industry and community-service groups and include several graduates. These boards meet once or twice a year with the division heads, department heads and faculty to discuss and offer guidance concerning curriculum, equipment and text materials. The specialized technical knowledge provided by each technology's advisory board has proven invaluable in the institution's move towards excellence to meet the educational needs of industries and businesses.

FACULTY, STAFF AND STUDENT REPRESENTATION

The style of management used at the college is participatory. Inherent in this style is the fact that decisions are based on input from all interested or affected groups within the institution. As a part of this process, councils and committees provide the input necessary for decisions to be made. There are six types of advisory groups that provide information and feedback to the president to assist in the direction of the institution. These groups may also be asked to decide on matters referred to them by the president.

Advisory Councils

- Vice Presidents' Council
- Instructional Division Heads
- Student Services Directors
- Faculty Senate
- Staff Council
- Standing Committees
- Student Government Association
- At/It Council

The **Vice Presidents' Council** represents the administrative branch of the college and is charged with the responsibility of advising and acting in concert with the president on matters affecting the entire institution. This council includes the president and the vice presidents. The council meets weekly, or at the discretion of the president.

The **Instructional Division Heads Council** is comprised of all instructional division heads and others as designated by the vice president of Academic Affairs. This group meets weekly or as designated by the vice president for Academic Affairs to coordinate, advise and plan for instructional activities on campus. The Instructional Division Heads Council includes representation from the Faculty Senate.

The **Student Services Directors** meet weekly with the vice president and the associate vice president for Student Services to coordinate, plan and advise for Student Services and other functional areas within Student Services.

The **Faculty Senate** consists of representatives from faculty. (See Bylaws of the Faculty Senate, Appendix B,) This body represents the faculty and makes recommendations to the president or other councils. Any teaching faculty may attend Faculty Senate. A member of the faculty is also elected for a three-year term as a voting member of the Faculty Senate in Stillwater. This person reports to the various councils as appropriate.

The **Staff Council** is composed of permanent full-time classified and administrative and professional personnel. The purpose of the council is to link the staff with the administration and faculty of the institution. The council meets monthly. Ad hoc committees may be formed to consider areas of concern. Recommendations approved by the staff council are forwarded to the president or other councils for further action.

The **Student Government Association** functions as the student representative body on the campus. It is made up of one representative from each recognized student organization on campus, one representative from each academic division, and at-large student representatives. The student government association has as its responsibility planning and implementing campus activities, recommending expenditures and budgeting student activity money, certifying campus clubs and organizations, and sending student representatives to campus committees.

Standing Committees are responsible for recommendations concerning much of the college's activities and business. Committees are composed of a cross-section of employees: faculty, staff, students and administrators depending on the nature and function of the committee. Committee recommendations are forwarded to the president, who gives them serious consideration. Advice is sought from the various councils and advisory groups to provide the necessary input for decisions that are best for all concerned. In accordance with the state open meetings law, any member of the faculty, staff, student body or the general public may attend any meeting on campus except when personnel matters are discussed.

Listed below are committees at OSU-Oklahoma City:

Standing committees

Academic Appeals Committee
Academic Technology Committee
Assessment Of Student Learning Committee
Campus Environment Committee (Formally LEED)
Campus Security Committee
Community Engagement Committee
Curriculum Committee
Diversity Committee
Excellence in Teaching Committee
Facility Planning Committee
Faculty Honors Committee
Faculty/Staff Development Committee
Global Education Committee
Graduation Committee
Institutional Effectiveness Committee
Institutional Web Page Committee
Scholarship Committee
Service Awards Committee
Staff Excellence Awards Committee
Student Center Advisory Committee
Student Clubs and Organizations Advisors Committee

Due to changing student enrollment, student representation on standing committees varies each semester. Student membership is on a voluntary basis, although students having special interests may be asked to serve on specific committees.

Ad Hoc Committees

- Enrollment Appeals
- Enrollment Management Taskforce
- Financial Aid Appeal
- Non-Academic Discipline
- Student Grievance Taskforces
- Enrollment Management Taskforce

GENERAL POLICIES AND PROCEDURES

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

OSU-Oklahoma City maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment will be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, disability or any other basis prohibited by statute. OSU-Oklahoma City has a written affirmative action plan to implement its official policies of equal opportunity employment.

BUILDING TEMPERATURES

Temperature/building guidelines can be viewed at www.osuokc.edu/energyed (click on the "going green" logo). Temperature and air circulation in buildings are centrally and automatically controlled to provide pre-established energy-efficient operating conditions during normal working hours in both summer and winter. Conditions are often changed after normal working hours to further reduce energy consumption. All thermostats are calibrated by physical plant personnel. You are cautioned not to adjust any thermostat. Report any problems to the department office or to the evening/weekend coordinator.

COMMENCEMENT EXERCISES

In accordance with the student first philosophy, all regular full-time faculty are required to attend commencement exercises. Faculty members are expected to be appropriately attired for this event. Faculty has the option of purchasing or renting the proper attire from the OSU-Oklahoma City Bookstore in the early spring.

COMMITTEE ASSIGNMENTS

Shared governance in academic institutions assumes faculty involvement in the committees that participate in the development and review of campus policies and procedures. Therefore it is an expectation that full-time faculty members will actively participate in campus committees. Each full-time faculty person should expect to serve on at least two standing committees-in addition to programmatic duties and service on ad hoc projects, including task force assignments. Because the Faculty Senate is critical to the proper functioning of OSU-Oklahoma City, service on the Faculty Senate shall be counted as participation in one standing committee.

Administrative and professional employees will serve on certain committees as an integral part of their duties; in addition, these employees are also expected to serve on committee outside the scope of their responsibilities. Classified staff are encouraged to serve on campus committees when feasible and when approved by their supervisor, but such service is not a requirement.

ENGLISH AS A SECOND LANGUAGE STUDENTS (Non-native speakers)

English as a second language (ESL) students who attend OSU-Oklahoma City usually fall into one or two categories: immigrant Americans (who are now citizens) and internationals. Hearing-impaired students may also choose to study ESL courses since American sign language is like a foreign language (they will not be considered true ESL students however). All students who wish to enroll at a college or University in the state of Oklahoma, for whom English is a second language (not the language spoken at their home), shall be required to present evidence of proficiency in the English language prior to admission, either as first-time college students or transfer students from another college or University.

ENGLISH AS A SECOND LANGUAGE (ESL) Classes

English as a second language program is available for individuals who want to improve his or her English speaking skills. Classes meet twice weekly on a rotating schedule. ESL classes are free. For information call 231-2055.

IMMEDIATE FAMILY MEMBERS ENROLLED IN COURSES

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the vice president for Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

PARTY POLICY

Department luncheons involving only the employees of a particular department are not to exceed one (1) hour in length, and should be scheduled during the regular lunch hour. If the luncheons are held in a departmental office complex, it is important that extra attention be paid to cleanliness. Parties and other activities that involve employees from other than the sponsoring department are to be scheduled to begin no sooner than 4:30 p.m. On any given day. The OSU-Oklahoma City food service contract vendor has the first opportunity, per the contract, to provide food or refreshments for all OSU-Oklahoma City events. If they are unable to provide these services then another vendor may be used to provide such services. All food service requests for OSU-Oklahoma City events must be approved prior to the event by the appropriate vice president.

STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AMENDED 1988)

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose any information other than directory information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the

health or safety of students or other persons. All these exceptions are permitted in the 1974 Act, and its 1988 revision.

In accordance with these regulations, grades are not to be posted or released to anyone other than the student. If any information is to be released about a student, it must be released through the Office of Admissions and Registrar Services. All requests from anyone outside our campus for information concerning students should be referred to the Office of Admissions and Registrar Services.

A written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff and other professional level employees. At its discretion, the institution may provide directory information in accordance with the provisions of the family education rights and privacy act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish directory information be kept confidential must notify the Office of Admissions and Registrar Services in writing within the official course change period of each semester or session. Forms are available from the Office of Admissions and Registrar Services for this purpose.

TRAVEL

Requests for official travel must be approved by the department head, the division head and the vice president for academic affairs. Out of state travel requires the additional approval of the president. Out-of-state travel requests must be approved 30 days in advance. Appropriate forms for such requests are available on the OSU-Oklahoma City web site, click on Faculty and Staff, Finance and Operations and then travel. http://www.osuokc.edu/travel/

Employees planning to travel by motor vehicle on official school business may arrange to take a university-owned vehicle. Private vehicles may be used if university vehicles are unavailable. A mileage reimbursement is available for use of personal vehicles. State law strictly prohibits use of university vehicles for personal or private reasons of any sort. University vehicles may be scheduled online by going to the OSU-Oklahoma City web-site, select faculty & staff, then vehicle request. Further information governing the use of state vehicles may be found in the OSU Policy and Procedures Letter 3-0160.

ACADEMIC RANK

The academic ladder begins at instructor level and progresses to assistant professor, associate professor and professor. For detailed information see the Guidelines for Faculty Appointment, Promotion and Tenure (Appendix C) and the Policy Statement to Govern Appointments, Tenure and Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, Paragraphs 1.2 through 1.7.7 in Appendix D, Policy Statement to Govern Appoints, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University-Oklahoma City.

APPOINTMENT OF FACULTY

The faculty is composed of those individuals who have been granted an academic appointment in a department or who have been granted equivalent status. Faculty may be hired on a nine-month (academic year) basis or on a 12-month (fiscal year) basis. While all such persons are regarded as faculty members, there may be important differences between persons holding differing academic appointments, e.g. Full-time, part-time or temporary appointments. These differences can affect one's opportunities to participate in faculty benefit programs and to be promoted.

FACULTY APPOINTMENT LETTER

Before employment at OSU-Oklahoma City, each full-time faculty member will receive an appointment letter indicating, among other things, title of appointment, type of appointment, academic unit, term of appointment, salary, salary period, review and reappointment information. If changes in conditions of appointment occur, the faculty member will receive a new appointment letter before the beginning of the next academic year. See Appendix F for a sample of the appointment letter.

FACULTY EVALUATION, RETENTION AND PROMOTION

Each faculty member is evaluated by students enrolled in OSU-Oklahoma City courses. A summary of these evaluations is shared with the department and division heads. Summaries are filed in the faculty member's folder. (See Appendix O)

In the spring of the academic year, each faculty member participates in the faculty appraisal process that uses the Faculty Evaluation Document (Appendix E). The appraisal is discussed in a conference with the department head/division head. Recommendations for retention, salary increases and/or promotions are made at this time. Salary increases and promotions are based on merit and reflect increased proficiency and productivity in teaching and service to the school. Within the limits of fiscal resources, every effort is made to maintain faculty compensation at levels that will attract and retain individuals of outstanding ability.

A prerequisite of a strong faculty is an active involvement in decisions affecting its own membership. Such active involvement is especially critical in appointments to and separations from the faculty. Accordingly, an OSU-Oklahoma City Reappointment, Promotion and Tenure Screening Committee will be formed annually composed of ten members as follows: five faculty members appointed by Faculty Senate, two department heads from different divisions selected by the Academic Division Head Council, one division head selected by the Academic Division Head Council, the previous Faculty Senate president for one year following the year as chair, and the current president of Faculty Senate who will serve as the Committee chairperson in a non-voting capacity.

PROFESSIONAL DEVELOPMENT

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and

seminar. Participation in these types of professional development activities will be considered both in faculty members' annual appraisals and in The Retention, Promotion and Tenure process.

RELEASE TIME

Faculty requesting release time should submit a written request to their division head which includes the following: 1) a description of the project for which they are requesting release time, 2) an explanation why the project and the release time to complete it are necessary and 3) an approximate timeline for completion. If release time is approved, at the end of the semester the faculty member shall submit to their division head a summary report of results achieved as a result of the release time. All release time for faculty must have the approval of the vice president for Academic Affairs.

SALARIES

Salary is based on education, rank and experience.

Full-time and part-time faculty are paid on the last working day of each month of service. The number of monthly payments in a year depends upon individual faculty appointment and check disbursement plan. The faculty member may choose a nine-month, 10-month or 12-month disbursement plan depending upon the term of academic appointment.

Notice of payroll deposits will be forwarded electronically to the employee's designated email address. Direct deposit of payroll to a bank or distribution of pay through the State's Paycard system is mandatory for all employees. A "Payroll Authorization Agreement for Automatic Deposits" form must be completed. A voided bank check or direct deposit authorization form is required to initiate the action for direct deposit.

Questions regarding payroll should be directed to the Human Resources Office.

FACULTY PARITY

Beginning July 1999, a faculty parity schedule was instituted for full-time faculty. The parity schedule was developed by the faculty parity committee and approved by Faculty Council at the November 19, 1998 meeting and the A&M Board of Regents meeting on February 26, 1999. The parity scale weighs experience, education and rank. (See Appendix A, Faculty Parity Schedule.)

SELECTION OF FACULTY

Openings for faculty positions are announced through newspapers and other publications. Each applicant submits a resume. At this time, references, experience and educational background are reviewed. A personal interview is arranged with selected applicants by the department/division head with the interview committee. Final selection of the applicant is recommended to the vice president for Academic Affairs by the department/division head after having appropriate faculty counsel. (See Appendix D, Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University.)

SPECIFIED OUTSIDE ACTIVITIES

The school supports the concept of reasonable teaching, consulting and other remunerative and non-remunerative outside activities on the part of the faculty and staff as a means of keeping abreast of the latest developments in one's specialty field. Teaching and consulting are permitted on an over-time basis provided the person continues to discharge in a responsible fashion the duties assigned by the department head and/or supervisor, and provided such activity does not involve possible conflict of interest. To facilitate the efficient operation of the department, faculty and staff are required to inform their supervisor of all current consulting activities as they occur.

"Notice of Intent to Engage in a Professional Activity for Extra Compensation" (See Form-Appendix G) is initiated prior to October 1 each year by faculty members who plan to engage in outside activities. Requests are submitted to the department head, division head and vice president for Academic Affairs for approval.

Caution is given not to show any consulting for Oklahoma State government if it is a state supported institution. No full-time state employees should be receiving more than 100% income from state funds without special permission. (Oklahoma State University policy and Procedures Letter 2-0111)

TEACHING LOAD AND OFFICE HOURS

Although there may be some variation, full-time faculty members are required to teach 15 credit hours per semester if courses are primarily lecture, or 12 credit hours per semester if the majority of courses have scheduled laboratory. This is in addition to other duties such as committee assignments, student advisement and other departmental responsibilities. The actual number of class sections, credit hours assigned and course preparations will be handled on an individual basis.

Each faculty member is expected to establish post and maintain weekly office hours for class preparation and student advisement. Office hours should be scheduled at times convenient to both students and faculty with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office hours is to be determined at the appropriate administrative level. To equate the assigned workload for all faculty, a general requirement of 35 hours per week of combined class, laboratory and scheduled office hours should be followed. Faculty members who teach online courses may choose to designate five (5) hours a week as their virtual office hours which may be held on or off campus. If the faculty member chooses to use virtual office hours, a 30-hour on-campus schedule will be posted. Online office hours, meeting the needs of students, will be clearly communicated to the students through email and posting in online sections.

TEACHING RESPONSIBILITIES

Faculty have the professional responsibility to provide quality learning experiences for the student. Faculty are expected to meet their classes at scheduled times. In cases of illness or any other emergency, the faculty will notify the department head so that appropriate action may be taken.

CUMULATIVE (POST-TENURE) REVIEW

In December 2007, the OSU A&M Board of Regents passed OSU Policy & Procedure Letter No. 2-0109, "Cumulative Review of Tenured Faculty," which was designed to apply to OSU-Stillwater. OSU-Oklahoma City has modified that policy slightly to apply to the OSU-Oklahoma City campus. See Appendix H for OSU-Oklahoma City Post-Tenure Review Policies and Procedures.

LEAD INSTRUCTOR GUIDELINES*

- Faculty members designated as lead instructors will be appointed for an entire academic year and be compensated at the equivalent of one (1) credit hour of adjunct pay each fall, spring and summer semester.

- Lead instructors will typically be full-time faculty members.

- Each academic division will forward recommendations regarding the number and areas of assignment for lead instructors through established administrative channels (i.e. the department head, to the division head, to the vice president of academic affairs, to the president). These recommendations will be:
    1. submitted in priority order
    2. data driven
    3. based on the criteria listed below

- Criteria for lead instructor recommendations
    - number of students
    - number of academic disciplines and/or areas
    - number of adjunct faculty
    - number of sections
    - programmatic responsibilities
    - special assignments

- The duties for the lead instructors are listed in the attached job description.

- All lead instructor assignments will be finalized by May 1 each year.

These recommendations would provide a cost-effective means of promoting academic excellence and integrity, as well as providing administrative support and supervision for adjunct faculty. These recommendations would also help address current issues involving equity, fairness and consistency in the assignment of lead instructor duties.

*Any deviations and/or exceptions to these guidelines must be approved by the Vice President of Academic Affairs.

MAY 17, 2004

EMPLOYEE SEPARATION

Prior to departure on the last day of employment, employees must finalize paperwork in the Human Resources Office. In addition, the employee needs to obtain a separation checklist at website at www.osuokc.edu/security or Human Resources. This checklist must be initialed by all departments specified. This checklist will be turned into the Safety And Security Office by the departing employee. All keys, hangtags, I.D. card and any other item of employment are due at this time.

EMPLOYEE SAFETY AND SECURITY

Identification Cards

Employee identification cards are issued at the information desk in the student center, first floor, during working hours Monday – Friday. These are required to obtain library privileges, bookstore discounts, and use of the Wellness Center. They are also used for identification after hours and/or on weekends by security as authorization for your presence on campus.

Handling Of Hazardous Materials

Handling of hazardous materials must be conducted in strict compliance with regulations prescribed by the Oklahoma State Department of Health and the U.S. Environmental Protection Agency. As required by Title 29 Code of Federal Regulations Part 1020, Sub Part Z, Section 1450 (29 CFR 1910.1540).

Material Safety Data Sheets (MSDS) on all hazardous materials are collected and filed in the department where the materials are used. A master record of MSDSs is kept with the Office of Safety and Security. If an employee receives an MSDS, the Office of Safety and Security must be sent a copy of the MSDS, and the department's chemical inventory list must be updated. All existing labels on hazardous substance containers must remain intact.

Employees working in areas where exposure(s) to hazardous substance(s) exists shall be required to perform their jobs in accordance with precautions communicated in the Material Safety Data Sheets and Departmental Safety Manuals, if applicable. *Reference is made to Oklahoma State University Policy And Procedure Letter, Hazardous Material: Training HAZMAT Employees, 3-0535, as a source of information and clarification.*

Workplace Threats and Violence

It is the goal of OSU-Oklahoma City to provide a safe and secure workplace. The safety of employees and students is very important both in terms of enhancing the educational environment and promoting a supportive working atmosphere.

Serious threats or acts of intimidation, and acts of violence with or without the presence of a weapon, will not be tolerated. Violations of this policy may result in disciplinary action, including possible suspension, termination and/or the filing of criminal charges.

All employees shall immediately report acts of violence and any serious threats that a reasonable person would consider potentially dangerous made against them or witness by them. Such reports may be made to the employee's immediate supervisor, the Human Resources Office, safety and security office, or any administrative management official. Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take appropriate steps as soon as reasonably possible, including communicating with the Safety and Security Office, to reduce or eliminate any threats of immediate danger.

If an employee has taken legal steps to protect him/herself from another person with a Victim Protective Order (VPO) or Emergency Protective Order (EPO), a copy of the VPO/EPO should be provided to the employee's immediate supervisor, Director of Human Resources and the Office of Safety and Security.

ALCOHOL/DRUG POLICIES

Drug-Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, OSU-Oklahoma City notifies all employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition might be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at OSU-Oklahoma City, all employees will:

1. Comply with the terms of this statement; and

2. Notify OSU-Oklahoma City (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, OSU has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University's prohibition of controlled substances in and on OSU property, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for drug abuse violations. An employee assistance program has been created in furtherance of the drug-free awareness program. Information

about the drug-free awareness program and the employee assistance program may be obtained from the Human Resources Office.

Reference is made to Oklahoma State University Policy and Procedures Letter 1-1205, Drug-Free Workplace and the Drug Free Workplace Act of 1988 as sources of information and clarification.

Drug-Free Schools Policy

As set forth in local, state and federal laws, and the rules and regulations of OSU-Oklahoma City, OSU-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds or other property owned and/or controlled by OSU-Oklahoma City or as part of OSU-Oklahoma City activities.

Internal Sanctions

Any student or employee of OSU-Oklahoma City alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to expulsion, termination of employment, referral for prosecution after and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of OSU-Oklahoma City.

External Sanctions

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Drug/Alcohol Counseling and Rehabilitation Programs

The Wellness Center, Family Resource Center, and Counseling Center have information of this nature for students and employees. The Employee Assistance Program is also available for employees. Other resources in the community may also be available from these centers or programs. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Reference is made to the Drug-Free Schools and Communities Act of 1989 as sources of information and clarification.

CONFIDENTIALITY

During the course of employment, employees will be working with students, personal student data and other information that is considered confidential. Maintaining this confidentiality is important to the success of the institution. Under the federal *Family Educational Rights And Privacy Act*, sometimes referred to as the "Buckley Amendment," it is a violation of federal law to release student educational records or personally identifiable information about a student without the student's prior permission, in most instances.

USE OF TOBACCO/SMOKING

Effective January 1, 2008, OSU-Oklahoma City is a smoke-free/tobacco-free campus the use of all tobacco products is prohibited anywhere on campus, including buildings, grounds, and parking lots leased, owned or operated by OSU-Oklahoma City. This policy applies to all persons on campus, including but not limited to employees, students and visitors to the campus.

TELEPHONE USE

OSU-Oklahoma City telephones are to be used for business purposes in serving the interests of our students and in the course of normal business operations. Answer all calls promptly and courteously. On occasion, personal calls may be necessary, but cooperation is requested in limiting them to emergencies or essential personal business and in keeping them brief. Emergency use only telephones are located in all the classrooms and are only to be used in real emergencies. Follow the instructions on each phone.

APPROPRIATE COMPUTER USE

As an institution of higher learning, OSU-Oklahoma City encourages, supports and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines.

Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the internet.

OSU-Oklahoma City reserves the right to limit, restrict or extend computing privileges and access to its information resources. Users are responsible for their own computer accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control. Anyone who accesses, uses, destroys, alters or damages University information resources, properties or facilities without authorization may be guilty of violating state and federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

APPROPRIATE USE OF ELECTRONIC MAIL

- As with other University resources, e-mail is appropriately used for purposes that further the goals of the University.

- Individuals may not use e-mail for entrepreneurial activities except in cases of University-sanctioned activities. Specifically prohibited is the selling of access to the internet by any member of the University community.

- No one shall be added to an e-mail listing for other than official University business without his or her consent. Mailing lists may be used only for their intended purposes.
- All materials sent by campus e-mail must be attributed to the individual, office or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual.

General Policy Statements

- It is the intent of OSU-Oklahoma City to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that universities place high value on open communication of ideas, including those new and controversial, the intention of the University is to maximize freedom of communication for purposes that further the goals of the University.

- All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation.

Objectionable Material, Violations and Sanctions

- The University cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Employees of the University community are expected to demonstrate good taste and sensitivity to others in their communications.

- It is a violation of this policy to use e-mail to libel, harass or threaten other individuals.

- Users of campus communications are subject to local, state and federal laws and regulations and applicable Oklahoma State University policies and procedures. Users must comply with copyright laws.

Reference is made to Oklahoma State University policy and Procedures Letter, Use of ELECTRONIC MAIL, 1-013 as a source of information and clarification.

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student

must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor.

HOURS OF OPERATION

Bookstore	Hours:	Monday – Thursday	8:00 a.m. – 6:00 p.m.
		Friday	8:00 a.m. – 5:00 p.m.
		Saturday/Sunday	closed

Extended hours will be coordinated with enrollment offices each semester. The Bookstore is located on the second floor of the Student Center.

The Bookstore carries the textbooks and reference materials that are used in courses offered at OSU-Oklahoma City. A complete line of office and school supplies, computer software and peripherals, accessories, medical supplies and uniforms, and other items are also sold. General trade books, greeting cards, gift items, and OSU logo articles are carried. Faculty members may show id and receive a ten percent (10%) discount on most purchases.

Business Services	Hours:	Monday - Thursday	8:00 a.m. – 6:00 p.m.
		Friday	8:00 a.m. – 5:00 p.m.

Business Services handles student accounts, including billing, receipt of student payment and campus deposits, processes student refunds, including Financial Aid disbursements, vehicle reservations, travel reimbursements and oversees campus purchasing. Business Services is located in the Administration Building, room 201.

Evening/Weekend Coordinator

Hours:	Monday - Friday	4:00 p.m. – 10:00 p.m.
	Saturday	8:00 a.m. – 5:00 p.m.
	Sunday	1:00 a.m. – 5:00 p.m.
	(Hours are subject to change)	

the Evening/Weekend Coordinator acts on behalf of all campus offices and departments in assisting evening and weekend personnel. If you have questions or problems contact 405-312-1555. The Office of the Evening/Weekend Coordinator is in the Technology Support Center, LRC 102.

Food Service	Hours:	Monday - Friday	7:30 a.m.-7:00 p.m.
		Saturday/Sunday	closed
	summer hours:	Monday – Thursday	7:30 a.m. – 7:00 p.m.
		Friday	7:30 a.m. – 3:00 p.m.
		Saturday/Sunday	closed

Daily food service available includes breakfast, lunch and dinner. Food options are: hamburgers, sandwiches, salad/soup bar, hot entrees, desserts and beverages. Catering reservations and menu selection should be arranged with the Student Center and Campus

Events Office with a minimum of one week's notice. All on-campus catering and beverage service must be done with OSU-Oklahoma City Food Service. The dining room is open for study or relaxing from 7:30 a.m.-7:00 p.m. Monday-Friday. The dining room is closed on Saturday and Sunday. Food Service is located on the second floor of the Student Center.

Library	Hours:	Monday - Thursday	8:00 a.m.-9:00 p.m.
		Friday	8:00 a.m.-5:00 p.m.
		Saturday	9:00 a.m. - 5:00 p.m.
		Sunday	1:00 p.m.-5:00 p.m.
	Holiday, weekend and interim hours are posted.		

The OSU-Oklahoma City library houses a collection of print and non-print items to help students and faculty members in the teaching/learning process. Books, periodicals, audio-visuals, electronic databases and reference works are housed in the library. If faculty need certain materials to be put on reserve, please see library staff. Faculty are encouraged to provide library staff with copies of any assignments to be completed in the library so they can better assist students. Faculty are also encouraged to arrange tours of the library and its facilities for their students. The library is located in the Learning Resource Center.

Lost & Found	Location:	Security Office Business Technologies Building, Room 100 (See Section in Safety and Security)	
Print Shop	Hours:	Monday - Friday	8:00 a.m.-5:00 p.m.
	Location:	Administration Building, room 105	

The print shop prints copies of materials for class use for each department.

KEYS

Keys necessary to carry out teaching assignments will be obtained by the division head or division secretary. You will be required to fill out a key agreement form. Upon separation of employment, all keys, along with a separation checklist obtained from the Office of Safety and Security website at www.osuokc.edu/security or Human Resources, are to be turned in to Safety and Security. Reports of lost or found keys should be made immediately to the division office and can be replaced upon request. Duplication of any campus keys is strictly illegal.

MARKETING & COMMUNICATIONS

The Communications Department serves as a clearinghouse for all media relations, marketing, advertising, public relation, Creative Services, publications, web services, social media services and new media content management including plasma screens and electronic signs.

Media Relations

OSU-Oklahoma City offers a variety of excellent programs taught by outstanding individuals. In an effort to project our image in a consistent manner, faculty and staff should contact the Communications Department to discuss media opportunities.

Only the OSU-Oklahoma City president and the senior director of Marketing & Communications, or those authorized by the president or the Marketing & Communications director, are designated to dispense press releases, contact the media or answer media inquiries. Also, should media representatives make an unscheduled stop on campus, the Communications Department should be contacted immediately.

Occasionally, the media may contact the Communications Department for a representative to participate in an interview regarding a particular area of expertise. In most of these situations, a representative from the Communications Department will also attend the interview to provide support as needed and will provide any preliminary information in preparation for the interview.

Marketing, Advertising & Public Relations

If a department or division needs paid advertising for program promotion, schedule a visit with the Communications Department director to discuss audience, marketing goals and budget. Upon approval by the appropriate division head and vice president and establishment of budget and timeline, your advertising will be created and placed.

Creative Services

Creative Services has the resources to layout and design materials ranging from a simple flyer to full color publications. Within the Communications Department, Creative Services is the production and distribution center for the image of OSU-OKC. This involves the process of influencing and coordinating OSU-OKC's image and identity for both its external clients (i.e., community residents, business leaders, legislators, news media, prospective students, parents, alumni, major contributors, friends and taxpayers) and its internal customers (i.e., faculty, staff, students). Should you require graphic services from the Communications Department, please submit an Electronic Communications Request (ECR), www.osuokc.edu/communications. The originator, the appropriate vice president and a representative from the Communications Department must approve all external publications before they will be printed.

Image And Publications

Any item that is produced with the OSU-Oklahoma City official name and/or logo must be approved by the Communications Department. This includes but is not limited to press releases, mass mailings, brochures, newsletters, promotional items, apparel, internet sites and print advertisements.

Whether working with a client on a project from the beginning on content and design or reviewing a final draft for approval, the Communications Department follows OSU Graphic Identity Guidelines, and edits/proofs to the Associated Press writing style. (OSU exceptions to the AP style are included in the guidelines.) This ensures accuracy and effectiveness of content and consistent presentation of OSU-OKC to internal and external audiences, whether in print, on the web or via other media.

Submitting a Communications Request

To make a Communications request, complete the Electronic Communications Request form (www.osuokc.edu/communications). The Communications Department will process

your request and secure any outside vendor needed to complete your request. For additional information call the Communications Department at 405-945-3317. See Appendix N.

Student Organizations

Student organizations are required to adhere to the guidelines set forth. Students must gain approval for any marketing or promotional items bearing the OSU-OKC name or image by going through their club adviser.

Web Design and Development

The official OSU-Oklahoma City campus website is designed and maintained through the Communications Department. The web server is housed and maintained by the Information Services Department, which oversees accessibility and security issues. Website policy is governed by The Institutional Web Page Committee. All requests for major webpage changes or new webpages should be made through an Electronic Communications Request (ECR), www.osuokc.edu/communications. Minor changes can be sent to communications@OSUOKC.edu.

Social media

OSU-OKC social media is managed through the Communications Department. OSU-OKC's social media sites are portals to the most current and significant campus news and information. Before setting up a social media page for your department, consult with the web content coordinator in the Communications Department. See social media guidelines at www.osuokc.edu/communications.

FACULTY BENEFITS AND SERVICES

BENEFITS AND SERVICES

Pay

Employees working for state agencies or under the *Oklahoma State Regents For Higher Education System* are paid by direct deposit to an account at the employee's financial institution.

Employees who are unwilling or unable to have an account at a financial institution must use the Oklahoma PayCard to receive their pay. Access to the funds on this card (which come from electronic deposits of OSU paychecks), is only available electronically either through ATM cash withdrawals or store/vendor purchases. Fees are associated with the PayCard. Questions regarding direct deposit or the PayCard should be directed to Human Resources.

Faculty positions are set up to be paid on the monthly payroll cycle. Payment is made on the last working day of the month. Every possible attempt will be made to adhere to these schedules, but in unusual situations, adjustments may be necessary.

OSU does not issue paper pay stubs or vouchers. Instead, detailed information about the employee's pay information (including past paychecks and W-2s) can be obtained from W*eb for Employees*. http://webemp.okstate.edu. Additionally, employees who activate the O-key (access system) will receive automatic email notifications of the net amount of their paycheck several days prior to payday.

In addition to any merit or cost-of-living increases that might be granted, faculty members can receive increases in their salary based on length of service and additional educational attainment. Faculty members can receive salary adjustments yearly for up to a total of ten years' experience. Faculty can also receive salary adjustments for additional graduate credits earned and/or graduate degrees. Details can be found in the explanation of the Faculty Parity Plan (Appendix A).

Insurance & Flexible Benefit Plans

OSU-Oklahoma City provides a generous and comprehensive benefit package to its employees. Group insurance and flexible benefit plans are available to employees who have a regular and continuous (non-temporary) work assignment of at least six months and an FTE of .75 or greater. The benefit package includes a cost-sharing plan, with OSU paying a portion and the employee paying a portion (which is payroll deducted). Employees must enroll self and dependents (if applicable) within 30 days of eligibility date to avoid adverse consequences. Insurance options include health, dental, vision, life, long-term disability, long-term care and cancer coverage.

Flexible benefit plans are also available to employees. Flexible benefit plans (IRS Section 125) allow employees to tax-shelter employee-paid health, dental, and vision premiums, unreimbursed medical expenses and dependent care expenses.

For more details on the insurance and flex plans, including the various options and cost, go to: http://hr.okstate.edu/benefits/benefits.php

Employee Assistance Program

An Employee Assistance Program (EAP) is a confidential resource for employees, provided free of charge. EAP represents a commitment by the University to improve the well-being of employees through professional programs which can provide counseling assistance in addressing personal difficulties. For OSU-Oklahoma City employees, counseling services are available with either of the two resources listed below:

- Variety Care-community health centers

Located in Oklahoma City at 4023 N.W. 10th (about 3 blocks west of Portland) or at 1025 Straka Terrace (south OKC) to make an appointment call 632-6688, ext. 280 or ext. 276

- OSU – Stillwater

Located in Stillwater, OK in the Seretean Wellness Center (Room 103C). To make an appointment call 405-744-6415.

Assessment and counseling services are available to employees of OSU-Oklahoma City and their immediate family (spouses and unmarried children from birth to age 19-or up to 25 if the child is a full-time student, unmarried, and dependent upon employee for principle support).

Individuals will generally be seen by Variety Care within seven (7) business days of initial contact. In emergency situations, Variety Care staff will see individuals as soon as possible. If immediate care is not possible, consultation and referral services will be provided by Variety Care. Variety Care shall use its expertise and knowledge of community resources in referring employees of OSU-Oklahoma City or members of their immediate family only to treatment facilities approved by an appropriate outside accrediting body, which are suitable to the nature and severity of the client's problems. Such individuals must be referred to three (3) treatment resources, whenever possible.

The goal of intake and assessment session(s) will be to assist the client(s) in determining the nature of their problem(s), provide assistance through counseling or direction to the most appropriate resource available to help them resolve the issue(s). Variety Care EAP staff will meet with employees or members of their immediate family up to four (4) sessions each. If more extended assistance appears to be required, referral services will be provided by Variety Care. Intake, assessment and counseling appointments will generally be scheduled in either 30 or 45 minute sessions. Variety Care will develop an appropriate treatment plan for all types of personal and family problems, including alcohol and drug abuse assessments for individuals it sees pursuant to this agreement.

All staff members providing counseling services pursuant to this agreement by Variety Care shall possess a license from the state of Oklahoma and a master's degree or PhD. From an accredited mental health degree program in Social Work, Marriage & Family Therapy, Counseling or Psychology.

EAP services are provided by a licensed psychologist to OSU employees and dependents. Services that are provided through this program:

- Individual/couples/family counseling
- Assessment/evaluation
- Referral to community resources or treatment
- Follow-up on referrals
- Education and training

Problems can be addressed through EAP:

- Alcohol/drug abuse
- Emotional/stress
- Psychological
- Marital/family
- Medical

Hours of operation are Monday-Friday 8:00 a.m. - 5:00 p.m. The EAP also attempts to accommodate people who cannot visit during regular office hours.

Retirement Programs

Effective July 1, 2004, newly hired employees have a choice between two retirement plans- Oklahoma Teacher's Retirement (OTR) or the OSU Alternate Retirement Plan (ARP). Retirement benefits are available to employees who have a regular and continuous (non-temporary) work assignment of at least six months and an FTE of .75 or greater. Eligible employees must decide within 90 days of hire to participate in one of these plans. This decision is irrevocable (meaning it can never be changed). If the new employee fails to make a decision within the 90 days, he/she will be default enrolled into Oklahoma teacher's retirement.

For more details on the retirement plans, go to**:**
http://hr.okstate.edu/docfiles/retirementprog.pdf

Additional Savings and Investment Opportunities

Regardless of the OSU retirement plan selected, employees can also choose to save money through tax-sheltered annuities and deferred compensation programs. These voluntary pre-tax savings opportunities allow the employee to set aside additional money toward retirement. Contributions to the 457(b) Deferred Compensation Plan or 403(b) Supplemental Tax Deferred Annuity Program are deducted before federal and state taxes from your regular paychecks and invested through each plan's investment sponsors.

Statutory Benefits

Statutory benefits include those benefits which are mandated by law, such as social security and Medicare, worker's compensation insurance and unemployment compensation. The employee and OSU each contribute to social security and Medicare. Worker's compensation covers an employee's medical expenses and loss of income resulting from work-related injury or illness. Unemployment compensation provides economic security for a worker during temporary periods of unemployment.

Although not always considered as benefits, they can offer valuable forms of compensation to the employee and are part of the total cost that OSU expends in total compensation for employees.

Sick Leave

Sick leave is defined for the purpose of this policy as absence from assigned duty, such absence resulting from a personal illness or incapacity which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated. Qualifying family member includes but is not limited to parent, sibling, spouse, child, grandchild, grandparent, or corresponding in-law relationships.

Full-time faculty accrue sick leave at the monthly rate of 19.56 hours during the months of September thru May (a total of 22 days per year). Sick leave does not accrue during the months of June, July and August. The maximum accrual for sick leave is 200 working days or 1600 hours. Amounts in excess of 1600 hours that would otherwise accrue will be transferred to the extended sick leave account. This account has no cash value or actual sick leave value other than for OTRS purposes. Part-time faculty accrues sick leave hours and maximums proportionately to their FTE.

Notification of absence due to illness or incapacity shall be given to the appropriate division/department head by the faculty member. Each division will determine its call-in procedure and communicate to the faculty member. Sick leave used records will be accurately maintained by the department and reported each month through the payroll monthly confirmation report.
Upon separation of employment, unused sick leave is forfeited.
For further details on faculty sick leave, refer to OSU Policy 2-0113 –Faculty Sick Leave

Annual Leave

Faculty who have 12-month continuous assignments are eligible for annual leave. Faculty who have 9 month assignments are not eligible for annual leave. Annual leave of 176 hours is available for use on July 1 each year. Any leave not used by June 30 of the following year is forfeited. Newly hired faculty will receive a pre-rated portion of annual leave hours, based on the month of hire.

The use of annual leave will be accurately maintained by the department and reported each month to Human Resources through the monthly absence reports. Human Resources will record used annual leave through the SharePoint program. These records are available to each faculty member and should be reviewed so that overuse does not occur.

Annual leave must be approved in advance with the division/department head. Each division will determine its procedure and communicate to the faculty member.

Upon separation of employment, unused annual leave is forfeited.

Holidays

The following are holidays that will normally be observed by all departments and divisions of the campus through closing all offices.

New Year's Day
Martin Luther King Jr. Day
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Three additional workdays

*Depending on how days fall in the year during the Christmas break, other workdays may be designated as days that the campus will be closed. 12-month faculty will be required to use annual leave for any days designated as mandatory leave days.

For assistance with any questions on benefits, please contact the OSU-Oklahoma City Human Resources Office at (405) 945-3298 or come to our office. We are located in the Administration Building and are open Monday-Friday from 8:00 a.m.-5:00 p.m.

Religious Holidays

OSU will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled work days. To avoid disruption to normal work schedules, employees must request in writing to the department head at least one week

in advance. Time off will be granted unless such leave would cause undue hardship to the department.

PAID PERSONAL TIME OFF

Funeral Leave

Employees shall be granted upon request up to three working days of funeral leave with pay upon the death of a related person in the immediate family; or for one day upon request of funeral leave with pay upon the death of a related person not in the immediate family. For the purpose of this policy, immediate family is defined as: spouse, children, parents, grandparents, grandchildren, brothers, sisters, or corresponding in-law relationships.

In some cases, the three days of funeral leave are not sufficient. In such cases, additional administrative leave with pay may be authorized by the appropriate department head and vice president.

When covered funeral leave occurs while the employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the employee is on annual leave or sick leave, or other paid leave, the funeral leave will supersede the other type of leave.

Catastrophic Leave

An employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood or violent weather may be granted up to three working days of paid administrative leave, if the event occurs while the employee is not on leave without pay.

Inclement Weather

At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances the administration of the institution will make the decision to close all offices except those recognized as necessary to maintain essential services.

Court Leave

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the employee.

When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual or sick leave, the paid court leave will supersede the other type of leave.

A leave of absence with pay shall be granted the employee when the court appearance is the result of an act performed by the employee as part of his/her official duties as a staff employee of OSU-Oklahoma City. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her OSU employment. If the employee is required by subpoena to testify in a county other than the county of residence or employment, the staff member shall be entitled to receive court reimbursement for mileage.

In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment. Annual leave, if applicable, may be used in lieu of a leave of absence without pay.

Voting Leave

Under Oklahoma statutes, an employee may have two hours or more time off to vote, if distance to polls requires it, provided all of the following conditions are met.

A request for such time off must be made in writing by the employee the day prior to the election. The supervisor will decide what time in the work schedule to give for voting.

Employees will not lose any compensation or incur penalty for the absence if they provide proof of voting.

Time off for voting is not required if the employee has three hours after the opening of polls before the work day begins or three hours after the close of the work day before close of polls. A supervisor may change work hours to provide for such a three-hour period.

If the above conditions are met, such time-off to vote would be considered administrative paid leave.

LEAVES OF ABSENCE

Requests for Leaves of Absence may be granted at the institution's discretion to regular, full-time employees to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. For complete details regarding the following "leave of absence without pay" categories, please contact the Human Resources Office.

OSU-Oklahoma City does not discriminate by reason of race, age, creed, color, sex, age, disability, sexual orientation, veteran status, or national origin in its leave policies, including but not limited to: leave with pay and leave without pay for educational or professional purposes; sick leave including maternity leave; annual leave; or administrative leave. Illness due to pregnancy shall be treated as any other temporary medical condition.

While no loss of service credit occurs during an approved leave of absence, there are other factors to consider such as benefit continuation, reinstatements and approval processes. See your supervisor and/or the Human Resource Director for these details.

REQUESTS FOR LEAVES OF ABSENCE INCLUDE:

The Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members. The policy *(OSU Policies and Procedures, Family and Medical Leave Act 3-0708)* sets forth the essential provisions of FMLA. In the event

that additional clarification is needed, the actual act and regulations issued by the federal government implementing the act shall prevail.

Depending on individual circumstances of the leave, faculty may also be concurrently eligible for paid sick leave benefits under *OSU Policy and Procedures 2-0113 (Faculty Sick Leave).*

Long-Term Disability (LTD) Leave

OSU-Oklahoma City is committed to assisting employees when they suffer from a debilitating illness or injury by providing an opportunity for long-term disability (ltd) insurance coverage and related benefits. To be eligible for ltd and related benefits, an employee must be in a continuous regular position of at least .75 full-time equivalent (FTE) with an assignment of six months or more and must be enrolled in the ltd insurance program.

The ltd insurance program requires 180 days from the onset of disability before insurance benefits commence payment. This first 180 days is called the "elimination period". No benefits are received from the ltd insurance program during this time. For more information about ltd, such as claims, leave of absence with pay and pay during leave of absence with pay, please refer to *Oklahoma State University policy and procedures, long-term disability 3-0750.*

Personal Leave without Pay

All employees may make written request for a leave without pay for personal reasons, including childcare. All such requests will be considered on an individual basis, and generally shall not exceed six months. Authorization shall be based on department and employee needs, on the employee's plan to return to the job, and on availability of funds to return. All annual leave and compensatory leave accumulation must be exhausted before personal leave without pay begins. The appropriate vice president must approve any exceptions.

Military Leave

Federal law prohibits discrimination by employers against persons because of their service in the armed forces of the united states and in certain related uniformed services in order to encourage non-career service in the armed forces. For full details of policy, refer to *OSU Policy and Procedures 3-0719 (Military Leave).*

Additionally, the Oklahoma legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Oklahoma State University, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the University and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service.

When faced with a unique or unclear question regarding the application of University policy and state and/or federal law to a particular case, unit administrators should consult with OSU Human Resources for assistance and direction.

For assistance with any questions on benefits, please contact the OSU-Oklahoma City Human Resources Office at (405) 945-3298 or come by their office, located in the Administration Building.

OTHER SERVICES

Educational Assistance Program

With the approval of the department director or department head, a full-time continuous (40 hours per week) employee who can meet the academic requirements of the institution, may receive a tuition waiver (one-half) for no more than six (6) credit hours for the fall and spring semesters and for no more than three (3) credit hours for the summer semester. Only one (1) course (maximum of four credit hours) may be taken during the normal hours of employment. The employee's supervisor must approve such time. Time lost in taking this course shall be made up at some mutually agreeable time between the staff employee and the supervisor. Many courses offered through the technical education center are also offered at no cost to the employee.

Exceptions to the six (6) credit hours limit may be made in exceptional or unusual circumstances if justified by the staff employee and approved by the director, department head, vice president or campus president.

To be eligible for a fee waiver, the employee-student must submit a completed "Request for Faculty/Staff Fee Waiver" form to their supervisor, Human Resources Director, and the Scholarship Coordinator for signatures. Forms may be obtained in the Human Resources Office.

Automatic Bank Deposit

OSU policy requires that all employees be paid through direct deposit. To make arrangements for automatic bank deposit, contact the Human Resources Office.

OSU Foundation Payroll Deduction

Personal donations to OSU-Oklahoma City through payroll deductions can be made to benefit any department, division or project. As little as $5.00 per month may be directed from your paycheck toward the program of your choice. Employees can help build their own departmental funds with the OSU Foundation for scholarships, endowments, equipment, professional development or other worthwhile activities that would not otherwise be possible. All donations are tax deductible. For more information or for a payroll deduction form, please contact the Office of Development.

OSU-Oklahoma City Bookstore

The Bookstore is located on campus in the student center. Full-time classified, administrative/professional and faculty employees are eligible for a 10% discount on purchases.

American Express Corporate Credit Card

Continuous employees are eligible to participate in the American Express Corporate Card Program. The card will be issued in your name to be used for you for business expenses. American Express will charge an annual fee of $55.00 to the cardholder. This fee will be paid by the cardholder, not the University.

To participate, an American Express application must be completed. These forms are available in the Human Resources Office. By signing the application, you are agreeing to maintain your account in a current status and authorize the receipt and exchange of information should American Express Travel Related Services Company, Inc. Deem it necessary. Upon termination of employment with OSU-Oklahoma City, the corporate card will be canceled.

Child Development Center-Lab School

OSU-Oklahoma City sponsors a Child Development Center-Lab School (CDC-LS), located on the southwest corner of 10th and Portland. The CDC-LS is a developmental program providing quality childcare to children (ages six weeks to five years) of students, faculty and staff and the community. The CDC-LS also serves as a laboratory for several academic programs including Early Care Education, Nursing and Emergency Medical Services. Faculty, staff and students receive a reduced weekly rate. The National Academy of Early Childhood Programs accredits the CDC-LS. Normally, the CDC-LS has a waiting list for enrollment. Please contact the director of CDC-LS at extension 945-3260 or 945-3244 for further information.

Employee Communications

Most campus-wide information is communicated by e-mail or campus mail. Departments that have employees, who do not receive e-mail, usually have bulletin boards on which this information is posted. Employees are responsible for keeping themselves informed by regularly reading e-mail or the bulletin board.

INSTRUCTIONAL PROCEDURES

The academic semester is the standard academic calendar unit in the Oklahoma state system of higher education. The standard semester consists of a minimum of sixteen weeks, excluding enrollment, orientation and vacation time. All classes are expected to meet for the full sixteen weeks, and no college, academic department or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the state regents.

AMERICANS WITH DISABILITIES ACT (ADA)

The University approved ADA statement should appear in all course syllabi as well as courses offered via the internet. This statement should be read aloud to students at the first class meeting of each course.

> If any member of the class feels that he or she has a disability and needs special accommodations, contact Emily Cheng, the Advisor to Students with Disabilities, Student Center, Room 142.

Any student who desires accommodation in the learning environment has the responsibility to request accommodations and to identify him or herself as a student with a disability to the Advisor to Students with Disabilities. The Advisor to Students with Disabilities will provide the student with information about appropriate documentation of the disability. The student and the Advisor to Students with Disabilities will develop an access plan for accommodation. It is the student's responsibility to supply the instructor with the developed access plan/instructor's notification form in person. Without this plan, accommodations cannot be made. The student, Advisor to Students with Disabilities and instructor will receive a copy of the access plan.

It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Services to Students With Disabilities, but also to renew any additional requests for accommodations each new academic semester.

For additional information for faculty members, please refer to Appendix P, *ADA Handbook for Faculty Members.*

Note-Taking Request to Faculty

A student with documented disabilities may request note takers. It is the student's responsibility to contact the Office of Services to Students With Disabilities to request assistance with note taking. Late requests may not be fulfilled in a timely fashion.

During the semester, the student with a disability and his/her note taker are encouraged to communicate with one another frequently about note taking concerns, such as arrangements for receiving notes. Students should work with their note takers to determine the type of notes preferred and the appropriateness of the notes supplied. Carbonless form paper (NCR) may be picked up by the student with the disability from the Office of Services to Students with Disabilities. The student must supply the NCR paper when providing the Access plan to the professor. If a professor has a qualified student in class, please ask them to share notes with the student needing assistance. In the alternative, the professor should read the following statement.

> *The University has requested a volunteer in this class to share their notes with a student that needs assistance. If anyone would like to volunteer, please contact me after class.*

The note taker should have the following characteristics: well-organized and detailed notes; legible handwriting; regular class attendance; willingness to ask questions to clarify information.

In some cases students with disabilities (SWD) will prefer to remain anonymous to the note taker. In those instances the professor should give the NCR paper to the note taker and mediate for the SWD. Because all matters pertaining to disability issues are to be treated as confidential medical records, you should not name the student in reading the request to the class. It is also best not to refer to a person's accommodations when in front of, or within

hearing of other students. It is the responsibility of the SWD to ensure they are in class to receive notes. If a SWD misses a class he/she is not eligible to receive notes for that day from the regular note taker unless the professor agrees. All SWD must attend class in order to receive notes as an accommodation. If the SWD has not received notes they should consult with their note-taker and/or professor. If the professor does not ensure the student of getting the proper notes, call Office of Services to Students with Disabilities at 945-3385.

It is the institution's responsibility to provide accommodations. Access to lecture notes can be provided by identifying a volunteer in class, by providing copies of your own lecture notes, or by putting material/notes on the internet. If there is a problem providing the accommodation by any of these means, please notify the Office of Services to Students with Disabilities immediately.

ASSIGNMENTS

All class assignments should be listed on the course outline according to date and grade calculation. Policy for make-up or late class assignments should be stated in the grading procedures of the course syllabus. Class assignments, make up policy, and acceptance of late work should be approved by the lead instructor and follow any department policies already established.

Copies of class assignments should be on file with the appropriate division.

CLASS PERIODS

Each class should meet the specified number of minutes listed in the schedule of classes. Those classes meeting 90 minutes or longer may have a 10-minute break at the midpoint of the class. According to the policy of the State Regents for Higher Education, a class must meet the full time it is scheduled in order to grant credit for the class.

CLASS ROLL SHEETS

Roll sheets are distributed to faculty on Monday of the following weeks during the fall and spring semesters:

- First three weeks of the semester
- 8th week
- 10th week
- 13th week (Monday after the drop/withdraw date)
- 7th week during the summer session
- As required/needed during the semester

The roll sheets are delivered to the faculty by the division/department head. Faculty should verify the correctness of roll sheets. Students who are not listed but attending the class should be directed to the appropriate academic division to correct their enrollment. Students should be listed in the section of the course in which they are attending. Students may not attend one section and remain on the roll for another section.

CLASSROOM MAINTENANCE

Any complaints concerning the maintenance of the classroom or laboratory should be made in writing to the lead instructor and/or department head. It is common courtesy to erase boards after class and turn off lights (especially if no other class is scheduled afterward.)

CLASSROOM PROCEDURES

Classroom procedures are left to the discretion of the individual instructor but must meet department and division guidelines. The classroom procedures policy should be handed out at the first class meeting. However, instructors are cautioned against setting policies and procedures that do not permit enough flexibility to allow for unforeseen circumstances and events. Innovative methods are strongly encouraged.

COURSE SYLLABUS

A course syllabus is required for every credit course taught at OSU-Oklahoma City, and is to be filed with the appropriate department/division head each semester the course is offered. It is necessary that students know what the course is about, evaluation methods, special requirements and general expectations. All course syllabi should follow the same format/guidelines. (see Appendix I)

On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. Syllabi for distance education classes will be shared with the student prior to class or at an orientation the student is required to attend.

DISCIPLINARY PROBLEMS

OSU-Oklahoma City has long honored the right of students and faculty to engage in free discussion and expression within the teaching-learning process. It is also clear that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated. OSU-Oklahoma City students are mature and have a sincere interest in the educational process. Faculty members can usually depend on students to promote a good learning environment. However, on those rare occasions when a student may cause a classroom disturbance, it is the faculty member's responsibility to attempt to bring the situation under control as quickly and quietly as possible. If the situation cannot be brought under control, the faculty member may dismiss the disruptive student from the class. Incidents of disruptive conduct, academic misconduct/dishonesty or violations of the Student Rights and Responsibilities code are to be reported to the Student Conduct Officer, Student Activities/Campus Life Office first floor, Student Center. The evening/weekend coordinator assists in the judicial process for incidents occurring in the evening. Security officers will assist the faculty member in removing the student if necessary. (see Safety and Security, General Policy for instructions in contacting OSU-Oklahoma City security officers.) If a student is permanently dismissed, the faculty member must notify the department head/division head as soon as possible. It is emphasized that permanent student dismissal is a rare and drastic action, and the faculty member should endeavor to provide a learning environment that would minimize student disruption.

Further information on student rights, responsibilities and conduct can be obtained in the Student Activities and Campus Life Office, Student Center or an electronic version is available online at http://www.osuokc.edu/rights.

EVALUATION OF INSTRUCTOR

Instructors will be systematically reviewed by the students in selected classes. The student instructional evaluation is to be completed during the 12th-14th weeks of the fall and spring semesters and during the 6th-7th week of the summer semester. (See Appendix O)

For many classes, the instructor will pick up the evaluation packet at the division office during the appropriate time period. A student monitor is selected and will read instructions to the students. While the students are receiving instructions and completing the evaluation forms, the instructor will leave the classroom. Normally 15-20 minutes are allowed for the evaluation process. The student monitor will collect the forms, seal them in their envelope and return to the designated location as printed on the packet. Other classes, especially online classes, may use electronic media to complete student instructional evaluations.

After grades have been turned in for the semester, instructors will receive a report summarizing those evaluations and student comments.

EXAMINATIONS

Faculty determine types of examinations to be given in the class. An exam schedule should be part of the course syllabus and should be given to students the first class period.

The individual instructor decides whether students will be permitted to take make up or special exams. Instructors are cautioned against setting policies or procedures that do not retain flexibility to allow for unusual situations.

During pre-finals week, all normal activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given. This excludes make-up and laboratory examinations, out of class assignments (or projects) made prior to pre-finals week and independent study courses (OSU Policies & Procedures Letter, 2-0210.1). Oklahoma State Regents for Higher Education policy states, "*those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.*"

Final exams are to be given at the designated time of the final exam week. Final exams for evening, Saturday or Sunday classes will be administered during the final class meeting. Any deviation requires written permission of the division head. If a student has three or more final examinations on one day, requests may be made to the division head of the student's major to reschedule one of these examinations.

FIRST CLASS MEETING

The first class meeting is significant and sets the tone for the course. Meaningful activities, lectures or discussions are to be conducted in the first session, even though the students did not have a prior assignment. On the first day of class, faculty members should distribute the course syllabus to each student and explain its content.

FOOD AND DRINKS

Food and drinks are strictly forbidden in classrooms and laboratories because of the mess created, possible disturbance to other people and destruction to the equipment and facilities.

GRADE BOOK

Faculty members should maintain a grade book that includes the results of student examinations, projects, presentations and other items that determine the final grade. Faculty members should maintain copies of syllabi, course policy statements, examinations and other materials pertinent to their courses. Faculty members who are leaving OSU-

Oklahoma City permanently or for an extended time should deposit their grade records and course files with their department head (OSU Policies and Procedures Letter 2-0214).

GRADE POLICY FOR INCOMPLETE (I)

The grade of "I" represents incomplete work. It may not be used as a substitute for a failing grade. The request for an "I" grade is initiated by the student and granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully (grades above passing) completed at least 70 percent of the course work and be unable to finish for reasons beyond his or her control. In order to award a grade of "I," the student and the instructor must complete an "agreement for incomplete grade" form. The "I" grade agreement sets the conditions for the satisfactory completion of the coursework and is submitted by the instructor to the office of the registrar.

GRADE REMOVAL OF INCOMPLETE (I)

It is the responsibility of the instructor to report the removal of the incomplete grade to the office of the registrar on the appropriate form furnished by the registrar. Students who receive an "I" grade in courses of non-continuing nature have the responsibility for satisfying the requirements stipulated by the "I" grade agreement at the time of the assignment of the "I" grade. The normal time frame allowed a student for removing an incomplete grade is one year unless a shorter time is stipulated in the agreement.

When faculty report the grade of "I" to the registrar for courses of non-continuing nature, the instructor shall be required to submit the original "I" grade agreement along with the official grade change form, which is filed with the Office of Admissions and Registrar Services at the end of the semester. The "I" grade agreement will set the conditions including the appropriate time limits for removing the "I." A condition that the student must repeat the course or stipulate class attendance in a subsequent semester in order to remove the "I" is not permitted.

GRADE SUBMISSION DEADLINES

Beginning fall 2010 if a course ends before the end of the full term the grades for this course must be posted within five calendar days of the end of the course. All classes that end the last week of the term must have grades posted by 5:00 pm on Monday of the following week.

GRADE REPORTS

At the end of each semester/session 'Web for Faculty' will be made available for grade entry by the faculty member. Each instructor must contact the Office of Admissions and Registrar Services to be assigned a PIN number and Faculty ID number. The grade option will be available the first week of each month for the eighth week and fast track classes that ended the previous month. Grading will also be available during finals week and the first day or two following the end of the semester. An e-mail will be sent each semester notifying faculty of the exact date and time grades are due. If grades are not entered in a timely manner the instructor will be required to complete a grade change form for each student. Instructors should not tell students to contact the Office of Admissions and Registrar Services, the department head or the department secretary for grades.

GRADES

Grades are assigned by faculty based on the work completed by the student and according to the grading procedures given to the student during the first class meeting. Grades are to be assigned as follows:

Grade		Quality Of Work	Grade Point Per Semester Hour
A		Excellent	4
AH	(Honors Credit)	Excellent	4
B		Above Average	3
BH	(Honors Credit)	Above Average	3
C		Average	2
D		Below Average	1
F		Failure	0

Other Symbols

Grade	Explanation
W	Withdrawn
I	Incomplete
AU	Audit
AW	Administrative Withdrawal
S-U	Satisfactory/Unsatisfactory
P-NP	Pass/Not Pass
P-F	Pass/Fail
N	Grade Not Submitted

Further information may be obtained in the "Policy Statement On Grading," Oklahoma State Regents for Higher Education, May 29, 1992.

CORRECTING GRADE REPORTED IN ERROR

An instructor who reports an incorrect grade may request the registrar to correct the grade. The request must be in writing on a Grade Change Form (Appendix J) and must have a recommendation from both the vice president for Academic Affairs and the division head. The grade reported incorrectly will be removed from the transcript record with the new grade recorded in its place. In no case will the registrar lower a grade after the student has graduated.

GRADE APPEAL

A Grade Appeal is designed to give students the right to appeal the final grade awarded in a class. The bases for a grade appeal involve cases in which a student alleges that the instructor either: 1) did not follow the campus policies and procedures; 2) did not follow her or his published syllabus, 3) refused to correct an error in calculating a student's grade, or 4) was inconsistent in the application of college policies, procedures or the instructor's guidelines.

If a student believes that his/her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for

submitting the completed form is four (4) months after the date the grade was assigned, or six (6) weeks after student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs. (Appendix K.)

The academic appeals committee will communicate its decision in writing to the student, the instructor and the division head of the area. When the committee votes to alter a grade, the decision is sent to the registrar for correction of the grade on the student's transcript record. The original grade is removed from the transcript record and the new grade is recorded.

ENROLLMENT APPEAL

A Student Enrollment Appeal is meant to deal with situations when a student is unable to withdraw from a class prior to the State Regents' deadline due to circumstances beyond the student's control. A student may file an Enrollment Appeal Petition with the registrar. The deadline for submission of an Enrollment Appeal Petition is six months after the date the grade was assigned or fees were assessed. Forms for this purpose are available on the OSU-Oklahoma City website http://www.osuokc.edu/appeal/appealform.aspx or in the Office of Admissions and Registrar Services. (Appendix L.)

OFF-CAMPUS CLASS MEETINGS

Any class or laboratory session, whether for credit or non-credit, that must meet at an off campus location (30 miles or more from campus) must receive written permission from the department head, the division head and the vice president for Academic Affairs. If the travel is out-of-state, the approval of the president must also be obtained.

The instructor must complete an insurance form for all students for any field trip in order for students to be covered by OSU-Oklahoma City's medical emergency insurance. If the insurance form is not completed prior to a field trip, the instructor will assume any and all liability incurred during the field trip. Insurance forms are available in the Office of Student Services or the division office. The form must be filed in the Office of Student Services before departure.

RETAKING COURSES

A student who elects to retake a course must enroll in the course and pay full fees for the course. For eligibility for financial aid, a student's GPA will be calculated on the basis of all hours attempted since matriculation to college level work.

ROOM ASSIGNMENTS

Classroom assignments will be made by the division head when a class is scheduled. In the event an assigned classroom will not accommodate the number of students enrolled in the section, the instructor should notify the lead instructor, department head, division head or the evening/weekend coordinator. Every attempt will be made to reschedule the class in another room.

ROOM CHANGES

If a classroom change is made, the Office of Academic Affairs must be notified for the change to be entered into the master schedule by the division head. Classroom reassignments become official only when approved by the vice president for academic affairs and upon approval, will be entered into the master schedule.

SEMESTER DATES

Instructors should include in the course syllabus the academic calendar of dates/events for the following: opening date of the semester, vacation/break dates, last date to drop/withdraw from a class, final exam dates (and time), and closing date. On the first day of class, the faculty member will distribute the course syllabus to each student and explain its contents. The syllabus should be formulated according to the guide in Appendix I.

STUDENT ACADEMIC DISHONESTY OR MISCONDUCT

Academic dishonesty or misconduct, particularly plagiarism, is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City campus Student Rights and Responsibilities code available in the student activities and campus life office, Student Center or an electronic version is available online at http://www.osuokc.edu/rights.

STUDENT ATTENDANCE

Class attendance policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. Students are held accountable for all work covered in a course despite valid reasons for absence from class. Students are expected to attend each class period.

The policy statement on University academic format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (see OSU Policy & Procedures Letter 2-0207) faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic division head. Instructors are to report to the registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification. (approved by the OSU-Oklahoma City Executive Council, May 3, 1994.)

To be properly enrolled in a class, the student must be listed on the official class roll. Those students not officially enrolled will not be allowed to attend class and should be referred to the student's advisor.

No student will be enrolled in a class after the cut-off date published in the class schedule.

STUDENT HANDBOOK

A copy of the Student Rights and Responsibilities may be obtained in the student activities and campus life office, Student Center, first floor. An electronic version is also available online at http://www.osuokc.edu/rights.

STUDENT INFORMATION SYSTEM/WEB FOR FACULTY

SIS is the Student Information System, and “Web for Faculty” is a web interface to the student information system. Using most popular web browsers, OSU-Oklahoma City faculty may view their class rolls. SIS “Web for Faculty” is the method used for

submitting grades at the end of each term. A personalized Pin (Personal Identification Number) ensures confidential access to records.

TEXTBOOKS AND TEXTBOOK ADOPTION

All textbooks are selected by the faculty and approved by the department/division head. The department head or designee is responsible for notifying the bookstore of textbook selections. The bookstore makes current book adoption forms available. Any materials or reference books the students are requested to buy will be noted on these forms along with the textbooks.

If a question arises about faculty-authored textbooks, that question will be referred to an *ad hoc* committee organized by Academic Affairs. The function of this committee is to protect faculty from unwarranted allegations conflicts-of-interest when they author required texts or other learning materials. The committee will examine all cases referred to it and make a determination only as to whether the text and/or instructional materials in question are appropriate and meet contemporary academic standards for use in college-level courses.

Committee membership consists of one full-time faculty member from each of the six academic divisions plus alternates and the vice president for Academic Affairs or his or her designee. When the committee meets to review for selection a faculty-authored text, the author of the text and no more than two individuals selected by the author may present to the committee the justification for the text to be required.
The OSU-Oklahoma City Instructional Materials Policy can be found in Appendix R.

ACADEMIC SUPPORT SERVICES

BUSINESS SERVICES

The Business Services Office is open Monday through Thursday 8:00 a.m. To 6:00 p.m. Friday hours are 8:00 a.m. To 5:00 p.m.

DEPOSIT OF FUNDS RECEIVED

All monies received by OSU-Oklahoma City are to be deposited within 24 hours of receipt or the next working day. This is not only OSU-Oklahoma City policy, it is state law. This applies to all functions of the OSU-Oklahoma City campus.

No money is to be left in offices after hours. All change funds, daily receipts, etc. Are to be brought to Business Services to be locked in the vault overnight or placed into the night depository outside the Business Services Offices and picked up the next working day. Monies placed in the night depository for safekeeping should be placed in a sealed envelope or a locked bank bag and identified as to ownership.

REQUISITION OF SCHOOL VEHICLE

Employees may reserve a school vehicle online. On the OSU-Oklahoma City website, select faculty & staff, then vehicle request. View the calendar for availability. Submit the online request form if a vehicle is available. Confirmation will be received within 24 hours. Keys to the vehicles are picked up at Business Services just before departure. If you are leaving prior to 8:00 a.m., you must make arrangements with security in advance to pick up the keys. The person requesting the vehicle will be responsible for the return of the keys and credit card on time. Keys and credit cards should be turned in as soon as the vehicle is back on campus. If you return to campus after hours, turn the keys in to the security officer on duty, unless you have made other arrangements with business services. Remember, someone may be waiting for the vehicle. Vehicles cannot be kept overnight at an employee's residence.

A Wright Express Universal Fleet credit card with instructions will be provided with vehicle keys. If the gas gauge is half full, it must be filled up before returning the vehicle.

No smoking in school vehicles. Remove trash from vehicles (pop cans, candy wrappers, etc.). If you notice strange noises, vibrations or other signs of trouble, please report those problems on the vehicle maintenance card provided with the keys.

OSU-OKLAHOMA CITY SECURITY OFFICE PHONE NUMBERS

When on campus call extension 111. If you are off campus call 945-9111.

BUSINESS SERVICES FOR STUDENTS

Business Services handles financial transactions for students, including, but not limited to, the following.

Payment of tuition
Issue student parking permits
Payment of parking fines

Payment of miscellaneous fees, such as testing (ACT, CLEP, etc.)
Student refunds, including financial aid disbursements
Cashing personal checks up to $10 for students, $50 for employees

DEAF STUDENT SERVICES

The deaf Student Services program provides note taking and interpreting services for deaf/hard of hearing students. For more information, please contact the interpreter training department head at 945-3288 V/TDD.

INFORMATION SERVICES

Information Services (IS) office currently provides service to the various departments on student information (SIS) through an active directory network, local area network connectivity and desktop computing.

IS is also a central resource for faculty providing curriculum design and instruction, digital media, video production, DVD production, instructional technology training and support, distance learning and online classroom support (Desire2Learn) support, audio-visual services, OKEY support, multimedia classrooms, software consulting and testing, course and instructor evaluations and reporting, multimedia research, and assistance with technical issues in grant-writing.

Located on the first floor of the Learning Resource Center (Room 102), the Technical Support Center is available Monday – Friday, 8:00 a.m. To 5:00 p.m., Saturday, 8:00 a.m. To 5:00 p.m. And Sunday, 12:00 p.m. To 5:00 p.m. The TSC phone number is 405-945-6767 and the online request form is located at www.osuokc.edu/is/request.aspx

Video Production

All staff and faculty have the resources of a fully equipped Digital Media Studio at their disposal. Almost any type of multimedia production will be supported upon request on location and in the studio. Production of a program from idea to finished videotape will normally take several months, so be sure to allow plenty of time.

Video Editing

IS has a fully equipped editing room to allow faculty to prepare and edit video productions. With some instruction, faculty can soon be editing on their own. Alternatively, if the project is more complex information services can do the editing.

Multimedia Duplication

IS has a videotape/dv/dvd duplication set up so that multiple real time copies of media can be made upon request. Written permission to copy from the original producer or holder of the copyright is required.

Satellite Video Teleconferences

IS has a satellite dish on campus that allows participation in video conferences.

Audio Production

IS has the resources of a fully equipped audio studio at its disposal.

Sound Mixing

IS has the facilities to allow voice-over announcing for any materials such as videotape or slide tape productions. Mixing music, sound effects and voice together can make a more complete production.

Faculty/Staff Training

Media production support and training is available to faculty and staff members regarding instructional media, software, Online Classroom (Desire2Learn) and technical equipment. To schedule training on digital media production equipment or to consult with us regarding your next digital project or marketing promotion contact Ned Wilson (945-3320, floydnw@osuokc.edu).

To schedule training on our laptops, Elmos, overhead projectors, whiteboards, Smartboards, and multimedia classrooms, contact Ginger London (945-9136, gingel@OSUOKC.edu).

STUDENT INFORMATION SERVICES

The Student Information System (SIS) maintains information used in student records, enrollments, fee calculations, financial aid information and course advisement.

ACTIVE DIRECTORY NETWORK

In the current active directory network, a number of software programs are maintained including Microsoft office, Power Point, Excel, Outlook and Internet Explorer.

CREATIVE SERVICES

The Creative Services department provides graphic design and web development services for the OSU-Oklahoma City campus. Within the Communications Department, Creative Services is the production and distribution center for the image of OSU-Oklahoma City. This involves the process of better shaping, influencing and coordinating OSU-Oklahoma City's image and identity for both its external clients (i.e., community residents and business leaders, legislators, news media, prospective students, parents, alumni, major contributors, friends and taxpayers) and its internal customers (i.e., faculty, staff, students). Creative Services is in the President's Suite of the Administration Building, the hours of operation are 8:00 a.m. To 5:00 p.m. Monday through Friday.

PRINTING & DUPLICATING

Printing & Duplicating offers electronic job submission as well as walk-up copy services. Electronic requests should be submitted using the online Digital Storefront (DSF) http:

dsf2.OSUOKC.edu /dsf2. Walk-up requests for copies must be brought to the copy center on the first floor of the Administration Building. When you deliver your request, you may wait for your copies (workload permitting), have the copies placed in the mail, or return later for pick up. You may drop off your printing request during the day by placing the order in the wire basket located at the service window (second window on the left). At the time of requesting this service please submit a completed copy of a printing request form indicating the desired method of pick up or delivery. Larger printing orders are generally delivered to the requesting department. Should additional steps be required to complete your printing request, you will be notified.

Various weights and colors of paper are available upon request. Please specify if special stock or ink is required. Duplication capabilities include high volume black and white printing as well as limited run full-color printing. When submitting requests for printing, please secure departmental approval and follow the guidelines below.

- Submit a completed print request form, See Appendix M.
- Don't fold or crease the original
- Use black ink or toner on white paper for the original
- Don't staple the originals together, use a paper clip
- Submit sensitive materials and originals (tests, etc.) In an envelope
- Indicate any special instructions needed for the project

Printing Services also utilizes offset printing. With this method of printing, various sizes, colors, and weights of stock (paper) may be used with various colors of ink. This mode of printing is used when a large quantity of a single original is required and/or color ink is used. Folding, cutting, numbering, stapling & stitching, padding, binding and tabbing are some of the other services that are available in the print shop. Copy paper is delivered to departments by request. Please place your order for paper with the mailroom by phone (ext. 307) or e-mail (Glenda Cameron @ cglenda@osuokc.edu).

GRAPHICS

Graphics has the resources to layout and design materials ranging from a simple flyer to a full color publication. The Communications Department must approve all external publications. Some projects may require additional time and resources for completion. Consideration should be given when utilizing these services.

Should you require the services of the graphics department, please make an appointment to discuss it with them. Submit all the necessary information at the start of the project, i.e. text, photos, logos, etc. If possible, please furnish information on a disk or e-mail to graphics. Prior to printing, you will receive a draft or proof of your request. All publications must be routed to the Communications Department for final proofing before it is printed. The originator, the appropriate vice presidents and a representative from the Communications Department must approve all external publications before they are printed.

When setting time frames for publications several factors must be considered.

- Amount of time required for design, layout, proofing and editing.
- Time required for printing and preparing information for distribution.

- How is the material to be distributed, such as, campus distribution, external distribution, U.S. mail, etc.?
- Date the event is being held. Dated material should be in recipient possession in a timely manner.

WEB DESIGN & DEVELOPMENT

The official OSU-Oklahoma City campus website is designed and maintained through the Communications Department. The web server is housed and maintained by the Information Services Department, which oversees accessibility and security issues. The website content is governed by the INSTITUTIONAL WEB PAGE COMMITTEE.

MAILING SERVICES

External incoming mail is delivered to campus each morning from the post office. Delivery time can vary depending on the post office. Mail is then sorted by department and put into departmental mailboxes, which are secured with a lock. The key for your mailbox is the same key that allows you access the door to your working area. Daily incoming mail may be picked up between the hours of 10:30 a.m. And 5:00 p.m. The lobby area is open 8:00 a.m. – 5:00 p.m. For those desiring to pick up or deposit outgoing mail. Outgoing mail must be brought to the mailroom by 2:00 p.m. To go out each day. A mail drop has been provided for this service. Mail may be deposited between the hours of 8:00 a.m. – 2:00 p.m. Outgoing mail delivered to the mailroom after 3:00 p.m. Will be processed for mailing the next business day. On-campus mail may be dropped off at any time.

Incoming freight, large and/or heavy packages or boxes, including large printing orders will continue to be delivered to individual areas. If you have packages going out through ups take them to the bookstore. Departments using Federal Express should contact the company.

The drop off location for campus mail to Stillwater via courier is AD201. The courier delivers from Stillwater Monday through Friday at approximately 1:00 p.m. Mail services can be reached at ext. 307.

LIBRARY

The library is located on the fourth floor of the Learning Resource Center and has a study area on the third floor. Fall and spring semester's hours are Monday through Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. To 5:00 p.m. Saturday; 9 a.m. To 5 p.m. and Sunday, 1:00 p.m. to 5:00 p.m. Holiday, weekend and interim hours are posted. The library web site is www.osuokc.edu/library/.

The Library Catalog provides access by author, title, subject and keyword. Open stacks and interlibrary loan make library resources easily accessible to students and faculty. The collection uses the Dewey Decimal Classification System.

The library is a member of OCLC-Amigos. Interlibrary loan is available to faculty and staff at no charge. Faculty, staff and students may use other academic libraries in the state by obtaining an OK-Share card from the OSU-Oklahoma City Library circulation desk.

Normally periodicals, reference and some AV materials do not leave the library, but if a faculty has a special request, please check with the Circulation Desk. All other materials check out to faculty for three weeks with one renewal, subject to recall. Faculty identification is required. All Library materials should be returned by the end of each semester. Faculty will be requested to replace lost or damaged materials.

The Reserve Collection is available for instructors to locate items that will be in heavy demand. Reserve materials will have restricted circulation. Placing materials on Reserve tightens security, assures equal access to all students in a class and limits the possibility of mutilated or stolen items from the collection. Reserve items are available within 48 hours after receipt and are arranged by subject on the shelf. Call extension 251 for more information.

The Library Network is currently available from any internet accessible computer on the OSU-Oklahoma City campus, and contains the following databases.

OSU-Oklahoma City Library Catalog
Agricola
Biblical Archaeology Society Archive
Ebscohost (including CINAHL) (full text)
Encyclopedia Americana (full text)
Encyclopedia Britannica (full text)
Energy Citations Database
Eric - Index to Educational Resources
Facts on File (full text)
First Search
Info Trac (full text)
Internet Explorer – Internet Access
Net Library (full text)
Newsbank (full text)
OCLC Firstsearch
Original Sources (full text)
Proquest Direct (full text)
Sirs Knowledge Source (full text)
Turfgrass Information Center

Much of the library network is accessible from home via the internet. Check with the OSU-Oklahoma City Library circulation desk, extension 251, about accessing databases from your home computer.

Orientation tours for instructors, or for classes, may be scheduled by phoning extension 251. Special subject instruction may also be arranged. Class visits are scheduled by calling extension 251. Also, if making a class assignment for library research, faculty are encouraged to call the library so it will be prepared to assist students.
Request to order forms are available from department and division heads and from the Library Circulation Desk. Recommendations from instructors for both print and non-print materials are encouraged.

The library has four group study rooms (420, 422, 424, 426) available to students working on class projects. They are available on a "first come" basis.
A library book drop is available 24 hours a day in the breezeway on the west side of the Learning Resource Center.

If faculty have any questions or need assistance, please call the director of library services at extension 241 or the assistant director at extension 281.

STUDENT SERVICES

OSU-Oklahoma City's student-centered philosophy is reflected in the convenience and accessibility of its Student Services, most of which are located in the Student Center. Because Student Services has combined the activities of admissions, enrollment, financial aid and records on one floor of the Student Center, students can experience the ease and simplicity of the "one-stop shopping" concept.

TESTING AND ASSESSMENT CENTER

Testing and Assessment Center staff administer and interpret a wide variety of tests, which can help students and advisors make decisions about course placements, career options, etc. COMPASS, a computerized assessment test, is given at no charge the first time for entering students. Students may retest two times in a semester to try and improve their scores. There are three parts of the COMPASS; reading, writing and math. A $4 fee will apply for each retest of any part of the COMPASS. The COMPASS is the primary entry-level testing system used by OSU-Oklahoma City for the purpose of placement in courses.

National testing is also offered. The ACT-national and residual, CLEP, GED, HESI, SPEAK and TOEFL require pre-registration and fee payment prior to taking the exam. A testing schedule is available upon request in the Testing and Assessment Center, Student Center Room 104 or by calling 945-8648.

Testing Services

The Testing and Assessment Center staff will proctor exams for students taking correspondence courses; distance learning courses including courses offered through Cox communications, the internet, or for faculty who need a supervised area where individual students can make up exams missed in class. The Testing and Assessment Center also provides supervised space for students who, according to ADA requirements, require special accommodations. Faculty members will need to complete a Faculty Make-Up Exam Sheet for each exam in the center located on the first floor of the Student Center.
Faculty using these services should adhere to the following guidelines.

- Include all information requested: student's name with identification number or a class roster, instructor's name on the test, a contact phone number, time allowed for the test, deadline for completion of exam, notation of academic aids allowed and ADA accommodations required.

- If group testing or ADA special testing requiring one-on-one administration is necessary, an appointment must be made at least 48 hours prior to the test in order to confirm the availability of a testing room and/or staff.

- Scantrons or paper needed for the exam must be provided by the student or the instructor.

- Leave and pick up exams in a timely manner. Completed exams must be picked up by the last day of finals week. Blank exams remaining in the Testing and Assessment Center will be shredded one week following the week of finals.

- Please guard the security of your exams by not allowing students to hand-carry their exam to the Testing and Assessment Center. For security reasons exams will not be sent via campus mail.

- Use of the Testing and Assessment Center for make-up exams should be limited to small numbers of students. Please do not bring in a stack of exams with no names on them for an entire class or classes and tell the students to come in when they are ready to take the test.

Contact the Testing and Assessment Center at 945-8648 for more information. A locked box is available so exams can be dropped off after hours. Be sure and attach the faculty make-up exam sheet.

ACADEMIC ADVISEMENT

The Advisement Center, located on the first floor of the Student Center, serves students who are:

- New
- Transfer
- Undeclared, non-degree
- International
- Pre-nursing

The Advisor for Students with Disabilities is also located in the Advisement Center. Students who have declared a major course of study at OSU-Oklahoma City receive academic advisement through their academic division. For more information go to http://www.osuokc.edu/current/advisement.aspx

STUDENT EMPLOYMENT SERVICES

The Student Employment Services Office, located on the first floor of the Student Center, is accessible to students and graduates. It has a comprehensive listing of job opportunities for the Oklahoma City area (and some other areas). The computerized internet job listing is updated daily. During fall and spring semesters, the Student Employment Services Office hosts a job fair that brings a number of potential employers and businesses to the campus to help students find out what companies want, learn about jobs related to their majors, allow

students to talk with real world professionals, begin networking activities and find job opportunities in their field. For more information go to www.osuokc.edu/studentemployment or call (405) 945-8680.

STUDENT ACTIVITIES AND CAMPUS LIFE

The goal of this office is to contribute to the teaching and learning process, psychological and social well-being and growth of students and the development of important skills needed for success in life and service to the community. Student Activities/Campus Life provides a number of services and resources for students and the OSU-Oklahoma City community. These services include a variety of programs and activities scheduled throughout the year such as Howdy Week, Halloween and Christmas parties, multicultural events, as well as workshops and seminars.

There are many active student organizations and clubs on campus such as the Student Government Association, Phi Theta Kappa, the Deaf/Hearing Social Club, the Hispanic Student Association, the Student Nurse Association, etc. Faculty and staff are encouraged to get involved with student organizations by being sponsors or attending meetings and functions. For more information and a complete listing of student organizations, visit the Student Activities/Campus Life Office, Student Center, first floor or call (405) 945-3378.

Student activities transcripts provide an official record of "out-of-class", extra-curricular activities and accomplishments of students. For more information go towww.osuokc.edu/current/transcripts.aspx

STUDENT GRIEVANCE AND CONDUCT

The teaching-learning process involves behavioral expectations of those involved in the process. Periodically, student behavior interferes with the teaching-learning process and intervention is necessary. Expectations of student behavior are described in the Student Rights and Responsibilities located at http://www.osuokc.edu/rights/. Hard copies of the Student Rights and Responsibilities are located in the Student Activities/Campus Life Office and the office of the vice president of Student Services. The judicial process on the campus focuses on behavior modification and intervention so that the teaching-learning process can continue uninterrupted. Grievances of students are conducted with due process and fundamental fairness with resolution being the main purpose.

ADMISSIONS

Admissions requirements to OSU-Oklahoma City are established by the Oklahoma State Regents for Higher Education. As an open-door institution, OSU-Oklahoma City can admit almost any student. However, faculty who serve to enroll students need to be aware of certain aspects of the student's admission, as it relates to placement and financial aid. Student, faculty and staff IDs are obtained from the Admissions Office.

ASSESSMENT

All first-time freshmen who are admitted as regular students will be assessed prior to placement. Those under the age of 21 are required to present ACT test scores, or a similar battery of tests, and possibly COMPASS, while those 21 and over will be placed according to the institutional assessment instrument, COMPASS. Some transfer students may also be

required to take all or part of the assessment exam. This placement is mandatory per Oklahoma State Regents for Higher Education policy.

Curricular requirements

The Oklahoma State Regents for Higher Education policy (6-96) mandates certain curricular requirements which serve as prerequisites for respective freshman level courses. The following fifteen high school units are required for admission to associate in arts/associate in science and baccalaureate degrees:

Units (Years)	Course Areas
4	English (Grammar, Composition, Literature)
2	Lab science (Biology, Chemistry, Physics or any Lab science certified by the school district; general science with or without a lab may not be used to meet this requirement.)
3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus)
2	History (including 1 unit of American History)
1	Citizenship skills from the subjects of Economics, Geography, Government, Non-Western Culture.
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language.
15	Required Units

In fall 1997, the fifteen high school units set forth above became requirements for admission. In addition, the following subjects are recommended for college preparation:

2	Additional units: Fine Arts-music, art, drama, speech
1	Additional unit: Lab Science (as described above)
1	Additional unit: Mathematics (as described above)

Deficiencies

Non-fulfillment of a high school requirement is referred to as a curricular deficiency. All curricular deficiencies of first-time freshmen must be remediated within the first 24 semester credit hours attempted on the OSU-Oklahoma City campus. Transfer students must remediate all deficiencies within the first 12 credit hours attempted on the OSU-Oklahoma City campus. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline. No student can transfer into a baccalaureate or associate of science or associate of arts program if he or she is deficient in a curricular area.

Students may remove curricular deficiencies by any of the following procedures:

English - any student who is not a current high school student and who has not completed four units of English at the high school level may demonstrate proficiency by one of the following methodologies:

(1) Score a minimum of 19 on the English sub-portion of the American College Test (ACT).
(2) Score a minimum of 82 on the Writing Skills sub-test of the COMPASS placement exam
(3) Successfully complete (with a grade of c or better) basic English composition (ENGL 0103).

Mathematics - any student who is not a current high school student and who has not completed three units of mathematics (through and including Algebra II) at the high school level may demonstrate proficiency by one of the following methodologies:

(1) Score a minimum of 19 on the math sub-portion of the American College Test (ACT).
(2) Score a minimum of 80 on the Algebra subtest of the COMPASS placement exam.
(3) Successfully complete (with a grade of c or better) Intermediate Algebra (Math 0213).

Science - any student who is not a current high school student and who has not completed two units of laboratory science at the high school level may demonstrate proficiency by one of the following methodologies:

(1) Score a minimum of 19 on the science reasoning sub-portion of the American college test (act)
(2) Score a minimum of 83 on the Reading Skills sub-portion and either a minimum of 60 on the Pre-Algebra or a 46 on the Intermediate Algebra sub-portion of the COMPASS assessment test given at OSU-Oklahoma City.
(3) Successfully complete (with a grade of c or better) a 0-level science course.

All other subjects - any student who has not completed the required number of units of history, citizenship skills or any of the elective courses will be required to successfully complete an additional college-level course in the same subject area. It is important to note that in addition to meeting high school curricular requirements, the student must also meet placement requirements to be placed in college level courses.

ENROLLMENT

New and returning students (those who have broken matriculation) are required to go through admissions before enrollment. Matriculation is enrollment at the college within the last year. Students who have not attended within the last year will need to be re-admitted. In the event that the COMPASS placement test has not been required by Admissions, the advisor may require the student to take all or part of that assessment or another assessment prior to placement. Continuing students are encouraged to enroll with faculty advisors in their declared-major departments.

All semester credit hours above 18 (nine during a summer session) shall be regarded as excessive and shall require written approval, in advance of enrollment, from the student's academic advisor and the registrar. Excessive hours in any given semester or summer session will be limited to the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester or session. The maximum enrollment for a fall or spring semester is 24 credit hours or 12 credit hours in a summer session. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-Oklahoma City, concurrently enrolled courses at other colleges, correspondence, or extension courses.

A student who has attended another college and has a cumulative grade point average of 2.0 or better is admitted in good academic standing at OSU-Oklahoma City. A student with less than a 2.0 will be placed on probation and must maintain a 2.0 grade point average. He/she and will remain on probation until their graduation/retention GPA is 2.00 or better. Those students who do not maintain at least a 2.00 while on probation will be suspended.

CLASS SCHEDULE CHANGES

Withdrawal

A student who wishes to withdraw (ceases to be enrolled for credit in all courses during a semester or session) after the first day of the semester/session must obtain signatures from his or her academic advisor, financial aid and Business Services. Once the signatures are obtained the student will submit the withdrawal to the Office of Admissions and Registrar Services. A student may not withdraw after the twelfth week of a sixteen-week semester, the sixth week of an eight-week session or the third week of a credit short course (generally four weeks), and shall receive from the instructor only the grades of A, B, C, D, F, I, or P. The term "AU" is automatically generated on the transcript record for all students enrolled in an audit status. Audit is considered a non-credit status therefore those enrolled for audit do not have to submit a withdrawal form.

A student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he/she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "f" for the course.

The date the withdrawal form is received by the Office of Admissions and Registrar Services is the official date of the transaction unless corrected by the registrar. It is the student's responsibility to ensure that the withdrawal form is received in the Office of Admissions and Registrar Services. A student's signature is required to process any withdrawal. If a student is receiving any type of student financial aid loan, he/she will be required to complete the loan exit interview.

The faculty member should make students aware of the drop/withdrawal policy on the first day of class. The drop/withdraw policy is published in the class schedule each semester.

Although institutional policy requires a student's signature on any withdrawal because of financial aid considerations, the advisor has the prerogative to withdraw the student by

phone in extraordinary circumstances (for example, the student is in the hospital and is unable to withdraw in person).

Dropping Courses

When a student drops a course or courses, he or she remains enrolled in one or more hours for credit. Students initiate the drop process with their academic advisor and complete the process by submitting the drop form to the Office of Admissions and Registrar Services. If the student is dropping below six credit hours and is receiving any type of financial aid loan, he/she will be required to complete the loan exit interview. It is the student's responsibility to ensure the timely submission of any drop form with the Office of Admissions and Registrar Services. The student's signature is required to process any drop/add form. The date the drop form is received in the Office of Admissions and Registrar Services is the official date of the transaction unless this date is adjusted by the registrar.

A student may not drop a class after the twelfth week of a sixteen-week course, the sixth week of an eight-week course or the third week of a credit short course (generally four weeks), and shall receive from the instructor only the grades of A, B, C, D, F, I, or P. The term "AU" is automatically generated on the permanent transcript record for those students enrolled in an audit status. A student may change from credit to audit status within the same time parameters as those used for dropping a course. Audit is considered a non-credit status, and, therefore, classes taken for audit are not dropped.

Although institutional policy requires a student's signature on any drop because of financial aid considerations, the advisor has the prerogative to drop the student by phone in extraordinary circumstances (for example, the student is in the hospital and is unable to withdraw in person).

The faculty member should make the students aware of this policy on the first day of class. The drop/withdraw policy is published in the class schedule each semester.

Administrative Withdrawal

This policy is an option that may be used to augment current OSU-Oklahoma City policies. This policy is not intended to remove any responsibilities from the student but rather to allow the faculty certain withdrawal options; it does not substitute for an earned letter grade. With department/division head approval, faculty may submit completed ‘AW’ forms to the office of Admissions/Registrar Services. Specific guidelines for assigning the ‘AW’ grade are listed on the back of the form.

Adding Courses

Students can add courses before each semester or session begins, and change periods each semester or session through the course. Students are responsible for payment of fees for added classes at the time the add is submitted for processing. Courses added after the first class session require prior approval and signatures from the instructor and department head. Only class section changes as approved by the major department head and registrar will be permitted after the course change period.

RETENTION STANDARDS

Probationary and suspension cumulative grade point average (GPA) requirements are in accordance with Oklahoma State Regents for Higher Education policy. A student must maintain a 2.0 cumulative GPA for the duration of his/her college experience with the exception of freshmen on academic notice and academic probation.

The following are standards relating to retention of students pursuing their studies at OSU-Oklahoma City. For continued enrollment a student must have earned a grade point average as indicated below:

	Minimum GPA
0 through 30 semester credit hours	1.70
Greater than 30 semester credit hours	2.00

Students who fail to maintain satisfactory progress toward educational goals as outlined above will be placed on probation for one semester. At the end of that semester, students must have a semester GPA of 2.0. A student will be academically suspended when he/she fails to meet the conditions of academic probation. A student who has been suspended from OSU-Oklahoma City for academic reasons may not ordinarily apply for re-admission earlier than one sixteen-week semester following the date of suspension. Following the mandatory stop-out period, an academically suspended student may petition the registrar for consideration of reinstatement.

ACADEMIC FORGIVENESS

Under policy approved by the State Regents, a student may be granted academic forgiveness in two circumstances: 1) for pedagogical reasons, a student will be allowed to repeat a course, and 2) when a student has performed poorly in an entire enrollment due to extraordinary circumstances. All courses and grades will be reflected on a student's transcript with the cumulative GPA, however, those courses forgiven will not be used in calculating the student's retention and graduation GPAs. A student who seeks Academic Forgiveness should follow the guidelines listed in the OSU-Oklahoma City catalog.

HONOR ROLLS

President's List of Distinguished Students

Students enrolled in at least 12 credit hours per semester (fall or spring) and completing all courses taken in any semester with all "A" (4.0) grades will be listed on the President's List of Distinguished Students.

Vice President's List of Distinguished Students

Students enrolled in at least 12 credit hours per semester (fall or spring) and completing all courses taken in any semester with a semester grade point average of 3.00 or higher and not receiving any grade lower than a "C" in that semester will be listed on the Vice President's List of Distinguished Students.

President's List of Distinguished Part-Time Students

Students enrolled in six to eleven credit hours each semester with a semester grade point average not less than 3.5 will be listed on the president's list of distinguished part-time students.

FINANCIAL AID AND SCHOLARSHIPS

Information and applications for student loans, scholarships, grants and work-study programs, in addition to one-to-one counseling on college financial matters, is provided in this area on the first floor of the Student Center. This office is also the central contact for awarding and follow-up on the Tuition Waiver Scholarship programs.

In order for a student to receive financial aid, he or she must satisfy ability-to-benefit criteria (see below). Students who receive financial aid must complete at least 75 percent of the total credit hours attempted each semester with a cumulative GPA of 2.0 or above in order to remain eligible and or avoid repayment of financial aid. This is important to remember when counseling a student who wishes to drop/withdraw from college.

Retakes, Withdrawals and Incomplete Grades

Students who fail, withdraw, or receive a grade of AW may retake a course and receive financial aid. Students may not take a course more than twice and receive financial aid funding for the course.

An Incomplete Grade (I), that remains on the record at the time academic progress is checked ,will be treated as non-completion. The attempted credit hours, however, will be counted. Upon completion of the course, the grade and course will be given due credit in future considerations. A student cannot receive any further funding for any course for which “I” grade remains on record.

Grades of Withdraw (W) and Administrative Withdraw (AW) will be considered as a non-completion of those credit hours attempted. These credit hours will count toward the maximum attempted credit hours allowed for financial aid purposes. Grades of AW due to never attending may result in repayment of federal aid. It is imperative that grades of “AW” be assigned as soon as the instructor determines the student has “unofficially” withdrawn.

Eligibility of Transferring Students

Transferring students will need to have all academic transcripts from previous schools submitted to the Office of the Registrar. Their academic history from previous institutions will need to be posted to their OSU-Oklahoma City transcript in order to be awarded federal aid. Until transfer credit hours are evaluated and accepted by the Office of Admissions and Registrar Services, the students’ grade level (freshman or sophomore) and Cumulative GPA (CGPA) will be based on hours earned only at OSU-Oklahoma City.

Developmental Studies Courses

Students enrolled in developmental studies (pre-collegiate) zero-level courses will be given grades for satisfactory completion of the course or unsatisfactory completion. The grades

are not figured into a student's CGPA, but will be included in calculating a student's completion rate each semester and/or academic year.
A student may receive financial aid for a maximum of thirty (30) zero-level credit hours.

Effects of Complete Withdrawal for Federal Financial Aid Recipients

The federal government has set guidelines concerning students who receive Title IV aid and completely withdraw from school.

Any federal aid recipient who completely withdraws, stops attending their classes, or fails to receive a successful grade in any class for the semester will be required to repay a portion of their federal aid funding.

After the calculations are figured, the OSU-Oklahoma City Financial Aid And Scholarship Office will notify any student who owes a repayment to the FEDERAL STUDENT AID program. The student's Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of each semester and they will be notified accordingly.

For more information about Financial Aid and Scholarships contact the Office of Financial Aid and Scholarships, Student Center, first floor. Phone at (405) 945-8646 or (405) 945-8681 or finaid@osuokc.edu

STUDENT SUPPORT SERVICES

Student support services is a federally funded grant program on the OSU-Oklahoma City campus which targets specific groups of students that may need additional assistance above and beyond the needs of the traditional student in order to be successful in their pursuit of a college education. Student support services provides a special environment in which students can receive assistance in meeting academic, career, personal and social needs. Services include tutoring, academic advisement, career counseling, personal counseling, study skills development, resume preparation, self-esteem workshops and cultural events. To qualify, individuals must (1) have academic need and (2) belong to one of the following groups: first-generation college student (neither parent has a bachelor's degree), financially disadvantaged for a student with disabilities. For more information, please call 945-8627.

THE LEARNING CENTER

The Learning Center (TLC) is located on the second floor of the Learning Resource Center. During the semester, TLC is open 8:00 a.m. To 9:00 p.m. Monday through Thursday; 8:00 a.m. To 5:00 p.m. Friday; 9:00 a.m. To 5:00 p.m., Saturday; and 12 noon to 6:00 p.m. Sunday. The Learning Center offers computer-assisted instruction in most academic areas, free tutoring (computer-based and individual), access to the internet, and composition on computers. Software programs specific to nursing and math are available in The Learning Center's math/nursing lab. The goal of TLC is to support the academic needs of students and faculty. Research indicates that students who take regular advantage of the resources of TLC make significantly higher grades in their classes. Orientation tours for instructors or for classes may be scheduled by calling extension 278 or extension 691.

TUTORIAL SERVICES

Free computer-based and individual tutorial services are provided to OSU-Oklahoma City students during days, evenings and weekends and are coordinated through The Learning Center located on the second floor of the Learning Resource Center.

FAMILY RESOURCE CENTER

Located in the Learning Resource Center, room 203, the Family Resource Center (FRC) encourages individuals to take a proactive approach toward personal, educational and professional advancement. The FRC administers the emergency food pantry and provides a comprehensive network of services, guidance and referrals to individuals in need of assistance and support. For more information call extension 691.

PROJECT SECOND CHANCE

Project Second Chance provides educational supportive services to low income parents attending OSU–Oklahoma City to help them achieve success in academic and career goals. The program provides assistance in a variety of areas including completing financial aid applications, selecting a major, enrolling in classes and preparing for a career. In addition, Second Chance provides tutoring support through The Learning Center. Second Chance staff monitor student attendance and progress to insure student success. For more information call (405) 945-8691.

HISPANIC STUDENT SERVICES

Hispanic Student Services is a program designed around the idea of community and student success. Resource, and support services in Spanish are available. Hispanic Student Association activities are coordinated through this office. Hispanic Student Services is located on the first floor of the Student Center. For more information call (405) 945-9135.

VETERANS SERVICES

OSU-Oklahoma City associate degree programs of education and training are approved for payment of benefits by the Veteran's Administration. The OSU-Oklahoma City Veteran Services Office accommodates these students with assistance in educational benefits (application and certification). To contact the Veterans Service Office call (405) 945-8692.

WELLNESS CENTER

The OSU-Oklahoma City Wellness Center is committed to individual health promotion, self-responsibility and a proactive approach towards the overall wellbeing of its students, staff, faculty and alumni. Membership is free for all full-time faculty and staff. Services provided include a well-equipped fitness center and choices of various exercise classes. The Center also provide free blood-pressure measurement and consultation on health life-style modification.

Classes such as indoor cycling, aerobics and cardio-kickboxing are offered through the Wellness Center. Specialty wellness classes include toning, strength training, nutrition, yoga, stress management, etc. A safe and comfortable exercise environment for faculty and their families is provided by the Wellness Center. Please contact the Wellness Center for a complete listing of programs offered and times.

As members of the Wellness Center, students, faculty, and staff can also enjoy playing the campus five-hole golf course. Please contact the Wellness Center 945-8642 or 945-8652 to establish a tee time.

Wellness Center Hours of Operation

Monday – Thursday	7:00 a.m. To 7:00 p.m.
Friday	7:00 a.m. To 5:00 p.m.
Saturday	9:00 a.m. To 2:00 p.m.

SAFETY & SECURITY

Campus Security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, car doors, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

Location

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253.

Emergencies

In case of an emergency on campus, contact Campus Security by dialing 945-9111. Security officers will determine if any outside agencies (fire department, police department, paramedics, etc.) Need to be contacted and do so as the need arises. For more specific information see Medical And Health Emergencies below.

Communication of Emergency Messages

Procedures have been established to communicate emergency messages throughout the campus. The following technology is used in emergency situations:

Cisco Voice-Over IP Phones

Offices and classrooms are equipped with voice-over phones. In case of an emergency, a message over the phones will instruct you as to what you need to do. Even if someone is using their handset, the message will override the call and be heard. The message will be broadcast over the speaker system of phones in the classrooms.

OKEY Emergency Messaging Through Code Red

Students, faculty and staff are prompted through OKEY to set up emergency phone numbers for voice and text. There is an option to opt out. Those who choose to provide contact information can be notified through a system called Code Red. The campus can send out a voice message to home and cell phones and a text message to cell phones during an

emergency. The message is sent to thousands of people simultaneously. This can be an efficient way to send out mass messages about emergencies and has been used during school closings due to weather. However, we are reliant on the efficiency of the cell phone service providers. Mass messages are sometimes marked as "spam" and delivery is delayed. We have experienced results from receipt within seconds to several hours of delays.

Fire Alarms with Emergency Message Capabilities

Security personnel have the ability to send a voice message over the intercom of the fire alarms. Not all buildings are equipped with this technology.

Website and Social Media

The website homepage is changed to reflect weather closings. Sudden emergencies (like a tornado siren sounding) will not be reflected on the homepage. The Communications Department will make every effort to post all emergency information on our social media sites Facebook and twitter. Mobile technology makes this a quick and convenient way to pass along information. We encourage all faculty, staff and students to join us via these social media outlets. www.facebook.com/osuokc and www.twitter.com/osuokc

A calling tree is in place in order to facilitate emergency communication throughout the expansive campus area and many buildings.

None of these communications methods when used alone is fail-safe. However, when we combine several methods of communication during an emergency, we increase the opportunity to reach all stakeholders.

Emergency Messages

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal, but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

Request of Identification

No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of safety and security or any university administrator. Upon the request of any Safety and Security Officer or university administrator, proper identification shall be produced.

Identification Cards

OSU-Oklahoma City identification cards are issued at the information desk in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, Cyber Café and Wellness Center, as well as many other departments on campus. They are also used by Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain one.

Surveillance Cameras

The Department of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety with state-of-the-art technology. This department will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

Reporting Incidents

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, at (405) 945-9111. Security does not investigate auto accidents, but can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is responsible for contacting city police to investigate the incident when so requested. A complainant/witness statement form may be found at www.osuokc.edu/security/forms/Complainant_Witness_Statement.xls

Injury to Students/Guests on Campus

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. In case of an injury on campus please fill out the accident/injury form in its entirety and return it to security without delay (www.osuokc.edu/security/forms/Accident_Injury_Report_Form.xls).

If a student or guest is injured on campus, it is up to the faculty or staff person supervising the class or event to contact the Office of Safety and Security so that security may complete an "Incident Report" which details the injury. (in the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the vice president for Finance and Operations for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may not obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the vice president of Finance and Operations.

Medical and Health Emergencies

1. Faculty or staff should call Security at extensions 253 or 111. Do not call the Nurse Science or EMT departments. In emergencies with immediate danger or an unconscious person call 911 and Security.
2. When you call Security (extension 253 or 111):
   A. Give the Security officer the exact location of the emergency, including building and room number.
   B. Describe the emergency (such as seizure, accident, chest pain, etc.)
3. Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.
4. General first aid guidelines
   a. Do not attempt to move the victim.
   B. Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.
5. When Security or emergency personnel arrive they will assume control of the situation.

Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

Student organizations participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

Campus Event Notification

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

Inclement Weather, Class Cancellation, Campus Closing

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts on the stations listed below. Also, the OSU-Oklahoma City web site (www.osuokc.edu) will detail whether the campus is closed, classes are cancelled or delayed. A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open.

Television

1. KFOR channel 4
2. KOCO channel 5
3. KWTV channel 9
4. KOKH channel 25

Radio

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KTUZ 106.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

Energy Education

Oklahoma State University in Stillwater has contracted with energy education, Inc. (EEI) to develop an energy education program that will become self-sustained on each of the campuses. OSU-Oklahoma City has built an awareness of conservation in order to have a sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times.

Safety and Maintenance

Security is taken into consideration when any new construction or remodeling projects are undertaken on campus.

Evening Vehicle Escort

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

Dead Battery

As a courtesy, the Office of Safety and Security gives assistance for "dead battery" vehicle starts on campus provided the vehicle owner signs a "Release of Liability" form. Officers will not give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

Office and Classroom Buildings

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by safety and security officers on a 24-hour basis. Maintenance and lighting problems are reported to the physical plant by the officers. Depending on the criticality, repairs may be accomplished on a 24-hour basis.

Recreational Use Of OSU-Oklahoma City Property

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the precision driving training course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Finance and Operations.

The Agriculture Technologies Division's golf course, practice putting green, driving range and pavilion are available for use on a reservation basis only. Use of these facilities is prohibited without prior scheduling. For information on reservations or use call the OSU-Oklahoma City Wellness Center.

Lost and Found

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

Parking and Traffic Regulations

The Board of Regents for Oklahoma State University/A&M colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at OSU-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the University's parking and traffic regulations.

Any student, eligible faculty, adjunct or staff member of the University who operates a motor vehicle on the campus is required to obtain a University hangtag and display it on his/her vehicle mirror before parking the vehicle on University property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. The annual parking fee is $15 and additional hangtags may be purchased for $1.

Copies of the OSU-Oklahoma City Parking and Traffic Regulations are available at Business Services, or in the Office of Safety and Security, Business Technologies Building, Room 100. The parking and traffic regulations that outline the parking policy are also available in PDF format at www.osuokc.edu/security/forms/parkregs.pdf. Employees may obtain their hangtags from the Human Resources Office.

Traffic Citations

Charges for parking violations are added to the student's account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a "hold" placed on their academic records or re-enrollment.

To contest a ticket, obtain a traffic violation petition from Business Services. Fill out the requested information completely, attach the ticket in question and return the petition to Business Services or send to the Office of Safety and Security. You will be notified by mail of the final decision.

Summary of the Jeanne Clery Act

The Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year- old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford certain basic rights on campus to sexual assault victims. The law was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools to notify the campus community about information in regard to registered sex offenders on campus.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at www.securityoncampus.org.

Drugs and Alcohol

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with University functions by any person regardless of age. State law regulates the possession, use, and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the OSU-Oklahoma City Student Rights and Responsibilities Governing Student Behavior available in the Office of Student Activities or on the website at www.osuokc.edu/rights.

Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or University campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus. Collegiate Officer Program students during supervised-skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

Authority

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A&M Colleges and the chief of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on University property. As defined by statute, "campus" shall include all real property, buildings and improvements within the state of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of Campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

Authority of Security Personnel

The OSU-Oklahoma City Security officers have the arrest powers of a private citizen.
22 O.S. § 202. Arrest By Private Person. A private person may arrest another:

1. for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

Crime Information at OSU-Oklahoma City

Reported crime statistics are those which occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus and may include Oklahoma county property.

Appendix A

Faculty Parity Schedule

FACULTY PARITY PLAN

The faculty parity schedule is the recommendation of the Salary Parity Committee, approved by Faculty Council on November 19, 1998 and the A&M Board of Regents on February 26, 1999.

Master's Base $ 35,016***+** *(see footnote)*

The following areas are measured in calculating faculty salary:

1. College teaching and related college administrative experience will be evaluated for full credit if full-time. Adjunct teaching experience is calculated as sixty credit hours equal to one year.
2. High school teaching, university graduate assistant teaching, and other full-time teaching experience will be evaluated as one year of credit for two years of experience.
3. Directly related work experience will be evaluated as one year of credit for two years of experience.
4. No more than one year of credit for experience will be evaluated for a one year time period.
5. A maximum of eight years of credit will be awarded for experience for entry-level salary consideration.
6. The president may grant an exception for salary placement if justifiably necessary for continuation of the instructional program.
7. As teaching experience is gained at OSU-Oklahoma City the entry level years of experience is adjusted yearly until a maximum of 10 years is reached.
8. Salary increases for educational achievements are awarded for Bachelor's degree, B+12, B+24, Master's degree, M+24, M+48 and doctoral degrees.

** Faculty with less than a Master's degree will be compensated in accordance with the principles of Faculty Parity.*

	Assoc	Bachelor	Masters	
Base Salary	$29,195	$31,504	$35,016	Base salaries as of 7/1/06

Experience	Education			Rank	
	None	None	0		
	B+12	M+24	0.05000	Instr	0.00000
	B+24	M+48	0.10000	Asst	0.06667
Maximum 10 Years				Assoc	0.13333
0.0125		Degree	0.17500	Prof	0.20000

Dept. Fac.	1.27
Div. Fac.	1.37
11/12 Fac.	1.27

For a doctorate's education, type in *degree* to get the calculation.

	Name	Experience			Education			Rank			Totals	9/10 Salary	Dept Head & 12 month faculty
		Years	Factor	Dollars	Level	Factor	Dollar	Rank	Factor	Dollars			
	Calculation of salary for new faculty with associate degree												
faculty	name	0	0	$0	none	0	$0	Instr	0	$0	$0	$29,195	$37,077.65
	Calculation of salary for new faculty with bachelors degree												
faculty	name	0	0	$0	none	0	$0	Instr	0	$0	$0	$31,504	$40,010.08
	Calculation of salary for new faculty with masters degree												
faculty	name	0	0	$0	none	0	$0	Instr	0	$0	$0	$35,016	$44,470.32

A maximum of 8 years experience can be figured for a new hire.

APPENDIX B

FACUTLY SENATE BYLAWS

(REGENTS APPROVED, SEPTEMBER 9, 2011)

FACULTY SENATE BYLAWS
OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

ARTICLE I: NAME

The name of this organization shall be the Oklahoma State University-Oklahoma City Faculty Senate.

ARTICLE II: PURPOSE AND FUNCTION

SECTION 1: PURPOSE

The purpose of the Faculty Senate is (a) to consider all matters referred to it by the Administration, other campus organizations, and faculty members, and (b) to initiate studies and make recommendations on its own to appropriate groups.

SECTION 2: FUNCTION

A. The function of the Faculty Senate shall be to act as the official faculty voice in an advisory capacity to the Administration. Such advice shall include, but not be limited to, the following areas:

1. Educational policies and programs
2. Admission, courses, curricula, schedules, graduation, and academic standards
3. Student affairs, such as orientation and guidance, extracurricular activities, inter-collegiate athletics, conduct, health, safety, security, and welfare
4. Faculty employment qualifications, tenure, promotions, salaries, retirement, and other factors affecting faculty morale and welfare
5. Institutional facilities and resources

B. The Faculty Senate shall act in an advisory capacity to other campus organizations in matters pertaining directly to instruction.

ARTICLE III: MEMBERSHIP, ELECTION, AND REMOVAL OF SENATORS

SECTION 1: ELIGIBILITY

Faculty members, who have teaching as their primary responsibility, whether as full-time or adjunct faculty, are eligible for election to the Faculty Senate. This excludes faculty

who serve in administrative positions of associate division head or above and staff members who also teach classes in addition to their primary responsibilities.

SECTION 2: REPRESENTATION

A. Each academic division shall have two Senators representing the faculty of that division. These Senators must be full-time faculty members as qualified in Section 1 of this Article.
B. For the purpose of Senate representation, all adjunct faculty members shall constitute the equivalent of one academic division, which shall have two Senators representing the adjunct faculty of Oklahoma State University-Oklahoma City.

SECTION 3: ELECTIONS AND TERM OF OFFICE

A. Each academic division, as defined in Section 2 of this Article, shall hold an election each spring via a secret ballot to elect Senators. One Senator from each division will serve a two-year term commencing in academic years beginning with even-numbered years; the other Senator from the division will serve a two-year term commencing in academic years beginning with odd-numbered years. All faculty members eligible for election to represent their division in the Faculty Senate shall have the right to vote for Senators from their divisions.
B. The Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for the Senate elections, supervise them, and publicly announce the elected Senators.
C. Election of the representatives of the adjunct faculty members shall be conducted by electronic ballot supervised by the Rules and Procedures Committee.
D. Each term of a Faculty Senator shall consist of two years, which begins immediately following the April Faculty Senate meeting, at which time each newly-elected Senator shall be officially installed by the newly-installed President. However, each Senator shall be eligible for re-election.
E. In the event a Senator is unable or unwilling to fulfill his/her elected term of office or is removed from office prior to the expiration of his/her term, the Rules and Procedures Committee shall supervise the election of a representative to serve in the vacated office until the expiration of the term.
F. Each Senator is ethically obligated to attend all Faculty Senate sessions unless illness or other emergency prevents attendance. A written attendance record shall be kept and made public in the event that a specific Senator seeks re-election.

SECTION 4: REMOVAL OF SENATORS

A Senator may be removed from office before his or her term expires under the following procedures:

1. At least 30% of a Senator's constituents must sign a petition calling for his or her removal, said petition to be certified as valid by the Rules and Procedures Committee of the Faculty Senate.
2. If a Senator is absent from Faculty Senate meetings three times during the academic year, the Secretary will send a notice of removal and a Special Election will take place.
3. The Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for the recall election, supervise them, and publicly announce the results, a process that must be completed no later than fourteen (14) calendar days after the recall petition has been certified.

SECTION 5: SPECIAL ELECTION OF SENATORS

In the event that a Senate seat becomes vacant, the Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for a special election to replace the Senator, supervise that election, and publicly announce the results. This entire process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists.

ARTICLE IV: SENATE MEETINGS

SECTION 1: ATTENDANCE OF NON-SENATORS

A. All Faculty Senate meetings shall be open to all faculty, staff, administrators, and students. Faculty Senators and Officers shall be seated in a designated area to clarify eligibility for voting in that body. All persons who wish to address the Faculty Senate may do so when recognized by the Faculty Senate President.

B. Any Senator may make a motion to close quarters to include only faculty by a procedural vote as recognized by the Chair. If the majority of the Faculty Senators present vote to close quarters, the Chair shall have the authority to request all non-faculty to leave the meeting.

SECTION 2: MEETING SESSIONS AND QUORUM

A. The Faculty Senate shall meet in session a minimum of one (1) time per month during the academic year, August through April.
B. A quorum shall require a minimum of eight (8) Senators and two (2) Officers.

SECTION 3: CONDUCT OF BUSINESS

A. Each Faculty Senator shall have one vote. No proxy voting shall be permitted.
B. Any Senator in attendance at a Faculty Senate session may ask for a vote to be taken by roll call or by secret ballot, and the first such request for a given vote must be granted. The Secretary, assisted by the Vice President when available, shall distribute, collect, and tabulate any written ballots.
C. Robert's Rules of Order, Newly Revised, shall govern the conduct of Senate business.
D. The Agenda for each Faculty Senate session shall include the following items:
   1. Determination of Quorum and Call to Order
   2. Approval of Agenda
   3. Approval of Minutes
   4. Report Regarding Recommendations & Resolutions to President
   5. Reports of Faculty Senate Committees
   6. Report of Representative to OSU-Stillwater Faculty Council
   7. Report of Representative to President's Cabinet
   8. Unfinished Business
   9. New Business
   10. Adjournment

E. The ability to amend the agenda (adds to or subtract from) will be limited to an officer or senator.
F. SPECIAL NOTE: Campus reports and announcements shall be submitted electronically to the faculty at least three (3) business days before the next meeting of the Faculty Senate, and shall be considered approved at that meeting unless an objection is made.

ARTICLE V: FACULTY SENATE OFFICERS

SECTION 1: OFFICERS

The officers of the Faculty Senate shall consist of a President, Vice President, and Secretary.

SECTION 2: ELIGIBILITY

A. To hold the office of President, one must be eligible to serve as a Senator on the Faculty Senate and must have served at least three (3) consecutive academic years as a full-time tenure-track faculty member before assuming the responsibilities of the office.

B. To hold the office of Vice President, one must be eligible to serve as a Senator on the Faculty Senate and must have served at least two (2) consecutive academic years as a full-time tenure-track faculty member before assuming the responsibilities of the office.

C. To hold the office of Secretary, one must be eligible to serve as a Senator on the Faculty Senate and must have served at least one (1) academic year as a full-time tenure-track faculty member before assuming the responsibilities of the office.

SECTION 3: ELECTION AND TERMS OF OFFICE

A. The election of the Vice President and the Secretary shall be held each spring via a secret ballot. Elected Officers shall be publicly announced no later than one (1) week prior to the regularly scheduled April meeting of the Faculty Senate. In case of a tie, a run-off election may occur after that date but before the regular April meeting of the Faculty Senate.

B. The Rules and Procedures Committee of the Faculty Senate shall conduct the election of the Faculty Senate Officers according to the procedures listed in Article VIII, Section 3.

C. The Vice President shall automatically succeed to the office of President after serving one (1) term as Vice President.

D. A term of office for the Faculty Senate President and Vice President shall be one (1) year and the term of office for the Secretary shall be two (2) years. Terms of office shall begin immediately following the April Faculty Senate meeting. The President and Vice President shall not be re-elected to a second consecutive term of office, but they may serve again in those offices after the expiration of one (1) term in which someone else has held those offices. The Secretary may serve a maximum of two (2) consecutive terms of office, but may be subsequently re-elected only after being out of that office for one (1) year.

SECTION 4: OFFICERS' DUTIES

A. The President shall:

1. Have administrative responsibility for the Faculty Senate during his/her term.
2. Prepare, in consultation with the other Faculty Senate officers, the Agenda for the Faculty Senate meeting at least one (1) week before the scheduled meeting.
3. Chair the Rules and Procedures Committee.
4. Call and preside at all meetings of the Faculty Senate.
5. Enforce parliamentary procedures.
6. Attend each President's Cabinet meeting, Division Heads meeting, and other meetings requiring Faculty Senate representation, or send a designee.
7. Report to the Faculty Senate all matters discussed in the President's Cabinet.

8. Present in writing any recommendations of the Faculty Senate to the appropriate individual or group.
9. Install the newly elected Officers of the Faculty Senate at the conclusion of the April meeting of the Faculty Senate.
10. At the request of the President or Vice President of Academic Affairs, meet with the aforementioned to discuss topics of concern or interest to the administration. For the purpose of Senate representation, the Senate President will invite one or more Senators from the electorate to attend.

B. The Vice President shall:
1. Act as the presiding officer in the absence of the President.
2. Be responsible for special projects of the Faculty Senate.
3. Be an ex-officio member of all standing committees of the Faculty Senate.
4. Attend the President's Cabinet meetings when the President is unable to attend.
5. Chair the Faculty Senate's Academic Policy Committee.

C. The Secretary shall:
1. Maintain a current record of all faculty members eligible to be elected as Senators as well as current Faculty Senate members.
2. Record minutes at each Faculty Senate meeting, including the names of all Senators who are present and all who are absent, and record the votes of Senators for each motion made.
3. Maintain a file of the minutes of each Faculty Senate meeting.
4. Distribute minutes of the previous Faculty Senate meeting to all faculty members, department heads, division heads, and the Oklahoma State University-Oklahoma City administrative officers at least three (3) business days prior to the next scheduled Faculty Senate meeting.
5. In conjunction with the President, develop and distribute the Agenda at least three (3) business days prior to the next scheduled Faculty Senate meeting.
6. Maintain all other records pertinent to the business of the Faculty Senate.
7. Conduct all necessary correspondence for the Faculty Senate as directed by the President.

SECTION 5: REMOVAL OF OFFICERS

A Faculty Senate Officer may be removed from office before his or her term expires under the following procedures:
1. At least 30% of all faculty members eligible to be elected as a Senator must sign a petition calling for the removal of an Officer.
2. The Rules and Procedures Committee shall determine the exact procedures for the recall election, supervise them, and publicly announce the results. This process must be completed no later than fourteen (14) calendar days after the recall petition has been certified.

SECTION 6: SPECIAL ELECTION OF OFFICERS

A. In the event that the office of President becomes vacant, the Vice President shall automatically succeed to the office of President and then be eligible to serve his or her own term as President following the end of that year.

B. In the event that the office of Vice President becomes vacant before January 1, the Rules and Procedures Committee shall conduct a special election to fill that Office. This process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists. If the office of Vice President becomes vacant after January 1, the vacancy shall not be filled until the regular election of Officers in March.

C. In the event that the office of Secretary becomes vacant before January 1, the Rules and Procedures Committee shall conduct a special election to fill that Office, a process that must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists. If the office of Secretary becomes vacant after January 1, the vacancy shall be filled by a temporary appointment by the Executive Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

SECTION 1: MEMBERS

The Executive Committee of the Faculty Senate shall consist of the three current Officers and the immediate past President.

SECTION 2: AUTHORITY

The Executive Committee shall have the authority of the Faculty Senate to transact business of an emergency nature between Faculty Senate meetings and during the summer months of May through August. Any such emergency business shall be placed on the Agenda of the next scheduled Faculty Senate meeting for discussion.

ARTICLE VII: ELECTED FACULTY SENATE REPRESENTATIVE

FACULTY SENATE REPRESENTATIVE TO THE OSU-STILLWATER FACULTY COUNCIL

The Oklahoma State University-Oklahoma City Faculty Senate representative to the OSU-Stillwater Faculty Council shall:

1. Attend all meetings of the OSU-Stillwater Faculty Council.
2. Present the Oklahoma State University-Oklahoma City Faculty Senate's recommendations to the OSU-Stillwater Faculty Council.
3. Report to the Oklahoma State University-Oklahoma City Faculty Senate issues discussed by the OSU-Stillwater Faculty Council.

4. Forward the minutes from the OSU-Stillwater Faculty Council to the Oklahoma State University-Oklahoma City Faculty Senate; before the Faculty Senate Meeting.
5. Be designated to sit with the Faculty Senate for reporting purposes.
6. Not vote on any matters brought before the Senate unless the Representative is also a Senator.

ARTICLE VIII: STANDING AND AD HOC COMMITTEES

SECTION 1: STANDING COMMITTEES LISTED

A. The following four (4) standing committees of the Faculty Senate shall be:

1. Rules and Procedures Committee
2. Faculty Committee
4. Finance and Operations Committee
5. Academic Policies and Student Affairs Committee

B. Recommendations from committees shall be brought back to the eligible faculty members for discussion and approval.

SECTION 2: MEETING GUIDELINES

Each Standing Committee is required to provide three (3) business days notice of a Standing Committee meeting to the general faculty, along with an agenda or issues to be discussed. Non-senator participation at such meetings will follow the by-laws as outlined under "Article IV, Section 1: Attendance of Non-Senators."

SECTION 3: RULES AND PROCEDURES COMMITTEE

The Rules and Procedures Committee shall:

1. Consist of the President of the Faculty Senate as Chair and an unspecified number of Senators selected by the Faculty Senate.
2. Review the Bylaws each year and recommend revisions or amendments to the Faculty Senate.
3. Review and/or clarify all proposed amendments to the Bylaws.
4. Prepare and distribute ballots to all eligible faculty members on all proposed amendments or revisions of the Bylaws, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
5. Recommend creation or abolition of Faculty Senate Committees.
6. Recommend procedures for establishing new University committees, task forces, boards, and councils.

7. Recommend procedures for faculty participation in the government of the University, including the planning, management, and evaluation of divisional and departmental affairs.
8. Recommend procedures for faculty participation in the planning, operation, and evaluation of University programs not under the supervision of any division.
9. Recommend procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of divisions and departments of the University.
10. Recommend procedures for faculty participation in selecting administrative personnel.
11. Recommend procedures for faculty liaison with Boards of Regents, Student Government Association and other work groups that require faculty representation.
12. The Rules and Procedures Committee shall conduct and supervise all Faculty Senate elections, whether regular, recall, or special in nature.
13. The Rules and Procedures Committee shall determine the exact procedures for elections to the Faculty Senate and for all recall and special elections because of the circumstances that will be unique to each one.
14. The Rules and Procedures Committee shall implement the following procedures for the regular election of Faculty Senate Officers each spring:
    A. Make a formal request to all eligible faculty members for nominations.
    B. Each nominee shall give either a written or verbal consent to his or her nomination.
    C. Offer a minimum of two (2) names for each Office at the February Faculty Senate meeting. In the event that at least two (2) names have not been nominated in this way, another name may be submitted with the approval of the Faculty Senate at its February meeting.
    D. Prepare and distribute ballots with a return date no later than one (1) week prior to the regularly scheduled April meeting of the Faculty Senate.
    E. Ballots will be electronically tabulated and reported to the Faculty Senate President prior to announcing election results to the OSU-Oklahoma City faculty.
    F. If there is a need for a run-off election, it shall prepare, distribute, and collect the necessary ballots.

SECTION 4: FACULTY COMMITTEE

The Faculty Committee shall:

1. Consist of the Vice President of the Faculty Senate as Chair, the immediate past President of the Faculty Senate, and three Senators selected by the Faculty Senate.
2. Formulate and recommend policies governing faculty status, including appointment, tenure, employment, working conditions, workloads, research activities, and similar concerns of the faculty members.

3. Be available to consult and advise the Faculty Senate President on matters which require application or interpretation of policies concerning the faculty not otherwise provided for within these Bylaws.
4. Review and/or clarify all proposed revisions pertinent to faculty issues and policies for the Faculty Handbook. Prepare and distribute ballots to the Faculty Senate on proposed revisions of the Faculty Handbook, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
5. Formulate and recommend policies and long-range plans concerning retirement and fringe benefits, such as group insurance, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty and staff members and their dependents.
6. Recommend procedures to prepare personnel for retirement and receive, review, analyze and make recommendations on irregular cases involving retirement and fringe benefits.

SECTION 5: FINANCE AND OPERATIONS COMMITTEE

The Finance and Operations Committee shall:

1. Consist of an unspecified number of Senators selected by the Faculty Senate.
2. Review the publicly available financial records of Oklahoma State University-Oklahoma City and the short-term and long-term priorities of the Administration regarding finances and operations of the institution.
3. Make recommendations to the Administration of the faculty's short-term and long-term priorities regarding finances and operations of the institution.
4. Formulate and recommend policies and long-range plans pertaining to campus facilities, safety and security including the design, construction, and naming of new campus buildings; the control of campus traffic and parking; safety and security; the assignment of space and equipment for office, classroom, and laboratory, together with maintenance and repair thereof; and physical plant.
5. Annually review contingency plans for handling campus emergencies.

SECTION 6: ACADEMIC POLICIES AND STUDENT AFFAIRS COMMITTEE

The Academic Policies and Student Affairs Committee shall:

1. Consist of an unspecified number of Senators selected by the Faculty Senate.
2. Formulate and recommend policies regarding admission, retention and graduation requirements; university catalogs and the academic calendar; incentives and academic awards to encourage scholarship; instructional standards and procedures, on and off campus; student employment and credit hour load regulations; new curricula, programs, and collaborative agreements; academic counseling, tutoring and honors program.
3. Formulate and recommend policies regarding acquisition, distribution, and use of information technology and the use of electronic media.
4. Formulate and recommend policies regarding faculty development issues.

5. Formulate and recommend policies and long-range plans concerning the Library and other learning resources.
6. Formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all divisions of the University, such as those relating to guidance, awards, discipline, health, employment, loans, intramural athletic activities, and the distribution of scholarships, financial awards and assistance.
7. Make recommendations concerning changes in student regulations.

SECTION 7: AD HOC COMMITTEES

The Faculty Senate President shall have the authority to create ad hoc committees to work temporarily on special problems or projects.

ARTICLE IX: REFERENDUMS

SECTION 1: GENERAL INFORMATION

Faculty members who are eligible to be elected as Senators may initiate a referendum, which shall require a popular vote of all eligible faculty members to pass. This is the way that things may get done if the Faculty Senate is unwilling to do them.

SECTION 2: PROCEDURES FOR REFERENDUM INITIATIVES

The following procedures shall be used for all referendum initiatives:

1. A petition signed by at least 30% of all eligible faculty members shall be required for a referendum on any issue. The Rules and Procedures Committee shall have the authority to certify any such petition as valid.
2. If a referendum petition is certified as valid, the Rules and Procedures Committee shall conduct the secret ballot vote by all eligible faculty members and announce the results at the next regularly scheduled meeting of the Faculty Senate.

ARTICLE X: AMENDMENTS TO THE BYLAWS

SECTION 1: JURISDICTION OVER ALL PROPOSED AMENDMENTS

All proposed amendments to the Bylaws of the Faculty Senate must originate or be submitted to the Rules and Procedures Committee of the Faculty Senate.

SECTION 2: FACULTY SENATE ROLE

A. Any proposed amendments to the Bylaws of the Faculty Senate recommended by the Rules and Procedures Committee shall be submitted to the Faculty Senate for consideration at least one (1) week before the next scheduled meeting of the Faculty Senate.

B. Any proposed amendments to the Bylaws of the Faculty Senate must receive a majority of the votes cast by Senators.

SECTION 3: FACULTY RATIFICATION

A. Any proposed amendments to the Bylaws recommended by the Faculty Senate shall be sent in written form to all eligible faculty members for their consideration at least one (1) month before the date of the general ratification vote selected by the Faculty Senate.

B. Amendments to the Bylaws must receive a minimum two-thirds (2/3) majority of the votes cast by eligible faculty members.

All changes to the bylaws must complete the following process:

1. Approval of majority vote full-time OSU-Oklahoma City faculty
2. Review process by OSU legal counsel
3. Approval by A&M Board of Regents

Revised: December, 2010
Officially recommended by the Faculty Senate on February, 2011.
Approved by the A&M Board of Regents on September 9, 2011

APPENDIX C

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

GUIDELINES FOR FACULTY APPOINTMENTS, PROMOTION, AND TENURE

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

GUIDELINES FOR FACULTY APPOINTMENTS, PROMOTION, AND TENURE

The OSU-Oklahoma City guidelines for faculty selection, reappointment, promotion, and tenure shall not conflict with the Policy Statement to Govern Appointments, Tenure, and Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City which were approved by the OSU Board of Regents on 2/26/99.

These guidelines are presented for use by administrators and faculty to assist in determining an individual's qualifications for appointment, reappointment and promotion. In addition to these guidelines, academic divisions shall create more specific and/or more rigorous criteria relevant to their division provided that the criteria do not conflict with the Policy Statement. Divisions may also choose to weigh guidelines in relation to faculty rank for which the candidate is applying. More specific or more rigorous criteria shall be ratified by the majority of the full-time faculty members of the division.

INITIAL APPOINTMENTS: New members of the faculty shall be informed of the institution and division guidelines applicable on the effective date of appointment. Initial academic rank is established at the time of employment by the office of Academic Affairs and is based on the new faculty member's experience and education and the interview committee's recommendation.

REAPPOINTMENT, PROMOTION, AND TENURE: Changes in guidelines shall not be applied retroactively if detrimental to the faculty member. Faculty shall be given adequate time to meet new criteria; adequate time will be determined on an individual basis. Tenure and advancement in rank shall be based on demonstrated merit as a primary consideration. Meritorious service may be defined as outstanding service to the institution and its students in the following areas:

1. **Effective classroom teaching and classroom related duties:** Teaching is the primary duty of instructional faculty. Faculty are charged with the responsibility to challenge and motivate students, to maintain high academic standards, and to help students think independently in order to understand concepts and solve problems. Faculty must also work with a diverse student body and instill in them the confidence to be successful. To accomplish these objectives, faculty must remain current in their respective fields, must continually improve their teaching methods, and must contribute to the development of the curriculum.
2. **Scholarship:** Faculty are expected to remain current and active in their fields of study. This may be accomplished by pursuing advanced courses or degrees, continuing education, or obtaining special license of certification. Faculty are encouraged to attend and make presentations at professional meetings.
3. **Contributions to the goals and objectives of the department, the division, the institution and the profession:** This category pertains to a variety of activities. Faculty may serve on or chair institutional committees, serve as faculty council officers, assume lead instructor responsibilities, participate in curricular revision, develop new programs, write grant proposals, or coordinate laboratories. Faculty are also encouraged to maintain an active membership in professional organizations at the local, state, and national levels. Any activities that would reflect positively on the institution such as consulting, community education, media appearances, or participation in civic organizations are encouraged.
4. **Active participation in the OSU-Oklahoma City student experience:** Faculty need to be concerned with developing the whole potential in the students as future leaders. Faculty must be willing to serve as role models, academic advisors, mentors, and sponsors of student organizations. Faculty should also take advantage of any opportunities to recruit students and promote the institution.

5. **Performance of administrative duties if this is part of the job description:**

FACULTY POSITIONS: Academic rank at OSU-Oklahoma City shall be classified as follows:

1. Instructor
2. Assistant professor
3. Associate professor
4. Professor

Instructor

An appointment to the rank of Instructor requires a minimum of a bachelor's degree from an accredited institution of higher education. Individuals must present evidence of scholarship, teaching ability, and practical experience. The academic transcripts must include evidence of course work relevant to the course work in the discipline/technical specialty courses the person will be required to teach. Appointment to the rank of instructor shall not exceed one year at a time during a probationary period not to exceed seven years. Appointment to the seventh year as an instructor confers tenure.

Assistant professor

For initial appointment to the rank of Assistant Professor at OSU-Oklahoma City, the candidate shall be fully qualified as an instructor and hold a master's degree in the field or a related field from an accredited institution of higher education. The individual is eligible for promotion to this rank when division criteria are met. The Assistant Professor rank is normally a four-year initial appointment. Promotion to Associate Professor or reappointment as an Assistant Professor after six years probationary service as an Assistant Professor or an appropriate combination of time including the Instructor rank shall confer tenure.

Associate professor

For initial appointment or promotion to the rank of Associate Professor at OSU-Oklahoma City, the

candidate must be fully qualified as an assistant professor and have extensive teaching experience. The individual is eligible for promotion to this rank after six years as an Assistant Professor or an appropriate combination of time including the Instructor rank and when division criteria are met. Any recommendation for promotion prior to this length of service in rank will be regarded as *extraordinary* and will require exceptional justification. The Associate Professor rank is normally a five-year appointment. Reappointment as Associate Professor or promotion to Professor shall confer tenure.

Professor

For initial appointment or promotion to the rank of Professor at OSU-Oklahoma City, the candidate must be fully qualified as an Associate Professor, hold a doctorate degree in the field or a related field from an accredited institution of higher education and be eligible for tenure. Initial appointment to the rank of Professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment. The individual is eligible for promotion to this rank after one five-year appointment at the Associate Professor rank and when division criteria are met. Any recommendation for initial appointment or promotion prior to this length of service in rank and/or prior to meeting educational requirements will be regarded as *extraordinary* and will require exceptional justification.

SUPPLEMENTAL INFORMATION: the following items are examples the candidate might use in documenting continuing performance in the specified areas. These are examples only.

1. Effective classroom teaching and classroom-related duties.
    a. peer and student evaluations
    b. improvement in or development of techniques in teaching

c. development of supplemental materials for instruction

d. letters from professionals within the discipline external to the institution

e. student honors contracts

f. tutoring activities other than normally expected

g. use of technology in instructional methodology and delivery

2. Scholarship

a. formal continued educational pursuits, i.e., advanced course work and/or degrees

b. continuing education, i.e., seminars, workshops, etc.

c. certification in areas of specialization

d. presentation at professional national, regional and/or state conferences

e. papers, articles and/or books published

f. regional, state, national recognition in field of specialization

g. awards, honors, special achievements

3. Contributions to goals and objectives of the department, the division, the institution, and the profession

a. department/division or institutional committees

b. active membership in professional and/or professionally related organizations

c. documented active participation in professional organizations

d. speaker to community or professional groups

e. TV, radio, or other media appearances

f. consulting

g. membership/participation in civic organizations

4. Active participation in the OSU-Oklahoma City student experience
    a. student recruitment through industry visits, college clubs, high school career fairs, etc.
    b. student advisement other than normally expected
        i. career/professional
        ii. transfer
        iii. degree/course
    c. student mentoring
        i. honors contracts
        ii. letters of recommendation
        iii. refer students to other sources
    d. student club sponsorship
    e. documented unsolicited evidence showing concern for students' development and welfare
        i. comments from student evaluations
        ii. student comments other than from student evaluations
        iii. comments from others (employers, supervisors, teachers, etc.)
5. Performance of administrative duties if part of the job description

APPENDIX D

STATEMENT OF POLICY

GOVERNING APPOINTMENTS, TENURE,

PROMOTIONS, AND RELATED MATTERS

OF THE FACULTY OF

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

*PENDING REGENT'S APPROVAL - 2008

EFFECTIVE JANUARY 25, 2002

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STATEMENT OF POLICY
GOVERNING APPOINTMENTS, TENURE, PROMOTIONS,
AND RELATED MATTERS OF THE FACULTY
OF OKLAHOMA STATE UNIVERSITY--OKLAHOMA CITY

P R E F A C E

It is fundamental that institutions under the governance of the Board of Regents for Oklahoma Agriculture and Mechanical Colleges ("Board of Regents"), such as Oklahoma State University-Oklahoma City, use various professional and administrative standards. Accordingly, it is the policy of the Board of Regents that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual faculty member with the public's legitimate needs and interests. Policy statements of the Board of Regents are to be applied and interpreted in that spirit. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

The Board of Regents strongly supports the concept of faculty counsel on matters that affect faculty. One primary purpose of this policy statement is to make effective formal procedures to ensure and provide for meaningful faculty counsel on the matters addressed herein.

It is intended that faculty and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances, which are not substantially prejudicial to rights of individual faculty members or contrary to the intent of the policy, should serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

This broad policy statement is intended to be stable and a source of reliable information and guidance to faculty, administrators, and interested members of the public. However, in approving this policy statement for OSU-Oklahoma City, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. If there is a need to consider permanent changes to this policy statement, it is recognized that although it is not to be regarded as mandatory, there is almost always substantial public benefit in consulting with Board of Regents staff, institutional administrators, appropriate faculty, and others before enacting revisions. The Board of Regents ordinarily will request assurances from recommending administrators of prior meaningful coordination and discussion of revisions of this policy statement with the President of the OSU-Oklahoma City Faculty Senate before the Board of Regents votes on such proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of faculty, administrators, and others in the formulation of professional standards, policies, and procedures, it also recognizes that circumstances may arise where the collective judgment of the Board of Regents requires the Board to act without such participation in discharging its lawful responsibilities. In such instances, the Board will make every reasonable effort through the official public record and

the institutional administration, to inform affected personnel of the Board's actions and invite those personnel to provide input for subsequent consideration by the Board.

References to the Board of Regents in this policy statement may include participation or representation by the Board's staff when so designated or authorized by the board.

This policy statement shall become effective July 1, 1999 and shall continue in effect until amended by the Board of Regents. This policy statement shall not apply to any pending personnel actions commenced under earlier policies, and neither shall it affect any vested substantive rights of any faculty hired prior to its effective date of adoption.

Preface approved by the Board of Regents:
February 26, 1999

Body approved by the Board of Regents:
February 26, 1999

REVISED AND APPROVED BY THE BOARD OF REGENTS JANUARY 25, 2002

(V)

GOVERNING PHILOSOPHY

Sound, clearly stated, and sufficiently flexible policies and procedures governing appointments, tenure, promotions, and related matters are vital to the effective performance of faculty members and administrators[1]. These standards are to be implemented in a reasonable manner[2]. In implementing the standards in this policy statement, the President is authorized to decide procedural questions on uncertain points. Prior to making such decisions, the President may consult with the President of the Faculty Senate, the Executive Vice President of Oklahoma State University, the President of Oklahoma State University, the Board of Regents Office of Legal Counsel, or others.

The opportunity for faculty members to participate in efforts to improve policies is critical. The Faculty Senate ordinarily shall be consulted in the process of reviewing suggestions for improvements in this policy statement, as referenced in the Preface to this Policy Statement. Recommendations for improvements made by the Faculty Senate shall be transmitted to the President of OSU-Oklahoma City. Any changes in this policy statement must be approved by the Board of Regents.

[1] A copy of all present and future implementing Institutional Policy and Procedure Letters which relate to matters dealt with in this policy statement shall be authorized by the President and be on file and available to faculty members in the library and in the office of every academic division within the Institution. Throughout this document, the phrase "this policy statement" refers to "the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City." all documents generated on the Oklahoma City campus by the appropriate administrative staff to aid in the implementation of these policies shall be consistent with the standards in this policy statement. If there are any inconsistencies between the documents generated by administrative staff and declarations in this policy statement, the standards in this policy statement shall be the controlling Institutional policy.

[2] Whether implementation of standards is "reasonable" is inherently a judgment based on prevailing circumstances, known facts, and rational conclusions. As used in this policy statement, the determination of whether a matter is "reasonable" is to be based on:

a. an evaluation of known facts,
b. use of applicable procedures and professional standards,
c. consideration of prudent public institutional interests, and
d. the exercise of sound judgment.

For example, an administrative action is "reasonable" if there is a rational or thought-out basis for the administrative action that is developed in a manner consistent with the above decisional criteria; the action should be the product of professional judgment, not contrived nor materially tainted through personal actions born of malice, illegal discrimination, or intentional falsehood. In a disputed situation under this policy statement, reasonableness is ultimately determined by the actions or policies of the Board of Regents for the Institution if it is not resolved at an earlier point within Institutional administrative channels.

GENERAL PROVISIONS

1.0 -- Professional Standards and Matters of Academic Appointment Administration

1.1 -- Professional Standards

1.1.1 -- Qualifications

Oklahoma State University-Oklahoma City (hereafter OSU-Oklahoma City) requires that detailed academic qualification standards for each rank, function, or specialty be specified by the appropriate unit administrator[3]. In those cases in which work assignments vary greatly within a given department/division or are split between departments/divisions it will be necessary to specify qualifications for individual positions. In establishing these qualification standards the department head/division head shall obtain appropriate faculty counsel[4]. When approved by the relevant division head and the Vice President for Academic Affairs (hereafter VPAA), a copy of the standards shall be given to each faculty member and such standards shall be applied by all administrative areas involved until duly amended.

1.1.2 -- Professional Development

Faculty, as professionals, are responsible for their own development consistent with department, division, and institutional goals. It is the policy of OSU-Oklahoma City in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Division heads are expected to encourage the professional development of each faculty member. Division heads should familiarize each faculty member with the performance standards established for reappointment, promotion, and tenure. The division heads should endeavor to provide an environment conducive to the achievement of expected performance.

1.1.3 -- Job Description and Terms and Conditions of Employment

The faculty is responsible for seeking and transmitting knowledge in an atmosphere of impartial scholarship. Members of the faculty have the responsibility to follow the Board of Regents

[3] The term, "unit administrator," as used throughout this policy statement refers to those individuals holding the title of department head or division head.

[4] Depending on the unit's organizational structure, "appropriate faculty counsel" referred to throughout this policy statement shall involve obtaining a recommendation from:

a. the entire department or division faculty; or
b. members of a special or permanent committee selected by procedures which have been approved by a majority of the faculty of the department/division involved, submitted to the division head for review, and transmitted to the VPAA for retention in a permanent file; or where necessary
c. the OSU-Oklahoma City Faculty Senate.

When deemed necessary, this counsel may seek external assistance to aid evaluation. In formulating recommendations the faculty or its committees shall have the prerogative to meet in the absence of the department/division head.

existing approved policies on outside activities to avoid conflicts of interest prohibited by Oklahoma statutes and, particularly, to develop and maintain normal student/teacher relationships which are healthy, honorable, and beneficial to students in the pursuit of legitimate educational objectives. Members of the faculty must not exploit students for their private advantage.

It is the policy of OSU-Oklahoma City that each faculty member's job description and the applicable standards, criteria, and procedures used in making decisions relating to renewal, tenure, and promotion shall be available to the faculty member in written form. These items shall be provided to each faculty member in the form of the initial letter of offer; written policy and procedure statements of the department, division, and OSU-Oklahoma City; and formal appraisal and development statements.

1.1.4 -- Professional Ethics

The faculty of OSU-Oklahoma City endorses the American Association of University Professors' 1966 statement on Professional Ethics. An edited version of this statement is found in the Statement of Professional Ethics, Appendix A.

1.1.5 -- Retention And Advancement

It shall be the personal responsibility of the faculty member to satisfy applicable qualifications for reappointment, tenure, or promotion. An OSU-Oklahoma City Policy and Procedures Letter shall be developed and approved by the President to state applicable documentation standards.

1.1.6 -- Appraisal Of Professional Performance Of Faculty Members

The OSU-Oklahoma City administration shall carry out specific evaluation procedures using the Faculty Evaluation Document developed in consultation with the faculty to provide some tangible basis for making judgments on personnel matters. If a major element of performance is judged to be seriously unsatisfactory by the department and/or division head, the following steps shall be taken:

a. A detailed written plan for corrective action shall be specified by the department and/or division head.

b. If requested by the faculty member, the department and/or division head shall obtain appropriate faculty counsel to determine whether the appraisal is justified, and if so, what measures to improve performance are warranted. If the judgment of unsatisfactory performance is not supported by the faculty group, the matter shall be forwarded to the VPAA for resolution.

   Personal misconduct may be the basis for disciplinary action that is separate from the professional performance appraisal system (see Section 1.12).

1.2 -Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions

1.2.1 -- Role And Responsibility Of The Division Head

The appropriate division head is charged with the responsibility to recommend appointments, reappointments, non-reappointments, and promotions. He/she shall obtain appropriate faculty counsel before making recommendations. The division head shall give great weight to the faculty counsel received at the department/division level in making his/her decisions. When a division head is unable to act in accord with the faculty recommendation, the reasons shall be communicated in writing to the faculty that provided the counsel, except in special circumstances--for example, when the division head has confidential information which conditions his/her action, and its divulgence would result in breach of confidence. All recommendations generated by faculty counsel, the department head, and the division head shall be forwarded to the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee for review and recommendation to the VPAA.

1.2.2 -- Role and Responsibility of The OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee

A prerequisite of a strong faculty is an active involvement in decisions affecting its own membership. Such active involvement is especially critical in appointments to and separations from the faculty. Accordingly, an OSU-Oklahoma City Reappointment, Promotion and Tenure Screening Committee will be formed annually composed of ten (10) members as follows:

a. five (5) faculty members appointed by the OSU-Oklahoma City Faculty Senate--one minimum from each of the top three academic rankings and two randomly selected from the general faculty[5],

b. two (2) department heads from different divisions selected by the OSU-Oklahoma City Academic Division Head Council,

c. one (1) division head selected by the OSU-Oklahoma City Academic Division Head Council,

D. the previous Faculty Senate President for one year following the year as chair[6], and

e. the President of the Faculty Senate who will serve as the Committee chairperson in a non-voting capacity; except in the case of a tie.

The Committee members shall serve for a three year term, unless that person is to be considered for reappointment, promotion, or tenure. The committee shall review all recommendations submitted by the division head, shall prepare its own recommendation, and shall forward all information to the OSU-Oklahoma City for review and action.

[5] No more than three (3) faculty per division may serve at the same time as voting members of the Committee.

[6] The previous Faculty Senate President may be called upon to chair the committee in the event that the current Faculty Senate President is to be considered for reappointment, promotion, or tenure.

1.2.3 -- Roles and Responsibilities of the VPAA, President, and The Board of Regents

The VPAA shall carefully review all recommendations and shall give great weight to (4)
recommendations of the Reappointment, Promotion, and Tenure Screening Committee in

making his/her decisions. If he/she deems necessary, the VPAA may consult with department and/or division heads and request recommendations from other academic administrators before taking action. Final institutional review of personnel actions may be conducted by the President[7]. Appointments, reappointments, promotions, and terminations must be approved by the Board of Regents except as authorized by Board of Regents policies (e.g., Board of Regents Policy Manual and Rules, §3.08 (revised June 20, 1997)).

1.3 -- Periods Of Appointment and Tenure for Ranked Faculty[8]

1.3.1 -- Types of Appointments

All faculty positions are of two types, permanent or temporary. All permanent faculty positions shall be filled by appointments of qualified persons with the rank of instructor, assistant professor, associate professor, or professor. The initial appointment of any person to the rank of instructor or above, including part-time appointments, shall be based on a recruiting search which is consistent with applicable state and federal equal employment opportunity standards and Board of Regents-approved affirmative action guidelines. When deemed professionally appropriate and financially feasible by the VPAA, national searches will be used. All initial appointments to the rank of instructor or above are of two kinds:

a. probationary (appointments potentially leading to tenure), or

b. appointments with tenure (applicable only to appointments with the initial ranks of associate professor or professor if specifically approved by the Board of Regents).

1.3.2 -- Tenure

Tenure is a continuous appointment granted following evaluation by the faculty member's academic department and/or division, the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee, and the VPAA; recommendation by the President; and approval by the Board of Regents. Tenured appointments shall not be terminated except under extraordinary conditions as stated in section 1.13, termination of appointments.

[7] At all times in this Policy Statement, references to final decisions being made by the President, or to recommendations being made by the President to the Board of Regents are not intended to imply or assume that the Executive Vice President of OSU or the President of OSU, as may be appropriate, do not have roles to play in such actions. Recommendations regarding the initial appointment, reappointment, promotion, tenure, and termination of faculty inherently involve a recommendation being made by the President to the Executive Vice President of OSU and to the President of OSU, who have authority over what matters are recommended to the Board for action.

[8] The term, "ranked faculty," as used in this document applies only to instructors, assistant professors, associate professors, and professors who have appointments potentially leading to tenure or who are tenured.

Tenure is a means by which to assure academic freedom (see Section 1.8). Academic freedom is indispensable to the success of OSU-Oklahoma City in fulfilling its obligations to its students, to the State of Oklahoma, and to society in general. The decision to grant tenure is a judgment made with appropriate faculty counsel. Except for prestigious scholars initially appointed as associate professor or professor with tenure, the decision to grant tenure is normally made toward the end of a

probationary period. Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after this date but before January 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of that academic year. The probation period for faculty appointed on or after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances (see Section 1.3.10), the period of probation for tenure consideration shall never exceed a total of **six** years of continuous appointment with OSU-Oklahoma City.

Review for the granting of tenure shall occur only at the following times:

a. when a prestigious teaching scholar is initially considered for appointment to the rank of associate professor or professor;

b. when an untenured ranked faculty member is reviewed for promotion to the rank of associate professor or professor;

c. when an untenured ranked faculty member is reviewed for a reappointment or promotion which, if awarded, will extend the number of years in ranked faculty positions at OSU-Oklahoma City beyond a total of seven years; or

d. when a person has completed at least one year of satisfactory service at OSU-Oklahoma City following an initial appointment as an untenured associate professor or professor.

1.3.3 -- Appointment as Instructor

Appointment to the rank of instructor shall be for such time as is specified, but such appointments shall not exceed one academic year at a time during a probationary period not to exceed six years. When individuals have been appointed as instructors for their sixth year of probationary service, they shall be evaluated for tenure and informed in writing by April 1 of the sixth year of either:

a. the award of tenure effective with the beginning of the seventh year, or

b. the nonrenewal of the appointment and expiration effective at the end of the appointment.

If a nontenured instructor is promoted to a higher rank, the period of probation for tenure shall commence with the beginning of the initial appointment as an instructor, unless the faculty member requests and is granted an extension of the probationary period (see Section 1.3.10).

When a nontenured instructor is promoted to assistant professor, evaluation for tenure shall occur the sixth year of service. The initial term of appointment as assistant professor will vary depending on the number of years served as an instructor, as follows:

(6)

a. with five years of service as an instructor, promotion would result in a one-year initial appointment as assistant professor;

b. with four years of service, a two-year appointment;

c. with three years of service, a three-year appointment; and

d. with one or two years of service, a four-year appointment.

In the case of promotion to assistant professor after only one year as an instructor, a second probationary term of two years is permitted. In the other cases described above, a terminal one-year reappointment as assistant professor will be made when tenure is not to be granted.

1.3.4 -- Initial Appointment as Assistant Professor
Initial appointment to the rank of assistant professor shall normally[9] be for a period of four years. Reappointment for a two-year period may be made. Promotion to associate professor or reappointment as an assistant professor after six years of probationary service as an assistant professor shall confer tenure.

1.3.5 -- Initial Appointment as Associate Professor
Initial appointment to the rank of associate professor shall normally[10] be for a period of five years. Reappointment as associate professor or promotion to professor shall confer tenure. A special tenure review may be made after one year of service at OSU-Oklahoma City (see Section 1.3.2). In extraordinary circumstances tenure may be expressly granted at the time of initial appointment.

1.3.6 -- Initial Appointment as Professor
Initial appointment to the rank of professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment.

[9] For faculty whose initial term of appointment begins at other than the beginning of the academic year, the period of appointment shall be adjusted to expire at the end of an academic year to be consistent with the provisions of Section 1.3.2, paragraph 3. Thus, the term of the first probationary appointment may vary from the stated period in Sections 1.3.4 and 1.3.5.

[10] Id.

1.3.7 -- Change from Academic Status
Academic tenure is not affected by change to administrative or other active status. Appointment to an administrative or other position shall not confer tenure in that position.

1.3.8 -- Nonpermanent and Special Appointments
When persons are appointed to nonpermanent or special positions, special titles (see Section 1.7) shall be used. In such cases, the period of appointment shall be clearly stated and should designated as temporary on the "Employment Action Form"; this administrative form is to (7) attached to an OSU-Oklahoma City Policy and Procedures Letter explaining its proper use. The

letter confirming the appointment should state that appointment to temporary positions will not lead to tenure nor count as part of a probationary period potentially leading to tenure.

1.3.9 -- PART-TIME RANKED FACULTY

Ranked faculty holding part-time positions shall be evaluated for tenure and for promotion. The probationary period for part-time ranked faculty is the same as for full-time faculty of the same rank. For example, faculty employed half-time for a probationary period commencing in 1999 should be evaluated for tenure no later than the 2004-05 academic year.

When a faculty member is granted tenure in a part-time position, the proportion of full-time for which tenure is granted shall be stated on the OSU-Oklahoma City "Employment Action Form" maintained in the individual's personnel record and shall be consistent with the action of the Board of Regents. This action provides the faculty member a commitment for employment of only that proportion of full-time for which tenure has been granted. When agreed to by a part-time faculty member appointed following an appropriate search (see section 1.3.1), the proportion of full-time specified in the appointment may be increased by any proportion up to full-time. The recommendation for an increase in the proportion of a full-time appointment of a ranked faculty member may be made without an additional search and is to be initiated by the department and/or division head after obtaining appropriate faculty counsel. Tenured faculty members who have been employed part-time may be awarded full-time positions, or the proportion of full-time specified in their appointment may be increased. After obtaining appropriate faculty counsel, they may have tenure in the new appointment if concurred with by the appropriate division head, the VPAA, and the president, and approved by the Board of Regents.

1.3.10 -- Extensions of Appointment and Probationary Periods

A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g., a leave of absence without pay, an extended sick leave, significant changes in published criteria for tenure, or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the department and/or division head, such an extension may be granted upon approval by the VPAA, the President, and the Board of Regents.

1.4 -- Origination of Appointments and Assignments

1.4.1 -- Appointment to Faculty Positions

The department and/or division head has the principal responsibility for initiating all authorized faculty appointments (see Section 1.2). The department and/or division head with the advice of faculty shall carry out this responsibility by:

a. filing a "Request To Hire Form" (an administrative form to be attached to an OSU-Oklahoma City Policy and Procedures Letter explaining its use) following definition of faculty needs; (8)

b. searching for and obtaining information about prospective faculty members;

c. evaluating candidates; and

d. recommending suitable, qualified individuals for appointments, with supporting evidence concerning the candidate's qualifications.

Temporary appointments may be made without a national search and the position shall carry a title reflecting its temporary nature (see Section 1.7.6).

1.4.2 -- Letter of Offer

No offer is binding on OSU-Oklahoma City until a formal recommendation has been presented to and officially approved by the Board of Regents in accord with the policies of the board.

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both OSU-Oklahoma City and the prospective faculty member before the appointment is made. Where applicable, this statement will make reference to the substantive and procedural standards generally used in the decisions affecting renewal and tenure and any special standards adopted by the appropriate department and/or division. Any other authorized agreements pertaining to conditions of appointment, reappointment, promotion, and tenure shall be part of this written statement.

1.4.3 -- Amendments

If basic changes in assignment or conditions of appointment (other than revisions to fringe benefits, retirement plans, and this policy statement) become necessary during the period of appointment, the changes must be discussed in advance and communicated to the affected faculty member in writing by the department and/or division head. Unresolved disputes regarding basic changes in assignments or conditions of appointment are resolved using the Dispute Resolution Procedures, Appendix E.

1.5 -- Promotions in Rank

The process of review for promotion in rank shall be initiated by the department and/or division head or by an appropriate departmental faculty committee. Prior to the initiation of the review, the consent of the faculty member shall be obtained. Faculty members should be provided sufficient notice to enable them to assemble and submit materials believed helpful to a full review. Individual faculty members have the right to be reviewed for promotion at their own request provided they have not undergone such a review within the previous two academic years.

(9)

Following consideration of appropriate faculty counsel, the department and/or division head will decide whether or not a faculty member is to be recommended for promotion by the department and/or division. This decision should be in keeping with the established qualification guidelines of the department and/or division. The faculty member shall be informed by the department and/or division head if a recommendation for promotion is not being sent forward and shall be provided counsel by the department and/or division head regarding how he/she might meet criteria for promotion in a subsequent consideration.

The VPAA shall review each promotion recommended by the department and/or division head and by the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee. The Committee's recommendation to the VPAA will be accompanied by the original recommendations and counsel of the department and/or division head. In the process of review, the VPAA may seek additional counsel from suitable faculty committees. Copies of any written counsel provided by such faculty committees will become part of the recommendation package. If the VPAA's recommendation differs from that of either the department and/or division head or the Committee, the reasons shall be specified in writing and provided to the faculty member.

Persons holding temporary or special titles may apply for advertised ranked positions. Before the VPAA recommends any such promotions, he/she should seek appropriate faculty counsel.

Promotions must be recommended by the President and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate department and/or division head that a recommendation for promotion will be presented by the president to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for consideration during its June meeting. When approved, the Board of Regents specifies the date on which the promotion shall become effective.

1.6 -- Reappointment and Non-Reappointment

1.6.1 -- Recommendation To Reappoint/Not To Reappoint

Recommendations to reappoint or not to reappoint shall originate with the department and/or division head after obtaining appropriate faculty counsel (see Section 1.2). Normally, such recommendation shall be in response to a routine notice from the office of the VPAA. A faculty member being considered for reappointment shall be provided sufficient notice to assemble and submit materials believed helpful to a full consideration of the question.

Recommendations for both reappointment and non-reappointment of ranked, probationary faculty members are forwarded to the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee and to the VPAA for review and action. In the process of review, the Committee and the VPAA may seek counsel from suitable OSU-Oklahoma City faculty committees. Following review, all recommendations, accompanied by a statement of approval or disapproval, are forwarded to the President for recommendation. Copies of the written counsel provided by the department and/or division, faculty committees, and the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee should accompany recommendations from the VPAA to the President. (10)

The affected faculty member shall be informed by the appropriate department/division head that:

a. a recommendation for reappointment will be presented to the Board of Regents, or

b. OSU-Oklahoma City does not intend to continue the appointment beyond a specified date.

1.6.2 -- NON-REAPPOINTMENT

Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. If a decision is made not to recommend reappointment of a faculty member on a probationary appointment, the following schedule for notification should be observed:

a. Adjunct appointments and all other forms of non-tenure track special appointments will end by their own terms at the conclusion of the appointment period without any expectation of future appointment or advance notification requirement.

b. For instructors, notice shall be given no later than April 1 of the year in which the appointment is scheduled to expire.

c. For assistant professors, notice shall be given at least twelve (12) months before the expiration of an appointment period.

Faculty in ranked tenure-track positions shall have the option to obtain the reasons for non-renewal in a confidential form of their choosing. If the affected faculty member believes that the reasons for non-renewal are based on unlawful discrimination or inadequate consideration, he/she may request a limited review of the matter using the Dispute Resolution Procedures, Appendix E.

1.6.3 -- Special-Title Positions

Faculty positions with special titles are not considered permanent. Appointment of persons to nonpermanent special positions is usually for a stated period of time and does not imply an obligation to reappoint. Normally, additional notice of the end of the term of this kind of appointment need not be provided.

1.7 -- Special Appointments And Titles

1.7.1 -- Regents Professor

This title may be awarded to professors who have made outstanding contributions in their discipline through resident teaching and/or research or other scholarly activities, and/or extension activities. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals, or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by department and/or division heads, peers, and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension activities will also be considered. The title of Regents Professor is an honorary title and does not involve additional financial support beyond any annual merit increase(s) (11) in salary. The term of Regents Professorships shall be four years, and the honorary appointment may be renewed. Such an appointment is effective July 1 following formal approval. Approved procedures for nomination and recommendation for appointment to this title are stated In Policy and Procedure Letter 2-0103.

1.7.2 -- Regents Service Professor
Appointment to this title may be made for administrators who have rendered distinguished service to OSU-Oklahoma City and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Recommendations shall be made by the division head of the appropriate academic area to the VPAA and then to the President. Appointment shall be for a period of four years and is subject to renewal.

1.7.3 -- Endowed or Supported Chairs
After receiving appropriate faculty counsel, the department and/or division head may recommend that a person be appointed to an endowed or supported chair in recognition of past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed chairs will be subject to the rules and procedures governing other faculty members of the same rank.

1.7.4 -- Emeritus Faculty
Upon retirement, faculty members shall carry as emeritus the rank they were holding when retired, shall retain all professional rights, and shall be accorded privileges specifically authorized by the Board of Regents.

1.7.5 -- Adjunct Appointments
Professional persons may be granted appointments as adjunct instructors. Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward tenure. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a national search and are recommended by the department and/or division head after obtaining appropriate faculty counsel. Such persons shall not be awarded tenure but may be granted professional rights and privileges afforded to the faculty. When adjunct appointments are made, any rights and privileges granted shall be specified on the employment action form and in the letter confirming the appointment. If institution-wide faculty voting privileges are to be granted, concurrence must be obtained from the Faculty Senate. (12)

1.7.6 -- Temporary Faculty Appointments And Titles
In response to special short-term and/or emergency needs, OSU-Oklahoma City may make temporary appointments. When such appointments are made, the special titles of visiting instructor, teaching associate, lecturer, distinguished scholar, artist, or "professional" in residence, etc. shall be used. Appropriate search procedures should be used prior to making such appointments, but the process may vary depending upon the nature of the position. Department and/or division heads, after receiving appropriate faculty counsel, shall be responsible for recommending appointments to temporary positions.

In those few instances when OSU-Oklahoma City is confronted with an emergency situation in the areas of extension or instruction, a person can be appointed on a temporary basis for a term not to exceed one year, even though all of the recruitment procedures normally followed in making such an appointment may not have been met. In such cases, the department and/or division head shall implement normal recruitment procedures to fill the position at the end of the initial temporary appointment. When temporary appointments are made, the letter confirming the nature of the

appointment should specify the term of appointment and state the conditions relating to reappointment. Persons holding temporary positions may not be awarded tenure and do not have institution-wide faculty voting privileges, but may be awarded other professional rights and privileges afforded the faculty. OSU-Oklahoma City is not required to provide notice of non-reappointment to persons holding temporary positions, but their appointments cannot be terminated before the end of the term of appointment except for those causes stated in Section 1.13.

The titles described in this section are important to OSU-Oklahoma City in its management of the fluctuating demands of externally funded programs. Tenured and tenure track faculty may be released from assigned duties as grants and contracts are obtained. To facilitate this process, the department and/or division head may request authorization to establish and fill temporary positions with persons awarded one of the special titles listed below. He/she may also request variations from the specific conditions and terms of appointment for persons appointed to one of the titles in this section. When determined to be in the best interests of OSU-Oklahoma City, the VPAA may approve such variations in specific individual cases.

1.7.6.1 -- Distinguished Scholars, Artists, and "Professionals" in Residence

When members of the academic community who possess nationally recognized skills and talents are invited to visit the campus for periods of one semester or more, but not exceeding two academic years, they may be granted a courtesy title of distinguished scholar, artist, or "professional" in residence.

1.7.6.2 -- Lecturer and Visiting Instructor

These titles may be used for persons employed to meet short-term teaching or extension needs. They may also be used for scholars with a terminal degree who wish to affiliate with OSU-Oklahoma City for professional development. Limited search procedures are usually adequate when appointment to any of these positions is made. Should such an individual be awarded a ranked title following an appropriately approved search, the time spent in the temporary position shall not count as part of the probationary tenure consideration period, unless specified in a letter confirming the appointment for the permanent position. (13)

1.7.6.3 -- Lecturer

Appointment to the post of lecturer shall be for a term of one year or less. Reappointments for a total period of not more than three years may be made. Time spent as a lecturer shall not count toward tenure should a person holding a lectureship be given a tenure-track appointment.

1.7.6.4 -- Teaching Associate

Individuals who hold an earned terminal degree and/or who possess particular teaching skills related to the area of the work assignment may be appointed as teaching associates. Persons holding this title may be assigned some responsibilities in a function (teaching or extension) outside the function of their major responsibility. Appointments are to be made for a term of not more than one year and reappointments for a total of five years may be made. Post-doctoral fellows may typically be appointed as research associates.

1.7.7 -- Non-Faculty Academic Positions And Titles
When appointments to non-faculty academic positions are made, any rights, privileges and benefits granted shall be specified on the Employment Action Form and in the letter confirming the appointment. Items granted are to include employee medical insurance but not faculty voting privileges.

1.8 -- Academic Freedom
The institution endorses the general statement on academic freedom, as it applies to state universities, which is embodied in "Academic Freedom and Tenure (1940 Statement Of Principles)" as drafted by the Association of American Colleges and the American Association of University Professors. An edited version of the statement is found in Appendix B, Statement on Academic Freedom.

1.9 -- Appointment To Administrative Positions
An appropriate search and faculty consultation ordinarily shall precede recommendation of appointment to administrative positions which entail direct or indirect supervision of faculty members or which have direct bearing on the work of the faculty. Such administrative positions include the president, vice presidents, associate vice presidents, division heads, associate and assistant division heads, department heads, the registrar, the director of admissions, the librarian, and other directors of comparable rank[11]. The requirement for faculty consultation shall apply to all permanent appointments and to temporary appointments to fill a vacant position or to replace an administrator who will be absent for more than one semester.

1.10 -- Resignations
Resignations are terminations initiated by the faculty member. Faculty members may terminate their appointments effective at the end of an academic year provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of their appointments for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation in which they would otherwise be denied substantial professional advancement or other opportunity.

(14)

1.11 -- Administrative Suspensions
An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of OSU-Oklahoma City and its components and/or for the safety and well-being of the persons affiliated with it. Suspensions are not to be imposed for purposes of discipline, nor are they to be interpreted as evidence of inadequate or inappropriate professional behavior by the faculty member.

[11] In the appointment of administrators, faculty consultation is included and shall be provided by faculty members of the departments and/or divisions involved.

When deemed appropriate, a suspension may include restrictions on use of OSU-Oklahoma City facilities or resources and may be imposed during the course of an authorized dismissal procedure

or authorized sanction appeal. In no case shall suspensions exceed one calendar year. During a suspension there shall be no reduction of salary or other benefits.

1.11.1 -- Procedures For Suspensions

Department heads or other related supervisory academic administrators[12] may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the faculty, the best interests of OSU-Oklahoma City or any of its components, or others is threatened by uninterrupted continuance.

A suspension may extend beyond 72 hours if approved by the President or designated representative. Recommendations for suspensions of greater than 72 hours shall be forwarded to the President by the appropriate division head and VPAA with endorsements regarding the need for the proposed action. The president, if concurring, will direct the extended suspension. The faculty member and department head shall be informed in writing of the length, terms, and conditions of any implemented suspension.

Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix E, Dispute Resolution Procedures, do not apply to suspension actions unless because of unusual circumstances the VPAA finds it would be in the best interest of OSU-Oklahoma City to provide extraordinary administrative due process.

1.12 -- Disciplinary Actions

Academic freedom carries both rights and responsibilities. To foster and preserve freedom of inquiry and legitimate expression, orderly conduct of institutional functions and adherence to the ethical standards of the academic profession are essential (see Section 1.1.4 and the State of Professional Ethics, Appendix A). Accordingly, the faculty is subject to laws, policies, rules, regulations and procedural requirements which safeguard its functions and which concurrently protect its rights and freedoms. Violations may result in actions by OSU-Oklahoma City ranging from simple admonitions to permanent dismissal. Department and/or division heads are normally responsible for initiating and implementing appropriate disciplinary action. (15)

Administrators shall use common sense and mature judgment in considering possible disciplinary situations involving faculty. Information about possible misconduct from such sources as student and faculty complaints, direct observation, citizen complaints, signed letters, grand jury indictments, media stories, and police reports may indicate a need for administrative inquiry and evaluation to ascertain whether an OSU-Oklahoma City interest has probably been adversely affected or jeopardized. When it appears that corrective action is necessary, the severity of the action taken should bear a close relationship to the seriousness of the apparent misconduct.

1.12.1 -- General Procedures for Imposition of Disciplinary Actions

Any complaint to an OSU-Oklahoma City representative that is intended to lead to an inquiry regarding a faculty member's performance or behavior ordinarily should be submitted in writing

[12] As used in this policy statement, "related supervisory academic administrators" shall include division heads and the VPAA.

bearing the complainant's signature to the faculty member's department and/or division head. The department and/or division head may also initiate a performance or conduct inquiry unilaterally

without a written complaint. Other related supervisory academic administrators may also be authorized by the VPAA to make appropriate conduct investigations and initiate appropriate disciplinary action on oral or written complaints.

Disciplinary action should not be taken until:

a. The alleged deficiency or misconduct by the faculty member has been investigated and reasonable cause has been established to believe that the deficiency exists or that the misconduct has occurred;

b. The faculty member has been informed of the results of the investigation and the disciplinary action which is being considered and has been given appropriate time and opportunity to respond; and

c. If the disciplinary action is to be more severe than a simple admonition or is to be recorded in the faculty member's personnel file, appropriate faculty counsel, unless waived by the individual faculty member, has been obtained.

It is recognized that impressions of possible problem situations may be re-evaluated and revised as more is known, discussed, or understood about an apparent problem and related evidence. It is therefore permissible to change or amend a proposed disciplinary action, even after it is initiated. if new evidence develops or a related supervisory academic administrator determines it (16) to be necessary and appropriate under prevailing circumstances. If a proposed action that has already been initiated is modified, the faculty member who is being considered for disciplinary action will be notified of the reasons that led to the modification and given an opportunity to respond.

As described below, authorized disciplinary actions include simple admonitions, formal sanctions, and dismissals. Recognizing that these three types of disciplinary actions have significantly different impacts on the career of a faculty member, the procedures for providing adequate administrative due process necessarily differ.

1.12.2 -- Simple Admonitions

Admonitions are intended to inform faculty members that others find their performance or professional behavior to be unsatisfactory and/or inappropriate. Admonitions include administrative counseling; warnings; and gentle and friendly reproof against alleged fault, oversight or minor misconduct. Appropriate faculty counsel is not required prior to issuing admonitions. Normally they are issued orally; written records of them are not included in a faculty member's personnel file unless a pattern develops, in which case the individual involved will be notified in writing. Anecdotal notes of administrative actions may be maintained by administrators separate from individuals' personnel files. Administrative appeal of admonitions is not provided.

1.12.3 -- Formal Sanctions

Sanctions are formal actions taken to prevent damage to the legitimate interests of OSU-Oklahoma City and its components and/or to prevent recurrence of unsatisfactory performance or

unprofessional behavior. Authorized sanctions include such measures as written reprimands; required participation in counseling and/or corrective programs; and restrictions on use of institutional privileges, resources and services. Formal sanctions are to be imposed when, in the judgment of the department head and/or division head, simple admonitions will not adequately serve to prevent damage to OSU-Oklahoma City or to prevent recurrence of unsatisfactory or unprofessional performance or behavior.

1.12.3.1 -- Procedures For Imposing Sanctions

Sanctions are normally directed by department and/or division heads. When deemed appropriate by the VPAA, other related senior supervisory academic administrators may be authorized to conduct investigations and direct sanctions. Prior to imposition of a sanction, the investigating administrator shall provide the faculty member with a complete, detailed written statement of the complaint(s), report(s), or deficiency(ies) alleged against him or her. If practical, he/she should be given the opportunity to face and question those who have made the complaint(s). Following receipt of the written statement of the complaint(s), report(s), or deficiency(ies), the faculty member shall have seven calendar days to respond in writing to the matters being investigated. Unless waived by the faculty member, the investigating administrator shall seek appropriate faculty counsel during the process of conducting the inquiry and in considering appropriate sanctions. The investigating administrator shall provide the faculty member with written notice of any sanction(s) to be imposed. The written notice of sanction(s) should describe corrective actions on the part of the faculty member which could lead to removal of the sanction(s) and a statement of procedures for appeal, review, modification, and removal of the sanction(s).

(17)

1.12.3.2 -- Appeal Of Sanctions

Upon receipt of the notice from the investigating administrator informing the faculty member of the intended imposition of sanction(s), the faculty member shall have seven calendar days during which to file a written appeal of the decision with the VPAA. Appropriate bases for appeal are:

a. lack of reasonable cause for the sanction,

b. substantial failure to follow proper procedures for imposing sanctions, and

c. inappropriateness of the sanction(s) imposed.

The appeal should clearly state the basis for the appeal and the relief sought and include all the information the faculty member believes is pertinent to the appeal. If the VPAA finds that there is an insufficient statement of the basis for the appeal, he/she shall inform the faculty member and his/her department and/or division head that the appeal has been denied and provide instructions for the implementation of the sanction. If the VPAA finds there is a sufficient statement of the basis for the appeal, he/she will designate himself/herself or another senior supervisory academic administrator to serve as an appeal review administrator whose responsibility it shall be to review the matter thoroughly and make a final recommendation regarding the sanction. The appeal review administrator shall use his/her best judgment to determine whether the sanction should be sustained, modified, or completely removed. Pending completion of an authorized appeal, a sanction shall not be enforced, but the VPAA may relieve the faculty member of all or part of his/her duties if such is

deemed essential to the protection of OSU-Oklahoma City or its components (see Section 1.11). Relieving a faculty member of his/her duties during an authorized appeal shall be without any reduction in pay or other benefits. Prior to reaching a final decision on the appeal, the administrator reviewing it should attempt to confer with the investigating administrator, the faculty group that provided counsel, and the faculty member who filed the appeal. He/she may make additional investigation to determine and clarify facts related to the case and may seek additional counsel from the Executive Committee of the Faculty Senate. Normally, the appeal review administrator will complete the review and reach his/her decision within fourteen calendar days of his/her appointment as the review administrator. He/she shall communicate his/her recommendation to the VPAA who shall inform the faculty member and his/her division head of the final decision and provide instructions for its implementation. Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix E, Dispute Resolution Procedures, do not apply to formal administrative sanction actions unless, because of unusual circumstances, the VPAA finds it would be in the best interests of OSU-OKC to provide extraordinary administrative due process. If the sanction was initiated by the VPAA, the President will select an individual to perform this function.

1.12.3.3 -- Application for Transfer of Sanction Records (Tenured Faculty Only)

Records of sanction actions shall be retained in the faculty member's active personnel files unless transfer of such records is authorized. Tenured faculty members may request that references to a sanction action be transferred from active personnel files to an inactive, privileged-access file to be sealed and retained by the Office of the VPAA and used only in event of dismissal proceedings. Action on such an application is discretionary with the department and/or division head. The VPAA may be involved in the decision for transfer of files. (18)

1.13 -- Termination Of Appointments

Terminations are revocations of tenured appointments or nontenured appointments before the end of the appointment period. Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. Terminations may be effected by OSU-Oklahoma City only for reasonable cause. In cases in which a faculty member is being terminated for cause, OSU-Oklahoma City recognizes those general fairness principles expressed by the American Association of University Professors, unless inconsistent with this policy statement.

There shall be substantial compliance with the procedural standards stated in this policy statement. The President is authorized to decide procedural questions on uncertain points. The President should refer to published statements of the American Association of University Professors[13] as well as consult with the Office of Legal Counsel of the Board of Regents.

[13] The relevant principles of the American Association of University Professors are stated in the following documents included in the AAUP Policy Documents and Reports, 1984 edition.

a. "Academic Freedom and Tenure, 1940 Statement Of Principles And Interpretive Comments," pages 3-9.
b. "Statement of Procedural Standards In Faculty Dismissal Proceedings," pages 10-13.
c. "Statement on Procedural Standards In The Renewal Or Nonrenewal Of Faculty Appointments," pages 14-20.
d. "On Institutional Problems Resulting From Financial Exigency: Some Operating Guidelines," pages 113-114.
e. "1982 Recommended Institutional Regulations On Academic Freedom And Tenure," pages 21-30.

1.13.1 -- Medical Disability

When a faculty member cannot continue to carry out essential assigned duties in a satisfactory manner because of medically related disabilities, he/she shall normally apply for long-term salary continuation under OSU-Oklahoma City's disability program (see separate Disability Policy). If a medically disabled faculty member is not eligible for long-term disability benefits or refuses to act or does not act after being requested in writing to apply for long-term salary continuation under OSU-Oklahoma City's disability program, termination for apparent medical reasons may be recommended.

Termination for apparent medical reasons must be based on convincing evidence that the faculty member cannot reasonably be trusted to complete essential assigned duties in a satisfactory manner. Formal recommendations of termination for medical reasons shall be initiated by the department and/or division head or other senior supervisory academic administrators only after receiving appropriate faculty counsel. A termination for apparent medical reasons shall normally be recommended only after there has been appropriate consultation with available medical experts and after the faculty member concerned, or someone representing the faculty member if identified and properly authorized to act for the faculty member, has been informed of the basis for the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the assertions and the evidence. If the faculty member or authorized representative so requests, the evidence will be reviewed by a Termination Hearing Committee (see Section 1.14 and Appendix C, General Termination Procedures) before a recommendation for termination is made by the president to the Board of Regents. Provided the board finds such recommendation is based upon sufficient evidence, ordinarily to be disclosed in executive session, the recommendation may be approved by the Board in open session and authorization given to the administration to execute the termination.

1.13.2 -- Dismissals

Dismissals are permanent terminations for disciplinary reasons by OSU-Oklahoma City. Such action is the most severe form of discipline and is to be recommended only when other disciplinary action is administratively judged unlikely to:

A. restore the fitness of faculty members to perform their professional responsibilities, or

B. adequately protect OSU-Oklahoma City or its components from serious harm.

Dismissal or threat of dismissal shall not be used to restrain faculty members in their legitimate exercise of academic freedom.

1.13.2.1 -- Grounds For Dismissal

Dismissals must be based upon reasonable cause related either to a serious lack of satisfactory performance or to a lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissals may be recommended when one or more responsible administrators judge such action to be appropriate and necessary, and may be approved by the Board of Regents (provided the President forwards such recommendation to the Board of Regents). Dismissal proceedings may be initiated for reasons such as:

a. incompetence in performing or in meeting appropriately assigned responsibilities;

b. neglect of duty as indicated by failure or continued failure to perform sufficiently in accordance with applicable terms and conditions of employment, which includes the standards or requirements described or referenced in this policy statement and in other approved procedures or policies of OSU-Oklahoma City or the Board of Regents;

c. serious and apparently intentional misuse of OSU-Oklahoma City property and resources;

d. academic dishonesty;

e. acts of moral turpitude;

f. deliberate and grave violation of the rights or freedoms of fellow faculty members, administrators, or students;

g. willful obstruction or disruption of, or attempts to obstruct or disrupt, the normal operation or functions of OSU-Oklahoma City; or advising, or procuring, or actively encouraging others to do so;

h. serious and repeated failure to adhere to the policies of OSU-Oklahoma City; or

i. other improper conduct which is seriously injurious to the best interests of OSU-Oklahoma City or its components. (20)

1.13.2.2 -- Dismissal Procedures
Procedures to be followed in cases of dismissal are presented in Appendix C, General Termination Procedures.

1.13.3 -- Termination under Financial Exigency
Termination of appointment may be based on genuine financial exigency. Policies and procedures to be used during a state of financial exigency are set forth in Appendix D.

1.13.4 -- Terminations Associated with Department or Program Discontinuance Not Mandated by Financial Exigency
At any time a program is discontinued, adequate safeguards for faculty members shall be provided. Early and meaningful faculty involvement in decisions regarding program discontinuance shall be provided. Rights under academic tenure shall be protected in a manner consistent with the provisions of this policy statement. Every equitable effort shall be made to assist each faculty member to relocate to a suitable professional position within OSU-Oklahoma City. In such relocation, other employees will not be displaced. Reassignments should occur over an equitable period of time, and adequate notice and retraining for another position should be provided when feasible. Nontenured faculty members on temporary or probationary appointments should be given at least the notice that is specified in Section 1.13.5. If at all feasible, the individuals involved should be given even more liberal notice. Faculty members on temporary or probationary

appointments who have been given such notice of termination shall be permitted to resign with notice to OSU-Oklahoma City less than that specified in section 1.10, unless serious disruption of programs would result and no short-term substitution is feasible. The division head and/or VPAA shall offer to send letters of explanation and vitae on behalf of such persons to other institutions to assist in efforts to find them suitable positions elsewhere.

Following the procedures specified below, a good-faith offer of the most suitable, available assignment within OSU-Oklahoma City shall be made to the maximum extent possible to all qualified, tenured faculty members involved in program discontinuance. Faculty members affected by the program discontinuance shall be involved as fully as possible in the making of decisions that affect their units. Special consideration shall be given to provide ample notice of changes; in most cases, at least three (3) months' notice shall be provided before any faculty member is reassigned. Persons to be reassigned may be offered special leave for study to upgrade their expertise or change their specialties as they and the VPAA mutually may see fit after advice from interested division heads. If such study will not be at OSU-Oklahoma City, the OSU-Oklahoma City should recommend funds, if available, to meet approved travel and tuition expenses elsewhere.

Before any decision becomes final, those whose life's work stands to be adversely affected shall have the right to administrative due process under provisions of this policy statement. If faculty members do not wish to accept the provision of the reassignment, they may submit a petition for resolution of dispute as specified in Section 2.0.
Termination of appointments of tenured faculty members associated with the discontinuance of programs shall be recommended only after the procedures described above have failed to produce reassignment provisions which should be reasonably acceptable to the affected faculty members. (21)
If the faculty member so requests, the proposed termination shall be reviewed by a Termination Hearing Committee (see Section 1.14.2) before a recommendation for termination is made by the President to the Board of Regents. When a recommendation to terminate is to be made to the Board of Regents, the recommendations of this committee shall be forwarded with the recommendation of the President. If terminated in association with program discontinuance, the faculty member should be given appropriate notice or paid severance salary (see Section 1.13.5).

1.13.5 -- Terminal Notice or Salary
If an appointment is terminated for departmental or program discontinuances or institutional financial exigency, the faculty member shall receive notice of separation or equivalent salary as soon as practicable, but not less than three (3) months for Instructors, and not less than twelve (12) months for Assistant Professors, Associate Professors, and Professors.

In terminations for other causes, salary shall not continue for more than one month after the termination becomes effective unless special recommendations to this effect are made by the Termination Hearing Committee or the President and approved by the Board of Regents. On the recommendation of the Committee or the President, the Board of Regents, in determining what, if any, payments will be made beyond the effective date of termination, may take into account the length and quality of service of the faculty member in addition to the reasons and circumstances pertaining to the termination.

1.14 -- Termination Hearing Board

1.14.1 -- Membership

The Termination Hearing Board is a standing group consisting of not less than fifteen members, a third of whom shall be designated each year for a three-year term by the Faculty Senate from among full-time faculty members whose duties are primarily non-administrative. The President of the Faculty Senate shall not be eligible to serve on the Board. Terms of service shall begin August 1 and end July 31, except that if a hearing is in progress at the time, any retiring member of the Board who is on the Hearing Committee shall be continued on the Committee until the case in progress is closed. Board members will attend orientation and training programs provided by the Office of the VPAA before serving on a Hearing Committee.

1.14.2 -- Formation of a Termination Hearing Committee

Upon receipt of notice that a formally recommended termination for causes other than financial exigency will be contested, the President of the Faculty Senate will conduct the formation of a Termination Hearing Committee. The Committee will be composed of five voting persons: four selected by lot from the Termination Hearing Board and one appointed by the VPAA. The VPAA's appointee shall:

a. not be a division head,

b. have faculty rank and substantial experience performing administrative duties, and

c. have attended the orientation and training provided board members.

Members deeming themselves disqualified for bias shall remove themselves from the case and a replacement shall be selected. Normally a Board member shall not serve on two hearing committees at the same time. Each Hearing Committee shall select its own chairperson from among the members selected from the Termination Hearing Board. In the formation of a Termination Hearing Committee, the prospective members will be subject to challenges for cause by either side, and a maximum of one peremptory challenge may be used by each side. The President of the Faculty Senate shall exercise reasonable judgment in ruling on the validity of challenges for cause.

1.14.3 -- Duties of Membership

Once appointed, each member shall respect the integrity of the process of the Hearing Committee and will endeavor in good faith to carry out the neutral inquiry and reporting roles created for the hearing committee. Members shall give sufficient attention to the presentation of information so that both sides to the termination recommendation are accorded a fair opportunity to develop and express their positions under the procedures established for OSU-Oklahoma City (see Appendix C, General Termination Procedures, Sections C.5 and C.6).

1.14.4 -- Integrity Of Process

Any decision to consider termination inquiries; the proceedings and the formulation of recommendations and reports, etc., by the Hearing Committee; and the consideration given by

responsible administrators pertaining to any possible decision to recommend the termination of employment of a faculty member should operate solely on the basis of merit pertaining to the facts and circumstances of each individual case. Except as provided herein, members of the faculty who are not the subject of a specific termination consideration shall neither directly nor indirectly interfere with nor attempt to persuade or influence any person in a position to decide or participate in a decision as to:

a. whether termination proceedings should be initiated,

b. considerations of any organized Hearing Committee,

c. the recommendation(s) or report(s) which might be prepared by any Hearing Committee related to a termination proceeding, or

d. the decision(s) which responsible administrators might develop pertaining to termination considerations.

1.15 -- Financial Exigency
Appendix D sets forth OSU-Oklahoma City policy and general procedures for administrative use in the event of a formally declared state of financial exigency.

2.0 -- Dispute Resolution Policy[14]

2.1 -- Policy Statement
It is the policy of OSU-Oklahoma City that all full-time and part-time members of the faculty, including those holding temporary appointments, may in the genuine exercise of good faith petition for review of certain personal employment concerns defined in this document. OSU-Oklahoma City resources may be expended for examination of qualified concerns.

Persons holding a joint appointment (i.e., faculty and staff or administration combination) shall use the dispute resolution procedure germane to the nature of the dispute--for example, if the dispute is relevant to one's work assignment as a member of the faculty, the faculty dispute resolution procedure shall be used.

2.2 -- Definition
A qualified employment dispute under this policy statement is a faculty member's timely written objection to matters related to particular working conditions, but normally excluding suspensions, corrective sanctions, terminations, and actions taken as a result of financial exigency.

[14] As an historical reference, Dispute Resolution Policy was in the previous Oklahoma State University, Stillwater, "Appendix D" policies called "Grievance Procedures."

2.3 -- Grounds for Dispute

A "petition for resolution of dispute" may be filed after informal consultation with appropriate administrators has failed to resolve material issues concerning implementation of basic terms and conditions of employment or any of the following:

a. disregard on the part of the department and/or division head or other member(s) of the administration of complaints relating to the basic terms and conditions of the appointment, (24

b. a pattern of unfair compensation discrimination over a prolonged period of time (two years or more),

c. illegal discrimination including sexual harassment, See Appendix Q

d. denial of promotion without adequate consideration,

e. denial of leave without adequate consideration,

f. denial of reappointment without adequate consideration[15],

g. unreasonable work load or physical working conditions,

h. unreasonable denial of access to OSU-Oklahoma City resources necessary for the faculty member's compliance with the basic terms and conditions of the appointment,

I. inacceptable reassignment growing directly out of actions specified in Section 1.13.4,

J. Basic changes in assignment or conditions of employment if unrelated to corrective sanctions or health leave,

K. unacceptable terms of a conflict of interest management plan, and

l. other matters which the VPAA authorizes.

[15] Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or nonrenewal of faculty appointments to the extent that they are in consonance with the procedures stated herein. Insofar as the affected faculty member asserts in writing that the decision against renewal by the appropriate administrator was based on inadequate consideration, the functions of the dispute resolution committee which reviews the faculty member's assertion should be the following:

a. to determine whether the decision of the appropriate faculty body and the decisions of the appropriate administrators were the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the Committee should not substitute its judgment on the merits for that of the academic department; and

b. to request reconsideration by the faculty bodies and/or administrators when the Committee believes that adequate consideration was not given to the faculty member's qualifications (in such instances, the Committee should indicate the respects in which it believes the consideration may have been inadequate). (25)

2.4 -- Formal Dispute Resolution Procedures

Faculty members who believe they have a qualified employment dispute that warrants filing a petition will be expected to have already thoroughly discussed their complaint with their department and/or division head, the VPAA, and other appropriate administrators. Policies and procedures for resolution of disputes are set forth in Appendix E, Dispute Resolution Procedures.

3.0 -- Faculty Leaves

3.1 -- Health Leave

The faculty and administration of OSU-Oklahoma City are committed to providing quality educational experiences to the students who attend the institution. It is recognized that faculty members will occasionally be unable to perform regular duties due to personal illness, disability, maternity, paternity, or illness in their immediate families. These situations are hereinafter referred To as qualified conditions. The faculty members or someone representing them is responsible for notifying the department and/or division head of qualified conditions affecting their work commitment. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, OSU-Oklahoma City has instituted a flexible health leave policy.

3.2 -- Sabbatical Leave

Sabbatical leave is recognized as one of the important methods by which an academic institution is able to maintain up-to-date, highly qualified faculty. The administration and faculty should endeavor to make effective use of sabbatical leaves to this end. Preferably, such study and/or involvement should take place in an off-campus setting. Upon recommendation of the President and approval by the Board of Regents, OSU-Oklahoma City may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The faculty member is entitled to apply for sabbatical leave of absence from regularly scheduled duties for the purpose of improving professional competence and effectiveness of service to OSU-Oklahoma City. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at reduced salary or a maximum leave of one-half year (6 months) at full salary. Under exceptional circumstances clearly warranting such action, a sabbatical leave may be broken into segments separated by periods of regular duty. While on leave, medical and life insurance benefits and contributions to TIAA/CREF are not reduced; other employee retirement system contributions will vary according to salary or compensation actually paid.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, division, or OSU-Oklahoma City. Requests for sabbatical leave shall be submitted to the VPAA through the appropriate department and/or division head.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment. Sabbatical leave obligates the recipient to follow a program consisten with the purpose and conditions for which the leave was granted. Acceptance by the facult (26)
member of sabbatical leave entails an obligation to serve OSU-Oklahoma City for one subsequent year, or to refund to OSU-Oklahoma City the salary benefit earned while on leave. A faculty member on sabbatical leave may accept a fellowship, personal grant-in-aid, or government-

sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.

3.3 -- Leave of Absence Without Pay

Upon recommendation of the President and approval by the Board of Regents, a faculty member may be granted a leave of absence without pay for such period of time and conditions as stipulated. This is subject to applicable policies on participation in partisan political campaigns as well. A leave of absence without pay shall normally not exceed one year in duration. Any extension beyond that time would be considered rare and exceptional. A request for leave without pay should be made as early as possible, preferably at least six months in advance.

(27)

(26)

APPENDIX A
Statement on Professional Ethics

(This is Appendix A within the Appendix D, Policy Statement to Govern Appoints, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University – Oklahoma City)

The following statement was drafted by the American Association of University Professors and was edited by Oklahoma State University, Stillwater, to make it gender neutral.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for students as individuals, and adhere to the proper roles of intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

4. As members of their institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or University. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a

particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

APPENDIX B
Statement on Academic Freedom

(This is Appendix B of Appendix D, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

The following is a version of the 1940 Statement Of Principles as drafted by the Association of American Colleges and the American Association of University Professors as edited by OSU-Stillwater and OSU-Oklahoma City.

1. All faculty members (teaching and extension) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and relevant legal requirements; but research funded by agencies external to their institution should be based upon an understanding with the authorities of their institution.

2. All faculty members are entitled to freedom in the classroom in discussing the subject of the course, but they should be careful not to introduce into their teaching either controversial matter that has no relation to the subject or actions that violate the rights of students.

3. Faculty members are citizens, members of learned professions, and academic officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.

APPENDIX C
General Termination Procedures

(This is Appendix C within Appendix D, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

C.1 -- Initiation

C.1.1 Termination of a faculty member shall be officially recommended only after an investigation has been conducted by an appropriately designated responsible administrative officer and appropriate faculty counsel has been received. OSU-Oklahoma City recognizes the seriousness of such situations and, therefore, reserves for its administrative officers and faculty committees the prerogative to be assisted by the Board of Regents Office of Legal Counsel throughout the decisional process, including any formal hearing. Groundless threats to terminate or demands to resign as an alternative to termination should not be made by any administrator or other official of OSU-Oklahoma City.

C.1.2 any person who has substantial concern that a faculty member could be subject to termination under Section 1.13.1 or termination under Section 1.13.4 or dismissal on the grounds stated in Section 1.13.2.1 may present those concerns, substantiating evidence, and related information to the VPAA[16] for evaluation and possible action. Although not mandatory, it is preferable that this communication be presented in writing and signed by the person submitting it. Following receipt of such communication, the VPAA may seek to obtain additional relevant information from other sources and shall make a preliminary judgment as to whether further inquiry is appropriate. This judgment is not intended to be a determination of the substantive merits of the concerns that have been raised about the faculty member. Rather, it solely is intended to be a determination as to whether further inquiry is justified in the case.

Should the VPAA be inclined not to initiate an inquiry, the President shall be so informed. The President, having received and reviewed all available relevant evidence, shall consider the complaint and make a judgment as to whether it is in the best interests of OSU-Oklahoma City to initiate an inquiry.

C.1.3 If an inquiry is to be conducted, the VPAA shall designate, with the approval of the president, an academic administrator (referred to as the investigating official) to serve as the individual responsible for conducting an initial investigation to develop facts for evaluation and possible action. This effort should include interviewing the affected faculty member, examining other witnesses and evidence, seeking appropriate faculty counsel, and preparing reasoned recommendations for action. Normally, the department or division head of the affected faculty member shall be designated as the investigating official, but when that is not practical or appropriate, the VPAA or another academic administrator may be so designated.

[16] If the VPAA is unavailable, the President may designate a division or department head to act for the VPAA.

C.1.4 The VPAA shall provide the investigating official with all of the written information and the notes of oral statements which had been submitted with or were made in relation to the initial communication of concerns. The investigating official may request legal assistance for conducting (C-1) the investigation from the Board of Regents Office of Legal Counsel. The investigating official may meet with the person(s) who communicated the original concerns and others to seek clarification and documentation. The investigating official should, thereafter, determine individuals to interview and evidence to examine. The investigating official should use his/her best reasonable efforts to meet with the affected faculty member in personal conference to explore relevant issues. In this conference, the faculty member shall be told of the reasons that the investigation is being conducted and the actions that are being considered. The faculty member shall be provided a copy of this Appendix C, the General Termination Procedures. If such a conference is conducted, the investigating official shall prepare a confidential written report of the conference, and it shall be provided to the affected faculty member within five (5) working days. If a personal conference cannot be arranged, the investigating official will deliver to the affected faculty member in person, or by mail to a current office or residential address, a written explanation of the purpose of the investigation, the factual issues for resolution, a request for response from the faculty member within five (5) working days, and a copy of this Appendix C, the General Termination Procedures.

C.1.5 The faculty member shall have at least five (5) working days following receipt of the investigating official's report of the initial conference, or letter of notification (no conference conducted), to propose a suitable disposition to resolve concerns or to present reasons that termination or other action(s) is unnecessary or unwarranted. Following receipt of the faculty member's written response, or the passing of five (5) working days, the investigating official may make a confidential interim report to the VPAA with interim recommendations which, if approved by the President, may resolve the current concerns. However, if a fully approved disposition is not achieved with this stage, appropriate departmental faculty counsel shall be sought (see Section C.2).

C.1.6 If no resolution of the concerns has been achieved, the appropriate department or division faculty body should meet jointly with the investigating official and affected faculty member to discuss the reasons that termination is being considered. Following this meeting, the faculty body may deliberate in the absence of both the investigating official and the affected faculty member. Within five (5) working days, the faculty body shall prepare and deliver to the investigating official both a written, non-binding evaluation of facts known to it and a reasoned recommendation. A copy of this advisory report shall be sent to the affected faculty member. If such a written advisory report is not received by the investigating official within such period, the investigating official may proceed further as set forth in this Appendix C, the General Termination Procedures, below.

C.2 -- Administrative Review

C.2.1 After the initial investigation has been conducted and appropriate written faculty counsel has been received (or the time frame to receive such faculty counsel has passed), the investigating official shall provide the VPAA with all information that has been collected including that provided by those requesting the investigation, any provided by the faculty member or others, documentary

evidence, and the advisory report of the appropriate faculty counsel. The VPAA shall review the information which has been collected. As may be deemed appropriate, the VPAA may consult with the affected faculty member's department head and/or division head or others, including the Board of Regents' Office of Legal Counsel.

C.2.2 Following the review, the VPAA and the President shall meet for the purpose of making a determination whether there is reasonable and sufficient cause for initiation of the formal termination procedure and whether it would be in the best interests of OSU-Oklahoma City to continue with the termination procedure.

C.2.2.1 If in the view of the President reasonable and sufficient cause has not been established for further examination, or if it is judged not to be in the best interests of OSU-Oklahoma City to continue with the termination procedure, the affected faculty member will be notified in writing by the VPAA that it is not the current intention to initiate the formal termination procedure. If the decision is that termination is not appropriate but that other action may be warranted, the matter shall be referred to a related supervisory academic administrator for consideration and action.

C.2.2.2 If in the judgment of the President reasonable and sufficient cause for initiation of the formal termination procedure is established and he/she believes that it is in the best interests of OSU-Oklahoma City to continue with the termination procedure, the President shall direct the VPAA to implement the formal termination procedural steps as provided in this Appendix C, General Termination Procedures, and to notify the President of the Faculty Senate, the affected faculty member, and the appropriate department/division head(s) of such action. This determination by the President shall not be viewed as a judgment as to the ultimate merits of the matters at issue but solely as a determination that the matter should go forward for further evaluation as set forth in the following paragraphs of this Appendix C, General Termination Procedures.

C.3 -- Formal Termination Procedure

C.3.1 If the President directs commencement of formal termination action, the VPAA shall designate an academic administrator to conduct the procedural actions required. This administrator shall be referred to in these proceedings as the "standards officer."

The standards officer shall provide written notice to the faculty member, the department head, division head, VPAA, President, and President of the Faculty Senate that a recommendation for termination is to be formally presented. In the notice, the standards officer shall specify the grounds for termination and the recommended date of termination. The notice to the faculty member shall be sent by certified mail or by witnessed hand delivery. It shall inform the faculty member of the provisions for formal review of the recommendation and that he/she must provide to the standards officer, within ten (10) working days of the receipt of the notice, a written statement declaring whether the termination recommendation will be disputed. The notice to the affected faculty member will inform him/her that he/she is immediately relieved of all academic duties but will not experience a reduction in pay or other benefits pending a recommendation by the Termination

Hearing Committee and the President and a final decision by the Board of Regents[17]. If the faculty member chooses to dispute the standards officer's recommendation, the faculty member shall (C-3)
The standards officer, department head, division head, VPAA, President, and President
Faculty Senate.

C.4 -- Consideration by the Termination Hearing Committee[18]

Upon receipt of notice that a formally recommended termination will be disputed, the President of the Faculty Senate shall provide the principal parties (the faculty member and the standards officer) with a list of the individuals initially chosen to serve as members of the Termination Hearing Committee. The President of the Faculty Senate shall also provide the members of the Committee with a copy of the notice of the recommended termination which has been disputed.

OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Committee; shall help it obtain the cooperation of witnesses; and shall make available documentary and other evidence. The personnel records of the affected faculty member shall be accessible to the parties, the Committee, and review authorities and their representatives.

OSU-Oklahoma City considers the timely completion of termination hearings to be of great importance to the institution. Therefore, persons whose attendance is necessary for the completion of a termination hearing shall whenever possible be granted leave from regularly assigned duties in order to attend scheduled hearing dates and to complete in a timely manner a written recommendation concerning the matter. The Termination Hearing Committee shall begin the hearing within thirty (30) calendar days, but no sooner than fifteen (15) calendar days, after the standards officer's notice of intent to recommend termination is delivered to the affected faculty member. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. The hearing shall be completed within thirty (30) days of its commencement, unless an extension of such time frame is approved in writing by the President. If the faculty member waives a full hearing but denies the charges against him/her or asserts that the charges do not support a finding of reasonable cause, the Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the accumulated record of the matter and its reasonable inferences. The Hearing Committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

a. simplify the issues;

b. effect stipulations of undisputed material facts or witness statements;

c. provide for the exchange of documentary evidence or other information; and

[17] See Section 1.11, Administrative Suspensions.

[18] See Section 1.14, Termination Hearing Board.

d. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

(C-4)

C.5 -- Hearing Procedures

The following procedures and guidelines should be followed during the hearing:

a. The standards officer will establish the history of the appointment and that there is reasonable cause to terminate the appointment based on a quality of proof that is clear and convincing.

b. In all presentations of evidence, the standards officer presents his/her case first, with the faculty member following.

c. The parties shall be permitted to use licensed legal counsel who shall be allowed to participate in all appropriate portions of the hearings (including prehearings), including presentation of the faculty member's case to the Committee. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel.

d. The hearing shall be attended only by those individuals having an official connection with the proceedings as determined by the President after consultation with the chair of the Committee. Other individuals will be excluded from the hearing room.

e. A confidential tape recording of the hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the President, the President and Executive Vice President of OSU, the Board of Regents and its staff, and authorized representatives on a "need to know" basis. Either party may request that it be provided a copy of such tape recording, the cost of same to be borne by the party requesting the copy.

f. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.

g. Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.

h. Through its chairperson, the Termination Hearing Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party within 72 hours of the conclusion of the prehearing meeting(s):

(1) a list of witnesses whom they wish to present;

(2) a written exposition of all known relevant facts and/or opinions, as well as circumstantial evidence; and
(3) documents which they deem pertinent to the case.

In cooperation with the chair of the Committee, the respective parties are responsibl (C-5) arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible. Both parties may be permitted during the course of the hearing(s) to introduce additional documents and to present witnesses not on their original lists, subject to reasonable notice to the other party and the Committee's consent.

i. After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning on the request of the Hearing Committee, or on the request of one of the parties, if approved by the chairperson of the Committee. The Committee may call new witnesses whose testimony it deems relevant or helpful as well as request documents not otherwise introduced by either of the parties.

j. All evidence and other information pertaining to the termination hearing shall be treated in a confidential manner, except for reporting authorized by this policy statement.

k. Only information relevant to the termination action should be admitted into evidence. For the purpose of the Hearing Committee, questions of relevance shall be decided by the chairperson (subject to later review as provided or referenced herein). Physical evidence and testimony that is excluded from evidence shall be appropriately described by the offering party and appended to the hearing report for review.

l. The Hearing Committee may grant adjournments to enable either party to investigate evidence against which a valid claim of surprise is made.

m. The faculty member and the standards officer shall normally have the right to confront and cross-examine all witnesses at the hearing. When the prospective witnesses cannot or will not appear, but the Committee determines that the interests of fairness require formal admission of their statements, the Committee shall identify the witnesses, disclose their statements, and if reasonably possible arrange for answers to proposed interrogatories from such witnesses or to interviews by audio conference call.

n. In the hearing of any allegations concerning incompetence, the evidence in support thereof may include that of qualified faculty members from OSU-Oklahoma City and/or other institutions of higher education.

o. The Hearing Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.

p. In its report, the Committee's findings of fact and recommendations shall be based solely on formally admitted evidence contained in the hearing record and reasonable inferences drawn there from. Members of the Committee shall not converse with nor listen to any person outside the formally convened Hearing Committee pertaining to the facts, circumstances, or the subject person(s) related to the purpose(s) for which such Hearing Committe (C-6) appointed or organized.

q. Neither the participants nor their representatives should cause publicity or make public statements about the case, except for such simple announcements as may be required covering the time of the hearing and similar matters.

C.6 -- Committee Report

The report of the Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

a. a statement of the purpose of the hearing,

b. issues considered,

c. findings of fact, and

d. advisory recommendations.

The Hearing Committee shall conclude whether reasonable cause for termination has been sufficiently established by clear and convincing evidence in the record, and it shall so report to the president. If the Hearing Committee concludes that reasonable cause for termination has been so established, but that an action other than termination should be considered, it shall so recommend, with supporting reasons. The Hearing Committee shall make its confidential report to the President of OSU-Oklahoma City with complete copies to the principal parties, their representatives, and related administrators. Said report shall also reference all information barred from admission into evidence by the chairperson of the Hearing Committee. The chairperson of the Hearing Committee shall inform the President of the Faculty Senate that the report of the Hearing Committee has been submitted to the President.

From the date the report is submitted to the President, the affected faculty member and the standards officer shall each have five (5) working days to present in writing any specific objections for consideration regarding the content of the report or the adequacy of the processes used by the committee to arrive at its advisory conclusions. The Committee shall make available to the president the taped record of the hearing for discretionary reference.

C.7 -- Review and Recommendation by the President

C.7.1 The President shall exercise reasonable care in reviewing the report of the Hearing Committee. If the President is unable to concur in the findings or recommendations of the

committee, the report shall be returned to the Committee with specific concerns stated in writing. The Committee will then reconsider, taking into account the stated concerns and, if necessary, review any new evidence or other matters with the parties, if practical. The final report of the Committee shall be sent to the President and principal parties, with complete copies to their representatives and related administrators within five (5) working days of receipt by the chairperson of the President's specific written concerns.

C.7.2 The written decision of the President shall be sent to the President of the OSU-Oklahoma City Faculty Senate, the chairperson of the Termination Hearing Committee, and the principal parties, with copies to their representatives and related administrators. If the decision of the President is to recommend termination, the President shall submit a written recommendation for termination to the Executive Vice President of Oklahoma State University, and provide a written copy to the faculty member and standards officer, their representatives, the President of the OSU-Oklahoma City Faculty Senate, and appropriate academic administrators.

C.8 -- Review and Action by the Executive Vice President and President of OSU

The Executive Vice President of Oklahoma State University and the President of Oklahoma State University shall review the recommendation of the President, together with any additional information and documentation from the record of the matter deemed helpful to them in evaluating the recommendation for termination. The written decision of the President shall be sent to the Oklahoma City President, the President of the OSU-Oklahoma City Faculty Senate, and the principle parties, with copies to their representatives and related administrators. If the decision of the President is to recommend termination to the Board of Regents, the President shall inform the affected faculty member of the Board of Regents' published appellate procedures. The President may submit a formal recommendation for termination to the Board of Regents no sooner than ten (10) working days after the affected faculty member has been sent notice by the president that a recommendation for termination is to be made. A recommendation for termination to the Board of Regents shall include the full final report of the Hearing Committee and any other related allied papers, reports, or recommendations as the President may deem appropriate. At any point in the procedure, prior to the time that the recommendation is formally considered by the Board of Regents, the affected faculty member may withdraw the challenge to the dismissal recommendation.

C.9 -- Review and Action by the Board of Regents

If the faculty member appeals the President's decision, the review shall be conducted according to the published appellate procedures of the Board of Regents. A copy of the procedures is available on request from the Office of Legal Counsel at the Board's Office located in the Student Union, Oklahoma State University, Stillwater. The appeal must be initiated by the filing of a petition by registered mail with the Board's Chief Executive Officer at the Board's office located at 220 Student Union, Oklahoma State University, Stillwater, Oklahoma, within fourteen (14) calendar days of the OSU President's decision.

C.10 -- Announcements

Except for such simple announcements as may be required, public statements about the proposed termination action by either the faculty member, standards officer, affected administrators, or other institutional personnel should be avoided until the proceedings have been completed. The results of the completed proceedings shall be provided to the President of the Faculty Senate who, after giving appropriate consideration to the privacy of the concerned individual, may share such information with the Faculty Senate and may publish the information in the minutes of the Faculty Senate.

APPENDIX D
Financial Exigency Policies and Procedures

(This is Appendix D within Appendix D, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

D.1 -- Rationale

Financial exigency is defined as a state of financial crisis which affects OSU-Oklahoma City as a whole to the extent that it may become necessary to terminate tenured appointments or other appointments prior to their normal expiration, and a state in which the survival of programs deemed essential to the mission of OSU-Oklahoma City is in doubt. In the event of financial exigency, it will be necessary for OSU-Oklahoma City to examine its mission closely in order to determine those programs which are considered essential for maintaining a viable institution. Considerations for retaining programs shall include compliance with affirmative action requirements, maintenance of academic excellence, and adherence to administrative due process and compensation and benefit program policies.

In a state of financial exigency, programs may be discontinued or allocated reduced resources. Comprehensive study shall be used to determine how to accomplish required reductions in maintenance and operations funding as well as to terminate appointments of faculty members, administrative and professional personnel, classified staff, and others.

Because the faculty shares responsibility for educational programs and curriculum, appropriate faculty committees shall be established to provide timely advice on educational planning, budgeting, and allocation of resources.

Termination of tenured or other appointments before the end of their terms is a painful and difficult matter. It affects not only those whose appointments are to be terminated, but everyone at OSU-Oklahoma City. Any termination of faculty services must be done fairly and humanely and in accordance with the administrative due process defined in this policy statement. In a state of financial exigency, when reductions have to be made across the Institution, every equitable effort shall be made to reorient and reassign tenured faculty within OSU-Oklahoma City so that as few as possible are adversely affected. This does not imply any duty to create employment artificially for the displaced faculty. Special efforts shall also be made to assist nontenured faculty.

By granting tenure, OSU-Oklahoma City recognizes the current and potential contributions of a faculty member to the institution. In most cases, a tenured faculty member will have given numerous years of productive and faithful service to OSU-Oklahoma City. Giving preferred status to tenured faculty during a state of financial exigency, therefore, is not merely providing protection of an individual's rights under academic tenure; it is practicing humaneness and responsible action within OSU-Oklahoma City by those charged with its administration.

D.2 -- Adjusting to the Condition of Financial Exigency

In the event of imminent financial exigency as determined by OSU-Oklahoma City administration with the advice and counsel of the Faculty Senate and approved by the Board of Regents, the OSU-Oklahoma City president will announce to all institution personnel that a state of financial exigency exists.

D.2.1 -- Faculty Participation

The faculty, through its representative body--the Faculty Senate, shall be involved in revi (D-1) recommending adjustments to financial exigency. Such involvement shall include participation in the decision-making process by both tenured and nontenured faculty as well as administrative and professional personnel and classified staff at the department, division, and institutional levels as provided for by the Institutional Task Force on Financial Exigency and committees described in the following sections.

D.2.1.1 -- Institutional Task Force on Financial Exigency

After announcing that a state of financial exigency exists at OSU-Oklahoma City, the President will activate an Institutional Task Force on Financial Exigency which will serve as an advisory body to the President. This Task Force shall consist of the officers of the Faculty Senate (President, Vice-President, and Secretary), the chairperson of the Staff Council, the Vice President for finance and Operations, two division heads and two department heads selected by the President, the Student Government president, and the VPAA serving as chairperson. Within a time limit specified by the president, members of the task force shall give priority above all other assignments to making recommendations to the President for adjustments to overcome the crisis situation.

The Institutional Task Force on Financial Exigency shall be actively involved in determining the extent of the crisis and in the planning of response relative to reorientation, reorganization, and realignments necessary for returning OSU-Oklahoma City to a stable financial state.

D.2.1.2 -- Non-Academic Committees on Financial Exigency

As directed by the President, the non-academic divisions of OSU-Oklahoma City (physical plant, student Services, administrative services) shall also establish their own committees on financial exigency. The responsibility of these committees shall include assessing the financial situation within their respective areas for alternative solutions to problems associated with financial exigency. The President shall designate a chair for each committee who shall report to the Institutional Task Force within a time limit specified by the President.

D.2.2 -- Guidelines for Adjustments

The Institutional Task Force on Financial Exigency shall review studies of OSU-Oklahoma City's financial obligations and its existing and potential financial resources. This information will be for the use of the President to determine the extent of financial stress within OSU-Oklahoma City and will provide a basis for recommending actions required to overcome the crisis condition. An effort shall be made to elicit ideas and suggestions from the general faculty relative to the action to be taken.

D.2.2.1 -- Reductions of Administrative and Other Support Services

Curtailment and/or consolidation of administrative and other supportive services shall receive serious consideration and, generally, should precede dismissal of tenured faculty actively engaged in teaching or extension.

(D-2)

D.2.2.2 -- Reduction in Instruction and Extension
The Institutional Task Force will review pertinent studies of OSU-Oklahoma City's programs and activities in the areas of instruction, research, and extension. The Academic Program Review documents prepared in consonance with Policy and Procedure Letter No. 2-0215 may be used as a source of information. Each program's achievements and centrality to the OSU-Oklahoma City mission, affirmative action goals, and income-generating ability shall be considered. A recommendation shall be made regarding programs in which decreased effort and financial support for instruction or extension should be seriously considered. This may, in some cases, necessitate the retention of programs with low enrollments and services and activities which are not cost efficient but which are central to the concept of an institute of higher education and to the mission of OSU-Oklahoma City.

D.2.2.3 -- Termination of Programs and Services
The task force shall make prompt recommendations to OSU-Oklahoma City administration relative to programs and/or services which should be curtailed or discontinued, or positions which should be terminated. The following procedure shall be followed:

a. Each academic division and the non-academic committees on financial exigency will review and provide prompt advice to the Task Force on which programs and/or services should be curtailed or discontinued within their respective areas or which positions should be terminated.

b. The apparent and/or expected effect on OSU-Oklahoma City of the recommended curtailment, discontinuances, or terminations shall be examined and documented.

c. Hearings shall be held inviting statements from persons in programs and/or services directly affected by the recommendations made by the committees.

D.2.2.4 -- Report of the Task Force
On the basis of pertinent information, advice, and other considerations, the Task Force shall submit to the President a prompt report specifying recommendations for overcoming the crisis situation.

D.2.3 -- Administrative Due Process Concerning Faculty Affected by Financial Exigency
Recommendations to eliminate positions or programs or to curtail programs and services shall not include termination of the appointment of a tenured faculty member in favor of retaining one without tenure in the same department, except in extraordinary circumstances.

In some cases, an arrangement for early retirement of a tenured faculty member by adding appropriate institutional funds to the individual's retirement income may be worked out with the consent of the faculty member. In other cases, a change from full-time to part-time service may be a feature, though not a complete solution, of an acceptable settlement.

In those cases where there is no realistic choice other than terminating the services of a tenured faculty member, appropriate notice or severance compensation must be given. Provisions for terminal notice or salary are stated in Section 1.13.5.
In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a permanent replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

To every individual whose appointment is proposed to be terminated on the grounds of financial exigency, the VPAA shall give notice thereof and an explanation of the criteria used to develop the proposed action. If the affected faculty member makes a written request to the VPAA, he/she shall be entitled to a hearing by the committee described below. At the request of the faculty member involved, hearings on similar cases may be combined, although every case shall be examined on its individual merits.

The committee shall consist of five members: three faculty members designated by the President of the Faculty Senate, with the advice and consent of the Faculty Senate executive committee, and two members from the administration designated by the President. The President will name the chair. The verified report from OSU-Oklahoma City administration substantiating that a state of financial exigency exists shall be introduced and deemed conclusive as to the existence of financial exigency.

The committee shall hear statements from the affected faculty member(s), shall study evidence, and shall call witnesses to determine:

a. the reasonableness of the educational and administrative judgments exercised in determining reduction/termination of programs and criteria used to identify which appointments are to be terminated, and

b. whether criteria are being reasonably applied in each individual case.

The committee shall make a written report with advisory recommendations to the President. The President shall review the report and, if termination is deemed appropriate, make final recommendations on personnel actions to the governing Board of Regents for its consideration and decision.

D.2.4 -- Emergence from Financial Exigency
The Institutional Task Force on Financial Exigency shall be active during the entire period in which a state of financial exigency exists and during OSU-Oklahoma City's emergence there from.

The Task Force shall continually review the financial state of OSU-Oklahoma City and be actively involved in determining when a state of financial exigency no longer exists.

During OSU-Oklahoma City's state of financial exigency and its emergence there from, The Task Force shall be directly involved in decisions relative to the establishment of any new programs and

positions, the reactivation or recognition of programs, and the reinstatement rights, if any, of individual faculty members whose appointments were terminated on the grounds of financial exigency.

When it has been determined that financial exigency no longer exists, OSU-Oklahoma City shall decide which programs to reactivate and reorganize and endeavor expeditiously to honor the applicable reinstatement rights of faculty members released under financial exigency by offering them a position with a reasonable time to accept or decline it. The Institutional Task Force on Financial Exigency will then be dismissed by the OSU-Oklahoma City President.

APPENDIX E
Dispute Resolution Procedures

(This is Appendix E within Appendix D, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

Faculty members who believe they have a qualified employment dispute that warrants filing a petition under Section 2.0 of this policy statement will be expected to have already discussed their objection with their department and/or division head and other appropriate administrators.

E.1 -- Filing of Dispute Resolution Petition

Faculty members who believe that they have a qualified employment dispute may submit a petition to the President of the Faculty Senate for examination of their objection. The petition shall set forth in detail the nature of the objection and the specific remedial action or relief sought, and shall identify the specific administrator(s) who should respond to the petition (the respondent(s))[19]. It shall contain all pertinent facts and/or opinions, any circumstantial evidence which the petitioner deems pertinent to the case, and a brief summary of the results of previous discussions on the issues involved. Objections related to specific personnel action(s) must be presented to the President of the Faculty Senate within thirty (30) calendar days of the date when the faculty member was formally notified of the action(s).

E.2 -- Initial Review and Recommendations

Upon receipt of a faculty member's petition for resolution of a dispute, the President of the Faculty Senate shall refer the petition to a review committee. The President of the Faculty Senate shall choose three committee members by lot from among full-time tenured faculty. The review committee shall study the dispute resolution petition and confer with the parties to the dispute. If a resolution is achieved, the review committee shall so report to the President of the Faculty Senate. After such inquiry, the committee shall recommend to the President of the Faculty Senate whether or not a formal dispute resolution hearing is warranted. If so, it shall identify the appropriate administration respondent(s)[20]. Its recommendation shall be submitted to the President of the Faculty Senate, normally within fifteen working days after the filing of the petition by the faculty member.

[19] While a faculty member using these Dispute Resolution Procedures may name any individual as the person against whom the grievance is being filed, the intent of the policy is that the administrative official personally responsible for the initial action about which the petition for resolution has been lodged reply to the petition and serve as the responding party. In the absence of evidence from the faculty member that related supervisory academic administrators were actively involved in the initial decision or act presented for review, the administrative official to a petition for dispute resolution shall be the first administrative official recommending the decision under review.

For example, if a faculty member is not recommended for reappointment by the division head, the fact that the VPAA and president, after reviewing that recommendation as required by policy, do not interfere with the recommendation of the division head, does not automatically make either the VPAA or the President responding parties to the dispute resolution filing. Rather, the appropriate responding party would be the division head.

[20] Id.

Conversely, however, where the President is the first administrative official deciding that reappointment will not be recommended, it would be appropriate for the President to serve as the responding party. In such cases, the President may appear personally before the review committee or may appoint another administrative official to serve in such capacity.

E.3 -- Action by President of the Faculty Senate

Upon receipt of a recommendation from the review committee, the President of the Faculty Senate shall, within five (5) working days, inform the parties involved in the dispute that either:

a. the review committee determines that a full hearing by a dispute resolution committee is not reasonably warranted, or

b. a dispute resolution committee will be formed to conduct a formal hearing.

In cases judged not warranting a formal hearing by a Dispute Resolution Committee, the petitioner shall be provided written reasons for the ruling. The ruling may be appealed to the President, normally within five (5) working days. If the petitioner is granted a formal hearing, the ruling of the informal committee shall be included as evidence to come before the Dispute Resolution Committee. For cases in which a Dispute Resolution Committee is to be formed, the President of the Faculty Senate shall arrange a reasonable time and place for selection of the committee members which will afford all parties the right and opportunity to be present during the selection. The Dispute Resolution Committee shall normally be selected within twenty-eight (28) calendar days of the original filing of the petition by the faculty member. The President of the Faculty Senate shall randomly select faculty committee members.

E.4 -- Membership of the Dispute Resolution Committee

The Dispute Resolution Committee shall consist of six members as follows:

a. A non-voting chairperson who is a member of the Termination Hearing Board (Section 1.14) and who is chosen randomly by the President of the Faculty Senate;

b. One voting member who is a department or division head, who is unaffiliated with the other committee members, and who is appointed by the President from a list of three neutral candidates provided by the President of the Faculty Senate; and

c. Chosen by random selection process, four voting faculty members as follows: one member from each of two of the groups listed below to which the petitioner belongs and two additional members who must be tenured faculty; if the petitioner belongs to three of the following groups, he/she shall be allowed to select the two groups from which one member from each group is chosen:

   (1) men,

   (2) women,

(3) racial/ethnic minorities,

(4) professors,

(5) associate professors,

(6) assistant professors,

(7) instructors, and

(8) special positions equivalent to that of the petitioner (if not included above).

The petitioner and the respondent(s) shall each be allowed to submit relevant questions to committee members and may challenge without showing cause one voting member selection for the committee and challenge for cause any other voting member selection. Challenges may be made after a full potential committee has been selected. The President of the Faculty Senate shall exercise reasonable judgment in ruling on the validity of challenges for cause. Members of the department or division involved in the dispute shall not be eligible to serve on the committee.

E.5 -- Dispute Resolution Committee Chairperson
The chairperson shall provide Committee members with a copy of the petition filed by the faculty member and schedule the first meeting of the Committee at the earliest convenient time when all affected parties can be present.

E.6 -- Dispute Resolution Consultant
At any step in the dispute resolution procedures, any of the parties to the dispute or the committee may request the President of the Faculty Senate--and/or the Affirmative Action Compliance Officer, if discrimination is alleged--to serve as a consultant in an advisory capacity without the power of decision in the disputed matter. Additional consultation and advice on special issues or rules of procedure may be provided to the committee by an available attorney from the Board of Regents Office of Legal Counsel and/or a faculty member chosen by the President of the Faculty Senate from faculty with experience on past Dispute Resolution Committees or some other specialized issue. Written functional guidelines for dispute resolution committees issued by the VPAA shall be followed.

E.7 -- Responsibilities of Service on the Dispute Resolution Committee
Members of the committee shall serve the best interests of OSU-Oklahoma City and act as neutral examiners of issues presented. Members shall avoid external discussions of the dispute with parties to the dispute resolution process and with others.

All members selected shall be expected to serve on the Committee except in cases of illness, necessary absence from the campus, service on a termination hearing committee or dispute resolution committee in the current academic year, or other extreme hardship. The President of the Faculty Senate shall decide whether a selected Committee member should be excused from service

upon his request and may replace such a member by the same procedure used for the original selection.

E.8 -- Hearings Procedures

The following procedures and guidelines should be followed during the hearings. At each step in this process, the administrator or Committee involved should normally complete responsibilities within ten working days (based on the academic calendar).

E.8.1 The Dispute Resolution Committee shall normally hold its first session within ten working days after it has been formed by the President of the Faculty Senate. The committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

a. simplify the issues;

b. effect stipulations of undisputed material facts or witness statements;

c. provide for the exchange of documentary evidence or other information; and

d. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

E.8.2 through its chairperson, the Dispute Resolution Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party(ies) within seventy-two hours following the conclusion of the first session:

a. a list of witnesses whom they wish to present;

b. a written exposition of all relevant facts and/or opinions, as well as circumstantial evidence; and

c. documents which they deem pertinent to the case.

E.8.3 A confidential tape recording of the dispute resolution hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the President, the Board of Regents, and authorized representatives on a "need to know" basis.

Either party to the dispute may request that the Committee provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. Other involved parties may obtain a duplicate copy by paying the current fees for copying.

E.8.4 Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.

E.8.5 The faculty member, having initiated the dispute resolution action, must establish by a quality of proof that is clear and convincing that the requested remedial action is justified and called for under the prevailing circumstances. The faculty member shall present his or her case first, with the respondent(s) following.

E.8.6 Both parties shall be permitted during the course of the hearing(s) to introduce additional documents and present witnesses not on their original lists, subject to reasonable notice to the other party and the consent of the Dispute Resolution Committee.

E.8.7 The Dispute Resolution Committee may call witnesses of its own to the hearing and request documents not otherwise introduced by either of the parties.

E.8.8 in cooperation with the chair of the Committee, the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible.

E.8.9 OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Dispute Resolution Committee; shall help it obtain the cooperation of witnesses; and shall make available non-confidential documentary and other evidence. The personnel records of the petitioning faculty member shall be accessible to the parties, the Dispute Resolution Committee review authorities, and their representatives.

E.8.10 The parties shall be permitted to use licensed legal counsel who shall be allowed to participate indirectly in all appropriate portions of the hearings. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel. Counsel will not question witnesses or make opening or closing statements.

E.8.11 The Dispute Resolution Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.

E.8.12 The findings of fact and any recommendations in the Committee's report shall be based solely on relevant evidence contained in the hearing record and reasonable inferences drawn therefrom.

e.8.13 Except for such simple announcements as may be required covering the time of hearing and similar matters, public statements and publicity about the case by either the faculty member, affected administrators(s), or their representatives, shall be avoided so far as possible until the proceedings have been completed, including the submission of the advisory report of the Dispute Resolution Committee to the President of the Faculty Senate, the petitioning faculty member, and the respondent administrator(s).

E.8.14 The hearings and the report of the Dispute Resolution Committee shall normally be completed within forty-five (45) working days (based on the academic calendar) of the

formation of the Committee. In any case in which the Committee deems this time schedule to be inadequate, the chairperson of the Committee shall notify the principal parties involved in writing of the amended time schedule.

E.9 -- The Report of the Dispute Resolution Committee

E.9.1 In preparing its report, the Dispute Resolution Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

a. a statement of the purpose of the hearing(s),

b. issues considered,

c. findings of fact, and

d. relevant advisory recommendations.

E.9.2 The Dispute Resolution Committee shall submit its report via the President of the Faculty Senate to the parties involved in the dispute, and:

a. If the dispute is directed against a department and/or division head, the report of the Dispute Resolution Committee shall be submitted to the VPAA. If the VPAA concurs with the report of the Committee, the case will be resolved by the VPAA through the implementation of the committee's recommendations.

   If the VPAA disagrees with the report of the committee, the VPAA shall return the report to the committee with the specific concerns stated in writing.

   The Committee will then reconsider the case, taking into account the VPAA's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of both the VPAA and the Dispute Resolution Committee cannot be reconciled, the report of the Committee and the VPAA's written objections to the Committee's report shall be forwarded to the President for a decision and action.

b. If the faculty member's petition is directed against the VPAA or against both the VPAA and another administrator, the Dispute Resolution Committee report shall be submitted to the OSU-Oklahoma City President for decision and action.
   If the President concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the President disagrees with the report of the Committee, the President will return it to the Committee with specific written concerns.

   The Committee will then reconsider the case, taking into account the President's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the President and the Committee cannot be resolved, the President's decisions will stand, subject to any available appeals to the Board of Regents[21].

c. If the faculty member's petition is directed against the President, the Dispute Resolution Committee report shall be submitted to the Executive Vice President of Oklahoma State University, Stillwater, for decision and action.

If the Executive Vice President concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the Executive Vice President disagrees with the report of the Committee, the Executive Vice President will return it to the Committee with specific written concerns.

The Committee will then reconsider the case, taking into account the Executive Vice President's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the Executive Vice President and the Committee cannot be resolved, the Executive Vice President's decisions will stand, subject to any available appeals to the Board of Regents[22].

[21] The faculty member must bear in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents. The "Board Appellate Procedures," Board Rule No. 30:1-1-10 states: "The hearing of appeals is mandatory only in cases involving termination of tenured professors. Appeals arising from other categories may be allowable, at the discretion of the Board." A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

[22] Id.

APPENDIX E

FACULTY EVALUATION DOCUMENT

FACULTY

EVALUATION

DOCUMENT

AUGUST 2008

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PURPOSE

The purpose of the evaluation procedure is to provide the faculty member and the evaluator with an opportunity to work together in maintaining the high quality of instruction at Oklahoma State University-Oklahoma City. The evaluation package will be used for all tenure track professional instructional personnel on the Oklahoma State University-Oklahoma City campus and those employed off-site. The results of the appraisal will be used both for administrative purposes and instructional improvement.

DEFINITIONS

For the purpose of definition, the following are interpreted as specified throughout the Oklahoma State University-Oklahoma City *Faculty Evaluation Document*.

Tenure Track Faculty:
Those individuals whose duties include classroom instruction as identified by letter of intent.

Evaluator:
Those individuals with supervisory responsibility. These individuals include department heads, division heads, and the Vice President for Academic Affairs or a designee.

OVERVIEW OF PROCESS

- This *Faculty Evaluation Document* establishes the process to evaluate all tenured and tenure track instructional faculty members. The process consists of 1 of 2 evaluation packages. The Self-Assessment Package (for RPT purposes) is more comprehensive than the Appraisal Package (for merit consideration). The following forms are used in these packages:

  A - Classroom Observation
  B - Student Evaluation Of Instructor
  C – Self-Assessment Form (For RPT)
  D - Appraisal Form (For Merit)

  - Self-Assessment Package (RPT) consists of forms A, B, & C.
  - Appraisal Package (Merit) consists of forms A, B, & D.

- The Self-Assessment Package (RPT) is to be completed only for reappointment to instructor, promotion in rank and/or tenure. It is preferable to complete the first Self-Assessment Package (RPT) after the faculty member's first semester.

- The Appraisal Package (merit) is to be completed every year for the purpose of merit consideration. When the Self-Assessment Package (RPT) is used, the Appraisal Package (merit) will not be necessary.

- A minimum of one Self-Assessment Package (RPT) is to be completed once for all tenured/tenure-track faculty members in their fifth or sixth year of employment at Oklahoma State University-Oklahoma City.

- After the sixth year of employment at Oklahoma State University-Oklahoma City a minimum of one Self-Assessment Package (RPT) is to be completed once every three years for all tenured faculty members.

- A faculty member or evaluator may request an additional administration of the Self-Assessment Package (RPT) from the evaluator in a semester other than the timetable designation.

- Student Evaluation Of Instructor (FORM B) will be administered each semester for all instructional faculties regardless of the years of service.

- A copy of the *Faculty Evaluation Document* should appear in the Faculty Handbook. If it does not, the evaluator is responsible for furnishing each instructional faculty member with the *Faculty Evaluation Document.*

- Any academic administrator may reserve the right to appraise a faculty member's performance as deemed appropriate.

- All evaluation records become the property of Oklahoma State University-Oklahoma City and will be filed in the Office Of Academic Affairs. Copies of completed faculty evaluations may be kept on file by the division head and an Employee Action (EA) form will be placed in the official file in the Personnel Office. The faculty member is entitled to retain a copy of the final appraisal comments.

- Institutional Research (or the division secretary as appropriate) will process Student Evaluation Of Instructor (Form B) forms by division. To insure confidentiality of information, students, work-studies, or similar part-time personnel are expressly prohibited from processing forms.

ANNUAL CALENDAR OF EVENTS:

- In September, the Office of Academic Affairs will provide a training session for all instructional faculty and evaluators. At that time all division heads and instructors will be notified which appraisal process has begun.

- No later than January 25 following the academic year evaluation period, the faculty member will submit to the appropriate division head the completed Self-Assessment Package (RPT) of the *Faculty Evaluation Document* and provide supporting documentation of performance related to the outlined areas.

- The **evaluator** will review the supporting documentation and will complete the evaluator's portion of the Self-Assessment Package (RPT). A copy of the completed Self-Assessment Package (RPT) will be given to the instructor before the summary appraisal conference is scheduled. The evaluator will initiate the conference at a mutually agreed upon time.

- Following the summary appraisal conference, the evaluator will provide a written summary to the instructor on the Self-Assessment Package (RPT) form. The summary memo must be sent to the instructor by February 1.

- **The deadline for the completion of RPT appraisal documents is February 10.**

A detailed calendar of events follows:

Calendar year appraisal period	July 1- June 30
Student evaluation of instructor (form b) schedule	16 week semesters - administered during the 12th - 14th weeks 8 week semesters - administered during the 6h - 7th week Short courses - administered at the last class meeting
Classroom Observation to be completed for the academic year appraisal period. May include previous spring semester	July 1- June 30
Self-Assessment Package (RPT) to be completed for the academic year appraisal period	January 25
Annual appraisal conferences to be completed for The academic year	February 1
Self-Assessment Package (RPT) and recommendations due to chair of the Institutional RPT Screening Committee for Review	February 10
Institutional RPT Screening Committee review completed	February 21
All appraisal documents reviewed by the Institutional RPT Screening Committee due to Vice President for Academic Affairs	February 25
Merit appraisal package is due	May 1

CLASSROOM OBSERVATION INSTRUCTIONS

1. The classroom observation can occur during any week of the course/semester prior to summary appraisal of the evaluator-instructor conference for the designated evaluation period.

2. The division/department head will become aware of the course objectives through review of the course syllabus and/or in consultation with the instructor **before** the visit.

3. The evaluator will be present at the beginning of the class and will stay for a minimum of 50 minutes.

4. The evaluator, in appropriate consultation with the faculty member, will select the time of the first classroom observation. The classroom observation will take place during work activities that are representative of the faculty member's general responsibilities.

5. A classroom observation will be conducted at least once during each evaluation period.

6. The evaluator will review the assessment with the faculty member within 7 working days of observation.

7. In the event of a less than satisfactory composite assessment, the faculty member may request to arrange for subsequent additional classroom visitation(s).

8. In the event of a less than satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement, which will be discussed with the faculty member. A copy of the rating and recommendation will be provided within two weeks of the completion of the assessment.

9. The total points possible for this observation is 30 points. This score is based on the number of checked items in the sections.

Oklahoma State University-Oklahoma City

CLASSROOM OBSERVATION - FORM A

The evaluator will assign a rating of Excellent, Above Average, Satisfactory, Needs Improvement, or Unsatisfactory for each of the five effective teaching indicators based on the criteria below:

_____	_____
Instructor Name	*Course Number & Section*
_____	_____
Course Name	*Day/Time of Class/Length of Class Meeting*
_____	_____
Evaluator	*Date of Observation*

_____

Description of lesson

I. KNOWLEDGE OF SUBJECT
(check all that apply.)

how well does this instructor demonstrate knowledge of the subject (s) he is assigned to teach?

- ❑ Exhibits an accurate, up-to-date knowledge of the subject
- ❑ Summarizes and synthesizes content
- ❑ Demonstrates the importance and significance of the subject and relates it to real life situations
- ❑ Promotes the acquisition of factual information and/or fundamental principles, generalizations or theories
- ❑ Presents materials (notes, cases, games, textbooks) that are clear, challenging, stimulating, and consistent with current developments in the field

- ❑ Other _____

- ❑ OTHER _____

Scoring (number of boxes checked):
☐ 1 check = unsatisfactory
☐ 2 checks = needs improvement
☐ 3 checks = satisfactory
☐ 4 checks = above average
☐ 5 checks = excellent

Subtotal____
1-5

Comment: _____

_____

II. ORGANIZATION OF CLASS

How well does this instructor select and prepare the materials and format for the course (s) he is assigned to teach?
(Check all that apply.)

- ❑ Provides course syllabus to students
- ❑ Gives students a clear overview of the material to be covered and relates it to the objectives of the course
- ❑ Organizes the presentation in an effective way and at an appropriate pace
- ❑ Relates how the present material fits with that studied previously or to be undertaken
- ❑ Presents supporting material as needed

- ❑ Other _____

- ❑ Other _____

Scoring (number of boxes checked):
 1 check = unsatisfactory
 2 checks = needs improvement
 3 checks = satisfactory
 4 checks = above average
 5 checks = excellent

Subtotal____
1-5

Comment:_____

_____

III. CLASSROOM MANAGEMENT

How well does this instructor perform responsibilities related to management of the classroom?
(Check all that apply.)

- ❑ Punctual in beginning class sessions
- ❑ Brings session to conclusion in a timely manner
- ❑ Maximizes time on task
- ❑ Utilizes appropriate instructional methods to engage student participation
- ❑ Directs questions for open response
- ❑ Targets questions to specific individuals

- ❑ Other _____

- ❑ Other _____

Scoring (number of boxes checked):
 2 checks = unsatisfactory

☐ 3 checks = needs improvement
☐ 4 checks = satisfactory
☐ 5 checks = above average
☐ 6 checks = excellent

Subtotal____
1-6

Comment: _____

_____

IV. INSTRUCTIONAL TECHNIQUES

How effective are the instructional techniques used by this instructor?
(check all that apply.)

- ❑ Teaches the objectives through a variety of methods (i.e., lecture, demonstration, discussion, cooperative learning, guided practice)
- ❑ Emphasizes key points and uses relevant examples
- ❑ Prepares plan for each teaching session, but exhibits flexibility according to the needs of the learners
- ❑ Clearly communicates the subject matter verbally as appropriate for discipline
- ❑ Presents written material neatly, with proper grammar, punctuation and spelling
- ❑ Exhibits enthusiasm for the subject
- ❑ Makes class challenging, thought-provoking, and interesting
- ❑ Promotes class discussion (where appropriate)
- ❑ Asks one or more questions which encourages students to think critically
- ❑ Gives clear directions for all activities

- ❑ Other _____

- ❑ Other _____

Scoring (number of boxes checked):
☐ 2 checks = unsatisfactory
☐ 4 checks = needs improvement
☐ 6 checks = satisfactory
☐ 8 checks = above average
☐ 10 checks = excellent

Subtotal____
2-10

Comment: _____

_____

V. STUDENT RAPPORT

How well does this instructor work with students?

(Check all that apply.)

- ❑ Responds to student comments and questions in a manner that encourages learning and active participation
- ❑ Provides thorough and relevant explanations in response to student's questions in a timely manner
- ❑ Communicates with students on a personal level
- ❑ Displays concern for student learning and development

- ❑ Other _____

- ❑ Other _____

Scoring (number of boxes checked):
☐1 check = needs improvement
☐2 checks = satisfactory
☐3 checks = above average
☐4 checks = excellent

Subtotal____
1-4

Comment: _____

_____

Total Score ____
7-30

The total score divided by 3 equals the score that will be placed in I.1.b on form c (Self-Assessment).

Evaluator Signature/Date _____/_____

Instructor Comment (optional)
_____

_____

Instructor Signature/Date _____/_____

Instructor receives a copy of classroom observation report and a copy is placed in the instructor's confidential files.

<u>STUDENT EVALUATION OF INSTRUCTOR</u> (FORM B)

1. The student evaluation of instructor will be administered to the instructor's classes according to the following schedule:

   16-week semester - administered during the 12TH – 14th weeks
   8-week session - administered during the 6th – 7th weeks
   Short courses - administered at the last class meeting

2. A designated student proctor will read the evaluation of instructions, distribute, collect, and submit the student evaluation of instructor forms to the designated collection point.

3. To insure fairness within the evaluation procedure, the instructor is not to discuss the student evaluation of instructor with any class prior to administration.

4. A department/division may include additional questions in the blank spaces on the form. The division office will provide the questions, and each instructor and each student proctor will be given a copy of these additional questions.

5. Specific directions for the actual classroom administration of the Student Evaluation of instructor are printed on the envelopes provided to the student proctor for collection of the forms.

6. Students will be able to make written comments specifically to the instructor on the back of the form. This form will be collected by the student proctor, sealed in an envelope, processed, and returned to the Office of Institutional Research. The results will be returned to the instructor only after final grades are turned in to the Office of Admissions and Registrar Services.

7. Printouts of the Student Evaluation of Instructor summary will be given to the evaluator and to the instructor at the beginning of the following semester. All completed Student Evaluation of Instructor forms will also be returned to the instructor at this time.

8. The scoring is averaged 0-5 and multiplied x2 for scoring on page 18 under I.1.c

Student Evaluation of Instructor – Form B

The following questions will be used by students to evaluate their instructor and instructional experience in the classroom:

1. Instructor displayed a thorough knowledge of the subject matter.
2. Course encouraged understanding of concepts and principles
3. Instructor maintained an atmosphere which actively encouraged thinking and learning.
4. Instructor encouraged student participation by asking questions.
5. Instructor was organized and displayed evidence of skillful preparation
6. Instructor was interested in student learning.
7. Course goals and objectives were made clear from the beginning.
8. Instructor clearly indicated material to be covered on exams.
9. Exams were graded fairly.
10. The grading system was clearly explained.
11. I would recommend this instructor to other students.
12. How effective and/or suitable was the required text for this course?
13. What did you like most about this course?
14. What did you like least about this course?
15. What changes would you suggest for this course?

Please note: Additional questions regarding the topics of environment, resources and facilities will be added prior to the start of the evaluation period.

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

SELF-ASSESSMENT PACKAGE (RPT)

The following items are to be included in Self-Assessment Package (RPT):

- Classroom Observation – Form A.
- Student Evaluation of Instructor – Form B.
- Self-Assessment (RPT) – Form C.
- Course Syllabi (on file in division office).
- Three examples of course materials which have been updated since the last evaluation period.
- Two or more student assessment instruments (on file in division office).
- Grade books and records will be available for examination (on file in division office).
- Schedules of office hours (on file in division office).
- Additional items may be included as desired.
- Department heads are annually evaluated with a separate form provided by Personnel Services.

Self-Assessment (RPT) - Form C

Faculty Name:

Division:

Department:

Directions: This form is to be used by the faculty member and the evaluator (division head/department head) as a complementary summary document to the supporting information when assessing faculty performance in all areas of professional responsibility. The form should be completed in its entirety with supporting information attached. *The final score is based on consensus between faculty member and evaluator.*

I. INSTRUCTION **0-60**

1. Subject Matter Mastery

A. Teaching Effectiveness

1) Enhanced/Updated Subject Matter Mastery
(Highlight activities that have demonstrated content and area mastery, i.e., updated knowledge of subject matter, enhanced breadth of content.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

Final Score _____
0-5

2) Curriculum Development/Course Design
(Highlight activities, which have demonstrated course sequencing of learner outcomes, course revisions, and/or development of new courses. Describe activities that have demonstrated the continued development/enhancement of course instructional goals and objectives.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

Final Score _____
0-5

3) Appropriate Delivery OF Instruction

(Describe the methodology(ies) used in the delivery of instruction, i.e., lecture, labs, computer aided instruction and the skills demonstrated within the delivery methods, i.e., speaking, explaining. The development and application of alternative teaching methods and/or the utilization of technology in the delivery of instruction should be highlighted also.)

Faculty Member Comments: 0-10 _____

Evaluator Comments: 0-10 _____

Final Score _____
0-10

4) Instructional Assessment

(Describe the methods used to assess instruction, i.e., classroom research, type of tests, papers, projects, assignments and practicums. Give a summary of grading practices.)

Faculty Member Comments: 0-10 _____

Evaluator Comments: 0-10 _____

Final Score _____
0-10

B. Classroom Observation 0-10 _____

C. Student Evaluation Of Instructor 0-10 _____

D. Availability To Students 0-10 _____

Faculty Member Comments:

Evaluator Comments:

Subtotal _____
(0-60)

II. PROFESSIONAL DEVELOPMENT **0-20**

(Determined by division (define area(s) of emphasis for faculty evaluation appropriate to division or discipline, i.e., scholarship, technical expertise, certification-required continuing education, etc.)

Faculty Member Comments: 0-20 _____

Evaluator Comments: 0-20 _____

Final Score _____
0-20

Sub-Total _____
(0-20)

III. SERVICE **(maximum of 20)** **0-20**

A. College Service

(Summarize the college service activities associated with the instructional mission: student advising, college committee membership and participation, advisor to student organizations, student recruitment.)

Faculty Member Comments: 0-10 _____

Evaluator Comments: 0-10 _____

Final Score _____
0-10

B. Community/Professional Service

(Summarize community/professional service activities, i.e., volunteer service on committees, boards and community organizations, community presentations, conducting training/development programs; membership in professional associations and societies.)

Faculty Member Comments: 0-10 _____

Evaluator Comments: 0-10 _____

Final Score _____
0-10

SUB-TOTAL _____
(0-20)

IV. PROFESSIONAL RELATIONSHIPS **0-10**

A. Cooperation and Teamwork

(Describe behaviors that have exhibited rapport and cooperation with students, colleagues, staff and administration.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

Final Score _____
0-5

B. Collegial Initiative

(Describe behaviors that have exhibited contributions to the growth and development of colleagues and the profession, i.e., sharing ideas, techniques, and materials.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

FINAL SCORE _____
0-5

SUB-TOTAL ____
0-10

V. ADMINISTRATIVE ADDENDUM A

Lead Instructor/Team Leader **0-10**

1. Record Keeping.
(Summarize the demonstrated record keeping responsibilities associated with the implementation of departmental, institutional, state and federal policies and procedures.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

FINAL SCORE _____
0-5

2. Coordination of Course Curriculum.
(Highlight the activities demonstrating the effective coordination and monitoring of assigned course curriculum, i.e., the development and revision of new and existing courses, course objectives, course outlines, grading procedures, texts and teaching materials, orientation of faculty.)

Faculty Member Comments: 0-5 _____

Evaluator Comments: 0-5 _____

Final Score _____
0-5

SUB-TOTAL _____
0-10

I have reviewed this evaluation and have had an opportunity to discuss its contents with my division head and/or designee. Faculty member may attach additional comments.

_____ _____
(FACULTY) **(DATE)**

_____ _____
(DESIGNEE) **(DATE)**

_____ _____
(DIVISION HEAD) **(DATE)**

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

Self-Assessment (RPT) Tally Sheet

_____ _____
Faculty Name Date

I. INSTRUCTION

A. Teaching Effectiveness

1. Enhanced/Updated Subject Matter Mastery _____ 0-5
2. Curriculum Development/Course Design _____ 0-5
3. Appropriate Delivery of Instruction _____ 0-10
4. Instructional Assessment _____ 0-10

B. Classroom Observation _____ 0-10

C. Student Evaluation of Instructor _____ 0-10

D. Availability to Students _____ 0-10

I. Total_____ 0-60

II. Professional Development II. Total_____ 0-20

III. Service

A. College Service _____ 0-10

B. Community/Professional Service _____ 0-10

III. Total_____ 0-20

IV. Professional Relationships

A. Cooperation and Teamwork _____ 0-5

B. Collegial Initiative _____ 0-5

IV. Total_____0-10

Subtotal _____ 0-110

V. ADMINISTRATIVE ADDENDUM A V. Total_____ 0-10

OVERALL PERFORMANCE SCORE _____

OVERALL PERFORMANCE PERCENTAGE _____

90-100% = EXCELLENT

80-89% = ABOVE AVERAGE

70-79% = SATISFACTORY

60-69% = NEEDS IMPROVEMENT

50-59% = UNSATISFACTORY

Evaluator's Signature/Date:_____

Oklahoma State University - Oklahoma City
Appraisal Package (Merit)

The following items are to be included in the Appraisal Package (Merit):

- Classroom Observation – Form A.
- Student Evaluation of Instructor – Form B.
- Appraisal Form (Merit) – Form D.
- Additional items may be included as desired.
- Department heads are annually evaluated with a separate form provided by personnel.
- The Merit Appraisal Package is due May 1.

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Appraisal (Merit) – Form D

Faculty Name:

Division:

Department:

Directions: This form is to be used by the faculty member and the evaluator (division head/department head) as a summary when assessing faculty performance in all areas of responsibility. This annual appraisal shall be submitted to the Vice President for Academic Affairs no later than May 1st of each academic year. When funding is available, this form will be used to determine merit increases and/or allocation of one-time stipends for faculty. The final score is based on consensus between faculty member and evaluator.

I.	**INSTRUCTION**		**0-60**
	A. Teaching Effectiveness		
	1. Enhanced / updated subject matter mastery	0-5	_____
	2. Curriculum development / course design	0-5	_____
	3. Appropriate delivery of instruction		_____
	4. Instructional assessment	0-10	_____
	B. Classroom Observation	0-10	_____
	C. Student Evaluation Of Instructor	0-10	_____
	D. Availability To Students	0-10	_____
		SUB-TOTAL	_____

II. PROFESSIONAL DEVELOPMENT **0-20**

(Determined by division (define area(s) of emphasis for faculty evaluation appropriate to division or discipline, i.e., scholarship, technical expertise, certification-required continuing education, etc.)

SUB-TOTAL _____

III. SERVICE **0-20**

A. College Service 0-10 _____

(Summarize the college service activities associated with the instructional mission: student advising, college committee membership and participation, advisor to student organizations, student recruitment.)

B. COMMUNITY/PROFESSIONAL SERVICE 0-10 _____

Community/professional service activities, i.e., volunteer service on committees, boards and community organizations, community presentations, conducting training/development programs; membership in professional associations and societies.)

SUB-TOTAL _____

IV. PROFESSIONAL RELATIONSHIPS **0-10**

A. Cooperation And Teamwork 0-5 _____

(Describe behaviors that have exhibited rapport and cooperation with students, colleagues, staff and administration.)

B. Collegial Initiative 0-5 _____

(Describe behaviors that have exhibited contributions to the growth and development of colleagues and the profession, i.e., sharing ideas, techniques, and materials.)

SUB-TOTAL _____

ADMINISTRATIVE ADDENDUM A – LEAD INSTRUCTOR **0-10**

A. Record Keeping 0-5 _____

(Summarize the demonstrated record keeping responsibilities associated with the implementation of departmental, institutional, state and federal policies and procedures.)

B. Coordination Of Course Curriculum 0-5 _____

(Highlight the activities demonstrating the effective coordination and monitoring of assigned course curriculum, i.e., the development and revision of new and existing courses, course objectives, course outlines, grading procedures, texts and teaching materials, orientation of faculty).

SUB-TOTAL ____

VI. ADMINISTRATIVE ADDENDUM B—DEPARTMENT HEAD/TEAM LEADER 0-20

A. Leadership 0-5 _____

(Exhibits ethical and professional conduct; sets a positive example; accepts responsibility for own actions and those of staff, handles staff with fairness and respect; communicates effectively; contributes to the growth and development of colleagues and the profession.)

B. Staff Development/Teamwork 0-5 _____

(Encourages and provides appropriate training opportunities; coaches for improved performance; maximizes knowledge and skills of faculty and/or staff; promotes teamwork; cooperates well with others; effectively evaluates others' performance; knows and understands job responsibilities; stays current with technology and/or job related skills/knowledge.)

C. Planning/Decision Making 0-5 _____

(Establishes effective work plan and priorities; develops guidelines and procedures to meet unit /organizational goals; delegates effectively; practices good time and record management; makes competent and sound decisions; maximizes use of staff, budget, technology and space; demonstrates effective coordination of assigned course curricula.)

D. Initiative/Adaptability 0-5 _____

(Adapts to new situations; develops new concepts or ideas to achieve unit goals; anticipates problems and follows up with appropriate solutions; shares ideas, techniques, and materials that contribute to growth and development of colleagues and programs.)

SUB-TOTAL ____

Faculty Member Must Receive 30 Points In Category I To Be Considered For Merit.

TOTAL _____

I have reviewed this evaluation and have had an opportunity to discuss its contents with my division head and/or designee. Faculty member may attach additional comments.

_____ _____
(FACULTY) **(DATE)**

_____ _____
(DESIGNEE) **(DATE)**

_____ _____
(DIVISION HEAD) **(DATE)**

APPENDIX F

FACULTY APPOINTMENT LETTER

FACULTY APPOINTMENT LETTER SAMPLE

TO: Faculty Name

FROM: President

REGARDING: Academic Appointment

DATE:

The following are terms and conditions of employment for the academic year _____.

A. Title of Appointment:

B. Type of Appointment:

C. Academic Unit:

D. Term of Appointment:

E. Monthly Salary:

F. Salary Assignment Period:

G. Summer Appointment: Summer teaching responsibilities and compensation will be based on departmental needs related to student enrollments and departmental constraints. These needs will vary from year to year.

H. Review And Reappointment: Review will occur according To OSU-Oklahoma City scheduled plan of evaluation. Reappointment will occur according to the guidelines set forth in the OSU/Oklahoma City Faculty Handbook and the OSU Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.

If you should have any questions regarding the terms and conditions of this appointment, please contact the Human Resources Office.

Return a signed copy of this agreement to academic affairs office, by _____.

I accept the above terms and conditions of employment.

_____ _____

SIGNATURE PRINT NAME

_____

DATE

APPENDIX G

Notice of Intent to Engage in Professional Activity for Extra Compensation

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Report Regarding Outside Professional Activities for Extra Compensation

During the _____ academic year, I plan to pursue the following outside professional activities.

List date, client and nature of activities performed.

Dates	Employer/Client	Nature Of Activities

I understand that any outside professional activities should not unduly interfere with my classes or typical responsibilities at OSU-Oklahoma City.

Signature _____

Department Head _____

Division Head _____

Date _____

Approved:

_____

Vice President of Academic Affairs

This form must be completed no later than October 1 of each year and submitted to the Vice President for Academic Affairs.

APPENDIX H
CUMULATIVE (POST-TENURE) REVIEW OF FACULTY

REVISED:APRIL 1, 2010

OSU-OKC CUMULATIVE (POST-TENURE) REVIEW POLICIES AND PROCEDURES

POLICY

1.01 For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be members of the institutional Reappointment, Promotion, and Tenure Committee. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. The cumulative review requires individual development plans for each faculty member. Faculty members are responsible for their own development consistent with department, division, and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenure Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the January 2002 "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City."

1.03 If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the dispute resolution procedure in Appendix D of this policy document.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 January,2002).

PROCEDURE

2.01 Faculty Subject to Cumulative Review. A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the Office of Academic Affairs.

The Office of Academic Affairs may waive the cumulative review for faculty who have given formal notice of their retirement or resignation.

2.02 Cumulative Review Schedule. The Office of Academic Affairs shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review.

2.03 Cumulative Review Committee. The OSU-OKC Reappointment, Promotion, and Tenure Committee shall be charged with conducting reviews for all tenured faculty. *Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (January2002).*

2.04 Review Criteria: The faculty members of each academic division may develop and shall formally approve written performance standards and expectations for each tenured faculty rank within the division. Those performance standards and expectations are found in the faculty member's job description and annual appraisal documents. The division faculty members may develop additional performance standards and expectations to those found in the job description and appraisal documents. In those cases in which work assignments for tenured faculty members vary greatly within a given division or are split between divisions, it will be necessary to specify performance standards and expectations for individual positions. After approval by the Division Head and the Vice President for Academic Affairs, a copy of the performance standards and expectations for tenured faculty shall be given to each tenured faculty member and be applied in the cumulative review of all tenured faculty in the division.

2.05 Documents and Information Used in the Review. Faculty in the academic division shall develop and approve a list of documents and information that shall be used in conducting the review. At a minimum, the list should include the following documents:

A. current curriculum vitae;

B. the annual appraisals and professional development documents for the period under review, i.e. the immediate past five years;

C. a copy of the faculty member's last cumulative review report or promotion recommendation

D. an individual professional development plan stating the faculty member's goals and objectives for the next review period.

E. a letter from the faculty member's division head with his/her comments regarding the faculty member's goals and objectives for the review period.

All items on the list shall be provided to each tenured faculty member undergoing Cumulative Post-Tenure Review. The faculty member under review is responsible for providing the documents and information to the committee.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report. The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the academic division's performance standards and expectations.

The committee shall submit its report to the faculty member under review. The faculty member shall be given ten (10) working days to respond to the report in writing. Following receipt of the response by the faculty member, if any, the committee shall promptly submit the committee's final report, and the response, if any, to the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall be given ten (10) working days to respond in writing to the committee report and any responses by the faculty member.

A final copy of the committee's report, the faculty member's response, if any, and the response of the vice president for academic affairs, shall be provided to the faculty member and the Division Head. These documents, along with those listed in 2.05, shall be included in the faculty member's personnel file.

2.07 Rewarding Faculty for Outstanding Performance. The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan. For faculty members whose overall performance reflects substantial deficiencies, the Division Head and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member's intellectual interests, abilities, and career stage, as well as needs of the division and institution. The plan should establish clear performance goals, specify steps designed to achieve these goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. A copy of the corrective development plan shall be forwarded to the Vice President For Academic Affairs and another copy placed in the faculty member's personnel file.

2.09 Dispute Resolution. If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (January 2002).

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy.

2.10 Disciplinary Action. The purpose of the cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all

prescribed procedures in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (January 2002).

2.11 Implementation Deadlines. The Office of Academic Affairs shall be responsible for meeting the following deadlines associated with establishing and conducting the cumulative review process.

A. The provisions of Sections 2.02, 2.03, and 2.04 shall be completed by each unit within twelve (12) months of the administrative approval of this policy and procedure letter.

B. Faculty members who have already been awarded tenure on the date of administrative approval of this policy and procedure letter shall undergo their initial cumulative review within six (6) years of the date of the administrative approval of this policy and procedure letter.

C. Faculty members who are awarded tenure after administrative approval of this policy and procedure letter shall undergo their initial cumulative review during the fifth year following the year they were awarded tenure.

Recommended by the Academic Policy Committee of the Faculty Senate to the full Faculty Senate meeting on October 9, 2008.

Final Revision April 8, 2010.

APPENDIX I

SYLLABUS GUIDE

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

SYLLABUS GUIDE

Introductory Remarks: The course syllabus is a contract issued to the student by the instructor. The contract binds the instructor and the college. It is important that care be used in the preparation and distribution of the course syllabus.

Syllabus Content

Course Name: _____Course Number: _____ Semester: _____

Instructor's Name: _____ Hours Credit:_____

Office Phone: _____ Office Hours: _____

I. **Course Description:** (Catalog description)

II. **Prerequisites:** (If any, list; if none, so state.)

III. **Next Course in Sequence:** (If any, list; if none, so state.)

IV. **Course Outcomes Stated in Measurable Terms:** (Purposes of the course expressed in terms of expected changes in student's behavior, i.e., skills attained, facts learned, values examined, appreciation gained, etc.)

V. **Text and Supplemental Materials:** (Required text and recommended text must be so stated as well as required or suggested reading lists. Also indicate books placed on reserve in the library.)

VI. **Comprehensive Outline of Subject Content:** (Units, outlines or other forms for showing the content of the course. Do not merely submit an outline of the required text, but also include ancillary material.)

VII. **Instruction Methods:** A brief explanation of the instructional methods you propose to use in instruction – lecture, demonstration, instructional media, field study, resource speakers, etc. To accomplish the course goals and objectives.

VIII. **Attendance Policy:** (If the instructor has an attendance policy, it must be stated. No attendance policy can be assumed.)

IX. **Evaluation Techniques:** (Proposals for measuring the extent to which students reach the aims and objectives set forth in course outcomes, e.g., group testing, individual examinations, conferences, performance.)

X. **Academic Dishonesty Or Misconduct:** academic dishonesty or misconduct is not condoned nor tolerated at institutions within the Oklahoma State university system. Academic dishonesty

is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City campus Student Rights and Responsibilities Code. **Copies of the Student Rights and Responsibilities can be obtained from the Student Activities and Campus Life Office or an electronic version is also available online at http://www.osuokc.edu/rights/.**

XI. **Honors Credit:** **A** student may receive Honors credit by completing a Request for Honors Credit by Contract – conditions form with the instructor's permission and submitting it to the program coordinator.

XII. **Grading:** (A detailed explanation of how the final grade is determined (e.g., daily work 40%, tests 20%, research paper 20%, final examination 20%).

XIII. **Make-Up Policy:** (Inform the student about what can and cannot be made up, the procedure and time limits.)

XIV. **A.D.A Policy:** OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students With Disabilities located on the first floor of the Student Center office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students With Disabilities.

XV. **Electronic Device Policy:** Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

XVI. **Unattended Children Policy:** "For personal safety of children and potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories, teaching areas or the library."

XVII. **General Education Goal Statement:** Upon completion of general education curriculum, students should be proficient in demonstrating the following competencies:

Goal #1: Critical Thinking:

Explanation:

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems

using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

*All courses will contain assignments that demonstrate critical thinking, but not all courses will include all critical thinking elements listed.

Goal #2: Effective Communications

Explanation:

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

Goal #3: Computer Proficiency

Explanation:

Computer proficiency includes a basic knowledge of operating systems, word processing, and internet research capabilities.

Goal #4: Civic Responsibility

Explanation:

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

Goal #5: Global Awareness

Explanation:

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

XVIII. Syllabus Modification Statement: Faculty has the right to change or modify the course syllabus materials during the academic year. Any changes will be shared with students. All changes in the instructor's policies after the semester has begun must be made in writing as part of a written addendum to the course syllabus; this addendum should be clearly labeled as such and dated.

XIX. Institutional Statement: **E**ach student is responsible for being aware of the information contained in the OSU-Oklahoma City Catalog, Student Handbook, and semester information listed in the Class Schedule.

XX. Global Education Mission: Global education is an institutional commitment to providing learning environments that provide a cross-cultural global perspective through all facets of the educational process. This institutional commitment to global education shall manifest itself throughout the entire institution, providing support for diversity, international, and inter-cultural

educational opportunities. These opportunities will be institutionalized through curricular and co-curricular activities. This institutional commitment to Global Education will assist OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society.

Finally, always date the syllabus with the preparation date. Be sure a copy is turned into the office of the appropriate Division Head.

REVISED 11/30/07

APPENDIX J

Grade Change Form

Document no.

OKLAHOMA STATE UNIVERSITY
OKLAHOMA CITY
OFFICE OF THE REGISTRAR

I request that the Registrar correct the final grade as reported on the official grade sheet:

The grade of _____ which was reported for _____
(A, B, C, D, F, I, N, W, P) (STUDENT NAME)

_____ for the _____ _____
(SOCIAL SECURITY NO.) (SEMESTER/SESSION) (YEAR)

in _____ _____ _____ _____
COURSE COURSE NO. SECTION COURSE NAME

be changed to the grade of _____
(A, B, C, D, F, I, N, W, P)

Justification for this request: _____

_____

_____

APPROVAL OF GRADE CHANGE

Vice President _____ Instructor _____ Date _____

Registrar _____ Division Head _____

Processing Date _____ Operator _____

(REV. 8/01) **White:** Registrar **Yellow:** Department **Pink:** Instructor

APPENDIX K

Academic Appeals Process

ACADEMIC APPEALS PROCESS

1. STUDENT OBTAINS AND COMPLETES A GRADE APPEAL FORM

The grade appeal form is available from the Office of Academic Affairs, located in room 200 of the Administration Building. The deadline for submitting the completed form is four (4) months after the date the final grade was assigned or six (6) weeks after the student begins a new semester, whichever comes first.

When completing the Grade Appeal Form, the student must discuss the case with the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head. Each meeting with those three persons must be documented by their signature and date in the appropriate section of the Grade Appeal Form. The Grade Appeal Form also requires a separately attached concise written statement outlining the student's reasons for appealing the grade.

1. STUDENT SUBMITS FORM TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

After the student submits the Grade Appeal Form to the Vice President for Academic Affairs, that Vice President will forward the same form to the appropriate co-chairperson of the Academic Appeals Committee.

2. ACADEMIC APPEALS COMMITTEE CO-CHAIRPERSON SCHEDULES A HEARING

The Academic Appeals Committee co-chairperson will schedule a hearing after consulting with the student and the instructor.

4. ACADEMIC APPEALS COMMITTEE MAKES THE FINAL DECISION

The Academic Appeals Committee, voting by secret ballot, makes the final decision after the two parties have made their respective case in the hearing. Appropriate documents regarding the decision of the academic appeals committee are then transmitted to the Vice President for Academic Affairs.

5. ACADEMIC APPEALS COMMITTEE NOTIFIES ALL APPROPRIATE PARTIES

Written notice of the final decision is sent by the Co-Chairperson of the Academic Appeals Committee to the student, the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head.

November 2003

ACADEMIC APPEALS COMMITTEE

GRADE APPEAL FORM

This form should be completed and submitted to the Office of Academic Affairs, room 200, Administration Building (ad 200). A concise statement explaining your reason for appeal should also be attached.

Name _____ Date _____

Address _____ Phone _____

Major _____ CWID _____

Course Title _____

Course Prefix, Number, & Section (E.G. ENGL 1113-102) _____

Instructor _____ Semester & Year_____

Grade Received _____ Grade Expected _____

The instructor, department head, and division head must sign and record the dates on which the student discussed the grade appeal application with them. Finally, the student must sign and date his/her signature, but only after discussing the case with all of the other three persons.

	SIGNATURE	DATE
Instructor	_____	_____
Department Head	_____	_____
Division Head	_____	_____
Student	_____	_____

CREATED 04/24/09

APPENDIX L

STUDENT PETITION

ENROLLMENT APPEAL

The enrollment appeal can only be done electronically from the above web address.

The hard copy form no longer exists. The web address is listed below.

http://www.osuokc.edu/appeal/appealform.aspx

APPENDIX M

Print and Mail Services Request

PRINT REQUEST

TODAY'S DATE.	DATE NEEDED.
DEPARTMENT.	ACCOUNT NO..
INSTRUCTOR / STAFF.	PHONE / EXT.
NO. OF ORIGINALS.	QUANTITY WANTED.
DESCRIPTION / TITLE OF JOB.	

INSTRUCTIONS:

- ☐ FRONT to BACK (Double-Sided)
- ☐ COIL BIND
- ☐ STAPLE
- ☐ FOLD
- ☐ 3-HOLE PUNCH
- ☐ LETTERHEAD
- ☐ UNCOLLATED
- ☐ TEST
- ☐ CARBONLESS FORM - Number in set _____
- ☐ SCAN TO FILE: ☐ PDF ☐ TIFF ☐ OTHER: _____

DELIVERY INSTRUCTIONS:

- ☐ HOLD FOR PICK-UP
- ☐ CAMPUS MAIL

ADDITIONAL / SPECIAL INSTRUCTIONS.

Departmental Approval: _____

Each job request MUST have an account number and an authorized departmental signature. Please give exact dates (do not write ASAP). For basic printing / copying (tests, handouts, memos, etc), please allow three (3) working-days turnaround.

Copy Center ...x369 Mail Room .....x307 JOB No. ☐

(Rev. 1/2003)

Online print services can be reached at http://www.osuokc.edu/printandmail/mail.aspx

APPENDIX N

Electronic Communications Request Form

www.osuokc.edu/communications

OFFICE OF
Public Relations

OKLAHOMA CITY

900 N. Portland Avenue
Oklahoma City, OK 73107
P: 405.945.3317; F: 405.945.3325

Public Relations Request Form

Name: _____ Date: _____

Project Title: _____ Account number to be charged: _____

Extension: _____ Amount Budgeted for Project: _____ Due Date: _____

Purpose / Who is your audience? _____

Type of Request: (check all that apply)

☐ Press Release ☐ Print Ad

☐ Broadcast Ad ☐ Web Page/Web update *(text must be provided in an electronic format)*

☐ Radio ☐ TV

☐ Publication *(text must be provided in an electronic format)* ☐ New document ☐ Revise document on file in Creative Services

Type of publication: ☐ Brochure ☐ Flier ☐ Postcard ☐ Poster Other _____

Quantity _____ ☐ Internal ☐ External ☐ Is this a mailer?

☐ Black and White ☐ 2-color ☐ 4-color Paper Color _____

☐ Apparel

Quantity _____ Catalog and Style # _____ Color _____

Size(s) *(please indicate men and/or women)* _____

☐ Promotional Item

Quantity _____ Catalog and Style # _____ Color _____

☐ Special Event

Date/Time of Event _____ Type of Event _____ On or Off Campus _____

Other Special Instructions: _____

V.P. Approval (required) _____ **Date:** _____

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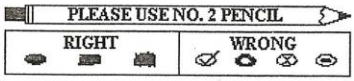
APPENDIX O

Student Instructional Evaluation

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY
Student Instructional Evaluation

The purpose of this survey is to obtain your opinion of the effectiveness of your instructor. Please answer all questions. The results of this survey will not be made available to your instructor until after the end of the semester. The information the instructor receives does not identify individual students.



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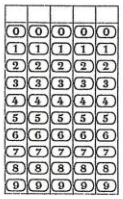

(The instructor will provide this number)

On questions one through five please assign a rating of one through five according to the scale below:

1	2	3	4	5
(most negative)				(most positive)

1. The instructor helps students to think about the implications and relevance of the course material.	1	2	3	4	5
2. The instructor presents challenging material in a way that assists my learning.	1	2	3	4	5
3. The instructor encourages student involvement and allows students freedom to ask questions and express ideas in this course.	1	2	3	4	5
4. The instructor is willing to help when a student has difficulty.	1	2	3	4	5
5. The instructor is interested in and committed to teaching the subject matter of this course.	1	2	3	4	5

On questions six and seven assign a grade of A, B, C, D, or F.

	F	D	C	B	A
6. If you were grading this instructor on his/her performance in teaching this course, what grade would you assign?	1	2	3	4	5
7. What grade do you expect to receive in this course?	1	2	3	4	5

Additional questions eight through eleven are on the back

6/99

8. How effective and/or suitable was the required text for this course?

9. What did you like most about this course?

10. What did you like least about this course?

11. What changes would you suggest for this course?

APPENDIX P

Disability Accommodations Handbook for Faculty Members

DISABILITY ACCOMMODATIONS Handbook For Faculty Members

Introduction

The Office of Services to Students With Disabilities (OSSD) is committed to assisting faculty, staff, and administrators of OSU – Oklahoma City in providing reasonable accommodations to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). These accommodations are designed to provide equal access to learning environments, academic technology, and educational opportunities and experiences. OSSD is staffed by the Advisor to Students with Disabilities.

If you need this handbook in an alternative format, please contact the Advisor to Students with Disabilities, located in the Student Center room 142 or call (405) 945-3385.

The Advisor to Students with Disabilities is pleased to support and consult with faculty as needed regarding student accommodations, and if assistance is needed please call (405) 945-3385.

Frequently Asked Questions

***Who May Be Eligible for Accommodations*?**

A student with a significant life impairment due to a disability and who is otherwise qualified to enroll in a class or program may be qualified to receive reasonable accommodations. The Advisor to Students with Disabilities will ask the student for competent medical documentation of their disability before reasonable accommodations are considered and/or provided. Students may be considered “otherwise qualified” and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical, and behavioral standards as those without disabilities. In other words, a student must be able to fulfill essential course/degree program requirements with or without reasonable accommodation to be covered under current disability discrimination protection laws.

***What is a Student with A Disability*?**

A "student with a disability" is any student who:

- has a physical or mental impairment which substantially limits one or more of such a person's major life activities,
- has a record of such impairment, or
- is regarded as having such impairment.

Why Provide Accommodations for Students with Disabilities?

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 obligates public entities, including OSU – Oklahoma City, to provide otherwise qualified students with disabilities with equal access to University programs, courses, and services. In order to assist students of OSU-Oklahoma City regarding needed academic accommodations, OSU-Oklahoma City has empowered its Advisor to Students with Disabilities with the authority to review, coordinate, and facilitate student accommodation requests based on disability. The Advisor to Students with Disabilities also works with faculty and staff to ensure that appropriate steps are taken to provide equal access to otherwise qualified students with disabilities.

How does a student obtain reasonable accommodations?

It is the responsibility of each student who desires reasonable accommodation at OSU-Oklahoma City to identify themselves as an individual with a disability and to make a request for accommodation through the Advisor to Students with Disabilities. The Advisor to Students with Disabilities will then meet with the student to discuss the requirements of a student's selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved. In some instances, the Advisor to Students with Disabilities will consult with faculty members or relevant department heads as needed when determining appropriate accommodations.

Once accommodations are approved, the Advisor to Students with Disabilities will work with the student to develop an Access Plan, a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course. It is the student's responsibility to then deliver the Access Plan to each of their instructors as official notification of accommodations. The Advisor to Students with Disabilities will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other University academic and conduct requirements despite receiving accommodations, and students must visit with the Advisor to Students with Disabilities to develop new Access Plans for each semester they would like accommodations.

Please note that a faculty member is *not* obligated to provide accommodations in excess of what is written on the Access Plan.

What Services/Accommodations are Available?

Academic accommodations are determined by a student's strengths and limitations stemming from their disability, medical documentation provided, and the essential requirements of the course or degree program that the student is enrolled in. Examples of accommodations may include, but are not necessarily limited to:

- Note taking assistance (provided by volunteer students in the class and facilitated by the disabled student and the Advisor to Students with Disabilities)
- Extended testing time in a reduced distraction environment
- Assistance in obtaining texts in alternative formats
- Sign-language interpreting services (provided by deaf Student Services)

- Captioning services (provided by deaf Student Services)
- Physical accommodations for students with mobility or orthopedic impairments
- Assistive technology software programs

ADA Syllabus Statement

The following University-approved ADA statement should appear in all course syllabi as well as courses offered via the internet. This statement should be read aloud to students at the first class meeting of each course:

> *"Oklahoma State University – Oklahoma City complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with Disabilities who seek special accommodations must make their request by contacting Emily Cheng, the Advisor to Students with Disabilities, located on the first floor of the Student Center, room 142, or call (405) 945-3385. All accommodations must be approved by the Advisor to Students with Disabilities. Additional information may be obtained from the OSU-Oklahoma City Students with Disabilities website at http://www.osuokc.edu/disabled.*

Making a Referral to the Advisor to Students with Disabilities

If a student expresses difficulty with a class and shares with faculty that they have a disability, please refer the student to the Advisor to Students with Disabilities located in room 142 of the Student Center, or they may call (405) 945-3385.

You have met your obligation to the student if you have provided the student with information on who to contact if they are interested in accommodations, such as what is described in the ADA syllabus statement.

Policies and Procedures for Common Accommodations

Extended testing time on exams

- Students may receive extended time on timed examinations, which are generally defined as tests taken with a finite time limit for completion, such as one hour. The amount of time given is generally time-and-a-half (the same amount of testing time that other non-disabled students receive plus one half) or double-time (twice the amount of time that other non-disabled students receive), depending on the student's functional limitations.
- The student may either take their exam with extended time in the regular classroom setting or in the OSU-Oklahoma City Testing Center, depending on the preference of the instructor and/or student.
- The student and the instructor should discuss testing arrangements in advance once the student has presented the instructor with an Access Plan, which is an official notice of

accommodations prepared by the Advisor to Students with Disabilities and presented to the instructor by the student.

- If taking a test in the Testing Center, it is the student's responsibility to work with the instructor and Testing Center as needed to complete the exam within the Testing Center's normal business hours and within the instructor's deadline for completion of the exam.
- Once a testing date and time has been agreed upon by the student, instructor, and Testing Center, the instructor may deliver the exam to the Testing Center prior to the student's anticipated arrival.

Use of a tape recorder in class

- Students may be permitted to use tape recorders as a reasonable accommodation in courses which it is otherwise prohibited by the instructor.
- Students receiving this accommodation should not share their recordings with other students.

Note-taking assistance

- Students may receive assistance with taking notes in classroom-based courses from a volunteer student note-taker in the class.
- Students receiving this accommodation are empowered to exercise good communication and self-advocacy skills in recruiting their own volunteer student note-taker, but the Advisor to Students with Disabilities will facilitate the recruitment of a volunteer note-taker if needed. However, it is the responsibility of the student with the disability to obtain their own volunteer note-taker from the class.
- The Advisor to Students with Disabilities provides the student with a disability with carbonless copy paper, which should be given to the volunteer student note-taker for convenience in note-taking.
- Note-taking assistance is not a substitute for regular class attendance and participation.
- Students are challenged to take their own notes as well and to use their note-taker's notes as supplementary information.

Attendance policy

In most cases, class attendance is critical to a student's mastery of the knowledge and/or skills that are taught in a specific course. Students are expected to follow the attendance policy established by the instructor in each class. OSU-Oklahoma City recognizes, however, that there may be times when an otherwise qualified student with a disability cannot attend class because of disability-related reasons.

If such a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, the student should contact the Advisor to Students with Disabilities prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to the attendance policy is made by the Advisor to Students with Disabilities in consultation with the instructor of the course for which the

exception is sought and, if necessary, with the department head or other appropriate administrator.

OSU-Oklahoma City will make every effort to reasonably accommodate a student's disability-related academic needs. Please note, however, that neither OSU-Oklahoma City nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.

The academic department who teaches the course identifies and defines the essential or fundamental academic requirements for its courses, and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on the course syllabus.

The following questions will be considered when determining the extent to which attendance is an essential requirement of a course and whether an exception to the attendance policy may be appropriate:

1. Is there classroom interaction between the instructor and students and among the students themselves?

2. Do student contributions in class constitute a significant component of the learning process?

3. Does the fundamental nature of the course rely on student participation as an essential method of learning?

4. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?

5. What does the course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.

6. By what method is the final grade calculated?

As with all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:

1. The extent to which the supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports the need for an exception to an attendance policy, and

2. The reasonableness of this accommodation in each requested class as determined by discussions between the Advisor to Students with Disabilities and the course instructor based upon the above criteria. In questionable cases, the academic department head and/or other appropriate academic administrator will be included in these discussions.

Students who are approved for an exception to the attendance policy based on disability are required to provide a document from the Advisor to Students with Disabilities (called an Access Plan) to each instructor confirming the accommodation. Accommodations are **not** retroactive. All accommodations, including an exception to the attendance policy, become effective when the student delivers the access plan from the Advisor to Students with Disabilities to the instructor.

An exception to the attendance policy does **not** mean that unlimited absences will be permitted. The number of additional absences a student may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on the student's individual disability, the nature of the course and the degree to which class attendance is an essential requirement of the specific course. Exception to the attendance policy does **not** mean exception to any of the other academic requirements of the course. Students are required to fulfill all course requirements and will be held to the same evaluation standards as specified in the course syllabus. Students who are approved for an exception to the attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if the anticipated absence will result in the student missing a quiz, exam, or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for the absence and to discuss make-up work. The instructor may ask the student for written verification of the absence as being disability-related, such as verification from a physician stating the date(s) and time(s) of the medical episode or doctor's appointment. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for completing it. This agreement should be put into writing and signed by both the student and the instructor. The instructor is encouraged to forward a copy of the signed agreement to the Advisor to Students with Disabilities for future reference if needed.

It is the individual student's responsibility to obtain copies of lecture notes and/or materials from missed classes. Students who are likely to be absent from class should plan ahead of time to get lecture notes from a classmate, and it is recommended that phone numbers be exchanged in advance. The Advisor to Students with Disabilities is not obligated to facilitate note-taking assistance for missed classes.

Students should understand that even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their academic performance simply because of the content and experiential learning they may have been missed by not being in class. For this reason, they should make every attempt to attend class. Students should make a special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.

Students should be aware that exception to the attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic department regarding the feasibility of attendance exceptions in the specific program of their interest.

Physical and Assistive Technology accommodations

Physical accommodations such as a special table, chair, or accessible classroom are available as reasonable accommodations. Additionally, assistive technology software is available to students with visual, cognitive, or orthopedic impairments upon request. Students needing these types of accommodations are strongly encouraged to contact the Advisor to Students with Disabilities as far in advance of the semester's start as possible for planning purposes. Late or untimely requests may not be honored in a timely fashion. Documentation of disability may be needed to access these accommodations. Students requesting these types of accommodations should start by contacting the Advisor to Students with Disabilities.

Other reasonable accommodations may be available to the student on an individual, case-by-case basis based on the student's functional limitations, competent medical documentation, and essential requirements of the student's selected course and/or degree program.

Coursework Modifications and Waivers

OSU-Oklahoma City will make every effort to reasonably accommodate a student's disability-related academic needs. Please note, however, that neither OSU-Oklahoma City nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability.

Determination of eligibility for a disability-related exception to a course requirement or degree program is made by the Advisor to Students with Disabilities, and only in consultation with the instructor of the course for which the exception is sought and with the respective department head or other appropriate administrator.

Medical and health emergency

Call security at 945-9111. **Do not call the nurse science department or EMT department.** For victims who have stopped breathing, fainted, are choking, or have had a seizure, call 911 immediately. Do not attempt to administer aid unless you are trained to do so.

When you call security (945-9111):

A. Give the officer the exact location of the emergency, including building and room number. Security will contact necessary campus officials.
B. Describe the emergency (such as: seizure, accident, chest pain, etc.)

Provide assistance to the emergency victim only if you are trained to do so. Otherwise wait with the victim and make him/her as comfortable as possible, without moving the individual, until security or emergency personnel arrive.

General First Aid Guidelines - Do Not Contact the Nurse Science Department or the EMT Department.

a. Do not attempt to move the victim.
b. Apply direct, steady pressure to wound if bleeding.

When Security or emergency personnel arrive they will assume control of the situation. Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and directions to emergency units. Assisting with maintaining calm in the classroom or providing direct care to the victim as directed by the campus Security or emergency personnel may be asked of you.

Seizures

It is in the best interest of the student to disclose information to the professor about their seizures but students are not required to disclose this information. There are many kinds of seizure disorders and professors should be informed as to the extent of the seizure and of what to do in case of a seizure.

Notify OSU-Oklahoma City Safety and Security Office at (405) 945-9111 IMMEDIATELY.

First aid for a seizure requires the following: clear the area around the person of anything hard or sharp such as desks, chairs or corners. Loosen ties or anything around the neck that may make breathing difficult. Put something flat and soft, like a folded jacket, under the head. Turn him/her gently onto his side. This will keep the airway clear.

- DO NOT try to force his mouth open with any hard implement or with fingers. It is not true that a person having a seizure can swallow his tongue. Efforts to hold the tongue down can injure teeth or jaw.
- Do not hold the person down or try to stop his movements.
- Don’t attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.

Stay with the person until the seizure ends naturally. Be friendly and reassuring as consciousness returns.

You don’t have to do anything if a person has brief periods of staring or shaking of the limbs. If someone has the kind of seizure that involves a dazed state and automatic behavior, the best thing to do is:

1. Watch the person carefully and explain to others what is happening. Often people who don't recognize this kind of behavior as a seizure, will think that the dazed person is intoxicated by alcohol or drugs.

2. Speak quietly and calmly in a friendly way.

3. Guide the person gently away from any danger, such as a steep flight of steps. Don't grab hold unless there is imminent danger.

4. Stay with the person until full consciousness returns. Security or other emergency personnel may need to ask specific questions about the incident.

Students with Disabilities and Disruptive Behavior

Some students with disruptive behaviors may have psychiatric disorders. **Although such students may be considered disabled and may be protected under the Rehabilitation Act of 1973 and the Americans with Disabilities Act from Discrimination, they are still expected to meet the same standards of conduct as any student.**

Colleges and universities are not required to retain or readmit a student with a disability whose behavior poses a direct threat to the health or safety of others, and expulsion or disciplinary consequences would not be regarded as discriminatory in this context. A student code of conduct which prohibits disruptive or other inappropriate behaviors may be enforced and applied equally to students with disabilities. If you believe that any student, disabled or non-disabled, is engaging in misconduct or exhibiting behaviors that are disruptive to the learning environment, faculty are encouraged to contact the Associate Vice President of Student Services at (405) 945-9106 to discuss the situation. For consultation regarding a student with a disability's odd, but non-threatening behavior, please contact the Advisor to Students with Disabilities at (405) 945-3385.

Classroom Accessibility

If an instructor finds that they are assigned to teach their class in a location that is not accessible to one of their students with a disability, the instructor should contact the Advisor to Students with Disabilities as soon as possible. The advisor to students will then consult with the relevant Department and/or Division Head in obtaining a change in classroom location or to make alternative classroom accommodations. If a student with a disability requires special seating arrangements, the student should contact the Advisor to Students with Disabilities for assistance.

Emergency Evacuation Procedures

As an instructor, you may wish to make a point to understand the special needs of any students you have in your classrooms who are disabled so that you may assist them during an evacuation.

If there is an emergency on campus that requires evacuation of the building, movement to a safe location in a building, up or down stairs or in a case where the elevator is not operating, it is up to the faculty or staff member in charge of the class / event, or the nearest campus official, to be responsible to assist and aid the students in order to insure their safety. These students are responsible for communicating their need for assistance to the employee. If necessary, Security may be called to assist in the matter.

For specific information on evacuations for fire, tornado or other emergencies, please refer to the Emergency Preparedness Plan or the Emergency Evacuation Procedures for Persons with Physical Disabilities brochure.

Dealing with Student Complaints of Unfair Treatment or Ineffective Accommodations

A student disagreeing with a recommended classroom accommodation, or a recommendation from the Advisor to Students with Disabilities that no accommodation is warranted, may request further review by the Advisor to Students with Disabilities. If a resolution cannot be made at that level, the Vice President of Student Services (or his/her designee) will be consulted on the matter along with the relevant Department Head(s) and the Vice President of Academic Affairs as needed. A concerted effort will also be made by OSU-Oklahoma City to involve and engage the student in the internal grievance process. If the student does not participate in this internal grievance procedure as encouraged, a resolution will likely be reached without the student's involvement. Provided that all of the aforementioned internal review/grievance procedures have been exhausted, the student may choose to file a grievance with the Office for Civil Rights if they remain unsatisfied with the accommodations, or lack thereof, provided by OSU-Oklahoma City. The Advisor to Students with Disabilities will provide the student with contact information for the office for civil rights upon request, but it is strongly recommended that the student utilize internal grievance procedures for possible quicker resolution prior to taking this action.

DISCLAIMER

This Disability Accommodations Handbook for OSU-Oklahoma City faculty and adjunct instructors has been prepared for general information purposes only. No statement appearing in this Handbook constitutes a contractual obligation by the Board of Regents of OSU-Oklahoma City. If any official policy statements of the Board of Regents or of the University are in contradiction to statements appearing in this handbook, such official policy statements will be deemed to have control over the statements appearing in this document. The Board of Regents and the University reserve the right to alter the terms of official policy statements and /or this handbook at any time, without advance notice.

APPENDIX Q

GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICY & TITLE IX GRIEVANCE PROCEDURE

OKLAHOMA STATE UNIVERSITY POLICY AND PROCEDURES

GENDER DISCRIMINATION/SEXUAL HARASSMENT POLICY & TITLE IX GRIEVANCE PROCEDURE	**1-0702** **GENERAL** **UNIVERSITY** OKLAHOMA CITY CAMPUS **APRIL 2005**

1.01 GENERAL STATEMENT OF POLICY

It is the policy of Oklahoma State University (OSU) that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

The University encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or nonforcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with the Office of Safety and Security or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Office of Safety and Security is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment) or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University is committed to providing an environment of study and work free from gender discrimination and sexual harassment as prohibited by Title VII and Title IX, and to

insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender discrimination and sexual harassment, including sexual assault. The University reserves the authority to independently deal with gender discrimination, sexual harassment, and sexual assault issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

Members of the University community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions are not sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or condonation of hostile working or educational environments will not be tolerated and students and employees at all levels are subject to potential disciplinary action if engaged in such actions.

The University will (1) respond to every complaint of gender discrimination, sexual harassment, or sexual assault reported, (2) take action to provide remedies when gender discrimination, sexual harassment, or sexual assault is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

1.02 INFORMATION AND ASSISTANCE

Any individual who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

1. Director of Human Resources (Affirmative Action)/Title IX Coordinator
   Admin Building-2nd Floor-Human Resources Office 405-945-3297

2. Vice President for Finance and Operations
   Admin Building-2nd Floor-405-945-8631

2. Vice President for Student Services/Student Conduct Officer
   Student Center Building-1st Floor-405-945-3204

3. Vice President for Academic Affairs
Admin Building-2nd Floor-405-945-3376

If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, Admin.Building-2nd Floor (405-945-3230).

1.03 GENDER DISCRIMINATION AND SEXUAL HARASSMENT DEFINITIONS

"Gender discrimination" is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination. "Sexual harassment," as prohibited under federal and state law and University policy, is defined as unwelcome conduct of a sexual nature, and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or

C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

1.04 EXAMPLES OF SEXUAL HARASSMENT

It is not possible to exhaustively list all examples of conduct which can constitute gender discrimination or sexual harassment. The following list of examples of conduct prohibited by this policy statement is intended to aid in the understanding of this area. Conduct prohibited by this policy statement may include, but is not limited to:

A. VERBAL CONDUCT

Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.

Continued or repeated verbal abuse of a sexual nature. Suggestive comments and sexually explicit jokes, or turning discussions at work or in the academic classroom to

sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling a person a "hunk," "doll," "babe," "sugar," or "honey," or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.

Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances.

B. NON-VERBAL

Displaying sexually demeaning or offensive objects and pictures. Nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.

Staring repeatedly at someone, blocking another person's path or otherwise restricting their movements. Such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.

Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.

Making sexual gestures with hands or body movements. Looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.

Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.

Treating a student differently based upon his/her gender in academia or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

C. PHYSICAL

Offensive physical contact. Possible problem areas include: massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing, may all constitute sexual harassment.

Sexual assault, coerced sexual intercourse or other sexual contact.

1.05 SUPERVISORY RESPONSIBILITY

Prohibited gender discrimination, including sexual harassment, may result not only from situations between supervisors and subordinate employees, or between faculty and students, but also between employees who have no direct or indirect supervisory relationship with one another, as well as between students.

University officials in supervisory relationships with employees or students are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. Every University faculty member or administrator is responsible for promptly reporting, in writing, incidents of gender discrimination and sexual harassment (including sexual assault) that come to their attention or which they observe, to the Title IX Coordinator.

Such officials who are concerned about whether such a situation is developing, or who desire assistance in appropriately responding to such a situation may also seek assistance from the Title IX Coordinator. Any such official who fails to appropriately respond to a hostile working or educational environment, to seek assistance when a hostile working or educational environment situation develops which reasonably should have been perceived by the official, or to promptly report such matters to the Title IX Coordinator, may be subject to disciplinary action.

1.06 RETALIATION

The University will not tolerate retaliation against persons who brings a complaint of unlawful gender discrimination, sexual harassment or sexual assault, whether such complaint is brought internally or with an external agency. A student, faculty, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in an investigation of such a complaint is subject to disciplinary action, up to and including dismissal from the University.

2.01 GRIEVANCE PROCEDURES

All persons who believe that they have been subjected to prohibited gender discrimination or sexual harassment are encouraged to seek assistance from any of the offices listed above (§1.02), to directly report such conduct to appropriate supervisory officials, or to directly report such conduct to the Title IX Coordinator. In instances involving allegations of gender discrimination or sexual harassment engaged in by students, the Title IX Coordinator will refer such matters to the Student Conduct Officer for review and other processing. The Student Conduct Officer shall report the results of all such referrals to the Title IX Coordinator.

As referenced above in Section 1.05, such appropriate supervisory officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members.

Persons who believe that they have been subjected to prohibited gender discrimination or sexual harassment may seek either informal or formal University evaluation and response to their concerns. However, in order for disciplinary action to be taken against a University employee or against a student, it may be necessary for a formal complaint to be filed, and that procedure may require the person complaining about such behavior to cooperate with University officials on a formal basis. Independent of a formal complaint, the University is nevertheless responsible under Title IX to investigate known concerns of gender discrimination or harassment and take steps to prevent it recurrence and correct any discriminatory effects arising therefrom.

In addition to this policy, Oklahoma State University has in place the following general policies and procedures for dealing with concerns of unfair and/or illegal treatment:

- "Policy statement to Govern Appointments, Tenure, Promotions, and Related Matters of the faculty of Oklahoma State University-Oklahoma City
- OSU P&P Letter No. 2-0901, "Informal Ombudsman Review of Qualified Faculty Employment Issues, and Informal Voluntary Mediation of Qualified Faculty Employment Issues"
- OSU P&P Letter No. 3-0710, "Resignations and Dismissals for Classified Staff'
- OSU P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, and Dismissals for" Administrative and Professional Staff
- OSU P&P Letter No. 3-0747, "Informal Ombudsperson Review and Informal Voluntary Mediation of Qualified Staff Employment Issues"
- OSU P&P Letter No. 3-0746, "Grievances and Appeals For A/P and Classified Staff," "Student Rights and Responsibilities Governing Student Behavior, Located in the Student Handbook.
- OSU P&P Letter No. 2-0823, "Student Discrimination Grievances" (non-Gender Discrimination Complaints)

Students who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to the following disciplinary actions, Disciplinary Sanctions, of the University's policy "Student Rights and Responsibilities Governing Student Behavior": Oral or Written Reprimand; Restriction on Privileges; Voluntary Project Assignment, Community Service or Gender Discrimination Education; Restitution for Loss, Damage, or Injury; Enrollment Hold; Cancellation of Enrollment; Graduation Hold; Conduct Probation; Disciplinary Suspension; or Disciplinary Expulsion.

Non-faculty employees who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to disciplinary actions under OSU P&P Letter Nos. 3-0710

or 3-0726, as applicable, including but not limited to: Oral or Written Reprimand; Restriction on Privileges; Voluntary Project Assignment, Community Service or Gender Discrimination Education; Restitution for Loss, Damage, or Injury; Placement on Structured Plan of Improvement; Loss of Pay or Rank; Suspension With or Without Pay; or Dismissal.

Faculty employees who are determined to have violated the University's policies prohibiting unlawful gender discrimination, including but not limited to sexual harassment or sexual assault, may be subject to disciplinary actions under the January 21, 2000 "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City." such actions, under Sections 1.12 and Appendix C, General Termination Procedures, of the Policy Statement, can include: Simple Admonitions; Formal Sanctions (which can include, but are not limited to, written reprimands, required participation in counseling and/or corrective programs, restrictions on use of University privileges, resources, and services); or Dismissal.

2.02 RESOLUTION OPTIONS

A person who believes that he or she has been subjected to gender discrimination or sexual harassment and seeks to take action may use the informal resolution and/or disciplinary processes listed above, or the review processes set forth in this policy, to seek review and redress of the matter. The informal resolution and formal complaint resolution processes described in this and other related University policies are not mutually exclusive. However, informal review and formal complaint review processes cannot be used at the same time, and, to conserve University resources and to prevent redundancy, the University may consolidate requests for informal review and/or formal complaints. No disciplinary investigation procedures that may be pursued as the result of gender discrimination and/or sexual harassment, will be applied to, or take the place of, investigations (informal review or formal complaint) of complaints of discrimination based on gender, including sexual harassment, that are processed pursuant to this gender discrimination grievance procedure.

In any formal resolution proceeding, the complainant possesses the right to present information relevant to his or her complaint to the appropriate investigating official. In addition, the complainant(s) and individual(s) accused are afforded the right to be advised by an individual of her or her choice throughout the formal resolution proceeding.

2.03 INFORMAL RESOLUTION PROCEDURES

A. Informal resolution may be an appropriate choice when the alleged conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive and simply talking with the person engaging in the conduct in question can resolve the matter. Persons complaining of gender discrimination or sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct. No formal investigation is involved in the informal resolution process.

B. Such informal resolution requests should be made as soon as possible, but in all cases within 90 days of the date of the alleged incident. Seeking informal resolution of a matter will not toll the 90-day time period for filing a formal complaint, as set forth below.

C. If informal discussion with a supervisory official is desired, the concerns ordinarily should first be directed to the immediate supervisor of the employee, or the Student Conduct Officer for a student, accused of engaging in gender discrimination or sexual harassment. However, if the person complaining of gender discrimination or sexual harassment is uncomfortable discussing the matter with such immediate supervisor or Student Conduct Officer, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns or is the Student Conduct Officer, or if the supervisor or Student Conduct Officer has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of gender discrimination or sexual harassment may discuss the matter with the next highest level of supervisor. In all cases, such concerns may also be discussed at any time with the Director of Affirmative Action/Title IX Coordinator.

Methods for informal resolution may include, but are not limited to: coaching the person on how to directly address a situation which is causing a problem; mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred; arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the University's policies on gender discrimination and sexual harassment; or providing education with reference to the issues of gender discrimination, sexual harassment or sexual assault.

D. Reporting and Documentation Requirements

Supervisory officials at all levels who engage in informal resolution of complaints of alleged gender discrimination, including sexual harassment, are required to promptly report such allegations, and the responsive measures taken, in writing, to the University's Title IX Coordinator. Such reports shall be made within two (2) working days of resolution of the complaint. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. The Student Conduct Officer shall also make such reports to the Title IX Coordinator.

The University shall document all informal resolutions. Such documentation shall be retained by the Title IX Coordinator for at least three (3) years from the date of conclusion of the informal resolution procedure and will be kept confidential to the extent permitted by law. Informal resolution attempts shall not be considered a precondition for the filing of a written grievance.

2.04 COMPLAINTS AGAINST STUDENTS -FORMAL RESOLUTION PROCEDURES

A. An investigation by The Student Conduct Officer responding to allegations of gender discrimination or sexual harassment and leading to possible disciplinary action against a student will be initiated if a timely and complete grievance is filed with the student

Conduct officer. Such an investigation shall follow the procedures set forth in Sections III through VIII of the OSU Student Rights and Responsibilities Policy, except as such policies are specifically augmented in this policy. Such a grievance must be filed, in writing, with the Student Conduct Officer within 90 calendar days of the occurrence of the alleged violation. In extraordinary circumstances, the time frame for such filing may be extended by the Student Conduct Officer to an additional 90-day time period.

B. Upon receipt of such a complaint, the Student Conduct Officer shall (1) notify the complainant within two working days, in writing, of receipt of the complaint and of the actions the Officer will take with the complaint, and (2) engage in a preliminary review of the matter to determine whether disciplinary procedures should be initiated in response to the complaint as called for in the Student Rights and Responsibilities Policy. Such review, at the minimum, will normally involve meeting personally with the individual(s) filing the complaint, with the individual(s) accused of violations of University policy, and any relevant witnesses to the alleged actions at issue, together with reviewing any documentary evidence relevant to the matter. Such a determination shall ordinarily be made within ten (10) working days of the receipt by the Student Conduct Officer of the complaint. In extraordinary circumstances, the Student Conduct Officer has the authority to extend this 10-day time period. In such instances, the Student Conduct Officer shall notify the complainant and the respondent of such, and the date when the preliminary determination will be made.

C. If it is determined by the Student Conduct Officer that the University will not proceed with a disciplinary proceeding, the Student Conduct Officer will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed to the Vice President for Student Affairs. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President for Student Affairs shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Student Conduct Officer for investigation in accordance with the procedures outlined below.

D. If it is determined that the University will proceed with a formal disciplinary proceeding, the Student Conduct Officer will give the complainant and the respondent notification of such determination as called for In Sections III through VIII of the Student Rights and Responsibilities policy. If a Student Conduct Committee is to be convened to

consider the matter under review, such hearing shall be scheduled to take place within fifteen (15) working days of such notification. In extraordinary circumstances, the Student Conduct Officer has the authority to extend this 15-day time period. In such instances, the Student Conduct Officer shall notify the complainant and the respondent of such, and the date when the hearing will be held. The hearing shall follow the procedures set forth in Sections III through VIII of the Student Rights and Responsibilities Policy and the complainant and respondent shall have equal rights in all phases of the hearing and appeal processes set forth in sections III through VIII of the Student Rights and Responsibilities Policy.

2.05 COMPLAINTS AGAINST NON-FACULTY EMPLOYEES -FORMAL RESOLUTION PROCEDURES

A. Complaints and grievances alleging gender discrimination or sexual harassment against non-faculty staff personnel may be initiated either through the University's general employee grievance/disciplinary policies located in P&P Letter No. 3-0710,"Resignations and Dismissals for Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, and Dismissals for Administrative and Professional Staff," in accordance with the status of the employee, or through the Title IX Coordinator. Such complaints filed with the Title IX Coordinator shall be transferred by the Title IX Coordinator to the appropriate unit administrator for further review and action within two (2) working days of receipt of the complaint.

An investigation in response to a complaint against a non-faculty staff employee shall follow the procedures set forth in the OSU policies governing non-faculty grievances or disciplinary actions located in P&P Letter No. 3-0710, "Resignations and Dismissals for Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, and Dismissals for Administrative and Professional Staff," in accordance with the status of the employee, except as such policies are specifically augmented in this policy.

B. A complaint alleging gender discrimination or sexual harassment allegedly committed by a non-faculty staff employee may be filed, in writing, with either the appropriate unit administrator or with the Title IX Coordinator within 90 calendar days of the occurrence of the alleged violation. In extraordinary circumstances, the time frame for such filing may be extended by the unit administrator or the Title IX Coordinator to an additional 90-day time period.

C. Unit administrators who receive complaints alleging gender discrimination or sexual harassment allegedly committed by non-faculty staff employees, shall notify the Director of Human Resources/Title IX Coordinator of their receipt of such a complaint within two (2) working days of receiving the complaint.

D. Upon receipt of a grievance or complaint against a non-faculty staff employee, the Director of Human Resources/Title IX Coordinator, or the unit administrator, as appropriate, shall (1) notify the complainant within two working days, in writing, of receipt of the complaint and of the actions that will be taken with the complaint, and (2) engage in a

preliminary review of the matter to determine whether formal grievance or disciplinary procedures should be initiated in response to the complaint. Such a determination shall ordinarily be made within ten (10) working days of the receipt by the unit administrator or Division of Human Resources of the complaint. In extraordinary circumstances, the Director of Human Resources or appropriate unit administrator has the authority to extend this 10-day time period. In such instances, the complainant and the respondent shall be notified of such, and the date when the preliminary determination will be made.

E. Where formal grievance proceedings are requested due to allegations of gender discrimination or sexual harassment by non-faculty employees, if it is determined by the Director of Human Resources that the University will not proceed with a formal grievance proceeding, the Director of Human Resources will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed to the Vice President for Finance and Operations. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President for Finance and Operations shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Director of Human Resources for action in accordance with the procedures outlined in P&P Letter No. 3-0746, "Grievances and Appeals for Administrative/Professional and Classified Staff".

F. Where formal disciplinary action is requested due to allegations of gender discrimination or sexual harassment by non-faculty employees, if it is determined by the unit administrator that the University will not proceed with a formal disciplinary action, the unit administrator will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender.

The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to take disciplinary action to the Vice President charged with supervision over the unit. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Vice President shall respond within ten (10) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the unit administrator for action in accordance with the procedures outlined in P&P Letter No. 3-0710,"Resignations and Dismissals for Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, and Dismissals for Administrative and Professional Staff," in accordance with the status of the employee.

G. If it is determined that disciplinary action will be taken in response to the complaint, the unit administrator will proceed with such action, following P&P Letter No. 3-

0710, "Resignations and Dismissals for Classified Staff," or P&P Letter No. 3-0726, "Employment, Resignation, Suspensions, and Dismissals for Administrative and Professional Staff," in accordance with the status of the employee, relating to imposing disciplinary action against non-faculty employees. The unit administrator shall give the complainant and the respondent notification of such determination. Such action and notification shall normally be concluded within fifteen (15) working days of the receipt by the unit administrator of the complaint. In extraordinary circumstances, the unit administrator has the authority to extend this 15-day time period. In such instances, the unit administrator shall notify the complainant and the respondent of such, and the date when the disciplinary process will be concluded.

2.06 COMPLAINTS AGAINST FACULTY EMPLOYEES -FORMAL RESOLUTION PROCEDURES

A. The University's policies for formal complaints against members of the faculty are set forth in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" (January 21, 2000) ("the Policy Statement"). A grievance of gender discrimination or sexual harassment allegedly committed by members of the faculty may be initially filed with the Title IX Coordinator or the appropriate academic unit administrator. If such complaints are filed with the Title IX Coordinator, such complaints shall be transferred for review and action by the Title IX Coordinator to the appropriate academic unit administrator within two (2) working days of receipt of such complaint, with a copy transmitted to the Vice President for Academic Affairs. Within two (2) working days of the academic unit administrator's receipt of the complaint, the administrator shall notify the complainant, in writing, of receipt of the complaint and of the actions the academic unit administrator will take with the complaint.

B. In instances not involving the possible dismissal of a faculty member due to alleged gender discrimination or sexual harassment, the appropriate academic unit administrator (or substitute academic administrator appointed by the Vice President for Academic Affairs as authorized in the policy statement) shall review the complaint and take responsive action as deemed appropriate normally within thirty (30) working days, following due process provisions as set forth in the policy statement.

C. Where formal disciplinary action not involving possible dismissal is requested due to allegations of gender discrimination or sexual harassment by a faculty member, if it is determined by the unit administrator that the University will not proceed with a formal disciplinary action, the unit administrator will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to take disciplinary action to the Division Head charged with supervision over the unit. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint is believed to be in error.

The Division Head shall respond within ten (10) working days of receipt of the appeal. If the decision not to take disciplinary action is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the unit administrator for action in accordance with the procedures outlined in the University's disciplinary procedures for faculty.

In instances involving the possible dismissal of a faculty member due to alleged gender discrimination or sexual harassment, the procedures set forth in the General Termination Procedures of the Policy Statement shall be followed.

2.07 FORMAL RESOLUTION REPORTING AND DOCUMENTATION REQUIREMENTS

Officials taking action via formal disciplinary or grievance proceedings (whether involving student, non-faculty staff, and members of the faculty) in response to complaints of alleged gender discrimination or sexual harassment are required to report such actions, in writing, to the University's Title IX Coordinator. Such reports shall be made within two (2) working days of resolution of the complaint. Such officials include, but are not necessarily limited to: unit heads, academic administrators, faculty members engaged in teaching or in supervising student workers, and intercollegiate athletic administrators and coaching staff members. The Student Conduct Officer shall also make such reports to the Title IX Coordinator.

The University shall document formal resolutions. Such documentation shall be retained by the Title IX Coordinator for at least three (3) years from the date of conclusion of the formal resolution procedure and will be kept confidential to the extent permitted by law.

3.01 TITLE IX COORDINATOR REVIEW AUTHORITY

Nothing contained in this policy shall be construed to limit or qualify the authority of the Title IX Coordinator to independently review any allegations of gender discrimination or sexual harassment on an informal basis and to make such reports as the Title IX Coordinator deems appropriate and necessary to University administrators.

Appendix A

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION 29 CFR PART 1604

(This is Appendix A within the Appendix Q, Sexual Harassment-OSU Policy and Procedures Letter 10702)

DISCRIMINATION BECAUSE OF SEX UNDER TITLE VII OF THE CIVIL. RIGHTS ACT OF 1964, AS AMENDED; ADOPTION OF FINAL INTERPRETIVE GUIDELINES
AGENCY: Equal Employment Opportunity Commission.

Action: Final Amendment to Guidelines on Discrimination Because Of Sex.

Summary: on April 11, 1980, the Equal Employment Opportunity Commission published the Interim Guidelines on sexual harassment as an amendment to the Guidelines on Discrimination Because of Sex, 29 CFR part 1604.11,45 FR 25024. This amendment will reaffirm that sexual harassment is an unlawful employment practice. The EEOC received public comments for 60 days subsequent to the date of publication of the Interim Guidelines. As a result of the comments and the analysis of them, these Final Guidelines were drafted.

EFFECTIVE DATE: November 10, 1980.

FOR FURTHER INFORMATION CONTACT: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N. W., Washington, D.C. 20210, 1-800-397-6251 or (202) 693-1337 (TTY).

(Supplementary information concerning comments received on the interim guidelines, and relevant case law is omitted.)
Accordingly, 29 CFR chapter XIV, Part 1604 is amended by adding § 1604.11 to read as follows: Part 1604-GUIDELINES ON DISCRIMINATION BECAUSE OF SEX
§ 1604.11 Sexual harassment.

(a) Harassment on the basis of sex is a violation of Sec. 703 of Title VII. The principles involved here continue to apply to race, color, religion or other origin. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(b) In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

(c) Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity

(d) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

(e) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.

(f) Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

(g) Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

(Title VLL, Pub. L. 88-352,78 Stat. 253 (42 V.S.C. 2000e et sez.» (FR Doc. 80-34981 Filed 11-7-80, 8:45 a.m.) Billing Code 6570-06-M

Federal Register V*ol.* 45, No. 219/Monday, November 10, 1980/Rules and Regulations 74676-74677

APPENDIX R

INSTRUCTIONAL MATERIALS POLICY

OSU-Oklahoma City
Instructional Materials Policy

- Faculty at Oklahoma State University - Oklahoma City are encouraged to keep instructional materials costs as low as possible.

    - The OSU- Oklahoma City bookstore shall contract with the institution to provide bookstore services to students:
        - Provide students with the option of purchasing instructional materials that are unbundled when possible, disclose to faculty and staff the costs to students of purchasing instructional materials, and disclose publicly how new editions vary from previous editions.
        - Actively promote and publicize book buy-back programs;
        - Disclose retail costs for instructional materials on a per-course basis to faculty and staff and make this information publicly available; and
        - Higher education faculty and staff should consider the least costly practices in assigning instructional materials for a course, such as adopting the least expensive edition available when educational content is comparable as determined by the faculty and working closely with publishers and bookstores to create bundles and packages if they deliver cost savings to students.

A. No employee or department at OSU- Oklahoma City shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction.
An employee or department of OSU- Oklahoma City may receive:
    1. Sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material, that are not to be sold by faculty, staff, or bookstores;
    2. Royalties or other compensation from sales of textbooks or instructional materials that include writing or work of the employee;
    3. Honoraria for academic peer review of instructional materials; and
    4. Training in the use of instructional materials and technologies.

B. No instructional material vendor or bookstores located on campus or Bookstores which contract with the institution to provide bookstore services to students shall solicit higher education faculty and staff members for the purpose of selling free review instructional materials that have been provided by a publisher at no charge to the faculty or staff. Bookstores shall not permit book wholesalers conducting buybacks on campus to accept review instructional materials from faculty or staff. No bookstore shall engage in any trade of any instructional materials marked as or identified as free review instructional materials.

Instructional materials reserve policy

- The OSU- Oklahoma City library will provide access to required instructional materials for classes with large enrollments or expensive textbooks. These materials will be on reserve at the library.

Procedure for ordering Instructional Materials

- Academic department heads are responsible for providing liaison with the bookstore. As such, the head of the department should coordinate all aspects of ordering textbooks and course supplies for the academic unit.

- Selection of textbooks is a departmental function; therefore, the department head shall coordinate all selection and procurement functions. Individual faculty members shall not place orders for textbooks directly with the Bookstore. All original orders for textbooks and course supplies through the Department head must include the retail price for each required textbook and must be signed by the department head. Any subsequent changes or additions to the original orders shall be approved by the department head in writing.

- If a textbook has been listed on the required list and the order has been processed, the textbook cannot be canceled or deleted unless the Bookstore is unable to supply sufficient quantities of the text or unless the class is canceled. In cases of the former exception, the Bookstore will notify the head of the department head, telephone and confirm the notification in writing as quickly as possible so that alternate decisions can be made. Any exceptions to this policy must be approved by the division head.

- All orders for textbooks will be finalized within academic departments and communicated to the bookstore according to published deadlines.

- The department head will ensure that the same textbooks are used for multiple sections of a course. This is to ensure that students enrolled in different sections of the same course receive essentially the same textbook information. Exceptions may be made upon approval of the department head and division head for class sections where students differ significantly from the normal sections (i.e. Special sections for majors or international students), or where an instructor's teaching style or approach differs from the normal approach (i.e. Case study, modular, or thematic designs).

- Problems related to textbook and supply orders should be communicated through the department head to the Bookstore. It shall be the individual faculty member's responsibility to report such problems directly to the department head and not to the Bookstore.

- OSU- Oklahoma City Instructional Materials policy also provides for the following.
    - The campus will establish a fund to purchase texts to be put on reserve for students to checkout.
    - Textbooks exceeding an upper limit on cost must be approved by the division head. That upper limit will be determined by each division and periodically reviewed.
    - Faculty are encouraged to use the same textbooks and other instructional materials for at least two years, unless there is a significant academic need to change textbooks or instructional materials earlier.