



**Northwestern**  
OKLAHOMA STATE UNIVERSITY

# FACULTY HANDBOOK

Northwestern Oklahoma State University

Alva • Enid • Woodward

## FOREWORD

Northwestern Oklahoma State University has been expected to provide educational opportunities and leadership ever since it was established in 1897. It has met those expectations, attaining a reputation for being excellent in its academic offerings and obliging in its service.

These things have been accomplished and can be maintained only through the efforts of a dedicated faculty. A faculty that does its best is one that is knowledgeable in matters affecting the instructional staff. This handbook is an effort to see that you are informed in these respects.

Revisions in policies and procedures are necessary as time goes on and as conditions change. Your suggestions to help keep us abreast of these needed changes are solicited.

You are encouraged to use this handbook as a reference manual and a guide in all the areas it covers.

A handwritten signature in black ink that reads "Janet Cunningham". The signature is written in a cursive, flowing style.

Janet Cunningham  
President

## NOTE

If any policy statement in the *Northwestern Faculty Handbook* conflicts with stated policy in the *Policy Manual of the Regional University System of Oklahoma*, the latter will take precedence.

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## CHAPTER I

### INTRODUCTION

**1.1 HISTORY OF THE UNIVERSITY.** The Oklahoma Territorial Legislature enacted legislation in 1897 that established Northwestern Normal School at Alva. Northwestern has the distinction of being the second normal school in the state.

The first faculty of the school was composed of the president, James E. Ament, and two teachers. Until a building to house the new college could be constructed, the classes were housed in the Congregational Church. The school opened on September 20, 1897, with an enrollment of 68 students.

By the fall of 1899, the first building had been completed, and the school was transferred to its present site. The cost of construction of the first building was underwritten by a number of private citizens, since no appropriation for this building had been passed by the legislature.

The school became a four-year college and was designated Northwestern State Teachers College in 1919. In 1939, the school was expanded to include degrees in Liberal Arts as well as Education and "Teachers" was dropped from the title. At that time, the school was renamed Northwestern State College. The final name change occurred in 1974 when it was renamed Northwestern Oklahoma State University.

By constitutional amendment in 1941, a newly created Oklahoma State Regents for Higher Education was charged with fiscal policies and determination of function and courses of study for all of the institutions in the state system. Exercising this responsibility, the Oklahoma State Regents for Higher Education prescribe the general curriculum requirements for Northwestern and the other state institutions.

In 1951 the Oklahoma State Regents for Higher Education authorized the college to offer courses, transferable to the University of Oklahoma and Oklahoma State University, applying toward a master's degree in education. Then, in accordance with authority granted by the Oklahoma State Regents for Higher Education on January 25, 1954, beginning with the summer term of 1954, a fifth-year program in teacher education leading to a Master of Education degree was instituted at Northwestern.

The Oklahoma State Regents for Higher Education authorized the implementation of a fifth-year interdisciplinary sociology and psychology program leading to a Master of Behavioral Science degree in the fall of 1978. A nursing program leading to a Bachelor of Science in nursing degree was established in the fall of 1981.

As Northwestern prepared to enter its second century, the university expanded its presence in the area. In the spring of 1996, the Second Session of the 45th Legislature created Northwestern campuses in Enid and Woodward. These campuses offered their first classes during the 1996-97 academic year.

## **1.2 PHILOSOPHY AND CORE VALUES**

**1.2.1 Mission Statement.** Northwestern Oklahoma State University provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

**1.2.2 Vision Statement.** Northwestern aspires to be a vibrant innovative regional University of choice whose students, faculty, staff, and alumni succeed and lead in their academic, professional, cultural, and service endeavors.

### **1.2.3 Core Values.**

**Academic Excellence:** Northwestern will provide the best possible educational experience for every student.

**Accessibility:** Northwestern is committed to accessibility of its programs and services.

**Community:** Northwestern will strive to create a sense of community that extends beyond campus boundaries.

**Diversity:** Northwestern will respect the individual rights of all persons.

**Responsibility:** Northwestern will maintain the highest levels of ethical standards and accountability.

**1.3 ORGANIZATION.** The governing boards for Northwestern are the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma.

**1.3.1 Oklahoma State Regents for Higher Education.** The Oklahoma State Regents for Higher Education includes nine members whose responsibilities include the formulation of policies and standards of general application and concern to all institutions of higher learning in Oklahoma. These responsibilities also include general policy decisions in such areas as courses of study, degrees, budget allocations, and student fees.

**1.3.2 Regional University System of Oklahoma.** The board directly supervising the activities of Northwestern and five other regional universities is the Regional University System of Oklahoma. The membership of this board includes nine individuals serving staggered terms of office. Eight of these members are appointed by the Governor of Oklahoma with the consent of the Oklahoma State Senate, one member being chosen from each of eight districts. These eight members serve nine-year terms. The ninth member of the Board is the State Superintendent of Public Instruction.

**1.4 ACCREDITATION.** Northwestern is a state-assisted, public regional university and a member of the Oklahoma State System of Higher Education. Northwestern is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education, which is also approved by the Oklahoma Commission for Teacher Preparation. The nursing program is accredited by the National League of Nursing (NLN) and is approved by the Oklahoma Board of Nursing. The social work program is accredited by the Council on Social Work Education (CSWE) and is approved by the Oklahoma Board of Licensed Social Workers.

**1.5 CLIENTELE.** The State of Oklahoma is divided into ten regional-university districts. Northwestern, located in Alva, Enid and Woodward, serves ten northwestern counties of the state. The regional-university district comprises 10,347 square miles, an area larger than that of several states. From east to west at the widest point, the district is 212 miles long; from north to south it extends 58 miles. Approximately 80 to 85 percent of the student body is from the ten-county area in which the institution is located.

The Alva campus is only fifteen miles from the Kansas state line. Consequently, Northwestern serves a large area in southern Kansas in addition to the ten Oklahoma counties specifically assigned by the Oklahoma State Regents for Higher Education. Thus, Northwestern renders service to an area much larger than the official 10,347-square-mile units comprising its ten-county area.

## CHAPTER II

### ADMINISTRATIVE ORGANIZATION

**2.1 A GUIDING PHILOSOPHY.** University administration must be evaluated in terms of the extent to which it promotes the successful achievement of the purposes for which the institution was established. It must serve to stimulate and give general direction to continuous and cooperative effort to attain the more specific aims that have been recognized as the objectives of the university program.

The curriculum of the university may be defined as the sum total of the experiences brought by the institution to its students. Administration, therefore, through careful conservation and wise distribution of the maximum budget obtainable for support of the university program, seeks to provide the best possible facilities, curricular and co-curricular activities, instruction, advisement, and counseling, all in order that student experiences at Northwestern may be rich in quality and quantity, meaningful in terms of goals and responsibilities, and wholesome in terms of personality and character. Administration is a means, rather than an end, in itself.

Means, however, are requisite to the achievement of ends. A group of persons, even though they have mutual interests and purposes, cannot most effectively achieve those purposes unless responsibilities and authorities are delegated, lines of communication made clear, and definite procedures developed for their doing so. When these things can be achieved at Northwestern without violation of fundamental principles of democracy, conserving the individuality of members of the group, yet bringing them into a relationship of devoted cooperative endeavor in which each is ready and willing to take criticism, recognize mistakes, admit faults, and rectify shortcomings, the philosophy of the administration will be functioning.

**2.2 PRESENT LOCAL ORGANIZATION.** In an effort to implement the philosophy expressed above, the present organization has been developed. The chart is located on NWOSU's website at <http://ranger3.nwosu.edu/payroll/handbk/organi06.pdf>, which shows the present administrative organization.

### 2.3 ADMINISTRATIVE OFFICES

**2.3.1 President.** The president is the chief administrative officer of Northwestern. S/he is directly responsible to the Regents of Oklahoma Colleges and the Oklahoma State Regents for Higher Education and serves in a liaison capacity between the two boards and the university. As chief administrator, the president is the ultimate supervisor and the coordinator of all campus activities. The president also is the chief promoter of publicity, recruitment, and fund-raising for Northwestern.

The president delegates authority to the following officials: vice president for administration, executive vice president, vice president for student affairs and enrollment management, and associate vice president for university relations.

**2.3.2 Vice President for Administration.** The primary responsibility of the vice president for administration is to manage the business and financial affairs of the university, including the student center operations and preparation of reports and conduct of financial analysis. S/he also implements appropriate controls and audits. S/he is financial advisor to the president and assists the president in preparation of university budgets. S/he has financial control of auxiliary enterprises and service departments. S/he also is responsible for classified personnel, university transportation, student services, information technology, maintenance of the physical plant and the bookstore.

**2.3.3 Executive Vice President.** The executive vice president has primary responsibility for the instructional program of the university. S/he coordinates her/his activities with the other administrative officers and is the administrator of policies concerning the academic program. S/he coordinates the work of the academic deans. Specifically, the executive vice president has the responsibility for leadership in the development, improvement, and the implementation of the curriculum. S/he approves class schedules received from the academic deans and makes recommendations to the president concerning employment, tenure, dismissal, and leaves of absence. S/he is responsible for registry and admissions, assessment, and distance learning. The executive vice president, in cooperation with academic deans and various administrative officers, has responsibility for the preparation and publication of the university catalog. Her/his office is responsible for issuing announcements to be made in class and/or posted on the university website. The executive vice president convenes meetings of the academic deans.

**2.3.4 Deans of Enid and Woodward Campuses.** The deans are responsible for administering the policies of Northwestern and coordinating all activities on their respective campuses.

**2.3.5 Academic Deans.** Academic deans within their respective schools, administer the policies of the university to achieve coordination of the instructional and budgetary programs. Major institutional responsibilities are as follows: initiate and supervise faculty development; represent the special needs, concerns, and interests expressed by the faculty; promote cooperative interschool relationships for the attainment of university goals; assist the academic vice president in the recruitment, orientation, promotion, and retention of faculty; formulate the school's budget, allocate school funds, and approve expenditures from the school's budget; coordinate the assignments and evaluate the performance of the faculty within the school. They also assist with the supervision and maintenance of their respective buildings and equipment.

**2.3.6 Department/Division Chair.** The Department/Division Chair is directly responsible to the dean of the appropriate school and the chief academic officer. Major institutional responsibilities are as follows: manage program assessment processes and

reporting; utilize assessment results for program review and program modifications when appropriate; supervise faculty and guide faculty development; assist faculty with setting office hours which provide faculty access for students; evaluate faculty in accordance with FEAD guidelines; develop course schedules; ensure implementation of departmental recruitment, retention, and advisement strategies; approve faculty development of appropriate online courses; assist with the hiring and orientation of new faculty; coordinate development of departmental budget and approve expenditures.

**2.3.7 Vice President of Student Affairs and Enrollment Management.** The vice president of student affairs and enrollment management is directly responsible to the president for the coordination and supervision of the student personnel staff in their function of guiding student affairs.

The student personnel program includes student conduct, student organizations, student activities, personal counseling, student personnel records, residence halls, advisement, academic probation, counseling services, recruitment, international student advising, and campus security. Other student personnel staff members include:

- (1) Director of students/housing administers campus housing (the dormitories), schedules camps and conferences, and enforces the student code of conduct.
- (2) Director of student life and counseling services is responsible for all aspects of student life. Responsibilities include providing comprehensive counseling services to students, including academic and personal counseling, providing crisis intervention, conducting workshops, engaging in personal consultation as well as group therapy sessions, and providing referral consultation with educational counselors. The director will also work to facilitate the transition of new students into the college environment.
- (3) Director of recruitment is responsible for all aspects of recruiting potential students to the University. Responsibilities include receiving visitors on campus, scheduling visits to area high schools, distributing information to high school counselors, prospective students, and parents, assisting students with admissions and enrollment, and coordinating on-campus students for hosting visitors on campus.
- (4) International student advisor and is responsible for the recruitment and needs of the international student population. The international student advisor corresponds with prospective students abroad coordinating their admission, deals with current immigration directives, and periodically meets with the international student population to discuss their needs and concerns.
- (5) Director of wellness center is responsible to the vice president of student affairs and enrollment management. S/he is responsible for managing the day-to-day operations of the wellness center. S/he plans and promotes health related activities and programs in the community.

- (6) Chief of Police, department of public safety reports to the vice president of student affairs and enrollment management. S/he directs the activities of the campus public safety department in accordance with the authority delegated by the Regional University System of Oklahoma Colleges. S/he develops and implements policies and procedures commensurate with the responsibilities of the department to ensure compliance with all federal, state, city, and university guidelines, directives, and statutes.

**2.3.8 Associate Dean of Graduate Studies.** The associate dean of graduate studies is directly responsible to the Dean of the School of Professional Studies. S/he is responsible for implementation of graduate admission procedures. S/he works with the graduate faculty in curriculum and instructional matters and implements policies of the university. S/he keeps and updates files of graduate students admitted to the graduate school. The associate dean of graduate studies, in cooperation with academic deans and various administrative officers, has responsibility for preparation and publication of the graduate catalog. The associate dean of graduate studies also serves as the chair of the graduate committee.

**2.3.9 Associate Vice President for University Relations.** The associate vice president for university relations is responsible to the president. S/he uses the office to promote public understanding of and support for the university and its program of service. In consultation with university administrators and others, s/he plans brochures, on-campus publications and other promotional and informational materials. S/he also is responsible for university sports information.

**2.3.10 Athletic Director.** The athletic director is responsible to the president for coordinating all of the activities of the varsity athletic programming, scheduling, crowd control, officials, and maintenance of athletic facilities. The athletic director is also responsible for athletic scholarships.

## **2.4 FACULTY SENATE AND STANDING COMMITTEES**

**2.4.1 Faculty Senate.** The primary purpose of the Faculty Senate is to encourage, promote, and channel faculty participation in the shaping of university policy. The objectives of the Faculty Senate are formulated with the clear understanding that the university president and/or boards of regents are charged with the final responsibility for the operation of the institution; and therefore, the following objectives will be exercised in the context of recommendations:

- (1) to provide the faculty and administration with opportunities for identifying and considering problems related to academic excellence, personnel policies, and recommending solutions to such problems,
- (2) to provide the faculty and administration a forum for communication,



- (3) to provide for greater utilization of creative and innovative faculty resources. The Faculty Senate recommends membership to all standing committees, with the exception of the Graduate and Teacher Education committees, to the president for final approval.

**2.4.2 The Graduate Committee.** The Graduate Committee consists of the following members: The associate dean of the graduate studies (non-voting except in case of a tie), the dean of the School of Arts and Sciences, the dean of the School of Professional Studies, the chair of the education division, the chair of the psychology department, the director of teacher education, one (1) at-large faculty representative from the School of Arts and Sciences, one (1) at-large faculty representative from the School of Professional Studies, one (1) student representative from the Division of Education, and one (1) student representative from the Department of Psychology.

At-large members shall serve four-year terms, with schools alternating elections in even-numbered years. At-large members must meet eligibility requirements for permanent graduate faculty appointment as outlined in the graduate catalog. Student members shall serve one-year terms, with annual elections within each department/division. Student representatives must be graduate students in good standing, making satisfactory progress toward a master's degree.

The Graduate Committee has the primary responsibility for setting and achieving advanced program goals, establishing policies, fixing responsibility for program decision making, identifying and utilizing resources, and facilitating continuous development and improvement of advanced programs. The specific duties of the Graduate Committee are:

- (1) supervising matters pertaining to the graduate program and the formulation of policy for the graduate program,
- (2) formulating aims and objectives of the graduate program and the design and content of the graduate curricula,
- (3) evaluating proposed requirements for programs submitted by the respective schools,
- (4) formulating policies for admission and retention in the graduate program,
- (5) formulating criteria and approval of faculty membership on the graduate faculty,
- (6) formulating policies to provide quality control of courses, faculty, and physical resources relative to the graduate program,
- (7) providing systematic and periodic opportunities for graduate students and the graduate faculty to evaluate the graduate program and to make recommendations for its further development,

- (8) formulating and recommending policy on expanding and upgrading degree programs, discontinuance of degree programs, or limitation on enrollment in degree programs,
- (9) long-range planning for the graduate program.

**2.4.3 Teacher Education Committee.** The Teacher Education Committee is elected by the teacher education faculty and recommended to the president for final approval. The Teacher Education Committee shall be made up of the following members: three (3) faculty, who are permanent members, the director of teacher education who serves as chairman, one (1) representative from secondary education and one (1) representative from elementary education. One of these representatives must be the director of student teaching. The four (4) remaining faculty members are selected for three (3) year terms as follows: one (1) representative from the education department at-large and three (3) representatives from the teaching fields. The two (2) student representatives, members of the Student Education Association, are junior or senior Teacher Education students (one elementary and one secondary). The general purpose of the Teacher Education Committee is to provide a program of studies for the preparation of teachers at the baccalaureate and master's degree level to work in public schools. The Teacher Education Committee is the policy making body for the total undergraduate teacher preparation program at Northwestern. Their recommendations are made to the executive vice president and become official policy when approved by the president, the Regional University System of Oklahoma, and the Oklahoma State Regents for Higher Education in those areas requiring Regents' approval. The specific duties of Teacher Education Committee are:

- (1) to approve all undergraduate teaching majors, minors, and certificate programs,
- (2) to set standards for admission and retention,
- (3) to approve the Teacher Education Faculty,
- (4) to approve all changes in the programs,
- (5) to act as an appeals committee for all student grievances,
- (6) to approve changes in the faculty development process,
- (7) to approve program evaluation processes,
- (8) to recommend changes needed for policy and programs.

**2.4.4 Academic Affairs Committee.** The purpose of the Academic Affairs Committee is to monitor undergraduate (non-teacher education) programs and to make

recommendations concerning these programs to the president of the university. Specific operations of the Academic Affairs Committee are:

- (1) to study and make recommendations relating to course offerings and major and minor requirements,
- (2) to study and make recommendations concerning admissions, advanced placement, retention, probation, and graduation requirements,
- (3) to study and make recommendations relating to the academic advisement program,
- (4) to study and make recommendations relating to the student's evaluation of instructors and courses.

**2.4.5 Academic Affairs Appeals Committee.** The committee makes recommendations to the academic vice president on academic appeals from current and former Northwestern students.

**2.4.6 Admissions Committee.** The committee, composed of the executive vice president and academic deans, hears appeals from students for waivers of the university's admissions criteria.

**2.4.7 Diversity Committee.** The Diversity Committee is responsible for developing opportunities that create a campus environment that fosters diversity. In addition, in conjunction with faculty and staff, the committee comprises an annual notebook that documents the diversity activities that occurred during the academic year.

**2.4.8 Faculty Development Advisory Board.** The FDAB committee assists the executive vice president in coordinating the new faculty orientation, develops academic-based faculty mentoring programs, coordinates faculty development programs on campus including speakers, and provides resources for faculty to enhance teaching methods.

**2.4.9 Faculty Evaluation and Development Committee.** The Faculty Evaluation and Development Committee (FEAD) is charged with designing a faculty development program to serve as a resource for faculty improvement. The underlining goal of the committee is to develop a comprehensive faculty evaluation and development system that is fair, useful for personnel decisions, and promotes improvement in quality of teaching, scholarly activity, and university service.

**2.4.10 General Education Committee.** The General Education Committee performs the following functions:

1. Periodically review the mission and competencies of the general education program.
2. Review and approve all curriculum changes in general education.

3. Review assessment results for general education and make recommendations for any changes warranted by those results.

**2.4.11 Honors Committee.** The Honors Committee consists of faculty from both academic schools and is designed to enhance the educational opportunities of exceptionally gifted students. The faculty are involved in the advising process as well as designing courses that will help these students achieve their maximum intellectual potential.

**2.4.12 Scholarship Committee.** The Scholarship Committee is responsible for the consideration and screening of applications for and the granting of scholarships, which have been provided by a variety of donors including private groups, public groups, and individuals.

**2.4.13 Service Learning/Civic Engagement Committee.** Service Learning/Civic Engagement is defined as educational experiences in which students participate in the organization and execution of service activities that address campus and community involvement. Students reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility and engagement. The activities could range from single student internships to class or group projects. The committee is composed of faculty, staff, and students who are promoting the concept of service learning to campus organizations and instructors.

**2.4.14 Social Affairs Committee.** The Social Affairs Committee is responsible for campus social activities involving faculty members and their families.

**2.4.15 Student Affairs Committee.** The Student Affairs Committee reviews the appeals of students who have been academically suspended.

## CHAPTER III

### ACADEMIC AFFAIRS

**3.1 FACULTY PERSONNEL POLICY. PERSONNEL DATA FOLDERS.** Each faculty member files a form supplying personal data to be maintained as confidential information in the president's office. Forms for this report are obtainable from the president's administrative assistant. Transcripts and personal data forms will not be returned when a faculty members leaves the institution. They are retained as part of the permanent records of the university.

It is the policy of the Board, Northwestern and the other regional universities to recognize and implement the functions assigned to the regional universities by the Oklahoma State Regents for Higher Education. These functions are teaching, research, continuing education and public service. The responsibility for carrying out this policy is shared by the Regional University System of Oklahoma, administrative officers, and the faculty of the constituent universities.

**3.1.1 Membership.** The faculty is composed of two groups, the regular and the supplemental faculty. In most cases, these individuals have an instructional or research relationship to the university, either direct or supervisory. The faculty includes permanent and temporary, full-time and part-time personnel.

Regular Faculty: The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor. Regular faculty may hold one of the following appointments: (1) Tenured; (2) Tenure Track (non-tenured, on tenure track); (3) Non-Tenure Track (non-tenure earning); (4) Temporary (one academic year or less).

Supplemental Faculty: The supplemental faculty consists of:

- (a) Adjunct Faculty. Adjunct faculty hold part-time appointments that may be made for one academic year or less. The rank of such faculty may be instructor or lecturer.
- (b) Visiting Faculty. Visiting faculty are employed by the university to teach or perform research for a limited time and are on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.
- (c) Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure, which are applicable specifically to regular faculty. Volunteer faculty who meet education qualifications may hold academic rank.

- (d) Clinical Supervisors. Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

**3.1.2 Types of Appointments to Faculty.** The regular faculty holds one of six types of appointments:

- (a) Tenured. A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated. The procedures for dismissal of tenured faculty are covered in paragraphs 3.3.6--3.3.12.
- (b) Tenure Track. Tenure track appointments are for one (1) year, renewable annually at the option of the university. A person on tenure track will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment.
- (c) Non-Tenure Track. A non-tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as on a non-tenure track. Faculty with this type of appointment will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment. A faculty member on non-tenure appointment may be continued annually, at the option of the university, for a period of seven (7) years. Thereafter, the appointment must be approved by the Board on an annual basis as a waiver of policy. A non-tenure track appointment may be changed to a tenure track appointment upon written agreement between the university president and the faculty member.
- (d) Temporary. A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised.
- (e) Administrative. An administrative appointment is one in which the faculty member is assigned to perform executive duties and function as part of the administration of the university.
- (f) Graduate Faculty. The faculty for the Graduate School consists of the president, the executive vice president, and members of the general faculty who have been recommended to serve on the Graduate Faculty, and who are approved by a vote of the Graduate Committee. Only Graduate Faculty may teach graduate (5000-level) courses or serve as members of graduate students' advisory committees.

Membership on the Graduate Faculty is restricted to those faculty members who hold an earned doctorate or the terminal degree in the appropriate area of

specialization, and who are actively engaged in administration, teaching and/or research. Exceptions may be made in unusual cases for persons who have demonstrated special competence for independent scholarly activity or a particular performance skill through publication, research, or professional recognition.

**3.1.3 Length of Appointments.** The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its employees except as authorized by the Oklahoma Constitution.

**3.1.4 Initial Appointments to the Regular Faculty.** Authority to make appointments to the regular faculty is delegated to the university president. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment.

**3.1.5 Appointments to the Supplemental Faculty.** An appointment to the supplemental faculty is made by the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment.

**3.1.6 Appointments to the Summer Teaching Faculty.** An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments from regular faculty are made by the university president.

### **3.1.7 Full and Part-Time Appointments.**

(a) Full-Time Appointments. Full-time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twelve (12) to thirteen and one-half (13.5) hours per semester, and a non-instructional equivalent load of four and one half (4.5) to six (6) hours per semester so the full-time load would be the equivalent of eighteen (18) hours per semester.

(b) Part-Time Appointments. Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing their teaching load by eighteen (18). For example, a nine (9) hour teaching load would equal one-half time.

(c) Graduate Assistants. Graduate assistants are graduate students at the institution who hold appointments as teaching, research or administrative assistants. Graduate assistants

must be enrolled in a minimum of three (3) semester hours and teach no more than six (6) credit hours per semester.

(d) Joint Appointments. Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (a) must not total more than 1.0 full-time equivalent (FTE) and (b) must be approved by all of the units and colleges or universities involved. Such appointments must have the approval of the appropriate administrative officials of all units involved and one academic unit and college shall have primary responsibility for promotion and tenure consideration.

(e) Adjunct Appointments. Adjunct appointments are temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. Compensation is determined at the university level.

### **3.2 ACADEMIC RANK, PROMOTION AND DEVELOPMENT OF FACULTY.**

**3.2.1 Rank or Promotion Granted by Board of Regents.** Authority to grant academic rank or promotion in academic rank is delegated to the university president. Determination of merit and granting promotion in rank shall be in accordance with the promotion policies and procedures of Northwestern as well as the minimum criteria, contained in these policies. The faculty member desiring promotion will meet with the appropriate department/division chair and/or dean and approve a written plan of study for the proposed doctoral degree. A copy of this plan of study will be sent to the Chief Academic Officer for approval and be kept on file.

**3.2.2 Principal Academic Ranks of the University.** The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor. Educational qualifications for these ranks shall be as follows:

- (1) Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.
- (2) Associate Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.
- (3) Assistant Professor: An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. Institutions may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a non-doctoral degree program requiring a minimum of 60 graduate hours. Note: NWOSU recognizes the MFA as a terminal degree.
- (4) Instructor: An earned degree awarded by a regionally accredited or internationally recognized institution.



- (5) Others: Instructional personnel, who are not subject to assignment of rank, may be assigned such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or by other title.

**3.2.3 Education Requirements.** The university shall verify the credentials of each faculty member according to the policies and procedures of the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma. The earned degrees or graduate work should be in a field related to the individual's assignment or must include a prescribed number of semester hours of graduate work in the discipline as specified in the plan of study.

**3.2.4 Experience Requirements.** Faculty members remain at the same rank for a minimum of five (5) years. Exceptions may be made by the university president.

**3.2.5 Educational and Experience Requirements.** The educational and experience requirements delineated above do not imply that attainment of given educational qualifications and/or experience requirements shall be the sole criteria for granting rank or promotion in rank.

**3.2.6 Other Criteria.** Providing that candidates possess the required educational and experience qualifications the following are considered minimum criteria upon which promotion in rank is based: (1) effective classroom teaching, (2) scholarly or creative achievement, (3) contributions to the institution and profession, and (4) performance of non-teaching semi-administrative or administrative duties. The criteria listed above will be measured in part by the annual student-faculty and administrative evaluations.

(a) The determination of professional training and/or experience to meet the criteria for assignment of rank will be the responsibility of the executive vice president. S/he will consult with peers or supervisors of those who are being considered for a change in rank.

**3.2.7 Reduction in Rank.** No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

**3.2.8 Appeal.** Individuals who are not satisfied with action taken as a result of the review process for change in rank may follow the established university appeal procedure. See paragraph 3.2.10(1).

**3.2.9 Exceptions.** The president may recommend exceptions to criteria for promotion in rank.

**3.2.10 Procedures for Granting Promotion.** The faculty member should be given a copy of these procedures upon employment. The president shall keep a current personnel record of each member of the faculty; this record is available to faculty upon request. Any faculty member evaluated (such as the annual evaluation of non-tenured faculty) shall sign the evaluation (summary sheet).

The chief academic officer will notify a faculty member in writing of eligibility for promotion at the beginning of the academic year in which he or she is eligible.

A faculty member desiring promotion must initiate in writing to the appropriate academic dean a formal request for promotion prior to February 1. The dean will forward a recommendation to the chief academic officer, who will in turn make a recommendation to the president. The president will make the final approval or disapproval. The faculty member will be notified of approval or disapproval in writing by April 1.

If the president denies the promotion, s/he will notify the faculty member in writing of such denial and furnish the faculty member either copies of the recommendations and rationale from the dean, the chief academic officer, and the president, or a written summary of such recommendations and rationales from each of the listed personnel. In such cases, the aggrieved faculty member may file a written appeal to the Faculty Senate. The Faculty Senate considers the appeal, and then files its recommendations with the president for consideration. The president then notifies the faculty member of the final determination of his petition.

**3.2.11 Faculty Development.** Northwestern Oklahoma State University establishes the following standards as the minimum requirements of professional academic performance of faculty within the institution. The standards outline the faculty behavior necessary for the university to achieve its mission, goals, and objectives.

Each component in the following two areas will be evaluated according to the designated weights

- A.** In the area of **Teaching/Instruction** the faculty member will: (Weight range for the area is 40 – 75%)
1. demonstrate a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches. (Weight 25%)
  2. consistently deliver instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%)
  3. consistently design instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%)
  4. effectively manage the classes that s/he teaches. (Weight 15%)
  5. effectively manage the enrollment of the classes that s/he teaches. (Weight 10%)
- B.** In the area of **Professional Development** the faculty member will: (Weight range for the area is 5 – 25%)

1. be involved in the professional organizations that represent the discipline in which s/he teaches. (Weight 55%)
2. continue his/her education. (Weight 45%)

The following three areas will each be evaluated holistically.

**C.** In the area of **Scholarly Activity/Creative Endeavors** the faculty member will perform one or more of the following: (Weight range for the area is 5 – 25%)

1. publish professional materials for and/or make presentations in the discipline in which s/he teaches.
2. conduct on-going research within his/her discipline.
3. receive professional recognition for his/her work within the discipline in which s/he instructs

**D.** In the area of **Institutional Involvement** the faculty member will perform one or more of the following: (Weight range for the area is 5 – 25%)

1. actively participate in university committees.
2. be involved in special programs/projects/contests for the university.
3. contribute to institutional studies and reports.
4. be involved with the university student organizations

**E.** In the area of **Community Service** the faculty member will perform one or more of the following: (Weight range for the area is 0 – 15%)

1. be involved in community service in his/her area of expertise.
2. be involved in community civic service.

### **Timetable**

September

- Executive Vice President notifies faculty who are to be considered for tenure, tenure review, or promotion.

October-November

- Faculty who are required to complete the evaluation process should deliver portfolios to their department/division chair by October 1.

- Faculty required to complete the portfolio include non-tenured faculty, faculty being considered for initial tenure or tenure review, and those being considered for a promotion. Tenured faculty members do not have to complete a portfolio unless he/she is up for tenure review or a promotion.  
Following are guidelines to assist faculty in determining the materials to include in the portfolio:
  1. Non-tenured faculty members – 1 year portfolio
  2. Initial Tenure – 4 to 5 year portfolio
  3. Tenure Review – 3 year portfolio
  4. Promotion – 4 to 5 year portfolio
- Department/division chair coordinates distribution of portfolios to peer reviewers. The chair is responsible for selecting the second peer reviewer and informing the faculty member of the selection.

#### December

- Peer reviewers and department/division chairs complete evaluations and return all evaluation materials to the appropriate academic dean by December 1.
- Academic dean compiles scores on summary sheet, calculates the overall composite rating, and completes individual compilation of all written comments. Those being considered for tenure should be scored as soon as possible so tenured faculty may review the portfolios.

#### January-February

- Academic dean assembles tenured faculty for consideration of tenure and tenure review candidates. The Executive Vice President provides student evaluation scores and past scores.
- Academic dean reports vote of the tenured faculty for each candidate to the Executive Vice President, along with a personal recommendation.
- Academic dean returns portfolios, evaluation summary sheets, and compilation of written comments to department/division chairs.
- Department/division chair returns portfolios to faculty.
- Department/division chair reviews summary sheet and written comments with faculty.
- Faculty member and department/division chair sign the summary sheet. Department/division chair provides faculty member with copy of signed summary sheet and written comments, then returns original summary sheet to the academic dean.
- The following items are placed in faculty personnel files:
  - Summary of student evaluations (no comments)
  - Summary score sheet with overall composite rating
  - Evaluation sheets from peers and department chairs

#### March

- Academic dean forwards all original summary sheets, compilations of written comments, and all peer and department/division chair evaluations to the Executive Vice President by March 1.

April

- President notifies faculty members who have been considered for promotion of denial or granting of promotion by April 1.

May

- President notifies faculty of granting or denial of tenure by May 1.

### **3.2.12 Administrators Rank and Promotion.**

(1) Retention of Administrators. Administrators serve at the pleasure of the president and are a part of the president's staff. Their retention is based on the following: (as appropriate per assignment)

- a. Academic Leadership--The university shows growth in academic respect from evaluating agencies and other academic bodies.
- b. Financial Responsibility--Financial obligations are met to the satisfaction of the president.
- c. Support and respect of the many constituencies for which the administrator has responsibility. Some of these are:
  1. Other administrators
  2. Faculty
  3. Students and parents
  4. Staff and other employees
  5. Alumni
  6. Communities.

(2) Promotion of administrators shall be accomplished by recommendation for promotion to the Board by the president.

(3) The president conducts an annual formal evaluation of academic and non-academic administrators.

(4) Faculty and other staff members who are periodically evaluated by their respective administrators will be afforded the opportunity to evaluate their administrators. In the academic area this includes faculty evaluation of the academic vice president and deans.

### **3.3 ACADEMIC FREEDOM, ACADEMIC RESPONSIBILITY, TENURE AND DISMISSAL OF FACULTY.**

#### **3.3.1 Academic Freedom.**

(a) Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties. Patent and copyright ownership will vest consistent with Board policy (see *RUSO Policy Manual*, paragraph 5-13).

(b) Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter, which has relation to that subject, and of controversial topics introduced by students. The faculty member should not introduce controversial matters, which have little or no relation to the subject of instruction.

(c) University faculty members are individuals, members of a learned profession, and representatives of a university. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but faculty position in the community imposes special obligations. As persons of learning and education representatives, the faculty members should remember that the public may judge the profession and the university by extramural utterances. Hence, each faculty member 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 faculty do not speak on behalf of the university.

(d) Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

#### **3.3.2 Academic Responsibility.**

(a) The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the university and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the university.

(b) Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.

(c) Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and participating in group deliberations, which contribute to the growth and development of students and the university. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects their true merit. They do not exploit students for private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

(d) Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members accept a reasonable share of faculty responsibilities for the governance of the university.

(e) Institutions of higher education are committed to open and rational discussion as a principal means of clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts which interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts, which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his individual responsibilities, as delineated by appropriate institutional statements found in the faculty handbook.

(f) Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his or her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.

- (g) Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- (h) Administrators must protect, defend, and promote academic freedom.

### **3.3.3 Academic Tenure.**

- (a) Tenure is a privilege and a distinctive honor. Tenure is defined as continuous reappointment, which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the university. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in: (1) effective classroom teaching; (2) scholarly or creative achievement; (3) contributions to the institution and profession; and (4) performance of non-teaching semi-administrative or administrative duties. The university may formulate standards for this review and determine the appropriate weight to be accorded each criterion consistent with the mission of the academic unit.
- (b) Tenure is granted by the Board of Regents of the Regional University System of Oklahoma upon the recommendation of the university president. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter.
- (c) The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank.
- (d) Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status previously granted as a member of the faculty.
- (e) The Board intends that tenured personnel are reappointed to the faculties of the institutions under its control within existing positions that are continued the next academic year. The Board reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation.
- (f) The Board recommends that not more than sixty-five percent (65%) of the full-time faculty at the university receive tenure.



### **3.3.4 Periods of Appointment and Tenure.**

(a) Faculty members holding academic rank above the level of instructor (assistant professor, associate professor, or professor) shall be on probation for five (5) years after date of first being employed by the university in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probation only if approved by the university president. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific recommendation for waiver of policy from the president to the contrary is approved by the Board each year.

(b) For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probationary employment, and a leave of absence is not included as part of the probationary period.

### **3.3.5 Procedure for Granting Tenure and Reviewing for Tenured Faculty.**

(a) When a faculty member is to be considered for tenure, the dean of his/her school shall call a meeting of the tenured members of the school for a discussion of the case. The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of his/her school and by his/her school's dean, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. The results of all balloting will be confidential and will not be included in the faculty member's personnel file. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni, and administrative information from the department and/or school. In the event that the number of tenured faculty members in a school is fewer than five (5), the actual tenured members in that school and/or department, plus additional tenured faculty members appointed by the executive vice president or his/her designee to form a group of at least five (5) tenured faculty members shall act as an ad hoc committee for tenure recommendation. A simple majority rule shall prevail. The dean will then report the results of the vote, separate from his or her recommendation, to the executive vice president. The executive vice president will report these recommendations as well as his/her recommendation to the president. A recommendation for tenure may also come directly from the executive vice president or from the president of the university without prior recommendation from the school. If the president determines to recommend granting of tenure, s/he will make the recommendation to the Board.

(b) The academic and professional performances of each tenured faculty member must be reviewed at least every three (3) years. When the review results in a finding that a tenured faculty member's academic and professional performance is unsatisfactory, the faculty member shall be notified of the deficiencies in performance and must be reviewed again within one (1) year. The results of each review will be placed in the personnel record of the tenured faculty member. The tenured faculty member should be given a

copy of the review and an opportunity to respond. Two consecutive unsatisfactory post-tenure performance evaluations will be grounds for dismissal or suspension.

(c) At the beginning of the academic year in which tenured positions are available, the executive vice president for academic affairs shall notify the individuals eligible for tenure and the number of positions available and request they provide their part of the information for evaluation. The executive vice president will also ensure that other evaluation data is collected from appropriate sources. Three weeks prior to the time, at which the executive vice president will need the tenure recommendation, the evaluation information package will be forwarded to the school evaluation committee for their consideration.

The evaluation information consists of faculty member's portfolio, course and instructor evaluation scores, and overall composite ratings.

Note: The need to develop and retain the highest quality of faculty takes precedence over considerations of individual seniority.

### **3.3.6 Causes for Dismissal or Suspension of Tenured Faculty.**

No tenured member of the faculty shall have his/her appointment terminated in violation of the principles of tenure adopted by the Board except for one or more causes which may include, but are not limited to, the following:

- a. Committing a felony or other serious violation of law that is admitted or proved before a competent jurisdiction, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violation of a court order, which relates to the faculty member's proper performance of professional responsibilities.
- b. Moral turpitude.
- c. Insubordination.
- d. Professional incompetence or dishonesty.
- e. Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to Board or university policies.
- f. Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities.
- g. An act or acts which demonstrate unfitness to be a member of the faculty.
- h. Falsification of academic credentials.
- i. Two consecutive unsatisfactory post-tenure performance evaluations.

- j. Bona fide lack of need for one's services in the university.
- k. Bona fide necessity for financial retrenchment.

### **3.3.7 Suspension of a Tenured Faculty Member.**

The president of the university shall have the authority to suspend any faculty member formally accused of causes a, b, c, d, e, f, g, h or i (listed in paragraph 3.3.6). The president shall notify the Board of the terms and conditions of the suspension. A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation.

### **3.3.8 Dismissal of a Tenured Faculty Member for Cause.**

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic dean. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the university would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic dean will submit a recommendation in writing with rationale to the faculty member and to the executive vice president. Within fourteen (14) days, the executive vice president should have a conference with the faculty member.

This conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the university would be served by the faculty member's resignation.

If this conference does not result in mutual agreement, the executive vice president will submit a recommendation in writing with rationale to the faculty member and to the president. If the president concurs with the recommendations for dismissal, the president shall send a written notification to the faculty member and to the executive vice president. Every reasonable effort must be made by the president to insure that such faculty members without delay receive the communication of this action.

### **3.3.9 Disciplinary Action Other Than Dismissal or Suspension.**

Disciplinary action affecting the terms of employment taken by the university against a tenured faculty member must be based upon causes stated in this chapter, or any other adequate cause, which related directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate academic officer. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be forwarded to the school's dean. If, after review, the dean decides not to proceed with further disciplinary action, both

parties should be notified in writing. If the dean determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The dean may determine that no further action is necessary. If, however, additional action is warranted, the faculty member and the executive vice president shall be notified within fourteen (14) days. The executive vice president should arrange for a conference with the faculty member. The executive vice president may then determine that no additional action is necessary.

However, the executive vice president should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file.

**3.3.10 Dismissal of Tenured Faculty for Program Discontinuance or Financial Retrenchment.** A faculty member with tenure whose position is terminated based on genuine financial retrenchment, bona fide discontinuance of a program, or lack of need for one's services, will be given five (5) months written notice unless an emergency arises.

Before terminating an appointment because of discontinuance of a program or department, or because of other lack of need of services, the university will make reasonable efforts to place affected members in other suitable positions.

If an appointment is terminated because of financial retrenchment, or because of discontinuance of a program, the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment at the previous status.

**3.3.11 Appellate Committee on Dismissal of Tenured Faculty Members.** A faculty member who receives notice of pending dismissal may request and shall be afforded a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members. Failure to make a request in writing to the president within fourteen (14) days after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members and the president shall then make a final determination. The committee shall not exceed nine (9) tenured faculty members, eight (8) of whom shall be nominated or elected by the faculty governing body of the university and one member appointed by the president of the university. A quorum shall be five (5) members or a majority of qualified members of the committee. Initially, one-half (1/2) of the elected members shall be elected for twelve (12) months and one-half (1/2) shall be elected for twenty-four (24) months; thereafter, one-half (1/2) shall be elected each year. No member may serve more than (2) two consecutive terms. One (1) or more alternate members of the committee shall be elected to serve in the event a regular member is unable to serve. If any member of the committee is an interested party in a case, which comes before the Appellate Committee on Dismissal of Tenured Faculty Members, said committee member shall not serve on that case.

The incumbent committee shall serve until the completion of any case pending at the time their term of service expires.

The decision of the committee will be based on majority vote. The committee will elect its own chair, which will have the right to vote.

### **3.3.12 Appeal Procedures for Tenured Faculty.**

(a) After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty (20) days prior to the hearing. The faculty member may respond by waiving the hearing and by filing a written brief or the matter may proceed to a hearing. If the faculty member waives hearing, but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Tenured Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the university, and make its recommendation upon the evidence in the record.

(b) If the faculty member requests a hearing, the Appellate Committee on Dismissal of Tenured Faculty Members shall, with due diligence, and in keeping with the Administrative Procedures Act, considering the interests of both the university and the faculty member affected, hold a hearing and report its findings and recommendations to the university president and to the involved faculty member.

(c) At hearings before the Appellate Committee on Dismissal of Tenured Faculty Members, faculty members and the university shall be permitted academic advisors and/or counsel. The university will retain a court reporter to record the proceedings. Parties will pay the cost of a copy of the transcript. The committee will determine whether the hearing should be public or private.

(d) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the university will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the university, regardless of position, should be excluded or excused from appearing before the committee, if available.

(e) The faculty member and the university will have the right to cross-examine all witnesses present. Depositions are admissible whenever a witness cannot appear.

(f) The committee may conclude: a) that adequate cause for dismissal has been established by the evidence b) that adequate cause for dismissal has not been established by the evidence or c) that adequate cause for dismissal has been established, but an academic penalty less than dismissal, including removal of tenure, would be more appropriate. The committee may make any other recommendations it determines are appropriate. The committee's findings and recommendations shall be made to the university president. The committee shall send a copy of its findings and recommendations to the affected faculty member.

(g) The president shall notify the affected faculty member of the president's recommendation to the Board. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the president. The request must be in writing and filed within fifteen (15) days after final notification by the president of the university at the office of the Regional University System of Oklahoma. If the affected faculty member does not timely request that the Board review the president's findings and recommendations, the president's determinations become final and binding.

(h) In the event the faculty member submits a timely request to the Board to review adverse findings and recommendations of the president, the faculty member must indicate whether he/she desires a hearing of all of the evidence of the case, otherwise the review will be a review of the record of the case. The Board has the discretion to determine whether the review will be a *de novo* hearing or a review of the record.

(i) Public statements and publicity about the case by the university will be avoided until the proceedings, including consideration by the Regents, have been concluded.

**3.3.13 Non-Tenured Faculty.** Non-tenured faculty shall be afforded the same rights of academic freedom as tenured faculty.

Annual Evaluation. The performance of non-tenured faculty members shall be evaluated by March 1, each year, and the results of the evaluation shall be placed in the personnel file of the non-tenured faculty member. The non-tenured faculty member shall be given a copy of the evaluation.

Non-Reappointment. The Board delegates to the university president or his or her designees the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed will be given written notice from the university by March 1, prior to termination of the current appointment. Failure to reappoint may be without specific or stated causes.

Termination for Cause or Suspension of Non-Tenured Faculty. The termination of employment for cause or suspension of a non-tenured faculty member within an existing contract period shall follow the same procedures and be limited to the same reasons as provided for tenured faculty members who are terminated for cause or suspended. A failure to re-appoint may be without specific or stated cause.

**3.3.14 Retrenchment Policy.** Changing enrollment trends, both in numbers of students going to college and in the fields they are choosing, make it apparent that a critical analysis of faculty positions be made periodically. Institutional needs and priorities must be considered in determining the programs of study to be offered and the number of faculty positions allocated. Reassignment of faculty and administrative staff responsibilities will be necessary at times in order to meet the changing needs of students at Northwestern.

Where program development and direction indicate that a retrenchment in faculty or administrative positions will be necessary, the following principles and guidelines will help clarify the university's responsibility to society and staff.

(1) Where retrenchment in academic discipline is indicated, and **all things being equal**, the following guidelines are designed to offer a fair and equitable policy throughout the institution:

- a. Non-doctorate, non-tenured faculty will be released first, with the last person employed being released first.
- b. Doctorate, non-tenured faculty will be considered next, with the last person employed being released first.
- c. Non-doctorate, tenured faculty will be considered next, with the last person employed being released first.
- d. Tenured, doctorate faculty will be considered next, with the last person employed being released first.

If exceptions are made in the principles and guidelines listed above, the following statements will be used as information to allow exceptions.

(1) The first and foremost consideration for retention/retrenchment of a faculty member is his/her total evaluation package including the administrative evaluation, student evaluation of teaching, professional contributions, contributions to the university, and other information provided by the faculty.

(2) Productive instructional programs will be given priority. Other less productive programs that provide background or support to productive program obviously cannot be eliminated without seriously damaging the productive programs. An analysis of loads within an academic discipline will be utilized in determining the department or school that will relinquish faculty positions. Every effort will be made to continue present programs although it may become necessary to eliminate certain unproductive programs or reduce the scope of other programs. Special consideration should be given to the cost effectiveness of those programs that are essential to modern society.

(3) Where retrenchment in an academic discipline is indicated, many factors must be considered.

- a. Productivity of individual members is critical, but it must not be determined by enrollment in classes, as this is often a function of the level and type of class, and class-teaching assignments are often outside the control of the faculty member.

- b. The diversity of the retained staff must be sufficient to offer the courses that remain in that department and cross over into related departments when needed.
- c. A staff development program should be initiated to allow persons the opportunity to be retained and/or reassigned.
- d. Non-teaching skills that the university can utilize are a positive factor in retention and service to the university.
- e. A faculty member who has demonstrated an interest in retraining to keep up or meet changing degree emphasis or to cross over into related departments should receive consideration for retention.

(4) Before a tenured faculty member is released and a non-tenured member is retained, a complete written review and evaluation comparing the tenured member with all non-tenured members of the department will be prepared and endorsed or opposed by the department head, academic dean, executive vice president, and president. This document will then be made available to the tenured member subject to release, and in the event the tenured member requests a hearing by the "Appellate Committee," this document will also be made available for review by the Appellate Committee members.

(5) When a tenured appointment is terminated because of program development and direction or because of the discontinuance or reduction of a program of instruction, the released tenured faculty member's position shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

(6) Reductions in administrative staff personnel shall be commensurate with reduction in faculty and student populations.



## CHAPTER IV

### GENERAL POLICIES

**4.1 EQUAL OPPORTUNITY.** This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act Amendment Act of 2008 and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Mr. Brad Franz, Vice President of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Blvd., Alva, OK 73717, (580) 327-8415.

**4.2 AFFIRMATION ACTION.** The Affirmative Action Plan serves to supplement Regents' policy on equal opportunity as it pertains to employment, and is an integral part of the employment policies of the Board. The principal objectives are to:

- (a) assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, national origin, sex, age, political affiliation or status as a veteran;
- (b) meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375;
- (c) take positive actions in the recruitment, placement, development, and advancement of women and racial minority members in university employment.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

**4.3 REGENTS' INSURANCE PROGRAM** The Regional University System of Oklahoma provides the following types of insurance to eligible employees. Coverage requirements and limitations are delineated in the contracts between the Board or the regional universities and the insurer.

**4.3.1 Group Health Insurance Program.** Pursuant to 70 O.S.3510(k), the Regional University System of Oklahoma provides continuous group health insurance coverage for all full-time employees, and, at the employee's option, eligible dependents. Employee coverage is provided at the employer's expense and eligible dependents may be covered, at the employee's option, at the insured employee's expense, or payroll deduction of premiums. Dependent coverage is subject to timely enrollment and payment

of premiums. Coverage is governed by the policy of insurance with the current health insurer and is subject to change. Contact the Human Resources office for more details.

The university shall extend the option of continuing Group Health coverage to employees and/or dependents at their own cost for a specified period after their date of termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

**4.3.2 Group Life Insurance Program.** Pursuant to 70 O.S. 3510(k) the Regional University System of Oklahoma provides group life insurance coverage for all full-time employees at the employer's expense.

**4.3.3 Directors and Officers Liability Insurance.** Pursuant to 74 O.S. 85.58A(I) all employees acting within the course and scope of their employment are covered at state expense under the comprehensive professional risk management program administered by the Department of Central Services, subject to the limitations of that program.

**4.3.4 Group Long-Term Disability Insurance Program.** Pursuant to 70 O.S. 3510(k) the Regional University System of Oklahoma provides group long-term disability insurance coverage on all full-time employees after six full months of continuous full-time employment, at the employer's expense.

**4.3.5 Unemployment Compensation.** All full-time employees are covered by unemployment compensation insurance at the university's expense.

**4.3.6 Workers' Compensation.** Pursuant to 85 O.S. 2b, Workers' Compensation Insurance is provided to all employees at the employer's expense.

**4.3.7 Governmental Tort Claims Act.** Pursuant to 51 O.S. 151 et seq., all employees acting within the course and scope of their employment are covered at state expense under the Governmental Tort Claims Act, effective October 1, 1985, subject to the limitations of the Act.

#### **4.4 RETIREMENT.**

##### **4.4.1 Employer to Pay Elective Member O.T.R.S. Contributions.**

Northwestern Oklahoma State University “picks up” or pays retirement contributions due on all “OTR contributable salaries.” OTR contributable salary consists of all wages and employer-paid benefits paid to or on behalf of an active enrolled member. A combination of average OTR contributable salary and years of service drives the benefit calculation at time of retirement. In order to draw a monthly benefit for life, a member must become “vested” with OTR. It takes five (5) years of service to reach vestment. Normal age for a full (unreduced) retirement age is 62. The Rule of 80 or 90 allows a vested member to retire before age 62 with unreduced income for life.

**4.4.2 Retirement Insurance Program.** For a retiring employee who has been employed full-time in the Regional University System of Oklahoma for not less than ten

(10) years immediately preceding the date of retirement, and has been a member of the Oklahoma Teachers' Retirement System during that time, and has elected to receive a vested benefit under the provisions permitted by the O.T.R.S. laws, Northwestern shall continue to pay the group health insurance premiums and the basic life insurance premiums for the retiring employee through the month in which they become Medicare eligible or age 65, whichever comes later. The retiring employee shall have the option of continuing to pay group health insurance premiums for his or her dependents. Pre-retirees (and any eligible dependents) wanting health and dental insurance coverage after retirement must enroll in such coverage during the Option Period prior to the date of retirement. This policy does not apply to any employee hired on or after July 1, 2009, in the Regional University System of Oklahoma.

**4.4.3 Active Employees With a Date of Employment Prior to July 1, 1987 With a Retirement Date Before July 1, 1995.** (See Regional University System of Oklahoma policy Annex D)

**4.4.4 Active Employees With a Date of Employment Prior to July 1, 1995 (401)(a).** (See Regional University System of Oklahoma policy Annex E)

**4.4.5 Retired Personnel-Emeritus Status Authorized.** The Regional University System of Oklahoma at its discretion may honor recommendations of presidents granting retired faculty members emeritus status and title after retirement. When faculty members of the university retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title "emeritus" (e.g., "President Emeritus," "Professor of History Emeritus," etc.). Retired faculty members emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. Emeritus status shall apply only in cases where the faculty member has been in the service of the university for at least ten years.

Other university positions may be considered for emeritus status upon recommendation by the president.

## **4.5 LEAVE POLICIES**

**4.5.1 Sabbatical Leave.** The Regional University System of Oklahoma authorizes the university to grant sabbatical leave. If the university chooses to grant sabbatical leave, the following guidelines will prevail:

Purpose: The university may grant a sabbatical leave to faculty members to provide an opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and travel. The primary purpose of sabbaticals should be for post-doctoral study. A sabbatical may be used to engage in specialized scholarly activity or to provide a broad cultural experience. Such sabbaticals are intended to take place in off-campus settings. The university views a sabbatical as an investment with the expectation that the sabbatical will significantly enhance the faculty member's capacity to contribute to the objectives of the university. For this reason

sabbatical leave applications only when significant evidence indicates that the individual will achieve this purpose. Also, the approval of such sabbaticals shall be consistent with the appropriate budgetary and faculty arrangements so as not to disrupt the instructional program or other vital operations of the university.

Conditions of Award: A full sabbatical leave will be for one year at one-half salary. Persons who qualify for less than full sabbatical may be awarded a sabbatical on a proportional basis. Sabbatical leaves shall not be used as a means of augmenting personal income. The sabbatical program requires that persons on sabbaticals devote full-time to the scholarly activity for which the sabbatical is granted and will receive no salary or stipend from sources other than the university, except that, with university approval, (1) persons on sabbatical at less than full salary may engage in other scholarly activity consistent with that for which the sabbatical is granted and receive salary, stipend, or honorarium from other sources in such amounts that total salary, stipend, and honorarium do not exceed the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incidental to their scholarly activity.

Individuals receiving sabbatical leave shall enter into a written agreement to return to the service of the university and remain for a number of months equal to four times the number of months of full-time equivalent salary (example: One half (1/2) salary x ten (10) months = five (5) full-time months; the number of months to return to the university is five (5) full-time months x four (4) = twenty (20) months) or to repay the university the amount of salary received while on sabbatical leave, unless released from the obligation by the Board of Regents. If the individual leaves the university prior to the end of the required time, whether voluntary or involuntarily, the amount to be paid the university shall be proportionally reduced.

### **AGREEMENT**

1. I agree to report in writing to the executive vice president via my department/division chair within three months of returning to university service a report of the activities I undertook on my sabbatical and I understand that should I fail to do so any future leave application can be denied.
2. I agree to withdraw from all departmental, college and university committees for the duration of my leave.
3. I agree to remain in the service of the university at not less than my present salary for a number of months equal to four times the number of months of full-time equivalent salary.
4. I further agree that, in the event I do not return to the university, I will repay the university salary and cost of benefits received during the sabbatical leave, and that, if I do not repay such sums upon demand the university may bring all necessary legal actions to recover this money from me.

5. I have read the section of the Faculty Handbook regarding the official policy of sabbatical leave.
6. I have read and reviewed the rules and regulations of the Oklahoma Teachers Retirement System related to sabbatical leave.

NAME (Please type):

SIGNATURE: \_\_\_\_\_

At the termination of the sabbatical, and not later than three months after returning to the campus, the individual shall submit a report of the activities undertaken to the executive vice president through the department/division chair and academic dean. The report will be used to evaluate future applications for sabbaticals of faculty members who have been granted one or more sabbaticals.

Eligibility: Faculty members are eligible for full sabbatical leaves when they have been full-time employees of the university for six (6) academic years. In order to qualify for a prorated sabbatical, the individual must have been a full-time employee of the university for a minimum of two (2) academic years. For the purpose of determining eligibility for a sabbatical leave, time spent on a sabbatical is considered as full-time employment; however, time spent on leave without pay is not considered full-time employment. A faculty member is eligible for a subsequent full sabbatical after six (6) years following any sabbatical leave grant whether full or partial.

Application: A faculty member shall make formal application for a sabbatical leave which includes the reasons for requesting the sabbatical leave, the activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. The application should be submitted to the president of the university through the appropriate department/division chair, academic dean, and vice president. The department/division chair, academic dean, and vice president shall each include a recommendation regarding the sabbatical leave. The decision for recommendation of a sabbatical leave shall be based on the following criteria:

- (a) evidence of the highest critical need in order to maintain academic effectiveness;
- (b) total years of academic or professional service at the university;
- (c) potential contribution to an academic or professional discipline;
- (d) length of remaining service to the university;
- (e) possession of a terminal degree in the teaching field assigned; or pursuing a terminal degree in a teaching field in which there is a shortage of qualified faculty.

**4.5.2 Leave of Absence Without Pay.** The Board of Regents authorizes the university to grant leaves of absence without pay. Individuals desiring a leave of absence without pay should request the leave in writing to the executive vice president. If a leave of absence is approved, the university will hold the position for the individual on leave for one academic year. The leave of absence is granted with the understanding that the individual on leave will return to the university. An individual on leave will be requested to notify the university of his/her plan for return in January of the leave year. Leaves of absence will not be approved after July 1 of a current academic year.

**4.5.3 Sick Leave.** A full-time employee is entitled to sick leave at the rate of 1 1/4 days per month to a total of 15 days for a complete year of service and a total of 12 days for an academic year. Unused days may be accumulated up to 130 workdays. While a physician's certificate as evidence of illness or disability is not required each time an employee does not report for duty because of illness or disability, the university reserves the right to require such certificate from the employee's physician and/or a physician of the university's choosing. Sick leave may be taken for illness or medical purposes for a faculty member's immediate family or other relatives when the leave is approved by an immediate supervisor.

Absences may be charged to sick leave entitlement for an illness or injury which incapacitates an employee and prevents him/her from performing his/her duties or exposure to a contagious disease which, in the judgment of the university, would jeopardize the health of fellow employees and students. A sample form is located on NWOSU's website at [http://ranger3.nwosu.edu/Payroll/handbk/form\\_1.pdf](http://ranger3.nwosu.edu/Payroll/handbk/form_1.pdf).

Sick leave may not be earned by an employee during a leave of absence without pay, suspension, layoff, not under contract, or removal from the payroll for any reason.

**4.5.4 Special Leave.** Special Leave may be requested by faculty and for the purpose of attending to personal business, attending funerals or personal matters. Special leave is granted upon approval by the appropriate department chair and appropriate dean. When special leave is utilized, a reason for the absence must be provided. A sample form is located on NWOSU's website at [http://ranger3.nwosu.edu/Payroll/handbk/form\\_1.pdf](http://ranger3.nwosu.edu/Payroll/handbk/form_1.pdf).

**4.5.5 Personal Leave.** The faculty shall receive two (2) personal days of eight (8) hours each per academic year. Faculty may take their personal days as eight-hour days or as four-hour half days. A personal day may not be scheduled during professional development (also known as in-service) time or commencement. Personal days must be taken during the regular work year. Faculty cannot accrue personal days from year to year. Personal leave is granted upon approval by the appropriate department chair and appropriate dean. Forty-eight (48) hours notice must be given in order to request personal leave. A sample form is located on NWOSU's website at [http://ranger3.nwosu.edu/Payroll/handbk/form\\_1.pdf](http://ranger3.nwosu.edu/Payroll/handbk/form_1.pdf).

**4.5.6 Annual Leave.** Administrators or faculty on twelve (12) month contracts shall be entitled to annual leave. Full-time, permanent, 12-month employees accrue annual leave (vacation) as follows:

Accumulation Rates based on Years of Service	Days Per Year	Maximum Accumulation
0-5 years (1-60 months)	10	30
6-10 years (61-120 months)	12	45
11-15 years (121-180 months)	15	45
16-20 years (181-240 months)	18	60
over 20 years (241-over months)	20	60

Annual leave may be used during the period(s) mutually agreeable to the employee and his/her supervisor, and at the convenience of the university. If an employee resigns or is discharged, full payment for unused annual leave will be made provided the employee has worked for a continuous six-month period. Holidays and other non-working days falling within one's annual leave shall not be charged against one's accumulated leave.

Northwestern does not credit an employee for accrued annual leave earned at another state agency. Annual leave may not be earned by an employee during a leave of absence without pay, suspension, layoff, or removal from the payroll for any reason, nor when an employee fails to work at least thirty hours during the normal work week.

The president may grant exceptions to this policy.

**4.5.7 Family and Medical Leave.** In compliance with the Family and Medical Leave Act (FMLA), Northwestern Oklahoma State University provides up to twelve weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Northwestern Oklahoma State University for at least one year, and for at least 1,250 hours over the previous twelve months. Unpaid leave may be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition
- for a serious health condition that makes the employee unable to perform the employee's job.

Requirements: Taking of leave may be denied if the following requirements are not successfully met:

- The employee must provide 30 days advance notice when the leave is "foreseeable"
- The university will require medical certification to support a request for leave because of the serious health condition, and may require second or third opinions (at university expense) and a fitness for duty report to return to work
- For information regarding the need for reasonable accommodation under the

Americans with Disabilities Act, contact the Vice President of Student Affairs and Enrollment Management Office.

Benefits and Protection: For the duration of FMLA leave, the university will maintain the employee's health coverage under the group health plan as it was prior to the commencement of FMLA leave. The employee is responsible for paying by check or money order all premiums that normally would be withheld from pay.

**4.5.8 Paid Holidays.** University holidays are published in the official university calendar.

The president declares university holidays.

**4.5.9 Military Leave.** Pursuant to 72 O.S. para. 48, all employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive full regular pay. During the remainder of such leave in any federal fiscal year, the president may elect to pay the employee an amount equal to the difference between his regular pay and his military pay.

Eligible employees may be entitled to certain benefits under the federal Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C.4301 et seq. and the applicable regulations thereto.

Prior approval must be obtained by submitting a notarized photocopy of the duty orders to the supervisor. The supervisor must sign the notarized copy and forward it to the attention of the appropriate vice president, who will sign and forward to Human Resources. A photocopy of the notarized document should be forwarded to the president's office for filing.

## **4.6 SEXUAL HARASSMENT POLICY**

**Statement of Policy** The Board of Regents of the Regional University System of Oklahoma ("the Board") affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the university community, including students, faculty and staff, is a violation of both law and the Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the university community and as such will be dealt with promptly and confidentially by the



university administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

### **Definition of Sexual Harassment**

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

- (a) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- (b) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- (c) when such conduct 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.

### **Examples of Prohibited Conduct**

Conduct prohibited by this policy may include but is not limited to:

unwelcome sexual flirtation; advances or propositions for sexual activity;

continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;

sexually degrading language to describe an individual;

remarks of a sexual nature to describe a person's body or clothing;

display of sexually demeaning objects or pictures;

offensive physical contact, such as unwelcome touching, pinching, brushing the body;

coerced sexual intercourse;

sexual assault;

actions indicating that benefits will be gained or lost based on response to sexual advances.

## **Retaliation**

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.

## **Sanctions**

Appropriate disciplinary action may include a range of actions up to and including dismissal.

## **Complaint Process**

This policy is in addition to the current Board and university policies concerning discrimination, and applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of sexual harassment policy will be reviewed and investigated by the appropriate university office.

Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Complaints may be filed in the following manner:

- (1) Complaints against students or student organizations shall be filed with the designated official for review and investigation. The designated official may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
- (2) Complaints against faculty or staff shall be filed with the designated official. The designated official may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for university faculty and staff.
- (3) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred: or
- (4) the appropriate process as established by the university policy.

## **4.7 RACIAL AND ETHNIC POLICY**

**Introduction** The Board is committed to a multicultural, multiethnic, and multiracial environment. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of the university community is a responsibility each of us must share. Acts of racial or ethnic harassment are repugnant to the Board's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It

has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted on campus. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

### **Statement of Policy**

It is the policy of the Board that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as set forth in this policy: Racial and ethnic harassment is defined as:

Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

### **Sanctions**

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the campus complaint procedures.

### **Retaliation**

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

### **Complaint Process**

This policy is in addition to current Board and university policies concerning discrimination, and applies to all students, faculty, staff, and guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate university office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- (1) Complaints against students or student organizations shall be filed with the Affirmative Action Office (AAO) for review and investigation. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

- (2) Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO or its designee may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
- (3) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred.

#### **4.8 DRUG FREE WORKPLACE POLICY**

Northwestern Oklahoma State University policy strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Northwestern Oklahoma State University property, or as a part of any university sponsored activity. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions up to and including termination will be imposed for violation of the official Drug-Free Schools Policy. For further information see Northwestern's brochure *DRUG-FREE SCHOOLS POLICY STATEMENT* located on NWOSU's website at [http://www.nwosu.edu/Payroll/handbk/form\\_i.pdf](http://www.nwosu.edu/Payroll/handbk/form_i.pdf).

**4.9 POLITICAL ACTIVITIES OF EMPLOYEES** Before engaging in political activities, faculty should be aware that Oklahoma State Law, the Rules of the Ethics Commission, and the RUSO policy limit political activities of university employees. An employee of the Board or university who participates in political activity must do so in a manner that:

- (a) does not imply, directly or indirectly, that Northwestern endorses such activities;
- (b) in no way interferes with the rights and privileges of other employees of the university;
- (c) in no way interferes with the rights and privileges of students attending Northwestern;
- (d) in no way interrupts the normal routine operation of Northwestern;
- (e) in no way interferes with the assigned duties of the employee;
- (f) does not utilize university equipment, supplies, paid staff time, or their university resources in support of partisan political activities.

Violation of these principles may be considered cause for dismissal.

Display of political literature, campaign placards, signs and posters on campus will be regulated and supervised by the vice president of student affairs and enrollment

management. Such material may not be displayed on educational buildings, trees, sidewalks, handrails or grounds, but must be limited to display in the student center or student-housing complex. The vice president of student affairs and enrollment management will be responsible for promulgating and enforcing appropriate and reasonable regulations to control display of political material and prevent litter of the campus. The spirit of this policy is not to suppress political activity by students, but to preserve the aesthetic value and appearance of the campus and prevent unnecessary public expenditures because of litter.

#### **4.10 STUDENT NEWSPAPER POLICY**

(a) The Regional University System of Oklahoma and the regional universities shall protect and respect the rights of students to exercise their freedom of expression under the First Amendment to the Constitution of the United States. Therefore, it is the policy of the Board that university-sponsored student newspapers should include forums for student expression and should publish news of interest and importance to the campus and community of each university.

(b) It is the policy of the Board that student writers should determine the content of official student newspapers. Therefore, editorial authority for the student newspapers and a process of review of challenges to editorial decisions shall be defined by the policy of each university. Each university shall define the eligibility, methods of selection as well as dismissal, duties, responsibilities and authority of all persons who exercise editorial authority. The standards of advertising shall also be defined by university policy.

(c) Student newspapers shall not include any material that is libelous, obscene or that will cause a material and substantial disruption of university activities.

(d) Each student newspaper shall display in a prominent position on its editorial page a disclaimer statement that the opinions and comments therein do not necessarily reflect the policies or beliefs of the Regional University System of Oklahoma or the regional universities and that the student newspaper is not an official medium or expression of the Board or the regional universities.

(e) This policy does not apply to official Board or university publications or other mediums of expression.

## CHAPTER V

### FACULTY EMPLOYMENT AND CONDUCT

#### 5.1 PROCEDURES FOR HIRING FACULTY.

##### Pre-Interview

1. The Dean will supply the Executive Vice President with a job description/announcement of the vacant position.
2. The Executive Vice President will make the appropriate contacts to publicize the vacancy in appropriate national, regional, local, and professional publications.
3. The Department/Division Chair will select members of a search committee and name a committee chair.
4. The search committee may wish to have a discussion about what qualities they are looking for in candidates.
5. All applications should be sent to the office of the appropriate Dean or Executive Vice President. The appropriate Dean or Executive Vice President will send each applicant a letter of acknowledgement that materials have been received.
6. The selection committee chair or members of the selection committee should contact references listed for each candidate being considered for an interview.
7. The selection committee will review all applications and make recommendations for candidates to interview. The chair of the committee will make a brief written justification for the recommendations. Candidates with terminal degrees in the discipline should receive highest consideration. Masters level (non-terminal) candidates should have exceptional expertise in the discipline in order to be considered. Candidates with only a bachelor's degree should not be considered.
8. Upon approval of the dean, the selection committee chair will contact each candidate to schedule interviews.
9. It would be helpful to have each candidate selected for an interview write a statement of his/her teaching philosophy and how it fits with Northwestern's mission statement.

##### Interview

1. Separate interview sessions should be scheduled with the selection committee, the Dean, the Executive Vice President, and the President. The Dean, the

Executive Vice President, and the President should all be given copies of the candidate's application materials prior to the interview.

2. It is highly recommended to have each candidate make a presentation or a lecture as a part of the interview process to demonstrate teaching ability.
3. It is a good idea to have each candidate meet privately with a group of students from the discipline, without any faculty or administrator present.
4. Candidates who are not familiar with the campus and community should be given tours.
5. During the interview, avoid questions about race, age, sexual orientation, medical conditions or disabilities, marriage status, family, or citizenship. However, candidates may be asked if there is any part of the job that they would not be able to perform, and if they are eligible to work in this country. Keep all questions job-related.
6. Fundamental questions asked of interviewees should be the same for all candidates for the same position. Maintain consistency in the interview process.

### **Post-Interview**

1. The selection committee will recommend to the Department Chair which candidate they prefer be hired, along with written justification. The Department/Division Chair will report the recommendation of the committee to the Dean.
2. The Dean may accept or reject the recommendation of the committee.
3. If needed, the Dean may ask the selection committee to re-evaluate their selection and submit another name.
4. Once the selection committee and the Dean have agreed on one candidate to recommend for hire, the Dean will submit the nomination to the Executive Vice President who also has the authority to accept or reject the nomination.
5. Once the Dean and the Executive Vice President have agreed on a successful candidate the Executive Vice President will submit the name to the President.
6. The President also has the right to accept or reject any candidate.
7. Once the President has approved a successful candidate, the dean will contact the candidate with a "soft" or "conditional" offer contingent upon a background check. The candidate will be directed to Human Resources to sign a waiver as soon as possible so the screening can be initiated. Upon a favorable

screening, the Executive Vice President will contact the candidate with an official job offer. No other person (with the possible exception of the President) has the authority to offer any faculty position.

8. The successful candidate will respond in writing to the Executive Vice President his/her acceptance of the job offer.
9. Recommendation for employment will be sent to the Board of Regents for final approval.
10. In the event the search process does not produce an acceptable candidate or the candidate chosen declines the job offer the Dean will recommend to the Executive Vice President whether to make an offer to the search committee's second choice, to reopen (and/or re-advertise) the position, or to discontinue the search.
11. The search committee will make every effort to support a culturally diverse faculty.

#### **Post-Hire**

1. Once a successful candidate has accepted a job offer in writing, the appropriate Dean or Executive Vice President will notify all other candidates that the position has been filled.
2. The Dean will complete an Employee Transaction form for the new hire.
3. The new hire will need to complete appropriate paperwork in the Human Resources office, plus a personal data form in the President's office.
4. The Department/Division Chair will meet with the new hire as soon possible to begin orienting him/her to the new position.
5. The Executive Vice President will hold all records pertaining to the hire for a period of five years.

**5.1.1 Salary.** Letters of appointment for instructional personnel normally extend for a period of nine months. This period includes faculty meetings in the fall through final examinations and complete reports at the close of the second semester. Currently, the nine-month service contract is paid in twelve monthly payments beginning August 31. Faculty are normally paid on the last working day of each month.

**Salary Deductions.** Salary deductions on the payroll include: (1) federal withholding tax, (2) state withholding tax, (3) social security, and (4) teacher retirement. Teacher retirement membership is mandatory for full-time faculty. Consult the human resources manager for other optional deductions. NOTE: Regular annual compensation is defined as salary plus fringe benefits.



**5.1.2 Outside Employment.** A full-time faculty member must provide a written request to engage in outside employment. With written approval of the dean, executive vice president, and the president, if such employment in no way takes time from or interferes or is in conflict with the institutional services for which the faculty member is employed, such employment may be approved. Failure to comply with this policy may be grounds for dismissal. Services performed by a member of the faculty in any period during which the faculty member is not on the university payroll are excluded from this policy.

**5.1.3 Faculty Load.** The instructional load of a faculty member cannot be measured solely by the number of course hours assigned. Teaching assignments of 12, 13, or 14 hours could conceivably produce equivalent loads. Northwestern considers 27 semester hours during a regular school year and 6 to 8 semester hours during the summer a normal teaching load. The standard load for business, social work and teacher education faculty is 24 semester hours during a regular school year.

In figuring the load for teacher education, supervision of two student teachers is the equivalent of three-fourths (3/4) semester hour of load. Supervision of one residency year teacher is the equivalent of one semester hour of load per academic year. Serving on two resident-year teacher committees is considered part of a teacher education faculty member's public school service (Resident-Year Teacher Committees) and do not count against load.

In figuring the load for graduate courses, one graduate semester hour is considered to be 1 and 1/3 semester hours of undergraduate load.

In figuring load, one lecture hour is considered to be one semester hour of teaching load. Nursing faculty loads are calculated according to Oklahoma Board of Nurse Registration and Nurse Education recommendations.

All instructional staff members are expected to assume general university responsibilities in addition to teaching duties. Academic advising, committee membership, in-service study committee work, sponsoring organizations, and chaperoning are examples of such responsibilities.

**5.1.4 Absences.** All absences other than sick time, personal leave, and annual leave are to be reported, including personal business, etc. When a faculty member is absent, the proper paperwork must be completed. Forms (A sample form is located on NWOSU's website at [http://ranger3.nwosu.edu/Payroll/handbk/form\\_1.pdf](http://ranger3.nwosu.edu/Payroll/handbk/form_1.pdf).) are available in the office of the executive vice president and the academic deans. When the form has been processed, a copy is returned to the faculty member. Absence requests should be filed as early as practical. When a faculty member finds he is unable to give complete details as to arrangements for his classes at the time the initial report is filed, supplementary information may be supplied near the time for the trip or absence.

In case of absence because of an emergency, which does not permit previous arrangements, the dean of the school or the executive vice president should be notified by telephone. If possible, arrangements for handling the work to be missed should be suggested. The absence report should be filed upon return to duty.

**5.1.5 Loyalty Oath.** All faculty and university employees must sign a loyalty oath prior to commencing employment. A sample form is located on NWOSU's website at <http://ranger3.nwosu.edu/Payroll/handbk/LoyaltyO.pdf>.

**5.1.6 Attendance at University Events.** All faculty are expected to support university events and to participate in the following: senior reception and the academic line of march at graduation.

The senior reception is held the day of graduation. The social affairs committee will notify faculty of the time.

Graduation ceremonies are held in December and May. Members of the faculty who do not own academic attire may secure rentals through the registrar. The order for the academic line of march is determined by rank, degree, length of service, and then alphabetically.

**5.1.7 Faculty Meetings.** Attendance at faculty meetings is required of all faculty, unless the appropriate dean and/or the executive vice president have approved prior arrangements.

**5.1.8 Media Relations.** Faculty members play a part in shaping the University's public image. The actions and comments of each employee reflect on the University. Each faculty member must be conscious of this fact.

There are times when a faculty member may be asked by members of the general public or media to comment on aspects of the University's operation. If you are unsure about commenting, you may politely decline to answer or refer the question to your division/department chair or academic dean. The Associate Vice President for University Relations is the official media spokesperson for the University. Faculty members should also be aware that student records are confidential.

Faculty choosing to make statements to the media should do so in a manner which does not imply, directly or indirectly, that the faculty member is speaking for the Regional University System of Oklahoma, the Board of Regents, or the University.

## **5.2 PROFESSIONAL CONDUCT AND RIGHTS**

**5.2.1 Code of Ethics.** Teaching has the stature of a profession by its efforts to acquire and establish the following characteristics of a profession: (1) education and scholarship beyond the usual level of the lay population, (2) the primary duty of public

service for other individuals and the state, and (3) the right to discipline members within a structure of internal government.

The value of a profession can be measured only by the contribution of the members of that profession to the sum total of human welfare. The influence of the teacher, through the lives of the students with whom s/he comes in contact, is one of the most vital and far-reaching forces in shaping the destinies of young men and women. Each teacher accepts with his/her profession certain obligations to students, to colleagues, and to mankind; therefore, we, the faculty of Northwestern, do hereby invest ourselves with a Code of Professional Ethics particularly applicable to a university faculty. It shall serve as a guide and standard of professional conduct in carrying out our duties and responsibilities as faculty members. It shall be incumbent upon each of us to support it, and this support entitles each to all rights and privileges as well as responsibilities and obligations thereof.

The faculty will promote faculty-student relations by:

- (1) Dealing justly and impartially with all students.
- (2) Respecting the rights of each student.
- (3) Requiring of students only those activities, which are directly related to the area of instruction.
- (4) Refraining from using the classroom and/or one's position to promote personal views on politics, race, religion, or any other controversial issue.
- (5) Refraining from discussing faculty-student problems in the presence of others who are not concerned.
- (6) Being a worthy example for students.

The faculty will promote intra-faculty relations by:

- (1) Granting other faculty members the same consideration you would receive.
- (2) Speaking constructively of other faculty members.
- (3) Promoting friendly and cooperative relations with co-workers.
- (4) Supporting associates inside and outside the institution.
- (5) Refraining from proselytizing or canvassing for students, either personally or through other members of the university staff.
- (6) Dealing directly with the person(s) concerned, thus avoiding misunderstandings.

- (7) Accepting full responsibility for what one says or does.
- (8) Reporting honestly to responsible persons in matters involving the welfare of students, the university, and the profession.
- (9) Conducting professional business through the proper channels.
- (10) Refraining from coercing colleagues to act contrary to their professional judgment.

The faculty will promote faculty-institutional relations by:

- (1) Applying for and offering employment on the basis of qualifications and competence only.
- (2) Avoiding asking for a specific position known to be filled by another.
- (3) Refusing to accept or to offer a position wherein the vacancy has been created (a) through unprofessional activity, or (b) through controversy over policy, personal practices, and procedures.
- (4) Honoring a contract as long as all parties concerned adhere to its conditions, or until the contract has been legally and/or mutually terminated.
- (5) Cooperating in the development of school policies and assuming the professional obligations thus acquired.
- (6) Accepting responsibility for maintaining a professional level of service.
- (7) Continuing to make professional growth through study, research, travel, and attendance at professional meetings.

The faculty will promote public relations in general by:

- (1) Promoting teaching as a profession at all times by exemplifying the ideals of the profession in our relations with the public.
- (2) Working toward the betterment of the moral, spiritual, and intellectual life of the community and/or institutions.
- (3) Avoiding the discussion of confidential and official information with unauthorized persons.
- (4) Accepting no compensation from producers of instructional supplies, or refusing to act as an agent, or to receive a commission, a royalty, or other articles of value for any books or supplies in the purchase of which official or unofficial decision is exercised.

- (5) Accepting no gifts or favors from any source under circumstances, which give or justify the impression that a teacher can be improperly influenced.
- (6) Refraining from using public funds or property for private or non-public purposes.

**5.2.2 Grievance Procedure.** Grievances, as well as constructive criticism, should be discussed with the immediate supervisor. Should dissatisfaction continue, the matter is to be discussed with the executive vice president or the president.

In the event that satisfaction is not obtained through the above channels, the faculty member may request that the Grievance Committee make an investigation of the matter. A grievance is an "allegation" by a faculty member that there has been a violation, misinterpretation, misapplication, or inequity in administering the policies, practices, procedures, or guidelines, which govern the university in its relationship with faculty.

The Grievance Committee should be a standing committee of the faculty. Each academic school shall elect three representatives to serve on the Grievance Committee at the beginning of each academic year. No department shall have more than one member on the committee. The department representative of the aggrieved party will disqualify himself/herself from participating in the proceedings.

The Grievance Committee shall make a full investigation of the matter by questioning all parties involved and obtaining any documents pertinent to the problem. They shall then make a written report to the president and aggrieved parties containing all evidence received and testimony given as well as their findings and recommendations. The president shall respond in writing to the parties involved within 30 days.

### **5.3 END OF EMPLOYMENT CLEARANCE PROCESS**

Faculty should submit resignations to the University in writing. For pay calculation purposes, the last day of work should be listed as the official date of resignation.

The exiting faculty member should submit a letter of resignation to the department/division chair to be forwarded through administrative channels to the President's Office.

The faculty member must meet with the department/division chair and is accountable for all equipment and materials utilized by the faculty member during his/her employment at the University. In addition, the faculty member must complete a Faculty and Staff Checkout Clearance Form (Form O). The clearance procedure includes turning in keys, faculty handbook and clearing all university debts. The form is available in the Human Resources Office and must be returned there when completed. Supervisors are responsible for completing the Employee Transaction Form (Form C) and submitting to the Vice President for Administration.

## CHAPTER VI

### INSTRUCTIONAL SUPPORT SERVICES AND ACADEMIC POLICIES

#### 6.1 INSTRUCTIONAL SUPPORT

**6.1.1 University Libraries.** The university libraries provide support of instruction at all levels of commitment. The university library on the Alva campus houses all reference materials, bound and current periodicals, periodical indexes, microforms, and sixteen (16) computers for public use in the west wing of the library. Individual carrels and study rooms are available on both balconies in the main reading room. The Alva campus library also houses an extensive Government Documents collection on the second floor of the library and a media services department on the second floor that provides and maintains audiovisual equipment and materials. The Enid campus library is located near the main elevator of the building. The library houses all reference and general materials, bound and current periodicals, and twelve (12) computers for public use. A library multimedia room (Room #110) houses the audiovisual equipment and materials for the Enid campus.

**6.1.2 Circulation Policies.** General collection materials are checked out to faculty for an entire semester. Reference materials will be checked out to faculty if needed. Current and bound periodicals may be checked out by faculty or staff only.

**6.1.3 Reserve Collections.** Reserve collections are maintained at the circulation desks of Alva and Enid libraries. If an instructor wishes to place books on reserve, he/she should contact the circulation assistant at the desired location. The faculty must decide what type of reserve checkout is needed: in-library use only, one day, one week, etc. The faculty will be contacted at the end of each semester to pick up personal items on reserve or resubmit the items for the next term.

**6.1.4 Requests for Books and Periodicals.** Each full-time faculty member may request \$500.00 of materials annually to be added to the libraries' collections. In order for the libraries' staff to complete the acquisition process by the end of the fiscal year, requests should be submitted by February 15. Requests made after that will be ordered against the next year's requests. All requests should be designated for the Alva library or the Enid library.

**6.1.5 Library Instruction.** Librarians are available on the Alva and Enid campuses for classroom instruction, library orientation, or other specialized instruction. Please contact librarians prior to bringing classes to either library.

**6.1.6 Intra- or Inter-library Loans.** All materials owned by the university are available through courier service to any faculty member, regardless of campus assignment. These intralibrary loans may be facilitated through the Alva library or the Enid library, and materials may be returned at either location. Interlibrary loans may be processed for materials not owned by NWOSU libraries.

## **6.2 OTHER SERVICES**

### **6.2.1 Printing Services Policies and Procedures.**

#### **Mission**

The mission of the Printing Services department is to provide Northwestern's community of learners with the highest standard of excellence in printing, copying, and customer services while meeting budget constraints.

#### **Vision**

The vision of the Printing Services department is to provide the community of Northwestern with the highest quality of product and provide insight to new trends and directions in printing, paper, and the market value of Northwestern in every publication produced through quality customer service.

#### **Values**

The values of the Printing Services department are honesty, integrity, leadership, cooperation, excellence, service, and diversity.

### **ADDITIONAL INFORMATION**

#### **Equipment**

Printing Services has two copiers, two color copier/printers, two large format color printers, a duplicator, a folding machine, knife trimmer, comb binder, fabric-backed binder, two coil binders, an electric hole drill, two industrial staplers, two paper shredders and padding equipment.

#### **Copy Paper and Supplies**

Copy paper, toner and supplies for all copiers are to be ordered through the Printing Services office. Paper will be delivered on demand when staff is available. Departments should contact Printing Services when machines are in need of maintenance.

#### **Copy Codes**

Employee copier codes are for the use of the employee for university business. Employees will be issued a copy code to be used on the regional copiers in the building in which they work if approved by their supervisor. Supervisors of student workers are asked to request codes for each student who works under them. All student workers issued their own copy code should be monitored by the department supervisor for abuse of the copier code. All student codes will be removed at the end of the school year unless a supervisor requests the code to remain. Supervisors may request that a copy code be changed or removed if he/she feels that an abuse has taken place. Any abuse of a copy code is the financial responsibility of the department.

## **Hours**

The Printing Services office is located in Jesse Dunn, room 119. Operation hours are 8:00 a.m. to 5:00 p.m., Monday through Friday for fall and spring semesters, and 7:30 a.m. to 6:00 p.m., Monday through Thursday during the summer. Interim hours will vary.

## **POLICIES**

The following are the Printing Services policies and procedures:

*Faculty and staff are encouraged to send items of 25 or more to the Printing Services office for printing or copying.*

### **Off Campus Printing**

Printing of items larger than what the Printing Services office is capable of printing will be offered at bid to off campus printers by the Coordinator of Printing Services. The Coordinator of Printing Services will secure bids, set deadlines, and make arrangements for delivery and return to campus. Items sent off campus will be billed to the Printing Services office and, in turn, billed back to the department at the end of the month on their printing statement.

### **Priority and Delivery**

All printing needs will be given priority in the order in which they are received in the office. Delivery of items is not guaranteed but an effort will be made to accommodate the needs of the campus when staff is available.

### **Proofing and Editing**

***Items brought to the office or sent via e-mail should be proofed prior to delivery to Printing Services.*** A proof copy will be provided prior to printing the full request on large production projects. Corrections or changes made after printing has begun will be billed to the requestor for the cost of materials used and, when necessary, charges for labor.

### **Copyright Law**

Any item violating copyright laws will be returned unprinted. Proof of printing privileges by the publisher or copyright owner must be provided to the Coordinator of Printing Services for items that are to be copied that contain the copyright symbol and/or statement. If permission from the publisher cannot be obtained prior to copying, a Copyrighted Materials Copying Request form must be filled out by the personnel requesting the information. Students will not be allowed to fill out the form for the instructor as a signature of the instructor required. This information will be tracked by the Printing Services office, but permission will need to be granted prior to a second copying. A forms relating to copyrighted materials will be kept on file indefinitely.

### **Test Security**

The copying of tests will be handled in as secure environment as possible. Tests may be hand delivered or e-mailed into the office. Faculty may request that students not



copy and/or deliver tests. Tests will be packaged and secured prior to delivery. A test security form will be attached and signed by all staff who have dealt with the test and in which manner they handled the test. Faculty must sign the form upon delivery and indicate if the tests were delivered securely. All tests will be secured in a locked metal cabinet until picked up or delivered. All concerns about test security should be directed to the Coordinator of Printing Services.

### **Budget**

Each school and department is given a printing/copying allotment by the Vice President of Administration. Individuals may have items copied or printed as long as the department does not exceed its printing allotment. Budgets should be closely monitored by the department head.

### **Non-Budgeted Printing**

University departments and organizations which do not have printing allotments/budgets must pay printing/copying costs. Invoices are distributed through campus mail at the beginning of each month. Payment by the department head or organization sponsor is due upon receipt of the invoice.

### **Personal Printing and Costs**

Printing Services will print personal items for individuals on a limited basis. Pricing will be based on costs plus labor and/or design fees. These prices may fluctuate throughout the year and pricing may change without notice. Payment is expected at the time of pickup.

### **Disclaimer**

Printing Services reserves the right to refuse any printing/copying of any item that violates copyright laws, that does not meet quality control measures, that has not been approved by department heads or supervisors, or that contains erroneous information that may be seen by the public. Printing Services will hold any item it feels is inappropriate until the person or department is contacted and the item in question is discussed. Printing Services will in turn decide if the item will be printed or returned to the department or individual. Printing Services does not want to police copyright laws or censor publications, but the staff will not be held accountable for information that does not meet the established standards.

**6.2.2 Clerical Services.** Each school is allocated a budget for wages for student help. When the budget has been approved, students must be secured through the student employment coordinator. (For further procedure, see "Use of Student Labor.")

**6.2.3 Other Instructional Materials.** Orders for books for class use or sale to students are to be placed through the bookstore. Any materials to be sold to students are to be handled through the bookstore.

**6.2.4 Use of Student Labor.** Deans/supervisors who have had student workers approved by the director of financial aid will notify the human resources office when the

student begins or ceases work. By the third day of work, human resources must have the following documents on file:

- (1) Loyalty oath, W-4 form, and I-9 signed by student.
- (2) Copy of student's social security card and driver's license (or other photo I.D. such as a student I.D.

If a student does not have a social security number, s/he should apply with the nearest social security office, presenting required documents. Students should not start working until they have a social security number issued to them by the social security administration. The dean/supervisor for whom the student works is responsible for making sure these procedures are followed. Student workers can only be included on the monthly part-timers payroll if procedures have been followed and a time sheet has been properly signed and submitted to the human resources office by the official deadline for the given work period. The part-timer time sheet and payday time schedule is located on NWOSU's website at <http://www.nwosu.edu/time-sheet>. Student paychecks are distributed by the cashiers in the business office on the scheduled payday.

### **6.3 FACULTY-STUDENT RELATIONS**

**6.3.1 Class Attendance.** Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. The vice president of student affairs and enrollment management and the instructor will determine validity of unauthorized absences.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75-90% for credit in his/her course.

Faculty members may not schedule required class activities which cause students to miss another class without the approval of their academic dean.

**6.3.2 Admission and Withdrawal from Classes.** A student should not be admitted to class after the first two weeks of a term unless the instructor is provided information showing that the student's enrollment is complete. The student should be sent to the registry office if there is any question concerning his/her enrollment so that records may be corrected or enrollment completed.

Withdrawal from classes will be permitted until two weeks before the beginning of final exams. Withdrawals after this date may be permitted if approved by the advisor and the executive vice president. To withdraw from a class, a student must obtain the appropriate form from the registry office, process it as instructed, and return it to the registrar's office. The grade to be recorded by the instructor may be "W" (withdrawal with

passing grade) the third through eighth week. During the ninth through fourteenth week, the instructor may assign "W" (withdrawal with passing grade) or "F" (withdrawal with failing grade). For a student to withdraw from all classes, s/he must secure a withdrawal sheet from the vice president of student affairs office. Administrative withdrawal may be accomplished by informing the vice president of student affairs following the same procedure.

**6.3.3 Examinations.** Final examinations will be given at the regular periods scheduled by the office of the executive vice president. Any exceptions to the finals schedule must have prior approval by the appropriate dean. Changes in final exam schedule will only be approved for emergencies or circumstances beyond a student's control. This schedule is found in the printed class schedule each semester and summer. Summer session examinations may be given either in the last class period, or last two class periods, as the instructor desires. The Request for Final Change is located on NWOSU's website at <http://www.nwosu.edu/professional-studies>, Resources for Faculty and Staff.

Make-up examinations are given at the discretion of the instructor but must not be scheduled so that they interfere with the regular class periods of other instructors of the same students.

**6.3.4 Student Advisement.** Each student, upon entering Northwestern, is assigned an advisor. Students are encouraged to confer with university advisors on all matters relating to course programs. If desired, conferences may be about other than academic matters. The registry office will not accept enrollment, withdrawal, or change of schedule forms without the signature of the student's advisor.

**6.3.5 Disciplinary Action.** Disciplinary problems, when deemed necessary, should be referred to the vice president of student affairs. If disciplinary action results in dismissal or suspension, the student may submit an Administrative Appeal to the president (RUSO *Policy Manual* section 4.3.5).

**6.3.6 Student Records and Reports.** Transcripts of student records are kept on file in the registry office. Faculty may consult these records. Blank class record books may be obtained from the business office.

Records of personal achievements, disciplinary problems, and organizations in which a student is active are compiled and kept in the office of the vice president of student affairs and enrollment management.

At the close of a semester or summer term each university teacher makes a grade report to the registry office, showing the names of students having enrolled in each course taught, and the grade assigned in the course. Reminder instructions with reference to this report are distributed prior to the end of each grade period by the registry office. An explanation of the report form follows.

The following comments and explanations on the ten cases of grades are presented as an illustration of grade reporting procedures:

Grades 1, 2, 4, 5, 7, 8, 9, and 10 need no explanation because they are complete.

Grade 3 is an official withdrawal--a proper and complete dismissal from class. The grade of "W" will be computer generated in the registrar's office at the time of the student's official withdrawal from class.

Grade 6 shows an incomplete grade. There are a number of reasons for students receiving an "incomplete". The deficiency must be noted on the incomplete grade packet obtained from the registrar. The incomplete grade packet must be completed for each "I" recorded and turned into the registrar with the official grade report. The registrar returns the incomplete grade packet to the appropriate dean. After the deficiency is made up, the instructor obtains the incomplete grade packet from the dean and completes the information on the packet. The official grade report must be completed at the registrar's office, showing the date completed and assigned grade (grade 6). This procedure also is used for removal of an "N" grade

The *University Catalog* shows the grades as A, B, C, D, F, S, P, NP, I, W, AU and N. No other symbol should be used on the term sheet. Avoid the words "Drop," "Unofficially Dropped," "Inc.," etc.

Do not write or make any entries in the left margin of the grade sheet. These grade sheets are permanently bound. Any entries or explanations written in the left margin are likely to be covered up in the binding.

Only one class group is to be shown on a grade sheet.

The deadline for final grade reports is announced each term. The faculty's promptness in submitting the final grade reports at the registry office is very important. Faculty members may use student clerical service for paper checking to the extent deemed wise. However, final evaluation and assignment of grades to be recorded rest wholly with the individual instructor.

### **6.3.7 Grades and Grade Points.**

A—Superior..... 4 grade points per semester hour (Highest level of achievement, indicative of originality, resourcefulness, and exceptional general competence.)

B--Above Average..... 3 grade points per semester hour (Achievement of excellent rank; definitely better than average, but somewhat less marked than that of "A" rank.)

C—Average..... 2 grade points per semester hour (Scholastic attainment of substantial medium quality, representative of the large middle segment of the student group; clearly better than minimum, but not outstanding.)

D—Below Average..... 1 grade point per semester hour (Achievement of minimum "passing" grade, although lower than the average of all grades required for graduation.)

F—Failing..... No grade points (Unsatisfactory achievement in the course; failure to meet minimum course requirements for credit allowance; course, if required, must be repeated with higher grade.)

P/F..... These grades are used in specific courses at the discretion of the instructor with prior approval of the executive vice president. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" that is counted in hours attempted and is calculated into the GPA.

NP ..... A "NP" is used for specified courses and indicates that a student did not meet minimum requirements in a course. NP is GPA neutral and does not count in hours attempted or earned.

S..... This grade is neutral indicating minimal course requirements have been met and credit has been earned.

I—Incomplete..... Any incomplete grade (**not removed within one calendar year**) becomes a permanent incomplete.

W—Withdrawn ..... Disregarded in computing grade average. No grade assigned.

N..... "N" is used to show the instructor assigned no grade by the submission deadline. The "N" grade **must be replaced** by the appropriate letter grade prior to the end of the subsequent semester.

The grade requirement for graduation is calculated as: the student must have earned not less than twice as many grade points as semester hours credit value of all courses taken and counted for graduation. A student who has completed part of his college work at one or more colleges other than Northwestern must attain this grade average in his Northwestern work, as well as in his total combined college work.

**6.3.8 Course Auditors.** A student who wishes to audit a class must secure permission from the instructor and apply to the registry office for enrollment. Students who audit a course pay the regular enrollment fee. Full-time faculty members may audit courses without charge.

**6.3.9 Interruption of Classes.** Classes are to be held the required period since letting out class early, or holding classes late, will interfere with other classes in session.

Adhering to a strict time schedule will aid students in attendance at all classes. Students are not to be called from classes except in emergencies.

**6.3.10 Veterans.** Veteran students who are receiving Veterans' benefits are referred to the vice president of student affairs and enrollment management for specific regulations concerning their matriculation requirements.

**6.3.11 Field Trip Regulations.** Field trips refer to all extra-class activities such as organizational travel, athletic trips, and music appearances.

Field trips that are no longer than the regular class period may be planned at any time. Field trips that will occasion absence from other classes may be arranged as follows:

- (1) At least **two weeks** prior to a trip, a travel form is to be filed in order to reserve the transportation.
- (2) At least **five days** before the trip, file with the vice president of student affairs and enrollment management an alphabetically arranged list of students who will be absent on the trip.

**6.3.12 Arranged Classes.**

- (1) Any course taught by arrangement must be approved by the instructor, department head (where applicable), and the dean.
- (2) Only courses required for the degree program will be considered for arrangement.
- (3) Only courses that have not been scheduled in the current year or in which there is a schedule conflict may be considered for arrangement.
- (4) The student must be a senior or graduate student needing the class for graduation or certification within the current academic year.
- (5) Only students who have an overall GPA of at least 3.0 will be considered for an arranged class.
- (6) Regular teacher education block courses will not be offered by arrangement.
- (7) No course being repeated may be taken by arrangement.
- (8) Any instructor offering a course through arrangement must submit to the appropriate dean a written plan (including reason for request, course content, and student requirements) for approval).

- (9) Any course not meeting the above guidelines and not offered on the regular schedule but is offered only by arrangement will be allowed.
- (10) A student may appeal to the academic affairs committee in the event of a special situation not covered by the preceding guidelines.

**6.3.13 Office Hours.** Each faculty member will post ten (10) office hours weekly at the beginning of each term. These hours should include much of the day when one is not in class or involved with other university business. Faculty members are to lock offices upon leaving.

**6.3.14 Visitors and Children in the Workplace.** The practice of family members or friends spending excessive time with an employee during the employee's work period is discouraged. Employees should not bring their children to the worksite as a substitute for childcare,

**6.3.15 Academic Integrity.** Northwestern as an academic community considers student learning its utmost priority and considers academic integrity a major catalyst to the higher education process. To that end, all forms of academic misconduct and dishonesty are serious matters and warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the university. The distinction of an intentional or unintentional academic infraction originates with the instructor of record. Consultation with department chairs and/or members may be needed to clarify the nature of said infraction. Note that all faculty are required to use this statement as a foundation for academic infractions; however, due to the differing missions and policies within each department/division, specific procedures may be more stringent. The definitions of cheating and plagiarism are further discussed, as well as the protocol for dealing with these infractions.

***Cheating:***

Cheating is a serious infraction of academic integrity and as such is not tolerated at NWOSU. Generally, cheating exists when someone fabricates and or manipulates his or her work, or the work of others, in order to impact grades or standing in the academic process. Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in acquisition of answers in course requirements, and/or instances of forgery. Instances of cheating should never be accepted for credit without review. Situations deemed unintentional academic infractions will follow the protocol set forth below. In more grievous forms, sanctions should be employed by the instructor of record. Situations considered intentional academic infractions should follow the protocol set forth below.

## ***Plagiarism:***

Plagiarism is an unacceptable and prohibited practice and incompatible with the educational mission of Northwestern Oklahoma State University. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Some instructors distinguish between *intentional* and *unintentional* plagiarism, while others treat all acts of plagiarism as deliberate.

*Intentional plagiarism* is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

*Unintentional plagiarism* (i.e. the incidental use of another's ideas or works without proper attribution) arises from a lack of understanding of the rules of citation and quotation and/or poor revision or proofreading. Unintentional plagiarism can often occur as well when students write summaries or paraphrases that too closely resemble the original version or when students do not understand where a writer's ideas end and another's begin. While unintentionally plagiarized work should not be accepted for credit and must be revised, instructors will deal with it as an educational issue.

## **Unintentional Academic Infractions**

As noted above, unintentional plagiarism is to be regarded as an educational matter. No plagiarized work, whether intentional or not, will be counted toward a passing grade; however, in the case of unintentional plagiarism, the student should normally be allowed to revise or rewrite the work for credit, correcting all plagiarism problems in consultation with the instructor. The instructor should impose clear guidelines (including a deadline) for any rewritten or revised material in such a case. In these instances the following protocol should be utilized:

1. The work in question should be brought to the attention of the student by the instructor.
2. The instructor should discuss and demonstrate the correct manner in which the student is required to have completed the questioned academic work so that the student has an example of the academic expectations and the proper way to complete them.
3. The instructor should make documentation noting the incident and the steps taken to rectify the situation.

## **Intentional Academic Infractions**

Any student deemed to have knowingly and intentionally engaged in academic misconduct/dishonesty shall be subject to the following procedures at the discretion of the



instructor of record. The instructor of record will need to have convincing evidence of the infraction. (For example, originality report, copy of suspected exams, or witness statements of infraction.)

1. The student in question will be contacted by the instructor of record and made aware of the nature of the infraction. It is recommended that the instructor consult with the chair of the department and ask the chair to be present at the student meeting if deemed necessary.
2. At any time an intentional act of plagiarism has occurred, it is the instructor's responsibility to file an incident report with the Chief Academic Officer.
3. The instructor will inform the student of any disciplinary action to be initiated. The instructor of record will exercise one of the following options:
  - a) Require student to complete additional work that may or may not be worth the same number of points possible for the original assignment.
  - b) Award a grade reduction for the assignment, exam, or course. \*
  - c) Award a grade of "F" for the course. \*
  - d) Recommend to the appropriate department chair that probation or suspension actions be taken by the university. If this step is taken, the instructor of record will need to file appropriate paperwork with his/her dean within 10 days of the infraction, informing the dean of actions taken and reasons for the actions, and providing copies of the work in question for documentation purposes.

\*The instructor of record shall notify the department chair in writing of any intentional infractions if grade reductions are awarded.

## **6.4 BOOKSTORE**

After departmental schedules are submitted to the executive vice president each session, the bookstore requests textbook adoptions from each faculty member. The prompt submission of online adoptions will facilitate bookstore operation. Faculty members should anticipate custom textbooks and bundles well in advance because these items take longer for us to receive from the publisher's. Faculty should also include in their adoptions any items printed by Printing Services (i.e. powerpoint slides, notes, manuals) that are required for a class.

The bookstore is a service unit and attempts to serve faculty and students to the best possible advantage. Bookstore hours during the regular fall and spring semesters will be posted.

Instructors who are joining the staff at Northwestern are asked to continue use of the text previously used in a course until the supply on hand is used, during which time a request for change of text may be filed. Where the need warrants, courses taught each semester may have change of text approved with one full semester's notice. This policy

prevents the bookstore from buying books back from students the final semester the text is used.

Faculty members should order desk copies of textbooks from the publisher prior to the start of the semester. In the event that a desk copy is not available at the start of the semester, the department/division chair may charge a copy of the textbook from the bookstore to their department/division, if they have approval from the academic dean. In order for the bookstore to fully refund the cost of the book to the department/division, this copy needs to be returned to the bookstore within two (2) weeks of the charge date in the same condition as it was purchased. If a new textbook is charged, faculty are asked not to write in the textbook.

**6.5 FACULTY USE OF BUILDINGS, EQUIPMENT, AND SUPPLIES.** The use of all university buildings and facilities is to be scheduled through the office of university relations. Forms are available in this office for your use.

**6.5.1 Classrooms and Buildings.** When evening or weekend use of a building is required, campus security will open the building according to official instructions.

**6.5.2 Classroom Scheduling.** Scheduling of classroom space, including changes to meet class expansion or reduction, is to be approved by the appropriate dean and executive vice president.

**6.5.3 Use and Lending of Equipment.** If faculty members desire to use special equipment in another school, they must secure permission from the dean in charge of that school. The loaning of university equipment for personal use is prohibited. When requesting university equipment to be loaned off campus for civic or public service use, the president must approve the request for such loans.

**6.5.4 Auditorium Use.** Use of Herod Hall auditorium is scheduled on the activity calendar in the office of university relations. All practice sessions must be properly scheduled and must be supervised by a faculty sponsor. A blanket all-day reservation is not expedient in as much as it may deter other groups who could have access to the auditorium.

General regulations regarding the use of the auditorium are as follows:

- (1) Rental fees are available in the office of university relations. Rental fees are for rental only and any damage to property is an extra charge.
- (2) Any group renting the auditorium must also pay the technician and security needed for each performance.
- (3) Schedule all events well in advance with the office of university relations.

- (4) Send special instructions to Communications Department at least one week in advance. (When you want your tech-assistants to arrive, equipment needs, etc.) It is your responsibility.
- (5) Campus Security will unlock outside doors.
- (6) The staff of technicians will require one light technician for lighting board, one technician per spotlight, and one security person. The light booth is kept locked and qualified technical workers operate lights. These technicians will be paid.
- (7) If you need AV equipment (mike stands, extra mikes, projector, tape or CD player) notify Media Center in advance. Equipment rental (VCRs, etc) is extra.
- (8) Do **not** leave the stage unsupervised, unless given special permission. You are responsible for supervising groups preparing for programs. Do not leave before all performers leave. Valuables should be locked in the Green Room if they cannot be taken immediately after the performance.
- (9) Performers are to be reminded that personnel are to be treated with respect; they know their job and will do all they can to provide needed assistance.
- (10) After the performance see that all lights are off and all doors and exits are locked before leaving.
- (11) Final decisions as to what will be used will be decided by the speech and theatre staff.
- (12) Contact campus security to lock outside doors. Wait until doors are locked before leaving. Make a final check on the condition of dressing rooms and rest rooms before leaving. Leave everything as you found it. Return anything borrowed.
- (13) No rehearsals are to be scheduled on Sunday without permission from the vice president for academic affairs.
- (14) Any group using the stage or auditorium is responsible for leaving them clean and ready for use.
- (15) Refreshments will not be available in the building nor adjacent to the building.
- (16) **NO SMOKING** is allowed in the building.
- (17) Supervision is to be provided by the renter.

**6.5.5 Gymnasium Use.** Use of the gymnasium is scheduled on the activity calendar in the office of university relations. All practice sessions must be properly

scheduled and must be supervised by a faculty sponsor. Northwestern reserves the right to refuse the use of the gymnasium. General regulations regarding the use of the gym are as follows:

- (1) Rental fees are available in the Athletic Director's office. Rental fees are for rental only and any damage to property is an extra charge.
- (2) All dates must be cleared with the athletic director and s/he will schedule with the office of university relations.
- (3) Supervision is to be provided by the renter.

**6.5.6 Classroom Use.** The daily rental for Carter Hall 108 or 205, Fine Arts 200, and other classrooms is available in the office of university relations. Equipment rental is extra.

**6.5.7 Furniture and Equipment.** Faculty members should exercise reasonable supervision over furniture, equipment, and apparatus in their rooms. Any malicious damage done to furniture or equipment should be reported immediately to the vice president of student affairs.

**6.5.8 Heat and Light.** All buildings have thermostats. See the custodian in charge for any adjustments. Turn out the lights when leaving a room or an office.

**6.5.9 Custodians.** Report unsatisfactory custodial services to the dean.

**6.5.10 Keys.** Keys shall be authorized for issue only to persons with a substantial need to lock or unlock specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (Form 19). Keys must be picked up in person at the Maintenance Office. The employee will be required to sign a Keyholder's Agreement (Form 20). Keys must be returned in person to the Key Control Officer in the Maintenance Office when no longer needed for a specific area or when keyholder leaves University employment.

Keys remain university property, entrusted to the individual keyholder for his or her exclusive use and should never be exchanged or loaned. No one has the authority to produce, duplicate or alter a university key, except the Key Control Officer in Maintenance.

A faculty member is responsible for reporting any lost or stolen keys immediately to the department supervisor, the NWOSU Department of Public Safety, and the Key Control Officer in Maintenance Office on a Key Loss Form (Form 21). When a key is lost or stolen, the employee must pay a replacement charge of \$25.00. If the key is found after the \$25 has been paid, \$25 will be refunded if the building was not re-keyed as a result of the key loss and only after the key is returned to the Key Control Officer. Unauthorized use or duplication of a key is cause for disciplinary action. (Forms may be found on website at <http://ranger3.nwosu.edu/Payroll/handbk/Forms.html>.)

## **6.6 MISCELLANEOUS INSTRUCTIONAL DUTIES AND POLICIES.**

**6.6.1 Educational Outreach.** Regular and supplemental faculty teach outreach classes. These classes are offered at various off-campus sites as demand warrants.

**6.6.2 Class Periods.** The regular lecture-recitation period is fifty minutes. The laboratory period is approximately two to four hours in length. Consult the summer schedule for the time of meeting for summer classes. Faculty are expected to meet classes the required class time.

**6.6.3 Credit Hour.** Northwestern adheres to the policy of the Oklahoma State Regents for Higher Education when defining the credit hour.

The semester-credit-hour is the standard and traditional unit of credit to be used by institutions in evaluating student's educational attainment and progress. Semester-hour of credit is calculated as follows:

a. One semester-hour of credit is normally awarded for completions of a course meeting 800 instructional minutes, (50 minutes per week for sixteen weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

b. Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 minutes (100 minutes per week for sixteen weeks).

c. Instruction offered through a combination of class and laboratory meetings would normally observe the standards set for the above on a pro rata basis. For example, a course offered for four semester-hours of credit might meet for 100 minutes of organized instruction plus 200 minutes of laboratory per week for 16 weeks.

d. Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester.

There are alternatives to reliance on time-in-class as the basis for determining academic credit-hours earned. The achievement of academic credit-hours should be linked to demonstrated student learning either through regular class assignments and evaluations or demonstration of competencies.

When determining the appropriate academic credit for non-traditional or accelerated format courses, institutions must adhere to the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) Handbook of Accreditation standards. The HLC requires institutions to assess rigorously student attainment as a result of the courses they take. Institutions offering courses in accelerated or other non-traditional formats are expected to be especially diligent in documenting that students in these courses master the skills and knowledge expected of students in traditional courses.

**6.6.4 Class Schedules.** Proposed schedules of classes are developed and submitted in advance of a semester. The proposed schedules are submitted to the executive vice president by the deans. The executive vice president coordinates the class scheduling.

**6.6.5 Classification of Students.**

Freshman:	twenty-nine semester hours or less
Sophomore:	thirty to fifty-nine semester hours
Junior:	sixty to eighty-nine semester hours
Senior:	ninety or more semester hours

**6.6.6 Distribution of Advertising or Promotional Materials.** The university reserves the right to exclude the distribution of printed materials on the campus by students, faculty, or by an outside group or agency that will disrupt the regular and essential operation of the institution.

The distribution of advertising or promotional materials to the general student body or the staff of Northwestern must be approved by the appropriate university official. Materials to be distributed to students or the solicitations of students must be approved by the vice president of student affairs. Materials to be distributed to the staff or the solicitation of the staff must be approved by the executive vice president.

**6.6.7 Privacy.** Nothing contained within this Handbook may be interpreted as giving an employee an expectation of privacy. Offices, desks, computers, email, file cabinets and other furniture and equipment provided by the State or from a grant are not private although certain spaces may contain records that are specifically confidential. Each employee must ensure that there is clear access at all times to any materials or information which may be needed to conduct the business of Northwestern Oklahoma State University.

## CHAPTER VII

### GENERAL INFORMATION

#### 7.1 FACULTY SERVICES

**7.1.1 Travel.** The Northwestern Oklahoma State University travel policy covers state officials and employees who are performing substantial and necessary services for the State of Oklahoma. No travel expenses shall be incurred or reimbursed except for official business, which has been approved in advance through the University's Agile Fleet Commander online travel management system and through the official administrative signature route.

For important travel information see:

#### **HUMAN RESOURCES TRAVEL TIPS**

<http://ranger3.nwosu.edu/Payroll/Travel.htm>

#### **Procedure**

The employee should request a vehicle online through the Agile Fleet Commander system, listing destination, dates, and times of travel, purpose for the trip and items requested for reimbursement. Once the Maintenance Office has assigned a vehicle number, they will send an e-mail confirmation to the employee. This pending confirmation must be printed and submitted to the appropriate dean or supervisor, who will be responsible for listing the budget limits, if required, and for verifying the essential nature of the trip.

As soon as the trip is approved by administration, human resources and maintenance staff will assign a university vehicle (if requested and available). An employee scheduled to enter travel status before the maintenance garage is open, after hours, on weekends, or on holidays, must check out a maintenance garage key at the business office, during regular work hours.

During the trip, the employee should ask for receipts for lodging, meals (required if \$25 or more), parking, toll road, workshop registration fees, etc. Lodging receipts must be itemized, showing name, single room rate, number of people in the room, arrival and departure dates, and listing a zero balance. Registration receipts should show the actual amount paid and the number of meals included in the fee. Continental breakfasts and snacks are not considered meals.

Upon completion of the trip, the employee should complete and submit to the human resources office an Application for Travel Reimbursement (A sample form is located on the website at <http://ranger3.nwosu.edu/Payroll/handbk/travel05.pdf>), accompanied by required receipts and a copy of the workshop agenda, listing the designated meeting place for the workshop. All required receipts must be firmly attached to this form and cannot be returned to the employee. It is the employee's responsibility to

keep photocopies of all documents for personal reference. From the submitted information, human resources office personnel prepare Office of State Finance Claim Form 19 (A sample form is located on the website at <http://ranger3.nwosu.edu/Payroll/handbk/TRAVEL19.xls>.) for the employee to sign before electronic submission to the State. The resulting warrant is printed and sent to the employee by the human resources office, usually within seven workdays.

Non-exempt employees who are asked to travel for the university should contact human resources for assistance in completing the Weekly Work Schedule (for regular full-time employees) or the Part-time Time Sheet (for all other non-exempt part-time employees) and reporting hours worked.

### **Special Procedure**

When the mode of travel must be flight, the airline ticket arrangements must be made through the university. The employee can check information for the best price and times, but the final arrangements must be approved by human resources office staff. The least expensive ticket must be purchased. However, the employee can pay the difference in amounts if another flight is more convenient or preferred.

### **Limitations**

Reimbursement for university travel is based on actual expenses incurred, subject to limitations set forth by legislation and university travel policy. Reimbursements may not be claimed for personal services, such as haircuts, shoe shines, etc. Reimbursements for medications, tobacco products, alcoholic beverages, personal clothing, souvenirs, entertainment, repairs to privately owned vehicles, or other similar purchases are also excluded.

### **UNIVERSITY FLEET VEHICLES**

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. University policy states that passengers shall not be transported in state vehicles or private vehicles used for state business purposes. Only authorized university employees are allowed to drive state-owned vehicles.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. In compliance with Oklahoma statute, smoking is prohibited in university owned vehicles. Persons using university vehicles are expected to use seat belts and to comply with all Oklahoma Department of Highway Safety regulations. (For instructions specific to the Enid or Woodward Campus, contact the Business Office or Dean's Office there.)

### **FUEL PURCHASES:**

Each university vehicle must be returned to the Maintenance Shed or Fleet Building with the gas tank full. University vehicle drivers should utilize the University's official supplier for fuel. Location directories are kept in the glove compartment of each



motor pool vehicle for your convenience in locating businesses honoring the officially authorized supplier's credit card. Each university vehicle's key ring is attached to a current fuel purchase credit card. Any other credit cards in the school vehicle are for secondary, emergency use only.

### **CHECK-OUT AND CHECK-IN PROCEDURES:**

When leaving before or after office hours a Maintenance Shed key or Fleet Building key must be obtained from the Business Office in Herod Hall during office hours. Maintenance Office staff are not responsible for giving employees access to the Maintenance Shed to pick up their scheduled vehicles when the proper procedures for obtaining a key from the Business Office have not been followed. Drivers are advised to allow yourself themselves adequate time in case they need to move vehicles blocking access to their designated vehicle.

#### **For Cars, Minivans, 12 and 15 Passenger Vans, Buses:**

During Office Hours:

When picking up a university vehicle, an employee must come into the Maintenance Office to be dispatched. He or she will be given the vehicle's keys, a clipboard with fuel cards and a dispatch form to be filled out when returning the vehicle. When returning a university vehicle, the employee must bring the keys, fuel cards, completed dispatch form, and all fuel receipts into the Maintenance Office so the vehicle can be checked back in.

After Office Hours for Cars:

The University Vehicle will already be dispatched to you. The keys along with the dispatch form will be placed in the assigned vehicle on the driver's seat. Anyone returning after hours must hang the keys on the peg board by the Maintenance Office door and place the clipboard with completed dispatch form, fuel cards, and fuel receipts in the smoke colored file hanging on the wall beneath the peg board.

When returning a university vehicle to the Alva campus after hours, employees should use the shed key on the key ring to gain access to the Maintenance shed, drive the vehicle into the shed, and park in the numbered space corresponding to the university vehicle number.

If there should ever be an instance where a university vehicle cannot be parked inside the Maintenance Shed, it should be parked in the Maintenance parking lot with the keys removed and the vehicle locked. The keys should be taken into the Maintenance Shed and placed on the peg board located on the West wall by the office door. This will enable the person scheduled to take the same vehicle early the next morning access to that particular vehicle's keys. The employee should never take the keys with them when leaving

The dispatch form should be completed and placed along with the fuel purchase slips in the smoke colored wall file which is located on the West wall of the Maintenance Shed.

If a university vehicle has a mechanical problem and is returned after hours, the university employee returning the vehicle should place a warning sign on the vehicle's windshield so that the safety of the next passenger is not at risk. The sign reads, "DO NOT TAKE THIS VEHICLE DUE TO MECHANICAL PROBLEMS," and is kept in a black folder attached to the bulletin board on the west wall of the Maintenance Shed. Leave a message on the Maintenance department's voice mail at 327-8646, describing the nature of the problem. When scheduled to drive the car with a problem, take your own vehicle and apply for mileage reimbursement on an Application for Travel Reimbursement. DO NOT take another university vehicle since it may be scheduled for use by another employee.

#### After Office Hours Vans and Buses:

The university vehicle will already be dispatched to you. The keys will be hanging on the peg board by the walk-in door in the Fleet Building. The clipboard with the dispatch form and fuel cards will be placed in the assigned vehicle on the driver's seat. If you return after hours, please hang the keys on the peg board by the Fleet Building door and place the clipboard with the fuel cards, completed dispatch form and your fuel receipt in the smoke colored file hanging on the wall beneath the peg board.

Park the returned vehicle in the Fleet Building using the garage door opener attached to the visor.

Return any Maintenance Shed key or Fleet Building key to the Business Office in Herod Hall as soon as possible so others can check out that key.

If the parking gate was closed when you entered, close it when leaving.

**7.1.2 Recreational Facilities.** Faculty members may use the university gymnasium for recreational activities when these facilities are available. Arrangements will be made with the head of the department of Health and Sports Science Education.

**7.1.3 Wellness Center.** Faculty members and their families may use the Wellness Center facilities without charge. Family is defined as faculty member, spouse, and natural or adopted children under the age of 18 or 23 if currently enrolled in college.

**7.1.4 Social Opportunities.** All faculty will be issued a complimentary pass for most athletic, theatre, and music events on campus sponsored by the university. Photo I.D. cards are available to faculty and staff free of charge.

**7.1.5 Educational Opportunities.** Any **full-time** faculty or staff member is allowed to audit courses without tuition charge. All **full-time** employees are eligible to enroll in courses without tuition charges with approval by the appropriate administrator.

**7.1.6 Housing.** The university does not provide housing for the faculty.

**7.1.7 Parking.** Faculty and staff parking is reserved around the circle drive from 7 a.m. until 2 p.m.

All vehicles parked on university property must display the appropriate parking permit sticker which is available free of charge at the Office of the Vice President for Student Affairs and Enrollment Management, Monday through Friday, between 8:00 a.m. and 5:00 p.m. Parking permit stickers should be placed on the rear window on the driver's side of the vehicle. Vehicles found parking on campus without a current permit sticker will be ticketed.

As a courtesy to university visitors, certain parking areas have been designated for visitors only. Faculty vehicles parked in visitor parking spaces will be ticketed.

Faculty who receive a ticket (citation) should take it to the Office of Vice President of Student Affairs and Enrollment Management. A permit holder is responsible for all charges made against his or her permit number, regardless of the identity of the driver. Therefore, faculty are encouraged to remove parking permit stickers from vehicles they no longer own. Cars parked in FIRE ZONES and HANDICAPPED ZONES may be towed at the owner's expense.

**7.1.8 Tobacco Free Buildings.** The use of tobacco products is prohibited in all campus buildings except individual dormitory rooms.

## **7.2 STUDENT SERVICES**

**7.2.1 Chaperoning.** All social functions sponsored by the university are chaperoned by faculty members. If a faculty member is invited as a chaperon and accepts, then later finds that s/he is unable to attend, s/he is responsible to ensure that a substitute attends.

**7.2.2 School Paper.** The *Northwestern News* is a weekly student publication. Students of the journalism classes form the staff of the paper and are assigned as reporters each semester to each department and administrative office of the university. Faculty and staff members are requested to supply articles or information for articles to student reporters. Failure of reporters to make periodic contact with any faculty member may be reported to the journalism instructor. (Faculty members may request complete copies of their articles prior to publication.) Printing services publishes the student newspaper.

**7.2.3 Religious Activities.** Various faiths and denominations sponsor university-age fellowship groups. In general, their meetings occur on Wednesday nights.

**7.2.4 Student Center Chapel.** Any individual or any group of the university personnel is invited to use the facilities of the Student Center Chapel. Scheduling is handled through the director of student life

**7.2.5 Student Handbook.** The vice president of student affairs and enrollment management prepares a student handbook. The purpose of the handbook is to provide information to the student body on conduct, rules, regulations, and policies. The book also provides information concerning student organizations and activities.

**7.2.6 Career Services.** The Career Services Office is maintained as a service agency, without cost to students, teachers, and employing agencies. All university departments cooperate with the career services coordinator. Its purposes are as follows:

- (1) To place students who are leaving the campus in the teaching profession, business, or industry positions.
- (2) To assist alumni in the field to secure professional advancement.
- (3) To render assistance to school, private, and public executives in their efforts to secure the best employees obtainable for their respective organizations.

**7.2.7 Alumni.** The Alumni Association is a service agency to all Northwestern alumni. The association establishes membership dues. The purpose of the association is as follows:

- (1) To coordinate all alumni activities on campus, such as Homecoming, the annual spring banquet, etc.
- (2) To coordinate alumni trips to areas of interest, such as Hawaii, Mexico, etc.
- (3) To develop and coordinate alumni booster clubs in the Northwestern service area.
- (4) To maintain good communications and rapport between alumni and Northwestern.

**7.2.8 Recruitment.** The faculty assists in student recruitment through planned campus contacts during the year. Campus contacts are made generally throughout the year by means of such events as athletic tournaments, music and speech contests, science fairs, and curricular contests. Area high schools have an active part in the annual Homecoming celebration.

**7.2.9 Regulations Concerning Student Trips.** The following criteria apply to organizations planning off-campus trips to conventions, concerts, sports days, or any such activities involving students.

- (1) A trip is not a university-sponsored trip unless the faculty sponsor or faculty substitute sponsor is making and chaperoning the trip. (This is the same rule, which applies to social events planned on campus.)
- (2) Events should be placed on the calendar in the vice president of student affairs and enrollment management at least two weeks in advance.

**7.2.10 Scheduling of Student Activities.** All scheduling of student activities is done through the vice president of student affairs office. Applications must be made for date and place at least two weeks in advance. The student chairman of the event must sign the form. The supervisor of the facilities must certify by signature that the facilities for the event are available. Sponsors will approve the event by signing the application. The schedule for the activity must be approved for the university calendar in the assessment office. Final approval is by the vice president of student affairs.

**7.2.11 Student University Relations.** The university relations office operates the university news bureau which keeps campus news flowing into offices of newspapers, radio and television stations. This office is ready to help with informational or promotional opportunities as they arise. Service of a photographer is available to help with picture coverage of publicity-worthy events. Faculty members wishing to use facilities of this department to promote, report, or publicize university events should confer with the associate vice president for university relations at their earliest opportunity.

## **7.3 GENERAL SERVICES**

**7.3.1 Purchase Requisitions.** All supplies, equipment, repairs, or other purchases are provided through written requisitions when approved by appropriate officials. Purchases are not authorized except by this procedure. Copies may be obtained from the business office.

**7.3.2 Faculty Handbooks.** All faculty handbooks will be checked out from and returned to the office of the executive vice president. As the faculty handbook is updated, each faculty member will receive information via e-mail and should print the updated sheets to keep their copy of the handbook current. The most recent copy of the handbook can be found on the Northwestern website.

**7.3.3 Activity Tickets.** An activity ticket, which admits the faculty member and immediate family to any university-sponsored activity, is issued to each faculty member without charge. A Photo I.D. card is available to faculty and staff members free of charge. Faculty identification cards are not transferable.

**7.3.4 Lost and Found.** The Campus Police Office shall serve as the location for the storage and disposition of personal items found on the Alva campus. Questions regarding lost and found articles on the Enid campus can be directed to the Campus Police Office there. For assistance with lost items at the Woodward campus, contact the Woodward Campus Dean.

**7.3.5 Mail and Postage.** The business office is in charge of the mailroom. Incoming mail is distributed to the faculty mailboxes Monday through Friday by 1:00 P.M. All out-going mail must be left at the respective campus mailrooms no later than 3:30 P.M. Letters relative to university business may be left at the mailroom to be stamped and posted. Postage expense will be charged to each department. For on-campus mail, place

a post-it note with distribution instructions on the correspondence. Personal mail, with postage affixed, may be left at the mailroom.

A courier service between the four campuses operates daily Monday through Friday. Mail for the courier service may be left at the business office.

**7.3.6 Solicitors.** Solicitations, disseminations of literature, picketing, or drawing of assemblages or meeting for the purpose of promoting either sales or causes may not be done by an official group, organization, or person without clearance and permission of the vice president of student services. In some cases a facility fee will be charged.

**7.3.7 Telephone.** Employees may use the campus telephone system for conducting business between departments, locally, or with long distance. Employees are asked to limit personal calls to a minimum. Employees should use third party billing or personal credit cards for personal long distance calls that must be made at work.

University employees may use voice mailbox for leaving messages for business purposes. The mailbox acts as an answering machine for employee extensions. It will pick up both external and internal calls to an extension during no-answer or busy conditions. The employee is responsible for dialing into the voice mail system to retrieve messages.

New employees should call the Information Technology Office at extension 8602 for assistance in initializing and using a mailbox.

**7.3.8 Electronic Mail.** The NWOSU network is provided for faculty, staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. This policy applies to, but is not limited to, computers, cell phones, phones, text messaging, electronic mail (e-mail), and social networking sites.

The network is primarily intended for the use of faculty, students and staff. Others wanting access to the network, including PC's in labs, must first check with the supervisor of the equipment and pay such fees as set by the University.

Faculty, staff and students may employ e-mail as a tool for communication. The University may rely upon this medium to communicate official information; therefore, faculty, staff and students will be responsible for checking and reading messages. All NWOSU faculty, students, and staff will receive and be required to use NWOSU email accounts for official email correspondence.

Electronic mail and telecommunications are not to be utilized by employees and students to share confidential information about students or employees. Employees have no expectation of privacy with regards to the use of electronic mail.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. ([Electronic Communications Privacy Act 18 USC §2701 \(1988\)](#).) Users have no expectation of privacy with regards to any computer equipment belonging to NWOSU or to the use of the NWOSU network with private computer equipment. The University cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law. Use of University Network facilities, services and information technologies does not alter basic codes of behavior of academic life.

The following behaviors are not permitted on university networks:

- Violation of local, State or federal laws, RUSO or University policy
- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, intimidating, threatening, frightening, humiliating, insulting or attacking others by any means
- Engaging in practices that threaten the integrity of the University computer facilities, services and information technologies (e.g., loading files that may introduce a virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to the installation of hardware.
- Violating [copyright laws](#). For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law.
- Using others' accounts
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for personal enterprises or business purposes
- Violating regulations prescribed by ONENET (Acceptable Use Policy (<http://lib.ok.us/clientservices/category1/sub3/acceptableuse.htm>))
- Promoting, supporting or celebrating religion or religious institutions

- Surveillance or taping of others and/or taking nono-consensual or abusive advantage of another, examples include, but are not limited to, non-consensual video or audio taping of sexual activity
- Internet use that constitutes invading rights of others to include, but are not limited to, harassment based on sex, race, color, national origin or disability

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

**7.3.9 Emergencies.** Emergency numbers are as follows:

Alva Campus	Fire, Police, Ambulance Dept.: 9-911 or 9-327-2121
Enid Campus	Fire, Police Dept.: 9-911 or 9-242-7000 Ambulance Dept.: 9-911 or 9-242-1234
Woodward Campus	Fire, Police Dept.: 9-911 or 9-256-2280 Ambulance Dept.: 9-911 or 9-254-3341

**7.3.10 University Calendar.** The official university calendar announcing the opening and closing dates of all terms and all observed holidays is available in the executive vice president's office. Faculty personnel who wish to schedule events on the calendar must register events through the Office of University Relations.

**7.3.11 Cooperating Schools.** The university has a cooperative arrangement with the public schools of Alva and the surrounding area to allow practice teaching by university students in the actual school situation. The director of student teaching has responsibility of coordinating the supervision of student teachers.

**7.4 COMMUNICATIONS**

**7.4.1 Posters.** Bulletin boards for posters are located in all buildings on the campus for the use of faculty and student organizations. **Posters must not be placed on painted surfaces.** Following the event, which they advertise, posters are to be removed by the individual responsible for the poster.

**7.4.2 University Undergraduate Catalog.** The *University Undergraduate Catalog* is the official publication of the university. It describes the undergraduate instructional



program of the university and is the official guide and authority for undergraduate instructional requirements and regulations. The *University Undergraduate Catalog* supersedes all other publications regarding official policy of the university.

The executive vice president, in cooperation with the registrar, edits the *University Undergraduate Catalog*.

**7.4.3 Graduate Catalog.** The *Graduate Catalog* is an official publication of the university. It describes the graduate instructional program of the university and is the official guide and authority for graduate instructional requirements and regulations. The *Graduate Catalog* supersedes all other publications regarding official policy of the graduate program of the university.

The associate dean of graduate studies, the graduate committee, and the registrar edit the *Graduate Catalog*.

## **7.5 CAMPUS ACTIVITY FUND AND STUDENT CENTER**

The Regents for Higher Education allocate a portion of each student's enrollment fees for student activities. This amount is not subject to change by university officials. Activities financed include athletic events, band, choir, dramatics, newspaper, receptions, and student government.

Rental fees for use of Student Center rooms are available from the office of assessment. Groups renting the facilities assume responsibility for their cleanup. Otherwise, there will be an additional fee.

No fee shall be charged for the use of Student Center facilities for university-approved activities. The vice president of student affairs determines whether or not an activity is university-approved.

All refreshments served to groups in the Student Center must be provided through the campus food service.

**APPENDIX A**  
**NORTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**SALARY SCHEDULE**  
**(9-MONTH FACULTY)**  
**(Adopted for Fall 2011)**

**BASE**

Base Pay	\$31,000
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**DEGREE AND HOURS**

Bachelor's	Base - \$1,000
Master's	Base Pay
Master's + 15	Base + 10%
Master's + 30	Base + 15%
Master's + 45	Base + 20%
Doctorate	Base + 35%

**RANK**

Instructor	Base Pay
Assistant Professor	Base + 10%
Associate Professor	Base + 20%
Professor	Base + 35%

## **EXPERIENCE**

Pay for each year	1.4 % of base
Years at NWOSU	1 for 1
Other College	1 for 1 (maximum of 10 including public school)
Public School	Up to 5 on initial hiring; next 5 given 1 year for each 2 years of successful experience at NWOSU. (maximum of 10 years including other college)

## **DEPARTMENT CHAIRPERSONS**

Six or under in department	+ \$1,600
Seven or more in department	+ \$2,000

## **EXCEPTIONS TO SCHEDULE**

Variations from this schedule may be made by the President upon the recommendation of the Executive Vice President. This flexibility is necessary in order to attract and retain faculty in disciplines in which competition for qualified faculty is very high.

## **MERIT PAY (CURRENTLY SUSPENDED)**

All full-time, 9-month faculty with a minimum of a master's degree will be eligible for merit pay during the fiscal year. Faculty will be evaluated on the basis of professional activities during the year and will be considered for merit compensation awards ranging to \$1,000 maximum per qualifying individual.

## **SUMMER SCHOOL**

Salaries will be based upon rank and paid per credit hour.

Undergraduate courses with 8 to 13 students:

Adjunct/Instructor	\$450 per credit hour
Assistant Professor	\$525 per credit hour
Associate Professor	\$600 per credit hour
Professor	\$675 per credit hour

Undergraduate courses with 14 or more students:

Adjunct/Instructor	\$525 per credit hour
Assistant Professor	\$575 per credit hour
Associate Professor	\$650 per credit hour
Professor	\$725 per credit hour

Graduate courses will be paid on the following scale:

Adjunct/Instructor	\$565 per credit hour
Assistant Professor	\$600 per credit hour
Associate Professor	\$675 per credit hour
Professor	\$750 per credit hour

Letters of agreement for summer employment are prepared by the appropriate academic dean's office.

### **ONLINE COURSE DEVELOPMENT**

Salaries will be based upon rank and paid per credit hour.

Instructor	\$450 per credit hour
Assistant Professor	\$525 per credit hour
Associate Professor	\$600 per credit hour
Professor	\$675 per credit hour

Graduate courses will be paid on the following scale:

Instructor	\$565 per credit hour
Assistant Professor	\$600 per credit hour
Associate Professor	\$675 per credit hour
Professor	\$750 per credit hour

Professional Services Contracts for online course development are prepared by the Coordinator of Distance Learning and the Academic Vice President's office.

Payment is made during the first semester the course is offered.

## **ADJUNCT**

Salaries will be based upon a minimum enrollment of six (6) students and paid per credit hour.

*Undergraduate Courses:* \$600 per credit hour

*Graduate Courses:* \$700 per credit hour

Professional Services Contracts are prepared by the appropriate academic dean's office.

## **ITV**

\$100 per credit hour with additional \$100 if course is delivered to more than four sites (\$100 per site). Professional Services Contracts are prepared by the Coordinator for ITV.

## **TELECOURSE (CURRENTLY SUSPENDED)**

\$400 per credit hour for adjunct instructors. A telecourse will be considered as part of a faculty members teaching load if taught during the Fall or Spring semesters. Professional Services Contracts prepared by the appropriate academic dean's office.

## **PROFESSOR EMERITUS**

\$3,500 per semester for up to 6 hours. Professional Services Contracts are prepared by the appropriate academic dean's office.

## **OVERLOAD**

\$600 per credit hour for each hour over the appropriate designated teaching load. Professional Services Contracts prepared by the appropriate academic dean's office. May be paid either or both semesters as appropriate.

## **APPENDIX B**

### **Constitution of the Faculty Senate at Northwestern Oklahoma State University, Adopted February 2, 1979. Revised December 7, 2006. Revised December 7, 2009.**

#### Preamble:

The teaching faculty of Northwestern Oklahoma State University, in order to provide a mechanism for democratic participation in the affairs of the university, do hereby create the Northwestern Oklahoma State University Faculty Senate and this constitution. Our purpose is to encourage, promote, and channel faculty participation in the shaping of university policy.

#### Objectives:

The objectives of the Faculty Senate are formulated with the understanding that the university president and/or board of regents are charged with the final responsibility for the operation of the institution and the Faculty Senate will therefore serve in a recommending capacity. It is further understood that the university president and/or boards of regents may return any recommendation to the Faculty Senate for further study. With these considerations, the objectives of the Faculty Senate are as follows:

1. To provide the faculty and administration with opportunities for identifying and considering issues or concerns related to academic excellence, personnel policies, and recommending solutions to such issues or concerns.
2. To provide the faculty a forum for communication with the administration.
3. To provide for greater utilization of creative and innovative faculty resources.

### **ARTICLE I.**

#### Name

This organization shall be called the Faculty Senate of Northwestern Oklahoma State University and shall have the responsibility to consider issues and make recommendations to the university administration.

### **ARTICLE II.**

#### Membership

Section 1. Eligibility: All full-time faculty are eligible for election to the Faculty Senate.

Section 2. Determination of Eligibility: Eligibility, if questioned, will be determined by a committee appointed from within the Faculty Senate by the President of the Faculty Senate.

Section 3. Senate Membership: The membership shall be limited to eleven members: two from the School of Arts and Sciences (elected by the faculty members of that school stationed on the Alva campus), two from the School of Professional Studies (elected by the faculty members of that school stationed on the Alva campus), one from the extended campuses (elected by the faculty members stationed at those campuses), and six elected at-large by all faculty members. Only full-time faculty members eligible for election to the Faculty Senate shall be allowed to vote in any Faculty Senate election. Senators representing the two schools and the extended campuses shall be elected in December of even-numbered years for terms of office that begin in January of odd-numbered years. Senators representing the faculty at-large shall be elected in December of odd-numbered years for terms of office that begin in January of even-numbered years.

Section 4. Election: Procedures for election of members of the Faculty Senate will be determined in accordance with the bylaws of this constitution.

All voting will be by secret ballot, and the election results will be disclosed.

Section 5. Terms of Office: The term of office shall be two years.

Section 6. Officers: A Faculty Senate president, vice-president, and secretary shall be elected by the Faculty Senate from its own members. These officers will be elected each January and will serve for a term of one year.

The Faculty Senate President will be the presiding officer of the Faculty Senate. The Senate Vice-President will provide notice and an agenda to all members of each regularly scheduled meeting and shall, upon request of the senate president, provide notice to all members of special meetings called by the Faculty Senate.

The Faculty Senate Secretary will prepare minutes of each meeting of the Faculty Senate and will, within one week following the meeting, provide copies to all senators. Following approval by a majority of senators, the secretary will provide copies of the minutes to all faculty and to the academic administration of the University.

Section 7. Vacancies: Vacancies shall occur in the Faculty Senate when senators vacate their seats for any reason prior to the expiration of their terms in office. Elections to fill vacancies shall be held as soon after the vacancies occur as is practicable. Senators elected to fill vacancies shall serve only until the expiration of the original terms of the senators they are replacing. Faculty members eligible to run for vacancies and to vote in elections to fill vacancies shall be determined (as stated in Article II, Section 3 of the Faculty Senate Constitution) according to the nature of the vacancies being filled.

### **ARTICLE III.**

#### Meetings

Section 1. Scheduled Meetings: The Faculty Senate will meet at least once each quarter of each calendar year.

Section 2. Quorum: A quorum will consist of a majority of the Senate membership.

Section 3. Special Meetings: Special meetings may be called by the President of Faculty Senate or must be called by the Senate President after a petition by a majority of the Faculty Senate.

Section 4. Rights of Non-Members: All meetings will be open to all university faculty, any of whom will be given the opportunity to address the Faculty Senate.

### **ARTICLE IV.**

#### Amendments

Section 1. Amendments may be proposed by a majority vote of the Faculty Senate.

Section 2. Amendments may be proposed to the Faculty Senate by a written petition of one-third of the full-time faculty.

Section 3. Amendments to the constitution shall be submitted to the full-time faculty at least two weeks in advance of the meeting at which the vote is taken.

Section 4. Ratification: Amendments may be ratified by a majority vote of the full-time faculty.



## ARTICLE V.

### Bylaws

- Section 1. Submitting Bylaws: Bylaws of the Northwestern Oklahoma State University Faculty Senate may be amended by two-thirds vote of the Senators present and voting at an official meeting of the Faculty Senate, provided that the bylaws or amendment to a bylaw was proposed at a previous meeting of the Faculty Senate and was included on the agenda at which a vote is proposed.
- Section 2. Elections of senators shall be conducted by an ad hoc committee appointed by the Faculty Senate. Candidates may file with the appropriate Senate committee, or names may be placed in nomination with the approval of the nominee. Both full- and part-time faculty are eligible to vote in Faculty Senate elections.
- Section 3. The Senators representing the schools and the Senator representing the extended campuses shall be elected in even-numbered years, and the at-large Senators shall be elected in odd-numbered years. New Senators shall assume office on January 15 following their election.
- New officers shall be elected each January after the seating of new Senators.
- Section 4. Parliamentary Authority: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty Senate in all cases to which they are applicable and in which they are consistent with this constitution and bylaws.
- Section 5. The recall, for cause, of a Senator, shall be initiated by the written petition of one-fifth of the full-time faculty and shall become effective upon the secret-ballot concurrence of more than a two-thirds vote. The Senator whose recall is being sought shall, if that senator desires, be granted a hearing at a called meeting of the eligible faculty prior to the recall vote. The Faculty Senate President shall call the hearing and, after choosing senate officers to assist, preside during that hearing.

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