



**Northwestern**

OKLAHOMA STATE UNIVERSITY

2023 - 2024

# FACULTY HANDBOOK

Northwestern Oklahoma State University

Alva • Enid • Woodward

Revised 7/2023

## 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 "Bo Hannaford". The signature is written in a cursive style with a large, prominent "B" and "H".

Bo Hannaford  
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.

It is the faculty member's responsibility to keep up with any changes in this handbook.

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## CHAPTER I

### INTRODUCTION

**1.1 HISTORY OF THE UNIVERSITY.** The Oklahoma Territorial Legislature enacted legislation in 1897, Council Bill (C.B.) 45 of the Fourth Regular Session, 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.

In 2015, after a long affiliation with the NAIA, Northwestern Oklahoma State University opened another door when it was officially accepted as a member of NCAA Division II and joined the Great American Conference in all sports.

The first doctoral program, Doctor of Nursing Practice – Family Nurse Practitioner, was added to Northwestern Oklahoma State University degree offerings in 2016.

## **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. Additional program accreditation includes the Council for the Accreditation of Educator Preparation (CAEP) for teacher education, which is also approved by the Oklahoma Commission for Teacher Preparation. The undergraduate nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and is approved by the Oklahoma Board of Nursing. The Doctor of Nursing Practice is accredited by the Commission on Collegiate Nursing Education. 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. The Bachelor of Business Administration, Bachelor of Applied Arts and Sciences, and Bachelor of Science in Organizational Leadership programs are accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

**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 organizational chart has been developed and is located in Appendix A.

### 2.3 ADMINISTRATIVE OFFICES

**2.3.1 President.** The president is the chief executive officer of Northwestern and is responsible for its internal administration. S/he is directly responsible to the Board of Regents of the Regional University System of Oklahoma 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: executive vice president and vice president for administration, vice president for academic affairs, dean of student affairs and enrollment management, and director of marketing and university relations.

**2.3.2 Executive Vice President and Vice President for Administration.** The Executive Vice President stands in for the President whenever needed. 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, financial aid, information technology, maintenance of the physical plant, the bookstore, printing services, museum, and the school farm.

**2.3.3 Vice President for Academic Affairs.** The vice president for academic affairs 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 dean of faculty. Specifically, the vice president for academic affairs has the responsibility for leadership in the development, improvement, and the implementation of the curriculum. S/he approves class schedules received from the dean of faculty and makes recommendations to the president concerning employment, tenure, dismissal, and leaves of absence. S/he is ultimately responsible for both schools, graduate studies, registry and admissions, sponsored programs, assessment, the Academic Success Center, library, and distance learning. The vice president for academic affairs, in cooperation with the dean of faculty 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.

**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 Dean of Faculty.** The dean of faculty administers the policies of the university to achieve coordination of instructional and budgetary programs. S/he is directly responsible for all schools. 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 budget, allocate funds, and approve expenditures from the budgets of all schools; and coordinate the assignments and evaluate the performance of the faculty within the school. S/he also assists with the supervision and maintenance of the institution's academic buildings and equipment.

**2.3.6 Department/Division Chair.** The department/division chair is directly responsible to the faculty dean 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; and coordinate development of departmental budget and approve expenditures.

**2.3.7 Dean of Student Affairs and Enrollment Management.** The dean 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, student personnel records, residence halls, advisement, academic probation, counseling services, career services, recruitment, international student advising, campus security, the wellness center, and the Upward Bound, Student Support Services and TRIO grants.

**2.3.8 Associate Dean of Graduate Studies.** The associate dean of graduate studies is directly responsible to the Vice President for Academic Affairs. 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 the dean of faculty 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 Director of Marketing and University Relations.** The director of marketing and 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.

**2.3.10 Athletic Director.** The athletic director is responsible to the president for coordinating all of the activities related to 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 UNIVERSITY 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; 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 and personnel policies, and for 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 of university committees, with the exception of the Graduate, Teacher Education, and Study Abroad committees, to the president for final approval.

**2.4.2 The Graduate Committee.** The Graduate Committee has general supervisory authority over the graduate program and is responsible for recommending policy relative to the program. The committee membership consists of the following members: The dean of faculty; the chair of the education division; the chair of the nursing 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 American Studies program, one (1) student representative from the Doctor of Nursing Practice program, one (1) student representative from the Master of Education program, one (1) student representative from the Master of Counseling Psychology program, and one (1) student representative from the Master of Arts in American Studies program. The associate dean of graduate studies serves as chair of the Graduate Committee (non-voting except in case of a tie).

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 two-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 vice president for academic affairs 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 vice president for academic affairs and the dean of faculty, 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 to create a campus environment that fosters diversity. In addition, in conjunction with faculty and staff, the committee compiles an annual notebook documenting the diversity activities that occurred during the academic year.

**2.4.8 Faculty Development Advisory Board.** The FDAB committee assists the vice president for academic affairs in coordinating the new faculty orientation, develops academic-based faculty mentoring programs, coordinates faculty development programs on campus, 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 underlying goal of the committee is to develop a comprehensive faculty evaluation and development system that is fair, useful for personnel decisions, and likely to promote 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.

Members are appointed by the vice president for academic affairs.

**2.4.11 Honors Committee.** The Honors Committee consists of faculty from all academic schools and is designed to enhance the educational opportunities of exceptionally gifted students. The faculty are involved in the advisement process and participate in 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 by which students participate in the organization and execution of service activities that foster 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.

**2.4.16 Study Abroad Committee.** The Study Abroad Committee is responsible for the oversight and planning of Northwestern’s study abroad experiences. Faculty members with ideas for study abroad opportunities should submit a proposal to the committee for review. Members are appointed by the vice president for academic affairs.

## CHAPTER III

### ACADEMIC AFFAIRS

**3.1 FACULTY PERSONNEL POLICY. PERSONNEL DATA FOLDERS.** As with all regular full-time and part-time, new-hire and rehire employees, faculty are considered to be on probation during the first twelve months of employment. During this period, a supervisor will monitor closely the performance of the probationary employee to determine fitness for the position. Probationary full-time employees are eligible for benefits. (See Section 4.10, Probationary Period, of Employee Handbook.)

The probationary period is used to evaluate an individual's ability to perform his or her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the University. The end of the probationary period does not indicate "permanent" employment. The University maintains its right to employ "at-will" and may choose not to renew an appointment to a position, regardless of probationary status.

Every supervisor should routinely keep notes on each employee's performance, and especially document counseling sessions. As an employee's evaluation period (prior to completion of the first twelve months of service) approaches, those notes should be reviewed to consider whether the probationary employee should be retained.

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 member leaves the institution. They are retained as part of the permanent records of the university.

The Regional University System of Oklahoma, and Northwestern Oklahoma State University, are committed to recognizing and rewarding, through the promotion and tenure processes, faculty whose work demonstrates excellence in teaching, research, continuing education, and service to the institution and the public. This policy provides procedures and processes that support reappointment, promotion, and tenure. The responsibility for carrying out this policy is shared by the Board of Regents of the Regional University System of Oklahoma, university administrative officers, and the faculty.

**3.1.1 Faculty.** The faculty is composed of two major groups: full-time and part-time faculty members. Full-time refers primarily to Tenure Track (TT) and Non-Tenure Track (NTT) faculty members although other types of positions may be used on a university campus (e.g., military appointments, clinical supervisors, visiting, and academic practitioners). For accreditation purposes, full-time faculty may also be categorized according to a variety of criteria (academic, practitioner, professional, etc.) Part-time faculty members are generally referred to as adjunct faculty members. However, part-time teaching responsibilities may also be handled through other roles at a university (clinical supervisors, course coordinators, faculty teaching overloads, staff members, etc.). The Board or the

University may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its faculty employees except as authorized by the Oklahoma Constitution.

- (a) Full-time Faculty. Tenure Track (TT) faculty members hold the ranks of assistant, associate or full professor; instructors may also be considered TT if their contracts specify a basis for entering the promotion process (e.g., completion of a terminal degree). Non –Tenure Track (NTT) faculty members are primarily referred to as lecturers or instructors but may also include special types of instructors or other appointments. NTT appointments may be on a continuing or temporary (one academic year or less) basis. If temporary, these faculty members may replace the role of a TT faculty position while a search for a permanent replacement is underway (usually for one academic year). 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 their next regular meeting following the appointment. Full-time faculty members have instructional and non-instructional duties as assigned by the university. Instructional duties include, but are not limited to, teaching assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in classes. Non-instructional duties include, but are not limited to, conducting research and other scholarly activities, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twenty-four (24) to twenty-seven (27) hours per academic year and a non-instructional equivalent load of nine (9) to twelve (12) hours per academic year so the full-time load would be the equivalent of thirty-six (36) hours per academic year. The annual load is typically split evenly across semesters unless circumstances approved by the university president allows otherwise.
  
- (b) Part-time (Adjunct) Faculty. Adjunct faculty members typically work with academic departments on a semester-by-semester basis. They represent a significant portion of a university’s educational workforce and teach a prescribed number of course sections per semester but typically do not have research and service responsibilities. TT and NTT faculty members may serve as adjuncts (through overload assignments) but on a limited basis and when qualified adjunct faculty members are difficult to employ. Authority to make adjunct faculty appointments is delegated to the university president. These appointments are limited to specific duties and a specific period of time. Adjunct faculty members are not provided notification or non-reappointment. Part-time faculty members 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 classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing his teaching load by eighteen (18). For example, a nine (9) hour teaching load would equal one-half time. Adjunct appointments are temporary appointments made for one semester or summer session only and often involve instructional duties for specific sections only.

**3.1.2 Tenure and Non-Tenure Track Faculty Appointments.** Several types of appointments may be made for full-time faculty members, including part-time administrative roles (chairperson, assistant dean, etc.). TT faculty members participate in tenure and promotion processes that may change the nature of their appointment by advancing them to tenured status or to a new rank (assistant, associate, or full professor).

- (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 and/or for a post tenure-review process.
- (b) Non-Tenured. A non-tenured appointment refers to any appointment that is not tenured nor on a track toward tenure. This includes, but is not limited to, non-tenure track (NTT), temporary, and certain kinds of administrative appointments.
  - 1) Tenure Track. A tenure track (TT) appointment is one in which the faculty member may become eligible to receive tenure in accordance with policy. Tenure track appointments are for one (1) year and renewable annually at the option of the university. After receiving tenure, faculty members are generally still reviewed through a post-tenure interview process. A person on tenure track will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment.
  - 2) Non-Tenure Track. A non-tenure track (NTT) appointment is one in which the faculty member is appointed as full-time faculty member but is not eligible to participate in tenure or promotion processes. A faculty member on a NTT appointment may be continued annually, at the option of the university. A NTT appointment may be changed to a TT appointment upon written agreement between the university president (or designee) and the faculty member. A person on non-tenure track appointment will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment.
  - 3) 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 to be filled again.
  - 4) 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. Examples include assistant deans, chairpersons, and directors.
  - 5) Summer Faculty. An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments are made by the university president or their designees.

6) Graduate/Teaching Assistants. Graduate assistants are graduate students at the institution who may hold appointments as teaching, research, or administrative assistants. Graduate assistants must be enrolled in a minimum of three (3) semester hours. Teaching assistants shall not teach more than six (6) credit hours per semester.

7) Joint Appointments. Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (1) must not total more than 1.0 full-time equivalent (FTE) and (2) must be approved by all 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 considerations.

**3.1.3 Graduate Faculty.** The faculty for the Graduate School consists of the president, the vice president for academic affairs 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. Doctor of Nursing Practice (DNP) faculty will teach doctorate (6000-level) courses and will be selected by the Chair of the Division of Nursing, Director of the DNP program, Dean of Faculty, and Vice President for Academic Affairs.

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.

## **3.2 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.

**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 or Lecturer. The minimum educational qualifications for Professor, Associate Professor and Assistant Professor shall be an earned doctorate degree awarded by a regionally accredited



institution (e.g. Higher Learning Commission or Southern Association of Colleges and Schools) or an equivalent condition for a degree received in another country.

- (1) Professor: Institutions may elect to award the rank of professor to individuals who have completed a non-doctoral terminal degree program requiring a minimum of 60 graduate hours.
- (2) Associate Professor: Institutions may elect to award the rank of associate professor to individuals who have completed a non-doctoral terminal degree program requiring a minimum of 60 graduate hours.
- (3) Assistant Professor: Institutions may elect to award the rank of assistant professor to individuals who have completed a doctoral program except for the dissertation (or equivalent requirement) or who have completed a non-doctoral terminal degree program requiring a minimum of 60 graduate hours.  
Note: NWOSU recognizes an MFA in the Performing and Fine Arts as a terminal degree.
- (4) Instructor or Lecturer: The minimum education qualification shall be an earned degree awarded by a regionally accredited institution.
- (5) Other: Institutions may classify instructional personnel who are not subject to assignment of rank by such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or by another title.

**3.2.3 Promotion 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 or administrative duties.

The criteria listed above will be measured in part by the annual student-faculty and administrative evaluations.

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

**3.2.4 Education Requirements.** The university shall verify the credentials of each faculty member according to the policies and procedures of the Higher Learning Commission, the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma. Earned degrees or graduate work should be in a field related to the individual's assignment. A faculty member's earned degrees (or a minimum of 18 hours of graduate work) should be in a field related to the individual's assignment, or the Faculty Qualifications Review document for the faculty member must include an assessment of

relevant professional experience and/or a plan to address deficiencies through additional semester hours of graduate work. A copy of the review must be approved by the department/division chair, academic dean and Chief Academic Officer. The approved and signed copy will be kept on file.

**3.2.5 Experience Requirements.** Faculty members remain at the same rank for a minimum of five (5) years.

**3.2.6 Exceptions.** Exceptions to criteria and experience requirements for academic rank or promotion in rank may be made by the university president.

**3.2.7 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 3.2.8. There shall be no right of review of such actions by the Board of Regents.

**3.2.8 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 dean of faculty 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 Grievance Committee within ten days of notification. The Grievance Committee 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/her petition.

### **3.2.9 Faculty Evaluation.**

**Tenured faculty** will be evaluated every three years in conjunction with tenure review. The vice president for academic affairs will notify tenured faculty when they are scheduled for review.

**Non-Tenured, Tenure Track (NT-TT) faculty** will be evaluated every fall semester and the evaluation should focus on the previous academic year. First-year NT-TT faculty are exempt from submitting a portfolio, but will have student evaluations done in the fall and should begin developing a portfolio. NT-TT faculty will complete a portfolio following their first complete academic year, and each year thereafter until their application for initial tenure. NT-TT faculty to be considered for initial tenure should submit a portfolio based on all years at Northwestern Oklahoma State University.

**Non-tenured, non-tenure track (NT-NTT) faculty** will be evaluated every fall semester and the evaluation should focus on the previous academic year. NT-NTT faculty will complete a portfolio following their first complete academic year of employment and every third year thereafter. The vice president for academic affairs will notify NT-NTT faculty when they are scheduled for portfolio review. During non-portfolio years, an immediate supervisor will evaluate a NT-NTT faculty member by using the Annual Faculty Evaluation form with input from student evaluations.

Faculty are required to use the **ALCA** system for their faculty portfolio. Reviewing and scoring of the portfolios will be done using ALCA.

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.

Faculty will be evaluated in 5 areas: (*weights are determined by the faculty member, must total 100%*)

## **1. Teaching and Instruction (40 – 75%)**

In the area of Teaching and Instruction the faculty member will:

- 1.1. Demonstrate a thorough knowledge and understanding of the content to the discipline in which s/he teaches. (Weight 25%, *Evaluated 60% chair, 40% peers*). Examples to content expertise may include, but are not limited to:
  - 1.1.1. Keeping information current
  - 1.1.2. Participating in program review
  - 1.1.3. Maintaining licensure
  
- 1.2. Consistently deliver instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%, *Evaluated 100% student evaluations*). Examples may include, but are not limited to:
  - 1.2.1. Using class time effectively
  - 1.2.2. Using effective instructional techniques
  - 1.2.3. Stimulating student interest and achievement

- 1.3. Consistently design instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%, *Evaluated 40% chair, 35% students, 25% peers*). Examples of instructional design may include, but are not limited to:
  - 1.3.1. Developing new course materials
  - 1.3.2. Developing new courses
  - 1.3.3. Designing effective instructional tools
  - 1.3.4. Evaluating student learning
  - 1.3.5. Selecting textbooks
  
- 1.4. Effectively manage the classes that s/he teaches. (Weight 15%, *Evaluated 40% chair, 60% students*). Examples of course management may include, but are not limited to:
  - 1.4.1. Supervising clinical and internship experiences
  - 1.4.2. Managing activities, materials, and tools for courses
  - 1.4.3. Coordinating tutor sessions
  - 1.4.4. Grading and returning papers in a timely manner
  - 1.4.5. Guiding and assisting student research
  - 1.4.6. Directing laboratory and field experiences
  - 1.4.7. Directing/coaching competitive teams and performance ensembles
  - 1.4.8. Maintaining appropriate supplies and equipment for teaching and research
  
- 1.5. Effectively manage the enrollment of the classes that s/he teaches. (Weight 10%, *Evaluated 100% chair*). Examples of enrollment management may include, but are not limited to:
  - 1.5.1. Recruiting
  - 1.5.2. Advising students
  - 1.5.3. Serving on graduate committees
  - 1.5.4. Keeping current on professional licensing regulations
  - 1.5.5. Assisting students' placement in jobs and graduate school

## **2. Professional Development (5 – 25%)**

In the area of Professional Development the faculty member will perform one or more of the following (*Evaluated 60% chair, 40% peers*):

- 2.1 Be involved in professional organizations
  - 2.1.1. Maintaining membership in professional organizations
  - 2.1.2. Attending professional meetings
  - 2.1.3. Holding office in professional organizations
  - 2.1.4. Participate in University professional development
  
- 2.2 Continue his/her education
  - 2.2.1. Progressing toward advanced degree
  - 2.2.2. Attending seminars/conferences/workshops/Continuing Education Units (CEUs)

This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but not necessarily required.

### **3. Scholarly Activity/Creative Endeavors (5 – 25%)**

In the area of Scholarly Activity/Creative Endeavors the faculty member will perform one or more of the following (*Evaluated 60% chair, 40% peers*):

- 3.1. Present/Publish in Discipline
  - 3.1.1. Publishing articles, books, and reviews
  - 3.1.2. Making presentations at local, state, and national conferences
  - 3.1.3. Developing scholarly web sites
  - 3.1.4. Presenting concerts and theatrical productions
- 3.2. Research
  - 3.2.1. Conducting research projects
- 3.3. Professional Recognition
  - 3.3.1. Receiving awards and honors
  - 3.3.2. Completing an advanced degree

This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but are not necessarily required.

### **4. Institutional Involvement (5 – 25%)**

In the area of Institutional Involvement the faculty member will perform one or more of the following (*Evaluated 60% chair, 40% peers*):

- 4.1. University committees
  - 4.1.1. Serving on university committees
  - 4.1.2. Serving on Faculty Senate
- 4.2. University events/projects
  - 4.2.1. Sponsoring campus events
  - 4.2.2. Earning grants
  - 4.2.3. Bringing speakers to campus
  - 4.2.4. Acquiring and maintaining materials for special collections
  - 4.2.5. Maintaining facilities
- 4.3. Institutional studies/reports
  - 4.3.1. Gathering information
  - 4.3.2. Analyzing information
  - 4.3.3. Writing reports

- 4.4. University student organizations
  - 4.4.1. Serving as an advisor to a student organization
  - 4.4.2. Serving as a sponsor for student activities

This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but are not necessarily required.

## 5. Community Service (5 – 15%)

In the area of Community Service the faculty member will perform one or more of the following (*Evaluated 60% chair, 40% peers*):

- 5.1. Be involved in community service in his/her area of expertise
  - 5.1.1. Work with teachers in schools
  - 5.1.2. Serve as consultant to external entities
  - 5.1.3. Judge contest in area of expertise
- 5.2. Be involved in community civic service
  - 5.2.1. Maintain active membership in civic club
  - 5.2.2. Serve as a volunteer for community programs

This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but are not necessarily required.

Faculty will be evaluated using three sources:

1. Department/Division chair (or dean of faculty)
2. Peer faculty members
3. Students (via course evaluations completed by students each fall semester)

***Selection of peer evaluators:*** *The faculty member selects his/her 1<sup>st</sup> peer evaluator, then submits a list of 3-5 names for the department/division chair to appoint a 2<sup>nd</sup> peer evaluator; at least one of the peer evaluators must be from within the faculty members department/division; all peer reviewers must be full-time employees at Northwestern Oklahoma State University with at least one-half (1/2) time teaching duties. (If a faculty member who is a department/division chair is to be evaluated, the dean of faculty serves the role as chair in the evaluation process.)*

### Timetable

August-September

- Vice president for academic affairs notifies faculty who should complete a portfolio including tenure track faculty who are to be considered for tenure, tenure review, or promotion and non-tenure track faculty up for portfolio review.

## October-November

- October 1 – Completed faculty portfolios are due and submitted in ALCA. Department/Division chairs share portfolio with appropriate peer evaluators.
- Faculty required to complete the portfolio include NT-TT faculty, those NT-NTT faculty up for review, tenure track faculty being considered for initial tenure or tenure review, and those being considered for a promotion. A tenured faculty member does 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 – the previous 1 academic year
  2. Initial Tenure – the previous 4 to 5 academic years
  3. Tenure Review – the previous 3 academic years
  4. Promotion – the previous 4 to 5 academic years
- Peers and department/division chairs evaluate faculty portfolios. Scores and comments are submitted online through the ALCA system.

## December

- Dean of faculty adds in student evaluation scores. The faculty evaluation summary sheet is completed by the dean of faculty.
- Dean of faculty 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

- Department/Division chairs meet with faculty to go over the evaluations.
- 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 dean of faculty.
- Dean of faculty solicits a letter of recommendation from the department/division chair of the faculty member under consideration or review.
- Dean of faculty assembles tenured faculty for consideration of tenure and tenure review candidates. The vice president for academic affairs provides student evaluation scores and past scores.
- Dean of faculty reports vote of the tenured faculty for each candidate to the vice president for academic affairs, along with a personal recommendation.
- 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

- Dean of faculty forwards all original summary sheets, compilations of written comments, and all peer and department/division chair evaluations to the vice president for academic affairs 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.

Additional information about faculty evaluation is available on the web at: <https://www.nwosu.edu/academics/fead>.

### **3.2.10 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 demonstrates academic quality based upon maintenance of regional accreditation and either maintenance of, or increases in the number of, academic program accreditations or approvals by outside 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 be vested consistent with Board policy.

(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 for the 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 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 may be granted by the Board of Regents of the Regional University System of Oklahoma upon 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 or lecturer (assistant professor, associate professor, or professor) shall be in provisional status for a minimum of 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 toward the five (5) year minimum only if approved by the university president. Seven (7) years shall be the maximum provisional 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. If a faculty member is denied tenure and is not reappointed, the university shall notify tenure candidate of the non-renewal date.

(b) For the purpose of determining provisional employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of provisional employment, and a leave of absence is not included as part of the provisional 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 faculty shall call meetings of the tenured faculty of each 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 the dean of faculty, 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 maintained only in the faculty member's tenure file, which shall be confidential. 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 tenured members in that school and/or department, plus additional tenured faculty members appointed by the vice president for academic affairs 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 of faculty will then report the results of the vote and the department/division chair's recommendation, separate from his/her recommendation, to the vice president for academic affairs. The vice president for academic affairs will report these recommendations as well as his/her recommendation to the president.

The university may establish a process to have additional tenure committee(s) at the college and or university level. A recommendation for tenure may also come directly from the vice president for academic affairs or from the president of the university without prior recommendation from the school. If the president elects to recommend granting of tenure, s/he will make the recommendation to the Board. The faculty member will be notified in writing of the basis for 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) The office of academic affairs shall retain the entire tenure file, including but not limited to the application, portfolio, and letters of recommendation of every faculty member who applies for tenure.

(d) At the beginning of the academic year in which tenured positions are available, the 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 vice president for academic affairs will also ensure that other evaluation data is collected from appropriate sources. Prior to the time at which the vice president for academic affairs will need the tenure recommendation, the evaluation information package will be available to the school evaluation committee for their consideration.

The evaluation information consists of faculty member's portfolio, course (student) evaluation scores, and overall portfolio composite ratings. All faculty will have student evaluations completed each fall. Review materials for faculty members up for initial tenure consideration will include student evaluation scores from the five (5) preceding years. Review materials for tenured faculty members up for tenure review will include the current year's fall student evaluation scores, with tenured faculty having the option of requesting that one or both of the previous two (2) years' fall semester evaluations be included as well for the committee's consideration.

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

### **3.3.6 Termination of Appointment and Dismissal.**

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 court of 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. 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.
- l. Discontinuance of a program or department.

### **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 General Counsel of the Board in writing of the terms and conditions of the suspension within 30 days of notifying the faculty member. 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 officer. 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 officer will submit a

recommendation in writing with rationale to the faculty member and to the vice president for academic affairs. Within fourteen (14) days, the vice president for academic affairs should have a conference with the faculty member. At the conclusion of the conference the chief academic officer will make a written recommendation to the president with a copy to the faculty member.

### **3.3.9 Dismissal of Tenured Faculty for Program Discontinuance or Financial Retrenchment.**

A faculty member with tenure whose position is terminated based on bona fide lack of need for one's services in the university, or necessity for financial retrenchment discontinuance of a program or department 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.

### **3.3.10 Appellate Committee on Dismissal of Tenured Faculty Members.**

A tenured faculty member who receives notice of recommendation of dismissal by the Chief Academic Officer 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 or her right to a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members and the president shall then make a final determination. Each university shall institute an Appellate Committee on Dismissal of Tenured Faculty Members. 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. Prior to any hearings the committee will hold an organizational meeting at which time the committee will at a minimum elect its own chair, who will have the right to vote.

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

(a) After a tenured 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 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, 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. A court reporter will be retained by the university 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 institution, regardless of position, should be excluded or excused from appearing before the committee, if available.

(e) The hearing will begin with the Chief Academic Officer presenting the case for dismissal and continue with the faculty member presenting the case against dismissal. Each side may introduce evidence and/or call witnesses as desired. 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. The Board may retain a hearing officer to conduct the review and make recommendations to the Board.

(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.

### **3.3.12 Disciplinary Action Other Than Dismissal or Suspension Process.**

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 dean of faculty. 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 vice president for academic affairs shall be notified in writing within fourteen (14) days. The vice president for academic affairs should arrange for a conference with the faculty member. The vice president for academic affairs may then determine that no additional action is necessary.

However, the vice president for academic affairs 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.

### **3.3.13 Non-Tenured Faculty.**

Non-tenured faculty shall be afforded the same rights of academic freedom as tenured faculty.

Annual Evaluation. Unless the faculty member will not be reappointed the performance of non-tenured faculty members shall be evaluated on or before 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 designee 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 on or before 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.

Termination for Program Discontinuance or Financial Retrenchment. Employment of a non-tenured faculty member may be discontinued within an existing contract period based on genuine financial retrenchment, bona fide discontinuance of a program or department, or lack of need of one's services. Non-tenured faculty members discontinued within an existing contract period based on genuine financial retrenchment, bona fide discontinuance of a program or department, or lack of need of one's services shall not have greater job protection than tenured faculty.

### **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.

(2) 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.

(3) 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.

(4) 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.

(5) 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, dean of faculty, vice president for academic affairs, 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.

(6) 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.

(7) 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 accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation 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. Calleb Mosburg Dean 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:

- (a) to assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, ethnicity, national origin, sex, age, political affiliation or status as a veteran;
- (b) to meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and Oklahoma State Regents for Higher Education policies.
- (c) to reach out to all persons, including women and racial minority members, in the recruitment, placement, development, and advancement of university personnel.

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(l) 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 employer'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 “OTRS contributable salaries.” OTRS contributable salary consists of all wages and employer-paid benefits paid to or on behalf of an active enrolled member. A combination of average OTRS 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 OTRS. 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.

**4.4.1.A The RUSO Alternate Retirement Plan.** Effective July 1, 2013, member universities may adopt subject to board approval an Alternate Retirement Plan for eligible employees who desire to participate in a retirement plan other than the Oklahoma Teacher Retirement System Plan (OTRS).

**4.4.2 Retirement Annuity.** Employing entities of the Regional University System of Oklahoma may participate in deferred compensation plans as defined by Internal Revenue Code Section 403(b). Effective January 1, 2008, none of the employing entities shall require employees to participate in such deferred compensation plans.

**4.4.3 Retiree Insurance Benefit.** An eligible retiring employee under this policy is a retiring employee who has been employed full-time in the Regional University System of Oklahoma and a member of OTRS for not less than ten (10) years immediately preceding the date of retirement, and has elected to receive a vested benefit under the provisions permitted by the OTRS laws. The employing university will contribute to benefits for eligible retiring employees as follows:

1. For eligible retiring employees who retire on or before September 23, 2016, the employing university shall continue to offer such retiring employee a group health benefit and a group life insurance benefit for which the employing university shall pay 100% of the premiums for the retiring employee through the month in which they become Medicare eligible or age 65, whichever comes last.
2. For eligible retiring employees who retire after September 23, 2016, the employing university will pay the same value towards the premium for employees retiring after September 23, 2016 as it pays for its then active employees and it may elect to pay additional benefits.

Regardless of the retirement date, the eligible retiring employee shall have the option of continuing at his or her own cost group health insurance and life insurance for his or her dependents.

Northwestern shall continue to pay the group health insurance premiums and the group life insurance premiums for the retiring employee through the month in which they become Medicare eligible or age 65, whichever comes last. 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.*

**4.4.4 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)

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

**4.4.6 Retired Personnel-Emeritus Status Authorized.** The Board of Regents of RUSO (Regional University System of Oklahoma) at its discretion may honor recommendations of presidents to grant retired faculty members emeritus status and title after retirement. When members of the faculty of one of the universities under the jurisdiction of the RUSO Board 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.).

Emeritus faculty remain important and valued members of the Northwestern community. As such, they retain certain privileges to which they were entitled before retirement. These include but are not limited to the following:

1. free membership at the university's Wellness Center;
2. a courtesy card for free admission to university athletic events;
3. a free subscription to the *Northwestern News* for as long as a current mailing address is provided;
4. full use of the Faculty Development Resource Center located in the university library, including access to computers, printing, and library databases within the center;
5. use of existing email address, upon request, as long as the account remains active (account will be deleted if there is no login within any 90-day period);
6. a university parking permit (upon request, annually);
7. and, a university ID (upon request).

Additionally, emeritus faculty receive an increased stipend of \$770 per credit hour for adjunct teaching, fall or spring semester. Summer will be paid at the rate of the rank at the time of retirement.

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 in which the faculty member has been in the service of the universities under the jurisdiction of the RUSO Board 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 Presidential Authorization.** The RUSO Board authorizes the university president to develop and implement policies governing employees' leave. University holidays are declared by the University President.

**4.5.2 Sabbatical Leave.** The Board 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 are approved 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 sabbatical 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 incident to their scholarly activity.

Individuals receiving sabbatical leave shall enter into the following 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. 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 vice president for academic affairs 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 from the University 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 vice president for academic affairs through the department/division chair and dean of faculty. 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, dean of faculty, and vice president. The department/division chair, dean of faculty, 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.

**4.5.3 Leave of Absence Without Pay.** Individuals desiring a leave of absence without pay should request the leave in writing to the vice president for academic affairs. 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.

**4.5.4 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. Forms are available in the office of the vice president for academic affairs.

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.

**4.5.5 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 academic dean.

When special leave is utilized, a reason for the absence must be provided. Forms are available in the office of the vice president for academic affairs.

**4.5.6 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. 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. Forms are available in the office of the vice president for academic affairs.

**4.5.7 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.

**4.5.8 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 Dean 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.

**4.5.9 Paid Holidays.** University holidays are published in the official university calendar. The president declares university holidays.

**4.5.10 Military Leave.** Pursuant to 72 O.S. § 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**

### **4.6.1 Sexual Harassment Policy**

**Statement of Policy.** The Regional University System of Oklahoma affirms its commitment to an environment for all employees and students which is safe, fair, humane, and respectful and 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 is a violation of both law and the Board policy, and will not be tolerated. Employees must refrain from any harassment or discriminatory treatment of students and other employees. Sexual harassment will be dealt with promptly and confidentially by the university administration.

#### **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;
- (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, whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, prohibited by this policy includes, but is not limited to:

- (a) Unwelcome sexual flirtation, advances or propositions for sexual activity;
- (b) Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- (c) Sexually degrading language to describe an individual;
- (d) Remarks of a sexual nature to describe a person's body or clothing;
- (e) Display of sexually demeaning objects or pictures;

- (f) Offensive physical contact, such as unwelcome touching, pinching, brushing the body;
- (g) Coerced sexual intercourse;
- (h) Sexual assault; or
- (i) Actions indicating that benefits will be gained or lost based on response to sexual advances.

## **Sexual Violence Prohibited**

Sexual violence is a particularly pernicious form of sexual harassment. Sexual violence on campus, at university-related events, and against students or employees constitutes an emergency that will be reported to proper law enforcement authorities. The University may immediately suspend any employee or student reasonably believed to have committed sexual violence against a person in violation of this policy, with notice and hearing to follow promptly. Each university shall establish procedures for timely reporting, investigation, and resolution of sexual violence incidents.

## **Definition of Sexual Violence**

*Sexual violence* includes, but is not limited to, rape as defined by 21 Okla. Stat. § 1111; rape by instrumentation as defined by 21 Okla. Stat. § 1111.1; forcible sodomy as defined by 21 Okla. Stat. § 888, assault as defined by 21 Okla. Stat. § 641 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; battery as defined by 21 Okla. Stat. § 642 when committed in a sexual context, in furtherance of sexual demands, or because of person's sex or sexual orientation; aggravated assault and battery as defined by 21 Okla. Stat. § 646 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; stalking as described by 21 Okla. Stat. § 1173 when committed in a sexual context, in furtherance of sexual demands, or because of a person's sex or sexual orientation; sexual battery as defined by 21 Okla. Stat. § 1123(B); any sexual act involving a child as described in 21 Okla. Stat. § 1123(A); maliciously intimidating or harassing or attempting to maliciously intimidate or harass another person because of that person's sex or sexual orientation; or inciting others, or attempting to incite others to maliciously intimidate or harass another person because of that person's sex or sexual orientation.

## **Retaliation**

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of prohibited sexual conduct with a student or employee, sexual violence, or other 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 and/or expulsion.

## Complaint Process

This policy is in addition to the current Board and university policies concerning discrimination, and applies to all students, faculty, staff, guests and visitors. Complaints alleging prohibited sexual conduct with a student or employee, sexual violence, or other 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:

- (a) 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;
- (b) 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;
- (c) Complaints against visitors, guests, vendors, contractors, or any other person should be directed to the university human relations department; or
- (d) Any other appropriate process as established by the university policy.

### 4.6.2 Sexual Relationship Policy

**Statement of Policy.** RUSO affirms its commitment to the fair exercise of academic and employment power and adequate protection of individuals with limited power. University employees, including administrators; faculty; coaches; extracurricular, extramural and intramural activities supervisors; graduate assistants; and staff should demonstrate respect for students as individuals and adhere to their proper roles as academic guides, counselors, and facilitators. Employees must refrain from any exploitation of students and other employees. Such use of power to create sexual relationships will be dealt with promptly and confidentially by the university administration.

**Sexual Conduct with Students Prohibited.** No employee shall engage knowingly or attempt knowingly to engage in consensual or nonconsensual sexual conduct with any student whom the employee supervises, acts as academic advisor for, or over whom the



employee has any power to determine the student's grade; honors; discipline; research opportunity; scholarship opportunity; acceptance in a graduate or other program of study; participation in arts; athletic, academic, or extracurricular competition; work-study assignment; or similar education-related matter. University employees' sexual liaisons with students in such situations exploit position, abuse power, and fundamentally harm the academic relationship. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

**Sexual Conduct with Supervisee Prohibited.** Supervisor's sexual liaisons with their supervisees may exploit position, abuse power, and fundamentally harm the working environment. No supervisor may engage knowingly or attempt knowingly to engage in consensual or nonconsensual sexual conduct with any employee, not his or her spouse, whom he or she supervises, directly or indirectly. Voluntary intoxication with drugs, alcohol, or other substances shall not negate knowledge.

**Definition of Sexual Conduct.** *Sexual conduct* includes, but is not limited to, any sex act, erotic touching, romantic flirtation, conversation of a carnal nature, advance or proposition for sensual activity, erotically explicit joke, remark of a carnal nature describing a person's body or clothing, display of an erotic object or picture, and physical contact reasonably believed to be of a sensual or flirtatious manner.

*Sexual conduct* does not include reasonable use or delivery of bona fide lecture and /or instructional acts, statements, or materials

**Sanctions.** Sexual conduct with students or employees in violation of this policy will not be tolerated. Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

**Exceptions.** Exceptions to sexual conduct prohibitions consistent with state and federal law may be granted in appropriate circumstances by the university president. The Board shall be notified of any such exceptions in a written, confidential personnel record at least one week prior to the next Board meeting. Exceptions involving presidents may be granted by the Board only.

## 4.7 RACIAL AND ETHNIC POLICY

**Introduction** The Board is committed to a multicultural, multiethnic, and multiracial environment at each of the six regional universities. 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 at the regional universities. 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 is 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 applicable 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 Senior Student Affairs Officer (SSAO) for review and investigation. The SSAO, or his/her 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 the NWOSU website at <https://www.nwosu.edu/uploads//student-services/drug-free-policy-statement-brochure.pdf>.

#### **4.9 TOBACCO FREE CAMPUS POLICY**

Northwestern Oklahoma State University became a tobacco free campus beginning July 1, 2012, following an Executive Order issued by the Governor of the State of Oklahoma. The new policy prohibits the use of all tobacco products on all school-owned property 24 hours a day, 7 days a week. Further information regarding the Tobacco Free Campus Policy may be found on NWOSU's website at <https://www.nwosu.edu/tobacco-free>.

**4.10 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 activities 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 to influence elections. (See Ethics Rule 257:10-1-3).

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 dean 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 dean 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.

#### **4.11 FIREARMS AND WEAPONS**

In accordance with state law, no one other than a commissioned law enforcement officer, or individual granted permission by the president to carry a weapon in circumstances that warrant doing so, may carry firearms on campus. In addition to firearms, the possession of fireworks, explosives, or weapons including, but not limited to, bows, knives (excluding small pocketknives), or paint-ball guns is prohibited on university property. Contact the campus police department for any questions related to this policy.

#### **4.12 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, 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) 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 legally 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.

#### **4.13 TITLE IX-SEX DISCRIMINATION, SEX-BASED MISCONDUCT AND SEXUAL HARASSMENT POLICY**

Northwestern Oklahoma State University is committed to providing an educational, living and working environment that is free from discrimination based on sex for all members of its community to include students, faculty, staff, contractors, and visitors. Further information regarding the Title IX – Sex Discrimination, Sex-Based Misconduct and Sexual Harassment Policy may be found on the Title IX webpage, <https://www.nwosu.edu/title-IX>.

## CHAPTER V

### FACULTY EMPLOYMENT AND CONDUCT

#### 5.1 PROCEDURES FOR HIRING FACULTY.

##### Pre-Interview

1. The dean of faculty will supply the vice president for academic affairs with a job description/announcement of the vacant position.
2. The vice president for academic affairs 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 dean of faculty. The dean of faculty 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 of faculty, the vice president for academic affairs, and the president. The dean of faculty, the vice president for academic affairs, 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/division 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 vice president for academic affairs who also has the authority to accept or reject the nomination.
5. Once the dean and the vice president for academic affairs have agreed on a successful candidate the vice president for academic affairs 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 vice president for academic affairs 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 vice president for academic affairs 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 vice president for academic affairs 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 dean of faculty will notify all other candidates that the position has been filled.
2. The dean of faculty will notify the Human Resources director to 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 vice president for academic affairs and dean of faculty 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. Earnings Statements may be viewed through the employee's self-service account under the Employee Tab.

**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 of faculty, vice president for academic affairs, 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. The Request for Approval of Outside Employment may be found on the webpage under the Academics tab, Overview, Helpful Links.

**5.1.3 Additional Salary.** Institutional practice allows faculty to earn up to 25% above academic year salary from other university related activities. These activities can include: course overload salary, summer salary, and supplemental grant salary.

In other words, a faculty member earning \$50,000 as a base academic year salary could earn an additional \$12,500 in other salary. The \$12,500 could be earned by any combination of overload, summer, or grant activities.

**5.1.4 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, generally, teacher education faculty is 24 semester hours during a regular school year.

In figuring the load for teacher education, supervision of student teachers, four (4) visits is the equivalent of three-fourths (3/4) semester hour of load (0.75 credit hours toward faculty load for 4 visits).

In figuring the load for graduate courses, one graduate semester hour is considered to be 1 and 1/3 semester hours of undergraduate load (1.33 credit hours toward faculty load per graduate hour).

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.

**5.1.5 Absences.** All absences including 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 are available in the office of the vice president

for academic affairs and the dean of faculty. 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 faculty or the vice president for academic affairs 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.

**5.1.6 Loyalty Oath.** All faculty and university employees must sign a loyalty oath prior to commencing employment.

**5.1.7 Attendance at University Events.** All faculty are expected to support university events.

Graduate represents a significant milestone in a student's academic career and the culmination of a faculty member's efforts on behalf of students. It is a time of celebration. For that reason, faculty members are encouraged, but not required, to attend commencement.

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.

**5.1.8 Faculty Meetings.** Attendance at faculty meetings is required of all faculty, unless the dean of faculty and/or the vice president for academic affairs have approved prior arrangements.

**5.1.9 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 dean of faculty. The director of marketing and 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 vice president for academic affairs 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. Three representatives will be appointed from each school to serve on the Grievance Committee at the beginning of each academic year. No division/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. 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 and submitting to the vice president for administration.

## CHAPTER VI

### INSTRUCTIONAL SUPPORT SERVICES AND ACADEMIC POLICIES

#### 6.1 INSTRUCTIONAL SUPPORT

**6.1.1 University Library Services.** The university library services provide support of instruction at all levels of commitment. The university library houses an extensive print collection, reference materials, bound and current periodicals, ten (10) laptops and twenty (20) computers for patron use. Individual carrels and study rooms are available on both balconies in the main reading room.

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

**6.1.3 Reserve Collections.** Reserve collections are maintained at the Service Desk. If an instructor wishes to place books on reserve, he/she should contact Shawna Gilbert. 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 Library Instruction.** Librarians are available for classroom instruction, library orientation, or other specialized instruction including classes conducted through ITV. Contact Douglas Davidson.

**6.1.5 Intra- or Inter-library Loans.** All materials owned by the university are available through courier service to any faculty member, regardless of campus assignment. 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, one large format color printer, a folding machine, knife trimmer, comb binder, fabric-backed binder, a hardback binding machine, two coil binders, an electric hole drill, two industrial staplers, two paper shredders, padding equipment, and lamination 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. Paper will be charged to the ordering department, and each department is responsible for its distribution and use. Departments should contact Printing Services when machines are in need of maintenance. The printing services office also stocks both 3 foot and 4 foot wide butcher paper.

All work room paper that is used on anything other than the copier must be noted on a green sheet and left in the work room for pick up at the end of the month or sent through campus mail to the printing services office. A monthly inventory will be kept and reams that are not claimed will be billed back to the department heads at the end of the month.

### **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 7:00 a.m. to 5:30 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. All emails should be sent to the*



[printshop@nwsu.edu](mailto:printshop@nwsu.edu) email only, to avoid duplication of jobs and promote office efficiency.

To improve the efficiency on large jobs (more than 25 books or programs that require assembling, binding, and trimming; large format printing; or general copies in excess of 500) the following late fees will be in effect immediately:

- A 5% charge will be applied to large jobs that are sent into the office less than two weeks before the deadline;
- A 15% charge will be applied to large jobs that are sent into the office less than one week before the deadline;
- A 25% fee will be applied to large jobs that are sent into the office less than 24 hours before the deadline and the department or sender will be subject to availability. If the department has student workers to send to help with the job they are more than welcome to come and help us complete it.

### **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. Any jobs that will be sent off campus should have a time allowance of around a month from the date of send-off to the date of delivery. To compensate for the time spent handling out sourced jobs, a 3% handling fee will be charged to the department responsible for each out sourced job.

### **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. Any lamination needed must be requested in advance, as the machines must have time to properly heat prior to use.

### **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. Any error not caught in the proofing process will be the responsibility of the requestor.

### **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. The print shop does not accept credit or debit cards.

### **Additional Information**

Shredding brought by the box to be shredded will be charged \$5 a box. As an alternative, faculty and staff can use the shredder at no charge. The person shredding is responsible for taking the bags of shredding to the dumpster and cleaning up the shredding room after each use.

Recycled paper can be padded for \$1 per ream (500 sheets). We will now recycle paper into pads that can be purchased in the office for 10 cents for half sheet pads and 5 cents for quarter sheet pads.

Blank 3x5 note cards will be available for purchase in the office \$1 per hundred. Cards that have printing on one side will be free.

### **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 are located in Self-Service under the Employee tab. Student paychecks are direct deposited.

## **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 make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. The dean of student affairs and enrollment management and the instructor will determine validity of unauthorized absences.

Faculty will provide a date of last attendance for students who withdraw, officially or unofficially, from the university. This information is critical for students receiving federal financial aid.

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 the dean of faculty.

**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 vice president for academic affairs. 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 dean of student affairs office. Administrative withdrawal may be accomplished by informing the dean 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 vice president for academic affairs. Any exceptions to the finals schedule must have prior approval by the dean of faculty. 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 Exam Change is located on NWOSU's website at <https://www.nwosu.edu/academics>, Overview tab under Helpful Links.

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 dean 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 4.4).

**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 dean 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. A reminder email with instructions will be sent by the Registrar when the grading period is open at the end of each semester or summer term.

The *University Catalog* shows the grades as A, B, C, D, F, S, P, NP, I, W, AU, CR, and N. No other symbol should be used on the term sheet. The grade of "W" will be computer generated in the registrar's office at the time of the student's official withdrawal from class.

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. The registrar returns the incomplete grade packet to the dean of faculty. 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 change must be completed at the registrar's office, showing the date completed and assigned grade. This procedure also is used for removal of an "N" grade.

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

B—Good ..... 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.)

CR—Credit..... This grade is neutral indicating credit has been earned and is not applied to degree.

P/F..... These grades are used in specific courses at the discretion of the instructor with prior approval of the vice president for academic affairs. 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.

**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 VA Coordinator, 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 dean 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 of faculty.
- (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 dean of faculty 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/Classroom.** The practice of family members or friends spending excessive time with an employee during the employee's work period is discouraged. Their presence in the workplace is disruptive to the work environment and negatively impacts the productivity of the organization. Employees should not bring their children to the worksite as a substitute for childcare. Students are not allowed to bring their children in the classroom while class is in session.

**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. The Academic Dishonesty Report form can be found in Appendix D or fillable form on the website under Academics tab, helpful links link (<https://www.nwosu.edu/uploads//academics/forms/academic-dishonesty-form.pdf>).
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 the dean of faculty 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 vice president for academic affairs 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 dean of faculty. 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 the vice president for academic affairs. Facilities reservation requests must be completed. The form may be found at <https://www.nwsu.edu/forms/event-reservation-form> or under "F" in the A-Z Index.

**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 dean of faculty, and the vice president for academic affairs.

**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 of faculty. 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 the vice president for academic affairs. 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. Those wanting to rent the auditorium will need to complete a Herod Hall facilities reservation form. The form may be found at <https://www.nwsu.edu/forms/herod-hall-auditorium-reservation-form> or under "H" in the A-Z Index.

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

- (1) Rental fees are available in the office of the vice president for academic affairs. Rental fees are for rental only and any damage to property is an extra charge.
- (2) All dates must be cleared with the Fine Arts department chair.
- (3) Any group renting the auditorium must also pay the technician and security needed for each performance.
- (4) Schedule all events well in advance with the office of the vice president for academic affairs.
- (5) Send special instructions to Fine Arts Department at least one week in advance. (When you want your tech-assistants to arrive, equipment needs, etc.) It is your responsibility.
- (6) Campus Security will unlock outside doors.
- (7) 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.
- (8) If you need AV equipment (mike stands, extra mikes, projector, tape or CD player), notify Angelia Case, Media Specialist, in advance. Equipment rental (VCRs, etc.) is extra.
- (9) 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.
- (10) 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.

- (11) After the performance see that all lights are off and all doors and exits are locked before leaving.
- (12) Final decisions as to what will be used will be decided by the speech and theatre staff.
- (13) 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.
- (14) No rehearsals are to be scheduled on Sunday without permission from the vice president for academic affairs.
- (15) Any group using the stage or auditorium is responsible for leaving them clean and ready for use.
- (16) Refreshments will not be available in the building nor adjacent to 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 the vice president for academic affairs. 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 the vice president for academic affairs.
- (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 the vice president for academic affairs. 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 dean 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. Keys must be picked up in person at the Maintenance Office. The employee will be required to sign a Keyholder's Agreement. 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. The Key Request Form may be found under the Academics tab, Overview, Helpful Links.

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. 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.

## **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 (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 vice president for academic affairs by the dean of faculty. The vice president for academic affairs 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 dean of student affairs. Materials to be distributed to the staff or the solicitation of the staff must be approved by the vice president for administration.

**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.

**Process:**

The employee will complete a travel request through the Agile Fleet Commander system, listing destination, dates, and times of travel, purpose for the trip and items requested for reimbursement which includes any tolls. The Maintenance Office will assign a vehicle number and send an email confirmation to the employee. The pending travel request confirmation must be printed and submitted along with a full itinerary and/or agenda and any supporting documentation asking for reimbursement to the appropriate dean or supervisor for approval and signatures. The dean/supervisor will be responsible for listing the budget limits, if required, and for verifying the essential nature of the trip. The approved travel request should be forwarded to the Travel Clerk, Human Resources office, several days in advance in order for the Travel Clerk to prepare the Office of Management and Enterprise Services (OMES) Claim Form 18 for the employee to be notified of any daily per diem.

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.

Upon completion of the trip, the employee should complete and submit to the Human Resources Office an Application for Travel Reimbursement, accompanied by required receipts and a copy of the workshop agenda, listing the designated meeting place of 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, the Travel Clerk will prepare the OMES Form 19 for the employee to sign before electronic submission to the State. The resulting warrant is printed and sent to the employee by the Travel Clerk, 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. No flight can be booked until a fully approved Travel Request form is on file in Human Resources with the Travel Clerk. 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 garage 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.

## **PIKE PASSES:**

All University vehicles are equipped with Pike Passes for use to pay tolls in Kansas, Oklahoma, and Texas. When traveling with the possibility of tolls please designate on your travel request that the Pike Pass will be used and ensure that a copy of the travel request signed by the traveler is given to the Travel Clerk. The travel request **MUST** still be sent to a supervisor for additional signatures. Cost for toll expenses will not be charged to departmental budgets.

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

When leaving before or after office hours a Maintenance garage 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 garage 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 outside the maintenance office door. 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 wood boxes wall beneath the peg board.

When returning a university vehicle to the Alva campus after hours, employees should use the garage key on the key ring to gain access to the Maintenance garage, drive the vehicle into the shed, and park on the left side.

If there should ever be an instance where a university vehicle cannot be parked inside the Maintenance garage, 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 garage 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 wooden boxes below the peg board.

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 580-327-8646, 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. Graduate

tuition waivers for employees and family members are considered taxable income, so employees are encouraged to consult their tax specialist regarding how these waivers affect their income tax liability.

**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 (horseshoe) 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 Dean 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 Dean 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.

## **7.2 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.)

**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 dean 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 dean 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 dean 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 university relations office. Final approval is by the dean 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 director of marketing and 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 vice president for academic affairs. 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 dean 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 Networked Information Resources Acceptable Use Policies and Procedures.** The NWOSU network is a shared resource acquired and maintained to carry out the education, research, and public service mission of the University. The NWOSU network comprises email messages, text messages, social media and social networking sites; computers, laptops, cell phones, email, and other electronic devices whether University owned or privately owned when linked to LAN and WiFi provided by the University. Communications over the network are often public in nature; therefore, faculty and staff are reminded that general rules and standards for professional behavior and communications will apply. Except for insignificant and incidental use, faculty and staff may not use the NWOSU network for personal, non-public or non-University purposes.

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 mode of official communication. All NWOSU faculty, staff and students will be assigned and be required to use NWOSU email accounts for any official email correspondence. The University may rely upon this medium to communicate official information; therefore, faculty, staff and students are responsible for checking and reading messages on their NWOSU email account on a regular basis..



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.

Behaviors which are not permitted by the University include but are not limited to:

- Violation of local, State or federal laws, RUSO or University policy
- Sharing confidential information on students or employees
- Sending, sharing or displaying obscene pictures, images or messages
- Searching for, downloading, uploading, storing, sending, sharing or displaying child pornography
- 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
- Threatening, stalking, or harassing communications in violation of federal, state, or local laws, including but not limited to the Violence Against Women Act, Title IX of the Education Amendments of 1972 as amended, and Titles VI and VII of the Civil Rights Act of 1964, as amended
- 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 the ONENET Acceptable Use Policy (<http://onenet.net/current-customers/acceptable-use-policy/> )
- Surveillance or taping of others and/or taking non-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 Administrator User Accounts Policy.** It is the responsibility of the Northwestern Oklahoma State University Information Technology Department to protect the integrity of the university's data and network. Therefore, Administrator Accounts are limited to those employees needing access to perform the duties of their job at NWOSU. Any end-user requiring said access must complete an administrative access application for the computer on which they require administrator rights.

New laptops are currently set up with an "emergency admin" account so if an emergency arises while a user is away from campus the user can contact IT for the password. That password will be changed once the user returns to campus.

The following guidelines will be followed concerning administrative access privileges:

1. Granting administrative privileges to full-time ITV staff on the ITV computers once they complete the application process.
2. Granting administrative privileges to full-time CMSC faculty requiring administrative access once they complete an administrative access application.
3. Other faculty/staff requiring administrative access to perform the duties of their job complete an administrative access application and abide by all rules established for such access.
4. The following steps are required for application:
  - a. Review by department/division chair or supervisor
  - b. Review by dean of faculty and Director of Information Technology

If final approval cannot be determined, the information will be forwarded to the vice president for academic affairs and the vice president for administration for review. Administrator rights should only be granted on a very limited basis and only when absolutely necessary. Users granted administrator rights must agree to not remove any software installed by the NWOSU IT Department including but not limited to Microsoft Office, antivirus, emergency alert software, etc. Users must also agree not to change computer firewall or network settings such as the computer name, domain/workgroup affiliation, and IP address. Reformatting, reinstalling, or upgrading the operating system is prohibited. Personal or unlicensed software will not be allowed. If abuse is expected, IT will contact the vice president for academic affairs and the vice president for administration and disable the access. It is essential to remember that computers are provided to staff and faculty to aid in performing the duties of their jobs and it is the responsibility of IT to make sure the computers are adequate to do so. Therefore, Administrator Accounts are limited to those individuals that complete the application and are approved following above set of guidelines.

Contact the IT Department for an Application for Administrator Rights.

**7.3.10 Social Media Policy** Northwestern Oklahoma State University has developed the following policy to recognize the rights of students and employees to use social media and to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media. For this purpose, social media is defined as media designed to be disseminated through online social interaction and created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook and You Tube.

Both in professional and institutional roles, employees and students need to follow the same legal and behavioral standards online as they would in real life. All laws, professional expectations, policies and procedures for interacting with students, parents, alumni, donors, media, and other University constituents apply to use of social media. Employees and students are responsible for anything they post to social media sites when representing themselves in a Northwestern official capacity.

This policy is subject to change as needed.

#### General Policies for Use of Social Media

Use of University Electronic Communications Network Information stored on any University-owned communications equipment is considered by law to be property of Northwestern Oklahoma State University and the State of Oklahoma. Electronic data, including that involving social media sites, are subject to University storage and monitoring, and may be used in University or external investigations.

Posting to University Social Media Pages The University welcomes interaction from users of social media on its social media pages, but does reserve the right to remove any and all content from sites at its discretion. Content posted by users does not reflect the positions or opinions of the University.

Student Information Student information is protected by the Family Educational Rights and Privacy Act (FERPA). Generally, any student record maintained by the University and personally identifiable to a student is considered an education record under FERPA and is considered private. Any information obtained from a student's education record by an employee, student or volunteer in the course of performing University duties shall not be posted on a social media site. Violators of this policy are subject to University disciplinary action.

Employee Information Any information about a University employee obtained through employee records and performance evaluations should be considered confidential. Posting of such information on a social media site is prohibited and will be considered a violation of University policy. Violators of this policy are subject to University disciplinary action.

Health Information Health information of any employee or student is considered private and protected by state and federal law. Violators of this policy are subject to university disciplinary action. Employees and students of the Division of Nursing may be subject to additional privacy policies as set forth by that academic unit.

University Proprietary Property Use of the University's logos, trademarks or trade names on social media sites is strictly prohibited unless prior written permission from the Office of University Relations has been received.

Personal Individual Use Individual users, when speaking in their personal capacity and not on behalf of the University should consider using personal (not University) email addresses when setting up accounts via social media. However, Facebook only allows .edu email addresses into University Networks, so using your University email is acceptable for Facebook if you wish to become a member of the Northwestern Oklahoma State University Network. Individual users of social media are personally responsible for the information they communicate and are reminded that anything posted can reflect upon the University, even if a disclaimer is included. Posts may result in liability for individual users.

Freedom of Expression The University recognizes that freedom of expression is vital to the University's educational mission and intellectual exchanges are encouraged. Such an environment must foster acceptance, respect, openness and understanding. Student or employee posts on social media sites can result in disciplinary action when these posts are conducted on University time, on University-owned equipment, on a University web page, and/or would violate applicable federal and state laws or University policies.

## Departmental and Student Organization Sites

Academic and administrative departments, and officially-recognized student clubs and organizations, may have their own social media sites upon written approval from the Office of University Relations. However, it is recommended that these entities choose to leverage the main Northwestern pages first, rather than create additional sites. Creating multiple departmental social media sites dilutes the University's existing social media brand. Additional sites should be minimized and should only be created where a valid need exists.

- All departmental and student club sites must have a full-time appointed employee who is identified as being responsible for content (not a student). Ideally, the head of the department should review this content
- Have a plan. Users should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date.
- Whenever possible, link back to the Northwestern website or main social media pages. Ideally, posts should be brief, redirecting a visitor to content that resides within the Northwestern web environment.
- Protect the institutional voice. Posts on social media sites should protect Northwestern's institutional voice by remaining professional in tone and in good taste. No individual Northwestern department should construe its social media site as representing the University as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content or posts – names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- When possible, departmental and student organization sites should be created using University email accounts established for their areas, not personal accounts or logins. Ex. [recruit@nwosu.edu](mailto:recruit@nwosu.edu) was used for <http://twitter.com/NWOSUAdmissions>. Contact Computer Services to request an email account if one has not been established. The University email address and password used to create this type of site will be provided to University Relations. For Facebook, a member of the University Relations staff will be given administrative access to all University-related Facebook Pages rather than email addresses/passwords.
- Mention and spell out Northwestern Oklahoma State University in its entirety in social media posts when possible to clearly identify the institution. Use of Northwestern or NWOSU is acceptable.
- The Office of University Relations would like to post information of interest to the campus community, as well as to future students and alumni on the main Northwestern social media sites. Information to be posted should be emailed to [publicrelations@nwosu.edu](mailto:publicrelations@nwosu.edu). Information can be scheduled to post far in advance and departments are encouraged to provide calendar items as soon as they are solidified.
- Obey the Terms of Service of any social media platform employed.
- Departmental or student organization sites that fail to abide by the University's Social Media policy may be removed or disabled.

## Best Practices

This section applies to those providing official college postings on behalf of a University unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the college. Search engines can turn up posts years after they are created, and comments can be forwarded and copied. If you

wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Office of University Relations at ext. 8478.

- Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.
- Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional voice.
- Remember your audience. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers, and colleagues. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a Northwestern faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

## Social Media at Northwestern

Northwestern participates on many major social media sites. We can be found on:

- Facebook
- Twitter
- You Tube
- LinkedIn

### **7.3.11 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

**7.3.12 University Calendar.** The official university calendar announcing the opening and closing dates of all terms and all observed holidays is available in the office of the vice president for academic affairs. Faculty personnel who wish to schedule events on the calendar must register events through the office of the vice president for academic affairs.

**7.3.13 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 vice president for academic affairs, 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.

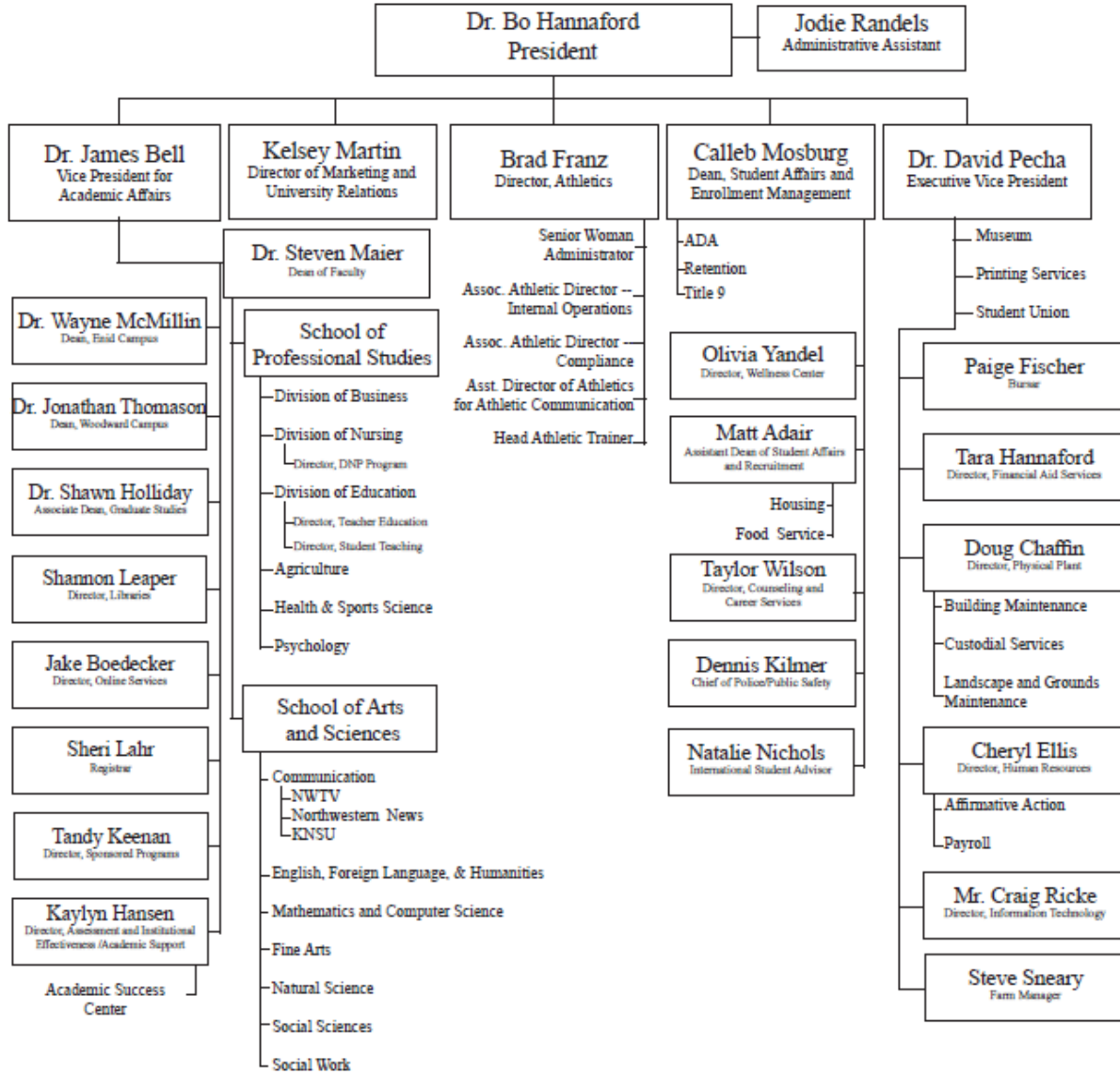
Rental fees for use of Student Center rooms are available from the vice president of academic affairs office. Groups renting the facilities assume responsibility for their cleanup. Otherwise, there will be an additional fee.

No fee shall be charged for the use of Student Center facilities for university-approved activities. The dean 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 ADMINISTRATIVE ORGANIZATION



Revised June 2023



**APPENDIX B**  
**NORTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**SALARY SCHEDULE**  
**(9-MONTH FACULTY)**  
**(Adopted for Fall 2023)**

**BASE**

Base Pay	\$36,400
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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 or MFA (MFA in Performing and Fine Arts)	Base + 35%

**RANK**

Instructor	Base Pay
Assistant Professor	Base + 10%
Associate Professor	Base + 20%
Professor	Base + 40%

## **EXPERIENCE**

Pay for each year	1.397% 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 (9 month)**

Six or under in department	+ \$3,100
Seven or more in department	+ \$3,500

## **EXCEPTIONS TO SCHEDULE**

Variations from this schedule may be made by the president upon the recommendation of the vice president for academic affairs. 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 will be paid on the following scale based upon minimum enrollment of eight (8) students:*

Adjunct/Instructor	\$700 per credit hour
Assistant Professor	\$750 per credit hour
Associate Professor	\$800 per credit hour
Professor	\$875 per credit hour

*Graduate courses will be paid on the following scale based upon minimum enrollment of six (6) students:*

Adjunct/Instructor	\$800 per credit hour
Assistant Professor	\$850 per credit hour
Associate Professor	\$900 per credit hour
Professor	\$975 per credit hour

Letters of agreement for summer employment are prepared by the dean of faculty's office. Note: Professor Emeritus will be paid at the rate of the rank when retired.

### **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.

<i>Undergraduate Courses:</i>	\$700 per credit hour
<i>Graduate Courses:</i>	\$800 per credit hour

Professional Services Contracts are prepared by the dean of faculty's office.

### **ITV (CURRENTLY SUSPENDED)**

\$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 dean of faculty's office.

### **PROFESSOR EMERITUS**

\$870.00 per credit hour fall or spring semester. Professional Services Contracts are prepared by the dean of faculty's office. Note: Summer pay will be paid at the rate of the rank at time of retirement.

### **OVERLOAD**

\$700 per credit hour for each hour over the appropriate designated teaching load. Professional Services Contracts prepared by the dean of faculty's office. May be paid either or both semesters as appropriate. Note: DNP (Doctorate of Nursing Practice) overload will be paid at the rate of \$800 per credit hour.

## **APPENDIX C**

### **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 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 elected Vice-President will serve as President during his or her second year of office.

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. Only full-time faculty are eligible to vote in Faculty Senate elections.
- Section 3. In the event of a tie, the decision will be put to a runoff election voted on by those individuals eligible to vote in the original election.
- Section 4. 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 5. 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 6. 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.



## APPENDIX D



### Academic Dishonesty Report Form

Northwestern faculty members who encounter academic dishonesty in their classroom should refer to policy 6.3.15 in the Faculty Handbook. If a faculty member determines that the academic dishonesty issue involves intentional cheating or plagiarism, he/she will complete this form and then email it with supporting documents to the Vice President for Academic Affairs with copies to the Department/Division Chair and Dean of Faculty. If the incident involves a graduate student, the Associate Dean for Graduate Studies should also be copied on the email.

Name of student involved in the incident \_\_\_\_\_

Name of faculty member \_\_\_\_\_

Course title \_\_\_\_\_

Date of incident \_\_\_\_\_

1. Type of incident?  A. Cheating  B. Plagiarism

2. Please briefly describe the incident in the space below and attach any supporting documents.

3. What action did you take?

\_\_\_\_\_  
(signature of faculty member)

\_\_\_\_\_  
(date signed)

1-14-2022

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