ACADEMIC POLICIES AND PROCEDURES 2020-2021

Table of Contents

ACADEMIC POLICIES AND PROCEDURES 1
2020-2021 1
APPENDICES 8
FORMS 8
PREFACE (UPDATED 2-2018) 8
1.0 INTRODUCTION (UPDATED 2-2018) 11
1.1 Brief History of the University 11
1.2 Governance 12
1.3 Accreditation 12
1.4 Institutional Memberships 13
1.5 Mission 13
1.5.1 Institutional Mission 13
1.5.2 Scope and Function 13
1.6 Physical Plant 15
1.7 Operational Function 15
1.8 Nondiscrimination, Equal Opportunity and Affirmative Action Policy 16
2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES (UPDATED 2-2018) 17
2.1 Administrative Responsibility and Authority 17
2.2 President 17
2.3 Responsibilities of the Direct Reports, Administration, and Faculty 17
2.3.1 Vice President for Academic Affairs 17
2.3.2 Vice President for Student Affairs 19
2.3.3 Vice President for Business Affairs 19
2.3.5 Vice President for University Advancement 20
2.3.6 Director of Intercollegiate Athletics 20
2.3.7 Director of Compliance and Safety/Title IX Coordinator 20
2.3.8 Special Assistant to the President/Director of University Communications 21
2.3.10 State Director for the Oklahoma Small Business Development Center 21
2.4 Organizational Chart 22

3.0 Faculty Organization and Participation in Governance (Updated 2-2018) 23
3.1 General Faculty 23
3.2 Schools and Academic Departments of the Faculty 23
3.3 Faculty Senate 24
3.3.1 Constitution of the Faculty Senate 24
3.3.2 Senate Oversight of General Faculty Committees 31
3.3.3 Committee Definitions 32
3.4 Operational Guidelines for General Faculty Committees and Councils 33
3.5 Function and Membership of General Faculty Committees 34
Academic Appeals Committee 34
Bachelor of Science in Liberal & Applied Studies Coordinating Committee (BSLASCC) (Updated 2-2019) 35
Campus Sustainability Committee 35
Curriculum Committee 36
Faculty Appellate Committee 37
Faculty Grievance Committee 37
Honors Committee 38
Institutional Animal Care and Use Committee (IACUC) 38
Institutional Assessment Committee 39
Institutional Review Board 40
Library Committee 40
Organized Research and Program Review Committee (ORPRC) 41
3.6 General Faculty Councils 42
3.6.1 Function and Membership of General Faculty Councils 42
Academic Council 43
Distance Education Council 44
General Education Council 45
Graduate Council 46
Teacher Education Council 47
3.6.2 Other Councils and Committees 48
Administrative Council 48
3.7 Statement on Shared Governance 48
3.7.1 Introduction 49
3.7.2 Examples of Joint Effort Activities 50
3.7.3 Role of the President 51

3.7.4 Role of the Faculty 51
3.7.5 Faculty Participation 52
3.8 Relationship of Faculty Senate to the President 53
3.9 Flow of Shared Governance 54
4.0 FACULTY PERSONNEL POLICIES (UPDATED 2-2018) 57
4.1 Employment 57
4.1.1 Appointment to Regular (Ranked) Faculty 57
4.1.2 Appointments to the Supplemental Faculty 60
4.1.3 Appointments to the Summer Teaching Faculty 61
4.1.4 Full– and Part–Time Appointments 61
4.1.5 Hiring Procedures and Guidelines 61
4.1.6 Nepotism 62
4.2 Endowed Chair Policy 63
4.3 Academic Freedom and Responsibility 68
4.4 Faculty Development and Evaluation Policies 70
4.4.1 Introduction 70
4.4.2 Faculty Evaluation System 70
4.4.3 Procedural Principles and Guidelines 72
4.4.4 Faculty Development and Evaluation Process 73
4.4.5 Faculty Evaluation Guide 74
4.4.6 Faculty Grievance and Appeals Policy (revised by the Faculty Senate, November 2019) 75
4.4.7 Post-Tenure Review Policy 78
4.5 Rank and Promotion 84
4.5.1 Academic Rank 84
4.5.2 Promotion in Rank 84
4.5.3 Promotion Process 88
4.5.4 Concepts and Understandings Regarding Rank and Promotion Policies 88
4.6 Tenure 88
4.6.1 Academic Tenure 88
4.6.2 Periods of Appointment and Tenure 89
4.6.3 Procedure for Granting Promotion and Tenure 89
4.6.4 Concepts Regarding Tenure 92
4.6.5 Guidelines for Achieving Tenure 93
4.6.6 Evaluation of Tenured Faculty 93

4.6.7 Causes for Dismissal or Suspension of Tenured Faculty 94
4.6.8 Dismissal of Tenured Faculty for Program Discontinuance or Financial retrenchment 94
4.6.9 Dismissal of Tenured Faculty Member for Cause 95
4.6.10 Suspension of a Tenured Faculty Member 95
4.6.11 Disciplinary Action Other Than Dismissal or Suspension 96
4.6.12 The Right of Appeal of Tenured Faculty 96
4.6.13 Appeal Procedures for Tenured Faculty 96
4.6.14 Non–tenured Faculty 98
4.6.15 Procedures for Amending These Regulations 98
4.7 Faculty Load 98
4.7.1 Teaching 98
4.7.2 Research/Scholarship 99
4.7.3 Service to the Institution, Profession, and Public 99
4.7.4 Non–teaching or Administrative Duties 99
4.7.5 Revised Interim and Summer School Policies 100
4.8 Department Chair Load 100
4.8.1 Teaching 101
4.8.2 Research/Scholarship 101
4.8.3 Service to the Institution, Profession, and Public 101
4.8.4 Administrative Duties 102
4.9 Regulations Affecting Faculty and Chair Load 104
4.9.1 Calculation of Teaching Load 104
4.9.2 Office Hours 105
4.9.3 Absences from Duty 105
4.9.4 Outside Employment 105
4.10 Selection and Retention of Department Chairs 105
4.10.1 The Role of Academic Departments 105
4.10.2 The Qualifications and Role of Department Chairs 105
4.10.3 Departmental Chairs' Selection Process 106
4.10.4 Evaluation of Chairs 106
4.10.5 Replacement of Chairs for Cause 106
4.11 Personnel Files 107
4.11.1 Contents 107
4.11.2 Open Records Act 107

4.11.3 Correction of Records 108
5.0 PERSONNEL BENEFITS (UPDATED 2-2018) 109
5.1 Leave Policies 109
5.1.1 Sabbatical Leave 109
5.1.2 Leave of Absence Without Pay 110
5.1.3.4.1 Maternity/Parental Leave 112
5.1.3.7 Sick leave Sharing Program 113
5.1.4 Personal Leave 114
5.1.5 Family and Medical Leave 115
5.1.6 Military Leave 116
5.1.7 Court Duty and Voting Privileges 116
5.1.8 Holidays 116
5.1.9 Inclement Weather 117
5.2 Salary and Deductions 117
5.2.1 Salary 117
5.2.2 Supplemental Pay 118
5.2.3 Faculty Incentive Compensation Policy 118
5.2.4 Salary Deductions 119
5.3 Miscellaneous Benefits 119
5.3.1 Insurance 120
5.3.2 Insurance Premiums 120
5.3.3 Identification Card 121
5.3.4 Faculty Lounge 121
5.3.5 Parking (Moved to 6.2.5) 121
5.3.6 Workers' Compensation Insurance 121
5.3.7 Unemployment Compensation 121
5.3.8 Comprehensive Automobile Liability Insurance 122
5.3.9 Educational Assistance and Enrollment of Employees In University Courses 122
5.4 Retirement 123
5.4.1 Social Security 123
5.4.2 Oklahoma Teachers' Retirement 123
5.4.4 Supplemental Retirement Annuity 124
5.4.5 Additional Annuity Contracts 124
5.4.6 Retirement Insurance Program (Updated March 2009) 124

5.4.7 Emeritus Status of Retired Faculty 124
6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES (UPDATED 2-2018) 125
6.1 Courses and Class Procedures 125
6.1.1 Syllabi and Instructional Objectives 125
6.1.2 Textbooks 126
6.1.3 Examinations 126
6.1.4 Student Advisement and Enrollment 126
6.1.5 Absence from Class 126
6.1.6 Student Records 127
6.1.7 Instructor Grade Books 127
6.2 Space/Facilities, Equipment, and Supplies 127
6.2.1 Assignment of Space 127
6.2.2 Use of Facilities 127
6.2.3 Keys 128
6.2.4 Purchasing Procedures 128
6.2.5 Parking 128
6.2.6 Designated Parking 129
6.3 Instructional Services 129
6.3.1 Library 129
6.3.2 IETV Support 130
6.3.3 Duplicating Services 130
6.3.4 Distance Education Website 130
6.3.5 Center for Instructional Development and Technology (CIDT) 130
6.4 Student Employees 131
6.4.1 Definition 131
6.4.2 Procedure 131
6.4.3 Documentation and Compensation 132
6.5 Field Trips and Excursions 133
6.6 Off–Campus Courses 133
6.7 Distance Education 133
6.7.1 Definitions 133
6.7.1.1 Definition of Distance Education 133
- 6.7.1.2 Definition of Correspondence Education 134
- 6.7.1.3 Definition of a Distance or Correspondence Education Program 134

- 6.7.1.4 Definition of a Distance or Correspondence Education Course 134

6.7.2 Online Teaching Certificate and Continuous Development 134

7.0 UNIVERSITY POLICIES (UPDATED 2-2018) 135

7.1.1 Policy Statement 136

7.1.2 Employee Notification 136

7.1.3 Violations and Penalties 136

7.1.4 Counseling 137

7.1.5 Definitions 137

7.2 Drug Free Campus 137

7.2.1 Policy Statement 137

7.2.2 Violations and Penalties 138

7.2.3 Counseling 138

7.2.4 Definition 138

7.3 Tobacco-Free Policy 138

7.3.1 University Policy and State Law 138

7.3.2 Definitions 139

7.3.3 Procedures 139

7.3.4 Enforcement 140

7.3.5 Tobacco Cessation Programs 141

7.4 Sexual Harassment, Sexual Relationship, and Sexual Assault 141

7.5 Racial and Ethnic Policy 141

7.6 Political Activities of Employees 141

7.7 Misconduct in Scientific Research 142

7.8 Licensed and Copyrighted Computer Software 142

7.9 Copyrighted Video and Audio Tapes 142

7.10 Patents/Copyrights 142

7.10.1 Inventions and Patents Policy 142

7.10.2 Copyright Policy 143

7.10.3 Intellectual Property (Updated 2-2019) 144

7.11 Computer Policies and Procedures 145

7.11.1 Principles 145

7.11.2 Intended Use 146

7.11.3 Disclaimer 146

7.11.4 General User Policies 146

7.11.5 E–mail Policies 148
7.11.6 Web Page Policies..... 149
7.11.7 Web Page Content Guidelines 149
7.11.8 Web Page Image Guidelines..... 150
7.11.9 Web Page Layout Guidelines..... 150
7.12 Policy on Replacement and Growth of Computers and Related Technology 151
New Computers: 151
7.13 Student Publication Policies 152
7.13.1 The Southeastern..... 152
7.14 Americans with Disabilities Act 154
7.15 Sales Solicitations 154

APPENDICES

- Appendix A - Curricular Change Procedure
- Appendix B - Temporary and Supplemental Salary Schedules
- Appendix C - Sexual Harassment Policy
- Appendix D - Catalog of Faculty Development and Evaluation Criteria
- Appendix E - Faculty Development and Evaluation Criteria
- Appendix F - Faculty Development Agreement
- Appendix G – Faculty Development and Evaluation Summary
- Appendix H - Onenet Acceptable Use Policy
- Appendix I - Faculty Salary/Calculation Schedule 2017-2018
- Post-Tenure Review Flowchart—Appendix J
- Post-Tenure Review Timeline—Appendix K
- Appendix L - Updates to APPM
- Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff

FORMS

- Faculty Absence Request Form
- Officially Sanctioned School Activity Form
- Portfolio Transmittal Form

PREFACE (UPDATED 2-2018)

Policy to Modify the Academic Policies and Procedures Manual

The Academic Policies and Procedures Manual (APPM) at Southeastern Oklahoma State University is a dynamic and evolving document that must effectively and efficiently guide the current activities and

actions of the faculty, administration, and staff. To this end, a set of protocols must be in place to ensure an accurate and up-to-date APPM. The Board of Regents of the Regional University System of Oklahoma has delegated authority and responsibility for the internal administration of each university to its President (Section 1.25.1 of RUSO Policy Manual). Therefore, the President has the ultimate responsibility to review and approve all changes in policies and procedures of the University; the President may delegate this authority. After modifications to policies and procedures have been drafted by pertinent individuals/entities on campus, the Vice President for Academic Affairs (VPAA) will review the recommended changes to ensure that they are consistent with and in accordance with the laws, statues, directives, policies that apply to the University; this review may include the use of both on-campus and off-campus individuals. Specifically, the VPAA will review existing policies and procedures and work with pertinent individuals/entities so that the proposed changes and/or new policies and procedures address the following applicable criteria:

- Ensure compliance with laws, statutes, and/or directives from the federal government;
- Ensure compliance with laws, statutes, and/or directives from the state government;
- Ensure compliance with applicable policy changes made by the Oklahoma State Regents for Higher Education (OSRHE);
- Ensure compliance with applicable policy changes made by the Board of Regents for the Regional University System of Oklahoma (RUSO);
- Ensure compliance and consistency with both regional and specialty accreditation requirements;
- Ensure policies and procedures are consistent with the University's mission, vision, goals, and strategic plan;
- Ensure policies and procedures provide faculty, administration, and staff with fair, workable, and consistent practices;
- Ensure the review of proposed changes occurs in a timely manner; and
- Ensure the accuracy and clarity of approved changes.

When the proposed change to the APPM meets all pertinent criteria the VPAA will forward it to the President for consideration. If the President (or designee) approves the modification, the VPAA will execute the change and notify the campus community.

The APPM is an inclusive document and numerous individuals/entities must be involved to keep it up-to-date by monitoring the need for changes to current policies and procedures and development of new policies and procedures. The VPAA will consult with legal counsel of RUSO and/or campus entities (e.g., Human Resources, EEOC Officer, Affirmative Action Officer, Faculty Senate) to ensure that the drafted change provides compliance. For example, after the University has been notified by any of the entities of the need for a change related to the items listed in 1-5 above, the VPAA shall draft appropriate wording to include such mandatory modifications to the APPM. Those modifications for which the wording is at the discretion of the VPAA, the VPAA will submit the modification to the appropriate entities for review and comment. Reviewed modifications and non-discretionary modifications will be submitted by the VPAA to the President for final review and approval. Once the President has approved a final version of the modification to the APPM, the VPAA will execute the change and notify the campus community.

Other change requests to the APPM may be initiated by various individuals/entities at the University, especially those that are directly impacted by the policy and/or procedure. For example, the Faculty

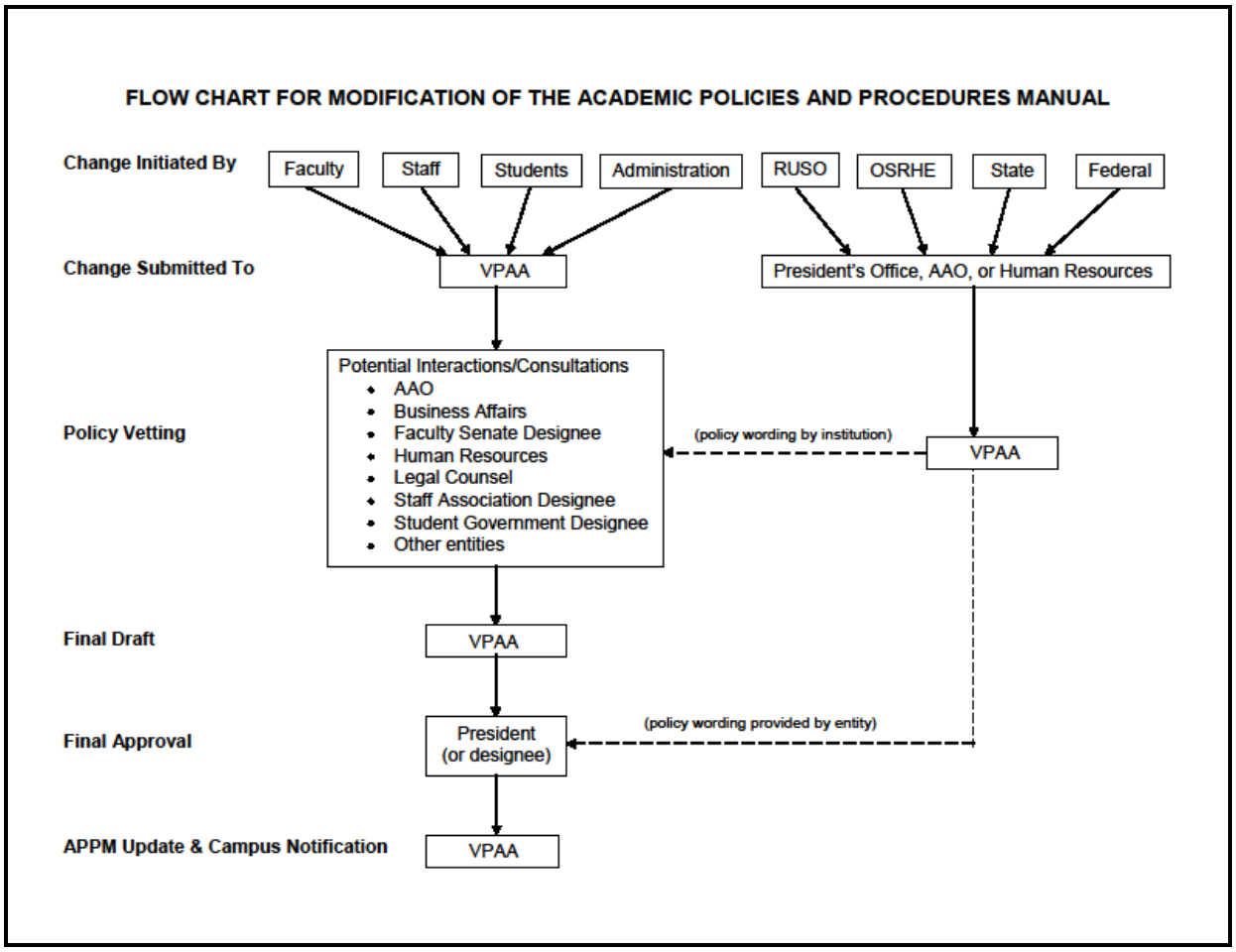
Senate has primary responsibility for oversight of the standing committee structure; therefore, the policies and procedures by which those committees operate should be monitored for needed modifications by the Faculty Senate. Other campus groups, such as councils (e.g., General Education Council, Graduate Council, Distance Learning Council), have both an operational and administrative function and memberships comprised of faculty, staff, students, and/or administrators. Therefore, modifications to the policies and procedures by which councils operate are the responsibility of all parties involved.

All effort will be made to ensure that policies and procedures are consistently applied across campus. However, please note that some variation in the practice/application of policies and procedures may occur due to requirements mandated by specialty accreditation and/or interdisciplinary differences.

In summary, proposed modifications to the APPM must be sent to the VPAA for initial review; the VPAA will consult with appropriate on-campus and/or off-campus individuals/entities during the review stage to ensure the accuracy, clarity, and applicability of the proposed changes. The VPAA will then forward the proposed changes to the President for consideration. If the President approves the modification to the APPM, the VPAA will execute the change and notify the campus community.

Operational Protocols

- The APPM will be maintained by the Office of Academic Affairs.
- The Vice President for Academic Affairs (VPAA) will work with pertinent individuals to ensure the accuracy and clarity of the APPM.
- Once a change request has been submitted, the VPAA will confirm its receipt and provide regular updates of its status to the initiating party(ies).
- All requested or required changes to the APPM approved by the President (or designee) will be made within 30 working days of final approval.
- All substantive changes made to the APPM during an academic year will be listed in an appendix (Appendix L – 2019-2020 Updates to APPM); the list will include both the original request and the approved change.
- The appendix will be indexed by chapter and section.
- All substantive changes will be identified by the entity/individual initiating the request, reviewing entities, the date the request was submitted, and the date the request was approved/denied.
- The APPM will be archived by academic year in a read-only document; the year will be listed on each page as a watermark.
- The archived APPMs will be listed by academic year on the Academic Affairs Website.



1.0 INTRODUCTION (UPDATED 2-2018)

1.1 Brief History of the University

On March 6, 1909, just two years after statehood, the legislature enacted the law establishing the Southeastern State Normal School in Durant. The first summer session began on June 14 of the same year; the first regular session began that fall. In 1919, upon authorization of the legislature and the governing board, the school was named Southeastern State Teachers College. Offerings were extended to provide a four-year curriculum leading to the baccalaureate degree for teachers. The first degrees were awarded to a class of three at the spring commencement in 1921. In 1939, as authorized by the legislature, the school became Southeastern State College.

Southeastern became a member of the Oklahoma State System of Higher Education in 1941. In 1954, upon authorization of the Oklahoma State Regents for Higher Education, Southeastern added a fifth-year graduate program leading to the Master of Teaching degree. The first Master of Teaching degrees were awarded to a class of 65 at the summer convocation of 1955. In 1969, the name of the graduate degree was changed to Master of Education. On May 27, 1968, the Oklahoma State Regents for Higher Education designated Southeastern State College as an Area Community College. Retaining previous functions, the

college moved to provide greater post-secondary educational opportunities by expanding curriculum to include new programs in such areas as business, technology, aviation, and conservation. On August l5, 1974, by act of the Oklahoma State Legislature, the name of Southeastern State College was changed to Southeastern Oklahoma State University. A more complete history of Southeastern's early years may be found in *A History of Southeastern Oklahoma State University Since 1903* by L.D. Norris (1986. Mesa Publishing Company, Durant, Oklahoma. 439 p.)

In 2003 the University was reorganized into four Schools: Arts and Sciences; John Massey School of Business; Education and Behavioral Sciences and Graduate Studies (subsequently changed to School of Graduate and University Studies). Currently, degrees offered by Southeastern include the Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Music, and Bachelor of Music Education, plus the following master's degrees: Master of Arts; Master of Business Administration, Master of Education, Master of Science, and Master of Technology.

1.2 Governance

The legal control of the University, as provided by the Constitution of Oklahoma, is vested in two boards--the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma Board of Regents (formerly known as the Board of Regents of Oklahoma Colleges).

The Oklahoma State Regents for Higher Education coordinates the entire Oklahoma State System of Higher Education including all Oklahoma institutions of higher education supported wholly or in part by legislative appropriation. Its nine members are appointed by the governor with the approval of the Oklahoma Senate for nine-year terms, one expiring each year. This board has broad powers to determine courses of study, to establish standards, to confer degrees and other forms of academic recognition for the completion of prescribed courses, to present to the legislature the budget recommendations of each state institution, and to allocate funds to these institutions.

The Regional University System of Oklahoma Board of Regents, established by an act of the legislature and by a vote of the people of Oklahoma in 1948, also consists of nine members. Eight of them are appointed by the governor with the approval of the state senate for overlapping nine-year terms, and the ninth is ex-officio (State Superintendent of Public Instruction). This board is charged with specific control of the six regional universities: University of Central Oklahoma, East Central, Northeastern, Northwestern, Southwestern, and Southeastern. This board acts upon personnel, operations, and financial matters submitted by the University presidents.

1.3 Accreditation

The University is a member of the Oklahoma System of Higher Education, The Higher Learning Commission (HLC): A Commission of the North Central Association of Colleges and Schools, American Association of Colleges for Teacher Education (AACTE), American Council on Education (ACE), National Association of Schools of Music (NASM), National Commission on Accrediting, and the Council for the Accreditation of Educator Preparation (CAEP; this new entity includes National Council for Accreditation of Teacher Education [NCATE]). The University is fully accredited by the Oklahoma State Board of Education and The Higher Learning Commission. Southeastern also has received specialty accreditation for several areas from the following entities:

1. Council for Accreditation of Educator Preparation
2. Aviation Accreditation Board International
3. National Association of Schools of Music
4. Association to Advance Collegiate Schools of Business, and
5. Council for Accreditation of Counseling and Related Educational Programs.

1.4 Institutional Memberships

The University holds memberships in various national organizations. Listed below is a partial list of these memberships:

- American Assembly of Collegiate Schools of Business
- American Association of Colleges of Teacher Education
- American Association of Higher Education
- American Association of State Colleges and Universities
- Association of Collegiate Business Schools and Programs
- College Placement Council, Inc.
- National American College Theatre Festival
- National Association of College and University Business Officers
- National Association of Schools of Music
- National Association of Student Financial Aid Administrators
- National Business Education Association
- National Collegiate Athletic Association (NCAA)
- National Collegiate News Syndicate
- National Council for State Authorization Reciprocity Agreements
- National Safety Council
- National State Agency for Surplus Property, and
- Higher Learning Commission of the North Central Association

1.5 Mission

1.5.1 Institutional Mission

Mission Statement

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

1.5.2 Scope and Function

The major emphasis at Southeastern continues to be a quality undergraduate education. The University offers an array of baccalaureate-level programs that prepare students for a changing society. In addition, selected graduate level programs are provided to serve the needs of the region.

In fulfilling its mission, Southeastern fosters the region's cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well being.

Consistent with Southeastern's mission and regional focus the University concentrates on achieving the following objectives:

For students Southeastern will:

1. Provide an opportunity to succeed through a challenging, learner-centered academic environment.
2. Offer an undergraduate foundation in the liberal arts and sciences, with an emphasis on integrating critical thinking, communication skills and appropriate technological applications into the curriculum across all disciplines.
3. Provide a general education program that familiarizes students with major areas of scholarship.
4. Provide professional, academic and career-oriented undergraduate and graduate programs to meet the changing needs of the workforce.
5. Provide an environment for non-academic experiences, which fosters the development of personality, social living and effective citizenship.
6. Present a system of governance that provides reliable information and, as appropriate, involves the students in the decision-making process.
7. Actively recruit traditionally under-represented students and offer scholarship programs to attract students of various socio-economic and academic levels.

For the faculty and staff Southeastern will:

1. Provide opportunities for professional development.
2. Use assessment to improve student learning and effective teaching.
3. Adhere to well-defined organizational structures, policies, and procedures.
4. Adapt to a changing higher education environment.
5. Administer a system of shared governance that provides dependable information to the institution's constituencies.
6. Nurture a campus community responsive to the needs of a diverse population.

For the region Southeastern will:

1. Provide in-service instruction for educators and other professionals needed to make Southeastern competitive in national and world markets.
2. Continue its historical preparation of quality educators for Oklahoma.
3. Provide advanced graduate studies and research in areas of particular strength and need for the region and the state of Oklahoma.
4. Provide opportunities for global awareness.
5. Share human, academic, and technological resources with schools, industries, and public agencies through economic development, partnerships, and outreach activities.
6. Serve as a cultural, artistic, and information center.

1.6 Physical Plant

Southeastern currently occupies a campus of 268 acres and 80 buildings. The first building on the campus is now Morrison Hall. Its construction was begun in 1909 and was first used for classes in January 1911. In the meantime, classes were held in the old Durant Presbyterian College building, which had become available when the Presbyterian school moved to new quarters on the west edge of Durant.

Two landmark facilities, Morrison Hall and the Russell Building, have served the institution in many capacities and are now used primarily as academic buildings. Additional academic buildings have been added throughout the years including: Computer Science (replaced by the new General Classroom Building), Fine Arts, Health, Physical Education, and Recreation, Bloomer Sullivan Gymnasium, Occupational Safety and Health, Mathematics, Physical Science, Visual Arts, Visual and Performing Arts Center, Biological Sciences Building, and Henry G. Bennett Library. Other buildings include: Administration, Welcome Center, Theatre, Glen D. Johnson Student Union, Barnes and Noble Book Store, Magnolia House, Oklahoma Small Business Development Center/Public Safety, Federal Programs Building, University Center, and five residential halls (Hallie McKinney, North Hall, Shearer Hall and Suites, Chickasaw Tower and Choctaw Tower). Other facilities constructed include Paul Laird Stadium, a baseball field, softball field, and tennis courts.

Southeastern Oklahoma State University-McCurtain County Campus (SE-MCC) has operated as a branch campus of Southeastern since 2005. Originally, the campus was established in 1976 to serve the rural community and regional higher education needs of southeastern Oklahoma through the formation of the ET Dunlap Higher Education Center. Currently, the 40-acre campus has two buildings, the ET Dunlap Building and the Nursing and Allied Health Programs Building. Other campus facilities include a full-scale library, 180-seat auditorium, and an updated science laboratory.

1.7 Operational Function

The University is organized with a lineage of delegated authority from the president to four vice presidents who are assigned the functions of academic affairs, business affairs, student affairs, and university advancement. The lineage in academic affairs continues through the various departments and their department chairs and then to instructional personnel. This organizational structure provides for the coordination of all operations that support the mission of the University. The structure facilitates the communication of information needed for the functions of planning, implementation, evaluation, and feedback. The flow of information and communication is encouraged, not only through this organizational line but across the University and through any and every level.

Communication occurs individually and through participation in academic committees. Faculty are free to engage in research, to publish results, to serve as consultants, and to assume advocacy positions; however, such activity should not impede the performance of assigned academic duties nor violate legal and ethical principles and practices of the state and the University.

The mechanics of fulfilling both the mission of the University and legal vestment of responsibility assigned by the state require such an operational support organization. Even more importantly, there must be a whole-hearted dedication of staff and faculty to those democratic principles of freedoms in balance with personal and societal responsibilities.

The ultimate purpose of the University is realized in the interaction of teaching by a faculty member and learning by a student. The entire structure of the University is designed to support and facilitate this purpose. Academic freedom, research, extended study, academic achievement, assessment, integrity, accountability, and dedication to teaching are inherent components as well as products of an academic enterprise with this focus.

In brief, the structure of the University is designed to support the functions of teaching and learning. Faculty members are accorded all the rights and privileges of their offices with the recognition and esteem imbued from the responsible exercise of productive scholarship, excellence in teaching, service to student welfare, and contribution to the community.

1.8 Nondiscrimination, Equal Opportunity and Affirmative Action Policy

Southeastern Oklahoma State University affirms its commitment to an educational and working environment free from discrimination and harassment on the basis of race, color, national origin, religion, sex, sexual orientation, gender, age, disability, veteran status, and other protected characteristics. Discrimination of any kind, including harassment and retaliation, will not be tolerated. This policy specifically covers all civil rights and Title IX matters for all faculty, students, staff, student and employee applicants, contractors and visitors when the University becomes aware of discrimination, harassment or retaliation through a complaint or by other means. Southeastern is committed to promptly ending any instances of discrimination, harassment, or retaliation and taking appropriate measures to effectively prevent the repetition of such conduct.

The University will impose appropriate sanctions to reasonably ensure that such actions are not repeated, and steps will promptly be taken to remedy the effects of the misconduct. The University is committed to preventative programming and outreach to the campus community in order to improve campus attitudes and understanding about discrimination, harassment, sexual misconduct, effective consent, bystander intervention, and other important behavioral wellness topics.

Policy Statement

Southeastern Oklahoma State University, in compliance with applicable federal and state law and regulations, does not discriminate and prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services (Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff).

2.0 Overview of Organizational Structure and Associated Responsibilities (Updated 2-2018)

2.1 Administrative Responsibility and Authority

The University and all personnel are subject to the regulations of the Boards of Regents and the laws of Oklahoma, including all matters pertinent to the Public Record and Open Meeting laws. Each administrative officer is vested with the powers and authority commensurate to the performance of official duties and responsibilities as essential for the successful conduct of the office.

In the areas of governmental and community relationships, the tasks of administration are accomplished by the governing boards and the President of the University. In order to ensure that public relations are conducted in the light of full information, the President alone is authorized to issue official statements regarding such matters as University policies, appointment of personnel, enrollment statistics, building programs, salaries, budgets, teaching loads, unit costs, dismissal of University personnel or students, relationships with governing boards of state or federal officials or agencies, and any such matter relative to the welfare or reputation of the University.

2.2 President

This office is governed by the regulations of the Regional University System of Oklahoma Board of Regents, the Oklahoma State Regents for Higher Education, and Oklahoma statutes. As the chief executive officer of the University, the President is appointed by the board and is responsible for the administration of the University. The President is the respondent for the University to the boards named above, to the state, and to the Chancellor for Higher Education. The President presents operational and personnel information and recommendations for action to the Regional University System of Oklahoma Board of Regents. The President is also charged with the implementation of and transmittal of policy, directives, procedures and requirements of the state and the board for University personnel.

2.3 Responsibilities of the Direct Reports, Administration, and Faculty

2.3.1 Vice President for Academic Affairs

The Vice President for Academic Affairs (VPAA) is the ranking academic officer of the University and reports directly to the President. The VPAA is charged with responsibility for providing dynamic academic leadership to the University and serves as deputy and stand-in for the President when needed. The VPAA has the delegated management control of all instructional units of the University. The VPAA provides leadership in student recruitment and retention efforts, budget management, curriculum development, academic and stategic planning, faculty recruitment and

development, grant development, research/scholarship, technological advancement, accreditation, and maintenance of high academic standards.

In addition, the VPAA is charged with supervisory control of the following support positions: academic department chairs; Dean of Graduate Studies, E-Programming, & Academic Services; Associate Dean of Academic Records/Registrar; and outreach center coordinators

Department Chairs

The department chair is directly responsible to the VPAA; the process for selecting a department chair is described in Section 4.10.3. The department chair is the designated collegial leader charged with the management and control of that academic department's programs, courses, planning, and resources. The chair makes recommendations to the VPAA in matters of budgets, personnel, and other resources. Class scheduling and planning are among the activities of the department which are coordinated through regularly scheduled meetings of departmental faculty. The department chair is charged with leadership in five areas: (l) instructional program management, (2) personnel management, (3) financial and facilities administration management, (4) department and program development, and (5) academic leadership. The department chair exercises leadership in planning, excellence in teaching and scholarly development and is the advocate for his/her department.

Dean of Graduate Studies, E-Programming & Academic Services

This position is charged with the responsibility for designing, developing, and implementing comprehensive learning outreach and online programs and projects to ensure that the University fulfills its mission to the region. This position reports directly to the VPAA. This person will work with faculty and other top administrators by providing innovative leadership in the development of new graduate and online programs. In addition, the Dean will develop effective teams across the various departments and divisions of the University to accomplish the outreach function. When required to do so the person in this position will assist the VPAA on assigned projects including but not limited to: assessment, strategic planning and implementation of outreach; 2+2 agreements; Reach Higher; and academic appeals. The person in this position will work with the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Vice President for University Advancement, Department Chairs, faculty, and staff to provide institutional data and analyses as requested.

The Dean of Graduate Studies serves as the advocate for all aspects of graduate education. The Dean leads campus efforts in setting policies and defining standards to promote and enable excellence in graduate education. To help fulfill the mission of the School and University, the Dean works with the appropriate university committees/councils, department chairs, faculty, students, and other internal and external constituents.

Associate Dean of Academic Records and Registrar

The Associate Dean and Registrar will report to the VPAA. This position implements policies and state/federal laws as they pertain to students. This individual is responsible for planning and coordinating a comprehensive admission/enrollment process (both for on-campus and for off-

campus centers), assisting with the recruitment program, maintaining records/transcripts for all students, issuance of all academic transcripts, assisting students with academic questions/problems, verifying graduation eligibility of graduating students, determination of honors, tracking athletic eligibility, oversees Veteran's benefit certification process, providing information and preparing reports to various academic and administrative offices, managing budgets for Admissions and Registrar departments, and supervising office personnel.

Faculty

In a real sense, every administrative position listed above is supportive to that of the teacher. The University's function of teaching and learning comes to fruition with the contact and interaction of student and teacher in varied experiences and opportunities in a collegiate milieu. The purpose and design of the University structure is to support and facilitate this teaching/learning process in both formal and informal settings.

The faculty of Southeastern Oklahoma State University are professionals in their respective disciplines. As professional teachers, each member of the faculty is charged with great responsibility and privileges concomitant to the enormous task of teaching. Exemplary scholarship, dedication to teaching, and high ideals coupled with genuine interest in students characterize the role of a teacher.

Information concerning rank, tenure, polices, and duties of faculty will be found in Section 4.0.

2.3.2 Vice President for Student Affairs

The office of the Vice President for Student Affairs (VPSA) is directly responsible to the President.

The VPSA has the primary responsibility for developing, coordinating, administering and assessing all student affairs programs. The VPSA provides leadership, vision and strategic direction to the following: co–curricular activities, student programs and leadership development, components of community service, Greek life, minority student affairs, cultural programming for the students, University and community, and student discipline through the enforcement of the code of student conduct.

The VPSA has the delegated management control of various offices and programs pertaining to student affairs. Included are the offices of Student Life and Student Activities, Student Health Services, Residence Life, Student Conduct, seven TRIO programs, and one state grant (Oklahoma Childcare Resource Center).

2.3.3 Vice President for Business Affairs

The Vice President for Business Affairs is the chief fiscal and business officer of the University and reports directly to the President. This senior executive position is directly responsible for all University financial planning and development and also provides overall management, supervision, leadership, and coordination of the following business operations and units: institutional budgets, finance and accounting, contracts and grants, student financial aid,

purchasing, physical plant, facilities planning, security, human resources and benefits, risk management, motor pool, inventory management, student housing, campus bookstore, printing services, post office, food service, and student scholarships.

Assistant Vice President for Business Affairs

The Assistant Vice-President for Business Affair will provide day-to-day executive direction, guidance, and policy information for process and business management operations. The Assistant Vice-President will oversee and supervise the Finance Office, Business Office, Purchasing Office, and oversee external vendors and contracts. The Assistant Vice-President for Business Affairs reports directly to the Vice-President for Business Affairs.

Executive Director for Information Technology & Chief Information Officer

This position is responsible for coordinating all campus technology and information resources, including data, voice, and video networks. Central duties include the administration of Network Services, Help Desk, Administrative Computing, Telecommunications, and Web-based technologies. The Executive Director serves on key Information Technology committees, and is responsible for strategic planning and budgeting for technology, facilitation of training and the promotion of development in the use of information technology, and promoting the integration of technology into the missions of the University as a whole. The Executive Director for Information Technology reports directly to the President.

2.3.5 Vice President for University Advancement

This position reports to the President of the University and is responsible for building and promoting prospective student enrollment the Southeastern Foundation and all other University giving programs, and working closely with the Southeastern Alumni Association. Responsibilities include directing the employees in the unit in all fund raising activities and other University supported activities. This individual provides support for and participates in asset management and distribution/allocation of the Foundation assets. This individual also supervises the following units: Admissions and Recruitment, Alumni Relations, Special Events, and the Career Management Center.

2.3.6 Director of Intercollegiate Athletics

The Director of Athletics is responsible for the supervision of the intercollegiate athletics program. This position reports directly to the University President. The Director of Athletics is responsible for developing and maintaining a program that reflects success in athletics, a high level of integrity, and successful academic achievement of student-athletes.

2.3.7 Director of Compliance and Safety/Title IX Coordinator

The Director of Compliance and Safety reports to the University President. The primary role of this position is to coordinate federal and state legal compliance for the institution. Additionally,

this person serves as the supervisor to the Physical Plant, Grounds, Campus Police, and Campus Safety departments.

This position is the designated Equal Employment Opportunity Officer, ADA Coordinator, and Title IX Coordinator for the institution. Additionally, this position is the lead coordinator for the Clery Act, and Risk Management. As a direct report to the President, this position sits on the Executive Council.

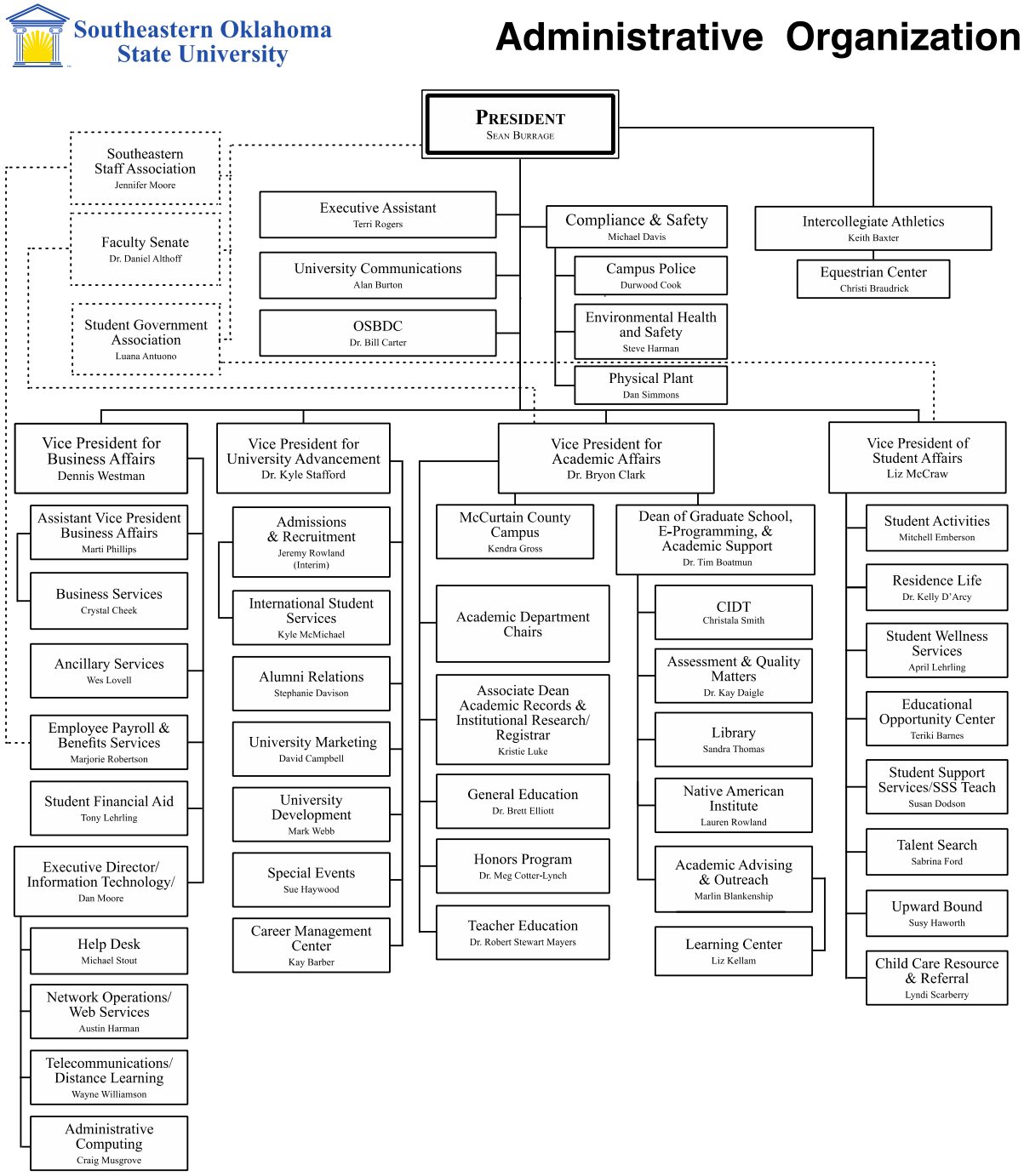
2.3.8 Special Assistant to the President/Director of University Communications

The Special Assistant to the President/Director of University Communications reports directly to the President of the University and is responsible for developing and maintaining an effective communications program. The individuals works closely with the President and other Executive Team members in promoting the vision, strategic mission, goals, and accomplishments of the University to both internal and external audiences.

2.3.10 State Director for the Oklahoma Small Business Development Center

The State Director for the Oklahoma Small Business Development Center (OSBDC) reports to the President of Southeastern Oklahoma State University that serves as the host institution for the OSBDC program. This position is accountable for the successful management of the Oklahoma Small Business Development Center Program throughout the State of Oklahoma, including the day-to-day operations of the OSBDC Network. This individual also performs certain planning and control functions, exhibits leadership, and provides funding advocacy and contract oversight for all college and university-based Small Business Centers in Oklahoma.

2.4 Organizational Chart



(rev. Feb 2018)

3.0 Faculty Organization and Participation in Governance (Updated 2-2018)

3.1 General Faculty

The general faculty of Southeastern Oklahoma State University consists of all persons who have been given faculty rank or status by the Regional University System of Oklahoma Board of Regents. The general faculty includes, therefore, all the professors, associate professors, assistant professors, and instructors of the University, together with all the administrative officers and their assistants to whom the Regional University System of Oklahoma Board of Regents has granted faculty status.

In addition to the teaching faculty who have academic rank, the following officers of the University and their assistants have received faculty status by action of the board.

1. The President of the University.
2. The Vice President for Academic Affairs, all professional associates/assistants thereof, and all instructional and academic research personnel.
3. The deans of the various schools: Arts and Sciences, Education and Behavioral Science, John Massey School of Business, and Graduate Studies.
4. The Librarian and all other professional library personnel having a master's or doctor's degree or a bachelor's degree in library science in addition to another bachelor's degree.

Subject to legal enactments of the state and regulations of the governing boards, the general faculty constitutes the governing body which, with participation of the students, determines the internal policies, the organization, and the procedures of the University. As chief executive, the President is the presiding officer of the faculty.

The process which the general faculty employ in the formulation of policies and the conduct of the internal affairs of the University utilizes meetings of the faculty and the operations of the department and the committees within the administrative divisions of the University. Meetings of the general faculty are called by the President or, in his stead, by the Vice President for Academic Affairs whenever matters arise that are of concern to the entire faculty. Procedures for changes of general policy which are proposed by a department, a committee, an administrative officer, or some other member of the faculty are outlined in the "General Faculty Committees" section of this chapter.

3.2 Schools and Academic Departments of the Faculty

The instructional unit of the institution is organized by academic departments and by schools (see Section 2.3). The faculty comprise the basic component of this unit and act through the academic departments to shape and realize the overall purposes of the University. Departmental procedures offer frequent opportunity for members of the faculty to exert initiative and to participate in the business of the institution. Subject to the policies and the regulations of the governing boards and the general faculty of the University, and in cooperation with the administrative offices of the division, the members of each

department determine the policies and conduct the affairs of their unit through regular meetings of the faculty of that department.

Under the leadership of the department chairs, the faculty in each instructional department:

1. Recommend curricula for major and minor concentrations in their cognizant fields of knowledge for students seeking a degree or a teaching certificate.
2. Prepare syllabi and instructional objectives for each course.
3. Provide input for the schedules of courses to be taught.
4. Assist in advising students.
5. Make follow-up studies of students.
6. Prepare for and teach classes.
7. Provide appropriate coordination for student teachers, interns, and other living laboratory experiences.
8. Submit all necessary administrative reports.
9. Recommend students, on behalf of the area concerned, for admission to teacher education, admission to student teaching, graduation, certification, professional and graduate programs, and employment.
10. Prepare and submit an annual departmental budget.
11. Maintain the physical facilities and equipment in as good condition as possible.
12. Request necessary equipment and supplies for the department.
13. Request that the librarian purchase books for the library which are of interest to the department.
14. Cooperate in the selection, appointment, and promotion of members of the department.
15. Support each member of the department in developing professional abilities, interests, and in increasing their professional status.

3.3 FACULTY SENATE

3.3.1 Constitution of the Faculty Senate

Preamble

The faculty of Southeastern Oklahoma State University, in order to provide a regular forum in which it can share its mutual interests, identify its mutual concerns, and address its mutual problems, thus increasing its involvement in the University's activities and goals, hereby establishes this Faculty Senate.

Article I—Name

The name of this organization shall be the Faculty Senate of Southeastern Oklahoma State University. For the purpose of this constitution, the term "faculty" shall refer to one holding faculty rank, contracted and assigned full time in an academic department for at least nine months, and whose primary responsibility is as a teacher and/or researcher. Chairpersons of academic (teaching) departments and professional librarians are defined as faculty. Any cases not covered by this article shall be decided by the Executive Committee.

Article II—Functions and Powers

Section A.

The Faculty Senate shall be the official representative body of the faculty with powers to act for the Southeastern Oklahoma State University faculty.

Section B.

The Faculty Senate shall present the position of the faculty concerning policies affecting the University to the appropriate committee, administrative office, or board.

Section C.

The minutes of each meeting of the Faculty Senate shall be submitted to the president, the faculty, and the administrative officers of the University. (i.e. website)

Section D.

The Faculty Senate shall have authority to determine its procedures and the procedures of its committees.

Section E.

The Faculty Senate will review, evaluate, and make recommendations for changes in undergraduate and graduate academic policies, such as calendar changes, grading policies, attendance policy, advanced standing and placement policies, admission requirements, and other appropriate matters.

Article III—Composition

Section A.

The Faculty Senate shall be composed of senators elected from the faculty of each school and from the library. The existing Faculty Senate shall conduct the elections at the beginning of each fall semester.

Should any Senate seats remain vacant after fall semester elections at the start of the academic year, a special election will be held at the end of the fall semester for fill the vacancies. Senators seated by the special election start their service at the beginning of the spring semester, with their terms being complete on the final date of the appropriate vacant seat.

Section B.

Senate officers shall be chair, chair-elect, recorder, treasurer, archivist, and parliamentarian. The archivist, chair and chair-elect shall be elected from the faculty at large. The recorder, treasurer, and parliamentarian shall be elected by the senators from the currently sitting senators. It is recommended that a person be on the Senate for a year before they are an officer. (Revised. 11/2013 by Faculty Senate) Should a sitting senator be elected chair-elect or archivist, the senator's seat will be considered vacant and should be filled as detailed in section F.

Section C.

The offices of archivist, chair and chair-elect are two-year terms. Upon completion of the two-year term, the office of chair will be filled by the chair-elect. Elections for the archivist and chair-elect will be held in alternating spring semesters, with the chair-elect being in odd numbered year and the archivist being in even numbered years. The archivist and chair-elect will assume office in the fall of the academic year following the election. The new chair-elect will assume the office of chair-elect, the outgoing chair-elect will assume the office of chair, and the outgoing chair shall become the past chair on August 1 in the year of the chair-elect election. Should the office of chair be vacated before the two-year term is completed (e.g. because of resignation or retirement), the office of chair will immediately be filled by the chair-elect (who will fulfill the remainder of the two-year term), and a new chair-elect shall be elected from the faculty at large to fill the remainder of the two-year term. Should the office of archivist or chair elect be vacated before the two-year term is completed (e.g. because of resignation or retirement), a new officer will be elected from the faculty at large to fill the remainder of the two-year term.

Section D.

The immediate past chair shall be a member of the Faculty Senate for two years. The term of the chair will end on July 31 of the year of the Chair-elect election.

Section E.

The senators shall be elected at the beginning of the fall semester. The School of Arts and Sciences shall have 8 senators, the John Massey School of Business shall have 3 senators, the School of Education and Behavioral Sciences shall have 5 senators, and the library shall have one. All senators shall serve three-year terms, with the terms staggered so that each school elects approximately 1/3 of its senators each fall. The term of the senator will end on July 31 of their 3rd year of service.

Section F.

If the office of chair becomes vacant, the chair-elect shall take the office and the Faculty Senate shall call for the election of a new chair-elect. If a senator, through death, resignation, or removal, leaves a senatorial position vacant, the Faculty Senate shall call upon the appropriate school to elect a new senator to fill the unexpired term. A special election will occur by the end of the semester or the beginning of the following semester in which the vacancy occurs. The seat being filled by the special election will complete the term designated to that seat original senator. In the instance of a senator departing in the final semester of their term, a special election need not be held.

Section G.

Duties of Officers

The chair of the Senate shall have the power to appoint ad hoc committees as needed, establishing their specific duties in advance. In addition, the chair's role is to facilitate the operations of the Senate. The chair shall call meetings to order, recognize speakers, and call for votes after motions have been made. In consultation with other officers and committee chairs, the chair shall prepare the agenda for each meeting. Upon assuming office, the Chair of the Faculty Senate will be provided a three-hour course equivalent

reallocation time each semester, including summer (in accord with the Revised Interim and Summer School Policies—4.7.5). The Faculty Senate Chair's Department Chair is responsible for initiating the necessary paperwork.

The chair-elect shall serve in the absence of the chair and assist the chair in preparing the agenda.

The recorder shall keep an accurate record of all meetings and assist the chair in distributing the agenda and minutes of each meeting. The recorder shall also be in charge of publicity, in consultation with the chair and chair-elect.

The treasurer shall keep accurate and legal financial records, pay statements in a timely fashion, and present a monthly report.

The archivist shall maintain a depository for all documents (e.g., minutes, memos, and letters) produced by the Faculty Senate, Faculty Senate committees, and all University committees (standing and ad hoc) under the oversight of the Faculty Senate. The archivist will also maintain a depository for all written responses to memos and letters submitted by the entities listed above. The archivist also will serve as the web master for the Faculty Senate home page. It is the responsibility of the chair of each committee to forward all written documents to the archivist. The Archivist of the Faculty Senate will be provided a three-hour course equivalent reallocation time each semester, including summer (in accord with the Revised Interim and Summer School Policies—4.7.5).

The parliamentarian shall ensure proper procedures during meetings.

Article IV—Meetings

Section A.

The Senate shall meet at least once a month at a time and date set by the membership at the beginning of the fall semester. Emergency meetings may be called at any time so long as a 48-hour notice is given and the agenda posted.

Section B.

The Executive Committee shall make arrangements for a meeting place. The Chair will post notices of the meeting and the agenda at least 48 hours before the meeting time.

Section C.

All Senate meetings will be open, and attendance by all faculty shall be encouraged. With prior notification of the Senate, any faculty member may bring an issue before the Senate.

Section D.

The Faculty Senate may vote on proposed legislation when 50 percent of the Senate is present.

Section E.

The rules contained in the current edition of Robert's Rules of Order shall govern the parliamentary procedures of the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any special bylaws the Faculty Senate may adopt.

Section F.

The Faculty Senate may refer any item to the vote of the faculty as a whole. Upon the demand of one-third of the Faculty Senate, an item must be referred to the vote of the faculty as a whole.

Section G.

Upon petition of 20 percent of the faculty, any item must be submitted to the vote of the faculty as a whole.

Article V—Committees

Section A.

The standing committees of the Faculty Senate shall be the Executive Committee, the University Affairs Committee, the Personnel Policies Committee, the Planning Committee, the Budget Committee, and the Committee on Committees. A senator may serve on the Executive Committee and one standing committee at the same time. The library senator may choose which committee to serve on.

Section B.

The functions and membership of the standing committees shall be as follows:

Executive Committee:

This committee shall consist of all officers as stated in Article III, Section B, and the immediate past chair. Its function shall be (a) to initiate the selection of members to the other standing committees; (b) to direct Senate discussions of all matters duly brought before it; (c) to assist in the implementation of legislation adopted by the Senate; (d) to report action taken in response to Senate decisions; and (e) to invite any extra-agenda respondent to address the Senate on an issue relating to the interests of the faculty; and (f) to remove a committee chair who is not performing adequately and ask the committee in question to elect a new chair, (g) to remove a committee member who is not performing adequately and direct the Committee on Committees to appoint a new member; and (h) to temporarily modify a committee's membership or function statement only when timeliness of action is of the essence and the process cannot be carried out through the normal process in an expeditious manner. (NOTE: A committee member or chair who has been removed from his/her position on a committee may appeal the removal to the Faculty Senate. This appeal must be made in writing within ten working days from the notification of dismissal. The appeal will be heard and voted on by the Senate with a simple majority determining the outcome. The person making the appeal may ask the Faculty Appellate Committee to represent them before the Senate.)

University Affairs Committee:

This committee shall consist of at least one senator from each school, selected from the Faculty Senate. Its function shall be (a) to establish and maintain effective communications between the faculty and the student body, specifically through the Student Senate; (b) to gather and disseminate information, complaints, etc., directly related to the quality of the physical environment of the University; (c) to establish and maintain communications between this faculty, the faculties of other universities and colleges, and the public at large through the Recorder; and (d) to serve as a contact for adjuncts to bring their concerns to the Senate and have them addressed.

Personnel Policies Committee:

This committee shall consist of at least one senator from each school, selected from the Faculty Senate. Its duties shall involve all matters which directly affect the well-being of the faculty member at the institution. These matters shall include, but not be limited to salary, insurance, teaching, post-tenure review, and travel to professional meetings.

Planning Committee:

This committee shall consist of at least one senator from each school, selected from the Faculty Senate. Its function shall be (a) to encourage and aid in the development of professional standards and scholarship; (b) to facilitate the development and implementation of long-term goals for departments and schools, particularly, those goals relating to curricular matters.

Budget Committee:

This committee shall consist of at least one senator from each school selected from the Faculty Senate, a representative from the Library, the Chair, Chair-Elect, and Past Chair. The function of this committee shall be to advise the University Vice Presidents and the President on general budgetary matters. Periodically, this committee will communicate with the faculty regarding the status of the budget and will attempt to establish a consensus on funding needs and priorities.

Committee on Committees:

This committee shall consist of at least one senator from each school, selected from the Faculty Senate plus the Chair, Chair-Elect, and Past Chair. Its function shall be to appoint members to the University committees subject to the approval of the Faculty Senate.

Article VI—Amendments

Section A.

Amendments to this constitution shall ordinarily be initiated as propositions by a senator. Upon passage by the Senate, they shall be duplicated and distributed to all members of the faculty.

Section B.

Such proposed amendments shall be considered as adopted when approved by an affirmative vote of two-thirds of the members of the Faculty Senate. Such voting shall be by written ballot.

Section C.

This constitution may also be amended by an initiative election. Such an initiative shall specify the amendment(s) to be made and shall require the signatures of 20 percent of the faculty as defined in Article I. Verification of the signatures on the initiative shall be by the Executive Committee. Upon verification, such amendments shall be submitted to the Faculty Senate. The amendment(s) shall be considered as adopted when approved by an affirmative vote of two-thirds of the Faculty Senate who vote. Such voting shall be by written ballot. Or the proposed amendment (s) may be submitted to the faculty as a whole under the provisions of Article IV, Sections F and G.

Article VII—Bylaws

Section A.

All procedural decisions and guidelines adopted by the Senate to implement its constitution shall be appended to that document in an addendum to be labeled "Bylaws." These bylaws shall be designed to supplement, modify, or extend the parliamentary rules of order specified in Robert's Rules of Order.

Section B.

Adoption and amendment of bylaws shall be by a simple majority vote of those members of the Faculty Senate who are present. Presentation of proposed bylaws or amendments thereof shall follow the procedure for presentation of proposals detailed in Article IV of this constitution.

Section C. Bylaws and Procedures (added by Faculty Senate, October 2019)

1. Faculty Senate Voting:
    - Faculty senators must be informed, in writing, of issues or proposals that require a senate vote at least 48 hours, in advance, when possible. Supporting documentation should also be provided, if possible.
    - Electronic voting for Faculty Senate business should only occur over semester breaks, including summer, or in situations where a deadline would not be met by conducting the vote at the next scheduled meeting, or by convening an emergency meeting.
        - Electronic votes should be announced 24 hours in advance.
        - Affirmative majority of a quorum, rather than the affirmative majority of the entire membership, may complete a successful vote.
        - Votes must be confirmed by the chair and one additional member of the executive committee.
        - All details of voting, results, and methodology should be presented the next time the senate convenes.

    The following are recommended best practices:

- In recognition of the value of debate, when possible documents should be available at a common site and a discussion board or similar mechanism made available for senators to debate the issue.
- The discussion should be collected and archived in the same manner as other Faculty Senate business.

2. Voting by proxy shall be allowed in the Faculty Senate. Proxies may be given either on a specific topic or be unrestricted but may last no longer than a single meeting. Notice of a proxy must be sent to the Senate Chair and the Parliamentarian prior to the start of a given meeting, and proxies do not count towards a quorum. (February 25, 2015)

3. If a Senate meeting goes longer than 90 minutes, the Parliamentarian (or Chair if the Parliamentarian is absent) will make a motion to postpone business until the next Senate meeting and adjourn. (September 3, 2014)

4. Once a quorum is established to convene a meeting, official business (but not votes) may continue to be transacted in the absence of a quorum. In case a quorum is lost, the chair may elect to continue or to adjourn. (May 1, 2013)

5. Allow the Executive Committee to act on behalf of the Faculty Senate during the summer months with the provision that any substantive decision be required to have an e-mailed vote of the Senate, in accord with the Faculty Senate Voting Bylaw. (May 2, 2012)

6. The Faculty Senate Archivist shall be authorized to make corrections of factual inaccuracies in documents and postings on the Senate website (e.g. the listings of FS Award winners). Such corrections and changes will be recorded and dated on a document called "Archive Corrections" that will be posted on the most recent 'Senate Documents' page on the FS website, and the changes will be announced at the next Faculty Senate meeting (April 29, 2019).

3.3.2 Senate Oversight of General Faculty Committees

The Faculty Senate is the official representative body of the faculty of Southeastern Oklahoma State University. The Faculty Senate shall ensure that appropriate consideration be given to faculty concerns during the revision of department, school, or University's mission statements and goals or modification of University policies. The Faculty Senate is empowered to present the position of the faculty concerning the policies affecting the faculty and University to the appropriate committee, administrative office, or board. The Faculty Senate also shall promote the development of professional standards and scholarship within the faculty and University.

The Faculty Senate's oversight functions apply to all the committees and councils listed in 3.3.3 and include the authority to:

- Assign charges and responsibilities
- Define and ensure a formal reporting process
- Define membership, and as appropriate appoint committee members

- Modify function statements as needed
- Review and make modifications in areas that directly affect the primary work of the faculty such as curriculum matters
- Create, dissolve, and restructure committees

The Faculty Senate's Committee on Committees serves as the originating body for recommendations concerning appointments to, creation of, and dissolution of committees. The Faculty Senate must approve all recommendations before they take effect.

3.3.3 Committee Definitions

3.3.3.1 Faculty Senate Committees

The memberships of these committees consist of faculty senators. These committees report directly to the Faculty Senate. The functions and memberships of these committees are described in the Faculty Senate Constitution, Article V. The list of these committees is as follows:

- Executive Committee
- University Affairs Committee
- Personnel Policies Committee
- Planning Committee
- Budget Committee
- Committee on Committees

3.3.3.2 General Faculty Committees

The Faculty Senate assigns the following General Faculty Committees their responsibilities. The membership and functions of these committees are described in Section 3.5.

- Academic Appeals Committee
- Bachelor of Science in Liberal and Applied Studies Coordinating Committee
- Campus Sustainability Committee
- Curriculum Committee
- Faculty Appellate Committee
- Faculty Grievance Committee
- Honors Committee
- Institutional Animal Care and Use Committee
- Institutional Assessment Committee
- Institutional Review Board (formerly the Human Subjects Research Review Committee)
- Library Committee
- Organized Research and Program Review Committee

3.3.3.3 General Faculty Councils and Committees

Composed primarily of faculty, General Faculty Councils also include select administrators as ex-officio and non-voting members. The membership and functions of these councils are described in Section 3.5. The list of these councils is as follows:

Academic Council
Distance Education Council
General Education Council
Graduate Council
Teacher Education Council

Note: the Administrative Council is an entity whose membership, function, and operation are not overseen by the Faculty Senate.

3.3.3.4 Ad Hoc Committees—Faculty Representation on Ad Hoc Committees, Task Forces, and Teams

At times, there is a need to appoint ad hoc committees, teams, or task forces to perform short-term special assignments. These committees may need to have a different composition (e.g., representation from all divisions of the university, and/or expertise not found on standing committees) and/or an assignment that does not fall within the functions of one of the existing committees. Ad hoc committees with significant faculty representation are typically created by the university President or by the Chair of the Faculty Senate.

These guidelines should be followed regarding ad hoc committees with significant faculty representation:

- The President will work with the Faculty Senate to ensure the ad hoc committee does not usurp the responsibilities of an existing committee.
- These committees should be of limited duration and have specific charges.
- These committees will be given access to information and data that are needed to effectively perform their charges.
- The composition, charges, processes, and findings of these committees will be clearly publicized and made available to the university community.
- Attention and due consideration will be given to the workloads and time demands on the participants of these committees, and where possible should be voluntary.
- Should it be determined that the charges and work of an ad hoc committee need to be extended, the term will be limited to an additional year.
- Exceptions to these guidelines should be specified in the formation of the committee.

3.4 Operational Guidelines for General Faculty Committees and Councils

1. An individual may serve as a voting member on no more than three general faculty committees and councils.

2. A quorum will be defined as a majority of the voting members, unless specified otherwise in the committee description.
3. If a member cannot attend a meeting, he/she is allowed to send an unrestricted proxy to the meeting to act on his/her behalf. An *unrestricted proxy* is defined as someone who is temporarily invested with the rights and responsibilities of committee membership. In general, an unrestricted proxy will count toward the number of committee members needed to establish a quorum. A committee member may serve as a proxy for another committee member, although in that case, the proxy shall not count toward a quorum. The committee chair must be notified of the assignment of any proxies prior to the meeting.
4. Each committee and council will schedule at least one meeting during the academic year.
5. Student participation, where appropriate, will be sought and encouraged.
6. Complete minutes of each committee and council meeting are to be filed with the Archivist for posting on the Senate website. Minutes will include but are not limited to the following: date, time, members present and absent, guests, agenda, motions and votes. Documents considered at the meeting may be included.
7. It is the responsibility of the committee or council chair to submit a year-end report to the Faculty Senate Archivist. The report will include the dates of the year's meetings, and the recommended charges for next year's committee or council.
8. Unless otherwise stipulated, when a vacancy occurs, the Faculty Senate will be notified by the committee chair and the vacancy will be filled in the same manner as the position was originally filled.
9. A list of all general faculty committees and councils, and their current membership will be posted on the Faculty Senate website by the Archivist.
10. Terms of membership on all committees and councils will be based on the academic year calendar.
11. By May of each academic year, current members of general faculty committees and councils will elect a faculty chair to serve for the following year. Only committee members whose terms extend through the following year are eligible for election.
12. If there is a problem achieving a quorum or in exceptional circumstances, email voting is allowed, unless any committee member requests a regular meeting to vote. If email voting is done, allowances for discussion and necessary documents should be made available before voting. To call an email vote, the chair must specify when the voting begins and ends with a minimal time of 24 hours. The results need to be communicated to the rest of the committee in a timely manner.
13. Ex officio committee positions are non-voting, unless otherwise stated in the membership statement.
14. Administrators shall not chair a committee or council unless otherwise stated in the membership statement.
15. Robert's Rules of Order shall be the parliamentary authority on all matters of procedure not specifically covered in the committee structure.

3.5 Function and Membership of General Faculty Committees

Academic Appeals Committee

Function

The Academic Appeals Committee will serve as an appeals board upon receipt of written requests from faculty or undergraduate students who seek to have grades or records altered. Appeals for graduate students are heard by the Graduate Council. The committee will also act on appeals of undergraduate students who are on academic probation or who have been suspended for academic reasons. The decisions of the Academic Appeals Committee will be final. The faculty member and department chair will be informed of the result of the appeal.

Membership

The Academic Appeals Committee will consist of ten voting members: eight faculty members, two from the John Massey School of Business, two from the School of Education and Behavioral Sciences, and four from the School of Arts and Sciences will be appointed by the Faculty Senate for three-year staggered terms. Two students of upper-division or graduate standing will be appointed by the President to serve one-year terms. The committee chair must be a faculty member. The VPAA (or designee) will serve as an ex-officio non-voting member, and act as a liaison to the committee. The chair and VPAA will work together to coordinate the ongoing activities of the committee.

Bachelor of Science in Liberal & Applied Studies Coordinating Committee (BSLASCC) (Updated 2-2019)

Function

The Bachelor of Science in Liberal & Applied Studies Coordinating Committee (BSLASCC) will provide leadership in developing and coordinating the Bachelor of Science in Liberal and Applied Studies degree program. The committee will develop program standards. They will also collect and analyze assessment data and make any appropriate recommendations for modifications. All recommendations from this committee must be submitted to the appropriate committee for action. An annual report of the actions of the Bachelor of Science in Liberal and Applied Studies Coordinating Committee will be submitted in April of each year to the Faculty Senate, General Education Council, and Academic Council.

Membership

The Bachelor of Science in Liberal and Applied Studies Coordinating Committee will consist of at least seven faculty members. The Faculty Senate will appoint members for three year staggered terms. There will be a minimum of one committee member from each of the six groups (Arts, Humanities, Natural Sciences, Applied Sciences, Behavioral Sciences and Applied Behavioral Sciences). An additional member from the department of English, Humanities and Languages will also be a member. The Director or designee of the Academic Advising and Outreach Center (AAOC) and the Coordinator of the BSLAS will serve as ex-officio, non-voting members.

Campus Sustainability Committee

Function

The Campus Sustainability Committee shall meet at least twice per academic year. The function of this committee is to: (a) investigate all information gathered in regards to issues, complaints, violations, etc.,

directly related to the quality of the physical environment of the University; (b) place emphasis on all aspects of the campus that reflect an attitude of stewardship with the community and environment, such as the inclusion of environmentally smart and sound concepts into current and future building and renovation projects; (c) to serve the administration as an advisory body and to present an annual report by March 31st of each year that prioritizes projects (grounds and facilities) with cost estimates and identifies any alternative funding sources. The administration is encouraged to use the committee as a resource in the development of the annual budget and in the communication to faculty/staff/students on decisions that affect the learning and work environment.

Membership

This committee shall be comprised of the following members: (a) at least one faculty member from each school, selected by the Faculty Senate; (b) one member of the staff, appointed by the Staff Association; (c) one representative from the Student Government Association; (d) the Vice President for Business Affairs; and (e) the director of the Physical Plant, with all non-administrative members serving two year terms.

Curriculum Committee

Function

The function of the Curriculum Committee will be to provide leadership in developing and continuously reviewing undergraduate curriculum philosophy. Within the framework of this curriculum philosophy, the Curriculum Committee will continually review, evaluate, coordinate, and make recommendations for changes in the general, specialized, and professional education curricula in the undergraduate programs. The Curriculum Committee will also make recommendations concerning policy and regulations relating to departmental and interdisciplinary majors and minors. This committee will make appropriate recommendations to the Academic Council on all new curricula and on all curricula changes, additions and deletions. Such recommendations may originate in the Curriculum Committee or be referred to it by an individual or a group. A copy of any recommendation received by or originating in the Curriculum Committee will be forwarded to the appropriate department(s) for informational purposes. Any recommendation submitted to the Curriculum Committee must disclose whether there was faculty participation from the department(s) or school(s) and the results (if any) of the faculty participation in the department(s) or school(s) submitting the recommendation.
*See Appendix A for Curricular Change Procedures.

Membership

The Curriculum Committee will be composed of nine faculty members and three students. The Chair Elect will be elected by current members each May to serve for one year, and then assume the role of chair the following year. Both the Chair and Chair-Elect must hold academic tenure and have at least one year of experience on the Curriculum Committee. Eight faculty members will be appointed by the Faculty Senate for three year terms: two faculty from the John Massey School of Business, two faculty from the School of Education and Behavioral Sciences, and four faculty from the School of Arts and Sciences, such that there is not more than one member from a given academic department (if not possible – at least not more than one member from an academic major program). In addition, one

librarian will be appointed to serve as an ex officio member. Three upper-division undergraduate students will be appointed by the Student Senate and approved by the President for one-year terms. The students will be chosen to provide broad representation from the academic areas.

Faculty Appellate Committee

Function

The Faculty Appellate Committee will hear procedural due process appeals regarding promotion, tenure, and post-tenure review (according to 4.6.3 Step 6, and 4.4.7.7) and act as the Appellate Committee on the Dismissal of Tenured Faculty Members (according to 4.6.12).

Membership

The Faculty Appellate Committee will consist of no more than nine faculty members. There will be eight tenured faculty members appointed by Faculty Senate for two-year staggered terms. There will be four members from the School of Arts and Sciences, two from the John Massey John Massey School of Business and two from the School of Education and Behavioral Sciences. One member is appointed by the President. If any member of the committee is an interested party in a case which comes before the committee, said committee member shall not serve on that case. The committee member may identify him/herself as an interested party and the appellant can challenge a committee member as an interested party but must provide grounds. The committee as a whole will determine if there is an issue of interest raised by the appellant. The Faculty Senate will also select three alternate members (one - from each school) who will serve to replace committee members from the same school in the case of recusals for a given hearing. In the event that both a regular member and their designated alternate must recuse themselves from a hearing, the Faculty Senate will appoint an appropriately qualified special alternate. No member may serve more than two consecutive terms.

Procedure

For matters of the Dismissal of Tenured Faculty Member a quorum shall be five members or a majority of qualified members of the committee as indicated by the RUSO Policy Manual. For matters of promotion, tenure, and post-tenure review appeals, at least seven members are needed.

Faculty Grievance Committee

Function

The Faculty Grievance Committee will hear faculty grievances and make recommendations. The grievances are in matters not pertaining to promotion, tenure, post-tenure review, or dismissal of tenured faculty members. Complaints unresolved administratively involving harassment or discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran, must be filed with either the Title IX Coordinator or the Equal Employment Officer (EE0) and will be handled according to Civil-Rights & Title IX Policy for Faculty, Students and Staff: Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff (URL is updated to the new website, 9-5-2019)

Membership

The Faculty Grievance Committee will consist of eight faculty members. There will be four members from the School of Arts and Sciences, two from the John Massey School of Business and two from the School of Education and Behavioral Sciences. The members will be appointed by the Faculty Senate for three-year staggered terms.

Procedure

The Faculty Grievance Committee will appoint a chair, who must be tenured, whose responsibility it will be to receive grievances from the appropriate office and to assign at least three (3) members of the committee as a subcommittee to hear any grievance. A faculty member may recuse themselves from being on a subcommittee if they feel there may be a conflict of interest.

Honors Committee

Function

The Honors Committee acts in an advisory capacity to the Honors Program Director. The committee may advise concerning formulation of policies and procedures for the administration of the Honors Program as well in the development of criteria and procedures for student participation in the program. The Honors Committee, with input from the Honors Program Director, will develop and assess program curriculum and select faculty for the program. The Honors Committee will foster an atmosphere of experimentation and creativity in teaching by encouraging faculty to create courses for the Honors Program.

Membership

The Honors Committee will be composed of eight faculty members and one student member. The Faculty Senate Committee on Committees will appoint two faculty members from the John Massey School of Business, two faculty members from the School of Education and Behavioral Sciences, and four faculty members from the School of Arts and Sciences, such that there is not more than one member from a given academic department (if not possible – not more than one member from an academic major program). A faculty Chair and Vice Chair will be elected by the current committee members by May of the academic year and serve for two years. Faculty members will serve for four year staggered terms with two committee members to be appointed each year. Since continuity is important to the Honors Committee, special consideration will be given to members who wish to serve for additional terms. The student member will be the President of the Honors Student Advisory Council. The Honors Program Director and the VPAA's appointee and a representative from Academic Advising and Outreach Center will serve as non-voting ex officio members of the committee.

Institutional Animal Care and Use Committee (IACUC)

Function

The responsibility of the IACUC is to oversee and routinely evaluate the university policies for the use of laboratory animals and compliance of those policies to the Guide for the Care and Use of Laboratory Animals. Its oversight functions include review and approval of proposed animal use (protocol review) and of proposed significant changes to animal use; regular inspection of facilities and animal use areas; regular review of the university policies regarding animal care and use; ongoing assessment of animal care and use; and establishment of a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The committee must meet as often as necessary to fulfill its responsibilities, and records of committee meetings and results of deliberations should be maintained. Review of animal research and facilities inspections should occur at least annually or more often as required (e.g., by the Animal Welfare Act and PHS Policy). After review and inspection, an annual written report (including any minority views) should be provided to the VPAA about the status of animal research at Southeastern.

Membership

The Institutional Animal Care and Use Committee will consist of six members, four of which are faculty. The Faculty Senate will appoint faculty members for three-year staggered terms. There will be two faculty from the School of Arts and Sciences, one from the John Massey School of Business, and one from the School of Education and Behavioral Sciences. At least one of the four faculty members should be a practicing scientist experienced in research involving animals. The VPAA (or designee) will be an ex officio, non-voting member of the committee. In addition, there will be a Doctor of Veterinary Medicine either certified (e.g. by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the university. There also will be one public member to represent the general community's interests in the proper care and use of animals. Outside members, who are not faculty, must be reappointed annually by the committee faculty members. Non-faculty members will be solicited by the committee and appointed annually.

Institutional Assessment Committee

Function

The Institutional Assessment Committee is responsible for monitoring the University's compliance with the Oklahoma State Regents for Higher Education Assessment Policy, as well as the assessment policies of the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. The committee will:

- Recommend policies and procedures to appropriate governing agencies (e.g., the Faculty Senate, administrative officers, faculty committees) on the efficacy of assessment for programs as well as the broader University culture;
- review assessment plans and reports for the academic and student life programs to monitor the culture of student learning at the University;
- monitor and review the assessments of entry-level students, General Education, academic programs, student satisfaction, graduates, and student life at the University.

Membership

The committee will be comprised of the Director of Assessment (ex officio), two faculty members from the School of Arts & Sciences, one faculty member from the School of Education & Behavioral Science,

one faculty member from the John Massey School of Business, one at-large faculty member (rotated through the schools), one librarian, one student representative, and one representative from the Staff Association. There should be no more than one faculty member from a given academic department.

Institutional Review Board

(Formerly known as Human Subjects Research Review Committee)

Function

The Institutional Review Board will formulate recommendations and policies for review of research and protocols for research conducted with human subjects at Southeastern Oklahoma State University. Any proposals for research using human subjects by Southeastern's faculty, undergraduate or graduate students, will be required to be submitted for review and approval by the Institutional Review Board. Provided, however, research which is part of a course requirement would be the responsibility of the professor teaching the course and would be expected to comply with established ethical and legal standards. Applicable research initiated by someone outside the SOSU community in which a SOSU faculty member is participating will also be subject to review and approval by the Institutional Review Board. In such a case, all that the Institutional Review Board would require is a letter of approval from the initiating individual's institution stating that the subject research proposal has been approved by the Human Subjects Research Review Committee/Institutional Research Board at that institution.

Membership

The Institutional Review Board will be composed of eight faculty members, one member of the community, the Vice President for Academic Affairs (or designee), and one upper-division student. The appointments will be for three years. The Faculty Senate will appoint two faculty member from the John Massey School of Business, two faculty members from the School of Education and Behavioral Sciences, and four faculty members from the School of Arts and Sciences, such that there is not more than one member from a given academic department (if not possible – not more than one member from an academic major program). To allow for continuity of committee functioning, the chair must have at least one year's experience on the Institutional Review Board. The community member will be solicited by the Institutional Review Board for membership in the committee. The community members will serve for one year. Service may be renewed for another year by mutual agreement of the committee and the community member. The VPAA (or designee) will be an ex officio member of the committee. The upper-division student member will be appointed annually by the Student Senate and approved by the President.

Library Committee

Function

The purpose of the Library Committee will be to review and recommend policies for the use of the library. This committee explores educational resources for the library, and reviews the general purchasing practices including the allocation of library funds among the various departments.

Membership

The Library Committee will be composed of eleven members. The Director of Libraries will serve as an ex-officio non-voting member and act as a liaison to the committee. The faculty chair and Director of Libraries will work together to coordinate the ongoing activities of the committee. Eight members of the faculty will be appointed by the Faculty Senate for three-year terms on a staggered basis. The Faculty Senate will ensure broad representation including the graduate school and undergraduate departments, with no more than one committee person from any one department. A minimum of two of the committee persons will be members of the graduate faculty. One graduate and one upper-division undergraduate student will be appointed by the Student Senate and approved by the President for one-year terms.

Organized Research and Program Review Committee (ORPRC)

Function

The responsibilities of this committee are:

1. Organized Research Funding:
    - To set and amend policy with regard to disbursement.
    - Review applications twice a year or more depending on special circumstances to make recommendations for funding to the Office for Academic Affairs.
    - Periodically review and analyze the effectiveness of the Organized Research Grant program.
2. Review of Academic Programs:
    - Conduct a preliminary editorial review of each program self-study report.
    - Review the resumes of prospective consultants and participate in any decision to initiate an evaluation of a program by peer-reviewers from other institutions.
    - Review the external evaluation report.
    - Evaluate the program self-study report, peruse both sets of recommendations deemed appropriate by the Committee.
    - Conduct conferences with the department, if needed, to clarify any discrepancies in the program review recommendations.
    - Resolve any differences (when possible) between the departmental and consultant recommendations, or issue a third party report.
    - Prepare a final report of the Committee recommendations for each program and submit it to the Office for Academic Affairs.

Procedures

The committee procedures include the following:

1. Funding priorities for Organized Research Mini-Grants will be:
    - Faculty research/scholarly activities and travel to professional meetings or conferences in which the faculty member is presenting or presiding in an official capacity, not including faculty pay for summer while working on a research project.
    - Professional development will have a lower priority than research/scholarship (e.g., attending conferences or workshops).

- Funding for Organized Research Grants will be based primarily upon anonymous recommendations by faculty reviewers and the ORPRC will be cognizant of University budgetary constraints. The Organized Research and Program Review Committee will make grant award recommendations to the VPAA.
- Funding for Organized Research will cover 70% (not to exceed $1190) of the total cost of proposals. The faculty PI's need not specify the source of the remaining 30% (e.g., departmental, personal, or external sources), but may if they so wish. This formula could be modified on the basis of availability of funds.
- Funding for Organized Research Grants normally will be restricted to one application per faculty member per semester and/or no more than two per academic year.

2. Funding priorities for Organized Research Regular Grants will be:
    - A minimum of ten percent of the Organized Research budget will be designated for Regular Grants.
    - Regular Grants will be awarded campus-wide and are defined as substantial research and creative scholarly activities with a total requested budget greater than $1700. Regular grants are projects that have significant potential to lead to funding from external agencies (foundations, state or federal agencies, or business industry), or that have significant potential to generate revenue that would reimburse SOSU beyond the expenses incurred in the original project.
    - The review process for Regular Grant requests will be the same as the Mini-Grant process.

3. The Committee will have the option of utilizing one or more SOSU faculty as ad hoc reviewers, whose role will be to assist the committee in reading review reports and evaluating specific programs. The ad hoc reviewer(s) would be allowed to vote with the panel on recommendations and matters affecting the specific program. A regular committee member will abstain from participation when there is a conflict of interest, such as when a program from the member's department is under review.

Membership

Membership of the ORPRC will consist of five faculty (two from Arts & Sciences, one from Education and Behavioral Sciences, one from the John Massey School of Business, and one from the Graduate Council), one student, and an ex officio member from the Office for Academic Affairs. If the member from the Graduate Council term ends before the term of ORPRC, then the ORPRC member will finish his or her term on ORPRC. The Faculty Senate Committee on Committees will appoint the faculty members for a three-year term of appointment. The faculty members will have staggered terms to be determined by the Committee on Committees. The Student Government Association will choose the student representative. The student representative will serve a one-year term.

3.6 General Faculty Councils

3.6.1 Function and Membership of General Faculty Councils

Academic Council

Function

The function of the Academic Council will be to act on all recommendations submitted by the Graduate Council, Curriculum Committee, General Education Council, Distance Education Council, Teacher Education Council, and Faculty Senate. The Academic Council will consider and make recommendations concerning any academic matter which is not an assigned function of another committee. The Academic Council will also function as an "academic matters" sounding board for the general teaching faculty and the administration.

Membership

The Academic Council will be composed of department chairs as voting members. A faculty chair will be elected by the current members each September. The VPAA will serve as an ex-officio, non-voting member, and act as a liaison to the committee. The faculty chair and the VPAA will work together to coordinate the ongoing activities of the committee. Other ex-officio non-voting members will be determined by the VPAA. A designated voting member may appoint a substitute representative who will be eligible to participate in voting.

Meeting Schedule

The Council will meet twice each semester and at other times, as necessary, on a day and at a time to be set by the chair.

Procedures

Upon receipt of a recommendation from the Graduate Council, Curriculum Committee, General Education Council, Distance Education Council, Teacher Education Council, or Faculty Senate (recommendations concerning academic policies), and after due consideration, the Academic Council will accept or reject said recommendation on the basis of a simple majority vote.

I. If the recommendation is accepted by the Academic Council, the recommendation will then be routed to the VPAA for the attachment of his comments. Prior to formulating any comments, the VPAA will give the appropriate department chair an opportunity to provide input for consideration, then the recommendation will be forwarded to the President.

II. If the recommendation is rejected by the Academic Council, a conference committee will be formed consisting of four members each from the initiating committee and Academic Council. In each case, the appropriate chair will make the appointments. The conference committee will meet to elect a chair and review the recommendation for alterations, additions, or deletions.

A. Should an amended version of the recommendation be approved by a majority of the conference committee it will be sent to the initiating committee to be accepted or rejected by a majority vote. If accepted, the amended version will be submitted to the Academic Council for acceptance or rejection by a majority vote.

B. Should a majority of the conference committee fail to approve an amended version of the recommendation, the committee will report in writing their impasse to the chairs of

the initiating committee and the Academic Council. At this time, the conference committee will cease to exist.

C. Should the conference committee fail to reach a compromise on an amended version, or should either the initiating committee or Academic Council fail to accept the amended version from the conference committee, the initiating committee has two alternatives:

1. Drop the recommendation OR
2. Refer either the original recommendation or the amended version from the conference committee to the faculty as a whole. This action requires a two-thirds majority vote of the initiating committee. Such action must be completed within 45 calendar days from the date that the initiating committee or the Academic Council rejected the conference committee's recommendation, or 45 calendar days from the date that the conference committee ceased to exist. If accepted by a majority vote of the faculty, the recommendation will be submitted to the President of the University for acceptance or rejection.

Distance Education Council

Function

The function of the Distance Education Council (DEC) will be to provide leadership in evaluating, reviewing, assessing, and developing the distance education philosophy and curriculum. Any recommendation by the DEC concerning philosophies and policies of online learning will be submitted to the Academic Council. The DEC will work with the appropriate academic departments and/or administrative offices to ensure the continuation, assessment, quality, and evolution of the distance education program. The DEC will review the results of distance education assessment to determine if any modifications need to be made in the distance education philosophy and curriculum and make recommendations, if necessary, to the appropriate departments/faculty. The DEC will work with faculty and administration in determining and recommending which technology and training is necessary to implement and maintain courses and programs that will be delivered via distance education.

Membership

The Director of the Center for Instructional Development and Technology will serve as the chairperson of the Distance Education Council (DEC) and will be a non-voting member of the DEC. The composition of membership is:

- One representative from each academic department that offers distance education courses (voting members). Department representatives will be selected by the Chair of the Department and must have taught distance education courses for at least two semesters during the last two years preceding their appointment.
- One representative from the McCurtain County campus (voting member) selected by the Director of the McCurtain County Campus.
- One IETV representative (voting member) selected by the Director of Telecommunications and IETV.
- One representative from the Center for Instructional Development and Technology (CIDT) will be a non-voting member selected by the Dean of Graduate Studies, E-Programming & Academic Services.

- One representative from the library will be a non-voting member selected by the Director of the Library. One representative from the graduate faculty (voting member) will be selected by the Graduate Council.
- One student representative (non-voting member) will be appointed by the Distance Education Council. The student must have completed at least one distance education course and hold junior/senior standing.
- The Dean of Graduate Studies, E-Programming & Academic Services and the Executive Director/CIO, who will both serve as non-voting ex officio members.

All representatives, with the exception of the student representative, will serve three-year staggered terms; the student representative will serve one year. All representatives may be reappointed to the DEC when their term expires. Appointments will be made as necessary to fill vacancies using the protocols listed above.

General Education Council

Function

The function of the General Education Council (GEC) will be to provide leadership in evaluating, reviewing, and developing the philosophy, curriculum, and policies of general education. Any recommendations by the GEC concerning the philosophy, curriculum, and policies of general education will be submitted to the Academic Council.

a. The GEC will work with the appropriate faculty committee and/or administrative office to ensure the continuation, assessment, and evolution of the general education program. The GEC will review the results of general education assessment to determine if any modifications need to be made in the general education philosophy and curriculum and make recommendations, if necessary, to the Academic Council.

b. *Procedure for Adding Existing Courses to the General Education Program*--Departments desiring existing courses to be part of the general education program shall submit a proposal to the GEC for review. The committee will determine if the course complies with the parameters of the general education philosophy and curriculum. If it does comply, a recommendation will be sent to Academic Council to add the course to the general education curriculum. If the course does not comply, the GEC will inform the initiating department in writing explaining why the course did not comply. The department may resubmit the proposal after suggested modifications have been made.

c. *Procedure for Adding a New Course to the General Education Program*--A general education proposal for a new course request or a course that needs revision would be processed as follows:

- The course revision or new course request form would be submitted first to the Teacher Education Council (if applicable) or to the Curriculum Committee. The request that the course be considered as a general education requirement should be clearly marked and supported with documentation (memo) attached to the revision or add form. (The request for general education approval would not be considered by any committee except the General Education Council.)
- After action by the appropriate committee(s), the forms and general education proposal would be forward to the GEC.

- The GEC will attach its recommendation to the forms and forward all to the Academic Council. If the course does not comply with general education policy, the GEC will inform the initiating department in writing explaining why the course did not comply.

d. The GEC will work with departments to ensure that students have a full range of alternative means to demonstrate proficiency in required general education courses.

e. In order for official business to be conducted by the GEC, at least 60% of its faculty membership must be present. Any alterations (additions, deletions, modifications, etc.) in the general education philosophy or curriculum must be approved by at least 75% of the members present in an official business meeting.

f. The Director of General Education will communicate to the campus community any approved changes in the general education curriculum.

Membership

The Director of General Education (DGE) will serve as the chairperson; the chairperson is a nonvoting member of the GEC. The composition of the membership is:

a. One representative from each of the following departments/areas that offer at least one general education course: Behavioral Sciences; Biological Sciences; Physical Sciences; Computer Science; Art, Communication and Theatre; English, Humanities, and Languages; Music; Kinesiology; Management and Marketing; Mathematics; and Social Sciences. Departmental representatives will be selected by the Chair of the Department in consultation with the DGE. Departmental representatives must have taught a general education course within the last two years unless approved by the DGE.
b. One representative from each of the following departments/institutes that do not offer a general education course: Accounting and Finance, Aviation Sciences Institute, Educational Instruction and Leadership, and Occupational Safety and Health. Departmental representatives will be selected by the Chair of the Department or director of institution in consultation with the DGE. These representatives must have at least two years of teaching experience at Southeastern Oklahoma State University unless approved by the DGE.
c. One representative from the library will be selected by the Director of the Library in consultation with the DGE. This representative must have at least two years of work experience at Southeastern Oklahoma State University.
d. No academic program will have more than one voting member on the GEC.
e. Faculty members will serve three-year staggered terms. Appointments will be made as necessary to fill vacancies by protocols listed above; faculty members may be reappointed to the GEC.
f. Three undergraduate student members, one from each of the three academic schools (Arts and Sciences, Business, Education and Behavioral Sciences), will be appointed by the Committee on Committees. Students must have completed at least 24 semester hours at Southeastern, have junior standing, and be majoring in one of the programs offered by the School.
g. Student members will serve one-year terms; student members may be reappointed to the GEC.

Graduate Council

Function

The Graduate Council will periodically review graduate programs and make recommendations for any needed policy changes. Upon approval by the Graduate Council, recommendations pertaining to academic policies and curriculum matters concerning graduate programs will be made directly to the Academic Council. The Regular Graduate Faculty of the Graduate Council will conduct reviews of credentials for assessing the qualifications of professors for either initial or continuing Graduate Faculty status. The Graduate Council will serve as an appeals committee on applications for admission to the graduate programs and admission and retention to candidacy for all graduate degrees. The Graduate Council will serve as an appeals board upon receipt of written requests from graduate faculty or graduate students who seek to have grades or records altered. In addition, the Graduate Council will act on all graduate matters in teacher education after they are submitted by the Teacher Education Council.

*See Appendix A for Curricular Change Procedures.

Membership

The Graduate Council will be composed of six graduate faculty members who are not graduate coordinators, two graduate students, the Graduate Dean, and the coordinators of each of the graduate programs. In the case where a coordinator of a graduate program is also an administrator, he/she will appoint a faculty member from that graduate program to serve as his/her proxy. If there is a question whether a coordinator is an administrator or a staff member with administrative duties, the Committee on Committees will make the final decision. The chair of the council will be a faculty member. The Graduate Dean will serve as an ex officio, non-voting member and act as a liaison to the committee. Two members will be graduate students, recommended by the Graduate Dean and approved by the Graduate Council, and serve for two-year staggered terms. Six faculty members (who have Regular Faculty status) will be appointed by the Faculty Senate, two from the School of Business, two from the School of Education and Behavioral Sciences, and two from the School of Arts and Sciences. Appointments of the faculty members are for three year terms

Teacher Education Council

(By a vote of the University Faculty in February 1996, the Teacher Education Council was removed as a standing committee under the University Committee Structure. It will continue to exist as a guidance committee for the Teacher Education disciplines.)

Function

The functions of the Teacher Education Council shall be approval of Teacher Education curricula, setting and approval of Teacher Education policy, implementation of Teacher Education regulations and standards, and advising on Teacher Education matters. The Council serves as an appeals board for candidates on admission and retention denials. Teacher Education matters will be initially submitted to the Teacher Education Council. The Teacher Education Council will make recommendations as appropriate to the Curriculum Committee, Graduate Council, Faculty Senate, or Academic Council.

*See Appendix A—Curricular Change Procedures

Membership

The Director of Teacher Education will serve as chairperson. The composition of the membership is:

1. One representative from each educator preparation program as recognized by the Council for the Accreditation of Educator Preparation (CAEP).
2. The Teacher Education Services Certification Officer.
3. The chairperson of Educational Instruction and Leadership Department.
4. Representatives from area public schools as appointment by the Director of Teacher Education to satisfy the CAEP requirement for involvement of community stakeholders in decision making for the teacher education unit.

3.6.2 Other Councils and Committees

Administrative Council

Function

The function of the Administrative Council is to facilitate communication among the divisions of the University community and provide regular opportunities for the exchange of information among the divisions. Recent actions of Southeastern's governing board (the Regional University System of Oklahoma Board of Regents) are reported at Council meetings. The Council also serves as a forum for the discussion of recent and pending University related activities. Within this context, the Council advises the President on matters of broad interest to the University community.

Membership

The Administrative Council is composed of members appointed by the President. Current membership includes the President, Chair of the Faculty Senate, President of the Southeastern Staff Association, Administrative Assistant to the Dean of Graduate Studies, State Director of the Oklahoma Small Business Development Center, Director of Emergency Management/Chief of Police, Director of the Honors Program, Director of Assessment, Director of Housing and Residential Life, Director of Alumni Relations, Director of General Education, Director of Student Life, Director of the McCurtain County Campus, Director of Wellness Services, Director of Financial Aid, Executive Director of Information Technology/CIO, Director of Human Resources, Executive Assistant to the President/Vice President for Business Affairs, Director of Human Resources, Director of Physical Plant, Director of CIDT, Director of the Henry G. Bennett Memorial Library, Director of Development, Associate Director for Compliance & Internal Operations, and representative department chair(s).

3.7 Statement on Shared Governance

The administration, faculty, and staff at Southeastern Oklahoma State University embrace the principle of shared governance. Due to the complexity of institutions of higher education, there is an inescapable interdependence among the governing board, administration, faculty, students, and others. The

relationship among these entities requires that there be adequate communication among the entities/components in order to provide full opportunity for appropriate joint planning and effort.

Joint effort in an academic institution takes a variety of forms, appropriate to the different kinds of situations being encountered. "In some instances, an initial recommendation will be made by the President, with consideration by the faculty at a later stage. In other instances, an initial recommendation will be made by the faculty, subject to the endorsement of the President and governing board. In other instances, substantive contributions can be made when student leaders are responsibly involved in the process."

Two general conclusions regarding joint effort are warranted: (1) Important areas of action involve, at one time or another, the initiating capacity and decision-making participation of all the institutional components. (2) "Differences in the weight of each voice from one point to the next should be determined by reference to the responsibility of each component for the particular matter at hand."

3.7.1 Introduction

The University and other academic institutions are less autonomous than in the past, and are now supported by funds from sources over which the university exercises diminishing control. If the voices of all parties at the university are to be successfully heard, this institution must be in a position to speak from a generally unified view. When all components at the university recognize their interdependence, and are aware of the usefulness of communication, the result is that the force of joint action increases the university's capacity to solve broad educational problems.

Principles

A. Final authority and responsibility for the welfare of Southeastern Oklahoma State University rests with Regional University System of Oklahoma Board of Regents and the Oklahoma State Regents for Higher Education. The Boards delegate to the President portions of that authority for the purpose of assuring the effective management of the university.
B. Shared governance procedures and principles apply at all levels within the university.
C. Shared governance requires informed participation and collaboration by faculty, students, staff, and administrators.
D. Faculty, staff, and students shall have opportunities to participate, appropriate to their special knowledge and expertise, in decisions that relate to:

    1. Mission and budget priorities for the university;
    2. Curriculum, course content, and instruction;
    3. Research;
    4. Appointment, promotion, and tenure of all faculty members and the development of policies that affect faculty welfare generally;
    5. Development of human resources policies and procedures for exempt and non-exempt staff;
    6. Selection and appointment of administrators;
    7. Issues that affect the ability of students to complete their education; and
    8. Other issues that arise from time to time that affect the overall welfare of the university.

E. While some members of shared governance bodies (for example, faculty senate, staff association, and student government association) may be appointed, the substantial majority should be elected by their constituencies. Such bodies should elect their own presiding officers.

3.7.2 Examples of Joint Effort Activities

Identification and Determination of General Educational Policy:

General Educational Policy (e.g., institutional objectives, nature, range, and pace) is shaped by constitutional authority, law, tradition; by present needs of community; by those who work at the institution; and by the governing board. "When an educational goal has been established, it becomes the responsibility primarily of the faculty to determine the appropriate curriculum and procedures of student instruction."

Major Changes:

"Such matters as major changes in the size or composition of the student body, and the relative emphasis to be given to the various elements of the educational and research program should involve participation of governing board, administration, and faculty prior to final decision."

Planning:

"The framing and execution of long-range plans, one of the most important aspects of institutional responsibility, should be a central and continuing concern in the academic community." Effective planning demands the broadest possible exchange of information and opinion. "Channels of communication should be established and maintained by joint endeavor."

Physical Resources:

Decisions regarding existing or prospective physical resources calls for joint effort. "The governing board, president, and faculty should all seek [consensus] on basic decisions regarding buildings and other facilities to be used in the educational work of the institution."

Budgeting:

"The allocation of resources among competing demands is central in the formal responsibility of the governing board, and the administrative authority of the president, and in the educational function of the faculty. Each component should have a voice in the determination of short- and long-range priorities, and each should receive appropriate analyses of past budgetary experience, reports on current budgets and expenditures, and short- and long-range budgetary projections."

Selection of a New President:

The section of a University president is the responsibility of the governing board, and any process leading to that selection is the prerogative of the board. The Statement indicates that "joint effort of a most critical

kind must be taken when an institution chooses a new president." Faculty input is an important element in the selection process.

Selection of Academic Deans and the Chief Academic Officers:

"Selection of academic deans and chief academic officers should be the responsibility of the president with the advice of, and in consultation with, the appropriate faculty."

3.7.3 Role of the President

Please note that this section is largely quoted from: Statement on Government of Colleges and Universities jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Board of Universities and Colleges.

The president, as the chief executive officer of an institution of higher education, is measured largely by his or her capacity for institutional leadership. The president shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links the components of the academic community. The president represents the institution to its many publics. The president's leadership role is supported by delegated authority from the board and faculty.

As the chief planning officer of an institution, the president has a special obligation to innovate and initiate. The degree to which a president can envision new horizons for the institution, and can persuade others to see them and to work toward them, will often constitute the chief measure of the president's administration.

The president must at times [take appropriate action to] infuse new life into a department; belatedly, the president may at times be required, working within the concept of tenure, to solve problems of obsolescence. The president will necessarily utilize the judgments of the faculty but may also, in the interest of academic standards, seek outside evaluations by scholars of acknowledged competence.

It is the duty of the president to see to it that the standards and procedures in operational use within the college or University conform to the policy established by the governing board and to the standards of sound academic practice. It is also incumbent on the president to ensure that faculty views, including [significant] dissenting views, are presented to the board in those areas and on those issues where responsibilities are shared. Similarly, the faculty should be informed of the views of the board and the administration on like issues.

The president is largely responsible for the maintenance of existing institutional resources and the creation of new resources; has ultimate managerial responsibility for a large area of nonacademic activities; is responsible for public understanding; and, by the nature of the office, is the chief person who speaks for the institution. In these and other areas the president's work is to plan, to organize, to direct, and to represent. The presidential function should receive the general support of board and faculty.

3.7.4 Role of the Faculty

The faculty has primary responsibility for such fundamental areas of curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, personnel limitations, the time element, and the policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits to realization of faculty advice.

The faculty sets the requirements for the degrees offered in programs, determines when the requirements have been met, and recommends to the president and board the granting of the degrees.

Faculty status and related matters are primarily faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Likewise, there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status as in other matters where the faculty has a primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

The faculty should actively participate in the determination of policies and procedures governing salary increases.

The chair or head of a department, who serves as chief representative of the department within an institution, should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with department members' judgment. The chair or department head should not have tenure in office; tenure as a faculty member is a matter of separate right. The chair or head should serve for a stated term but without prejudice to reelection or to reappointment by procedures which involve appropriate faculty consultation. Board, administration, and faculty should all bear in mind that the department chair or head has a special obligation to build a department strong in scholarship and teaching capacity.

3.7.5 Faculty Participation

Agencies (committees, teams, etc.) for faculty participation in the government of the college or University should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.

The agencies may consist of meetings of all faculty members of a department, school, college, division, or University system, or may take the form of faculty-elected executive committees in departments and schools and a faculty-elected senate or council for larger divisions or the institution as a whole.

Among the means of communication among the faculty, administration, and governing board now in use are: (1) circulation of memoranda and reports by board committees, (2) joint ad hoc committees, (3) standing committees, and (4) membership of faculty members on administrative bodies. Whatever the channels of communication, they should be clearly understood and observed.

3.8 Relationship of Faculty Senate to the President

Two forms of communication between the President and the faculty will be utilized in order to further the issue of shared governance:

Executive Committee Meetings:

The purpose of the meetings is to develop a line of communication between the Faculty Senate and the President. The Chair of the Faculty Senate and President establish a time and place for the meeting (approximately once a month) to discuss concerns of the Senate directly with the President. The Chair of the Faculty Senate will provide the President an agenda of up to three items to be discussed and delivered to the President one week in advance of the scheduled meeting to provide the President sufficient time to prepare for the meeting. Following the meeting the members of the executive committee will hold a roundtable discussion in order to document the events and discussion from the meeting. The document developed by the executive committee will be reported to the Faculty Senate at the next Senate meeting and a copy will be sent to the President for review before the report is published on the website.

Shared Governance Forum:

This meeting is a meeting with the President of the University (or his/her designee) with the general faculty though the Faculty Senate. These meetings will be held--at a minimum—two times in each of the Fall and Spring semesters. The purpose of the meetings is to establish lines of communication between the administration and the faculty of the University. Further, the purpose is to share information about specific areas of concern of both the faculty and the administration of the university in order to resolve specific issues. While concrete solutions may not be possible in the forum, solutions to the issues should be sought and action (where and when possible) be implemented at the earliest possible time.

Two forums will be held each semester. The topic for one forum will be determined by the President and the topic for the other forum will be determined by the Chair of the Faculty Senate. The Faculty Senate Chair will then arrange (date, time, place) the meeting and agenda between the President and the Faculty Senate (all faculty will be notified and invited to attend the meetings). Faculty will be informed of the topics for the meeting at least two weeks prior to the meeting. While members of the faculty are encouraged to actively participate at the meeting, it is recognized that not all faculty may be able to attend. In such circumstance, the faculty senators may represent or speak for members of the faculty at the faculty member's request. The agenda sequence will alternate between the President's topic and the Faculty Senate's topic. A report of this meeting will be part of the Faculty Senate Executive Committee report to the Faculty Senate. The report will be sent to the President for review prior to publication of the report on the website.

The goal of these forums is to ensure that all parties are:

1. Being informed on issues that confront higher education and the institution;
2. Acting within time constraints that are imposed by external agencies and influences, sometimes with little or no notice;
3. Sharing appropriate information and providing feedback in a reasonable amount of time;
4. Recognizing the specific goals and needs of the institution, and being accountable to the constituencies represented; and
5. Aware of the roles played by various units and individuals in decision making and administration.

Given the dynamic nature of institutional governance, it is understood

1. That there may be occasions when institutional leaders must act in the best interest of the institution on major issues affecting the institutional constituencies without full benefit of the shared governance process. In such cases the representative bodies shall be informed in a reasonable amount of time and have an opportunity to comment on the issues.
2. That administrators shall inform relevant constituencies in a reasonable amount of time if they choose to disregard, in whole or in part, the advice and recommendation of constituencies, and they should provide the reasons for their decision. In these cases, the shared governance body may, if it so chooses, present a written statement of its position and/or any objections to the decision as part of the institution's or unit's record on the issue.
3. Faculty and staff who do not hold administrative appointments, and all students may express their opinions freely on all shared governance matters without retaliation. Administrators, including faculty holding administrative appointments, may also express their opinions freely during policy discussions, without retaliation, but once a decision is determined all stakeholders are expected to implement policy as determined by the institutional leadership.

Shared governance requires a commitment of resources and time from the university. The university shall provide a proper level of resources, as determined by the President, to faculty, staff, and students to allow them to carry out their shared governance responsibilities effectively.

While participation in governance by faculty, staff, and students is necessary and important for the well-being of the university, the final responsibility for decision-making rests with the institutional President, the Regional University System of Oklahoma Board of Regents, and/or the Oklahoma State Regents for Higher Education who are ultimately held accountable by the public and its elected leaders.

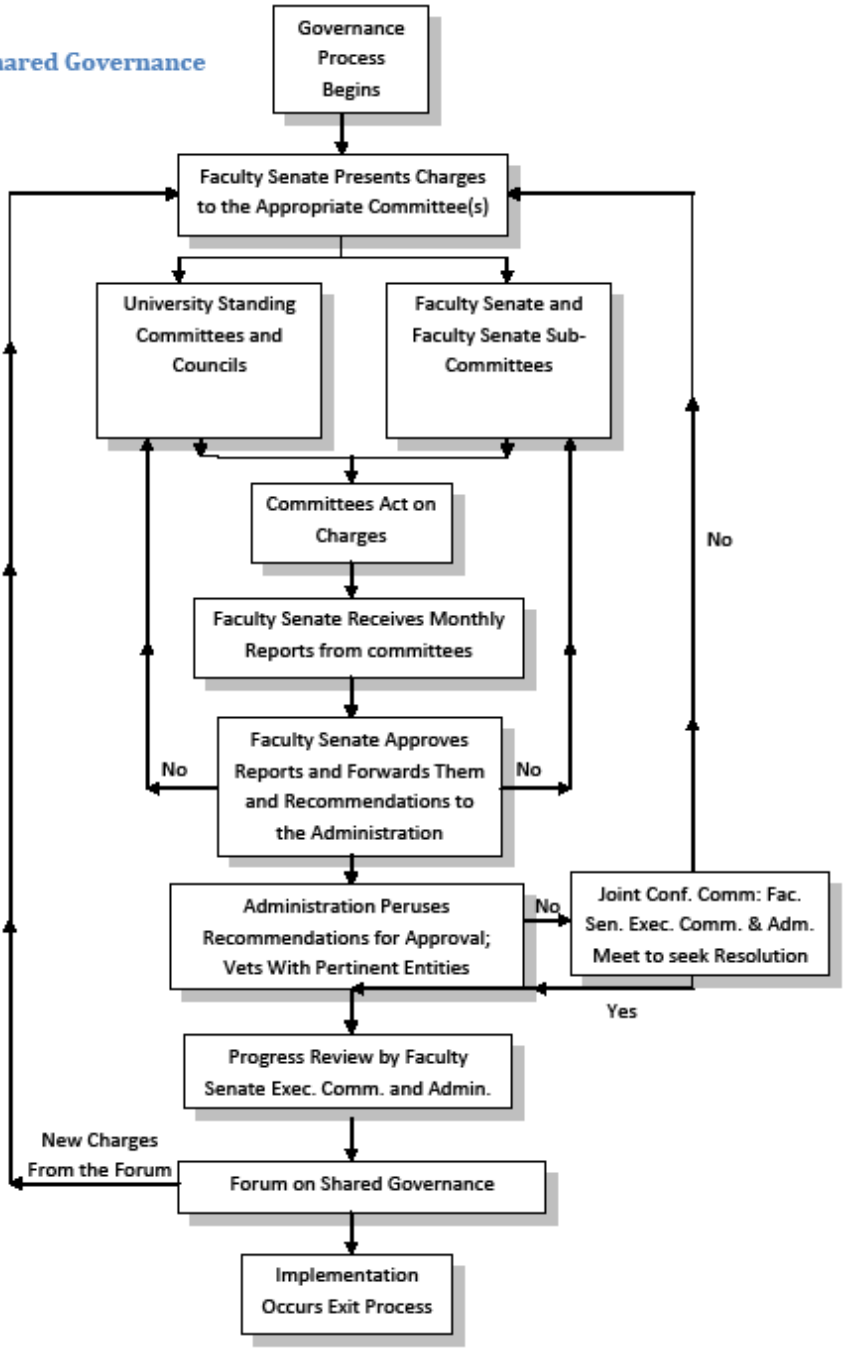
3.9 Flow of Shared Governance

The figure below illustrates the flow of shared governance issues amount the Faculty Senate, General Faculty Committees, and the administration at Southeastern.

The Faculty Senate, or designated General Faculty Committee, communicate its recommendations through channels on curriculum changes, academic policies, budgetary issues, resource needs, personnel matters, and other faculty-related matters.

Shared governance recommendations concerning undergraduate and graduate curricula, general education, and academic policies flow through the system of General Faculty Committees and are forwarded to the VPAA for comments before routed to the President

Flow of Shared Governance



4.0 Faculty Personnel Policies (Updated 2-2018)

4.1 Employment

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University is, in all manner and respects, an Equal Opportunity Employer, and offers programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, 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.

Southeastern Oklahoma State University makes every effort to ensure that each applicant who is offered a position at the University is selected on the basis of qualification, merit, and professional capability.

It is further the policy of the University to be in voluntary compliance with any and all statutes, regulations, and executive orders which deal with equal opportunity and discrimination, regardless of whether such statutes, regulations, or executive orders are of federal or of state origin.

The University subscribes to the principle of the dignity of all persons and of all their labors. In order to ensure complete equal opportunity, the University actively recruits applicants from all segments of the population of our state and nation.

It is the policy of all universities under the jurisdiction of the Regional University System of Oklahoma Board of Regents to provide equal employment opportunity on the basis of merit without discrimination of race, sex, sexual identity, sexual orientation, ethnicity, religion, or national origin. This applies to every aspect of the employment, promotion, retention, and retirement of the total work force of the University.

The University's Office of Human Resources is responsible for coordinating and monitoring the employment process. Vacancies to be filled are reported to the Human Resources by the appropriate supervisor. In the context of University policy, the screening committee determines the type of screening, interviewing, and selecting process to be used.

4.1.1 Appointment to Regular (Ranked) Faculty

The Regional University System of Oklahoma Board of Regents specifies the types and lengths of faculty appointments as follows:

4.1.1.1 Types of Appointments

The regular faculty holds one of five types of appointments: (a) Tenured; (b) Tenure Track (non–tenured, on tenure track); (c) Non–Tenure Track (non–tenure earning); (d) Temporary (one academic year or less); (e) Administrative.

a. Tenured.

   A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated. The procedures for non–reappointment of tenured faculty are covered in the Policy Manual of the Regional University System of Oklahoma Board of Regents.

b. Tenure Track.

   Tenure track appointments are for one (1) year, renewable annually at the option of the University. A person will be given written notification of non–reappointment by March 1, prior to the termination of the current contract.

c. Non–Tenure Track.

   A non–tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as on a non–tenure track. All faculty with the rank of instructor will hold non–tenure track appointments. Faculty with this type of appointment will be given written notification of non–reappointment by March 1, prior to the termination of the current contract. A faculty member on non–tenure appointment may be continued for a period of seven (7) years. Thereafter, the appointment must be approved by the Board of Regents on an annual basis.

d. Temporary.

   A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the current contract, the position will be reopened and re–advertised.

e. Administrative.

   A tenured faculty member appointed to an administrative position retains the tenure and rank that were previously granted when he/she was a regular faculty member. An administrator may not hold tenure by virtue of an appointment to an administrative position but may hold tenure as a member of the regular faculty.

4.1.1.2 Faculty Degree and Transcript Verification

Southeastern Oklahoma State University follows the recommended policies and procedures for verification of faculty credentials as set forth by the Higher Learning Commission (HLC), Regional University System of Oklahoma Board of Regents and Oklahoma State Regents for Higher Education.

The Criteria for Accreditation and Assumed Practices of HLC details expectations of an institution's faculty. Assumed Practice B.2 Faculty Roles and Qualifications state:

"Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach."

This Assumed Practice integrates with that part of Southeastern's Mission Statement that says:

"Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential."

In the Regional University System of Oklahoma Board of Regents Policy and Procedures Manual, Chapter 3 – Academic Affairs, page 3–5, the following guidelines are set forth:

3.2.2 Principal Academic Ranks of the University

The principal academic ranks of the University shall be Professor, Associate Professor, Assistant Professor, and Instructor. Educational qualifications for the rank of Professor and Associate Professor shall be an earned doctorate degree awarded by a regionally accredited or internationally recognized institution. For the rank of assistant professor, it shall be an earned doctorate degree awarded by a regionally accredited or internationally recognized institution and/or individuals who have completed all requirements in a doctoral program except the dissertation from a regionally accredited or internationally recognized institution. An instructor must also have a degree from a regionally accredited or internationally recognized institution.

3.2.3 Education Requirements

"The university shall verify the credentials of each faculty member according to the policies and procedures of the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma. The earned degrees or graduate work should be in a field related to the individual's assignment."

Verification Procedures

In conjunction with the HLC policy, the Institution's mission, and the guidelines from the Regional University System of Oklahoma Board of Regents, Southeastern uses the following criteria to verify academic credentials of full–time faculty, and temporary full–time faculty.

1. All faculty must have on file an official transcript, or transcripts that provide documentation as to degrees earned from a *regionally accredited or internationally recognized institution*.
2. Official transcripts are provided to the Office of Academic Affairs in sealed envelopes or electronically from the granting institution(s).
3. If there are any questions as to the validity of the transcript(s), the Registrar and Vice President of Academic Affairs will make the final determination.
4. A visual search is undertaken using the Higher Education Directory, or if necessary, the appropriate accrediting agency is contacted for verification of accreditation.

4.1.1.3 Length of Appointments

Because of the budget balancing amendment of the Oklahoma Constitution, the Board cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding contracts beyond a current fiscal year for salaries or compensation in any amount to its employees. The Board does, however, recognize the intent to reappoint tenured personnel to the faculties of the universities under its control within existing positions that are continued the next year when doing so is compatible with the annual budget for that year.

In most instances, the length of the regular faculty contracts is for a nine–month period with payment in 12 months. Some regular faculty contracts are for a 12–month period.

4.1.1.4 Initial Appointments to the Regular Faculty

Appointments to the regular faculty are made by the Board. Consideration for appointment by the Board is made after recommendation by the President and a letter of invitation has been signed by the appointee designate. Following approval by the Board, a letter of appointment for the specified period will be issued.

4.1.2 Appointments to the Supplemental Faculty

At Southeastern, supplemental faculty consists of adjunct and volunteer faculty. An adjunct appointment to the supplemental faculty is made by the President. These appointments (except volunteer appointments) are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non–reappointment.

4.1.3 Appointments to the Summer Teaching Faculty

An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments from regular faculty are made by the President and reported to the Board quarterly.

4.1.4 Full– and Part–Time Appointments

Full–Time Appointments:

Full–time faculty have instructional and non–instructional duties as assigned by the University. Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non–instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full–time teaching load is twelve (12) hours per semester.

Part–Time Appointments:

Part–time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part–time faculty member who does not have additional duties will be fifteen (15) hours per semester.

4.1.5 Hiring Procedures and Guidelines

The hiring procedure of the University for administrative, professional staff, and faculty is summarized as follows:

1. To initiate the process, a department chair/supervisor submits an employment request form, with current position description and job ad through appropriate channels.
2. Upon authorization, the Office for Academic Affairs and the Office of Human Resources initiate a search for applicants by the following means:
    a. Internal announcement of vacancy — notices are posted on institutional bulletin boards.
    b. External announcement of a vacancy — notices are published in area newspapers and appropriate specialized publications.
3. Applicants will be directed to submit information to the position screening committee to the Office of Human Resources.
4. A screening committee is appointed for each position. For faculty positions, the committee is appointed by the department chair in consultation with the VPAA; for other positions, by the appropriate vice president. It is recommended that a member from outside the school be appointed to the committee. All applications are screened based on job related qualifications as outlined in the position description. During the screening process the committee must record the reasons for not recommending unsuccessful applicants.
5. Finally, candidates are interviewed by members of the screening committee; members of related units/departments; the appropriate vice president, and, when possible, the president.

6. Following interviews, the screening committee will submit a recommendation for employment to the department chair/supervisor. The employment transaction form, complete transcripts, vita, and a statement of the department chair's recommendation, is attached and forwarded to the VPAA for approval. Routing for the employment transaction form is designated on the form. The presidents or their designees are solely responsible for employment, discipline and termination of all faculty, administrators and staff and are required to report to the Board on the hiring, promotion, rank and salaries of faculty personnel, and as to matters pertaining to the operation of the institution.
7. It is the responsibility of the department chair/supervisor to notify the selected applicant as soon as the department chair/supervisor's copy of the recommendation form is returned. It is also the department chair/supervisor's responsibility to direct a new employee to the Human Resources Office for payroll and benefit purposes. The salary card serves as the guide to salary for newly hired faculty (see Appendix B).
8. For each applicant not selected, the department chair/supervisor completes a de–selection form and forwards it, with the resume, to the Human Resources Office.
9. The Human Resources Office notifies each unsuccessful applicant.

Guidelines for the selection of screening committees, the screening procedure and appropriate forms are available from the Office of Human Resources. The President shall recommend employment of faculty to the Board of Regents before completion of the employment process.

Contact the Human Resources Office for a copy of the current hiring policy.

4.1.6 Nepotism

Source: Policy Manual of the Regional University System of Oklahoma Board of Regents (General Policies, 5.12)

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement in universities governed by the Regional University System of Oklahoma Board of Regents nor (in the case of faculty members) to eligibility for tenure of persons so related.

But no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit. Waivers may be granted by the President, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated. The Regional University System of Oklahoma Board of Regents shall be notified of any such waivers at its next meeting.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows:

Spouse; parent; grandparent; great–grandparent; parent, grandparent or great–grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son–in–law or daughter–in–law; grandson or granddaughter or their spouse; and great–grandson or granddaughter or their spouse.

4.2 Endowed Chair Policy

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION POLICIES

House Bill No.1581 of the 1988 Oklahoma Legislature appropriated $15 million to the Oklahoma State Regents of Higher Education for the purpose of establishing an endowment program to support the establishment of faculty chairs and professorships. and to carry out other related activities to improve the quality of instruction and research at colleges and universities of The Oklahoma State System of Higher Education. Examples of instruction related projects eligible to participate in the endowment program upon approval of the State Regents are visiting professorships, artist in residence, lectureships and other such support activities.

In 70 OS. Supp. 1989, Sections 3951,3952, and 3954, the Oklahoma Legislature provides the statutory framework for the endowment program that includes the fiduciary responsibility of the trustees and permissible investments for the endowment.

Purpose of the Oklahoma State Regents' Endowment Program

Endowed chairs and distinguished professorships should be established in academic areas which will contribute to the enhancement of the overall cultural, business. scientific, and/or economic development of Oklahoma. Endowed chairs and professorships must be established in areas for which the institution has ongoing, approved academic programs.

Regents' Endowment Trust Fund

The Endowment Trust Fund shall be administered by the State Regents in their role as trustees. The Endowment Fund shall be a permanent fund and shall be used for the purposes of establishing and maintaining endowed chairs and professorships at institutions in The Oklahoma State System of Higher Education. and for any other related activities approved by the State Regents to improve the quality of higher education instruction at State System institutions.

Upon authorization of the Stare Regents. an endowment hind will be established in the State Regents' Agency Special Account or in a custodian bank or trust company to receive monies appropriated by the Legislature. as well as any monies or assets contributed from any source. public or private.

No earnings of the trust fund shall be used for the administrative expenses of the office of the State Regents for Higher Education: expenses incurred by the State Regents in the administration of the trust fund and of the endowment program shall be paid from monies appropriated for the general operating budget of the coordinating board.

Establishment and Operation of Endowment Accounts

A. Principal. The principal held in the Regents' Endowment Fund shall be used for the establishment of and allocated to endowment accounts within the Regents' Endowment Fund for the benefit of public institutions of higher education within the State of Oklahoma.

B. Investment Return. The investment return on the principal of the Regents' Endowment Fund shall be allocated for the benefit of individual institutions for which the accounts are respectively designated and shall be remitted to such institution for the support of endowed chairs and professorships approved by the State Regents, together with other activities approved by the State Regents to improve the quality of instruction and/or research at State System institutions. The investment income approved by the State Regents for distribution to an institution shall be deposited in the institution's operating revolving fund (Fund 290).

   Any investment income not designated for remittance to an institution shall become part of the principal of the Endowment Fund.

C. Account Levels. The levels indicated for each category are the amounts of private donations required to establish an account. The private donation will be matched dollar for dollar with public monies.

   Endowed chair accounts may be established at the comprehensive universities with a minimum private donation of $500,000; at other institutions, the minimum required is $250,000. Thus, when fully funded with both private and public matching monies. chairs at comprehensive universities will be endowed with a minimum of $1,000,000 and chairs at other institutions will be endowed with a minimum of $500,000.

   At the comprehensive universities. professorship accounts may be established with a minimum private donation of $250.0O0. At other institutions, professorships may be established with a minimum private donation of $125,000. Thus, when fully funded with both private and public matching monies, professorships at comprehensive universities will be endowed with a minimum of $500,000 and professorships at other institutions will be endowed with a minimum of $250,000.

   Lectureships, artist in residence. and similar accounts may be established with a minimum private donation of $25,000 only at regional and special purpose universities and two year colleges. Thus, when fully funded with both private and public matching monies. said accounts will be endowed with a minimum of $50,000.

   To be initially eligible for an endowment account within the Regents' Endowment Fund an institution must request an account and must have on deposit as provided in Section F of this policy and amount equal to at least one half (50%) of the requested account with a written commitment that the balance will be contributed within a thirty-six (36) month period.

D. Time Limitations. The total matching requirements shall be equal to the amount of the requested endowment account in each instance and shall be deposited within a period of thirty six (36) months from the date of approval of the account by the State Regents. Provided, and institution may deposit in an endowment account matching funds in an amount which exceeds the required matching amount. Any endowment account for which the institution fails to provide the hill matching amount within the time established shall be available to be awarded to another public institution of higher education. No investment return shall be remitted to any institution from an endowment account before the institution has deposited the total required match for the endowment account as provided in Section F of this policy.

E. Private Sources of Matching Monies. Funds which an institution provides for matching purposes must originate from monies contributed to the institution after July 1, 1988, from private sources specifically designated by the donor to be used for purposes specified in this program. Monies provided for matching purposes may not be drawn from regularly allocated funds from the Oklahoma State Regents for Higher Education, proceeds of fees or charges authorized by the State Regents of Higher Education, or from federal grants or reimbursements. In instances where the qualifications of all or a portion of the amount of matching monies are questionable, the institution shall request express approval of the State Regents to apply that amount toward the matching requirement. Monies for matching purposes may be contributed to and retained by a foundation for which the sole beneficiary is the respective institution. The foundation must demonstrate that the hinds are being held on behalf of the institution as outlined in Section F of this policy: provided. monies contributed by a foundation whose sole beneficiary is an institution may quality as private matching monies only if the monies are transferred from the foundation to the State Regents for deposit in the State Regents' Endowment Fund. Private matching monies contributed by the foundation may not be retained in that foundation, but must be deposited in the State Regents' Endowment Fund.

F. Deposit of Private Matching Monies. Any institution which provides matching monies shall deposit the matching funds to one of the following:
    1. The State Regents' Endowment Fund
    2. The institution's endowment matching hind
    3. A fund of a foundation whose sole beneficiary is that institution If such matching monies are not deposited in the Regents' Endowment Fund the net investment return on matching monies shall be retained in the fund.

G. Ownership of Private Matching Monies. Ownership of private matching monies transferred by an institution to the State Regents' Endowment Fund for investment shall remain with the institution. Upon request. the monies may be returned to the institution for deposit in Item F.2 above.

Report on Activities Supported by the State Regents' Endowment

Each participating institution shall submit an annual report to the State Regents in which the investments of the matching hinds earned interest income (including capital gains and losses) and the costs of managing the investments are presented in detail. The report shall also include a full accounting of the expenditures of earnings of both the public monies and the private matching monies. Diminution of the original private matching amount may, at the discretion of the State Regents, constitute a forfeiture of the Regents' Endowment Funds which the institutional monies were to match.

Application Procedures

All institutions in The Oklahoma State System of Higher Education are eligible to apply for an endowed chair, professorship, or other related projects under the Regents' Endowment Fund Program. State System institutions desiring to participate in the Regents' Endowment Fund Program shall make application to the State Regents upon meeting requirements for establishing an endowment account as set forth in this policy.

The application shall include certification of deposited private matching monies by the president of the institution, including the date of receipt, the repository, and the name of the donor (s). Names of donors will be held in confidence by the State Regents, upon request.

A. Donor's intent will be honored in accordance with applicable law, policies and procedures of the University.
B. Endowed chairs are intended to recognize the distinction of the chair holder. An individual selected to occupy an endowed chair may be a current member of the faculty or a new appointee.
C. Candidates nominated to fill endowed chairs may hold the same tenured status as previously held except in those instances where the endowment allows visiting appointments. The position held by the endowed chair should be one allocated to the relevant department through the regular budgetary process. The policy will not be used to replace tenured or tenure track faculty in good standing.
D. An endowed chair may be filled by one individual for an indefinite period or successively by a series of individuals appointed for prescribed periods, unless otherwise provided in the terms of the gift.

   The terms of the endowment also may support visiting chairs or designate that temporary chairs may be named pending completion of a search for a permanent chair.

E. Income from the endowment supporting the chair will be expended in conformance with University and Board policies at the request of the chair holder.
F. In addition to salary supplement, allowable uses of endowment income by the chair holder include, but are not limited to, the following:
   1. Summer research stipends.
   2. Research salary support. Research proposals involving release from teaching during the regular academic term require the approval of the department chair and vice president of academic affairs.
   3. Research assistantships.
   4. Expenses of computation and data collection.
   5. Secretarial salaries and/or expenses.
   6. Travel expenses.
   7. Research equipment and expense of professional materials.
   8. Financial aid for graduate students working with the chair holder.
   9. Expenses of special seminars and conferences.
   10. Support for visiting professorships and lectureships in the fields of the chair holder, subject to regular appointment procedures.
   11. Donor intents.
G. Income available to the endowed chair in any given year will not exceed the amount available from the endowment. This does not exclude the chair from attaining monies through the normal budget process.
H. The endowed chair and the income from its endowment will be used for the designated area of study for as long as that area is part of SOSU's academic program. The terms of acceptance of a gift will state:

   "Should the designated area of study no longer be a part of SOSU's academic program. The income from the endowment will be used to support an endowed chair in an area related as closely as possible to the original."

The above policies are subject to the provisions of The Regents' Policy on Endowed Chairs.

PROCEDURES

University procedures concerning academic appointments, as well as all other relevant regulations and procedures (such as those governing purchasing and accounting) shall be observed. The procedures for the Endowed Chairs are listed below:

A. The President shall be contacted whenever there is a prospective donor to endow a chair.
B. All contacts and discussions with prospective donors shall be coordinated with the President's office.
C. Each recommendation to establish, name, fill an endowed chair must involve the appropriate Department Chair, Vice President of Academic Affairs, and the President; the President (or designee) shall seek advice concerning the proposal from the Executive Committee of the Faculty Senate.
D. A search committee, normally with multi–department representation, will be appointed by the President after consultation with the appropriate Department Chair (s), Vice President of Academic Affairs, and Faculty Senate.

   The search committee shall recommend a slate of candidates to the President; the President, following consultation with the appropriate Department Chair and Vice President of Academic Affairs, will make the final decision. No appointment of an endowed chair can be made prior to Regent's approval to establish an endowed chair.

   The search committee shall provide sufficient information about the candidates to allow the President to make a decision.

E. An endowed chair performance will be reviewed by the tenured members of the Department, Department Chair and Vice President of Academic Affairs. This review will be done every five years unless the tenured members of the Department and the Department Chair request that it be done sooner. The outcome of the review will be sent to the President with a recommendation for reappointment or removal from the chair.

ADMINISTRATIVE GUIDELINES FOR CAMPUS IMPLEMENTATION OF THE REGIONAL POLICY ON ENDOWED CHAIRS

The written procedures of each endowed chair shall be consistent with the policy of The Regents and with the following guidelines.

1. Minimum Corpus

   A minimum corpus shall be established and maintained, which may vary by academic field. but in no case shall be less than the minimum specified in the Regent's policy.

2. Appointment to the Chair

An endowed chair may be filled by one individual for an indefinite period or successively by a series of individuals appointed for prescribed periods, unless otherwise provided in the terms of the gift. A person who is a tenured faculty member of the department to which the chair is assigned may be appointed by the President on the advice of the Faculty Senate. If a person outside that unit is to be appointed, appointment policies and procedures shall be in accordance with University policies and regulations for regular tenured appointments or for visiting appointments, as appropriate. In carrying out the search for candidates, attention shall be paid to the campus' affirmative action goals, and candidates from outside the University should be considered as well as those from within the University.

3. Use of the Endowment Income

   In addition to salary income made available to holders of endowed chairs may be used to support their teaching and research activities, in accordance with University regulations and according to a budget recommended annually by the chair holder to the department Chair and approved by the appropriate Vice President in the normal budgetary process.

4. Annual Reporting

   Each chair holder shall annually submit a brief narrative to the Department Chair along with a budget request. These narratives should be retained by the Chair for use in preparing special reports on endowed chairs that may be needed from time to time.

4.3 Academic Freedom and Responsibility

Source: Policy Manual of the Regional University System of Oklahoma Board of Regents (Academic Affairs, 3.3.1 and 3.3.2)

The faculty member is entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non–instructional duties. Patent and copyright ownership will vest consistent with Regional University System of Oklahoma Board of Regents policy.

The faculty member is entitled to freedom in the classroom in discussing their subject, but s/he shall 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.

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 mat all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate the faculty do not speak on behalf of the University.

Academic Freedom should be distinguished clearly from constitutional freedom, which 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.

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.

Faculty member has 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.

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 the faculty member meets 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 field of competency, whether curricular, co–curricular, or extracurricular. 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.

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.

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/her individual responsibilities, as delineated by appropriate institutional statements found in the institution's policy manuals.

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 done they do outside their institution with due regard to the 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.

Faculty members have responsibilities to the 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.

Administrators must protect, defend, and promote Academic Freedom.

4.4 Faculty Development and Evaluation Policies

4.4.1 Introduction

Teaching, research, and service are the triad of professional responsibilities at the University. While this is primarily a teaching University, it is a basic principle of higher education that scholarly research informs effective teaching. At the same time, the University faculty contributes richness to the culture of the community at large through their unique skills and talents. Evaluation of faculty performance considers these three areas and provides a critical process for continuous improvement of the University and faculty.

Both the importance and the imperfection of a faculty development and evaluation system are duly considered in the Southeastern Oklahoma State University scheme. It is designed within the following guidelines:

- The Faculty Development and Evaluation System is designed to improve faculty performance.
- The Faculty Development and Evaluation System will provide important information for promotion and tenure decisions.
- The System utilizes several sources of data, and these sources are clearly communicated.
- Evaluation procedures are individualized and flexible.
- Individualization considers the institution's nature, directions, and priorities, the administrative unit's needs, and the individual's interests.

An annual academic performance review (Faculty Development and Evaluation Summary) is submitted for each full–time faculty member. A formal evaluation is conducted for each non–tenured faculty member each year and for each tenured faculty member at least each third year.

4.4.2 Faculty Evaluation System

The Regional University System of Oklahoma Board of Regents has specified five basic categories upon which academic rank and promotion in rank are based: (1) education and experience, (2) effective classroom teaching, (3) research/scholarship, (4) contributions to the institution and profession, and (5) performance of non–teaching or administrative duties.

The Faculty Development and Evaluation System of Southeastern Oklahoma State University is designed to promote faculty development and to assess faculty performance on those prescribed criteria. Instrumentation of the system consists of four documents:

- Faculty Development and Evaluation Criteria (see Appendix D)
- Catalog of Faculty Development and Evaluation Criteria (Appendix E)
- Faculty Development Agreement (Appendix F)
- Faculty Development and Evaluation Summary (Appendix G)

The document entitled "Faculty Development and Evaluation Criteria" lists criteria for evaluating faculty performance in the four categories. The document "Catalog of Faculty Development and Evaluation Criteria" presents exemplars for each criterion. The exemplars are not all–inclusive, but do provide examples and extend the definitions of the criteria.

The document "Faculty Development Agreement" is an agreement for areas of emphasis for the forthcoming year. It is not an implicit evaluation of criteria not listed, however. Refer to Point 1 in the section entitled "Procedural Principles and Guidelines."

"The Faculty Development and Evaluation Summary" provides for listing the education and experience of the faculty and then a rating of the faculty member's performance in the categories of (1) effective classroom teaching, (2) scholarship, (3) service to institution, profession, and public, and (4) performance of non–teaching/administrative duties/assignments. It also provides for a rating of overall performance. Provision is made for commentary and signatures on the back.

Category 4, performance of non–teaching/administrative duties/assignments, is interpreted to include those duties or assignments which result in a reduced teaching load such as serving as department chair, project director, coach, and band director.

4.4.2.1 Procedures

The "Catalog of Faculty Development and Evaluation Criteria" is utilized for establishing individual faculty development plans and for guiding individual faculty evaluations. Performance in each category is weighted by negotiation between the faculty member and the department chair within limits set by the institution and the administrative unit.

Institutional emphases define the weights of each category as follows:

- Category 1 (Teaching) +
- Category 4 (Non–Teaching)
- 50–70% of Overall Performance
- Category 2 (Scholarship)
- 15–25% of Overall Performance
- Category 3 (Service)
- 15–25% of Overall Performance

All faculty are rated on Categories 1, 2, and 3. All also are rated on all criteria in Category 1 and on negotiated criteria in Categories 2 and 3. Only those with duties or assignments which result in a reduced

teaching load are rated in Category 4. Weighting in Category 4 is calculated on an individual basis and combined with the weight of Category 1 so that the combined total is within the 50–70% range.

The rating on overall performance is a composite of the ratings in the categories.

Administrative units may also set limits for each category within the institutional parameters.

Completion of the "Faculty Development and Evaluation Summary" is based upon a conference of the department chair and the individual faculty member during which the relevant criteria for each category are rated. Not all criteria for each category apply to every faculty member. Relevancy of individual criteria is negotiated by the department chair and the individual faculty member.

Commentary is provided on the backside of the "Faculty Development and Evaluation Summary" instrument as indicated. The "Faculty Development and Evaluation Summary" is signed by both the department chair and the individual faculty member. The faculty member's signature denotes that the evaluation has been conducted according to approved procedures. It does not necessarily mean agreement with the ratings. If the faculty member and department chair do not concur with either the ratings for each category, or with the commentary provided, the completed "Faculty Development and Evaluation Summary" will be submitted by the department chair to the VPAA. The VPAA reviews the evaluation, provides comments, signs the instrument, and returns it to the department chair.

A completed "Faculty Development and Evaluation Summary" for each full–time faculty member is maintained by the department chair.

4.4.3 Procedural Principles and Guidelines

The Faculty Development and Evaluation System of Southeastern Oklahoma State University will be administered within the following procedural principles and guidelines.

1. Each faculty member will be evaluated on all Category 1 criteria and on criteria from other categories as determined in negotiation with the department chair. However, the development plan to be composed at the beginning of the development–evaluation cycle will specify only areas the faculty and chair identify for development. These areas may be ones from Category 1 in which the faculty needs improvement as well as special tasks in other categories. It is assumed that performance on required criteria not listed in the development plan will remain stable over the evaluation cycle. Cycle–end evaluation will address both the areas listed in the development plan and the other required criteria.
2. The department chair assumes that the faculty member is functioning at a level of "proficient" unless there is evidence to the contrary. For a rating lower than proficient, the chair has the responsibility of presenting evidence; and for a rating higher than proficient, the faculty member has the responsibility of presenting evidence.
3. Faculty development and evaluation criteria are generally stated in minimum terms. Ratings on criteria vary according to the fruitfulness of efforts.
4. The ratings on the evaluation scale are as follows:

Outstanding

Performance is among the best of colleagues in similar appointments in similar institutions in the respective field nationwide. On applicable criteria faculty member has recognition beyond the state.

Commendable

Performance is among the best of colleagues in similar appointments in similar institutions in the respective field statewide. On applicable criteria faculty member has statewide recognition.

Proficient

Performance is productive, effective, and consistent with the achievement of the emphases, objectives, and interests of the institution, the administrative unit, and/or the individual.

Needs Improvement

Performance is less than adequate for achieving the emphases, objectives, and interests of the institution, the administrative unit, and/or the individual.

Critical

Performance fails to contribute to the achievement of the emphases, objectives, and interests of the institution, the administrative unit, and/or the individual.

5. The "Faculty Development and Evaluation Summary" covers a year of performance except in certain instances; i.e., new faculty, faculty on leave, etc.
6. Only activities, contributions, and involvements directly related to the University or to the faculty member's educational field are considered in the evaluation.

4.4.4 Faculty Development and Evaluation Process

The faculty development and evaluation process for the year includes the following three steps:

1. By September 15, the faculty revises and updates the previous year's "Faculty Development Plan" as outlined in the following section entitled "Faculty Evaluation Guide." It should list any activities completed the preceding year and not previously included in the "Faculty Development Plan". The faculty forwards the revised plan to the department chair.
2. By October 1, the faculty and the department chair meet for a year–end evaluation. If the faculty member and department chair do not concur with either the ratings for each category, or with the commentary provided, the completed "Faculty Development and Evaluation Summary" will be submitted by the department chair to the VPAA. The VPAA reviews the evaluation, provides comments, signs the instrument, and returns it to the department chair.
3. By November 1, the faculty and the chair complete the current year's "Faculty Development Plan." If a tenured faculty member did not receive any rating less than "Proficient" on their year-end

evaluation for the prior year, on giving notice to their department chair (written or electronic), they may choose to forgo the November 1 completion of a new "Faculty Development Plan" and simply provide the appropriate documentation of the current year's activities to the chair by September 15 of the following year.

4.4.5 Faculty Evaluation Guide

1. The following documents should be used: Faculty Development and Evaluation System (see department chair)

   Faculty Development Plan

   Faculty Evaluation Form (see department chair)

2. The evaluation for the preceding year should be made during September of the current year on the basis of the "Faculty Development Plan" completed in the fall of the preceding year and revised in August/September of the current year.
   a. Before the conference with the department chair, the faculty should conduct a year end self–evaluation and succinctly describe progress for each exemplar listed in the preceding year's "Professional Development Plan." A brief statement indicating whether the exemplar was fully accomplished, partially accomplished, or not addressed is appropriate.
   b. As the faculty formulates an overall self–rating in the area of teaching, s/he should analyze progress on several exemplars and accurately combine these to give an overall rating. Overall self–evaluation with only one exemplar is not acceptable. Citing marks from a student evaluation, for example, is not adequate evidence for a rating in the area of teaching. The results from the student evaluations represent only one dimension of teaching effectiveness. Multiple methods need to be used to formulate an overall self–rating. For example, results from peer–evaluations, student evaluations, ETC Major Field Achievement Tests, and other exemplars should be combined to support the rating for teaching effectiveness.
   c. In the areas of research/scholarship and service, again evidence from several exemplars needs to be combined to formulate the rating in each area.
   d. The faculty should write a summary paragraph that combines various activities to give an overall rating for performance. If the standard evaluation form is used, the faculty should mark it to show her/his self–evaluation.
3. Both the faculty member and the chair should have copies of each of the basic documents.
4. When the self–evaluation is complete, the chair and the faculty member should schedule a conference.
5. In the conference, the chair should review the faculty member's self–evaluation and make his/her own evaluation of the faculty member and mark it on the evaluation form. Documentation is required for ratings above or below proficient.
6. If the faculty member and department chair concur on the on the ratings for each category and the written commentary, the completed "Faculty Development and Evaluation Summary" will be kept on file by the department chair. If the faculty member and department chair do not concur with either the ratings for each category, or with the commentary provided, the completed "Faculty Development and Evaluation Summary" will be submitted by the department chair to the VPAA by October 1.

7. By October 31, the VPAA reviews the evaluation, provides comments, signs the instrument, and returns it to the department chair.

4.4.6 **Faculty Grievance and Appeals Policy** (revised by the Faculty Senate, November 2019)

The University recognizes the right of faculty to express their grievances and seek a resolution concerning work–related disagreements that might arise between University and its faculty. The purpose of the faculty grievance policy is to provide an avenue for the resolution of informal and formal grievances without fear of coercion, discrimination, or reprisal because of exercising rights under University policy.

a. Informal Grievances

Faculty members having complaints are encouraged to seek informal resolution. The University maintains an open–door–policy and administrators encourage faculty to communicate issues of concern to their department chair or administrative supervisor.

If the grievance cannot be resolved informally, the formal procedure is available. It provides for a prompt and impartial review of all factors involved in the grievance.

b. Formal Grievances

A formal grievance may be made when informal processes have not resolved a work–related issue and when a faculty member believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran, or that a violation of policy has occurred concerning working conditions, employment practices, individual rights, academic freedom, or due process. Complaints regarding promotions and tenure are addressed in the Faculty Personnel Policies section of this manual. Issues relating to salary increases, fringe benefits, and non–renewals of non–tenured track appointments are excluded from the formal grievance definition.

Complaints unresolved administratively involving harassment or discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran must be filed with the Title IX Coordinator or Equal Employment Officer (EEO) and will be handled according to Civil-Rights & Title IX Policy for Faculty, Students and Staff: Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff (URL is updated to the new website, 9-5-2019)

The Faculty Appellate Committee (FAC) is elected by the Faculty Senate and is a standing body that will hear procedural due process appeals regarding promotion, tenure (according to 4.6.3 Step 6), and post-tenure review (according to 4.4.7.7) and act as the Appellate Committee on the Dismissal of Tenured Faculty Members (according to 4.6.12).

The Faculty Grievance Committee (FGC) is a standing body that will hear faculty grievances and make recommendations. The Faculty Grievance Committee will appoint a chair, who must be tenured, whose

responsibility it will be to receive grievances from the appropriate office and to assign at least three (3) members of the committee as a subcommittee to hear any grievance.

PROCEDURES

Filing of Grievance:

The grievance must be filed with the Vice President of Academic Affairs or President's designee in the event that the Vice President is the grievant or respondent, who will then notify the Faculty Grievance Committee (FGC) as soon as possible, but not more than one year from the date on which the faculty member knew or reasonably should have known of the violation giving rise to the grievance.

1. The grievant shall state fully in writing the facts upon which the complaint is based.

   A written complaint must contain the following:

   a. A clear and detailed, signed statement of the grievance,
   b. The specific remedial action or relief sought,
   c. A summary outlining with whom the points of dissatisfaction were discussed and with what results, and
   d. A summary of any evidence upon which the charges or complaints are based.

Confidentiality of Proceedings and Records:

Members of the Faculty Grievance Committee (FGC) and other University officials are charged individually to preserve confidentiality to the extent appropriate with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records of grievance investigation will be held by the Vice President for Academic Affairs or President's designee in the event that the Vice President is the grievant or respondent as confidential records.

Selection of the Hearing Committee:

1. The FGC Chair will schedule a meeting within 5 classroom days to select three members to serve on the Hearing Committee.
2. Any Hearing Committee member who cannot provide a fair and impartial hearing or consideration shall not serve.

Formal Hearing Process: All hearings shall follow these procedures:

1. Within 30 calendar days after reviewing the respondent's written response, the Committee shall set a hearing date.
2. The Hearing Committee will evaluate all available evidence provided by the parties and base its recommendation upon the evidence in the record.

3. The hearing shall be closed.
4. Length of hearing sessions may be established in advance, and reasonable rest periods may be allowed for all participants throughout the duration of the hearing.
5. The Committee shall proceed by considering the statement of grounds for grievances already formulated and the response written before the time of the hearing. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter shall be received.
6. Only evidence relevant to the grievance may be introduced into the hearing. Questions of relevance shall be decided by the committee chair.
7. A confidential recording of the hearing will be made. The recording and transcription, if any, will be arranged by the Hearing Committee Chair. The tape or transcript will be accessible to the faculty members involved, to members of the committee, and to the Vice President for Academic Affairs (or President's designee in the event the Vice President is the grievant or the respondent). The Equal Employment Officers (EEO) will keep the original recorded tape. The grievant or respondent may request a copy of the tape provided that he or she supplies a blank tape to the EEO.
8. Either faculty member may request that the Hearing Committee Chair provide a written transcript of the testimony. The cost to prepare the transcript shall be paid by the faculty member making the request.

Disposition of Charges:

The Hearing Committee normally will communicate its findings, conclusions, and recommendations in writing to the grievant and respondent and the Vice President for Academic Affairs (or President's designee in the event the Vice President is the grievant or the respondent) within 15 workdays of the conclusion of the hearing. If the Vice President for Academic Affairs (or President's designee) concurs in the recommendation of the Hearing Committee, that recommendation shall be put into effect. The Vice President for Academic Affairs (or President's designee) must report to the grievant, respondent, and the Hearing Committee his/her decision within 10 workdays of receipt of the Hearing Committee's recommendation.

If the Vice President for Academic Affairs (or President's designee) does not concur in the recommendation, he/she must meet with the committee to reach a final decision. The work of the Hearing Committee is finished when the Vice President for Academic Affairs (or President's designee) communicates this joint decision in writing to the grievant and respondent, the Hearing Committee, and necessary University officials.

Appeal:

Either faculty member has the right to appeal this determination. The appeal is made by a written request to the President of the University for review of the decision and must be made within 10 workdays of the date of the final decision. If no appeal is delivered to the President within the 10 workday period, the case is considered closed. The decision of the President shall be delivered to the appellant within 10 workdays and the President's decision shall be considered final and binding.

Disposition of Records:

At the conclusion of the hearing, and after the final report of the Hearing Committee is submitted (and appeal completed), the tapes, and all other relevant material will be maintained by the Office of Human Resources.

4.4.7 Post-Tenure Review Policy

(added by Faculty Senate and Academic Affairs, approved by the President 12/2015)

Post-Tenure Review Flowchart—Appendix J
Post-Tenure Review Timeline—Appendix K

4.4.7.1 Principles and Goals

The post-tenure review process will be subject to periodic and ongoing review. The administration and the Faculty Senate will work cooperatively in this review. The administration will provide the Faculty Senate—when requested—with data on the results and working of the post-tenure review process.

The faculty at Southeastern are engaged in a wide variety of scholarly activities, including teaching, research and service. Tenured faculty are among the most important intellectual resources at Southeastern and are central to the realization of the university mission. The university can fulfill its mission only when its faculty actively participate in shared governance, have academic freedom, that is, freedom to pursue the truth without fear or pressure from sources inside or outside the institution, and meet their academic responsibilities as defined in RUSO policy 3.3.

All faculty members at Southeastern (tenured and non-tenured) participate in an annual performance evaluation, except as provided in RUSO 3.4.7 "Unless a 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 annual evaluation considers the faculty member's performance in the areas of teaching, research, and service. While the annual reviews recognize a fourth category (non–teaching or administrative duties), for the purpose of the post-tenure review these activities would fall under the category of service. Southeastern uses the evaluation process to review the performance of its faculty, and also as an opportunity to improve the performance of its faculty. Non-tenured faculty who are on a tenure track are expected to view the annual evaluation process as an opportunity to find out if they are on the right track for being granted tenure and to obtain the advice, counseling, and support which will lead to the granting of tenure. Tenured faculty are expected to view the process as an indication of whether or not their performance is meeting the standards expected of them and also as an opportunity to obtain the counseling and support which is necessary to improve performance and productivity.

Relevant RUSO Board of Regents Policy: RUSO Board Policy (3.3.5 Procedure for Granting Tenure and Reviewing of Tenured Faculty—Section b., p. 3-12) stipulates the following with regard to post-tenure review:

b) The academic and professional performances of each tenured faculty member at each institution 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 may be grounds for dismissal or suspension.

The American Association of University Professors' (AAUP) Minimum Standards for Good Practice if a Formal System of Post-tenure Review is Established serve as a basis for Southeastern's post-tenure review process and policy, which were developed with careful consideration of the Standards.

In addition to the AAUP minimum standards, the Southeastern Oklahoma State University Faculty Senate has endorsed a set of Principles for Post-Tenure Review (FS Meeting 1/19/2011).

Developmental Emphasis: In keeping with the RUSO Board of Regents Policy, the AAUP Minimum Standards and the Faculty Senate Principles for Post-Tenure Review, it is recognized that the purpose of post-tenure review is primarily to assist tenured faculty in active and consistent engagement in their discipline over the span of their careers. With this purpose in mind the first priority of the post-tenure review process is developmental. Only after two consecutive *unsatisfactory* post-tenure reviews (as described in this policy) would the post-tenure review process become a possible personnel action.

Post-Tenure Review versus Promotion in Rank: Post-tenure review is a process distinct and different from promotion. A satisfactory post-tenure review should not be construed by a faculty member as having met the requirements for promotion in rank. Promotion policy and requirements can be found in the APPM section 4.5. When a tenured faculty member has been approved for promotion, the post-tenure review process shall be considered as being fulfilled by the promotion process, and post-tenure review will take place three years following.

4.4.7.2 Post-Tenure Reviews: The Determination of *Satisfactory* or *Unsatisfactory* Findings

The post-tenure review finding shall be a synthesis of the review panel rating and the department chair's annual evaluations in the three-year period covered by the review panel rating. If the review panel overall rating is *deficient* (as defined in 4.4.7.5 below) and the faculty member received a "less than proficient" overall rating on at least one of the annual evaluations in the three-year period, then the post-tenure review finding shall be *unsatisfactory*. If the review panel rating is *proficient* or the faculty member received no "less than proficient" overall rating on any of the three annual evaluations in the three-year period, then the post-tenure review finding shall be *satisfactory.*

The faculty member that receives a *deficient* rating shall have the opportunity to appeal that rating on both substantive and procedural grounds (see section 4.4.7.7).

4.4.7.3 Post-Tenure Review Process

RUSO Board Policy 3.3.5 section b. requires that "The academic and professional performances of each tenured faculty member at each institution must be reviewed at least every three (3) years." In an effort to fulfill this RUSO policy and attain consistency with the AAUP Minimum Standards as well as the Principles of Post-Tenure Review of the Southeastern Faculty Senate, the following process is enacted.

A. The chair of each academic department will maintain and post a three-year post-tenure review calendar that includes the schedule of post-tenure reviews for all tenured faculty. By September 15th each year, the department chair will inform the departmental faculty of the need to conduct a post-tenure review. The chair will make a formal request of the faculty member to prepare a post-tenure review packet. In regard to the post tenure review of department chairs, the role and functions of the department chair, as described herein, will be performed by another department chair. The department chair who is a candidate for post-tenure review will provide the names of two department chairs, who must hold the rank of Full Professor and not be serving in an interim position to the VPAA. The VPAA will select one to serve in the capacity of chair throughout the post-tenure review process.

B. The post-tenure review packet is to be submitted by the faculty member to the chair of the department by the end of the first week of class in the spring semester in the same academic year as the request. No additional material may be added once the packet has been submitted by the faculty member.

C. The review will be conducted by a panel of five tenured faculty. The currently serving department chair shall not serve on the panel. The department chair will form the panel by a random selection process in the presence of the faculty member according to the following levels of disciplinary proximity: (1) discipline/program (2) department (3) school. The selection process will only extend to the department or school level if there are fewer than five tenured faculty in the discipline/program or in the department, respectively. The department chair will notify the panel members of their selection by the end of the fall semester. The senior member of the panel will call the first meeting of the review panel. The panel will elect its chair at this meeting. Recusal from the post-tenure panel by qualified faculty is not allowed except in cases of nepotism or if the faculty member is involved in a current grievance pending related to the candidate. In these two instances alone the faculty member may choose to recuse themselves from the panel if circumstances would not allow them to make a fair unbiased assessment of the candidate. All participants of the PTR procedure will treat the materials, discussion, and results involved with the level of confidentiality appropriate to personnel matters.

D. The department chair will make the packet accessible for review by the faculty review panel. The packet will include:
   - current curriculum vitae
   - copies of the department chair's annual evaluations of faculty member (three most recent)
   - previous post-tenure review including the narrative evaluation and the decision of any appeals
   - a concise summary from the faculty member describing accomplishments in the areas of teaching, scholarship/research and service during the period covered by the annual evaluations.

E. The panel will review the packet with reference to the faculty member's performance over the previous three years in the categories of teaching, research/scholarship, and service. While the annual reviews recognize a fourth category, (non–teaching or administrative duties) for the purpose of post-tenure review these activities would fall under the category of service. The review panel will not be permitted to interview the faculty member or any additional entities during their review process. The panel will assign a *proficient* or *deficient* rating in each of the three categories, and also assign an overall rating (see 4.4.7.4 *Proficient Ratings* and

4.4.7.5 *Deficient Ratings* below*)*. Panel members shall not be permitted to abstain. Panel decisions will be made by a majority vote. The panel will make its decision and issue its report on or before March 1.

4.4.7.4 Proficient Ratings:

If the panel decides on a *proficient* overall rating, they will draft a succinct report in which they describe their review of the faculty member's performance that includes constructive suggestions and advice for improvement and faculty development. The panel's report will have the signatures of all panel members acknowledging the contents of the letter. On or before March 1, the review panel chair will send this report to the faculty member, department chair, and VPAA.

No later than April 1, the department chair will meet with the faculty member to discuss the review panel's report. The VPAA may opt to attend the meeting. In the case of a successful appeal (as described in 4.4.7.7), this meeting will occur after the conclusion of the appeals process.

4.4.7.5 Deficient Ratings:

To ensure the developmental emphasis of the post-tenure review process and to achieve consistency with the AAUP Minimum Standards and the Faculty Senate Principles, the following policy provisions apply to the assignment of a deficient rating:

A. The post-tenure review panel will assign a *deficient* overall rating if there are *deficient* ratings in two or more categories (i.e. teaching, research/scholarship, service).

B. If the panel has assigned a rating of *deficient* in the teaching category and *proficient* in the other two categories, it will decide whether to assign a *deficient* or *proficient* overall rating. This decision will be made by majority vote with no abstentions allowed. The panel can take into account the severity of currently perceived deficiencies in the teaching category, the relative weight given to the teaching category in the annual evaluations (APPM 4.4.2.1), as well as, any teaching deficiencies identified in the results of the previous PTR cycle that continue to be an area of concern.

C. In the post-tenure review process, the presumption is that the faculty member is performing at a *proficient* level. Therefore, the onus of justification is on the post-tenure review panel when they assign a *deficient* overall rating (just as the burden is on the department chair to justify a "less than proficient" rating in the annual evaluations, APPM 4.4.3).

D. The faculty member that receives a deficient overall rating shall have the opportunity to appeal that rating on both substantive and procedural grounds (see section 4.4.7.7).

E. If the panel decides on a *deficient* overall rating, they will draft a report in which they describe their review of the faculty member's performance that includes a reasoned justification of their decision, identification of specific deficiencies in the faculty member's performance, and recommendations on how these deficiencies can be remedied. The panel's report will have the signatures of all panel members acknowledging the contents of the letter. On or before March 1, the chair of the review panel will send this report to the faculty member, the department chair, and the EDAA. The post-tenure packet will be returned to the faculty member. The faculty member

may, at this point, choose to appeal the findings of the post-tenure review panel (see section 4.4.7.7). If the faculty member chooses not to appeal (or does not meet the April 1 deadline for filing an appeal), and the faculty member received a "less than proficient" overall rating on at least one of the annual evaluations in the three-year period, the process will move to the implementation of a professional development plan.

Professional Development Plan: the VPAA and the department chair will arrange a meeting with the faculty member to discuss the review panel's report and to sketch an outline of a professional development plan. This is not to be confused with the annual Faculty Development Agreement utilized by departments for the annual faculty evaluations. In consultation with the VPAA, the department chair will then draft a professional development plan for the faculty member. The plan will include goals, timelines and institutional resources available to support the plan. The department chair will schedule a meeting at which the development plan is given to the faculty member and discussed. If the plan does not reflect the expectations that were established during the meeting with the chair and VPAA, then there will be opportunity to revise the plan so that it is mutually agreeable and clear. This meeting will take place on or before April 15. In the case of an unsuccessful appeal, this meeting will occur after the conclusion of the appeals process and by the end of the semester. The department chair will then serve in a mentoring and supervisory capacity to monitor the faculty member's progress on achieving the goals and timelines of the development plan in the following academic year.

4.4.7.6 Second Year Post-Tenure Review Process

Step 1

The department chair will schedule two meetings with the faculty member for the fall semester (one in October and one in November) and one meeting in the spring semester (no later than February 15) to discuss the degree of progress the faculty member is making on achieving the goals and timelines set forth in the development plan. Prior to each meeting, the faculty member will provide the department chair with a succinct description of the degree of progress on the development plan. At each of the two meetings in the fall semester the department chair will provide a succinct report that assesses the faculty member's degree of progress and offers constructive recommendations for improved performance. If, at the third meeting, the department chair decides the faculty member has attained adequate progress on the professional development plan, then this will be explained in a succinct report that is given to the faculty member, and the post-tenure review process is complete. If, at the meeting, the department chair decides the faculty member has not made adequate progress on achieving the goals of the professional development plan, then the department chair will present the justification for this decision in a succinct report that is given to the faculty member, and the post-tenure review process will move to the next step.

Step 2

A faculty review panel will conduct this step in the process. The panel will consist of five tenured faculty members, selected randomly by the department chair in the presence of the faculty member, according to the disciplinary proximity schema set forth in 4.4.7.2. The senior member of the panel will call the first meeting and the panel will elect a chair at this meeting. The department chair will send the professional development plan and the six reports (three from the faculty member and three from

the chair) from the "second-year" meetings to the members of the faculty review panel. The chair of the review panel will call a meeting of the panel in order to discuss and to vote on whether the faculty member has made satisfactory progress toward meeting the goals and timelines of the development plan. At this meeting, only the department chair and the faculty member (jointly present) will be afforded the opportunity to address the panel in person. The department chair will speak first, and each address will be limited to 15 minutes. The faculty review panel may then ask either individual questions (again, while both are present). The department chair and the faculty member will then be excused from the meeting. The faculty review panel will discuss the information and then conduct a secret ballot vote on whether (a) the faculty member has made satisfactory progress in fulfilling the professional development plan, or (b) the faculty member has not made satisfactory progress in fulfilling the professional development plan. Panel members shall not be permitted to abstain. A simple majority vote will prevail. The review panel chair will notify the faculty member and the department chair of the panel's decision. This step of the process must be completed on or before March 15. If the panel decides the faculty member has made satisfactory progress, then the post-tenure review process is complete. Upon completion of the review process a new three-year review cycle is begun and the department chair's calendar shall be updated. If the panel decides the faculty member has not made satisfactory process, the faculty member may choose to appeal the decision using the appeals process described in 4.4.7.7 of this policy (with the timeline of the appeal process adjusted to follow the preceding steps of the second-year process).

4.4.7.7 Appeal Process for Post-Tenure Review Decisions

Appeals will be heard by the Faculty Appellate Committee for Post-Tenure Review (FAC-PTR). This committee consists of the members of the Faculty Appellate Committee who will be acting here to fulfill a specific function: to hear appeals on post-tenure review decisions. The faculty member may appeal the decision of the post-tenure review panel on substantive and/or procedural grounds. The FAC-PTR shall make a decision on *whether to affirm* or *to not affirm* the review panel's decision.

1. No later than April 1, the faculty member will file the appeal with the Vice President for Academic Affairs (VPAA). The appeal filing must also include the following items: (1) a document explaining the grounds of the appeal and a statement setting out the remedy being sought, (2), the post-tenure review packet, and (3), the report from the post-tenure review panel.
2. The VPAA will forward these items to the chair of the FAC-PTR.
3. The VPAA will also notify the faculty member's department chair and the members of the post-tenure review panel that the appeal has been filed, and will provide these individuals with a copy of the faculty member's document explaining the grounds of the appeal.
4. Should members of the review panel want to respond to the document, they must-- within seven calendar days of receipt of the document--submit their written response to the VPAA. This response must be limited to clarification or correction of statements of fact in the faculty member's document explaining the grounds of the appeal.
5. The VPAA will forward this response to the chair of the FAC-PTR and to the faculty member. The faculty member may submit a written counter-response to the VPAA, who will then forward the counter-response to the chair of the FAC-PTR.
6. The chair of the FAC-PTR (chosen by and at a meeting of the FAC in the fall semester) will notify all committee members that the appeal has been filed. Neither the faculty member, the faculty member's department chair, nor any members of the faculty review panel will be eligible to serve on the FAC-PTR or to participate in its deliberations. Any recusals must be done prior to the

hearing and that committee member will not participate in the committee's deliberations. The committee that hears and decides the post-tenure appeal must consist of at least seven faculty members. If replacements are needed to fill the seven-member committee, they will be selected from the faculty by a vote of the Faculty Senate Executive Committee.

7. The chair of the FAC-PTR will forward all the materials received from the VPAA to the committee members. The chair of the FAC-PTR will call a meeting of the committee, at which the committee will discuss the appeal, and then conduct a secret ballot vote to: (a) affirm the review panel's decision, or (b) not affirm the review panel's decision. Committee members shall not be permitted to abstain. A simple majority vote will prevail; and a tied vote will be in favor of the faculty member. The meeting and vote must be completed on or before May 1. A notification of the FAC-PTR's decision (to affirm or to not affirm) will be sent to the VPAA, the faculty member, the faculty member's department chair, and the members of the review panel. If the FAC-PTR votes to not affirm the review panel's decision, then the post-tenure review process is complete. If the vote is to affirm the decision, then the post-tenure review process moves to the next step (section 4.4.7.5 Professional Development Plan), and the Second Year Post-Tenure Review Process.
8. For appeals of the Second Year Post-Tenure Review Process: If the FAC-PTR votes to not affirm the review panel's decision, then the post-tenure review process is complete. If the vote is to affirm the decision, then the decision is sent to the VPAA.

4.4.7.8 Review of the Post-Tenure Review Policy and Process

The post-tenure review process will be subject to periodic and ongoing review. The administration and the Faculty Senate will work cooperatively in this review. The administration will provide the Faculty Senate—when requested—with data on the results and workings of the post-tenure review process.

4.5 Rank and Promotion

4.5.1 Academic Rank

The academic community recognizes educational achievements, experience, and meritorious contributions to higher education by awarding academic rank to faculty who perform with distinction in these areas. Academic rank is granted by the Regional University System of Oklahoma Board of Regents to teaching faculty on the basis of Regents' and the institution's faculty personnel policies.

The academic ranks of the University are professor, associate professor, assistant professor, and instructor. The senior ranks of professor and associate professor are granted as a result of exemplary teaching, scholarship, leadership, and service achievements. Faculty holding the senior ranks provide academic and scholarly leadership to developing faculty and provide advice and counsel to the department chairs and administration. For these reasons, serious attention is given to the scholarly, intellectual, and ethical stature of individuals selected for the senior ranks. The ranks of assistant professor and instructor are for faculty in the developmental stages of their teaching careers.

4.5.2 Promotion in Rank

The Regional University System of Oklahoma Board of Regents have specified five basic categories upon which academic rank and promotion in rank are based:

1. Education and experience,
2. Effective classroom teaching,
3. Research/scholarship,
4. Contributions to the institution and profession, and
5. Performance of non–teaching or administrative duties.

Education and experience alone are not adequate for granting promotion in rank. The following general guidelines shall be applied in the appointment and promotion of faculty to rank.

4.5.2.1 General Guidelines

For academic ranks of Instructor an earned master's degree or sixty (60) graduate hours in a relevant teaching field awarded by a regionally accredited or internationally recognized institution.

Assistant Professor one of the following (Option A, B, or C):

Option A.

An earned doctorate relevant to the teaching field awarded by a regionally accredited or internationally recognized institution.

Academic credentials which indicate the potential for effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in appropriate instances, successful performance of non–teaching or administrative duties.

Option B.

Completed all requirements in a doctoral program relevant to the teaching field, with the exception of the dissertation. (NOTE: Faculty who wish to begin a doctoral program must have written approval of the program from the Department Chair and Vice President for Academic Affairs, in order to qualify for promotion in rank or salary increases resulting from completion of the degree program.

Academic credentials which document effective classroom teaching and indicate the potential for research/scholarship, contributions to the institution and the profession, and, in appropriate instances, successful performance of non–teaching or administrative duties.

Option C.

Sixty (60) graduate hours relevant to the teaching field awarded by a regionally accredited or internationally recognized institution of higher education. (NOTE: Graduate hours taken while on the faculty at Southeastern must be approved in advance by the Department Chair and Vice President for Academic Affairs in order to qualify for promotion in rank or salary increase.)
Four (4) years of successful higher education teaching experience in full–time appointment(s).

Academic credentials which document effective classroom teaching and indicate the potential for research/scholarship, contributions to the institution and the profession, and, in appropriate instances, successful performance of non–teaching or administrative duties.

Associate Professor.

- An earned doctorate relevant to the teaching field awarded by a regionally accredited or internationally recognized institution of higher education.
- Five (5) years of successful higher education teaching experience in full–time appointment(s).
- Five (5) years of experience at the assistant professor rank.
- Demonstrated effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in appropriate instances, successful performance of non–teaching or administrative duties.
- Noteworthy achievement in classroom teaching, research/scholarship, and contributions to the institution and profession, or, in appropriate instances, performance of non–teaching or administrative duties.

Professor.

- An earned doctorate relevant to the teaching field awarded by a regionally accredited or internationally recognized institution of higher education.
- Ten (10) years of higher education teaching experience in full–time appointment(s).
- Five (5) years of experience at the associate professor rank.
- Demonstrated record of effective classroom teaching, extensive research/ scholarship, extensive contributions to the institution and profession, and, in appropriate instances, exemplary performance of non–teaching or administrative duties.
- Commendable or outstanding achievement on all of the categories: effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in selected instances, performance of non–teaching or administrative duties.

4.5.2.2 Effective Classroom Teaching

Effective classroom teaching is demonstrated through mastery of a current knowledge base in subject matter taught at an appropriate student level. Such teaching stimulates achievement and practical personal applications by students. A continual review of current literature, research, and strategies for classroom application is necessary to effective teaching. An effective teacher evidences mastery in the classroom by thoroughly integrating skills and knowledge, sensitivity, and perception with the presentation of subject matter.

Effective classroom teaching is characterized by (1) subject matter mastery, (2) curriculum development, (3) course design, (4) delivery of instruction, (5) assessment of instruction, (6) availability to students, and (7) fulfillment of instructional administrative responsibilities.

Effectiveness will be documented by student evaluation of instruction; peer and/or department chair evaluations; performance evaluation of program graduates by employers; and other applicable available information, including standardized assessment of majors.

4.5.2.3 Research/Scholarship

Scholarship is a state of mind that is demonstrated by the active involvement of a faculty member in the pursuit of new knowledge in his/her academic field or discipline. While the scope and nature of faculty scholarship will vary among departments, University faculty shall be involved in scholarly activities, individually or collaboratively, which advance the knowledge base and performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge or techniques in creative ways are valued. Both the quality and the quantity of productivity are considered in assessing the contributions and performances.

Examples of research/scholarship are adaptations of knowledge to the learning environment, development of marketable instructional materials, creative artistic works evaluated by juries or panels, invitation for professional presentations or performances, articles in refereed or editor–evaluated publications, successful grantsmanship, selected unpublished research, books, monographs, inventions, patented or copyrighted products, etc.

4.5.2.4 Contributions to the Institution and Profession

Contributions occur when a faculty member applies his/her professional expertise beyond the classroom and research/scholarship responsibilities to advance the institution and profession. These contributions should be correlated with the educational needs of the student body and the objectives of the University.

Institutional contributions may consist of, but are not limited to academic advisement of students, sponsorship of student organizations, membership on ad hoc and standing committees, consultation to other areas of the University, participation in institutional or program self–study activities, and special assignments or responsible participation in activities which advance the academic programs of the University.

Professional contributions include involvement in various professional organizations in a manner that accrues favorable notice to the individual and the University. Evidence of such contributions may consist of, but are not limited to, memberships in professional organizations appropriate to a faculty member's teaching field or area of responsibility, attendance at meetings, holding of offices, and serving on committees at local, state, regional, and national levels of said professional organizations.

4.5.2.5 Performance of Non–Teaching or Administrative Duties

These duties include, but are not limited to student advisement; departmental management; public relations; classroom, studio, office or other physical facility management; personnel management; equipment and supplies management; fiscal management; and time management.

The performance of such duties is carried out in a timely manner with efficiency and dispatch in a spirit of cooperation and sensitivity to the needs of students, staff, peers, and supervisors. These duties are carried out in full awareness of both legal and personal responsibilities and limitations concomitant to a state–supported educational institution.

Documentation of performance of non–teaching or administrative duties might include formal and informal observations and evaluations from students, peers, supervisors, and the public.

4.5.3 Promotion Process

It is the responsibility of the individual faculty member to initiate the request for a promotion in rank and to prepare the portfolio of materials. The department chair will advise the faculty member in preparation of this request. The following steps outline the procedures in the promotion process (4.6.3). A Portfolio Transmittal Form (see Forms) to certify the receipt dates and transmittal dates at each step of the promotion process must accompany the request and is available from the department chair. Failure to forward the portfolio and recommendation by the specified date will constitute de facto approval at that step.

It is the responsibility of the individual faculty member to monitor the flow of materials through the process. At any step in the process, the faculty member may withdraw a request for promotion in rank.

4.5.4 Concepts and Understandings Regarding Rank and Promotion Policies

1. The highest interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the chairs, chief academic officer, and the president of the University. The procedure for recommending promotion in rank is designed to systematize as well as to encourage such cooperation and mutual confidence.
2. The determination of professional training and/or experience to meet the criteria for assignment of rank will be the responsibility of the appropriate academic officer (or officers) on campus. They will consult with peers or supervisors of those who are being considered for changes in rank.
3. No person presently employed shall suffer reduction in rank as a result of the operation of these policies.
4. Instructional personnel who are not subject to assignment of rank may be classified by titles such as special instructors, lecturers, graduate assistants, adjunct teachers, and part–time teachers.
5. An instructor, upon making official notification to the administration of the completion of a doctoral program, may receive immediate promotion to the rank of assistant professor with approval of the Regional University System of Oklahoma Board of Regents.
6. The application for promotion may be submitted during the year which completed the requirements for the rank as outlined in Section 4.5.2.1, with a successful application causing promotion effective the following academic year.
7. A faculty member must complete at least two years of employment at Southeastern before applying for promotion to the rank of Associate Professor or Professor.
8. Any exception to the policy on promotion in rank is the domain of the president of the University.

4.6 Tenure

Source: See Policy Manual of the Regional University System of Oklahoma Board of Regents (Academic Affairs, 3.3)

4.6.1 Academic Tenure

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) teaching, (2) research or creative achievement, (3) professional service, and (4) University service. Each University may formulate standards for this review and determine the appropriate weight to be accorded each criteria consistent with the mission of the academic unit.

Tenure is granted by the Regional University System of Oklahoma Board of Regents 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.

The terms and conditions of every appointment or reappointment shall be stated in writing and copies in the possession of both the institution and faculty member before the appointment is approved. 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.

Tenure does not apply to administrative positions, but a tenured faculty member appointed to an administrative position retains tenured status as a member of the faculty.

The Board intends to reappoint tenured personnel to the faculties of the institutions under its control within existing positions that are continued the next year. The Board reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to allocate sufficient funds to meet obligations for salaries or compensation.

4.6.2 Periods of Appointment and Tenure

Faculty members holding academic rank above the level of instructor (assistant professor, associate professor, professor) may receive tenure at any time. Normally, faculty members shall be on probation for five (5) years after date of first being employed by the University in a tenure–track position. (Years of experience in a non–tenure–track position may be used for probation only if approved by the University). Seven (7) years shall be the maximum probationary period for the eligible faculty member to be granted 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 Regional University System of Oklahoma Board of Regents. This procedure applies every year thereafter.

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

4.6.3 Procedure for Granting Promotion and Tenure

The normal procedure for granting tenure is initiated by the faculty member during the fifth, sixth, or seventh year of service to the University in a tenure–track position. The normal procedure for granting promotion is initiated by the eligible faculty member. Failure to complete any of steps 3-7 by the

specified due date will constitute de facto approval at that step in the tenure and/or promotion process. The following steps outline the normal process:

Step 1–
All of the following must be completed no later than **September 15:** The faculty member files a written request for promotion and/or tenure with the department chair. The request must be accompanied by a portfolio exhibiting documentation of effective teaching, research/scholarship, contributions to the institution and profession, and performance of non–teaching or administrative duties, if appropriate. Once the portfolio is submitted, the applicant cannot add to it but he/she can change the status of items (e.g., If a paper was submitted for publication in September and in November he/she is notified it was accepted for publication, the portfolio can be amended to indicate the paper was accepted.)

The department chair who is a candidate for Promotion and Tenure will provide the names of two department chairs, who must hold the rank of Full Professor and not be serving in an interim position to the VPAA. The VPAA will select one to serve in the capacity of the chair throughout the promotion process.

Step 2–
All of the following must be completed no later than **October 1:** A Promotion and Tenure Review Committee shall be formed. The Department Chair will notify the members of the Promotion and Tenure Review Committee, and the candidate's portfolio will be provided. Committee shall include all faculty in the department with the appropriate tenure/rank. For Tenure applications, all tenured faculty members within the department shall serve as the Promotion and Tenure Review Committee. In Promotion cases, only tenured faculty at or above the rank sought shall serve on the committee. As they review applications in a later stage of the process, department chairs and the VPAA do not serve on either Tenure or Promotion committees in their academic department even if they are otherwise qualified. In the event that the number of faculty at the appropriate rank or tenured faculty members in the department is fewer than five (5), the tenured and appropriately ranked faculty within the department will serve on the committee and additional tenured and appropriately ranked faculty members will be appointed by the following process. The applicant will submit a list of qualified prospective faculty to the department chair. The list may include up to twice the number of needed faculty for the vacancies. The department chair, in collaboration with the VPAA, will then choose from the list to fill the vacancies. If no agreement can be reached to fill the vacancies, then the vacancies will be filled by a random selection process--with an equal probability of selection--from the qualified faculty within the applicant's school. Faculty chosen by either of these methods would be asked if they are willing to serve. If there is a committee member(s) that is tenured but not of sufficient rank, that member shall only vote on the tenure recommendation. If this creates a shortage of committee members for the promotion recommendation (i.e., fewer than five), then a qualified member of sufficient rank will be chosen to fill that vacancy by the selection process described in this policy, and that committee member shall only vote on the promotion recommendation.

Step 3--
All of the following must be completed no later than **October 15:** The department chair shall call a meeting of the Promotion and Tenure Review Committee to initiate discussion of the request. At the first meeting, the Promotion and Tenure Review Committee will elect a chair of the Committee. After each member of the Promotion and Tenure Review Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and evaluated by

the Promotion and Tenure Review Committee. This review shall be conducted in a manner that allows for input from non–tenured colleagues, students, alumni, and administrative information from the department chair. After completion of the review, a poll by secret ballot of the Promotion and Tenure Review Committee will be taken to determine whether a recommendation for the granting of tenure and/or promotion will be made. Committee members shall not be permitted to abstain. A simple majority vote shall prevail. The committee will continue deliberations until a majority decision has been reached. The chair of the Promotion and Tenure Committee will write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter must be approved by a majority vote of the whole Promotion and Tenure Review Committee. The Promotion and Tenure Review Committee shall then send the portfolio with the committee's vote (numerical count), the narrative evaluation letter, and their recommendation to grant or to deny to the department chair. The committee chair also writes a letter to the applicant informing him/her of the committee's recommendation to grant or deny tenure/promotion. The recommendation letter is separate from the narrative evaluation letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. All ballots are to be retained by the chair of the Promotion and Tenure Review Committee until a final decision is reached concerning the request. The ballots shall then be destroyed.

Step 4–
All of the following must be completed no longer than **November 15:** The department chair shall review the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure and/or promotion. The department chair will then write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio but will not be made available for review by the candidate until the optional withdrawal period following the VPAA's recommendation. The chair will then forward a recommendation concerning the request and all documentation to the VPAA. The chair will provide the applicant with a written statement of his/her recommendation and a written statement of his/her recommendation shall also be forwarded to the members of the Promotion and Tenure Review Committee.

Step 5–
All of the following must be completed no later than **January 15:** The VPAA shall review the Chair's recommendation, the Promotion and Tenure Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure and/or promotion. The VPAA will then write a narrative evaluation of the applicant's performance on each performance criterion in the form of a letter. The narrative evaluation letter will be inserted into the portfolio and the VPAA will provide the applicant with a written statement of his/her recommendation. Upon receipt of the VPAA's recommendation the candidate will have the option to withdraw the application (as described in "Withdrawal of the Application" below). Should the candidate elect not to withdraw, the VPAA will then forward a recommendation concerning the request and all documentation to the President. The VPAA will then forward a written statement of his/her recommendation to the department chair and to the members of the Promotion and Tenure Review Committee**.**

Withdrawal of Application: After receiving the VPAA's recommendation the applicant will be given a summative list of the recommendation decisions and have the opportunity to review narrative evaluations from the Promotion and Tenure Review committee, department chair, and VPAA. The

applicant will then have the opportunity to withdraw the tenure/promotion application without prejudice toward future applications. The applicant must file the withdrawal with the VPAA by January 30. If the applicant chooses to file a procedural due process appeal, then s/he will have the opportunity of withdrawing the tenure/promotion application at the conclusion of the appeal process or following the VPAA's decision, should the procedure be renewed as a result of the appeal. A withdrawal of the application marks the completion of the process.

Due Process Appeal: If the VPAA recommends that promotion or tenure be denied and the faculty member believes that the request has not been accorded "procedural due process," s/he may request of the Faculty Appellate Committee a hearing pertaining solely to due process. The definition of procedural due process is that all aspects of tenure and/or promotion will be conducted in a manner that adheres to the protocols, principles, and policies set forth in the Academic Policies and Procedures Manual at Southeastern and the Policy Manual of the Regional University System of Oklahoma. Areas considered as procedural due process may include but are not limited to: (1) process used to convene the tenure and/or promotion committee; (2) ineligible members appointed to the committee; (3) manner by which the committee conducts business; (4) adherence to the deadlines; (5) attempts to exert inappropriate influence/pressure by any party; or (6) failure to provide required evaluation/narrative at any level of the review. Such an appeal must be filed by **January 30**. The appeal hearing will be conducted by the full membership of the Faculty Appellate Committee, with at least seven members of the committee participating in the hearing (see APPM 3.6.1 for the committee's composition and functions). All decisions by the committee shall be made by a simple majority vote. Pertinent testimony from all parties involved may be heard. If the Faculty Appellate Committee rules that due process was violated, the committee may then recommend that the procedure be renewed at the point where violation occurred. The VPAA shall be responsible for monitoring the subsequent procedures to assure that due process is accorded. The Faculty Appellate Committee must complete action on an appeal by **February 15.**

Step 7–
All of the following must be completed no later than **March 1:** Upon receiving a recommendation from the VPAA, the President decides either to approve or disapprove the request for tenure and/or promotion. The President then reports his decision to the VPAA, department chair, Promotion and Tenure Review Committee, and the faculty member. If the President approves the request for tenure, s/he submits it to the Regional University System of Oklahoma Board of Regents, normally at the April meeting. The President then reports the Regents' action to the VPAA, department chair, Promotion and Tenure Review Committee and the faculty member.

If the applicant withdraws the application by the January 30 deadline, the application does not proceed to the President. If, as a result of an appeal decision, the tenure/promotion procedure is renewed, the VPAA's recommendation will be made by March 15. If the VPAA's decision is to recommend denial of tenure/promotion, the applicant will have the opportunity to withdraw the application. The withdrawal must be filed by March 30. If the application is withdrawn, it will not proceed to the President. A withdrawal of the application marks the completion of the process.

4.6.4 Concepts Regarding Tenure

The highest interests of the University will be served through a spirit of cooperation and a sense of mutual confidence among the faculty, department chairs, Vice President for Academic Affairs, and the President

of the University. The procedure for recommending tenure is designed to encourage such cooperation and confidence.

The Regional University System of Oklahoma Board of Regents recommends that not more than sixty–five percent (65%) of the full–time faculty at a University receive tenure. Once the sixty–five percent limit is reached, there will be no additions to the tenured faculty at Southeastern. However, the tenure process on campus will continue. Faculty members recommended for tenure will be placed in a priority–hold status by year pending tenure vacancies.

Under exceptional circumstances, a new faculty member may be recommended for tenure by a department chair, Vice President for Academic Affairs, or the President without going through the normal process.

In the event that one of the deadlines in the tenure process falls on a weekend or holiday, the deadline becomes the next working day at the University.

After the process is completed, the following action should be taken:

a. The results of all balloting and recommendations from the department chair, and Vice President for Academic Affairs will be placed in the personnel file of the candidate.
b. The portfolio and a copy of all recommendations will be returned to the candidate.
c. Other confidential, relevant records leading to tenure shall then be destroyed.

Any exception to the policy on tenure is the domain of the president of the University in conjunction with the Regional University System of Oklahoma Board of Regents.

4.6.5 Guidelines for Achieving Tenure

The following guidelines apply in decisions regarding the awarding of tenure:

Five (5) years of service at Southeastern Oklahoma State University in a tenure–track appointment as an assistant professor, associate professor, and/or professor.

Demonstrated effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in appropriate instances, successful performance of non–teaching or administrative duties.

Demonstrated ability to work cooperatively to strengthen the academic quality of the institution.

Noteworthy achievement in classroom teaching and on at least one other criterion: research/scholarship, contributions to the institution and profession, or, in appropriate instances, performance of non–teaching or administrative duties.

4.6.6 Evaluation of Tenured Faculty

The academic and professional performance of each tenured faculty member may be reviewed annually and must be reviewed at least every third year.

The results of the 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 before it is placed in the personnel folder. An unsatisfactory review will require another review within one year. An unsatisfactory review at that time may be grounds for dismissal as listed under Sections 4.6.7 and 4.6.8 below.

4.6.7 Causes for Dismissal or Suspension of Tenured Faculty

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

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

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

4.6.8 Dismissal of Tenured Faculty for Program Discontinuance or Financial retrenchment

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

Before terminating an appointment because of discontinuance of a program or department, or because of other lack of need of services, the institution 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.

4.6.9 Dismissal of Tenured Faculty Member for Cause

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate department chair. 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 institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the department chair 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.

The conference with the Vice President for Academic Affairs may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interest of the tenured faculty member and the institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Vice President for Academic Affairs will submit his/her decision in writing with rationale to the faculty member and forward his/her decision to the President. If the President concurs in the recommendations for dismissal, the President shall send a written statement to the faculty member within ten (10) school days of his/her receipt of the Vice President for Academic Affair's recommendation. Copies of this written statement should be sent to the Vice President for Academic Affairs and department chair. When the President notifies a tenured faculty member of the intention to recommend dismissal for cause, the tenured faculty member must be informed in writing in detail of the specific charges against him/her and be informed of the procedural rights that will be accorded to him/her. Every reasonable effort must be made by the President to ensure that the communication of this action is received by such faculty members without delay. Such notification must be made by registered or certified mail with return receipt requested.

4.6.10 Suspension of a Tenured Faculty Member

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

4.6.11 Disciplinary Action Other Than Dismissal or Suspension

Disciplinary action affecting the terms of employment taken by the University against a tenured faculty member must be based upon causes stated in this chapter, or any other adequate cause which related directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate department chair. If, as a result of the conference, the departments chair finds that disciplinary action is warranted, a written recommendation for action and rationale for the recommendation for action should be forwarded to the VPAA. The Vice President for Academic Affairs should arrange a conference with the faculty member. The Vice President for Academic Affairs may determine no additional action is necessary. However, the Vice President for Academic Affairs may determine a plan of disciplinary action, in which case s/he should notify the faculty member in writing and place a copy of the disciplinary action in the faculty member's personnel file.

4.6.12 The Right of Appeal of Tenured Faculty

Each of the six state universities under the jurisdiction of the Regional University System of Oklahoma Board of Regents 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 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 of the elected members shall be elected for twelve (12) months and one–half for twenty–four (24) months; thereafter, one–half shall be elected each year. No member may serve more than two consecutive terms. One or more alternate members of the committee shall be elected to serve in the event a regular member is unable to serve. If any member of the committee is an interested party in a case which comes before the Appellate Committee on Dismissal of Tenured Faculty Members, said committee member shall not serve on that case.

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

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

If a faculty member receives notice of a pending dismissal and so desires, he may request and shall be accorded a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members. Failure to make a request in writing to the President within fourteen (14) days after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members.

At Southeastern, this committee has been designated to serve as the grievance committee in the promotion process (see Section 4.5.3, Step 4).

4.6.13 Appeal Procedures for Tenured Faculty

a. After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty (20) days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief or the matter may proceed to a hearing. If the faculty member waives a hearing, but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Tenured Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the University, and make its recommendation upon the evidence in the record.
b. If the faculty member requests a hearing, the Appellate Committee on Dismissal of Tenured Faculty Members shall, with due diligence, and in keeping with the Administrative Procedures Act, considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the 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. Each party will pay the entire cost of his or her 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 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 President of the University. 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 his recommendation to the Board of Regents. The faculty member shall have the right to request the Board of Regents 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 at the office of the Regional University System of Oklahoma Board of Regents. If the affected faculty member does not timely request that the Board of Regents 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 of Regents to review adverse findings and recommendations of the President, the faculty member must indicate whether s/he 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 of Regents has the discretion to determine whether the review will be a de novo hearing or a review of the record.
i. Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Regents, have been concluded.

4.6.14 Non–tenured Faculty

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

4.6.14.1 Annual Evaluation

Following institutional guidelines, the performance of non–tenured faculty members shall be evaluated annually by March 1 by the appropriate department chair and the results of the evaluation placed in the personnel record of the non–tenured faculty member. The non–tenured faculty member shall be given a copy of the evaluation.

4.6.14.2 Non–Reappointment

The Board of Regents delegates to the President or the President's 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 by March 1, prior to termination of the current appointment. Failure to reappoint may be without specific causes. Reappointment or non–reappointment by the University is subject to ratification by the Board of Regents.

4.6.14.3 Termination for Cause or Suspension

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 reappoint may be without specific or stated cause.

4.6.15 Procedures for Amending These Regulations

The Regional University System of Oklahoma Board of Regents may amend these regulations at any time, or a requested amendment to these regulations may be initiated by the Appellate Committee on Dismissal of Tenured Faculty Members or the administration of any of the institutions governed by the Board.

4.7 Faculty Load

University faculty have responsibilities in four areas: (1) instruction, (2) research/ scholarship, (3) service to the institution, profession, and public, and (4) various non–teaching or administrative duties. While instruction and research/scholarship are expected of all faculty, the scope and variety of service and non–teaching or administrative assignments will depend upon the needs of the departments, schools, and University at large.

Faculty load assignments will be monitored each semester by the department chair and approved by the Vice President for Academic Affairs.

4.7.1 Teaching

Instructional assignments are based upon the expertise of the faculty member and needs of the academic department. They are made by the department chair in collaboration with the faculty member.

In the fall and spring semesters a full–time teaching load is twelve (12) semester hour units per semester.

In the summer term a full–time teaching load is eight (8) semester hour units per term.

4.7.2 Research/Scholarship

Individual faculty research and scholarly activities are defined by the professional interests of the faculty member. While the scope and nature of faculty scholarship will vary among departments, University faculty shall be involved in scholarly activities, individually or collaboratively, which advance the state of knowledge or performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge in creative ways are valued.

4.7.3 Service to the Institution, Profession, and Public

4.7.3.1 Student Advisement

Academic advisement is a very important service responsibility for faculty. Advisors are expected to assist students with enrollment, to counsel them about career options, to provide them information about deadlines and checkpoints, and to monitor their progress through programs. The department chair selects faculty to serve as advisors. A recommended maximum advisement load is thirty (30) students.

4.7.3.2 Committees and Advisory Service

Institutional service activities include sponsorship of student organizations, membership on ad–hoc and standing committees, consultation to other areas of the University, and participation in activities which advance the academic programs of the University.

4.7.3.3 Professional Activities

Membership in selected professional organizations appropriate to a faculty member's assignment is a basic responsibility. Involvement in professional organizations at local, state, regional, and national levels consists of attendance of meetings, holding offices, and serving on committees.

4.7.3.4 Public

Service to the community at large occurs when a faculty member contributes professional expertise to the activities of governmental, public schools, or other public and service agencies. The contribution may be in, but is not limited to the following roles: consultant, program participant, member of a board or task force, or advisor.

4.7.4 Non–teaching or Administrative Duties

These assignments are based upon the needs of the department, school, and University. Such assignments will be developed cooperatively between the faculty member and department chair or appropriate administrative officer.

4.7.5 Revised Interim and Summer School Policies

Summer Teaching Including Interim Classes

- Regular faculty may teach up to 9 semester credit hours during the Summer Semester and compensation will be based upon an individual's academic rank: Professor-$1,300 per credit hour (PCH); Associate Professor-$1,200 PCH; Assistant Professor-$1,100 PCH; Instructor-$1,000 PCH. A course must have a minimum of 10 students enrolled to receive this level of compensation.
- Adjunct faculty will be compensated at the prevailing adjunct rate (Doctorate/Terminal Degree-$700 PCH; Masters-$550 PCH; Baccalaureate-$450 PCH). It is difficult to recruit and retain adjunct faculty for certain disciplines; therefore, compensation may be at a higher prevailing rate that has been previously approved by the department chair and VPAA. A course must have a minimum of 10 students enrolled to receive this level of compensation.
- In the case of an emergency overload, regular faculty may teach more than 9 semester credit hours. All emergency overloads must be justified and approved by the department chair, and VPAA. Compensation will be at the prevailing adjunct rate listed above. A course must have a minimum of 10 students enrolled to receive this level of compensation.
- With approval by the department chair and VPAA, a course with less than 10 students may be taught during Summer Semester. Compensation for these courses will be based on the adjunct rate.

Reassigned Time During Summer Semester

- Regular faculty, including department chairs, will receive 1/10 (10%) of their base annual salary for each 0.50 FTE hours of reassigned time. For example, an individual with an annual salary of $60,000 and a 0.50 FTE reassigned time would receive $6,000 ($60,000 X 1/10) for summer ($3,000 for June and $3,000 for July). Compensation for individuals with different levels of reassigned time will be prorated based on this formula.
- Regular faculty, including department chairs, also may receive compensation for teaching during Summer Semester. Individuals with 0.50 FTE reassigned time or less may teach up to 6 semester credit hours at the compensation level listed above. Individuals with 0.75 FTE reassigned time may teach up to 3 semester credit hours at the compensation level listed above.
- In the case of an emergency overload, regular faculty with reassigned time may teach an additional 3 semester credit hours. All emergency overloads must be justified and approved by the department chair, dean, and VPAA. Compensation will be at the adjunct rate as described above.

4.8 Department Chair Load

The department chair has the dual role of faculty member and chief administrator of the department. It is important that a proper balance be achieved between the chair's faculty assignment (teaching, research/scholarship, and service) and administrative duties (instructional program management,

personnel management, department development, financial and facilities administration, and academic leadership).

4.8.1 Teaching

The teaching load for department chairs is defined by the scope of their duties which varies among the departments. Factors which must be considered in assigning the chair's teaching load include: (1) the number of students majoring in the programs offered by the department, (2) instructional functions of the department (size of service offerings relative to size of major programs), (3) size and nature of the departmental facilities (classrooms, laboratories, etc.), (4) inventory of instructional equipment and instrumentation, (5) size and nature of the instructional faculty (tenured relative to adjunct), (6) state and federal regulations that impact on the department and its operations, (7) ancillary activities associated with the department, (8) support staff available in the department, (9) number and size of externally supported programs initiated and managed within the department, (10) number of programs offered by the department, and (11) nature of programs offered by the department.

After careful review and documentation of the above factors, the teaching load of each chair will be negotiated on an individual basis. The department chair assignments will be reviewed and approved each semester by the Vice President for Academic Affairs.

4.8.2 Research/Scholarship

The individual chair's research and scholarly activities are defined by his/her professional interests. While the scope and nature of faculty scholarship will vary among departments, University chairs shall be involved in scholarly activities, individually or collaboratively, which advance the state of knowledge or performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge in creative ways are valued.

4.8.3 Service to the Institution, Profession, and Public

4.8.3.1 Student Advisement

Academic advisement is a very important service responsibility for faculty and chairs. Advisors are expected to assist students with enrollment, to counsel them about career options, to provide them information about deadlines and checkpoints, and to monitor their progress through programs. The department chair coordinates advisement in the department and selects faculty as needed to serve as advisors. A recommended maximum advisement load is thirty (30) students.

4.8.3.2 Committees and Advisory Service

Some institutional service activities are sponsorship of student organizations, membership on the Academic Council and other ad–hoc or standing committees, consultation to other areas of the University, and participation in activities which advance the academic programs of the University.

4.8.3.3 Professional Activities

Membership in selected professional organizations appropriate to a chair's assignment is a basic responsibility. Involvement in professional organizations at local, state, regional, and national levels consists of attendance of meetings, holding offices, and serving on committees.

4.8.3.4 Public

Service to the community at large occurs when a department chair contributes professional expertise to the activities of governmental, public schools, or other public and service agencies. The contribution may be in, but is not limited to the following roles: consultant, program participant, member of a board or task force, or advisor.

4.8.4 Administrative Duties

The department chair is directly responsible to the VPAA and has the charge of providing collegial leadership to the faculty of the academic department. This leadership is in five primary areas.

4.8.4.1 Instructional Program Management

Plans departmental course offerings to serve the department majors and to provide appropriate service to other clientele (general education, other majors, higher education centers, and continuing education).

Prepares the departmental course schedule each semester and each summer term; identifies and recommends qualified instructors.

Coordinates the preparation and revision of syllabi and instructional objectives of the course of study.

Provides appropriate coordination of student teachers, entry–year teachers, and/or interns.

Coordinates requests to the library and media center for the purchase of books, periodicals, and media materials that support the instructional and research/scholarship needs of the department.

Coordinates advisement of students in the department, including assigning advisors, distributing materials for the placement of graduates from the department programs, and assisting graduates in finding appropriate placement and in obtaining letters of recommendation.

Evaluates learning in the department through student evaluations of instruction, program review, and assessment of students.

Solves problems and resolves conflicts between students and instructors.

Solves problems related to closed classes during enrollment and manages enrollment in courses offered by the department.

Approves substitutes to cover classes when faculty have to be absent during emergencies.

Coordinates orders with the bookstore for textbooks and required student supplies.

4.8.4.2 Personnel Management

Coordinates the recruitment and selection of new faculty to maintain a balanced and diversified pool of instructional faculty.

Coordinates the annual faculty evaluation procedures for tenure and promotion and assists faculty in preparing the portfolio of materials requesting promotion.

Assigns faculty responsibilities in the areas of instruction, advisement, and department service (facilities and equipment management, recruitment, etc.)

Fosters faculty development by providing appropriate feedback and assistance in obtaining professional developmental activities.

Acts as a communication link between the faculty and administration.

Maintains good morale in the department through a positive outlook and positive relations among the members of the department.

Advocates appropriate rewards and recognition of faculty in the department.

Supervises and evaluates support staff.

Recruits and supervises student workers and processes time sheets.

4.8.4.3 Financial and Facilities Management Prepares and submits an annual department budget.

Manages and controls the department budget by allocating funds as needed, prepares requisitions, and verifies purchase receipts.

Supervises the use of department space and requests maintenance of space.

Supervises the equipment and instrumentation facilities of the department and maintains the equipment in working order.

Conducts an annual inventory of the equipment and instrumentation assigned to the department.

Coordinates resources used jointly with other departments.

4.8.4.4 Department and Program Development

Coordinates the establishment of faculty and departmental goals.

Coordinates department planning for developing quality instruction, research/scholarship, facilities, equipment, personnel, and general progress.

Develops and recommends curricula for majors and minors in disciplines represented in the department.

Fosters good teaching by providing feedback from instructional evaluations.

Recruits students by collaborating with High School Relations, by corresponding with prospective students, by hosting visiting students, and by preparing recruitment materials.

Coordinates regular program review and assessment activities in the department.

Supervises periodic follow–up studies of students.

4.8.4.5 Academic Leadership

Stimulates research/scholarship activities among the faculty.

Encourages requests for appropriate external funding for the department.

Establishes and monitors standards of achievement in the department.

Communicates departmental needs within the University.

Engages in positive public relations by communicating information that improves the department's image and reputation on campus, in southeastern Oklahoma, and at community colleges from which transfer students come.

4.9 Regulations Affecting Faculty and Chair Load

4.9.1 Calculation of Teaching Load

Lecture
- Undergraduate—1 Carnegie clock hour per week = 1 semester hour unit
- Graduate—1 Carnegie clock hour per week = 1.333 semester hour units

Laboratory
- 2 Carnegie clock hours per week = 1 semester hour unit

Applied Lessons
- 1.5 clock hours per week = 1 semester hour unit

Teacher Education Practicum
(Education 2000, 3000, 4000)
- 20 students = 1 semester hour unit

Special Assignments
- Negotiated with appropriate administrators.

Arranged Classes
- These will not contribute to semester load unless adequate enrollment is obtained to be counted as a regular class (normally, 15 for undergraduate, 12 for graduate).

The load status of classes listed as directed readings, research, independent studies or departmentally specific courses will be evaluated by the department chair and VPAA. Such courses will be judged by the same enrollment considerations applied to other courses.

4.9.2 Office Hours

A full-time faculty member is required to schedule ten office hours per week and it is recommended at least one (1) office hour be scheduled each day Monday through Friday. In addition, a faculty member is expected to be available additional hours by appointment. Faculty members teaching distance education classes may negotiate with the department chair to substitute up to five online office hours for five physical office hours.

4.9.3 Absences from Duty

When a faculty member is to be absent from an assigned responsibility, he/she must file a Faculty Absence Notification Form (see Forms). In the case of sick leave, this form is filed with Department Chair only. In the case of personal leave or leave due to Professional/University business, the form is filed with the Department Chair.

4.9.4 Outside Employment

As a general rule, full–time faculty are not to be engaged in regular remuneration–producing activities (operating a private business or working as an employee for others) from 8 a.m. through 5 p.m. Monday through Friday. Exceptions must be approved by appropriate administrative personnel.

4.10 Selection and Retention of Department Chairs

The procedure for selecting chairs of academic departments takes into consideration the roles of the academic departments and the responsibilities of the chairs.

4.10.1 The Role of Academic Departments

Southeastern Oklahoma State University recognizes the importance of vigorous, independent academic departments for two reasons:

1. Departments provide an effective framework for instructing students, communicating with students, and making professional decisions about curriculum, class schedules, and teaching loads. An independent departmental structure provides stability for these functions even when changes in academic organization occur. Strong academic departments provide institutional integrity and accountability.
2. Since most faculty members think of themselves as instructors of a particular discipline, departments are their chief bases of group identity and loyalty.

4.10.2 The Qualifications and Role of Department Chairs

Ordinarily, the minimum educational requirement of a chair is an earned doctorate or a terminal degree in one of the disciplines represented in the academic department. In addition, leadership and management abilities are required.

A department chair is responsible to the VPAA and is charged with providing leadership to the faculty of the academic department. This leadership is in five primary areas: (1) instructional program management, (2) personnel management, (3) financial and facilities administration, (4) department and program development, and (5) academic leadership. (See Section 4.8.4)

4.10.3 Departmental Chairs' Selection Process

Both departmental faculty and academic administration are involved in the process of selecting chairs. A department chair may be appointed from within the University and from the result of a search and interview process. The steps for appointment within the University are as follows:

1. The faculty, in consultation with the VPAA, will develop a written description of the qualifications necessary for a chair of that department.
2. The VPAA will ask the faculty to submit nominations of candidates.
3. The VPAA will interview the nominees to ascertain their willingness to serve and their leadership philosophies.
4. The faculty will nominate a candidate for its chair by a process established as departmental policy. The decision will be reported in writing to the VPAA.
5. Within two weeks of receipt of the recommendation, the Vice President for Academic Affairs will submit a recommendation to the President.
6. Within three weeks after receipt of the Vice President's recommendation, the President will notify the Vice President for Academic Affairs of his/her decision.
7. If the recommendation is not approved, the process will be repeated, beginning with Step 4.
8. Any situation not covered in this selection procedure will be handled cooperatively by the departmental faculty and the VPAA.

4.10.4 Evaluation of Chairs

1. Department chairs will be evaluated annually, and a comprehensive evaluation will be completed every fourth year. Results of each evaluation will be communicated to the chair orally and in writing by the VPAA.
2. The incumbent chair will declare his/her intention by September 1 of the fourth year to request consideration for reappointment. Departmental faculty, Vice President for Academic Affairs, and the President will participate in this evaluation. The Vice President and the President, with advice from faculty, will decide whether to retain or to replace the current chair. If the decision is to replace the chair, the departmental chairs' selection process will be initiated.
3. The criteria and instruments for evaluation of chairs will be approved by the faculty, chairs, Vice President for Academic Affairs, and President.

4.10.5 Replacement of Chairs for Cause

If the Vice President for Academic Affairs or the President believes that a chair should be removed at some time other than during the comprehensive evaluation year, the evaluation process may be initiated without delay. If the departmental faculty believe a chair should be replaced, a request containing the signatures of fifty percent of the full–time faculty may be submitted to the VPAA. After consultation with departmental faculty, the VPAA will determine whether or not the request is in the best interest of the department. If the VPAA disagrees, the decision and justification will be submitted in writing to the faculty and the President. If the VPAA agrees, he/she will, with the written approval of the President, initiate the evaluation process immediately.

4.11 Personnel Files

This policy is intended to provide guidelines for access to employee records, while maintaining the security necessary to protect the privacy of University employees and the interests of the University. An employee has access to his/her permanent personnel file, which is maintained in the Human Resources Office. In addition, a faculty member has access to his/her personnel file relative to academic progress and qualifications, which is maintained in the Office of Academic Affairs. Access to all appropriate records shall be in accordance with the provision of this policy and the Oklahoma Open Records Act.

4.11.1 Contents

The Human Resources Office, as custodian of personnel files, shall determine information to be placed in the files. Only such information as is germane to the person's employment with the University shall be retained in these files. Examples of this type of information are:

a. Information pertaining to bona fide occupational qualifications.
b. Behavior and discipline matters.
c. Personnel actions, such as appointment and change of status.

Individuals may ask that material relevant to their employment be included in their personnel file by written request to the Human Resources Officer. An individual may not remove or add any records to his/her personnel file at the time of inspection.

Files related to academic progress and qualifications for faculty are maintained in the Office of Academic Affairs.

4.11.2 Open Records Act

The following personnel records shall be deemed confidential and may be withheld from public access:

Those that relate to internal personnel investigations including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.

Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the University.

Those which are specifically required by law or University policy to be kept confidential.

All personnel records not specifically falling within the exceptions provided above shall be available for public inspection.

4.11.3 Correction of Records

An employee may dispute the accuracy of any material included in his/her personnel file. Such questions should be directed to the custodian of the file in writing. If the questions are not resolved by mutual agreement, the employee may initiate a complaint.

Academic Policies and Procedures

5.0 PERSONNEL BENEFITS (UPDATED 2-2018)

5.1 Leave Policies

5.1.1 Sabbatical Leave

Sabbatical leave is provided for faculty members or administrators 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 is 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 and/or administrator's capacity to contribute to the objectives of the University. For this reason sabbatical leave applications are approved only as there is adequate reason to believe 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.

5.1.1.1 Condition of Award

A full sabbatical leave will be for one year at one–half salary or one–half year at full salary. Persons who qualify for less than full sabbatical may be awarded a sabbatical on a proportional basis.

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

Individuals receiving sabbatical leave shall enter into a written agreement to return to the service of the University and remain for a number of months equal to four times the number of months of full–time equivalent salary (ex: 1/2 salary X ten (10) months = five (5) full–time months; the number of months to return to the University is five (5) full–time months X four (4) = twenty (20) months) or to repay the University the amount of salary received while on sabbatical leave, unless released from the obligation by the Board of Regents. If the individual returns to the University only for Part of the time required, the amount to be paid the University shall be proportionally reduced.

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 VPAA via the department chair. The report will be used to evaluate future applications for sabbaticals of faculty members who have been granted one or more sabbaticals.

5.1.1.2 Eligibility

A faculty member or administrator is eligible for a full sabbatical leave when he/she has been a full–time employee of the University for six 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 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 or administrator is eligible for a subsequent full sabbatical after six years following any sabbatical leave grant whether full or partial.

5.1.1.3 Application

A faculty member or administrator shall make formal application for a sabbatical leave by submitting an "Application for Sabbatical Leave" providing the following information: reasons for requesting the sabbatical leave, outcomes including benefit to instructor and the University, activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. Requests for sabbatical leaves for the following academic year will be processed as follows:

Sept. 1 – Faculty member submits proposal to department chair.

Oct. 1 – Department chair informs faculty member of the department's recommendation in writing; chair forwards request and recommendation to the VPAA.

Dec. 1 – The Vice President for Academic Affairs, in consultation with the University president, notifies the faculty member of the University's recommendation to the Regional University System of Oklahoma Board of Regents, in writing.

The department chair and VPAA shall include a recommendation regarding the sabbatical leave. The decision for recommendation of a sabbatical leave shall be based on the following criteria:

1. Individuals presenting evidence of the highest critical need in order to maintain academic effectiveness.
2. Total years of academic or professional service at the University.
3. Potential contribution to an academic or professional discipline.
4. Length of remaining service to the University.
5. 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.

5.1.2 Leave of Absence Without Pay

The Board of Regents authorizes the University to grant leaves of absence without pay.

While on authorized leave of absence, the University will continue to pay the monthly premiums for the faculty member's group insurance (those policies normally paid by the University). The faculty member must make arrangements through the business office for monthly premium payments for any optional coverage they wish to continue.

5.1.3 Sick Leave

5.1.3.1 Definition

Sick leave is a period of time during which an employee is unable to work because of illness, injury, or medical, surgical, dental or optical examinations or treatment, or because the employee has been exposed to a contagious disease which could jeopardize the health of co-workers. Sick leave time is designed to replace time missed during straight-time hours only. Sick leave is a benefit designed to assist employees during periods of personal illness or disabling injury and is in no way intended to or to be construed as "annual leave time

In addition, effective July 1, 2008, absence due to the illness of an employee's immediate family may be charged to sick leave. Immediate family is defined as spouse, parent and child or stepchild of the employee. Also included are foster children and legal wards, but no in-laws.

Falsification of leave forms will be grounds for dismissal.

Sick leave may be granted to employees who become ill or suffer disabling injury while on annual leave. It may be required that such illness or disabling injury be verified by medical certification from a licensed practitioner.

5.1.3.2 Eligibility

Sick leave will not be earned by an employee during leave of absence without pay, unpaid maternity leave, suspension without pay, layoff, or removal from the payroll for any reason. Sick leave will not be paid on any illness or injury incurred while committing a crime, nor will it be paid on any illness or injury resulting from paid employment elsewhere.

Notification of absence due to personal illness or injury shall be given to the appropriate supervisor by the employee or his/her representative as soon as possible. Repeated failure to give such notice may be considered as cause for dismissal.

5.1.3.3 Procedure

The supervisor must be notified each day the employee is unable to work. Sick leave may be denied for failure to notify the department promptly, or if the employee has been abusing the sick leave privilege.

5.1.3.4 Extended Sick Leave

Any employee who is absent in excess of one week (five working days) due to an illness or injury will be placed on medical leave of absence. The length of this leave will be paid in accordance with his/her combined accumulated sick leave, annual leave (unused and pro-rated), compensatory time, and personal leave. When the accumulated leave time has been exhausted, the employee will be placed on leave without pay unless eligible for shared sick leave and shared leave is available. At the end of a twelve-month period (or earlier, if released by the physician) the employee must report back to work or be terminated from university employment unless extended leave time is approved by the President. While

a physician's certificate evidencing 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 a certificate from the employee's physician and/or a physician of the University's choosing. If the University designates a physician, the cost will be paid by the University. If the illness is prolonged, the Human Resources office must be provided with a doctor's statement on a monthly basis so that work may be planned.

If it becomes necessary for the employee to request leave of absence without pay due to prolonged illness, the University may continue to pay the monthly premium for the employee's group medical insurance. If the employee wishes to continue dependent coverage, he/she must make arrangements with the business office to pay the monthly premium.

5.1.3.4.1 Maternity/Parental Leave

Maternity leave shall be considered the same as any other temporary medical disability with respect to providing leave time, insurance pay, and other benefits. See APPM 5.1.5 Family and Medical Leave.

Regular full-time employees are also eligible for parental leave in accordance with APPM 5.1.5 Family and Medical Leave.

5.1.3.5 Sick Leave Accrual

Regular full-time employees are eligible for sick leave with full pay based on sick leave accrual rates of 15 days per calendar year and 12 days per academic year with 130 days maximum accumulation or until the employee qualifies for group long term disability insurance benefits, whichever comes first. Accruals are credited the 16th of each month. Full accrual is credited for 15 or more days per month; no accrual for less than 15 days per month. Accrual rates are pro-rated for regular full-time employees who work less than 40 hours per week. Employees may only use sick leave which has been earned and accrued prior to the date of absence. Sick leave hours over the 1,040 hours (130 days) maximum accumulation allowed will be lost unless the sick leave overage is used by the end of the fiscal year in which the maximum accumulation is reached.

Employees who transfer from one department to another department within the University shall take with them the balance of unused accumulated sick leave. Employees who terminate employment with the University shall forfeit all unused sick leave. However, retiring employees who retire with benefits from Oklahoma Teachers' Retirement under the "Rule of 80" and "Rule of 90" will receive an extra year of service if they have 120 or more days of accumulated sick leave at the time of retirement.

Upon the recommendation of the department supervisor/chairperson and with the approval of the President, prior sick leave accumulations may be reinstated upon reinstatement of personnel when such reemployment occurs within six months from the date of termination. (See Section 4.9, Reinstatement.)

5.1.3.6 Documentation

Adequate up-to-date records for each employee will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used. The current accrual

balance shall be maintained by the employee's department and reported on the monthly leave report form with employee and supervisor signatures. All sick leave used shall be certified to the supervisor by the employee. Falsification of such certification shall be cause for dismissal with appropriate adjustment in terminal pay.

5.1.3.7 Sick leave Sharing Program

Policy

The SE Sick Leave Sharing Program provides a means for University employees to donate paid leave to fellow employees who are eligible for and require donated sick leave time due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment. For the purposes of this policy "immediate family member" is defined as spouse, parent, child or stepchild of the employee. Also included are foster children and legal wards, but not in-laws.

Program

The Sick Leave Sharing Program will establish a sick leave bank which will be maintained through the voluntary donation of accrued sick leave hours for general distribution. The Office of Human Resources will solicit donations for the sick leave bank annually and as needed to maintain sick leave bank reserves. Any unused shared leave bank balance at the end of the fiscal year will be carried over to the new fiscal year and maintained in the leave bank to be distributed to qualified employees

Donors

To donate sick leave, an employee must be full-time (0.75 -1.0 FTE), have one year of continuous service and must maintain a sick leave balance of no less than 160 hours (20 days). Sick leave the donor would not otherwise be able to use, such as unused leave at the end of employment or sick leave overage earned beyond the maximum accrual and not used by the established University deadline cannot be donated. All donations are subject to approval by the Director of Human Resources. Donations not used are irrevocable.

Recipients

Recipients of sick leave donations must have been employed by the University for a minimum of one (1) full year, have received no disciplinary actions for abuse of time, and must have exhausted all earned sick, annual, personal and compensatory time. Under the program, the recipient will receive normal pay and benefits. Any leave accrued during this time will be applied in lieu of shared leave.

Guidelines and Limitations

1. Donated sick leave may only be used for the purposes specified in this policy. Donated time through the Sick Leave Sharing Program is meant to cover only the duration of the serious health condition for which is was approved. A possible exception of twenty (20) hours, if

available, may be retained by the recipient upon return to work for needed follow-up care or other medically necessary leave, if needed before the next month's accrual of leave.

2. The amount of requested sick leave share may also count as time under the Family Medical Leave Act.

3. Employees shall have no expectation of entitlement to leave sharing. Receipt or donation of shared leave is a gift from fellow employees and is not intended to constitute or obligate debt or receipt of something in exchange.

4. Receipt of donated sick leave is contingent upon the availability of donated sick leave. Receipt or denial of leave sharing is not subject to any grievance or arbitration procedure applicable to the employee.

5. All donations of sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave for the purposes of the Sick Leave Sharing Program.

6. An employee's eligibility to receive donated sick leave through the Sick Leave Sharing Program ends upon his/her return to full-time employment or when he/she begins to receive income from a University provided benefit, such as Long Term Disability benefits, Workers' Compensation benefits, etc.

7. Donated sick leave for the care of a family member is limited to twelve (12) weeks per occurrence in accordance with the Family and Medical Leave Act.

8. An employee cannot exceed two hundred sixty (260) days or two thousand eighty (2,080) hours of donated leave during total University employment.

All leave donations and distributions will be monitored and administered by the Office of Human Resources. Any variation or exception to the above policy may be subject to review by a committee, to be overseen by the Office of Human Resources. Persons involved in the administration of the Sick Leave Sharing Program are responsible for protecting the privacy of leave recipients and donors, thus efforts will be made to keep donor and recipient information confidential.

To participate in the SE Sick Leave Sharing Program as a donor or recipient, the employee (or his/her personal representative in the event the employee is incapacitated) must complete and provide the appropriate Sick Leave Application form, which is available in the Office of Human Resources or at www.se.edu/hr/forms. Recipients must also attach a completed Certification of Health Care Provider form (DOL Form WH 380) verifying the need for the leave and the expected duration of the condition.

5.1.4 Personal Leave

Personal Leave: Now covered under 4.9.3. Send Absence Request Form to department chair and then to VPAA. Personal Leave will not be reported to HR on Leave Report.

5.1.5 Family and Medical Leave

Definition

In compliance with the Family and Medical Leave Act (FMLA) of 1993 as amended by the National Defense Authorization Act for FY 2008 (NDAA) and Public Law 110-181, Southeastern Oklahoma State University provides up to twelve (12) weeks of combined paid and unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Southeastern for at least one year, and for at least 1,250 hours over the previous twelve (12) months. FMLA leave is granted for one or more of the following reasons:

1. For the birth and care of a newborn child of the employee;
2. For placement with the employee of a son or daughter for adoption or foster care;
3. To care for a spouse, son, daughter, or a parent (but not a parent "in-law") with a serious health condition;
4. To take medical leave when the employee is unable to work because of a serious health condition; or
5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

FMLA is also granted for an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

Spouses employed by the University are limited in the amount of family leave they may take for the following reasons:

1. Birth and care of a newborn child;
2. Placement of a child for adoption or foster care; or
3. To care for a parent who has a serious health condition

to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used).

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the University's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to approval by the University.

Requirements

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if the following requirements are not met:

The employee is required to provide 30-days advance notice when the leave is "foreseeable."

The University may, at the university's option, require medical certification to support a request for leave because of a serious health condition, and may require a second or third opinion (at the university's expense) and a fitness for duty report prior to returning to work.

Any accrued annual leave, sick leave, or personal leave may be substituted for unpaid leave if the time off meets the criteria for using such accrued leave.

Benefits and Protection

For the duration of FMLA leave, the University will maintain the employee's health and life coverage under the group health and life plans as it was prior to the commencement of the FMLA leave. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The National Defense Authorization Act for FY 2008 (NDAA), and Public Law 110-181, Section 585 amends the Family and Medical Leave Act of 1993 (FMLA) to permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Employees who desire additional information concerning the FMLA (such as qualifying events, advance notice, potential impact to various fringe benefits, and medical certification) should contact the office of Human Resources (also the U.S. Department of Labor website at https://www.dol.gov/whd/fmla/).

5.1.6 Military Leave

Per Oklahoma statue, all regular full-time employees of the University who are officers or enlisted in any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service without loss of status or negative performance evaluation, and without loss of pay, during the first 30 workdays of such leave per fiscal year. Military leave does not affect the accumulation of any other type of leave.

Prior approval must be obtained by submitting a copy of the duty orders to the supervisor.

5.1.7 Court Duty and Voting Privileges

Necessary time off is allowed to full–time faculty for voting and for court duty. Pay is not to be reduced, nor is the time to be deducted from sick leave or personal leave.

5.1.8 Holidays

The customary holidays observed by the University include: New Year's, Spring Break, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Full–time faculty who are eligible for

benefits are paid holiday pay. Faculty who are on leave without pay status the day before or after a holiday will not receive holiday pay.

5.1.9 Inclement Weather

The Director of Public Relations will be responsible for contacting the news media if the President makes the decision to close any part of the University due to inclement weather conditions. The local radio station will specify whether the administrative offices and/or classes will be closed. Unless the administrative offices are specifically mentioned as being closed, always assume they are open. Every effort should be made to listen to the radio rather than calling in, but information will be available at the campus switchboard.

If the University is open, a faculty member who believes s/he cannot travel safely to the University is expected to notify his/her department chair by telephone. Absences by faculty who decide they cannot travel to the University must be charged to personal leave, leave without pay, or the chair may extend permission to make up the time. The appropriate manner of recording the excused absence is the responsibility of the department chair. Excused absence refers to the time missed due to inclement weather when the University remains open for business.

5.2 Salary and Deductions

5.2.1 Salary

Appointments of the teaching faculty are made for the academic year from the beginning of the fall semester to the end of the spring semester, with the provision that preparatory work in the fall, final examinations, and completed reports in the spring are included in this period. Summer teaching assignments are separate agreements from the control for the academic year.

All salaries are determined in consideration of the financial resources available and with reference to the faculty salary card (see Appendix I). The base salary assumes a full–time faculty member with a master's degree and no professional experience. To this base salary, increments are made for semester hours above the master's degree in the teaching field or relevant fields, a doctor's degree, academic rank, and the number of years of experience as a full–time teacher. The faculty salary card is listed in Appendix B.

Any department that has demonstrated an inability to hire and/or retain faculty with the terminal degree in discipline, as evidenced by one or more of the following, may be considered for an exception to the salary card:

1. Repeated, unsuccessful searches for qualified candidates.
2. When a Board of Regents (BROC or OSRHE) directive requires that an exception be made.
3. When an accreditation is placed in jeopardy by the salary card.

Exceptions to the salary card must be approved by: the appropriate Department Chair, Vice President for Academic Affairs, and President. When exceptions are approved, salaries will be negotiated individually with successful candidates for each position. The minimum salary required to hire the candidate of choice will be offered.

5.2.2 Supplemental Pay

There are occasions when it would be appropriate and equitable to provide supplemental compensation for specific services that are above and beyond the call of ordinary duties. One existing example is that faculty are paid an increment to teach in an overload situation at the higher education centers and other outreach locations. Additional duties may include directing special programs that are important to Southeastern. Some examples are athletics, support activities related to athletic events, band, Honors Program, and University publications. Supplemental pay is tangible evidence that a particular assignment is important to the institution and that the institution values the over–time services of the faculty member.

5.2.2.1 Implementation

1. Provide a detailed description of the responsibilities and duties associated with the proposed assignment. Enumerate these responsibilities and give an estimate of the time involved in carrying out each activity.
2. If possible, state measurable objectives that are to be achieved by this particular assignment.
3. Provide a justification for this request by explaining why supplemental pay should be provided for this assignment.
4. Give an estimate of the total number of hours beyond the normal assignment for each semester that will be devoted to this project.
5. The job description, objectives, time involvement, and justification will be reviewed and approved by the department chair and VPAA before submission to the President.

5.2.2.2 Evaluation and Recommendation of Supplemental Pay Increment

Requests for supplemental pay will be evaluated on an annual basis. In the initial request, an evaluation will be based upon the detailed description of duties and objectives. In cases requesting a renewal of supplemental pay, an important part of the evaluation should be the performance of the faculty member on this assignment and success in reaching the objectives stated for the assignment. Also, Southeastern's priorities should be taken into consideration.

5.2.3 Faculty Incentive Compensation Policy

A faculty member who is the principal investigator ("PI") of a grant takes on additional work over and above the regular responsibilities of a faculty member. Because of the additional workload, and as an incentive to faculty members to pursue grants on behalf of SOSU, and to remain in the employ of SOSU, this policy of providing faculty incentive compensation is established. This policy shall be construed in relationship with applicable state and federal laws and the Code of Federal Regulations.

A "PI" may be awarded incentive compensation from SOSU in the amount of up to 3% (three percent) of the total direct cost of a grant. The incentive compensation may not exceed $1,500 (one thousand five hundred dollars) per PI or a total of $2,500 (two thousand five hundred dollars) to be divided among multiple PI(s) on a single successful grant award. The incentive compensation will be divided among multiple PI(s) at the discretion of the President or his authorized designee. A grant is considered successfully awarded when the President receives the grant award letter directly from the granting entity. "Direct Cost" for purposes of this policy is not defined by the grant, but rather is defined as actual funding

received within and spent within the University. Incentive compensation for renewals of a grant may be awarded under this policy if the PI(s) demonstrates measurable benefits of the grant to the University as determined by the President or his authorized designee.

For grants with indirect costs, the PI(s) may also be awarded incentive compensation of 50% (fifty percent) of the net indirect cost. Multiple PI(s) on a single successful grant award share all incentive compensation which will be divided among the PI(s) a the discretion of the President or his authorized designee. "Net indirect costs" for purposes of this policy is defined as indirect cost as specified in the grant award letter and/or any annual renewal letters less incentive compensation awarded under the previous paragraph of this policy less the greater of either (a) 30% (thirty percent) of indirect cost or (b) actual University cost. Actual University cost will be determined by the President or his authorized designee.

All incentive compensation payments must be approved in writing by the President. The department(s) of the PI(s) may request 10% (ten percent) of the net indirect cost. For grants that have multiple PI(s), the departments will divide the 10% (ten percent) equally among all of the participating departments. The President or his authorized designee has final authority regarding departmental sharing.

Procedure

1. Request for incentive compensation shall be submitted for approval to the President or his authorized designee with a proposal abstract, all routing sheets, and a comprehensive budget two weeks prior to the grant submission deadline. The PI(s) may be required to supply additional information.
2. Incentive compensation shall not be paid until after closure of the grant budget and as part of the subsequent fiscal year appointment annual contract salary of the PI(s). PI(s) who are not employed by SOSU in the subsequent fiscal year will not receive incentive compensation.
3. The PI(s) is eligible for incentive compensation not to exceed 25% (twenty-five percent) of his or her annual contract salary.
4. If the PI(s) receives non–salary compensation directly from the grant, the amount of the compensation awarded by the above policy shall be reduced by the amount of the non–salary compensation received directly from the grant.

This policy is effective beginning on July 1, 2002 and supersedes all previous policies on faculty incentive compensation relating to grantsmanship.

5.2.4 Salary Deductions

Mandatory deductions from salary include: (1) Federal and state income tax, (2) F.I.C.A., and (3) teachers' retirement contributions on the first $25,000 in salary and benefits. Optional payroll deductions include: (1) dependent medical insurance, (2) cancer insurance, (3) tax sheltered annuities, and (4) U.S. savings bonds. Deductions for dependent medical insurance and cancer insurance can be deducted on a tax sheltered basis under the University's cafeteria plan. Information concerning these deductions may be reviewed in the Office of Human Resources.

5.3 Miscellaneous Benefits

5.3.1 Insurance

These benefits are provided to all regular employees and regular faculty working 75% FTE (full–time equivalent) or more.

5.3.1.1 Health Insurance

Coverage for health insurance is effective the first day of the month after employment begins. If employment begins the first working day of the month, coverage is effective the following month. New employees and dependents will be subject to a six–month pre–existing condition exclusion. Dependent coverage is available at the individual's expense.

Under certain conditions insurance coverage may be extended beyond the time eligibility normally ceases. Reasons for the employee to continue are specified in the contract of insurance but include termination of employment (except for gross misconduct) or change form full–time to part–time employment. Reasons for a dependent spouse to continue coverage include the death of the employee, termination of the employee; change from full–time to part–time employment, divorce, legal separation, or the employee becoming eligible for Medicare. If an otherwise eligible child becomes ineligible due to any of these same reasons, or due to age requirements, that child is also eligible to continue coverage. Please contact the human resources office for additional information.

5.3.1.2 Life Insurance

Coverage effective date is the same as health insurance. Coverage equals the annual base salary rounded down to whole thousands and multiplied by two with maximum coverage of $250,000 subject to limits set within the policy. Coverage is reduced after the employee's 65th, 70th, and 75th birthdays.

5.3.1.3 Long–term Disability Insurance (Rev. 5/2004)

Coverage begins six months after employment. Benefits are integrated with worker's compensation insurance, social security, and Oklahoma Teacher's Retirement System disability benefits so as to not exceed 60% of monthly base income. The maximum monthly benefit is $6,000 and the minimum monthly benefit is $100. There is a 180–calendar day elimination period before benefits begin with option a, and an optional 90–calendar day elimination period, option b, at a minimal cost to the employee. In addition, there is a monthly annuity premium benefit equal to 6 2/3% of the monthly base income credited to TIAA and CREF annuities.

Medical and life insurance for the eligible employee will continue to be paid by the University if not on active service due to sickness or injury for up to one year after long term disability is approved and benefits commence. Life insurance may be continued by a waiver of premium with the physician's statement certifying the disability.

5.3.2 Insurance Premiums

During Summer Months As a fringe benefit, regular full–time employees, including faculty, who are not working during the summer, but have appointments or intend to return to work in the fall, will be covered

by insurance (those policies normally paid for by the University) during that time. Premiums paid by faculty for dependent coverage or other optional insurance will triple in May to pay for the summer premiums. Premiums must be paid in advance.

5.3.3 Identification Card

A University identification card will be issued to a regular full–time or part–time employee at no cost to the employee. The employee should obtain an identification card by the first day of employment or at the time the employee completes the required paperwork in the Office of Human Resources. An identification card can be obtained from Campus Police, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact Campus Police to arrange for another time.

The identification card will admit, without charge, the employee and immediate family members residing at home to all Southeastern football and basketball home games and other designated official University–sponsored events. In addition, the identification card may be used for library privileges, use of the student activities center, and other recreational facilities.

The identification card does not authorize the holder to obligate the University in any manner.

The identification card must be returned to the office of human resources at the time employment is terminated.

5.3.4 Faculty Lounge

A lounge located on the second floor of the Russell building is provided for the faculty.

5.3.5 Parking (Moved to 6.2.5)

5.3.6 Workers' Compensation Insurance

All University employees are covered by workers' compensation insurance. Health expenses directly attributable to the performance of compensable work for the University are covered under this program. There is no enrollment required. The cost of the premium is paid entirely by the University.

An employee should not seek medical treatment (except in case of an emergency) without first notifying his/her supervisor of the injury. Also, once medical treatment has been completed, the employee should contact his/her supervisor to report the physician's findings. (Contact the Office of Human Resources for additional information.)

5.3.7 Unemployment Compensation

The University is self–insured with the Oklahoma State Employment Security Commission to provide unemployment compensation benefits for eligible terminated employees or those who are laid off. Information concerning unemployment compensation can be found in a booklet entitled "Information for Workers who are Unemployed Concerning Their Rights to Receive Unemployment Compensation." Copies of the booklet can be obtained from the Oklahoma State Employment Security Commission.

5.3.8 Comprehensive Automobile Liability Insurance

All University employees are covered for liability up to $1,000,000 for bodily injury, $175,000 per person for any loss other than property, and $25,000 for property damage while operating a University automobile or while operating a personal vehicle on official University business. There is no enrollment required. The cost of the coverage is paid by the University.

5.3.9 Educational Assistance and Enrollment of Employees In University Courses

Training programs for the benefit of personnel will be provided when feasible at reduced or no tuition cost to the employee. Such programs are to assist personnel in the performance of assigned duties and to aid personnel in acquiring new skills to qualify for advancement. Employees desiring to enroll in a University course at a reduced tuition rate must follow the recognized guidelines. Any deviation from 5.8.1 and 5.8.2 may result in the employee becoming ineligible to use this benefit

5.3.9.1 Guidelines and Limitations

The University places no limitations on the number of hours of course work in which an employee may enroll outside of the employee's normal working hours. However, such course work cannot interfere with the employee's duties as determined by the supervisor. A regular full-time employee may adjust his/her work schedule with approval from the supervisor to accommodate no more than four (4) credit hours of course work during the employee's normal work shift. Time lost taking courses during the normal work shift shall be made up, and at a time mutually acceptable to both the employee and the supervisor. Make-up of lost time must be completed during each forty-hour work week. Make up times are to be consistent and equal to the time away from work, thereby providing a routine work pattern. Any use of annual leave or compensatory time for make-up time must be approved by the immediate supervisor. Employees should understand that online classes may only be taken after the regular work day. A class scheduled during the lunch hour will not count as the one authorized course offering during the employee's normal work shift. It is important to note that any such arrangements must be approved by the supervisor, who is not obligated to give such approval. Review and approval by the appropriate Vice President in the administrative channel and the Vice President of Business Affairs is required prior to enrollment for any course work that proposes more than this policy allows during the normal work shift.

5.3.9.2 Tuition Waiver

As a benefit to regular full-time employees, the tuition waiver program is designed to assist employees and their dependents to expand their education through courses at Southeastern Oklahoma State University.

Eligibility: An employee who is a resident of the State of Oklahoma and is granted full-time status with benefits by August 1 for the Fall semester, January 1 for the Spring semester and May 1 for the Summer semester is eligible for the employee tuition waiver effective that semester. The waiver can be transferred to eligible dependents (includes spouses that are not full-time employees of the University). Eligibility of a dependent is based on the IRS-approved guidelines to determine dependent status. For general purposes "dependent" means an individual over half of whose support, for the calendar year in which the taxable

year of the taxpayer begins, was received from the taxpayer. You must be allowed by the IRS to legally claim the "dependent" in the taxable year.

Benefits: The tuition waiver covers only tuition (in accordance with OSRHE policy), not fees, books or any taxes. In compliance with current IRS tax law, the University paid portion of IRS-defined graduate level courses/fees may be considered taxable income. The waiver is based on a maximum dollar amount instead of credit hours. Every eligible employee is allocated $1,500 per year, with a limit of $750 per semester. If an employee has not depleted the waiver allocation for the fall and the spring semesters, then up to $750 of the balance can be applied to summer courses (for example: $500 Fall semester, $500 Spring semester, $500 Summer semester). No recipient of this benefit can exceed $1,500/year. The Benefit Committee will recommend to the President by July 1 any change to the maximum dollar amount limit due to changes in the tuition rate. The Benefit Committee is comprised of VP Business Affairs (Chair), Human Resource Director, Faculty Senate Representative and Staff Association Representative.

Procedure: In order to receive the tuition waiver, the eligible employee must complete and submit the "SE Benefits Eligible/Oklahoma Resident Employee Tuition Waiver Form" with the supervisor's signature to the Financial Aid Office for final approval by August 1 for the Fall semester, January 1 for the Spring semester and May 1 for the Summer semester. Employees interested in enrolling in courses at Southeastern are subject to the same admission requirements, course availability, and registration processes as other students.

Financial Aid Coordination: The waiver program will be integrated with any other financial aid received from or through SE. Multiple awards may be granted, but in no case shall waivers generate a cash refund or credit to be applied to other charges or fees. Total aid cannot exceed estimated cost of attendance. The Financial Aid Office may require further documentation.

Tuition assistance is not waived for workshops and correspondence courses or institutes. An employee allowing classes to conflict with job performance may be barred from this benefit. If an individual terminates employment, the tuition waiver benefit will cease at the end of the semester in which employment ended.

5.4 Retirement

A faculty member should contact the Office of Human Resources three to six months prior to his/her planned date of retirement.

5.4.1 Social Security

Every employee will participate in Social Security as provided by law.

5.4.2 Oklahoma Teachers' Retirement

Oklahoma Teachers' Retirement (OTR) participation is mandatory for faculty, as well as certain supervisory, administrative and professional staff. Participation by all other eligible employees is optional. Southeastern Oklahoma State University contribute 7% of all wages and fringe benefits that exceed $25,000 (for both optional and mandatory members of OTR). Employees contribute 7% of all wages +

fringe benefits on the first $25,000 earned each fiscal year. Benefit amounts are calculated on a combination of average salary and years of service.

5.4.4 Supplemental Retirement Annuity

Regular full–time employees hired prior to July 1, 1995, may qualify for a supplemental retirement annuity to be paid by Southeastern Oklahoma State University. For further information, please contact the Office of Human Resources for vesting requirements and calculations.

5.4.3 TIAA/CREF (Updated July 2008)

After July 1, 2008, the TIAA/CREF fringe benefit is no longer available. At is November 30, 2007, meeting, the Board of Regents of the Regional University System of Oklahoma (RUSO) passed a change in policy regarding SE's employer-paid tax-sheltered retirement annuity, which was a fringe benefit. As of July 1, 2008, the 4% moved from a fringe benefit to salary where employees can make investment decisions. This change in policy makes SE faculty and staff participations in the retirement annuity plan optional as an employee-paid tax-sheltered annuity. This policy change only applies to qualified benefits eligible faculty and staff.

5.4.5 Additional Annuity Contracts

The provisions of the retirement policy do not prohibit an employee from purchasing an individual, tax–deferred annuity contract as provided by applicable federal and state laws. Annuities derived from additional annuity contracts will not be used as an offset in the Supplemental Retirement Annuity calculation.

5.4.6 Retirement Insurance Program (Updated March 2009)

The University abides by the Regional University System of Oklahoma (RUSO) Retirement Insurance Policy for employees qualifying at the time of retirement: "For a retiring employee who has been employed full-time in the Regional University System of Oklahoma for not less than ten (10) years immediately preceding the date of retirement, and has been a member of the OTRS during that time, and has elected to receive a vested benefit under the provisions permitted by the OTRS laws, the employing university 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. This policy does not apply to any employee hired on or after July 1, 2009." (5.4.3. Retirement Insurance Program, Policy Manual of the Regional University System of Oklahoma, 2009).

5.4.7 Emeritus Status of Retired Faculty

The Regional University System of Oklahoma Board of Regents at its discretion may honor recommendations of presidents granting retired faculty members emeritus status and title after retirement. When members of the faculty retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title "emeritus" (e.g., "President Emeritus," "Professor of History Emeritus,"

etc.). Retired faculty members with emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. Emeritus status shall apply only in cases where the faculty member has been in the service of the University for at least ten years.

5.5 Optional Benefits

Southeastern Oklahoma State University also offers several optional benefits to be paid by the employee. Contact the Human Resources office for current information on optional benefits, including those listed below:

1. U.S. Savings Bonds
2. Tax-deferred annuity programs – 403(b), 457(b)
3. Dreaded disease insurance
4. Dependent health, dental, vision and life insurance
5. Oklahoma College Savings Plan
6. Short term disability insurance
7. Long term care insurance

Academic Policies and Procedures

6.0 Instructional Procedures and Facilities (Updated 2-2018)

6.1 Courses and Class Procedures

6.1.1 Syllabi and Instructional Objectives

Policy 6.1.1 in the Southeastern Oklahoma State University Policy and Procedure Manual requires that students be provided with a syllabus in each course taught at the university. It also requires that a copy of each syllabus be on file in the office of the respective Department Chair.

It is important to have course syllabi available to students at the very beginning of each semester. Traditionally, each student is provided a copy of the syllabus at the first meeting of each class. Many professors now post syllabi electronically on Blackboard, which is an excellent practice. Please note that a change in policy has occurred for the John Massey School of Business and the School of Education and Behavioral Sciences. Previous deans in these two Schools have requested that copies of each courses syllabus be delivered to the Department Chairs and to the Dean at least two weeks prior to the beginning of the semester beginning with the Fall 2006 semester. The accreditation processing both schools makes it highly preferable to review syllabi before they are distributed to students to ensure that accreditation criteria are met. Therefore, the policy for these two Schools is as follows: copies of the syllabus for each course taught will be sent to the Department Chair (electronic delivery is fine) at least two weeks before the beginning of classes. Faculty in the School of Arts and Sciences should send their syllabi to the Department Chair no later than the first day of class.

Syllabi for distance education courses where at least 75% of the instruction is over the Internet will follow the online syllabus template located on the Distance Education website. Additional items may be added to satisfy accrediting agencies or local requirements.

Distance Education classes will be made available to students no later than 8:00 a.m. the first day the class is scheduled to begin. An electronic copy of the syllabus should be posted at the same time the course is made available.

6.1.2 Textbooks

As a general principle, the department faculty collaborate in selecting textbooks. In the practice of such freedom, faculty should be careful to safeguard the welfare of the students, the University, and the bookstore. The instructor should complete a "Request for Adoption Form" regarding a textbook at least six months before the beginning of the class, especially if there is a change of textbooks. In the choice and use of a textbook, faculty should cooperate with the chair and other members of the department concerned. The bookstore and the academic administration should be kept informed of adoptions. All requests for change requires department chair approval.

6.1.3 Examinations

Examinations may be given at the discretion of the instructor. Sufficient evaluation should be done so that an instructor can justify the course grade earned by each student. Final examination periods are regularly scheduled near the close of each semester by the Vice President for Academic Affairs and published in the Schedule of Classes. These periods must be used to give examinations or for other instructional purposes.

6.1.4 Student Advisement and Enrollment

For enrollment and advisement purposes freshmen may be assigned to counselors who plan their initial and subsequent enrollments until they have chosen a major field. To transfer to a major advisor, the student obtains an unofficial transcript from the Registrar and records from the previous advisor, and submits them to the department chair in the major field.

Because the University considers student guidance one of its main functions, each student is assigned an adviser. All members of the faculty are available for student counseling. Enrollment procedures are printed each semester in the Schedule of Classes.

6.1.5 Absence from Class

Instructors will give to the students a written explanation of absence policies and grading policies for each course at the beginning of each semester.

The individual faculty member will be informed of the students who are participating in an officially sanctioned school activity by the student presenting an Officially Sanctioned School Activity Form (see Forms) approved jointly by the offices of the VPAA and VPSA. These students should not be charged with a willful absence but should be held responsible for all regular course work.

Faculty members are expected to file "Not Attending Reports" with the Office of the Registrar for all students who have three or more absences. Attendance should be monitored closely and nonattendance reported especially during the first ten class days of a regular semester and first five class days of a summer term. Reports should continue to be filed throughout the semester any time a student obtains three or more absences. This information is compiled by the Office of the Registrar and shared with other administrative offices. The University is responsible for monitoring attendance for various programs by federal and state authorities; therefore, the faculty's cooperation is critical to proper reporting. Also, it is imperative for the University's programs of assessment and retention that faculty members adhere to this policy.

Students called to military duty after the completion of twelve (12) weeks or more of the eighteen (18) weeks of a semester who are passing in their subject at the time they are called, as a war measure, shall be given credit for the full semester's work.

6.1.6 Student Records

Instructors are expected to keep an accurate daily attendance record. Accurate records should also be kept on each item which goes into the determination of the final grade filed with the Registrar. This is essential for validation of the grade awarded and attendance record required by certain agencies.

6.1.7 Instructor Grade Books

Instructor grade books are to be retained for five (5) years, then destroyed provided no complaints have been filed. If a complaint has been filed, destroy two (2) years after exhaustion of all legal remedies and appeals provided records meet all stipulated retention requirements.

Upon employment termination, a faculty member will turn in Instructor Grade Books to the Department Office and receive clearance on the Southeastern Oklahoma State University "Employment Termination" form.

6.2 Space/Facilities, Equipment, and Supplies

6.2.1 Assignment of Space

The assignment of all instructional space is the responsibility of the President and can if the President deems it in the best interest of the University, be delegated to the VPAA. Authority is then delegated by the VPAA to department chairs for the assignment of space for classrooms, offices, and other instructional uses. Space assigned to departments for their use may be assigned for other uses by the VPAA at times the space is not used by the department.

6.2.2 Use of Facilities

Students may use building facilities outside school hours provided an authorized sponsor, usually a faculty member, assumes responsibility and authorization has been given by the VPSA. Building orders for use of academic space after school hours must be obtained in advance from the Office of Academic Affairs.

6.2.3 Keys

Keys shall be authorized for issue only to persons with a substantial need to lock/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 physical plant office.

Keys remain University property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a University key, except the physical plant office.

Lost or stolen keys should be reported immediately to the department chair and the campus police office or the physical plant office. A $25 replacement fee must be paid by the faculty member to replace a lost or stolen key. If the key is found after the $25 has been paid, the money will be refunded if the building was not re–keyed as a result of the key loss. Unauthorized use or duplication of a key is cause for disciplinary action.

ALL KEYS MUST BE RETURNED TO THE UNIVERSITY KEY CONTROL OFFICE—NOT TO THE DEPARTMENT—DURING THE TERMINATION CLEARANCE PROCESS OR AT THE TIME OF JOB CHANGE, OFFICE RELOCATION, OR LOCK CHANGE.

6.2.4 Purchasing Procedures

All requisitions for departmental supplies must be made and signed by the department chair. All invoices must be checked and signed in full by the one receiving the merchandise and by the department chair.

Requests for supplies or equipment should be made on requisition forms secured from the Purchasing Office. Needs should be anticipated 30 to 60 days in advance, if possible; and requests should be filed accordingly.

6.2.5 Parking

Each faculty member is expected to display a parking permit on any vehicle and adhere to any regulations regarding the use and parking of vehicles on campus. The permits can be obtained free of charge from the office of Campus Police, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the faculty member should contact the campus police office to arrange for another time. Parking permits should be displayed by placing the permit in the rear window of the vehicle on the lower driver side of the window. If the vehicle does not have a rear window, the driver side back bumper will be acceptable. Vehicles parked on campus without a permit will be ticketed. In some instances where a wheel boot is used to disable a vehicle the cost to have it removed will be $100.00.

As a courtesy to University visitors, certain parking areas have been designated for visitors only. Vehicles belonging to employees or students who violate visitor parking will be ticketed.

An employee who receives a citation should take it to the business office in Room 208 of the Administration Building. A permit holder is responsible for all charges made against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking

permits from vehicles which they no longer own. Cars parked in FIRE ZONES and HANDICAPPED ZONES may be towed at the owner's expense. Fines will be assessed for all parking and traffic violations as follows:

Violation	Fine
Fire Zones	$75.00
Handicapped Zones	$75.00
No Decal (Permit)	$20.00
Parking Violation	$20.00
Visitor Parking Violation	$20.00

6.2.6 Designated Parking

The designated parking lots for Faculty and Staff parking will be the Biological Sciences parking lot and the Fine Arts/Russell parking lot. Effective August 20, 2007, parking in these lots will be restricted to Faculty/Staff Paid Permit holders only.

First day for designated parking:
August 20, 2007

Time posted for designated parking:
Monday – Friday: 6:00am – 4:00pm

Fees:
Faculty/Administrator/Professional Staff

Fall	$20.00
Spring	$20.00
Summer	$10.00

Payment can be made at the Business Office located in the Administration Building. You can pay per semester or for the entire year. Once you have paid for your permit, take your receipt to Campus Police to obtain your permit.

6.3 Instructional Services

6.3.1 Library

The library is stocked with books, periodicals, and newspapers. Frequent purchases and gifts augment the collections and keep it up to date. Faculty members and alumni often give books and periodicals to the library. Publications of the faculty are especially desired.

Books withdrawn by faculty members are due at the end of each semester; they may be rechecked for the following semester if needed. Books should be retained only as long as necessary.

A reserve collection is maintained near the circulation desk. Instructors desiring books placed on reserve should submit a written list to the librarians before making announcements to their classes. The regular reserve loan period is for two hours throughout the day with overnight privileges after 8 p.m. Books are removed from the reserve collection by request of the instructor.

Faculty members are urged to request books and periodicals for purchase through the department chair or an individual specified by the chair. Order slips are provided by the library. Requests are welcomed at any time for inclusion in the regular book orders. Book requests are to be approved by the chair of the department making the request. Special orders are placed for emergency requests if necessary. Books may be borrowed from other libraries by applying through the University librarian.

6.3.1.1 Instructional Media

Supplemental audio–visual materials and equipment are available for instructional use through the Library. Video tapes and films are listed on the on–line catalog.

6.3.2 IETV Support

IETV courses are transmitted and received via h.323 as a function of the Distance Learning Center. The center consists of the director's offices and four formal classrooms on the third floor of Russell, two formal classrooms on the third floor of the Science building, several portable units that are semi–permanently installed in specific classrooms, and other portable units that are moved as needed. Services offered through the Center are coordinated by the Director.

6.3.3 Duplicating Services

The University Print Shop provides duplicating services for faculty members. Information regarding the current regulations and procedures to be followed in obtaining these services is available through the department chair.

6.3.4 Distance Education Website

The Distance Education Website, accessed from the main Southeastern website provides students with online access to various types of student services, learning modules through the library, and technical information needed to access Blackboard. The website also provides resources for faculty teaching distance education courses.

6.3.5 Center for Instructional Development and Technology (CIDT)

1. Function of CIDT - the mission is to assist Southeastern faculty in achieving their instructional, research, and other professional objectives by providing support for commonly used and emerging technologies, including Blackboard. The CIDT works closely with faculty and support service providers to coordinate and promote campus wide, technology-related services.

2. Notifying Faculty Students of Bb Issues - The CIDT works closely with IT (Network Operations, Administrative Computing, and the Help Desk) regarding Bb hardware issues and is responsible for the following:
   - Notify the Dean of Graduate Studies, E-Programming, and Academic Support as soon as possible,
   - Post a system-wide announcement in Bb, when applicable, along with follow-ups,
   - Send an email to the Faculty mailing list, when applicable, along with follow-ups.
   - While every attempt will be made to notify faculty students as soon as possible regarding long-term Bb issues, please remember that we do not provide 24/7 Bb support. In certain situations, it may not be possible to send notification of known issues if they occur on weekends, holidays, during inclement weather that disrupts connection service, etc.
   - CIDT Policies and Procedures for Instructors of Blackboard Courses - see the Distance Education website.

- The CIDT is located on the main campus of Southeastern on the third floor of the Russell Building, Room 317A. For information about training workshops, equipment, available services, or general assistance, please contact the CIDT, 8:00 am - 5:00 pm, Monday through Friday per campus schedule.

6.4 Student Employees

All requests for student help are made to the Director of Financial Aid. These requests should explain the type of service and the number of student hours required. Time sheets and other information are available in the Financial Aid office.

6.4.1 Definition

If a student is a recipient of campus–based federal aid (College work–study, Perkins Loans, and/or Supplemental Educational Opportunity Grants) that student cannot receive total aid in excess of his/her cost of attendance allocation as determined by the financial aid office, Total aid is a combination of campus–based federal aid, Pell Grants, BIO Grants, Guaranteed Student Loans, fee waiver scholarships, University employment, and other various types of financial aid. Therefore, if a student has a work–study allocation, he/she cannot be paid in excess of that allocation amount for a given academic year. If a student is eligible for campus–based federal aid but receives none, there is no limitation on the amount of regular University wages a student may be paid other than those imposed by budgetary limitations.

Example: Student “A” has a work–study allocation of $1,600 for the academic year. “A” can receive no more than the $1,600 in wages. However, if “A” does not receive a Perkins, SEOG, or any amount from CWS, “A” ‘s wages for the regular University payroll may exceed the $1,600.

Any questions regarding campus–based federal aid should be directed to the Director of Financial Aid.

6.4.2 Procedure

For all students who wish to work on campus, an application for a work award is to be made in the financial aid office, Administration Building, Room 107.

The hiring department may notify the career and placement and placement services office, that a student worker position is open and place a position announcement on a job vacancy board located in career and placement services. Students interested in applying for the department student position may contact the department for further information and an interview.

The hiring department may use the standard Application for Student Employment. Completed applications should be maintained in the hiring department for two years; then destroyed. However, applications for students hired should be kept in the department until employment ends. At that time, the application should be forwarded to the human resources office to be kept in permanent records. The applications are confidential and should not be left unattended or distributed off campus.

When a department has selected a student to be hired, the student will present the hiring department a "Student Work Certification" form issued by the student financial aid office upon approval of the student's work award application. This form specifies the program for which the student has been approved for work (college work–study or regular University work). The form also indicates the amount of pay approved. A department should not proceed with hiring if the department budget cannot support the work award amount. Budget issues should be resolved prior to placing a student in a position. A "student Work Certification" form will not be issued to a student until all procedures have been completed.

All students, new or returning, must obtain a Work Certification form for the Fall semester and the Summer semesters. The Fall Work Certification form also includes the Spring work award.

The hiring department will record the account number the student is to be paid from on the Work Certification form, then sign and date the form. The student must physically bring the signed Work Certification form to the human resources office, absolutely no later than the first three working days (per federal regulations).

For students who were employed in the previous semester, current paperwork on file in the human resources office will be reviewed and verified.

Students who have not worked on campus previously or in the prior semester will complete new hire paperwork. This process should take approximately ten minutes provided they have:

- Brought their Social Security card
- Brought a document establishing their identity.
- Advised HR of the first day actually worked.

A student cannot be paid and should not work until all necessary paperwork has been presented to the human resources office, completed and processed.

It is recommended that student employment be limited to 20 hours per week during periods when classes are in session. Foreign national students are strictly allowed no more than 20 hours per week per federal regulation. Contact the human resources office for information regarding student work hours between semesters.

6.4.3 Documentation and Compensation

1. Each student is responsible for maintaining an accurate "Student Timesheet (Payroll Record)", documenting dates and hours worked each day. Students are expected to sign in and out on each day worked and may not indicate hours worked during regular class time unless approved by the supervisor in the comment section.
2. The "Student Timesheet" must be approved by the supervisor and forwarded to the human resources office for authorization by the 16th and 1st days of each month.
3. Student payroll checks for the previous pay period are available in the auxiliary office during business hours on the 15th and 31st day of each month. Students must present their student identification cards to receive their payroll check.
4. When the 15th or 31st day of the month falls on a weekend day, the student may submit the "Student Timesheet" or retrieve their payroll check on the following Monday.
5. The student work program is not a scholarship; therefore, hours indicated must reflect actual time worked in order for the student to be compensated.

6.5 Field Trips and Excursions

When it is desirable for groups of students to be absent from classes for a part of a whole day for excursions or field trips in connection with some class or extra–curricular activity, arrangement should be made in advance so that the effect on the total instructional program may be considered. Release from classes does not in any way relieve a student from responsibility for the work missed. Satisfactory arrangements should be made in advance with the instructors involved.

The faculty member initiating an officially sanctioned school activity should complete an "Excused Absence Request" form (see Forms), obtained from the Office of Student Affairs, list all students involved, and obtain approval from the Department Chair, Vice President for Academic Affairs and Vice President for Student Affairs 30 days prior to the activity. The approved form is returned to the faculty member for distribution to students participating. These students should not be charged with a willful absence but should be held responsible for all regular course work.

6.6 Off–Campus Courses

Regular faculty members serve as instructors in the off–campus services of the University. Assignments are made by the VPAA upon the recommendation of the department chair. Off–campus courses are arranged for and are under the supervision of the VPAA. Supplemental pay, plus travel expenses, is given to a faculty member who conducts off–campus classes which are in addition to normal full–time duties.

6.7 Distance Education

6.7.1 Definitions

6.7.1.1 Definition of Distance Education

Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor; and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously.

The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs , and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

○ 6.7.1.2 Definition of Correspondence Education

Correspondence education means: (i) Education provided through one or more courses by an institution for which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (ii) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (iii) Correspondence courses are typically self-paced. (iv) Correspondence education is NOT distance education.

○ 6.7.1.3 Definition of a Distance or Correspondence Education Program

A distance or correspondence education program is one in which a student could earn the credential by taking 50% or more of the work in the distance or correspondence education courses.

○ 6.7.1.4 Definition of a Distance or Correspondence Education Course

Distance or correspondence education courses are those in which 75% or more of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

6.7.2 Online Teaching Certificate and Continuous Development

All faculty teaching distance education classes where 75% or more of the instruction and interaction is provided over the Internet must provide or obtain an online teaching certificate before or during the first semester of teaching. The online teaching certificate will be obtained through services approved by Southeastern. If prior certification has been obtained, it must be approved by the Dean of E-programming in consultation with the department chair and the Distance Education Council department representative.

All faculty teaching distance education classes must demonstrate continuous development of distance education teaching. Online faculty will be subject to routine review of distance education courses by the department chair and the department faculty representative on the
Distance Education Council.

Faculty development opportunities, approved by the Dean of E-programming, will be provided by individual departments, the Center for Instructional Development and Technology (CIDT), or external services, and must address best practices in both course development and course delivery.

Upon request, the Distance Education Council or CIDT may provide assistance for the continuous development of distance education teaching and for the review of distance education courses.

6.7.3 Distance Education Syllabus Approval Process

All distance education courses offered for the first time in a format where 75% or more of the instruction and interaction is provided over the Internet must be approved by Distance Education Council prior to the beginning of the semester in which they are to be taught. Approval forms are available on the Distance Education website and should be submitted to CIDT.

7.0 UNIVERSITY POLICIES (UPDATED 2-2018)

7.1 Drug Free Workplace

The federal Drug-Free Workplace Act requires that any entity seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued at $100,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace.

Southeastern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. In order to meet these responsibility and requirements, university policy is as follows:

- As a condition of employment, employees must abide by the terms of this policy.
- The illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on university property or during any university activity is prohibited. Any illegal activity or substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution.
- Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Such conditions will be proper cause for disciplinary action up to and including termination of employment.
- Some of the drugs that are illegal under federal, state, or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current personal treatment by an accredited physician.
- The University will distribute annually during the fall semester a policy statement with information regarding the penalties for unlawful drug and alcohol abuse, health risks that result from such abuse, and counseling or treatment that is available for university employees.
- The counseling center may provide initial drug and alcohol counseling to university personnel at no charge to the individual. The counseling center will refer such individuals to

other agencies or treatment programs if appropriate; any cost of such program will be the responsibility of the individual.

- Violation of this policy will result in disciplinary action in the form of reprimand, suspension, demotion, or termination. Continued employment may also be contingent upon completion of an appropriate rehabilitation program.
- The President will appoint a committee made up of faculty, staff, and students to review the effectiveness of the University's drug and alcohol awareness program. The committee will review the program at least biennially.
- Any university employee who is convicted of any federal or state criminal drug statute for drug related misconduct in the workplace must report the conviction within five (5) days thereafter to the Human Resources office.
- Sanctions imposed for violations of this policy will be monitored and enforced by the Human Resources office when an employee is involved and the student affairs office when a student is involved.

University officials reserve the right to require drug testing when there is reasonable cause to believe that an employee is under the influence of drugs.

7.1.1 Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

7.1.2 Employee Notification

1. Each department shall post the Drug–Free Workplace Policy Statement (available from the Office of Human Resources) in a conspicuous location.
2. Each department chair or area supervisor shall personally deliver a copy of the policy statement (available from the Office of Human Resources) to each individual under his/her supervision. A copy of the policy statement must be signed by the employee to verify such delivery. The signed statements are to be returned to the Office of Human Resources and maintained in the permanent personnel files. New employees will read and sign the policy statement in the Office of Human Resources when processing the normal employment forms.
3. Each department chair or area supervisor is responsible for meeting with personnel in his/her area to explain the institution's Drug–Free Workplace Policy. This policy will be explained in a departmental meeting at least once each fiscal year.
4. The University's Counseling Center will be responsible for an ongoing educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in The Southeastern, providing guest lecturers, and observing an annual "Substance Abuse Week."

7.1.3 Violations and Penalties

1. An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Office of Human Resources within five (5) days of such conviction (as a condition of continued employment).
2. The Business Manager shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a University employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.
3. Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.
4. Refusal, failure, or neglect by any University employee to sign and return the written statement referred to in this policy shall be deemed an act of insubordination and will subject the employee to appropriate disciplinary action.

7.1.4 Counseling

Drug counseling is available through the University's Counseling Center. Any employee needing such assistance should contact the Center as soon as possible. There is no charge for this service. Counseling is treated on a confidential basis and any employee needing rehabilitation will be referred to an appropriate agency.

7.1.5 Definitions

"Controlled Substance" means any controlled substance set forth in Schedules I through IV of Section 202 of the federal Controlled Substances Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines and barbiturates.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

"Criminal Drug Statute" means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

"Employee" means any person receiving pay through the University payroll system.

7.2 Drug Free Campus

The following policy is adopted in compliance with the Drug Free Schools and Communities Act.

7.2.1 Policy Statement

1. The illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on University property or during any University activity is prohibited. Any illegal activity or

substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution.
2. The President will appoint a committee made up of faculty, staff, and students to review the effectiveness of the University's drug and alcohol awareness program. The committee will review the program at least biennially.
3. The University will distribute annually during the fall semester this policy statement with information regarding the penalties for unlawful drug and alcohol abuse, health risks that result from such abuse, and counseling or treatment that is available for University employees.

7.2.2 Violations and Penalties

1. Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own as well as their co–workers' safe and efficient job performance. Such conditions will be proper cause for disciplinary action up to and including termination of employment.
2. Violation of this policy will result in disciplinary action in the form of reprimand, suspension, demotion, or termination. Continued employment may also be contingent upon completion of an appropriate rehabilitation program.
3. Sanctions imposed for violations of this policy will be monitored and enforced by the Office of Human Resources when an employee is involved and the Office of Student Affairs when a student is involved.

7.2.3 Counseling

The Counseling Center will provide drug and alcohol counseling to University personnel at no charge to the individual. The Counseling Center may refer such individuals to other agencies or treatment programs if appropriate; any cost of such program will be the responsibility of the individual.

7.2.4 Definition

Some of the drugs that are illegal under Federal, State or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants not prescribed for current personal treatment by an accredited physician.

7.3 Tobacco-Free Policy

7.3.1 University Policy and State Law

7.3.1.01 The Oklahoma Executive Order signed by Governor Mary Fallin on February 6, 2012, prohibits the use of all tobacco products on state-owned and state-leased property beginning at the latest August 6, 2012. Southeastern Oklahoma State University has made a decision to comply with this order.

7.3.1.02 It is also the intent of Southeastern Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. Therefore, effective August 1, 2012,

Southeastern Oklahoma State University is designated a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

7.3.1.03 This tobacco-free campus environment includes any and all Southeastern owned, leased, rented, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. Campus also includes all University owned, leased, or rented vehicles. Campus may not include any owned properties which are leased to third parties under long-term leases.

7.3.1.04 Possession of tobacco products does not constitute "use". *Please note: All residence halls are maintained as tobacco free environments. All tobacco products (including cigarettes, chewing tobacco, etc.) and tobacco paraphernalia (including water pipes, hookah pipes, etc.) is prohibited within the residence hall and within the immediate vicinity of all residence halls.*

7.3.2 Definitions

7.3.2.01 Students: includes but is not limited to all students enrolled in University classes and/or classes held on campus, as defined above.

7.3.2.02 Tobacco products: includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products including but not limited to cloves, bidis, and kreteks.

7.3.2.03 Tobacco use: includes smoking, chewing, dipping or any other consumption or use of tobacco products.

7.3.2.04 Visitors: includes, but is not limited to, guests, spectators, contractors, vendors, volunteers and anyone else providing any type of product or service to the University.

7.3.3 Procedures

7.3.3.01 Southeastern will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

7.3.3.02 Appropriate signage will be posted by the SOSU Physical Plant as necessary to inform employees, students and visitors of policy provisions.

1. Signs will be placed on all campus buildings.

2. "Tobacco Free Campus" will be clearly posted at all main campus entrances.

7.3.3.03 It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property or in University publications.

7.3.3.04 Littering the campus with the remains of tobacco products or other disposable products is prohibited.

7.3.3.05 Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using SOSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

7.3.3.06 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

7.3.3.07 Compliance with this policy by all students, faculty and staff is expected based on SOSU's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

7.3.4 Enforcement

7.3.4.01 Compliance of this policy by all students, faculty and staff is expected based on our commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff and students.

7.3.4.02 A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.06, may be referred to a dean, director, or other manager. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received. Complaints regarding violations of this policy shall be addressed as follows:

- **Students**
    1. **SOSU Students Residing in University Housing** shall be directed to and handled by the Office of Residence Life. If the violation merits such action, the complaint may be escalated to the VPSA.
    2. **All Other SOSU Students** shall be directed to and handled by the VPSA and can be directed to the incident reporting document on the current students page at http://www.se.edu/.

- **Faculty and Staff**
    1. **Faculty** shall be directed to the appropriate department chair and, finally, to the VPAA.
    2. **Staff** shall be directed to the supervisor/department chair, then the next-level supervisor, and then the Vice President in the employee's administrative channel.

- **Visitors**

- **Visitors** shall be directed to and handled by the Campus Police. The visitor may be asked to leave University premises for failure to comply.

7.3.5 Tobacco Cessation Programs

7.3.5.01 Employees wishing to participate in tobacco cessation are referred to the Oklahoma Tobacco Helpline (1.800.QUIT.NOW or 1.800.784.8669), the SOSU Counseling Center Tobacco Cessation Group(580.745.2988), Blue Cross Blue Shield of Oklahoma Blue Care Connection or the American Lung Association Freedom From Smoking online program.

7.3.5.02 Students may contact the SOSU Student Health Services (580.745.2867), the SOSU Counseling Center Tobacco Cessation Group (580.745.2988), the Oklahoma Tobacco Helpline (1.800.QUIT.NOW or 1.800.784.8669) or the American Lung Association Freedom From Smoking online program.

Southeastern Oklahoma State University reserves the right to update this policy at any time without prior notice.

7.4 Sexual Harassment, Sexual Relationship, and Sexual Assault

(Removed November 2019 and replaced by Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff)

7.5 Racial and Ethnic Policy

(Removed November 2019 and replaced by Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff)

7.6 Political Activities of Employees

An employee of Southeastern Oklahoma State University who participates in political activities must do so in a manner that:

1. In no way implies, directly or indirectly, that the University or governing board endorses such activities.
2. In no way interferes with the rights and privileges of other employees of the University or the board.
3. In no way interferes with the rights and privileges of students attending Southeastern or other universities.
4. In no way interrupts the normal routine operation of any University.
5. In no way interferes with the assigned duties of the employee.
6. Does not utilize University equipment, supplies, paid staff time, or their University resources in support of partisan political activities.

Violation of these principles may be considered cause for dismissal.

7.7 Misconduct in Scientific Research

In response to 42 CFR Part 50, Subpart A, Section 50.101–50.105, Southeastern Oklahoma State University has established the following policy for dealing with and reporting possible misconduct in science. Misconduct in science is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. The process for application of the policy consists of the following steps:

1. An allegation of scientific misconduct on the part of a Southeastern faculty member or researcher must be submitted in writing to the Vice President for Academic Affairs.
2. Upon receipt of the allegation, the Vice President will immediately appoint an ad hoc committee of three members to make an inquiry into the allegation. The committee will be comprised of an appropriate department chair, who will chair the committee, one faculty member from the affected school, and one faculty member from a neutral school.
3. The inquiry must be completed within 45 days, and a written report will be prepared according to the guidelines given in 42CFR, Section 50.103.
4. If the committee determines from the findings of the inquiry that sufficient basis exists for conducting an investigation, the institution will notify the Public Health Services' Office of Scientific Integrity in accordance with Section 50.105(a), or prior to this decision if the conditions listed in Section 50.104(b) exists. Any investigation will be conducted according to the guidelines of Section 50.103.

7.8 Licensed and Copyrighted Computer Software

The University's computer equipment must not be used to reproduce software whose license and copyright prohibit such copying. Nor should the University's licensed and copyrighted software be made available for copying and/or use on other equipment not licensed for that software.

7.9 Copyrighted Video and Audio Tapes

The University's video and audio equipment must not be used to duplicate copyrighted material in violation of state and federal laws.

7.10 Patents/Copyrights

Source: Policy Manual of the Regional University System of Oklahoma Board of Regents (General Policies, 5.13.1)

7.10.1 Inventions and Patents Policy

Inventions and Patents Policy

All discoveries or inventions, whether patentable or un–patentable, and including any and all patents (domestic and foreign) based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student body of the University, either in the course of employment by the University or substantially through the use of facilities or funds provided by or through the University shall be the property of the University; and all rights therein shall be assigned, licensed, or otherwise commercially exploited as directed by a duly authorized officer of the University, who shall be designated by the President of the University.

7.10.1.1 Patent Policy General Statement

The Regional University System of Oklahoma Board of Regents and the State of Oklahoma encourages faculty and staff members of all universities to undertake creative endeavors and to receive recognition therefore.

The individual or individuals who make the discoveries or inventions which become the property of the University under this policy will share in income derived by the University from the marketing of such inventions and patent rights based thereon according to such terms as the President shall direct.

All discoveries or inventions made or created by employees, faculty, students, and staff of the University will become the property of the University. Any and all benefits accruing to the University and derived from such discoveries or inventions will be used to further the research enterprise of the University.

The University through the President, or an officer designated by the President, may recognize the contract with patent service organizations, such, for example, as University Patents, Inc., or Research Corporation, in regard to obtaining, maintaining and marketing of patent rights (domestic and foreign) based on discoveries or inventions which are or shall become the property of the University pursuant to this policy.

It is not contemplated that this patent policy shall extend to and include questions of copyright ownership.

7.10.2 Copyright Policy

Copyright Policy

The Regional University System of Oklahoma Board of Regents recognizes and encourages its faculty, staff, and student body to participate in creative and scholarly activities as an inherent part of the educational process. It is the broad policy of the Regional University System of Oklahoma Board of Regents to promote creativity and scholarly activities and to expand the frontiers of human attainment in those areas to which the pursuits of the six regional Universities are dedicated.

7.10.2.1 Basic Objectives

Copyrights are created by the Constitution and the laws of the United States to promote the progress of science and the useful arts by securing for limited times to authors the exclusive rights to their works and writings. The basic objectives of the Regional University System of Oklahoma Board of Regents policy concerning copyright include the following:

1. To maintain the Regional University System of Oklahoma Board of Regents' academic policy of encouraging research and scholarship as such without regard to potential gain from royalties or other income.
2. To make copyrightable materials created pursuant to University objectives available in the public interest under conditions that will promote their effective utilization.
3. To provide adequate incentive and recognition to faculty and staff through proceeds derived from their works.

7.10.2.2 Copyright Ownership and Royalty Distribution

1. Under the Copyright Revision Act of 1976, 17 U.S.C. '101 et seq. (1976), works of original authorship are protected by copyright from the time they are fixed in a tangible medium of expression, now known, or later developed.
2. All Regional University System of Oklahoma Board of Regents personnel, in accordance with the Regional University System of Oklahoma Board of Regents policy and basic objective of promoting creative and scholarly activities, are free to develop, create, and publish copyrightable works.
3. Copyrighted works produced by the Regional University System of Oklahoma Board of Regents faculty and staff are the property of the creator of that work. All rights afforded copyright owners under '106 of the Act reside with the creator unless he/she has assigned or licenses any of the enumerated rights. Decisions relative to registering of these works with the Copyright Office are left to the individual creator.
4. Copyright in works specifically commissioned by the University under '201 (b) of the Act shall belong to the University. As copyright owner, the University shall make decisions relative to registering commissioned works. Royalties for University–commissioned copyrighted works may be shared by the University and the creator(s) of the work. The terms of any grant or contract relative to royalties shall take precedence over this policy should there be a conflict between them. Disputes arising over royalty sharing for University–commissioned works shall be referred to the legal counsel for the Regional University System of Oklahoma Board of Regents.
5. Works produced under a specific contract or grant agreement between the University and a governmental or other agency or organization are subject to the terms of the grant or contract for purposes of copyright. If copyright ownership is not specified, such rights shall reside in the creator.
6. Where University service units (such as media production department) are involved with the production of a substantially completed copyrightable product, royalties shall be distributed between the copyright owner, i.e., faculty or staff creator, and the University as provided for in a written agreement concluded prior to work being done.

However, in those instances in which a written agreement has not been finalized prior to the completion of the copyrightable product, the standard distribution of royalties will be provided to creator with 50 percent of the net income when mass production and distribution are accomplished by the University; 50 percent of the gross income when mass production and distribution are accomplished by an outside entity. If this standard is unacceptable to either party, the matter shall be referred to the University President.

7.10.3 Intellectual Property (Updated 2-2019)

Southeastern Oklahoma State University respects the intellectual property rights of the professors and students and thus must gain permission for use of such works, including content stored within the Learning Management System (LMS) for online, blended, and face-to-face courses. An author may allow the copy and/or distribution (as well as viewing for training purposes) of their materials by giving written permission to the requestor. In such cases, any materials used will retain the name of the author.

Users and authors may not alter or delete content from the LMS for any course that has been taught within the previous eighteen months, as this is the time allotted for student appeals and content should be maintained in the same condition in which it existed at the end of the course.

Persons using materials in the LMS obtained from any other source must cite the source from which it was obtained, including authors, websites, images, etc.

Work-for-Hire principles will not be applied to individual works in developing materials. However, such rights will be reserved by the institution in cases of appointed collaboration, such as the work specifically commissioned by the university or produced by university committees and councils.

Works produced under a specific contract or grant agreement between the university and a governmental or other agency or organization are subject to the terms of the grant or contract for purposes of copyright. The terms of any grant or contract shall take precedence over this policy should there be a conflict between them.

7.11 Computer Policies and Procedures

7.11.1 Principles

The Southeastern Oklahoma State University (SOSU) computing facilities are designed to support the research, teaching, and related activities of the SOSU community. These facilities include communication features that offer many opportunities for members of the SOSU community to share information among themselves and with outside collaborators. With the ability to share comes the responsibility to use the system in a responsible, ethical, professional, and lawful way. Universities value communication of ideas, including those new and controversial; thus, the intention of SOSU is to maximize freedom of communication for purposes that further the goals of SOSU. Misuse by even a few individuals has the potential to disrupt the academic and research work of faculty and students and University business.

The policy of SOSU recognizes an individual's right to privacy and intends to preserve the privacy of all data on each individual at SOSU. Academic records and personnel files will be released only with the written permission of the individual involved. All academic records will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (PL 98–380 p571) and the Oklahoma Open Records Act. It is also the intent of SOSU to preserve the privacy of all forms of communication in accordance with the Electronic Communications Privacy Act (18 USC 2510–2521; 2701–2710).

A person in violation of this policy may be subject to administrative action, with a penalty of a fine, restitution for services used, loss of computer privileges, or dismissal from the University. Some actions covered by this policy are also covered by SOSU regulations or policies, the violation of which could lead

to disciplinary proceedings. Some actions covered by this policy are also covered by city, state, or federal law, the violation of which could lead to civil or criminal prosecution.

7.11.2 Intended Use

The hardware available to SOSU and the software licensed for that hardware are intended for research and educational use by faculty, staff, and students of SOSU. Use of SOSU resources by anyone outside SOSU requires approval of the President (or designee). Personal use of SOSU resources is prohibited. Computer accounts will be given to all approved users. In order to ensure privacy for all users, Network Operations and Administrative Computing employ passwords associated with user accounts. These passwords are critical to the security of the user's account, as well as the integrity of the campus computing environment as a whole. Each user is responsible for keeping his or her account secure and password confidential.

7.11.3 Disclaimer

SOSU accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. SOSU makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose.

SOSU cannot guarantee the confidentiality or privacy of electronic messages and makes no promises regarding their security. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

SOSU does not routinely review users' files, including e–mail. In cases of system failure and subsequent repair, or where there is reason to believe there has been unauthorized use or misuse of computer resources, SOSU shall have the authority and right to review user accounts, archival tapes, or disks in accordance with The Electronic Communications Privacy Act.

7.11.4 General User Policies

A user of SOSU Information Technology Resources shall obey the following policies:

1. Obtain necessary accounts and passwords and be responsible for maintaining the security of all those accounts on SOSU's information technology systems.
2. Users of SOSU administrative computer resources must have a signed request form on file.
3. Users may not authorize anyone to use any of their accounts for any reason. Users are responsible for all usage on their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized users. Users are not to provide others with access to any SOSU information technology resources.
4. Users may not impersonate or misrepresent another user's computer account or e–mail user name.
5. Files owned by individual users are to be considered as private, whether or not they are accessible by other users. The accessing or attempting to gain unauthorized access into any account to use, read, transfer, or change contents in any way of another user's account will be viewed as theft of SOSU resources and as computer fraud.

6. Because many of the technological resources of SOSU are shared, the use of such resources for endeavors not directly related to enhancing and facilitating instruction and scholarly research activities will be considered secondary activities. Should such secondary activities interfere in any way with the primary activities of instruction and research, they may be terminated immediately.
7. Access to SOSU computer resources must not be abused either by attempting to harm the systems or by stealing copyrighted/licensed software or by installing unlicensed software. Software may not be installed in the computer labs unless SOSU is the authorized owner and permission is granted by the lab manager. Federal Copyright Laws must not be violated by downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements. Attempting to gain unauthorized access to any information technology resources or alteration of system hardware or software configurations is prohibited.
8. Information technology resources are not to be used for profit or commercial activity of any kind or for solicitations on behalf of groups, organizations, etc. that are not related to SOSU.
9. SOSU's information technology resources will not be used to violate any SOSU policies; city, state, or federal laws; or contracts and agreements entered into by SOSU.
10. Non–portable computer equipment is not to be removed from campus without written approval from the Vice President for Academic Affairs (or designee).
11. Using computing resources to interfere with the normal operation of University computing systems and connected networks including, but not limited to, introducing viruses, flooding the network with messages, sending chain letters, downloading or transferring excessively large files, or unfairly monopolizing resources that results in the exclusion of others in such a way that it causes disruption in instruction or computer labs or exploits network security and/or other vulnerabilities is prohibited. Intentionally causing any damage to any equipment is prohibited.
12. The creating, displaying, posting, or transmitting of any unlawful, threatening, abusive, fraudulent, hateful, defamatory, racist, sexist, obscene or pornographic, harassing, or offensive language, images and/or materials is not permitted. Harassment or stalking whether it by physical, verbal, electronic, or any other form of abuse, will not be tolerated.
13. Accidental damage, or damage caused by other parties, should be reported as soon as possible so that corrective action may be taken.
14. If a user identifies a potential security problem, the problem should be reported to the Help Desk immediately and should not be discussed with any other party.
15. No food, drinks, or tobacco products will be allowed in the computer labs.
16. Disturbing others in the computer labs will not be tolerated.
17. Adhere to OneNet Acceptable Use Policy (See Appendix H). The use of SOSU's information technology resources indicates acceptance of these General User Policies of SOSU and OneNet's policies. The use of a personally–owned computer that is on the SOSU network obligates the owner to comply with these General User Policies of SOSU and OneNet.
18. The above is a representative set of rules and guidelines. Any individual whose conduct violates the above guidelines or is not consistent with what is expected of a competent computer user will be subject to the following actions:
    1. The account will be immediately deactivated.
    2. The appropriate administrative authorities (SOSU, state, or federal) will be informed.
    3. The appropriate administrative authorities will act. Actions taken by the administrative authorities will depend on the severity of the computer abuse. The SOSU Code of Student Conduct, Administrative Policies and Procedures Manual and the Academic Policies and procedures Manual, as well as state and federal laws, will be used in determining appropriate sanctions.

19. As the information technology environment and laws change, the General User Policies may be modified or amended. Notice of any such modifications or amendments shall be provided by email to users and will be posted in the computer labs and on the Office of Information Technology web pages. Users are responsible for keeping informed of the current policies. Questions about these policies should be directed to the Executive Director for Information Technology and Chief Information Officer.
20. Acceptable uses of the computing resources at SOSU in priority order: Instructional use relative to SOSU classes.

Faculty and Student Research

Class Assignments.

1. Official work of students, faculty, administration, and staff, recognized student and campus organizations, and agencies of SOSU.
2. Electronic communication that supports instruction, research, or official work of students, faculty, administration and staff.
3. Secondary usage by authorized users that is not directly related to instruction that does not interrupt or diminish access to resources for instruction and/or research.

7.11.5 E–mail Policies

1. All users of electronic mail (E–mail) are responsible for knowing and practicing proper electronic communication protocol.
2. SOSU cannot guarantee the confidentiality or privacy of electronic messages and makes no promises regarding their security. Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.
3. SOSU does not routinely review users E–mail. In cases of system failure and subsequent repair, or where there is reason to believe there has been unauthorized use or misuse of computer resources, SOSU shall have the authority and right to review user accounts, archival tapes, or disks in accordance with The Electronic Communications Privacy Act.
4. E–mail users must identify their messages with their own names. Misrepresentation of one=s identity in electronic communication is prohibited.
5. Broadcasting unofficial messages and sending chain letters is prohibited.
6. It is not acceptable to use E–mail to transmit threatening, obscene, or harassing materials.
7. It is not acceptable to send unsolicited mass E–mailings to more than twenty–five (25) E–mail users, if such unsolicited E–mailings provoke complaints from recipients.
8. E–mail Netiquette
    - Always fill in the subject line. The subject line tells the reader in a few words what the message is about. Some people who receive a lot of messages daily, rely on this subject line to determine to save a message or not. If there is no subject, then the person has to read the message.
    - Send attachments as ASCII text files. Unless the sender knows which word processing software the receiver uses, use the Asave as@ function to change the file format to a generic ASCII file before attaching it to the E–mail.

- Be patient in waiting for responses to an E–mail message. Remember that the Internet is global, and while you may be awake because it is daytime, it is nighttime in other parts of the world, and the person receiving it might be asleep when it arrives. Don't send a nasty message until you give the person time to read your message.
- Check E–mail daily and respond quickly. It is good practice to check your E–mail at least once a day and to respond as soon as possible to a message.
- It is good practice to tell the recipient if your message is long. If your message is over 100 lines long, it is considered Along@ and you should put the word long in the subject line, so the recipient knows that the message may take some time to read.
- Make sure that you send your return address on messages you send out. It is true that your address is shown on the FROM: line, but some mailers automatically strip the headers off of incoming messages. What you should do is put your name and address at the end of the message. The easiest way to do this is to create a signature file, which has any information that you feel is important to include about yourself in every message that you send.
- Don't forward someone else's personal E–mail message. If someone wrote a personal E–mail message to you, do not forward it without the consent of the original author. If you are forwarding a message, do not change the wording of the message.

7.11.6 Web Page Policies

Directors, department chairs, vice presidents or respective designees of these SOSU units are responsible for reviewing, clearing, and maintaining information published on official SOSU Web pages. The unit (department) is ultimately responsible for page content and are responsible for following University policies and local, state, and Federal laws.

This policy applies to SOSU Web pages (sites) representing University schools/divisions, departments, programs, sanctioned organizations, alumni, retired faculty and to any member of the University community acting in his or her University capacity and/or using University resources.

Each semester unit (department) web sites should be updated with accurate and current content, ADA compliance, and functionality. A checklist of items may be found on the Information Technology Web Services pages.

Questions about these policies should be directed to the Executive Director for Information Technology and Chief Information Officer.

7.11.7 Web Page Content Guidelines

SOSU recognizes the value and potential of maintaining a presence on the web. Faculty, staff, and student organizations may create web pages (sites) that carry out official University business in support of the University's missions. Personal pages may be published to provide information about an individual which is relevant to that individual's role at the University but may not be used for personal gain, or personal business or any other activity that is not consistent with the SOSU mission. Contents of all web pages must follow University standards regarding nondiscrimination and must conform to law and University policies. The law includes ADA compliance. The specifics for ADA compliance can be found on the Information Technology Web Services site.

Individual units within the University may define conditions of use for web pages under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines, and/or restrictions. Where such conditions of use exist, the unit's enforcement mechanisms defined therein shall apply.

Each SOSU unit or department is responsible for maintaining content that is accurate and current. All web pages are expected to use accurate, standardized information on enrollment, research funding, number of faculty, number of buildings, acreage, finances, etc., which is available from the offices of the appropriate vice president, the Office of Institutional Research and Planning, or the Office of Public Information.

The web pages should include instruction about how readers can obtain additional information and, if possible, an E–mail link.

The Home Page should include the date of last modification.

Each web page should be clearly identifiable as a page associated with SOSU. The navigation should provide the ability to return to the SOSU Home Page.

Disclaimer: SOSU is not responsible for the misuse of information provided on any web pages.

7.11.8 Web Page Image Guidelines

In order for official Web pages to be consistent, all official pages must obey the following guidelines:

- The name of the institution is Southeastern Oklahoma State University.
- The initials SOSU (without periods) may be used on second reference.
- The University seal is reserved for use in official University publications and on degrees, certificates and legal documents. It may not be used for advertising purposes or in web home pages that publicize a facility, event, or service of the University.
- Department logos may not supersede the SOSU logo.
- All web pages will be clearly identifiable as SOSU web pages at the top of each page.

7.11.9 Web Page Layout Guidelines

Templates are available on the Information Technology Web Services pages. These templates lay the foundation for ADA compliance and provide the navigation mechanism.

Images should be of the appropriate format, file type and size for accessibility and usability standards.

The design and layout should take into consideration the technology of the potential viewers.

Navigation should be included to indicate to the viewers where they are within the SOSU web pages and provide guidance for finding specific content.

7.12 Policy on Replacement and Growth of Computers and Related Technology

The number of desktop computers on campus has increased dramatically and the need for infrastructure to support the desktop computers is ever increasing. There are over 450 student use computers, 230 faculty use computers, and 300 administrative use computers. Not everyone will necessarily be able to have a new computer "every three years" since the Student Technology Fee may not support that goal nor may the need be there for everyone. The following priorities will determine the allocation of the Student Technology Fee:

New Computers:

1. First priority will be given to needs that most directly touch the students.
    a. Computer labs
    b. Online courses
    c. Servers and other infrastructure components

    Timeframe: Every two years as funds allow

2. Second priority will be given to instructors (and staff that assist with the creation of the materials) that integrate technology into their course materials that involve students with the technology.
    a. Interactive instructional materials
    b. Student generated materials

    Timeframe: Every two to three years as funds allow

3. Third priority will be given to instructors (and staff that assist with the creation of the materials) that enhance teaching with technology.
    a. Syllabus, etc. on Blackboard
    b. Smart Classrooms usage
    c. PowerPoint presentations of lecture materials

    Timeframe: Every three to four years as funds allow

4. Fourth priority will be given to the administrative staff as functional needs are identified.
5. Fifth priority will be given to the administrative staff using the computers as terminals to POISE or other systems. These computers may have to be replaced as a result of infrastructure changes.
6. Sixth priority will be disposition of equipment.

Recycled computers from the first three priorities: Without a defined source of funding, the planning for administrative staff computers is very difficult and necessarily involves the recycling of computers from the first three categories.

Additional Factors in the Allocation Process:

- The Center for Instructional Development and Technology (CIDT), together with the appropriate chair and Dean of Graduate Studies, E-Programming, and Academic Support, may play a role in determining the faculty who fall into the first, second, and third priorities of the computer replacement and growth policy. The faculty involvement with CIDT in developing student–centered instructional materials will be a determinant in the sequence of replacement and growth.
- Computers and related technology acquired with funds other than the Student Technology Fee will be subsequently included in the replacement and growth plan according to the recommended priorities.
- All new faculty members will be assigned a computer in accordance with the existing priorities and will be subsequently included in the replacement and growth plan.
- The Student Technology Fee will be used to purchase only software that is used campus wide or in exceptional situations software that serves a significant portion of the students.
- The Student Technology Fee will be used to purchase and maintain standard printers only for academic departmental offices.

7.13 Student Publication Policies

7.13.1 The Southeastern

Southeastern Oklahoma State University recognizes the inherent value of a student newspaper in serving the University community and providing opportunities for laboratory experience for students interested in journalism, mass communications, creative writing and other forms of expression. A student newspaper is a useful teaching device when integrated into the curriculum. An extracurricular student newspaper benefits the University through the development of students who can think perceptively and critically. A publication that serves as a forum for debate and discussion facilitates an atmosphere of intellectual freedom and enhances the University community. A newspaper benefits the University by disseminating significant information to the University community.

The University supports the student newspaper by providing revenue and donating such items as office space, equipment, supplies and services from budget planning to duplication and printing. Therefore, Southeastern Oklahoma State University, as the publisher, establishes this policy to clarify the role of the student newspaper, the standards to be used in its evaluation, and the limits on external control of its operation.

Students are protected in the exercise of freedom of expression by the First Amendment of the Constitution of the United States, as well as Oklahoma law. Accordingly, University officials are responsible for ensuring freedom of expression for all students.

An official, University-sponsored newspaper of a regional University should include a forum for student expression as a voice in the free and open discussion of issues. The newspaper should provide an opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy. The final decision of whether the material is to be published will be left to the student editor or student editorial staff. At the same time, the editorial freedom of the student editor entails corollary responsibilities to be governed by the code of responsible journalism, as defined by The Society of Professional Journalists Code of Ethics.

Commercial Speech

Advertising is a constitutionally protected expression. The University-sponsored publication may accept advertising. Acceptance or rejection of advertising is within the purview of the publication staff, who may accept any ads except for those for products or services that are illegal for students. For example, the publication will not accept advertisements condoning the use of alcoholic beverages. The publication should attempt to solicit ads on every side of an issue of elections.

Prior Restraint

No student publication, whether non-University-sponsored or official, will be reviewed by University administrators prior to publication with intent to censure from distribution. The University assumes no liability for the content of any student publication, and urges all student journalists to recognize that with editorial control comes responsibility, including the responsibility to follow professional journalism standards.

Prohibited Material

1. Students cannot publish or distribute material that violates the Society of Professional Journalists Code of Ethics
2. Students cannot publish or distribute material that will cause "a material and substantial disruption of University activities", defined as educational activity sponsored by the University.

Presidential Advisory Board

The Presidential Advisory Board represents Southeastern Oklahoma State University as the publisher of The Southeastern. The Publication Adviser recommends candidate(s) for student editor of The Southeastern to the Advisory Board, who, in turn, recommend to the President of the University. The Advisory Board may be called together to consider possible violations of the Society of Professional Journalists Code of Ethics. The Advisory Board consists of the following:

1. Vice President for Academic Affairs
2. Chairperson of the Department of Art, Communication and Theatre
3. Two Professional Journalists, appointed by the President
4. Two student representatives: the SGA President and Vice President

Role of Publication Adviser

Those who advise University student media have an obligation to fulfill the following:

1. to demonstrate, by their example and teaching, the highest ethical and professional standards possible to those whom they advise.
2. to share the responsibility with The Southeastern to screen and recommend a suitable candidate to the Advisory Board for the position of editor;
3. to read every edition of The Southeastern prior to publication and make recommendations in conformity and compliance with the Society of Professional Journalists Code of Ethics in order to avoid slander, libel and false information.

The adviser serves as:

- a professional journalist, who has the skills and education requisite to teach all aspects of that particular medium;
- a professional educator, who shall explain and demonstrate, commend and critique, and urge students to understand their role and responsibility as journalists learning and applying their craft; and
- a professional manager, who can provide sound fiscal and technological guidance to the staff in running business and production operations.

The adviser's personal code includes:

1. a dedication to the goal for media to be accurate, fair, factual, unbiased, and honest;
2. a deep conviction that the adviser's role, by law, is to guide and advise, but not to censor or prohibit;
3. an unyielding commitment to defend and uphold the student's Constitutional rights under the First Amendment to a full and vigorous freedom of expression without fear or prior restraint;
4. a determination to uphold the truth in dealing with students, colleagues, administrators, suppliers, and the public;
5. a commitment to encourage in staff members the goal to be as professional as possible through accurate reporting, thorough coverage, editorial opinion labeled as such based upon verified fact and a recognition of the public's right to know the truth; and
6. an open door for consultation and advice.

Violation of the Society of Professional Journalists Code of Ethics may result in immediate termination of the student editor(s) and/or the adviser.

7.14 Americans with Disabilities Act

(Removed November 2019 and replaced by Appendix M – Civil Rights & Title IX Policy for Faculty, Students, and Staff)

7.15 Sales Solicitations

The University subscribes to the position that it is important for state agencies to create a working environment which allows employees to devote full-time attention to their duties. Permitting outside vendors, solicitors, and sales people unrestricted access to employees in state facilities or on state property to sell private goods and services to individuals is disruptive and a violation of university policy. Employees are not to invite or entertain sales solicitors in the workplace or on state property. Outside sales solicitation or presentations in state facilities or on state property are not authorized whether or not employees are on duty. This restriction does not apply to private entities under contract with the State or University who are acting in an official capacity as agents of the State or University.

Note: This policy includes all university employees who may be engaged in a private enterprise business whether as an agent, sales representative, or owner.