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MINUTES OF A REGULAR MEETING THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS OCTOBER 23, 2019

A regular meeting of the Board of Regents governing The University of Oklahoma, Cameron University and Rogers State University was called to order in Gould Hall, College of Architecture on the Norman Campus in Norman, Oklahoma, at 1:02 p.m. on October 23, 2019.

The following Regents were present: Leslie J. Rainbolt, M.D., M.B.A., Chairman of the Board, presiding; Regents Phil Albert, Frank Keating, Natalie Shirley and Eric Stevenson. Regent C. Renzi Stone submitted his resignation, effective immediately, from the Board to the Governor the preceding evening.

Others attending all or a part of the meeting included Mr. Joseph Harroz, Interim President of The University of Oklahoma; Dr. J. Kyle Harper, Senior Vice President and Provost – Norman Campus; Jason Sanders, M.D., Senior Vice President and Provost – Health Sciences Center Campus; OU-Tulsa President John Schumann, M.D.; Vice Presidents Lauren Brookey, Sean Burrage, Joe Castiglione, Eric Conrad, Tomas Diaz de la Rubia, Ken Rowe and David Surratt; Chief Audit Executive Charles Wright; Chief Legal Counsel Anil Gollahalli; Board Legal Counsel Drew Neville; Board Public Relations Consultant Brent Gooden; and Executive Secretary of the Board of Regents, Dr. Chris A. Purcell.

Attending the meeting from Cameron University was Dr. John McArthur, President of the University.

Attending the meeting from Rogers State University was Dr. Larry Rice, President of the University.

Notice of the time, date and place of this meeting was submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 9:00 a.m. on October 21, 2019, both as required by 25 O.S. 1981, Section 301-314.

REPORT OF THE CHAIRMAN OF THE BOARD

As we begin, I do want to express our gratitude and thanks to Renzi Stone for his service on this Board since his appointment by Governor Fallin in 2015 and like many of you, we were surprised when he decided to resign yesterday. As Regents, I think we all certainly understand the overwhelming time commitment that this Board requires, and we understand that. We absolutely respect his decision to step down, knowing how deeply he cares about the University of Oklahoma and how dedicated he is to it—all of which showed in his service on this Board. He's a through and through Sooner. He served the University in many different roles as a Sooner, and he served us well in all those capacities. And I know that all of us are grateful for that. We wish he and his family the best as he moves forward and look forward to watching his successes. He will always be a part of the Sooner family and I think we all look forward to seeing him across campus in the days to come.

CAMERON UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

Thank you Chairman Rainbolt. I want to extend a welcome to part of the Cameron University legislative delegation. We're joined by Senator John Michael Montgomery and Representative Toni Hasenbeck. Welcome to you both. Thank you for making the trip up to see how higher education and the gateway to higher education functions in our state. It's hard to believe that we've already passed the midterm. We've started enrolling students this week for spring 2020, so we'll have to order the next set of calendars. Time moves quickly since we last met in September. We formally opened our new art teaching gallery funded by emeritus faculty member Jack Bryan. The opening reception was very well attended. The first exhibit has seen a steady stream of visitors already and it's just a great place to help our art students learn how to set up an exhibition and put together an art show. All in addition to the learning opportunities that they have in campus art studios. On October 7th we reopened the Cameron psychology clinic in remodeled space in the old communication building. The clinic provides an opportunity for our licensed clinical faculty to supervise graduate counseling psychology students while providing free services for personal and family mental health care to the working poor of Comanche County. And on October 14th, Cameron University joined others in recognition of Indigenous Peoples Day. Our student leaders and the Native American Student Association really did an outstanding job representing our 250 Cameron students with tribal affiliations by bringing in student speakers and performers from other universities around our country, including Arizona and Oregon. As president, it was a great opportunity to see students talking to students from around the nation rather than the intergenerational communication that's usually someone my age talking to someone their age. I really think they did a fantastic job listening to them talk about issues in their educational future. We continue to be very proud of our partnership with the Kiowa and Comanche nations in support of higher education in our state. That concludes my report. Thank you so much.

SUBSTANTIVE PROGRAM CHANGES – CU

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs presented below have been approved by the President, upon recommendations of the appropriate faculty, academic unit and dean, the Curriculum Committee or Graduate Council, and the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM: B.S. in Chemistry

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: For the Chemistry Degree with Chosen Minor option only, four courses will be moved from a list of eight courses to be chosen from one of two focus areas (Physical Chemistry or Biochemistry) in the required core to the Electives category. The remaining four courses from the focus areas will be combined into a single focus area and retained in the required core. Total hours required for the concentration, major, and degree will not change.

The requested changes better align the option requirements with other institutions in the state and better prepare students for careers in the field or graduate study. The requested changes further allow students greater flexibility in choosing major electives in their chosen content area. The requested changes will not require additional funds.

This item was submitted by President John McArthur on September 25, 2019.

President McArthur recommended the Board of Regents approve the proposed changes to the Cameron University academic programs.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

FISCAL YEAR 2018-2019 EXTERNAL AUDITS – CU

For the fiscal year ended June 30, 2019, CliftonLarsonAllen LLP, presented to the Board of Regents' Finance and Audit Committee the "Independent Auditors' Report," the "Annual Financial Statements," the "Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*," and the "Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance."

These audits were conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Office of Management and Budget's *Uniform Guidance*.

This item was submitted by President John McArthur on September 25, 2019.

President McArthur recommended the Board of Regents:

- L. Accept the fiscal year 2018-2019 external auditor's reports and audited financial statements for Cameron University; and
- II. Accept the fiscal year 2018-2019 external auditor's reports on compliance and schedule of expenditures of federal awards for Cameron University.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

REVISIONS TO CAMERON UNIVERSITY FACULTY HANDBOOK – CU

Due to changes in University administration, revisions to the Board of Regents Policy Manual, revisions to Cameron's Undergraduate Catalog, and various other events and changes, Cameron has reviewed its Faculty Handbook for relevant revisions.

The review prompted revisions in several areas. Most of the proposed revisions fall into one of the following categories:

• Revising policies to conform to the current Cameron University Undergraduate Catalog and Employee Handbook.

- Eliminating language that is no longer relevant or is redundant.
- Changing names and titles to conform to current practices.
- Updates to Committee membership requirements and addition of new Committees.
- Revisions intended to streamline or clarify existing processes thereby making them more understandable to faculty.

The revised Faculty Handbook is attached here as Exhibit A with the proposed revisions noted. The Table of Contents, references, and formatting will be updated upon Board approval.

The proposed revisions have been reviewed by the Office of Legal Counsel.

This item was submitted by President John McArthur on September 25, 2019.

President McArthur recommended the Board of Regents approve revisions to the Cameron University Faculty Handbook.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

REVISED CAMERON UNIVERSITY ACADEMIC MISCONDUCT POLICY – CU

As part of Cameron University's effort to keep its publications up to date and in compliance with changing state laws and statutes, the Cameron University Code of Student Conduct has been revised. The student code is a compilation of standards, procedures and practices governing the actions of Cameron University students. The code also provides procedures for handling violations of the Code, as well as proper avenues of recourse for grievance. A summary of changes is listed below.

Academic Misconduct Policy: The Policy contains minor edits to the Academic Offenses and Penalties for Academic Dishonesty sections. Material changes are recommended to the Procedures in Cases of Academic Dishonesty section. Section 6.09 now assigns responsibility for case review and disposition to the Faculty and School Deans. Student Development will monitor multiple and/or egregious offenses and review accordingly.

The Board's legal counsel has reviewed and endorses the changes to the Cameron University Code of Student Conduct. It is recommended that the Code, attached hereto as Exhibit B, be approved.

This item was submitted by President John McArthur on September 25, 2019.

President McArthur recommended the Board of Regents approve revisions to the Cameron University Code of Student Conduct.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

REVISIONS TO CAMERON UNIVERSITY STUDENT TRAVEL POLICY – CU

Cameron University has updated its Student Travel Policy for AY20. Key changes concern clarifications to sponsors' responsibility for student accommodations, travel planning, and the University's position on shared lodging between employee and student.

The Board's legal counsel has reviewed and endorses the changes to the Cameron University Student Travel Policy. It is recommended that the Policy, attached hereto as Exhibit C, be approved.

This item was submitted by President John McArthur on September 25, 2019.

President McArthur recommended the Board of Regents approve the AY20 update to the Cameron University Student Travel Policy.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

EXECUTIVE SESSION - CU

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4): *Burton v. Burton, et al.*, Case No. CJ-2017-829 in the District Court of Comanche County, State of Oklahoma.

This item was included in the agenda for the purpose of meeting with General Counsel in executive session as listed above. No executive session was held on this item, and there was no report.

NONSUBSTANTIVE PROGRAM CHANGES - CU ACADEMIC CALENDAR 2020-2021 – CU

The listed items were identified, by the administration, as "For Information Only." Although no action was required, the opportunity to discuss or consider the items individually was provided.

NONSUBSTANTIVE PROGRAM CHANGES - CU

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive, but require the changes to be communicated to them for information. The modifications listed below have been approved by the President, upon recommendations of the Vice President for Academic Affairs, respective deans and department chairs, and the Curriculum Committee or Graduate Council.

1. PROGRAM: General Education Program

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: The list of courses used to fulfill the General Education Humanities-Diversity requirement will be changed to include any 1000-level foreign language or non-English language course. Total hours required for this requirement will not change. Total hours required for General Education will not change. Additional funds are not requested.

This item was submitted by President John McArthur on September 25, 2019.

This item was reported for information only. No action was required.

ACADEMIC CALENDAR 2020-2021 – CU

The Oklahoma State Regents for Higher Education authorize the President to approve the institution's academic calendar each year. The calendar is then submitted to the State Regents by December 1 prior to the summer semester to which the proposed calendar applies. The academic calendar, attached hereto as Exhibit D, is for information only and will be submitted to the State Regents.

This item was submitted by President John McArthur on September 25, 2019.

This item was reported for information only. No action was required.

ROGERS STATE UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

Many of you read my president's report. It's online, but I'll just touch on a few things in interest of your time. 'Cause I know you've had two long days, but since we've last met, we have launched our MBA program online. And so that's important initially for us. We've had it on the ground, but it opens up a lot of doors to have it online. And part of our strategic plan was to have a director of first year experience, not only for the first-time students attending RSU but also a first in their family and also a transfer students. So we're celebrating that we do have a new director. We also are celebrating Transfer

Week in the city of Tulsa. Mayor Bynum declared this Transfer Week. We're partnering- along with six other schools- to celebrate transfer week in the city of Tulsa, because Tulsa Community College is one of our largest trading partners. We're happy about that. And then from a community standpoint, I'm happy to tell you that we're celebrating mental health day, where we engage the community and mental health issues both on and off campus. And so we're very proud to do that. I would point out some upcoming events. It's in my president's report that we're having our annual Google games or Aero games. Our students compete in STEM games that Google designs and that they judge and provide the medal for. There's also an upcoming FASFA night. We have several FASFA nights to encourage- particularly first in their families students- and all new freshmen to fill out their FASFAs. So with that, I will conclude my reporting and proceed when you're ready.

FISCAL YEAR 2018-2019 EXTERNAL AUDITS – RSU

For the fiscal year ended June 30, 2019, Eide Bailly, LLP presented to the Board of Regents' Finance and Audit Committee the "Independent Auditors' Report," the "Annual Financial Statements," the "Independent Auditors' Reports on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*," and the "Independent Auditors' Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133 and on the Schedule of Expenditures of Federal Awards."

For fiscal year 2018-2019, these audits were conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Office of Management and Budget's Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

President Rice recommended the Board of Regents:

- L. Accept the fiscal year 2018-2019 external auditor's reports and audited financial statements for Rogers State University; and
- II. Accept the fiscal year 2018-2019 external auditor's reports on compliance and schedules of expenditures of federally funded awards for Rogers State University.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

ADMINISTRATIVE PERSONNEL ACTION(S) – RSU

CHANGE(S):

Millikin, Mary, Ph.D., titled changed from Associate Vice President for Academic Affairs to Interim Vice President for Academic Affairs, with supplemental pay of \$2,500 per month while serving as Interim, effective September 1, 2019.

President Rice recommended approval of the staff personnel action(s) listed above.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

EXECUTIVE SESSION - RSU

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

None.

This item was included in the agenda for the purpose of meeting with General Counsel in executive session as listed above. No executive session was held on this item, and there was no report.

ACADEMIC CALENDAR 2019-2020 – RSU FISCAL YEAR 2020 STAFF SALARY PLAN – RSU FACILITY USE POLICY – RSU

The listed items were identified, by the administration, as "For Information Only." Although no action was required, the opportunity to discuss or consider the items individually was provided.

ACADEMIC CALENDAR 2019-2020 - RSU

The Oklahoma State Regents for Higher Education authorize the President to approve the institution's academic calendar each year. The calendar is then submitted to the State Regents by December 1 prior to the summer semester to which the proposed calendar applies. The academic calendar, attached hereto as Exhibit E, is for information only and will be submitted to the State Regents.

This item was reported for information only. No action was required.

FISCAL YEAR 2020 STAFF SALARY PLAN – RSU

With their approval of the proposed budget at the June 2019 meeting, the Board approved the provision for a Staff salary program. Based upon enrollment data as of September 24, 2019, Rogers State University's enrollment for the fall semester reflects a small increase from the previous year, is 4% over budget, and the overall financial condition of the institution continues to reflect strength and stability.

The total for salary increases for this plan, including costs of benefits, to the E&G I budget is approximately \$301,000, and to the Auxiliary budget is approximately \$57,000. The recommended salary plan provides for a minimum increase of \$529.00 per year or a 3.5% increase in salary for all full-time staff employees, hired on or before September 30, 2019. The salary increases will be retroactive to July 1, 2019. RSU faculty received a 3.5% increase on July 1, 2019 through the legislative action and therefore this increase is for staff only.

This item was reported for information only. No action was required.

FACILITY USE POLICY – RSU

Senate Bill 361 requires institutions of higher education to (i) prohibit the designation of outdoor areas of campus for expressive activities, (ii) to reinforce reasonable, time, place and manner restrictions on such activity, and (iii) ensure expressive activity policies are updated and publicly available. RSU has updated its policies to comply with SB 361 and is posting the policies at the appropriate location(s) on its website. The revised policy is attached hereto as Exhibit F.

This item was reported for information only. No action was required.

Regent Keating exited the meeting at this point.

THE UNIVERSITY OF OKLAHOMA

REPORT OF THE PRESIDENT OF THE UNIVERSITY

I spent the last couple of days in this room looking out this window, and I spent a lot of time thinking about my time here as a student and all of the changes that have happened in those few years since then. Honestly, I want to thank the Regents for the time you all are putting into this. It does take a great deal of time and a great deal of energy and it is a true service. So thank you all for that. It is a model for our students. I also want to thank Dean Hans Butzer. This is the College of Architecture and they're hosting us here. I certainly

want to thank them for this great space, and if you haven't had a chance to do it yet, it's worth taking a look at a one minute video on the College of Architecture's homepage. The students here took just a moment of their time, and as part of the What Will You Do campaign, articulated what they will do with their lives as graduates of the Gibbs College here. And it is exciting and heartwarming and motivating. Before we go onto the actual comments we have three members of the legislature here. Would you all like to stand up, introduce yourself so we know that you're here and recognize you all collectively. {Senator John Michael Montgomery was present along with Representatives Toni Hasenbeck and Mark McBride. As we go through all of our discussions about the future of the University, what I think gives us the greatest opportunity right now is around the partnership we have with all of the shareholders, all of the stakeholders and the legislature. And that relationship is one that is key to unlocking the potential in our students and in our state. So we say that the University of Oklahoma is essential to our state's future. But we're not sufficient. It has to be something that we do together. And so thank you all for being a part of this. That means a great deal. We appreciate all that happened this last session when you allocated additional funding to help move the collective us forward, and we see ourselves as part of that. So thank you all for being with this. I had a summary- a really rough summary- which was that since the last meeting we've defeated Texas. That shouldn't be sufficient. Really, the beating Texas part that I care the most about came in a presentation that we had earlier today, and that is that we beat the University of Texas Southwestern Medical Center to join the top 50 of all cancer centers nationwide. That is a success that is, I think, worth just pausing for a moment to think about. And for those that were here earlier, I don't want to be totally duplicative, but to me, when we think about what a comprehensive research university does, that's the biggest and boldest manifestation. We see what's happening around two areas- and let's just pick one of those- our cancer center achieving top 50 designation. But what does that do? And as part of that conversation we talked about we are the state's only academic health center. Now, why does it matter that you're the state's only academic comprehensive medical center? How is that different than a regular medical center? Aren't there plenty of hospitals? And the answer is we're unique in that we actually create the knowledge. And so as you think about it, our basic sciences and other areas, we create the research that leads to discoveries that then go to clinical trials and have all of the highest designation of cancer centers. We conduct more late stage clinical research trials in cancer than any cancer center in the country. And so we're not just in there healing the individual patient as they come in because we're an academic health center. We have the super specialists and sub-specialists that we wouldn't otherwise have. They're in there working with the basic scientists and engaging in clinical trials to create the solutions to serve those that come see us and also to help those that aren't here, those populations around the country and the world who benefit from these trials. From this research, we also want to think about just the cancer center itself. There are 50 professors on the Norman campus alone that are a part of that cancer center and the research that's done, and not just at the cancer center as you think about. It's not just those areas that are intuitive like biology. It's engineering, it's also in the humanities and how they attach. The impact of cancer is stunning. We heard earlier today that one in every two Oklahomans that are male will have cancer in their lifetime. One of every three females will have cancer in their lifetime. Currently at the OU Stephenson Cancer Center, we serve one in six Oklahomans that have cancer. And that number is trending towards one in three. And obviously it's a lot of the more aggressive and late stage cancers that are there. Cancer is the seventh leading cause of death in the country. It's

a pandemic. It's absolutely a pandemic. Last night the Harold Hamm Diabetes Center raised \$1.9 million to go towards research and to helping out those with diabetes and those that will have it in the future. It was stunning to hear the impact that it has on our state. So as we think about what we do as a university, we think about how we do research, how we train the next generation of leaders in their field. And we think about serving society and treating patients. We are unique being the state's only academic health center that has a fundamental impact on our lives and on our mission. It involves all three campuses, not just one or two. Last week was homecoming, and it was a ball to put medallions on those that had been from the class of 1969. I felt like the international Olympic committee putting on medals over there, over their heads. I know it was great to see those graduates- the last of the 1960s- to hit that 50-year mark in graduation, and to hear all of their stories. And on the same day, within an hour of that, we had two other events that took place. One of those was the ring ceremony where 450 students got together. They put on their class rings as seniors, and they'll turn it around to face society with the seal facing out at graduation once they complete school. In between that event and the medallion for the 50 years, we went over to the Black Student Association event where we talked about how we move together in our future. I just thought it was a great day and a great homecoming that reminded us of all that we have accomplished and all that we do have to accomplish in and around diversity and inclusion. Since our last meeting, we've had a lot of great events: we had a civil rights week where we had George Henderson's papers accepted in the Western History Collection. We had the inaugural Presidential Speaker Series, where we as a sort of collective got together and talked about Brown vs Board of Education, and the impact that it's had and had on one of the daughters and beneficiaries with the Brown family here. And of course we had a recognition of Ada Lois Sipuel Fisher, for 70 years since she was the first African American to be admitted into law school. And not just to that celebration, but the struggle that took place to achieve that, the lessons learned from it. Last week we honored Indigenous People's Day. It was a great honor to be a part of the celebration walk, and my son got to go to the dances that took place over the noon hour. So great celebrations there on the topic of diversity and inclusion. A big announcement was just made a couple of days ago: We have spent the last nine months doing a comprehensive search. We took the position of associate vice president for University Community and transformed it. You recall just five or six months ago, our chief diversity officer was under the title of 'University Community'. That was an associate VP level. We elevated that to an executive officer- VP level. We did a national search, and there were 60 applicants for that. It was a faculty, staff and student committee across all three campuses that came together. It took nine months for the search process, 60 applicants, six in-person interviews. Three of those finalists were then brought in for on-campus interviews across the campuses to engage in interviews. It was such a difficult decision to make. I know that we had Jane Irungu- I'll talk about her in just a minute. She's such an important part of this community. She was in that role for the last 14 or 15 months as interim. And it's important to think about all that she has done during that time period. Over that time period, we elevated the office itself, and put in place a multi-phase plan to move us forward. We created a structure around each of the colleges so that there is direct reporting and accountability to make sure we move forward in a progressive way. We created a bias response committee, attained a physical space for diversity and inclusion at the heart of the campus- not just off in the corner of campus. So many things that had been done: certainly, working with the student leaders, and the multicultural advancement committee being a big part of that. It came down to a decision of two. It was almost impossible to make, we truly

appreciated all the input we received from around the three campuses, and the strong input that came in there. This was a real search with real listening and really difficult decisions to make. Two things, one, ultimately the job was offered to Dr. Hippolyte. Dr. Hippolyte visited campus three times during this process, and she will serve as vice president for diversity and inclusion. She was assistant vice president for student development and enrichment services at the University of Central Florida. She spent more than two decades of her career in that space and certainly captivated those audiences. She has a long bio. I know we're a bit stretched for time. But we look forward to welcoming her to campus in January. I also sat down with Dr. Jane Irungu for one hour last week and we had a long conversation. Her contributions to what we have done here are immeasurable. She is a part of our campus community, and a part of the campus fabric we hope for a very long time. There'll be additional assignments for her if she'll accept them, and leadership roles. We all change in our leadership roles over time. I'm evidence of that. There can be lots of changes and lots of seasons. But she was a perfect person during that season and we look forward to many seasons ahead with her and with the University. Other dean appointments we have presented today for the Board's consideration: We had a one year search that took place for a new Dean of the College of Nursing. Dr Julie Hoff will be our next Dean for the College of Nursing if you all consider it and approve it. A town administrator, scholar, teacher, she's currently Dean of the College of Nursing and Health Sciences at Texas A&M Corpus Christi. She brings a lot to this table, this idea of being an integrated health sciences center and providing integrated health care. She will fill a role there that will be absolutely invaluable. In partnership with the Faculty Senate, Staff Senate, other areas decided we wanted to launch all of the searches that we could at this point in time. On this agenda you will see recommendations for search committees for three of those. It is the Honors College, the College of Professional and Continuing Studies, and University Libraries. Those deans that are serving in the interim position, Dr. Doug Gaffin, Dr. Martha Banz, and Dr. Carl Grant deserve all of our appreciation and respect for serving in those roles. Also on this agenda is an Aerospace Executive MBA. When we talk about the future, I know there's already some mention to increasing our engineering opportunities and those in the aerospace industry. This speaks directly to business and aerospace. Before the Board today is a new academic program. It's an Executive MBA in aerospace and defense program. You have to have at least 10 years of experience in aerospace and defense to be eligible for this. It is one that I think shows that we are on the vanguard of not just education, but also meeting the workforce needs and opportunities of our state. And as we go through this, we've talked a lot about research and how important it is that we're a research university, and how we approach that role. We've talked a lot about where we go with that, and how central it is to creating new economies. This month, October 1, we had the new vice president for research that came through after an over a year long process, Dr. Tomas Diaz, de la Rubia. Randy Hughes has been invaluable as the interim in this process, and through Randy's work we know there's going to be an increase in momentum in the research space. Those numbers are up materially and we are on a trajectory for the goals that we're laying out in those spaces. And central to all of this is that strategic framework. We have spoken at a number of these committee meetings about the strategic framework. I truly appreciate the involvement and engagement of the Board in helping this. This'll truly be a broad community project. PAPBAC is a Norman campus committee that's helping us with this, as well as the Faculty Senate, and we appreciate the leadership team and their involvement with it. As we look at what our future is, it is with incredible

excitement and enthusiasm that we are heading into it, but we are also well aware that this will only happen with the partnerships that are essential to moving us forward. So we are here with excitement, enthusiasm, and optimism. Thank you, thank you all very much.

EXECUTIVE SESSION - NC

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):
 - 1. Franco v. University, 116,876 in the Oklahoma Court of Civil Appeals;
 - 2. *Gretzer v. University*, Case No. CIV-19-490-PRW in the United States District Court for the Western District of Oklahoma;
 - 3. *Grillot v. University, et al.*, Case No. CIV-19-241-F in the United States District Court for the Western District of Oklahoma;
 - 4. *Hilliard v. Hall, et al.*, Case No. CJ-2019-685 in the District Court for Cleveland County, Oklahoma;
 - 5. Lewis v. Bharucha, et al., Case No. 117,066 in the Oklahoma Court of Civil Appeals;
 - 6. *Long v. University*, Case No. CJ-2019-1096 in the District Court for Cleveland County, Oklahoma;
 - 7. *Martinez v. HCA Health Services of Oklahoma, Inc., et al.*, Case No. CJ-2017-5354 in the District Court for Oklahoma County, Oklahoma;

8. *Nero v. Bharucha, et al.*, Case No. CJ-2016-5047 in the District Court for Oklahoma County, Oklahoma;

- 9. Rainwater v. University, et al., Case No. CIV-19-0382-R in the United States District Court for the Western District of Oklahoma;
- 10. *Robinson v. Obbrai, et al.*, Case No. CJ-2018-6331 in the District Court for Oklahoma County, Oklahoma;
- 11. *Williamson v. University*, Case No. CIV-19-256-G in the United States District Court for the Western District of Oklahoma.

Regent Stevenson moved that the Board enter executive session as listed above at 1:28 p.m. in the Architecture Library. The Board returned to the Gallery and open session reconvened at 2:10 p.m.

AWARDS, CONTRACTS, AND GRANTS

Additional charts and graphs are attached hereto as Exhibit G.

	FY19 Total Expenditures	FY19 Jul 2018-Aug 2018 Expenditures	FY20 Jul 2019-Aug 2019 Expenditures	
UNIVERSITY OF OKLAHOMA	\$282,961,100	\$53,170,785	\$58,558,812	
NORMAN CAMPUS	\$167,680,175	\$31,483,006	\$35,539,499	
HEALTH SCIENCES CENTER	\$115,280,925	\$21,687,779	\$23,019,313	

Chart Key / Definitions for the pages attached:

RESEARCH = Externally Sponsored Research

OSA/PUBLIC SERVICE = Externally Other Sponsored Activity and Sponsored Public Service (non-Research) INSTRUCTION/TRAINING = Externally Sponsored Instruction/Training

**OUTREACH/CCE was previously reported in a separate category, but as of July 1, 2019 Outreach/CCE is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

EXPENDITURES = Expenditures Related to Externally Sponsored Funding

AWARDS = New Grants and Contacts Received, or Existing Award Modifications Processed

This item was submitted by Dr. Randall Hewes and Dr. James Tomasek on September 26, 2019.

President Harroz recommended that the Board of Regents ratify the awards and/or modifications for July and August 2019 submitted with this Agenda Item.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

REVISIONS TO CONFLICTS OF INTEREST POLICY- ALL

HSC and Norman Campus conflict of interest policies were last revised in 2010 and 2012, respectively. Both revision efforts centered on conflicts in sponsored research and yielded longer policies with extensive additional language advising employees on conflicts in that area. Experience since then indicates that additional policy changes could help educate the community, ensure disclosure of all conflicts, and promote consistent decision-making as well as ensure effective enforcement and adequate recordkeeping. Beginning in 2018, a cross-campus committee began to review the Conflicts of Interest Policy on both campuses and propose revisions. The committee included representatives from Legal Counsel and the Vice Presidents for Research on both campuses, as well as representatives from Internal Audit, Compliance, Purchasing, Human Resources, the Office of Technology Development and the HSC and Norman Campus Provost offices.

The proposed policy applies to all HSC and Norman Campus employees whether fullor part-time, and including adjunct faculty, residents, postdoctoral fellows, students, and volunteers. It is submitted as a complete replacement of the previously approved HSC and Norman Campus Financial Conflict of Interest policies. For reasons discussed below, it also partially replaces the Regents' policy on Outside Employment and Extra Compensation -Norman Campus, which was last revised in 2004. A stand-alone Extra Compensation Policy for the Norman Campus will be proposed at a future meeting. Given the predominantly clinical nature of the HSC Campus, extra compensation is already addressed by the Professional Practice Plan.

The proposed policy builds on the 2010/2012 improvements regarding conflicts in sponsored research. The committee recognized that other sources of conflict also need explanation. Most notably, for employees not subject to the HSC Professional Practice Plan, the requirements of the outside employment and conflict of interest policies often overlap and cause confusion and duplicative reporting. Adding significantly more length to the policy would quickly reach a point of diminishing returns for readability and user-friendliness. Yet the existing policy relies only on its own language to educate the community; it designates no alternative method and no responsible office for informing employees about their obligations. The existing policy also disperses administrative and decision-making responsibility among vice presidents on each campus. While specialization can be an advantage for specialized conflicts, the resulting lack of centralized support has hampered efforts to ensure consistent implementation across VP areas. This approach has also not encouraged consistency between campuses on common issues.

Therefore, the proposed policy, attached hereto as Exhibit H, implements a number of substantive changes:

- The policy will apply to all OU campuses.
- The policy name will change from "Financial Conflicts of Interest" to "Individual Conflicts of Interest" in order (1) to clarify that non-financial considerations that create conflicts are also addressed in the policy; and (2) to distinguish the policy from the Institutional Conflicts of Interest policy.

• Outside Employment (excluding participants in the Professional Practice Plan) will be included as part of the policy. The current Outside Employment and Extra Compensation Policy will be rescinded, and a separate Extra Compensation policy for the Norman Campus will be proposed separately at a later date. Annual outside employment and conflict of interest reporting will be consolidated.

- A Conflict of Interest Committee will be created for HSC, and another for the Norman Campus, with faculty and staff representation proposed by Faculty and Staff Senates and chosen by the President. Each Committee will review conflict of interest disclosures made on its respective campus and in affiliated OU-Tulsa programs. Vice President recommendations can be solicited and decisions delegated when specialized expertise is required to address particular conflicts.
- A Conflict of Interest Office will be designated for HSC, and another for the Norman Campus, to support the Committee and implement the educational, enforcement, and recordkeeping functions of the policy.
- Sections of the policy are (1) general obligations; (2) conflict definitions and examples; (3) outside employment; (4) reporting procedures and duties of the Conflict of Interest Committee and Conflict of Interest Office. The body of the policy is shortened; appendices are included to address definitions, conflicts unique to sponsored research, other relevant university policies, and a list of relevant sections of the State Ethics Rules with a link to the Ethics Commission website.

President Harroz recommended the Board of Regents approve the revisions to the Norman Campus and Health Sciences Center Financial Conflicts of Interest Policy (3.1.7), renaming as the Individual Conflicts of Interest Policy, and rescinding the Norman Campus Outside Employment and Extra Compensation Policy (3.1.9).

Regent Stevenson moved approval of the recommendation as amended and shown below. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

Paragraph 3. C. 2. of the attached policy was amended to include the underlined portion shown here: Summer outside professional employment for 9-month faculty. During any portion of the summer in which 9-month faculty are not on contract with the University, they may engage in outside professional employment without regard to the 10-hour-per-week limitation. Such outside professional employment is presumptively permitted; however, such employment must be disclosed for prior review for actual, potential, or apparent Conflicts of Interest and may not involve use of University Resources, including staff, except as otherwise provided by University policy and agreement by the appropriate office, e.g. the Office of Technology Development in the case of University-owned intellectual Property.

HEALTH CARE PROVIDER MISCONDUCT POLICY

The University of Oklahoma is committed to protecting its students, employees, patients, and their guests from physical, verbal, and emotionally abusive misconduct, including that by health care professionals in a health care setting. Recent high-profile cases at other institutions gave rise to University's administration re-examining existing protocols. While strong protocols are currently in place to ensure potential misconduct is reported and evaluated (e.g. those administered by law enforcement, university risk management, Title IX/EEO, etc.),

health care presents a unique circumstance in that practitioners interact with both the campus community and the public in one-on-one settings. The failure of other institutions to adequately address health care provider misconduct has led to both civil liability as well as large regulatory fines from the Department of Education.

This proposed policy, attached hereto as Exhibit I, not only requires that prohibited conduct that occurs in a clinical setting is reported to and investigated by the appropriate University office, but also adds an additional layer of institutional oversight by requiring University leadership be made aware of any emerging issues to bring a broader perspective and accountability to the evaluation and potentially disciplinary processes.

President Harroz recommended that the Board of Regents approve a new Regents' Policy to be added the Regents' Policy Manual, "3.11 Oversight, Notification, and Review of Alleged Health Care Professional Misconduct Policy and Protocol."

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

PRESIDENTIAL PROFESSORSHIPS POLICY CHANGE 2.5.1 -- ALL

Recent changes enacted to Board of Regents policy 2.5.1 included providing specific parameters for deriving nominations for Distinguished Professorships, including Presidential Professorships. Under the new policy only one nomination per academic unit is allowed. However, Presidential Professorships are funded by endowments, and more than one Professorship may be available annually to eligible faculty in an academic unit. Limiting the nominations of Presidential Professorships to one-per-unit restricts the ability to award all of the Professorships that may be available.

The proposed change applies only to the Nomination Procedures section of the Presidential Professorship policy:

2.5.1 DISTINGUISHED PROFESSORSHIPS

PRESIDENTIAL PROFESSORSHIPS

Recommendations

Nominations may derive from department chairs or unit directors, elected members of departmental/unit Committee A, a department's/unit's approved nomination committee, Center leaders, or a group of faculty who are familiar with the nominee's qualifications for the award. Only one nomination per academic unit or other nominating group of faculty is allowed. The nominating entity will be responsible for assembling the nomination packets, including supporting documentation.

Nominations will be forwarded to the respective dean of the college for review and endorsement. An optional letter from the dean, if included, will focus on evaluatory comments regarding the quality and significance of the nominee's impact on the broader OU mission. The dean's letter will not count toward the page limit below. The dean will submit all the recommendations and supporting documentation to the respective Senior Vice President and Provost by November 1.

Interim President Harroz recommended the Board of Regents approve the change to the Presidential Professorship policy to remove the restriction of nominations as indicated below.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

FISCAL YEAR 2019 INDEPENDENT AUDITS – HSC & NC

At the October 2019 meeting of the Board of Regents' Finance and Audit Committee, Eide Bailly presented for the fiscal year ended June 30, 2019 the "Independent Auditors' Report," the Audited Financial Statements, and the "Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters" for the Health Sciences Center Campus and the Norman Campus, respectively. The audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Eide Bailly presented for the Health Sciences Center Campus and the Norman Campus, respectively, for the fiscal year ended June 30, 2019 the "Independent Auditors Report on Compliance for Each Major Federal Program; Report on Internal Controls over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance based on the respective audits of the Health Sciences Center Campus and the Norman Campus. These audits were conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget.

This item was submitted by Kenneth D. Rowe on September 26, 2019.

Interim President Harroz recommended the Board of Regents:

- I. Accept the fiscal year 2019 independent auditors' reports and audited financial statements for the Health Sciences Center Campus;
- II. Accept the fiscal year 2019 independent auditors' reports on compliance and schedules of expenditures of federally funded awards for the Health Sciences Center Campus;
- III. Accept the fiscal year 2019 independent auditors' reports and audited financial statements for the Norman Campus; and
- IV. Accept the fiscal year 2019 independent auditors' reports on compliance and schedules of expenditures of federally funded awards for the Norman Campus.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Stevenson. The Chairman declared the motion unanimously approved.

ACADEMIC PERSONNEL ACTIONS – ALL

Health Sciences Center:

LEAVE(S) OF ABSENCE:

Jones, Andrea Lynn, Assistant Professor of Family and Preventive Medicine, return from medical leave of absence with pay, August 29, 2019.

Tyungu, Donna Lynn, Assistant Professor of Pediatrics, return from medical leave of absence with pay, August 15, 2019.

NEW APPOINTMENT(S):

Hoff, Julie, Ph.D., Dean and Professor of Nursing, annualized rate of \$315,000 for 12 months, January 6, 2020 through June 30, 2020. Includes an administrative supplement of \$145,000 while serving as Dean, College of Nursing. Tenurable Base \$160,000. Tenure credentials under review by University committees.

Hulin, James Brett, M.D., Associate Professor of Anesthesiology, annualized rate of \$150,000 for 12 months, September 9, 2019 through June 30, 2020. University Base \$75,000. New consecutive term appointment

Jones, Kenneth Lloyd, Ph.D., Associate Professor of Cell Biology and The Harold Hamm Chair in Clinical Diabetes Research, annualized rate of \$243,750 for 12 months, October 1, 2019 through June 30, 2020. Tenurable Base \$90,000. New tenure track appointment

Lim, Robert B., M.D., Associate Professor of Surgery, Tulsa, annualized rate of \$170,000 for 12 months, August 30, 2019 through June 30, 2020. University Base \$45,000. New consecutive term appointment

Shanbour, Gregory, D.D.S., Clinical Assistant Professor of Diagnostic and Preventive Sciences, Division of Periodontics, annualized rate of \$15,000 for 12 months, 0.10 time, (\$150,000 at full time equivalent), July 25, 2019 through June 30, 2020.

Taylor, Geoffrey L., M.D., Clinical Assistant Professor of Anesthesiology, annualized rate of \$138,750 for 12 months, 0.85 time, September 15, 2019 through June 30, 2020.

Tipple, Trent E., M.D., Professor of Pediatrics and The CHF Reba McEntire Endowed Research Chair in Pediatric Neonatology, annualized rate of \$190,000 for 12 months, September 25, 2019 through June 30, 2020. University Base \$80,000. New tenure track appointment

REAPPOINTMENT(S);

Cumby, Dunn, D.D.S., reappointed Clinical Professor of Diagnostic and Preventive Sciences, Division of Community Dentistry, annualized rate of \$30,000 for 12 months, 0.20 time (\$150,000 at full time equivalent), August 21, 2019 through June 30, 2020.

McShan, William M., Ph.D., reappointed as Clinical Professor Emeritus of Pharmaceutical Sciences, annualized rate of \$30,000 for 12 months, 0.30 time, (\$100,000 at full time equivalent), September 11, 2019 through June 30, 2020.

CHANGE(S):

Butron, William D., Clinical Assistant Professor of Internal Medicine, Tulsa, and Residency Program Director, Department of Internal Medicine, Tulsa, and Pediatrics, Tulsa; given additional title Medical Director, OU Physicians Tisdale Clinic, Tulsa, salary changed from annualized rate of \$95,000 for 12 months to annualized rate of \$105,000 for 12 months, August 18, 2019 through June 30, 2020. Includes an administrative supplement of \$10,000 while serving as Medical Director, OU Physicians Tisdale Clinic, Tulsa. University Base \$50,000

Chernausek, Steven Dwight, title changed from Professor to Clinical Professor of Pediatrics, retains title The CHF Edith Kinney Gaylord Endowed Research Chair in Pediatric Type 2 Diabetes; salary changed from annualized rate of \$199,700 for 12 months, full time, to annualized rate of \$149,775 for 12 months, 0.75 time, September 29, 2019 through June 30, 2020.

Csiszar, Anna, primary title changed from Professor of Geriatrics to Professor of Biochemistry and Molecular Biology, retains titles Adjunct Professor of Pathology, Adjunct Professor of Physiology, and The Donald W. Reynolds Chair in Aging Research #4; September 15, 2019. Dissolution of the Department of Geriatrics

Deak, Ferenc, primary title changed from Assistant Professor of Geriatrics to Assistant Professor of Biochemistry and Molecular Biology, retains title Adjunct Assistant Professor of Physiology, September 15, 2019. Dissolution of the Department of Geriatrics

Dunn, Ian F., Associate Professor and Chair of Neurosurgery and The Harry Wilkins M.D. Chair in Neurosurgery; recommended for tenure and promotion to Professor of Neurosurgery, salary changed from annualized rate of \$300,000 for 12 months to annualized rate of \$307,000 for 12 months, October 23, 2019 through June 30, 2020. Tenured Base \$117,000

Jackman, Warren M., George Lynn Cross Research Professor Emeritus of Medicine, salary changed from annualized rate of \$212,689 for 12 months, full time, to annualized rate of \$30,000 for 12 months, 0.50 time, September 1, 2019 through June 30, 2020. Change in FTE

Sanghera, Dharambir Kaur, Professor of Pediatrics, Adjunct Professor of Physiology, and Adjunct Professor of Pharmaceutical Sciences, given additional title The CHF Dr. Geoffrey P. Altshuler Founders Endowed Research Chair in Genetics, September 15, 2019.

Scofield, Robert H., Professor of Medicine, salary changed from annualized rate of \$155,193 for 12 months to annualized rate of \$183,206 for 12 months, August 18, 2019 through June 30, 2020. Additional funding

Sonntag, William Edmund, Professor of Biochemistry and Molecular Biology and Adjunct Professor of Physiology; title changed from Interim Chair to Chair of Biochemistry and Molecular Biology; titles Professor of Geriatrics and The Donald W. Reynolds Chair in Aging Research #1 deleted; given additional title The Ed Miller Chair in Molecular Biology, salary changed from annualized rate of \$200,000 for 12 months to annualized rate of \$250,000 for 12 months, October 13, 2019 through June 30, 2020. Includes administrative supplements of \$100,000 while serving as Chair of Biochemistry and Molecular Biology and \$25,000 while serving as Director, Center for Gerosciences. Tenured Base \$125,000.

Ungvari, Zoltan, primary title changed from Professor of Geriatrics to Professor of Biochemistry and Molecular Biology, retains titles Adjunct Professor of Physiology and The Donald W. Reynolds Chair in Aging Research #3, September 15, 2019. Dissolution of the Department of Geriatrics

Vesely, Sara, David Ross Boyd Professor of Biostatistics and Epidemiology, Assistant Dean for Academic Affairs, College of Public Health, Adjunct Professor of Medicine, and Adjunct Professor of Pediatrics; given additional title Director, Summer Programs, Graduate College, salary changed from annualized rate of \$165,000 for 12 months to annualized rate of \$180,000 for 12 months, October 27, 2019 through June 30, 2020. Includes an administrative supplement of \$15,000 while serving as Director, Summer Programs, Graduate College.

Yabluchanskiy, Andriy, primary title changed from Assistant Professor of Geriatrics to Assistant Professor of Biochemistry and Molecular Biology, retains title The Donald W. Reynolds Chair in Aging Research #5, September 15, 2019. Dissolution of the Department of Geriatrics

RESIGNATION(S) AND/OR TERMINATION(S):

Cox, Gary, Visiting Associate Professor of Health Administration and Policy, September 11, 2019. Accepted position with the Oklahoma State Department of Health

Miller, Barbara Higgins, Assistant Professor of Family and Community Medicine, Tulsa, and The Paul E. Tietze, M.D. Chair in Family Medicine, November 1, 2019.

Suarez Lopez del Amo, Fernando, Assistant Professor of Diagnostic and Preventive Sciences, Division of Periodontics, October 3, 2019.

RETIREMENT(S):

Blair, Robert W., David Ross Boyd Professor and Vice Chair of Physiology, and Assistant Dean for Pre-Clinical Curriculum, Dean's Office, College of Medicine. Named David Ross Boyd Professor Emeritus of Physiology, September 1, 2019. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on June 27, 2019.

Bonner, Barbara L., Clinical Professor of Pediatrics and Adjunct Clinical Associate Professor of Psychiatry and Behavioral Sciences. Named Clinical Professor Emeritus of Pediatrics, September 15, 2019. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on September 11, 2019.

Carlile Jr., Paul V., Clinical Professor of Medicine. Named Clinical Professor Emeritus of Medicine, September 1, 2019. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on June 27, 2019.

Kern, William F., David Ross Boyd Professor of Pathology and The John H. Holliman Professorship of Pathology Undergraduate Medical Education, October 11, 2019. Named David Ross Boyd Professor Emeritus of Pathology.

Levine, Martin, Associate Professor of Biochemistry and Molecular Biology, October 31, 2019.

O'Donoghue, Daniel, David Ross Boyd Professor and Vice Chair of Cell Biology, Professor of Family and Preventive Medicine, and Adjunct Professor of Otolaryngology Head and Neck Surgery. Named David Ross Boyd Professor Emeritus of Cell Biology, September 15, 2019. Approval of Emeritus title only. Retirement previously approved by the Board of Regents on September 11, 2019.

Woods, William M., Professor of Family and Community Medicine, Tulsa, Rural Residency Program Director, and The Lorene Cooper Hasbrouck Chair in Rural Health, October 1, 2019.

Norman Campus:

LEAVE(S) OF ABSENCE:

Slatt, Roger M., Professor of Geosciences, Director of the Institute of Reservoir Characterization and Carl E. and Thelma J. Gungoll Family Chair in Petroleum Geology, family and medical leave of absence, August 13, 2019.

Sondergeld, Carl H., Professor of Petroleum and Geological Engineering and Mewbourne Chair in Petroleum Engineering #2, family and medical leave of absence, August 16, 2019.

NEW APPOINTMENT(S):

Castle, Sherri L. Research Associate, Early Childhood Education Institute, annualized rate of \$110,000 for 12 months, August 1, 2019.

REAPPOINTMENT(S):

Price, B. Byron, Charles Marion Russell Memorial Chair in Art of the American West, reappointed to a one-year renewable term as Professor of Visual Arts, July 1, 2019 through June 30, 2020; delete title Director of University Press, salary changed from annualized rate of \$221,968 for 12 months, 0.81 time, to annualized rate of \$175,404 for 12 months, 0.81 time, July 1, 2019. Correction to September 2019 Agenda.

CHANGE(S):

Antonio, John K., Senior Associate Dean of the Gallogly College of Engineering, Professor of Computer Science, Howard and Suzanne Kauffman Chair in Engineering and Faculty Fellow in Headington College, annualized rate of \$218,225 for 12 months, additional stipend of \$42,009 for serving as Interim Dean of the Gallogly College of Engineering, August 15, 2019 through July 31, 2020.

Bodine, David J., Research Scientist, Advanced Radar Research Center, salary changed from annualized rate of \$98,000 for 12 months to annualized rate of \$100,940 for 12 months, October 1, 2019. Paid from grant funds; subject to availability of funds.

Cheong, Boon Leng, Research Scientist, Advanced Radar Research Center, salary changed from annualized rate of \$145,000 for 12 months to annualized rate of \$149,350 for 12 months, October 1, 2019. Paid from grant funds; subject to availability of funds.

Cruise, Rebecca J., Associate Dean of the College of International Studies and Assistant Professor of International and Area Studies, annualized rate of \$102,720 for 12 months, additional stipend of \$12,500 for increased teaching duties in the Department of International and Area Studies, August 16, 2019 through December 31, 2019.

Curtis, Mark E., Postdoctoral Fellow, Petroleum and Geological Engineering, salary changed from annualized rate of \$112,200 for 12 months to annualized rate of \$113,546 for 12 months, October 1, 2019. Paid from grant funds; subject to availability of funds.

Eodice, Michele A., Professor of Writing delete titles Director of the Writing Center and Associate Provost of Academic Engagement, , salary changed from annualized rate of \$121,877 for 12 months, 1.0 time, to annualized rate of \$60,939 for 12 months, 0.50 time, September 1, 2019. Change in FTE.

Heinze, Eric A., Professor of International and Area Studies, title changed from Associate Chair to Chair of the Department of International and Area Studies, given additional title Max and Heidi Berry Chair in International and Area Studies, salary changed from annualized rate of \$120,965 for 9 months to annualized rate of \$158,287 for 12 months, September 1, 2019. Changing from 9-month faculty to 12-month academic administrator.

Irvine, Jill, Professor of International and Area Studies, President's Associates Presidential Professor and Senior Vice Provost, Office of the Senior Vice President and Provost, delete title Interim Dean of the David L. Boren College of International Studies, salary remains at annualized rate of \$230,000 for 12 months, additional supplemental pay of \$40,000 ended, October 14, 2019.

Kerr, Robert L., Professor of Journalism and Mass Communication, Gaylord Family Professor #2 and Edith Kinney Gaylord Presidential Professor, salary changed from annualized rate of \$96,997 for 9 months to annualized rate of \$101,661 for 9 months, October 1, 2019.

Murray, Kyle E., Geologist IV, Oklahoma Geological Survey, salary changed from annualized rate of \$100,211 for 12 months to annualized rate of \$103,217 for 12 months, October 1, 2019. Paid from grant funds; subject to availability of funds.

Reeder, Stacy L., Professor and Chair of the Department of Instructional Leadership and Academic Curriculum and Ruth G. Hardman Chair in Education, annualized rate of \$138,699 for 12 months, additional stipend of \$33,750 for serving as Acting Dean of the Jeannine Rainbolt College of Education, September 5, 2019 through February 5, 2020. Correction to September 2019 Agenda.

Smith, Mitchell P., Associate Dean of the College of International Studies, Professor of International and Area Studies and Director of the Masters of International Relations Program, delete titles Chair of the Department of International and Area Studies and Max and Heidi Berry Chair in International and Area Studies, September 1, 2019, salary remains at annualized rate of \$172,550 for 12 months, given additional title Interim Dean of the David L. Boren College of International Studies, with additional supplemental pay of \$40,000 annualized for 12 months while serving as Interim Dean, October 14, 2019.

Soppelsa, Peter, changing from renewable term to tenure-track as Assistant Professor of History of Science, salary changed from annualized rate of \$53,350 for 9 months to annualized rate of \$68,000 for 9 months, August 16, 2020 through May 15, 2021.

Walter, Jacob I., Geophysicist III, Oklahoma Geological Survey, salary changed from annualized rate of \$112,500 for 12 months to annualized rate of \$115,875 for 12 months, October 1, 2019. Paid from grant funds; subject to availability of funds.

Wolfe, Marcus T., Associate Professor of Entrepreneurship and Economic Development, annualized rate of \$166,029 for 9 months, additional stipend of \$24,000 for increased teaching duties in the Division of Entrepreneurship and Economic Development, August 16, 2019 through December 31, 2019.

RETIREMENT(S):

Forsyth, Patrick B., Professor of Educational Leadership and Policy Studies at Tulsa, May 31, 2019. Named Professor Emeritus of Educational Leadership and Policy Studies. Update to June 2019 Agenda.

Stumpf, Gregory J., Senior Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, October 1, 2019.

Interim President Harroz recommended the Board of Regents approve the academic personnel actions shown above.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Stevenson. The Chairman declared the motion unanimously approved.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS – ALL

Health Sciences Center:

APPOINTMENT(S):

Fitzpatrick, Blake E., Staff Pharmacist, Cancer Center Clinical Services, OU Physicians, salary at an annualized rate of \$104,000 for 12 months, September 9, 2019. Professional Nonfaculty.

Flusche, Elizabeth A., Staff Pharmacist, Cancer Center Clinical Services, OU Physicians, salary at an annualized rate of \$100,750 for 12 months, August 26, 2019. Professional Nonfaculty.

Yturri, Leah D., Physician Assistant II, Otorhinolaryngology, College of Medicine, salary at an annualized rate of \$110,000 for 12 months, September 30, 2019. Professional Nonfaculty.

CHANGE(S):

Logan, Sreemathi, Senior Research Scientist, department change from Department of Geriatrics, College of Medicine, to Physical Therapy, College of Allied Health, salary changed from an annualized rate of \$90,000 for 12 months to an annualized rate of \$115,000 for 12 months, August 18, 2019. Managerial Staff. Department transfer w/pay increase.

Manzelli, Paul, title changed from Associate Vice President for Administration & Finance, Office of the Vice President for Administration & Finance, to Senior Associate Vice President for Administration & Finance, Office of the Vice President for Administration & Finance, salary changed from an annualized rate of \$234,137 for 12 months with a supplement of \$30,000 to an annualized rate of \$264,137 for 12 months with no supplement November 10, 2019. Administrative Officer, Promotion.

Moeller, Abby M., Physician Assistant II, department changed from Pediatrics, College of Medicine, to Urology, College of Medicine, salary changed from an annualized rate of \$95,325 for 12 months to an annualized rate of \$106,731. September 29, 2019. Professional Nonfaculty. Department transfer w/pay increase.

TERMINATION(S):

Borders, Emily B., Clinical Pharmacist, Cancer Center Clinical Services, OU Physicians, September 7, 2019. Resignation.

Green, Ina K., Physician Assistant II, Stephenson Cancer Center, Institutional Centers of Excellence, September 10, 2019. Resignation.

Norman Campus:

NEW APPOINTMENTS:

Blease, Cynthia Yvonne, Auditor IV, Internal Auditing, salary at annualized rate of \$155,000 for 12 months, September 24, 2019. Administrative Staff.

Diaz de la Rubia, Tomas J., Vice President for Research, Office of Research Administration, classified as Executive Officer, September 30, 2019.

Hyppolite, Belinda, Vice President, Diversity and Inclusion, salary at annualized rate of \$230,000 for 12 months, effective January 2, 2020. Executive Officer.

CHANGES:

Daves, Brynn A., title changed from Assistant Vice President for Student Affairs and Assistant Dean of Students [Assistant Vice President], Student Affairs Administration Office to Assistant Vice President for Student Affairs and Associate Dean of Students [Assistant Vice President], Student Affairs Administration Office, salary changed from annualized rate of \$110,000 for 12 months to annualized rate of \$115,500 for 12 months, September 12, 2019, and salary changed to annualized rate of \$118,965 for 12 months, October 1, 2019. Administrative Officer. Added responsibilities, department restructuring, and university raise program.

Dickens Ray, Melany D., Associate Vice President for Research, Director of Planning & Research Facilities [Associate Vice President], Office of Research Administration, salary changed from annualized rate of \$120,000 for 12 months to annualized rate of \$148,000 for 12 months, September 1, 2019, and salary changed to annualized rate of \$152,440 for 12 months, October 1, 2019. Administrative Officer. Added responsibilities and university raise program.

Kelley, Redmond C., Lead Radar Engineer [Architect/Engineer Professional III], Advanced Radar Research Center, salary changed from annualized rate of \$127,000 for 12 months to annualized rate of \$130,810 for 12 months, October 1, 2019. Professional Staff. University raise program, grant funded.

McCord, Matthew S., Lead Radar Engineer [Architect/Engineer Professional III], Advanced Radar Research Center, salary changed from annualized rate of \$118,000 for 12 months to annualized rate of \$121,540 for 12 months, October 1, 2019. Professional Staff. University raise program, grant funded.

Meier, John B., Lead Radar Engineer [Architect/Engineer Professional III], Advanced Radar Research Center, salary changed from annualized rate of \$123,000 for 12 months to annualized rate of \$126,690 for 12 months, October 1, 2019. Professional Staff. University raise program, grant funded.

Millington, Lisa M., title changed from Chief Wellness Officer [Special Assistant to the Vice President], Human Resources Administration to Executive Director of Graduate Programs [Administrator III], Law Center, salary changed from annualized rate of \$94,000 for 12 months to annualized rate of \$110,000 for 12 months, October 7, 2019. Administrative Staff. Accepted other job on campus.

Rom, Matthew C., title changed from Manager, Custodial and Housekeeping Services and Indoor Pest Control [Managerial Associate II], Facilities Management to Associate Director [Administrator III], Facilities Management, salary changed from annualized rate of \$92,500 for 12 months to annualized rate of \$125,000 for 12 months, September 1, 2019, and salary changed to annualized rate of \$128,750 for 12 months, October 1, 2019. Administrative Staff. Added responsibilities, division reorganization, and university raise program.

RESIGNATIONS/TERMINATIONS:

VanHootegem, James, E., Coach/Sports Professional III, Athletic Department, September 1, 2019. Resignation.

This item was submitted by Kenneth D. Rowe on September 26, 2019.

Interim President Harroz recommended the Board of Regents approve the administrative and professional personnel actions shown above.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

SUBSTANTIVE PROGRAM CHANGE – NEW PROGRAM – NC

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The proposed academic program listed below has been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. It is being submitted to the Board of Regents for approval prior to submission to the State Regents.

Reviewed by Academic Programs Council - September 6, 2019

PRICE COLLEGE OF BUSINESS

Aerospace and Defense, Executive Master of Business Administration (RPC TBD, MC MTBD)

Addition of a Master of (Specialty) program with a Level II title of Executive Master of Business Administration and Level III title of Aerospace and Defense. The program is 32 total credit hours with 12 credit hours of core courses and 20 credit hours of electives. This is a coursework only non-thesis degree and a non-thesis examination will not be required.

Reason for request:

The proposed Executive Master of Business Administration in Aerospace & Defense (EMAD) delivers business management education to the growing Aerospace/Defense industry. The executive masters' degree (EMAD) seeks to enhance and expand the career educational opportunities for working professionals in the Aerospace & Defense industry (A&D) within the State of Oklahoma, the United States, and the broader global community, by providing a unique and high-level educational experience focused on fundamental and advanced topics in the field of business specifically tailored for A&D. Delivery of the course of study will be done in both on-campus and online formats. The program will be taught by leading scholars in the field, who are faculty of the Price College of Business and leading executives in A&D, who will bring leading thought and best practices from the academic and applied areas in A&D into the classroom.

This item was submitted by Senior Vice President and Provost Kyle Harper on September 26, 2019.

Interim President Harroz recommended the Board of Regents approve the proposed new program for the Norman Campus.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

ACADEMIC PROGRAM REVIEW FINAL REPORTS – NC

The Oklahoma State Regents for Higher Education require the review of educational programs and functions at the campus level through an academic program review process. At the University of Oklahoma – Norman campus, the review is an 18-month process that academic units undergo on a seven-year cycle. These reviews include the unit's academic degree programs. The following academic units and programs were reviewed in 2018-19:

- Department of Chemistry and Biochemistry
- School of Dance
- Department of Educational Psychology
- Department of Instructional Leadership & Academic Curriculum
- Department of International and Area Studies
- College of Law
- Department of Mathematics
- College of Professional and Continuing Studies Administrative Leadership Program
- Department of Women's and Gender Studies

State Regents' policy calls for all academic program review reports to be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The reports were submitted to the Board for approval and are on file in the Board office.

This item was submitted by Senior Vice President and Provost Kyle Harper on September 26, 2019.

Interim President Harroz recommended the Board of Regents approve the 2018-19 Academic Program Review Final Reports.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

HONORS COLLEGE DEAN SEARCH COMMITTEE - NC

In order to begin a national advertised search for the next Dean of the Honors College, the President recommends the appointment of a search committee as outlined below.

Board of Regents policy 1.4 regarding search committees for Deans provides that the committee shall have faculty, student, and staff representation and outlines the procedures by which nominations are made and search composition is determined.

The current Interim Dean is granted the right to become a candidate for the permanent position.

From among those nominated, the President recommends those listed below to serve on the search Committee:

Chair Jill Irvine, Senior Vice Provost; Presidential Professor of

International and Area Studies, David L. Boren College of

International Studies

Honors College Faculty Marie Dallam, Associate Professor of American Religion and

Culture, Honors College

Daniel Mains, Associate Professor of Anthropology and

African Studies, Honors College

Faculty-at-Large Mary Lawhon, Assistant Professor, Department of Geography

and Environmental Sustainability, College of Atmospheric and

Geographic Sciences

Alison Fields, Associate Director, School of Visual Arts; Mary Lou Milner Carver Professor of Art of the American West and Associate Professor of Art History, School of Visual Arts,

Weitzenhoffer Family College of Fine Arts

Faculty Senate Representative Karlos Hill, Chair, Department of African and African

American Studies, College of Arts and Sciences

Staff Senate Representative Will O'Donnell, Coordinator of Student Programs, Honors

College

SGA Student Representative Maddie McClung, Senior in Political Science; SGA Executive

Cabinet Member

In accordance with Board of Regents policy 1.4, Interim President Harroz recommended the Board of Regents approve the appointment of the above members to the Honors College Dean Search Committee.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES DEAN SEARCH COMMITTEE – NC

In order to begin a national advertised search for the next Dean of the College of Professional and Continuing Studies, the President recommends the appointment of a search committee as outlined below.

Board of Regents policy 1.4 regarding search committees for Deans provides that the committee shall have faculty, student, and staff representation and outlines the procedures by which nominations are made and search composition is determined.

The current Interim Dean is granted the right to become a candidate for the permanent position.

From among those nominated, the President recommends those listed below to serve on the search Committee:

Chair Gregg Garn, Special Assistant to the President

College Faculty Todd Hubbard, Clarence E. Page Professor, School of

Aviation Studies, College of Professional and Continuing

Studies

Todd Wuestewald, Assistant Professor, School of Criminal Justice Studies, College of Professional and Continuing

Studies

Faculty-at-Large Randa Shehab, Associate Dean, Gallogly College of

Engineering; Nettie Vincent Boggs Professor, School of Industrial and Systems Engineering, Gallogly College of

Engineering

Robert Con Davis-Undiano, Professor, Department of English; Neustadt Professor; Executive Director, World

Literature Today

Faculty Senate Representative Lee Fithian, Associate Professor, Division of Architecture,

Gibbs College of Architecture

Staff Senate Representative Hannah Rieger, National Merit Scholars Recruitment,

Admissions and Recruitment

SGA Student Representative Zack Frye, SGA Executive Cabinet Member

Graduate Student Jeremy Davis, Master's student in Professional and

Continuing Studies, member of Graduate Student Senate

In accordance with Board of Regents policy 1.4, Interim President Harroz recommended the Board of Regents approve the appointment of the above members to the College of Professional and Continuing Studies Dean Search Committee.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

UNIVERSITY LIBRARIES DEAN SEARCH COMMITTEE – NC

In order to begin a national advertised search for the next Dean of University Libraries, the President recommends the appointment of a search committee as outlined below.

Board of Regents policy 1.4 regarding search committees for Deans provides that the committee shall have faculty, student, and staff representation and outlines the procedures by which nominations are made and search composition is determined.

The current Interim Dean is granted the right to become a candidate for the permanent position.

From among those nominated, the President recommends those listed below to serve on the search Committee:

Chair Kelvin White, Associate Dean, College of Arts and

Sciences; Professor, School of Library and Information

Studies

OU Libraries Representatives Laurie Scrivener, Associate Professor of Bibliography;

History and Area Studies Librarian

Kerry Magruder, Associate Professor and Curator, History of Science Collections, John H. & Drusa B. Cable Chair

Twila Camp, Senior Director, Digital Innovation and

Development

Rhonda Cannon, Associate Dean of Libraries for Finance,

Administration and Human Resources

Jennifer Waller, Director of Open Initiatives and Scholarly

Communication

Faculty-at-Large Darin Fox, Associate Dean, Law Library and Information

Technology; Professor of Law, College of Law

June Abbas, Professor, School of Library and Information

Studies, College of Arts and Sciences

Richard Price, John F. Y. Stambaugh Professor of

Accounting and Associate Professor, John T. Steed School

of Accounting, Price College of Business

Faculty Senate Representative Ulli Nollert, Associate Professor, School of Chemical,

Biological and Materials Engineering, Gallogly College of

Engineering

Staff Senate Representative Cony Craighead, Administrative Assistant, School of

Library and Information Studies

SGA Student Representative Emma DeAngeli, Senior, Double Major in Music and

Mathematics; Undergraduate Student Congress Chair

Graduate Student Mehri Mobaraki Omoumi, Master's student in Aeronautical

and Mechanical Engineering

In accordance with Board of Regents policy 1.4, Interim President Harroz recommended the Board of Regents approve the appointment of the above members to the University Libraries Dean Search Committee.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

DONATION OF PROPERTY RIGHTS - OKLAHOMA BIOLOGICAL STATION

In 1949 and 1951, Norman and Mildred Brillhart, Mrs. W.H. Colby, and the First National Bank of Madill donated to the Board of Regents of the University of Oklahoma two tracts of land near Lake Texoma for use as the University of Oklahoma Biological Station ("Biological Station"). The donations were conditional upon the Regents using the property for the sole purpose of operating a biological experiment and research station. The donation agreements stipulated that should the Regents discontinue use of the property for those purposes, the ownership of the property would revert to the Brillharts, Mrs. Colby, and the First National Bank of Madill. Through that stipulation, the original donors retained reversionary rights to the tracts of land ("Reversionary Rights") that passed to their successors-in-interest.

The Biological Station has provided excellence in education, research, and service for students and faculty of both the University and the broader community for 69 years. Ownership of the reversionary interests now resides with the successor-in-interest to the First National Bank of Madill; and the successors-in-interest of Norman W. Brillhart, Mildred Colby Brillhart, and Mrs. W. H. Colby. At this time, the Testamentary Trust created under the last will and testament of Norman W. Brillhart, the Ellen Rowe Phillips Appointment Trust, and the Richard and Ellen Phillips Management Trust (collectively, the "Donors") would like to donate their Reversionary Rights in the Biological Station property to the University in order to further the University's mission and allow the University to acquire the majority of the reversionary interests in the Biological Station property. The successor-in-interest to the First National Bank of Madill is not involved with this donation and will still retain its Reversionary Rights at this time.

The Reversionary Rights are associated with the following tracts of land: (1) A tract of land located in Section 8, Township 8 South, Range 5 East, Marshall County, Oklahoma more particularly described as follows: Beginning at the Northwest corner of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter (NW/4 NW/4 NE/4 NE/4) of said Section 8; thence East 230 feet; thence South 330 feet; thence West 230 feet to the West line of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter (NW/4 NW/4 NE/4 NE/4) of Section 8; thence North 330 feet to the point of beginning; LESS AND EXCEPT all of the oil, gas and other minerals and mineral rights in and under said lands, together with the rights of ingress and egress to said lands for the purpose of exploring, drilling, operating, and developing said minerals and mineral rights, it being the intent hereof to describe what is commonly referred to as "surface rights only" in said lands; and (2) The Northeast Quarter of the Northeast Quarter of the Northeast Quarter (NE/4 NE/4 NW/4 NE/4) of Section 8, Township 8 South, Range 5 East, Marshall County, Oklahoma, LESS AND EXCEPT all of the oil, gas and other minerals and mineral rights in and under said lands, together with the rights of ingress and egress to said lands for the purpose of exploring, drilling, operating, and developing said minerals and mineral rights, it being the intent hereof to describe what is commonly referred to as "surface rights only" in said lands.

Interim President Harroz recommended the Board of Regents authorize the President or his designee to complete and execute all required agreements, subject to General Counsel approval, necessary to effectuate the acquisition of the Donors' reversionary rights in the property currently occupied by the Oklahoma Biological Station, described above. The reversionary interests are being donated by the heirs of Norman W. Brillhart, Mildred Colby Brillhart, and Mrs. W.H. Colby.

Regent Stevenson moved approval of the recommendation. The following voted yes on the motion: Regents Albert and Shirley. The Chairman declared the motion unanimously approved.

SOFTBALL FACILITY & SAM VIERSEN GYMNASTICS CENTER EXPANSION AND IMPROVEMENTS - NC

At the September 2010 meeting, the Board of Regents approved and authorized the administration to negotiate the terms of an agreement for full architectural services with Populous, Inc for the Softball Facility Master Plan. At the October 2017 meeting, the Board of Regents approved and authorized the administration to negotiate the terms of an agreement for full architectural services with Bockus Payne Associates Architects for the Sam Viersen Gymnastics Center Expansion and Improvements. In order to facilitate coordination and continuity between the Softball Facility & Sam Viersen Gymnastics Center, it was determined that the project(s) should be accomplished utilizing the at-risk construction management project delivery method. The selected firm will advise on constructability and assist in the planning and implementation of construction sequencing.

A request for qualifications for construction management services was sent to firms registered as providers of at-risk construction management services with the State of Oklahoma's Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services. A committee was formed to evaluate the responses received from eight firms. The committee was composed of the following voting members:

Voting:

Jeffrey Schmitt, Assistant Director, Architectural and Engineering Services, Chair Brian Holderread, Director, Architectural and Engineering Services Larry Naifeh, Executive Associate Athletics Director, Athletics Department Lindy Roberts-Ivy, Senior Associate Athletics Director, Athletics Department Brian Ellis, Director, Facilities Management

Non-Voting:

Denver Finlinson, Architect, Populous, Inc.

Alan Moring, Project Manager, Architectural & Engineering Services

Based on these proposals and client references, five firms were selected by the interview committee for further evaluation. Interviews were conducted with each of the firms, and the committee evaluated and rated the firms and ranked them as shown below.

- 1. Timberlake Construction
- 2. Flintco LLC
- 3. Manhattan Construction Company
- 4. Austin Commercial
- 5. GE Johnson Construction Company

SOFTBALL FACILITY & SAM VIERSEN GYMNASTICS CENTER EXPANSION AND IMPROVEMENTS CONSTRUCTION MANAGEMENT FIRM EVALUATION SUMMARY

			GE Johnson	Manhattan	
	Austin		Construction	Construction	Timberlake
	Commercial	Flintco LLC	<u>Company</u>	Company	Construction
Experience with					
Similar Projects	123	120	114	120	123
Quality of					
Pre-					
Construction	74	80	72	76	82
Services					

Quality of Construction Phase Services	152	172	148	164	172
Resources of Firm	38	40	38	41	39
Total	387	412	372	401	416

Funds to cover the costs associated with preliminary professional services and preconstruction efforts have been identified, are available and budgeted from private donations and Athletics Department funds.

This item was submitted by Eric W. Conrad on September 26, 2019.

Interim President Harroz recommended the Board of Regents:

- I. Rank in the order presented below firms under consideration to provide at-risk construction management services for the Softball Facility & Sam Viersen Gymnastics Center Expansion and Improvements;
- II. Authorize the University administration to negotiate the terms of a construction management services agreement starting with the highest-ranked firm;
- III. Authorize the President or his designee to execute the Agreement for At-Risk Construction Management Services; and
- IV. Authorize the University administration to negotiate a guaranteed maximum price for construction to be presented to the Board for formal approval.

Regent Stevenson moved approval of the recommendation. Regent Shirley recused herself from voting. The following voted yes on the motion: Regent Albert. The Chairman declared the motion unanimously approved.

MINUTES

Regent Shirley moved approval of the previous minutes as listed on the agenda. The following voted yes on the motion: Regents Albert and Stevenson. The Chairman declared the motion unanimously approved.

NEW BUSINESS

Regent Albert moved that the Board elect Regent Pierson as vice chair for the remainder of Regent Stone's term as vice chair. The following voted yes on the motion: Regents Shirley and Stevenson. The Chairman declared the motion unanimously approved.

ACADEMIC CALENDAR 2020-2021 – NC, LAW, & HSC COPIER / MULTI-FUNCTION DEVICE LEASING – ALL NATURAL GAS SUPPLIER - ALL NONSUBSTANTIVE PROGRAM CHANGES – NC CURRICULUM CHANGES – NC

The listed items were identified, by the administration, as "For Information Only." Although no action was required, the opportunity to discuss or consider the items individually was provided.

ACADEMIC CALENDAR 2020-2021 – NC, LAW, & HSC

The Oklahoma State Regents for Higher Education authorize the President to approve the institution's academic calendar each year. The calendar is then submitted to the State Regents by December 1 prior to the summer semester to which the proposed calendar applies. The academic calendar, attached hereto as Exhibit J, is for information only and will be submitted to the Oklahoma State Regents for Higher Education.

This item was submitted by Senior Vice President & Provost Kyle Harper on September 26, 2019.

This item was reported for information only. No action was required.

COPIER / MULTI-FUNCTION DEVICE LEASING – ALL

Board of Regents' policies and procedures require that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$1,000,000 annually.

This item reports the anticipated fiscal year 2020 activity for all three campuses at \$1,650,000 to Imagenet Consulting, LLC of Oklahoma City, for remaining copier and multifunction device lease agreements to be phased out as the individual lease terms expire.

The University's current copier, printer and multifunction device program, approved by the Board of Regents at its September 2019 meeting, is replacing the current lease program with a standardization purchase program that puts effective boundaries on equipment purchases, strengthens price control, and results in lower costs.

Funding has been identified from respective departmental budgets on a per-device basis.

This item was submitted by Eric W. Conrad on September 25, 2019.

This item was reported for information only. No action was required.

NATURAL GAS SUPPLIER - ALL

Board of Regents' policy required that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$1,000,000 annually.

This item reports the anticipated activity for the supply of natural gas for fiscal year 2020, estimated to be between \$5.1 million and \$5.8 million based on a price-range expectation of \$2.10 to \$2.79 per mmbtu. Gas purchases are managed by an analyst engaged by the Norman campus and assisted via contract with a company that has provided advice, transaction execution, and reporting. The contract covers gas purchased by Norman campus, Health Sciences Center, Schusterman campus, and Cameron University. The main quantity of gas acquired is through forward-pricing contracts. Other strategies include "basis" contract (which recognize price differences between delivery gates) and spot market buys. Transactions take place through the New York Mercantile Exchange (NYMEX). This method of purchasing natural gas has been in place since 1989.

The contract awarded to Centerpoint Energy, Inc. of Houston, Texas is renewed for the one-year term beginning July 1, 2019 and anticipated renewal for one additional one-year term through June 30, 2021.

Funding has been identified, is available and budgeted within the various campus utility accounts.

This item was submitted by Eric W. Conrad on September 25, 2019.

This item was reported for information only. No action was required.

NONSUBSTANTIVE PROGRAM CHANGES – NC

The Oklahoma State Regents for Higher Education confer upon each institution the authority to implement Nonsubstantive changes to their programs. Nonsubstantive changes may be approved by the chief academic officer of the institution, but must be reported to the State Regents in a timely manner. The following Nonsubsubstantive changes have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

Non-Substantive Program Changes Reviewed by Academic Programs Council, September 6, 2019

Program Requirement Changes

MEWBOURNE COLLEGE OF EARTH AND ENERGY

Petroleum Engineering, Master of Science (RPC 183, MC M765)

Course and degree requirement change. The permanent course number for Advanced Production Engineering is now P E 5523. We have proposed to allow qualified students to take suitable graduate-level electives instead of the required courses for the MS degree if students demonstrate to the graduate liaison that they have met the course requirement either through a BS in Petroleum Engineering and/or employment in related areas. We have modified the publication requirement and removed the option for a graduate seminar. P E 5713 is no longer offered. Total credit hours for the degree will not change.

Reason for request:

MPGE admits several students who do not need to take the required coursework because they have graduate-level knowledge of one or more of the 3 broad areas of petroleum engineering. Previously we have provided exemptions for students after verifying that they meet the course requirements and sent a petition to Graduate College requesting acceptance of substitute graduate-level coursework.

The publication requirement has been modified because several MS thesis students were choosing to present at a graduate seminar instead of presenting a paper at a conference. This has negatively impacted school rankings and reduced visibility of the department outside OU. Additionally because the seminars were not properly scheduled in advance, there was only limited attendance by faculty and students.

Petroleum Engineering, Doctor of Philosophy (RPC 184, MC D765)

Course and degree requirement change. The permanent course number for Advanced Production Engineering is now PE 5523. We have proposed to allow qualified students to take suitable graduate-level electives instead of the required courses for the PhD degree if students demonstrate to the graduate liaison that they have met the course requirements either with a BS or MS in Petroleum Engineering or substantial work experience in related areas. We have modified the publication requirement to specify acceptable journals and level of authorship. Total credit hours for the degree will not change.

Reason for request:

MPGE admits several students who do not need to take the required coursework because they have graduate-level knowledge of one or more of the 3 broad areas of petroleum engineering. Previously we have provided exemptions for students after verifying that they meet the course requirements and sent a petition to Graduate College requesting acceptance of substitute graduate-level coursework.

The publication requirement bas been modified to require that students publish as first author in an internationally recognized journal (listed in Thomson Reuters with a minimum impact factor of 0.5). The PhD student is also required to have one conference proceeding as first author. This change was made because the previous rules were unclear as to the level of contribution to the journal article.

Administrative/Internal Program Changes Reviewed by Academic Programs Council, September 6, 2019

Program Requirement Changes

MEWBOURNE COLLEGE OF EARTH AND ENERGY

Bachelor of Science in Petroleum Engineering/Master of Science (in Petroleum Engineering) (RPC 182/183, MC A764/F765)

Course and degree requirement change. We have modified the publication requirement and removed the option for a graduate seminar. We have removed the internship/special studies requirement. Total credit hours for the degree will change from 151 to 151-157.

Reason for request:

The publication requirement has been modified because several MS thesis students were choosing to present at a graduate seminar instead of presenting a paper at a conference. This has negatively impacted school rankings and reduced visibility of the department outside OU. Additionally because the seminars were not properly scheduled in advance, there was only limited attendance by faculty and students. The internship/special studies enrollment is not required for non-thesis students.

The Petroleum Engineering MS has a non-thesis track that was never included on the accelerated BS/MS degree checksheet. The thesis MS requires 30 hours and the non-thesis MS requires 36, so a student who pursues the non-thesis track will need a total of 157 hours rather than 151.

This item was submitted by Senior Vice President and Provost Kyle Harper on September 26, 2019.

This item was reported for information only. No action was required.

CURRICULUM CHANGES – NC

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses. The course deletions, modifications, and additions itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

University of Oklahoma – Norman Campus Reviewed Course Changes – September 6, 2019

NEW COURSES

Price College of Business				
EMAD	5382	Quantitative Methods & Models for Aerospace		
		& Defense		
EMAD	5392	Organizational Behavior in Aerospace &		
		Defense Organizations		
EMAD	5402	Aerospace and Defense Marketing		
		Fundamentals		
EMAD	5412	Innovation and Entrepreneurship in Aerospace		
		& Defense		
EMAD	5422	Lean Six Sigma Tools for Aerospace & Defense		
EMAD	5432	Investment Strategy in Aerospace & Defense		
EMAD	5442	Mergers and Acquisitions in Aerospace and		
		Defense		
EMAD	5452	Managing Aerospace & Defense Government		
		Contracts		
EMAD	5472	Data Management and Security in Aerospace &		
		Defense		
EMAD	5482	Data Analytics for Aerospace & Defense		

This item was submitted by Senior Vice President and Provost Kyle Harper on September 26, 2019.

This item was reported for information only. No action was required.

There being no further business, the meeting adjourned at 2:22 p.m.

Chris A. Purcell, Ph.D. Executive Secretary of the Board of Regents

FACULTY HANDBOOK



October 2019

PREFACE

An essential component in the foundation of a university is its faculty. For faculty members to fulfill their roles by contributing to the mission of the institution, they must know their responsibilities, privileges, and rights. This Faculty Handbook is a reference for general information about many of these responsibilities, privileges, and rights. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

The Board of Regents of the University of Oklahoma values faculty input pertaining to the development of policies affecting faculty status and encourages the institutional administration to provide adequate opportunity for faculty input on such matters prior to presenting recommendations to the Board of Regents.

In discharging its duties and responsibilities, occasions may arise when the collective judgment of the Board of Regents requires the Board to act independently in the development and implementation of policies and procedures. In approving the Faculty Handbook for Cameron University, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time upon its own will and judgment independent of any other source or party to establish policies, regulations, and procedures and to implement other decisions of the Board. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

The Faculty Handbook is a summary of information concerning Cameron University and its policies, regulations, organization, and benefits. The information included in this Handbook is current at the time of publication, but the policies and regulations may be changed from time to time by action of the appropriate segments of the University. As policy changes are made, they will be announced in University publications and distributed to the faculty. Employees are responsible for verifying that any policies to which they refer are the current policies. Up-to-date and complete information may be obtained from the offices of the Vice President for Academic Affairs (VPAA) and the Human Resources Office.

This publication, printed by Cameron University Printing Services, as authorized by Cameron University. 250 copies have been prepared and distributed at a cost of \$1,325.00. This publication was distributed and produced in compliance with section 3-114 of title 65 of the Oklahoma Statutes. (September 2011)

EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Tom Russell, the designated Equal Opportunity Officer and Compliance Coordinator at 210 Howell Hall, 2800 West Gore Boulevard, Lawton, Oklahoma 73505-6377.



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SECTION 1

INTRODUCTION

1.1 HISTORY OF CAMERON UNIVERSITY

The history of Cameron University corresponds to The evolution of Cameron University closely parallels the history of the area it serves in Southwest Oklahoma. It was founded by the Oklahoma Legislature in 1908 as the Cameron State School of Agriculture, one of six agricultural high schools in the state and placed under the jurisdiction of the State Commission of Agriculture and Industrial Education. The institution was named for E. D. Cameron, the first State Superintendent of Schools.

Cameron University added junior college work in 1927 when local needs demanded access to higher education. With the changed function came the name Cameron State Agricultural College. It became solely a college in In 1941 when the Oklahoma State System of Higher Education was formed, and Cameron joined the a group of institutions governed by the Board of Regents for Oklahoma A & M Colleges.

Baccalaureate degrees were authorized in 1966 by the Oklahoma State Regents for Higher Education ("State Regents"), following action by the Legislature. In May 1970, the first baccalaureate bachelor's degrees were awarded. The institution's name was changed to Cameron College in 1971 and was further amended to Cameron University in 1974.

In 1988, the Oklahoma State Regents for Higher Education expanded Cameron's functions to include offerings at the master's degree level. The This change in function was the first granted to an Oklahoma institution since Cameron was given authority to offer bachelor's degrees more than 20 years earlier. The first master's degrees were awarded in May of-1990.

In recognition that Cameron's mission had become significantly more complex and predominantly urban, en in June 1, 1992, the governance of the U-university was transferred by the Oklahoma Legislature to the governing board for the University of Oklahoma, t-The Board of Regents of the University of Oklahoma ("Board of Regents"). With the transfer of governance came new affiliations between Cameron and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions. Governance of Rogers State University was similarly transferred to the Board of Regents in 1998. In 2003, the Duncan Higher Education Center became CU-Duncan when the Oklahoma State Legislature declared it a branch campus under state law. At that time, the position of Director of the Duncan Campus was created to allow Cameron to directly supervise that facility.

The aim of Cameron is to extend itself into the social, cultural, and economic fiber of the community it serves in Southwest Oklahoma. While instruction remains the primary institutional focus, the faculty and staff increasingly interact with constituencies in response to needs for research, technology transfer, and other educational services. Telecommunications and interactive technology are increasingly important in the delivery of those services, and more instruction is being provided off campus. Technology and automation have also become increasingly important means for the delivery of instructional, administrative, library, and information services both on and off campus. Like their histories, the futures of Cameron University and Southwest Oklahoma are one. The relationship that has brought more than a century of progress will continue to prosper well into the 21st century.



1.2 TYPE OF INSTITUTION

Cameron University is a state-supported, regional institution which is assigned Southwest Oklahoma as its primary service area. Oklahoma regional university functions are defined by the Oklahoma State Regents for Higher Education as (1) both lower-division and upper-division undergraduate study in several fields leading to the associate degree and the bachelor's degree; (2) a limited number of programs leading toward the first-professional degree when appropriate to the institution's strengths and the needs of the state; (3) graduate study below the doctoral degree level, primarily in teacher education, business, and behavioral science; (4) extension and public service responsibilities in the geographic regions in which they are located; (5) responsibility for institutional and applied research in those areas related closely to their program assignments; and (6) responsibility for regional programs of economic development. In addition, Cameron is assigned to provide programs of instruction for military personnel, including those stationed at Ft. Sill and at other military installations in the region.

1.3 CAMERON UNIVERSITY MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

Core Values

We Value Cameron University values:

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
 - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
 - Stimulating economic development
 - Forming partnerships and collaborative relationships
 - o Providing cultural and social development
 - Serving the community and region by sharing our expertise
- Shared governance that includes:
 - Emphasizing teamwork
 - Facilitating open and effective communication
 - o Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
 - Providing access to educational and teaching opportunities for all constituents
 - o Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
 - Focusing resources to achieve optimal student learning
 - o Increasing student access to quality higher education
 - Establishing a reliable stream of public and private revenue
 - Holding administrative costs to a minimum
 - o Enhancing alumni involvement



 Providing accountability in key areas such as student learning and management of resources

1.4 STATEMENT OF INSTITUTIONAL PURPOSES

In pursuit of its mission, the University has established three areas of commitment and service:

Education for Effective Living

The University's program of education for effective living is designed to provide common experiences that are needed by all citizens. The program's objectives are to encourage students to think clearly, creatively, and critically about those problems confronting the individual and society; to stimulate students to seek more knowledge, to develop more tolerance, and to acquire greater awareness of the world community; to assist students in making contributions to the groups of which society is composed; and to foster within students the desire to continue the pursuit of knowledge whereby a better understanding of self and society is afforded. The University facilitates these objectives through required general education courses in communications, mathematics, natural sciences, American history and political science, humanities, behavioral science, economics, and physical activities and through a program of student services.

Education for Specialized Fields of Endeavor

The purpose of specialized education is to develop the technical and professional competencies of individuals in order that they meet the demands and requirements of modern professions. Cameron University is committed to specialized education in four realms:

Baccalaureate Degree Programs

Baccalaureate degree programs provide for a comprehensive background and concentrated investigation in one or more disciplines. These curricula prepare students for entrance into professions, for further professional training, or for graduate study. Cameron University facilitates such objectives by offering curricula leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Specialty.

Associate Degree Programs

Cameron University recognizes that educational and occupational preparation in postsecondary programs having less than a baccalaureate objective is an essential part of meeting the objectives of the University and the needs of individuals and of society. Cameron University facilitates such objectives by offering curricula culminating in Associate in Applied Science degrees and Associate in Science degrees.

Teacher Education

The purpose of the teacher education program is to assist in the development of effective members of the teaching profession. Cameron University facilitates this objective by offering both course work and practical experiences in professional teacher education curricula and in specialized programs in Early Childhood Education, Elementary Education, Secondary Education, and Elementary-Secondary Education. Students who have successfully completed these programs may be recommended to the State Department of Education for Oklahoma state teaching credentials at the early childhood, elementary, secondary, or elementary-secondary level.



Graduate Degree Programs

The graduate degree programs are designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development through concentrated and detailed study and research in any of several academic disciplines appropriate to persons living in Southwest Oklahoma. Cameron University facilitates such objectives by offering curricula leading to master's degrees.

Education through Community Service

The University serves individuals, businesses, industries, and professions in the service area by making available, on campus and in the community, facilities and personnel who organize, promote, and participate in both credit and non-credit conferences, institutes, workshops, and vocational and extension courses. In addition, individual University personnel serve as resource persons for the community. The University also provides facilities and personnel for lectures, musical and dramatic productions, art exhibits, and intercollegiate athletics. The University supports research projects appropriate to the University and outside agencies.

1.4 1.5 FUNCTIONS OF CAMERON UNIVERSITY

The following functions are assigned to Cameron University by the Oklahoma State Regents for Higher Education include:

- A. Both lower- and upper-division undergraduate study in several fields leading to the baccalaureate degree.
- B. A limited number of programs leading toward the first professional degree when appropriate to the institution's strengths and the needs of the state.
- C. Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs.
- D. Extension and public service responsibilities in the geographic regions in which the university is located.
- E. Responsibility for institutional and applied research in those areas related closely to program assignments.
- F. Responsibility for regional programs of economic development.
- G. Perform other functional or programmatic responsibilities as authorized by the Oklahoma State Regents for Higher Education. Criteria for consideration of programs outside of the function described herein are outlined in the OSRHE Academic Program Approval policy.
- To provide the educational programs of a senior college for the people living in the eleven counties of Southwest Oklahoma.
- To provide a program of general education for all students designed to provide common experiences needed by all citizens if they are to live productively.



- To provide programs of instruction in the liberal arts and sciences culminating in the awarding of Bachelor of Arts, Bachelor of Science, or Bachelor of Specialty degrees.
- To provide programs involving both course work and practical experiences designed to assist in the development of effective early childhood, elementary, secondary, or elementary-secondary teachers.
- To provide pre-professional course work and advisement for students planning to complete professional programs at other colleges and universities.
- To provide post-secondary programs having less than a baccalaureate objective in technical and occupational education culminating in the awarding of Associate in Science and Associate in Applied Science degrees.
- To provide community services including credit and non-credit programs of continuing education, cultural productions, and special events designed to improve the intellectual, cultural, social, physical, moral, economic, and occupational capacities of the people of Southwest Oklahoma.
- To provide programs of instruction for military personnel, including those persons stationed at Fort Sill and other military installations in the region and those who desire to pursue Reserve Officers' Training Corps programs.
- To provide facilities, encouragement, and financial support for faculty development and for faculty, student, and constituent research projects.
- To provide graduate-level programs designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development culminating in master's degrees.

1.5 1.6 COMMITMENT TO EXCELLENCE

The faculty, the administration, and the Board of Regents are dedicated to the continued development and improvement of programs at Cameron University. The goal of the University is to provide unsurpassed higher education opportunities to the population of Southwest Oklahoma.

Faculty Contributions to Excellence

The faculty of Cameron University recognizes and accepts its obligations and responsibilities to provide quality higher education to its students. The criteria for educational excellence are described in Section 4 – Faculty Policies.

1.6 1.7 UNIVERSITY GOVERNANCE AND ADMINISTRATION

Oklahoma State Regents for Higher Education

Cameron University is part of the Oklahoma State System of Higher Education, which was established in 1941 when the people of the State adopted an amendment to the Constitution of Oklahoma, Article XIII-A. The System is composed of all institutions of higher education supported wholly or in part by direct legislative appropriations.





The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The State Regents board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.

Their responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system. (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma)

Board of Regents of the University of Oklahoma, Cameron University, and Rogers State University

By statutory enactment, the governance of Cameron University is vested in the Board of Regents of The University of Oklahoma. The Board of Regents is composed of seven members appointed by the Governor with the advice and consent of the State Senate. Each member is appointed to serve for seven years, except when appointed to fill an unexpired term. Meetings of the Board of Regents are open to the public. The powers and duties of the Board of Regents are set out in the Oklahoma Statutes (Article XIII, Section 8, Constitution of Oklahoma; Title 70, Section 1241; et seq., Oklahoma Statutes, 1961). The Board of Regents appoints the University President, charges him/her with the administration of the institution, employs personnel based on the recommendation of the President, determines policies for operation, and administers the budget.

University Administration

As the chief executive officer of the University, the President is responsible to the governing Board of Regents for the administration of the University. All authority delegated by the Board of Regents is administered through the President, who formulates an administrative structure appropriate for the management of the University and recommends its adoption to the Board of Regents. Generally, management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, student services, and development. There are many activities that overlap, requiring constant communication and coordination among administrative units. These functions are accomplished in a collegial manner through informal interaction among affected administrators, either individually or in the Executive Council, and through the operation of the University's formal governance structure. Management of the University is dynamic; thus, the administrative structure is subject to frequent change. The administrative structure is reflected in the University's organizational charts, which are revised and updated as necessary, but not less than once annually when submitted with the budget for approval by the Board of Regents.

1.7 1.8 ACCREDITATION

Cameron University is accredited by the Higher Learning Commission. Teacher education programs at the University are accredited by the Oklahoma Office of Educational Quality and Accountability and the Council for the Accreditation of Educator Preparation; and the Bachelor of Arts degree with a major in music, Bachelor of Music degrees, and the Bachelor of Music Education degree are accredited by the National Association of Schools of Music. Undergraduate and graduate degree programs offered by the Department of Business are accredited by the Accreditation Council for Business Schools and Programs. The Medical Technology curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in cooperation with the Commission





on Accreditation of Allied Health Education Programs. The Associate in Applied Science Degree in Respiratory Care is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The Associate in Applied Science Degree in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Bachelor of Science degree with a major in Chemistry (Professional Option) offered by the Department of Chemistry, Physics and Engineering is certified by the American Chemical Society (ACS).

1.8 4.9 PHYSICAL PLANT

The main campus of Cameron University is located in the city of Lawton, Oklahoma, and occupies 333 acres. The physical plant consists of facilities that vary in age from relatively new to 75 years old. The core facilities consisting of the Library, McMahon Centennial Complex, and administrative buildings are centrally located with easy access for pedestrians or vehicular traffic. The academic facilities surround the core facilities, and all classrooms and laboratories are within five minutes' walking time, excluding the agriculture laboratory complex. Parking lots are available to accommodate commuter students.

The outer ring of facilities consists of living accommodations, the stadium, tennis courts, baseball and softball fields, and maintenance support areas. The maximum walking time from the campus residential areas to the classroom buildings is less than 10 minutes. All facilities are within 10 minutes of the core area. The Fine Arts Complex includes a 500-seat theater and smaller performance venues. The gymnasium seats 1,800 and contains limited physical education facilities. The Aggie Rec Center includes a swimming pool, basketball courts, racquetball courts, indoor track, and various other exercise and recreational facilities. The residence halls and Cameron Village have a cafeteria, dining room, conference rooms, meeting rooms, and capacity for approximately 750 students.

The CU-Duncan learning site has enjoyed steady growth over the past decade resulting in the doubling of both course offerings and credit hour production. Student services have been increased proportionately and facility improvements are notable. Approximately 650 students study in a facility with wireless internet, multi-media equipped classrooms, tutorial and testing services and a variety of activities for students of all ages.

The landscape for Cameron has been designed to unify campus space, enhance the aesthetic quality of each area, and establish a convenient pedestrian and vehicular circulation pattern. The University makes ongoing efforts towards continued expansion, modernization, and renovation of the Cameron facilities to assure proper support for the students and faculty.

1.9 1.10 CONSTITUENCIES

The constituencies of Cameron University are diverse and heterogeneous. Lawton-Fort Sill is a metropolitan area with a population of 110,000 and has the educational needs of most metropolitan areas. The area surrounding Lawton is primarily rural, with farms and ranches that create demands for agriculture-oriented education. Approximately one-half of Cameron's students pursue full-time education while the other one-half are part-time students. The University fulfills both senior college and community college roles. While the diverse needs of the students create unusual demands on Cameron, the heterogeneous aspects of the student body enhance and stimulate the academic atmosphere in the classroom.

The Oklahoma State Regents for Higher Education include the following eleven Oklahoma Counties in the Cameron University service area: Caddo; Comanche; Cotton; Grady; Greer; Harmon; Jackson; Jefferson; Kiowa; Stephens; and Tillman.









SECTION 2

UNIVERSITY GOVERNANCE

2.1 INTRODUCTION

As an institution governed by a Constitutionally-created entity of the State of Oklahoma, Cameron University recognizes its responsibility to contribute to the public weal by providing a quality higher education experience in all its facets for those it serves. This responsibility is best met when all within the academic community commit their best efforts toward this end. By calling into play the best intellect, judgment, and talents of the faculty, students, and administrators who comprise the Cameron community, the University can achieve a synergism that is far more powerful and effective than when individuals or separate groups act alone. It is in this spirit of institutional cooperation that those within the Cameron community commit themselves to the concepts of shared governance expressed in this document.

The Board of Regents is vested with broad powers and authority to accomplish the responsibilities of the University and is convinced that it can most efficiently, effectively, and judiciously satisfy its charge when there is extant a system of shared governance that (1) provides a means for each constituent group to give advice and counsel to the President, who, as chief executive officer of the University, is responsible to the Board for all operations of the University, and to such other administrators as may be appropriate; and (2) facilitates communication among all groups.

To achieve those goals, a structure has been established that (1) encourages wide participation in shared governance activities, (2) provides cooperative interaction among all campus constituencies in the development of policy and operating procedure in University committees and task forces, (3) designates specific responsibilities for these committees and task forces and appropriate representation in their membership, and (4) provides regular and direct communication among faculty, students, and administration at all levels.

Membership on University committees and task forces is structured, and members are selected by various means, depending on the function of the committee. When these processes do not result in diversity among group members, the administration has the responsibility to modify committee membership to achieve diversity. The President can supplement the composition of University committees and task forces that are not sufficiently diverse.

2.2 OKLAHOMA STATE SYSTEM

1. Constitutional Coordinating System

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

The constitutional amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." There are nine State Regents who are appointed to nine-year staggered terms by the Governor, with the advice and consent of the Oklahoma State Senate. Responsibilities of the State Regents generally are limited to determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state-appropriated and revolving funds to each institution,

EXHIBIT A
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and setting student fees. The Chancellor of the Oklahoma State System of Higher Education serves as the chief administrative agent of the State Regents.

2. Board of Regents

The Board of Regents of the University of Oklahoma shall have the supervision, management and control of the University and shall have the following additional powers and duties:

- a. Adopt such rules and regulations, as it deems necessary, to govern the University.
- b. Employ and fix the compensation and duties of such personnel, as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
- **c.** Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.
- **d.** Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.
- **e.** Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.
- **f.** Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.
- **g.** Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.
- h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.
- Have supervision and charge of the construction of all buildings at the University.
- **j.** Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.
- k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents, and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation



- of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.
- I. Audit all accounts against the funds appropriated for the use and maintenance of the University and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board, , and the President.
- **m.** Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.
- n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which they are maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

2.3 CAMERON UNIVERSITY

1. Campus Organization

Within the Cameron University community are three primary stakeholders which cooperatively govern day-to-day affairs of the University and in both individual and representative capacities act as recommending and advisory bodies to the Board of Regents. Those three stakeholders include the University Administration, Faculty, and Student Body.

- a. The University Administration is headed by the University President, who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.
- b. The Regular Faculty of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.

The Graduate Faculty, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from a regionally accredited college or university or internationally recognized institution or a terminal degree or other appropriate academic credentials as defined in Appendix A of this document; (2) the rank of Assistant Professor or above; and (3) conducted specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by the Vice



President for Academic Affairs (VPAA) upon recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which expertise shall be defined by the Graduate Council with input from the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the VPAA upon the recommendation of the Graduate Council. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.

c. The Student Body of Cameron University consists of all students currently enrolled at Cameron University.

2. Campus Executive and Representative Bodies

- a. The Executive Council is not a formally designated body but acts as the President's cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.
- b. The Faculty Senate is established to express the Senate's views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents' policies.
- **c. The Staff Advisory Council** represents the administrative, professional, classified, and permanent part-time staff of the University. The council makes policy recommendations, communicates and shares staff concerns, recommends changes to university practices, and provides administrative support to the university.
- d. The Student Government Association is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.

3. Shared Governance Bodies

a. Cameron Council meets as needed to promote an exchange of information among the Student Government Association, Faculty Senate, and Administration. Elected officers of the Faculty Senate, elected officers of the Student Government Association plus the Chair of the Programming Activities Council, and administrators as appointed by the President are members of the Cameron Council, which is chaired by the University President.





b. University Standing Committees serve various functions in the University and typically have a single responsibility. Membership composition and method of appointment are described in Appendix I. The listing of committees in Appendix I represents the standing University committees. For all University related committees, the VPAA, with the President's concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.

4. Duties and Responsibilities of the Vice President for Academic Affairs

The Vice President for Academic Affairs is the University's chief academic officer charged with daily responsibility for the accomplishment of student learning, scholarly activity, and service as components of the University's mission. The VPAA works closely with the President on academic matters.

A primary responsibility of the VPAA is to create and sustain a University environment conducive to teaching and learning and to student and faculty development. Therefore the VPAA must be considered to be accountable to the faculty and students as well as to the President and the Board of Regents.

a. Academic Administration Duties

- 1. Provides leadership in the implementation of effective planning in academic affairs and excellence in academic degree programs and support units and represents the academic interests of the University in off-campus activities, as designated by the President.
- 2. Provides leadership in working with the academic deans and representatives of the faculty in the development and supervision of academic programs, including changes in curriculum, degree programs, and organization.
- **3.** Supervises and evaluates the work of the academic deans.
- **4.** Recommends budget allocations for the schools, Library, and academic support areas to the President.
- 5. Collaborates with the Vice President for Enrollment Management and Student Success to maximize opportunities for student academic success. Together, they advocate programs and services that meet the needs of the University's prospective and enrolled students.
- **6.** Supervises the directors of academic support units designated on the official organizational chart as part of Academic Affairs.
- 7. Ensures compliance with the Higher Learning Commission (HLC) accreditation requirements for all academic units and coordinates reports to the HLC on substantive changes made in credit and non-credit programs.
- **8.** Works with all academic units to ensure compliance with Board of Regents, State Regents, and University policies and procedures.



b. Faculty Administration Duties

- 1. Recommends to the President faculty member appointments, reappointments, promotions, tenure, and terminations based on both independent study of credentials and the recommendations of the Deans, department chairs, and faculty committees.
- **2.** Provides appropriate recommendations for University nominations for various faculty awards and recognitions.
- 3. Works with the Faculty Senate on policies and procedures that directly affect the faculty and ensures that changes in policies, procedures, programs, and organization are included in the Cameron University Faculty Handbook and reported, when appropriate, to external agencies.
- 4. Oversees the preparation and maintenance of the Faculty Handbook for distribution, and, in cooperation with the Senior Director of Public Affairs, reviews the content of catalogs and other publications concerning academic matters.

c. Other Administrative Duties

- 1. Works in close conjunction with, and in support of, the Vice President for University Advancement and Vice President for Business and Finance.
- 2. Works with the President in concert with the Human Resources Office to promote diversity in Academic Affairs and support University programs to create a welcoming environment.
- 3. Supports the University's commitment to goals set forth in the University's Strategic Plan by taking appropriate actions.
- **4.** Provides leadership and oversight of University effectiveness efforts in academic affairs, including the use of the results of assessment and linking results to planning.
- **5.** Performs other duties supporting the University, as requested by the President.

d. Evaluation of the Vice President for Academic Affairs

- 1. Evaluation of the performance of the VPAA is carried out by the President. It includes but is not limited to confidential evaluation by the Regular Faculty. The faculty's assessment of the performance of the VPAA will be carried out annually. The primary purpose of an evaluation is to provide constructive feedback regarding how well job expectations are being met by the VPAA. Summary information will be made available to the VPAA.
- 2. Processes regarding tenure of VPAA shall be administered by the appropriate academic department in compliance with Section 4.5 of the Faculty Handbook.



5. School and Departmental Organization

- a. School Administration/Organization: To accomplish its academic mission, the University is divided into schools with a Dean as the chief administrative officer. The Dean is responsible for an administrative organization designed to meet the particular needs of the school. Staff requirements to support school activities will vary in composition and assignments unique to the school's mission and goals. Departmental organizations will be used to support educational programs with similar goals and objectives. Faculty members shall be solicited to serve on committees and complete tasks supporting the mission and goals of the department, school, and University. The Dean shares (or delegates) many of the specific responsibilities outlined in this policy statement with school staff and the chairs/directors of the separate departments. In schools not divided into separate departments, the school organization is similar to departmental organization.
- b. General Responsibilities of the Dean: The Dean provides leadership and administrative support to the programs and faculty members of the school in performing the missions of teaching, scholarly activity, and University service and public outreach. The Dean represents the school in relations with the President, the VPAA, other administrative officers of the University, and other schools. The Dean is responsible to the President through the VPAA and is accountable to many constituencies including the faculty, staff, students, administrators, and alumni of the school. Whenever appropriate, the Dean is expected to consult with, receive advice from, and communicate with the constituent members of the school. Deans represent the President and the administration, communicating and administering the policies and procedures of the State Regents, the Board of Regents and the University.
- c. Specific Responsibilities of the Dean: The following responsibilities are not restrictive and will include other responsibilities as assigned by the VPAA or the administration. In any particular school, the specific responsibilities of the Dean may vary depending on the mission, organization, and size of the school. The specific responsibilities of an individual Dean in a particular school must be flexible to respect these differences among various schools and the leadership style of a particular Dean.

1. To the University at large, the Dean is responsible for:

- **a.** Implementing University priorities at the school and department levels.
- **b.** Advancing and representing the school whenever appropriate.
- **c.** Disseminating information to school faculty and staff.
- **d.** Implementing policies and initiatives of the University and the governing and coordinating boards.
- e. Participating in the Deans Council including advising the VPAA concerning strategic planning, budgeting needs, University policy changes, fund raising activities, matters of mutual interest, and other priorities of the University.
- **f.** Assisting the President and the VPAA in the selection of other Deans and University administrative officers, as appropriate.
- **g.** Providing an annual report to the President and other constituencies concerning the performance of the school.
- **h.** Cooperating with other schools in the development of interdisciplinary programs consistent with University goals and objectives.





i. Contributing to a general spirit of University cooperation and collegiality.

2. To the School, the Dean is responsible for:

- a. Providing leadership in the organization, operations, development, and evaluation of the teaching, research and creative/scholarly activity; and professional and University service and public outreach to the school and consistent with University and school strategic planning.
- **b.** Assuring compliance with state and federal law and all policies and procedures of the State Regents, the Board of Regents, and the University.
- **c.** Leading the school in the annual planning process.
- **d.** Providing leadership in student recruitment and retention.
- **e.** Assuring academic quality and rigor in all school programs.
- f. Assuming overall responsibility for academic offerings within the school each term
- g. In coordination with the University administration, setting priorities for school-level alumni development and fund-raising activities, and coordinating and assisting the school and its separate departments with implementing and maintaining an active alumni development and fund raising program.
- **h.** Planning, preparing, submitting, and managing the school budget.
- i. Assuring fair and consistent evaluation of faculty in compliance with the Faculty Handbook.
- i. Fostering the welfare of the entire school faculty and staff and encouraging, facilitating, and mentoring their work and professional development.
- j. Recommending the reappointment, appointment, promotion, and tenure of faculty according to University, departmental and school guidelines (Section 4), as well as Board of Regents' policy.
- **k.** Implementing personnel policies concerning faculty and staff of the school.
- I. Providing leadership to the faculty in reviewing, evaluating, and developing appropriate curricula and effective academic programs of study within the school.
- **m.** Seeking advice from faculty, chairs/directors, and staff on matters affecting the school.
- **n.** Reorganizing departmental and school administration in response to new opportunities or when more effective use of resources will be completed with faculty and staff consultation.
- **o.** Presiding over meetings of the school faculty.
- **p.** Assuring that faculty and staff have access to and knowledge of University, school, and departmental policies.
- **q.** Evaluating the performance of department chairs/directors and other administrative staff reporting to the Dean, according to University and school policies.
- **r.** Initiating procedures to search for chairs/directors and other administrative staff of the school whenever a vacancy occurs.
- **s.** Evaluating the facility needs of the school and advising the VPAA of these facility needs.





- t. Implementing the University Affirmative Action Plan and ensuring equal opportunity for all who are job applicants to the school.
- **u.** Developing strategies to recognize outstanding achievements by faculty and staff through appropriate awards and honors.
- **v.** Fostering a spirit of cooperation and teamwork throughout the University and within the school.

3. To the students in the School, the Dean is responsible for:

- **a.** Providing an academic environment that nurtures all students to succeed to the best of their abilities through quality academic instruction, counseling, professional advice, and other assistance when necessary.
- **b.** Providing an academic advising system that informs students of all academic requirements of the school and their progress toward meeting those requirements.
- **c.** Seeking advice from students on matters affecting the school.
- d. Implementing University and school procedures to ensure an ethical and equitable academic atmosphere by enforcing policies involving such issues as academic misconduct, academic grade appeals, and ethics in research.
- **e.** Developing strategies to recognize outstanding achievement by students through appropriate awards and honors.
- **f.** Enforcing admission, retention, and graduation requirements of the school.
- **g.** On behalf of the faculty, recommending appropriate degrees for students who have met the requirements, as determined by University and school regulations.

4. To external constituencies, the Dean is responsible for:

- **a.** Providing school leadership in cooperation with University units that support alumni development, fundraising, government relations, and public relations efforts of the University.
- **b.** Seeking advice from and communicating with graduates and other appropriate external constituencies concerning matters of interest to the school
- **c.** Cooperating with the University in disseminating information about the school to the State Regents, the Legislature, and other government entities.
- **d.** Proactively seeking information, support, and cooperation with organizations employing University graduates.
- d. Faculty Responsibility of a Dean: In addition to the administrative responsibilities described above, the Dean may be involved in teaching, scholarly activity, and University service and public outreach. The extent of involvement in teaching, research and creative/scholarly activity, and service shall be determined in consultation with the VPAA. While the Dean is normally granted tenure within an academic department of the school, the Dean does not vote at faculty meetings of the department.



- **e. Appointment of a Dean:** The Dean is normally appointed on a twelve-month basis. The Dean of a school shall be initially appointed to a specific term as negotiated by the VPAA, thereafter renewable by the Board of Regents upon the recommendation of the President.
- f. Retention of a Dean: The Dean of the school serves at the pleasure of the President upon the recommendation of the VPAA. Retention or non-retention of a Dean is recommended by the VPAA after completion of the comprehensive evaluation process under Section 2.3.4.1.h. of the Faculty Handbook. The Dean's faculty responsibilities are for the nine-month period assigned to Regular Faculty members. Administrative responsibilities are for twelve months. Salary distribution will be defined in terms of these two roles.
- **g. Selection Procedure for a New Dean:** The selection procedures for a new Dean are described in 3.1 ("Administrative Search Committees") of the Faculty Handbook.
- h. Performance Evaluation of a Dean: Evaluation of the Dean's performance is carried out by the VPAA. It includes but is not limited to confidential evaluation by the Regular Faculty of the school. The faculty's assessment of the performance of the Dean is carried out at regular intervals, as described below. The primary purpose of the evaluation is to provide constructive feedback regarding how well job expectations are being met by the Dean. A summary of the faculty evaluation will be made available to the Dean, as well as to appropriate University officers.

Annual Evaluation

An annual performance evaluation will be conducted of all Deans by VPAA. The annual evaluation shall include:

- **1.** A self-assessment by the Dean.
- **2.** Confidential evaluation by the faculty of the school regarding administrative duties, to be conducted by the VPAA.
- 3. Confidential evaluation by the faculty of the appropriate academic department regarding the faculty responsibilities of the Dean, according to standard evaluation procedures of the department.
- **4.** A formal consultation between the Dean and VPAA.

i. Tenure of a Dean

Processes regarding tenure of the Dean shall be administered by the appropriate academic department in compliance with Section 4.5 of the Faculty Handbook.

- j. Vacancy: Whenever a vacancy occurs in the office of a school Dean, the VPAA, if needed, shall appoint an interim or acting Dean of the school until a permanent Dean assumes responsibility for the school. Prior to the appointment, subject to approval of the President, the VPAA shall seek input from representatives of the faculty, chairs/directors, and staff of the school involved to obtain advice on an appropriate candidate for the interim or acting dean.
- k. Departmental Administration





An academic department is administered by a chair. The chair provides leadership in matters of policy determined by the Regular Faculty members of the department, operating within guidelines provided by the Board of Regents, University administrative officers, and the school. In schools not divided into departments, the school faculty is the equivalent of the departmental faculty, and the Dean performs the duties and functions of the chair.

- Departmental Faculty: The departmental faculty has jurisdiction over matters of policy and procedure and the right to choose its own form of organization, as long as these do not conflict with published (in writing or electronic media) rules and regulations of its own school, the University, or Board of Regents policy. These procedures will be filed with the VPAA and the Dean of the school. As a matter of principle, the faculty is involved in preparing faculty personnel recommendations consistent with the Faculty Handbook, and it elects representatives who participate in transmitting formal recommendations.
- 2. Departmental Chairs: The chair has a leadership function and is accountable both to the department and to the Dean for the performance of this function. The chair serves at the pleasure of the President and VPAA upon the recommendation of the Dean. Retention or non-retention of a chair is recommended by the Dean after completion of the comprehensive evaluation process under Section 2.3.4.1.5. Chairs represent their department in relations with other departments, with the deans, and with other administrative officers of the University. The chair is expected to encourage and facilitate the work, quality, and professional development of the department. It is the responsibility of the chair to take the initiative in reporting the needs of the department to the Dean. This includes obtaining merited recognition of faculty members with respect to promotions, salary increases, and support for career development. Other leadership functions include implementing the Affirmative Action Plan; strategic planning; conducting program reviews; and making reappointment, promotion, and tenure recommendations.
- 3. Specific Responsibilities of the Chair: The chair provides leadership in all matters of policy as determined by the faculty, Dean, and VPAA. The chair or university designee determines procedures for carrying on the work of the department. Such functions shall include (but not be limited to): determining time and frequency of faculty meetings (at least monthly); establishing procedures for expenditures from departmental budget; with advice and consultation from the faculty, determining teaching assignments and class schedules for the department; preparing annual faculty evaluations and making recommendations to the Dean concerning budget requests/allocations for increases in salaries for faculty, faculty awards, and hiring of new and supplemental faculty; reappointment; tenure; promotion; annual reviews of the progress of tenure-track faculty in their efforts to obtain tenure; and post-tenure reviews of tenured faculty members. The chair shall foster the welfare of the entire department faculty and staff and encourage, facilitate, and mentor their work and professional development.
- **4. Expectations of the Chair:** In addition to the administrative responsibilities described above, the chair is expected to be involved in teaching and scholarly activity. Department chairs shall have an established evaluation weight of 50%





in Category 4, a minimum weight of 25% in Category I, and the remaining percentage distributed among the other two Categories.

5. Evaluation of the Chair: Chairs will be evaluated annually by their respective Dean and departmental faculty. The Dean shall prepare an annual evaluation of the chair's teaching, research and creative/scholarly activity; and professional and University service and public outreach (other than departmental administration) using the standard process and forms for faculty evaluations. For evaluating the administrative effectiveness of the chair, the Dean shall solicit formal input from the entire faculty and staff of the department. These evaluations, together with the Dean's evaluation of the chair's performance, will be discussed with the chair after April 15 or after all faculty members in the department have been evaluated.

6. Selection of Chairs/Directors:

- a. Prior to initiating search and nomination procedures for a department chair, the faculty of the department should meet with the Dean of the school to discuss the needs and expectations of the department as they relate to the appointment of a new chair, the role of the chair, and the type of search (i.e., internal, regional, or national) that most likely will assure that an appropriate candidate is recommended and to discuss any budgetary considerations related to the search and appointment of a new chair.
- b. If the Dean does not concur with the department faculty's recommendation, the Dean will meet with the department faculty to discuss reasons for disagreement. The Dean's final recommendation and the faculty's recommendations will be submitted to the VPAA for approval and must be consistent with the University's Affirmative Action policies.
- c. For regional and national searches, a search committee will be formed consisting of elected departmental faculty members appointed by the Dean, one or two students reflecting undergraduate majors, and graduate students to the extent appropriate.





SECTION 3

APPOINTMENT OF ADMINISTRATIVE OFFICERS

3.1 ADMINISTRATIVE SEARCH COMMITTEES

The selection of the President and other administrators is the responsibility of the Board of Regents, and any process leading to that selection is the prerogative of the particular Board in office at the time the selection process is to be initiated. It is suggested that administrative search committees make nominations and recommendations concerning candidates and that the President, if applicable, and the Board of Regents be guided by them in most instances, but it is understood that the President and the Board of Regents shall not be bound by nor limited to nominations and recommendations of administrative search committees.

Both the letter and spirit of all applicable state and federal laws shall be followed in the recruitment and appointment of administrative personnel.

3.1.1 President of the University

In all instances where a vacancy exists in the Office of the President, the vacancy shall be made known by the use of news media and other means to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position will be given an opportunity to do so equal to that of any other applicant, subject to appropriate reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, gender, disability, political beliefs, or status as a veteran.

The presidential search committees shall have representation by faculty, student(s), and staff. The Board of Regents appoints these members from nominees selected by the University Regular Faculty and the Student Government Association. Staff nominees will be selected by the senior academic officer of the University. Faculty members shall constitute a majority of search committee members chosen from the faculty, staff, and students.

There shall be twice as many nominees as there are positions. The Board of Regents may designate other members as deemed appropriate.

3.1.2 Other Major Administrative Personnel

The President shall secure appropriate counsel from the Board of Regents before accepting applications or initiating the search process for filling any vacancy in a major administrative position. Major administrative positions shall include Provost, Vice President, Dean, or equivalent administrator of a major administrative unit. Minimally, the consultation shall include a job description, required qualifications, and salary range. The search, screening, and selection process for major administrative personnel shall include securing appropriate counsel from faculty or students, or both, depending upon the nature of the duties to be performed. The term "appropriate counsel" normally will involve obtaining input from (1) faculty or students, (2) a special or permanent committee of the faculty of the administrative unit involved, and/or (3) duly-elected committees, boards, or councils at the school, departmental, or administrative unit level.

a. **Vice Presidents**: The committee shall have faculty, student, and staff representation. The President shall appoint these members from nominees selected by the official faculty and student governance organizations. Staff nominees will be selected by the





President in consultation with the Vice Presidents. There shall be twice as many nominees as there are positions. The President may designate other members as deemed appropriate.

b. Deans: The search committee for the Deans shall have faculty, student, and staff representation. The President shall appoint these members from nominees selected by the official faculty and student governance organizations. Staff nominees will be selected by the President in consultation with the VPAA. Upon requesting nominations by faculty members, the President shall designate the number of positions to be filled from (1) the general faculty of the particular school or unit involved and (2) the University faculty at large. There shall be at least one position filled from the University faculty at large from nominations made by the official faculty governance organization. In all cases, there shall be twice as many nominees as there are positions. The President shall make all appointments.

3.2 RETENTION OR REAPPOINTMENT OF ADMINISTRATORS

The continuation of administrators in their positions is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable. Each administrator's performance shall be continually evaluated, and administrators serve at the pleasure of the President. Administrators other than the President shall be evaluated by the responsible administrative supervisor in accord with evaluation procedures developed for the University. In instances where the performance of an administrator is determined to be unsatisfactory, the future performance of such an administrator must be carefully monitored by his or her supervisor. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination from the administrative position.

Performance of the President will be evaluated only by the Board of Regents.





SECTION 4

FACULTY POLICIES

APPLICATION OF REVISED STANDARDS

The contents of this Faculty Handbook take effect when approved by the Board of Regents. The VPAA shall have discretion in approving any special individual plans for assisting faculty who need time to obtain additional academic credentials necessary to meet any new requirements resulting from approval of this revision. Such individual plans will require completion of specific academic goals according to definite time standards. Rank and tenure achieved under the provisions of any previous edition of this Handbook will be honored.

Several sections of this Handbook refer to academic departments, department chairs, and/or departmentally-conducted procedures. If an academic school has no departments, procedures and activities assigned to departments in the various sections of this Handbook shall be accomplished by the academic school or an appropriate component thereof. In the event that disagreement arises within the school with regard to the appropriateness of the component of a school to which a responsibility is assigned, a recommendation will be developed by the Dean with appropriate faculty counsel and submitted to the VPAA for approval. If an academic school has no department chairs or if the position of department chair is vacant, the duties of the chair will be performed by the Dean or the person designated by the Dean and approved by the VPAA. The Vice President for Academic Affairs will officially inform the faculty when a designee has been approved and provide a clear statement based on the Dean's recommendation of the duties of the designee. In such cases, all recommendations and procedures ordinarily initiated at the level of department chair will be initiated at the level of Dean, or the Dean's designee, as appropriate.

4.1 FACULTY MEMBERSHIP AND APPOINTMENTS

It is the policy of the University to recognize and implement the functions assigned to it by the Oklahoma State Regents for Higher Education. These functions are teaching, research and creative/scholarly activity; and professional and University service and; public outreach. The responsibility for carrying out this policy is shared by the Board of Regents, administrative officers, and the regular faculty.

4.1.1 Membership

The faculty is composed of two groups, the Regular Faculty and the Supplemental Faculty. In most cases, these faculty members have an instructional or research relationship to the University, either direct or supervisory. Faculty may be permanent or temporary, full-time or part-time.

Faculty status for categories of persons other than those who teach a course for University credit may be granted in accordance with standard procedures approved by the VPAA after consultation with the Faculty Senate. Professional librarians are deemed to have faculty status, as are persons assigned by the United States Army as faculty members in the Department of Military Science. Other positions which shall be considered for faculty designation shall include, but are not limited to, positions in which the primary responsibility is providing educational assistance directly to students for the purpose of enhancing student academic development and positions in which the primary responsibility is basic or applied academic research.



4.1.2 Regular Faculty

The Regular Faculty includes members of the faculty who are full-time employees of the University and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor. Regular faculty may hold one of the following appointments: (1) tenured; (2) tenure track; (3) non-tenure track.

- 1. Tenured. A tenured appointment is reserved for those Regular Faculty members who have been granted tenure by the Board of Regents. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment changes. The procedures for dismissal and suspension of tenured faculty are covered later in this section. Tenured faculty members appointed to administrative positions retain the tenure and rank that they held as Regular Faculty members. An administrator may not acquire tenure by virtue of an appointment to an administrative position unless specifically granted by the Board of Regents, but may attain and hold tenure as a member of the Regular Faculty.
- 2. **Tenure Track.** Tenure track appointments are for one academic year beginning mid-August and ending mid-May. The appointments are renewable annually at the option of the University. A person on tenure track will be given written notification of non-reappointment by March 1 by the VPAA.
- 3. 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. Faculty members below the rank of Assistant Professor have non-tenure track appointments (Instructor is a non-tenure track appointment). Non-tenure track appointments are for one academic year beginning mid-August and ending mid-May. Faculty with this appointment will be given written notification of non-reappointment by March 1 by the VPAA.

4.1.3 Supplemental Faculty

The Supplemental Faculty consists of:

- Adjunct Faculty. Adjunct faculty members hold part-time appointments that may be by semester or by academic year. The rank of such faculty may be Adjunct Instructor or Lecturer. Adjunct faculty will be limited to teaching no more than nine hours per semester or session.
- 2. **Temporary.** A temporary faculty member is appointed for a period of one academic year or less. Upon termination of the temporary appointment, the position, if continued may, at the recommendation of the Dean and with the approval of the VPAA, be reopened and advertised or staffed by the previous serving faculty member with high performance ratings without re-advertising. Any new temporary position will be opened and advertised. Temporary faculty may be appointed at any rank.
- 3. Visiting Faculty. Visiting faculty are employed by the University to teach or perform research for a limited time and are typically on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.



- 4. Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated may be appointed to the University as volunteer faculty. Volunteer faculty who meet the education qualifications may hold the temporary academic rank of Honorary Instructor, Honorary Assistant Professor, Honorary Associate Professor, or Honorary Professor.
- **Clinical Supervisors.** Clinical supervisors are members of the Supplemental Faculty but are not employees of the University. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

4.1.4 Initial Appointments to the Regular Faculty

Initial appointments to the Regular Faculty are initiated by the VPAA and formally made by the Board of Regents when applicable. Consideration for appointment by the Board of Regents is given upon recommendation by the President. The terms and conditions of every appointment or reappointment shall be stated in writing and be in possession of both the University and faculty member before the appointment is consummated.

4.1.5 Appointments to the Supplemental Faculty

The President or his/her designee makes appointments to the Supplemental Faculty as required to meet the University's needs. Appointments to the Supplemental Faculty do not require Board of Regents' approval. These appointments are limited to specific duties and specific periods of time. Supplemental Faculty are not entitled to notification of non-reappointment.

4.1.6 Appointments to the Summer Teaching Faculty

An appointment to the Summer Faculty is limited to the specific summer for which the appointment is made. The President or his/her designee makes appointments for the summer session, and these appointments do not require Board of Regents' approval.

4.1.7 Full- and Part-Time Faculty Appointments

- 1. Full-Time Appointments. Full-time faculty members who teach courses for university credit 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 creative/scholarly activity, recruiting students, retaining students, advising students, serving on committees, sponsoring organizations, continuing certification, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twelve hours per regular semester. Other full-time faculty include professional librarians who have equivalent non-instructional duties and comparable instructional duties in providing effective librarianship.
- 2. **Joint Appointments.** Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they must not total more than 1.0 FTE and must be approved by the appropriate administrative officials of all units involved; one academic unit and college shall have primary





responsibility for promotion and tenure consideration. Faculty cannot receive remuneration from two sources when it will result in an assignment greater than 1.0 FTE.

3. Adjunct Appointments. Adjunct appointments are part-time temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. Compensation is determined at the University level. Adjunct faculty will be limited to nine hours per semester or session.

4.2 PRINCIPAL ACADEMIC RANKS AND TITLES OF THE UNIVERSITY

4.2.1 Academic Rank and Assignment of Rank

The principal academic ranks of the University shall be Professor, Associate Professor, Assistant Professor, and Instructor. (See Appendix B – Criteria for Promotion for length of service and degree requirements.)

The determination of professional training and/or experience necessary to meet the criteria for assignment of rank will be the responsibility of the appropriate academic officer on campus, who will consult with peers or supervisors of those who are being considered for changes in rank.

For appointment to the rank of Instructor an earned master's degree relevant to the teaching field awarded by a regionally accredited or internationally recognized institution is required. A baccalaureate degree is sufficient for faculty teaching only in selected fields in Associate in Applied Science degree programs or teaching only remedial courses.

4.2.2 Honorary Titles

Faculty members with distinguished service may receive additional recognition:

1. Emeritus Appointment. Upon retirement, the title "emeritus" may be conferred as recognition for long and faithful service or for very distinguished service to the University. Members of the faculty with the rank of Professor, Associate Professor, or Assistant Professor, and with ten years of distinguished service at the University shall be eligible for appointment to this rank. Such faculty may be recommended for this rank by the department chair or the Dean. The recommendation is made to the VPAA, who makes his/her recommendation to the President. Emeritus appointments shall be strictly honorary and without stipend. However, this appointment does entitle the emeritus faculty member on the same basis as Regular Faculty members to a faculty parking sticker, a faculty ID card, admission to campus events, library privileges, fitness center privileges, and food service privileges. In addition, emeritus faculty members are allowed to use campus computer and research facilities in the continued pursuit of their scholarship interests.

4.2.3 Other Academic Titles

There are other appropriate titles for academic assignments and related University functions:

 Laboratory Assistant. This title is assigned to those persons in positions of student supervision in laboratories, internships, externships, clinics, or other such positions. Persons employed with this title must possess specific technical expertise and competence and be recommended by the appropriate



department chair. Laboratory Assistants must function under the supervision of a faculty member and are appointed to perform specific functions as detailed in the notice of appointment. Appointment to this position carries no University commitment to reappointment or continuation beyond that specified in the notice of appointment, and these persons are ineligible to vote on matters involving University governance.

2. Graduate Teaching Assistant. This title is assigned to a graduate student who is appointed to teach (a) specific class(es) for a specified academic semester or session. Persons employed with this title must have completed a baccalaureate degree, have been admitted into a Cameron University graduate program_with provisional or higher status, be enrolled in six or more graduate-level semester hours during each semester of employment (three semester hours for summer session), and possess other qualifications determined by the academic unit offering the position to include substantial appropriate subject matter expertise requisite to the teaching assignment. Before appointment, the academic unit offering the position shall obtain appropriate counsel regarding the student's academic record from the graduate student's advisor. Recommendations for assignment as a Graduate Teaching Assistant shall be approved by the department chair, Dean, and the VPAA.

Graduate Teaching Assistants shall function under the direction of the department chair or a faculty member assigned by the department chair or the Dean to supervise the Graduate Teaching Assistant.

Appointment to the Graduate Teaching Assistant position carries no University commitment to reappointment or continuation beyond that specified in the notice of appointment, and these persons are ineligible to vote on matters involving University governance.

3. Graduate Research Assistant. This title is assigned to a graduate student who is appointed to assist one or more faculty members conducting academic research or other scholarly work. Persons employed with this title must have completed a baccalaureate degree, have been admitted into the School of Graduate Studies with provisional or higher status, be enrolled in six or more graduate-level semester hours during each semester of employment (three semester hours for summer term), and possess other qualifications determined by the academic unit offering the position to include substantial appropriate subject matter expertise requisite to the research.

The Graduate Research Assistant will be supervised by a faculty member designated by the Dean, VPAA, appropriate Vice President, or President.

Appointment to the Graduate Research Assistant position carries no University commitment for reappointment or continuation beyond that specified in the notice of appointment, and these persons are ineligible to vote on matters involving University governance.

4.3 TYPES OF FACULTY EVALUATION

1. Annual Academic Performance Review





An annual academic performance review shall be submitted for each full-time regular and supplemental faculty member.

2. Reappointment of Regular Non-Tenured Faculty

During the probationary period, a faculty member will be provided by the chair of the academic department with an annual, written evaluation of performance based on the annual academic performance review.

3. Promotion in Rank

Minimum University standards for promotion are defined in Appendix B. The criteria for promotion shall be consistent with the faculty member's annual academic performance review developed, approved, and completed since the last appointment or promotion. Minimum departmental standards as described in 4.3.1 must also be met.

4. Academic Tenure

The tenure decision shall be based on a thorough evaluation of the candidate's total contributions to the mission of the University. The criteria for tenure shall be consistent with the faculty member's annual academic performance review documents developed, approved, and completed since the most recent appointment or promotion.

5. Post-Tenure Review

The criteria for Post-Tenure Review shall be consistent with the faculty member's annual academic performance review documents developed, approved, and completed since the last review. While formal evaluations of tenured faculty are required at least each fifth year, following the last promotion review, formal evaluations may occur more frequently at the request of either the faculty member or the department chair.

4.3.1 Faculty Evaluation Standards

1. Departmental Standards

Given the variety of disciplines, University standards for tenure and promotion are considered to be minimum standards. Each academic department, working within the framework of the University standards, must identify the departmental objectives, faculty activities, and performance standards appropriate to meet those objectives. Department standards shall include evaluation criteria for:

- Annual Evaluation
- 2. Promotion
- 3. Academic Tenure

Departmental standards will be developed by the department's Regular Faculty in cooperation with the department chair. Upon the recommendation of the department chair, the standards will be submitted to the Dean for review and approval. The Dean will submit the approved standards to the VPAA for approval.

Department standards shall be written annually and made available to each faculty member





of the department.

2. University Standards

a. Effective Classroom Teaching/Librarianship

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

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 regular review of current literature, research, and strategies for classroom application is necessary for effective teaching. An effective teacher evidences mastery in the classroom by thoroughly integrating skills, 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 and revision as necessary, (6) availability to students, and (7) fulfillment of instructional administrative responsibilities. Some examples of instructional administrative responsibilities are grading papers and recording grades

Means of documenting teaching effectiveness shall include but are not limited to student evaluation of instruction; peer, department chair and/or Dean evaluations; and evidence of student performance, as defined by the department.

Effective librarianship is characterized by (1) subject matter mastery, (2) delivery of reference services, (3) delivery of instruction, both group and individual, (4) collection development activities, (5) securing of materials not owned by Cameron library and needed by Cameron faculty, staff or students, (6) supervision of library staff members, (7) assessment of library services, (8) modification of library services as necessary, and (9) planning for future library needs.

b. Research and Creative/Scholarly Activity

Individual faculty research and creative/scholarly activities are defined by the professional interests of the faculty member. While the scope and nature of faculty research and creative/scholarly activity 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.

Research and creative/scholarly activity is demonstrated by the active involvement of a faculty member in the pursuit of knowledge and/or the application of knowledge in his/her academic field or discipline. While the scope and nature of faculty research and creative/scholarly activity will vary among departments, University faculty shall be involved in research and creative/scholarly activities, individually and/or collaboratively, which advance the knowledge base and performance levels of their respective fields. Both the pursuit of knowledge or techniques and the application of knowledge or techniques in creative ways are valued. Both the quality and quantity of





productivity are considered in assessing the contributions and performances.

Examples of research and creative/scholarly activity are pedagogical research; development of marketable instructional materials or creative artistic works evaluated by juries or panels; participation in professional presentations or performances; publication of articles in refereed or editor-evaluated publications; demonstration of successful grantsmanship; selected unpublished research, books, monographs, inventions, and patented or copyrighted products.

c. Professional and University Service and Public Outreach

Service occurs when a faculty member applies professional expertise beyond the classroom and research and creative/scholarly activity to advance the University and profession. This service should be correlated with the educational needs of the student body and the objectives of the University.

Professional service includes involvement in various professional organizations in a manner that accrues favorable notice to the individual and the University. Evidence of such service may consist of, but is 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.

University service activities 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 University or program self-study activities, and special assignments or responsible participation in activities which advance the academic programs of the University.

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 approximately forty students.

Committees and Advisory Service

University 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 that advance the academic programs of the University.

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 nationwide levels consists of attending meetings, holding offices, and serving on committees.





Public Outreach

Service at large occurs when a faculty member contributes professional expertise pro bono 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.

d. Performance of Non-Teaching or Administrative Duties

Non-teaching or administrative duties include, but are not limited to, student advisement in the Academic Advising Center; departmental management; public relations; classroom, studio, office, or other physical facility management; personnel management; equipment and supplies management; fiscal management; and time management.

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

4.3.2 Annual Academic Performance Review

Effective teaching or librarianship; scholarly research and creative/scholarly activity; and professional and University service and public outreach; and performance of non-teaching or administrative duties are the professional responsibilities at the University. While this is primarily a teaching University, it is a basic principle of higher education that scholarly activity 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 includes these four areas and provides a critical process for continuous improvement of the University and faculty.

- a. The Annual Academic Performance Review is designed to promote and improve faculty development and performance.
- b. The Annual Academic Performance Review should provide important information for promotion, tenure, and post-tenure review decisions as well as merit salary increases.
- c. The Annual Academic Performance Review covers a year of performance except in certain instances; i.e., new faculty, faculty on leave.
- d. The Annual Academic Performance Review should utilize several sources of data, and these sources shall be clearly communicated by the department.
- e. The Annual Academic Performance Review should be individualized and flexible, and take into consideration the University's nature, directions, and priorities, the administrative unit's needs, and the individual's interests consistent with Faculty Evaluation Standards (4.3.1) including University Standards and annually reviewed and approved Departmental Standards.
- f. The Annual Academic Performance Review should include only activities, contributions, and involvements directly related to the University or to the faculty





member's educational field.

4.3.3 Annual Academic Performance Review Documents

1. Annual Plan

The Annual Plan, composed at the beginning of the evaluation review cycle, will identify areas for continued growth and the development of the faculty member in relation to the goals and mission of the department and the University.

2. Annual Appraisal Report

The Annual Appraisal Report shall be based on the Annual Plan maintained in the academic department. The Appraisal Report is an overview of performance covering the current evaluation cycle. It is comprised of a brief statement describing the accomplishments for each exemplar listed in the Annual Plan and a rating assigned to each criterion. An overall rating combining all categories along with a summary paragraph is also submitted. Completion of the Annual Appraisal Report is based upon a conference of the department chair and the individual faculty member during which the overall self-rating by the faculty member and the chair's rating of the faculty's member's overall performance are finalized.

The written format of both the Annual Plan and the Annual Appraisal Report shall be determined by the faculty of each department. Any form those documents take shall be consistent with the Annual Academic Performance Review Faculty Evaluations Standards (Section 4.3.1), the minimum weights of each performance category (Section 4.3.4), and the Annual Academic Performance Review Rating Scale (Section 4.3.5).

Appendix C provides an optional form that departments may adopt in lieu of developing their own as part of the Annual Plan and Annual Appraisal Report documents.

4.3.4 Annual Academic Performance Review Categories and Minimum Weights

The Annual Academic Performance Review is based on four categories of faculty responsibilities. Each category has a weighted minimum percentage set by the University according to faculty duties.

In the Annual Plan, each regular faculty member in negotiation with the department chair establishes individualized percentages for every appropriate category, to total 100%. Emphases in each category should reflect the faculty member's interests and goals, as well as those of the department and the University.

In a situation where a faculty member's assignment is significantly modified during the academic year, the weighting of performance categories may be renegotiated to reflect the modified assignments.

University minimum weights of each category for tenured and tenure track faculty are as follows:

Category 1 Teaching

50%



Category 2	Research and/or Creative/Scholarly Activity	10%
Category 3	Professional and University Service and Public Outreach	10%
Category 4	Performance of Non-teaching or Administrative Duties	0%

All faculty members are rated on negotiated criteria in Categories 1, 2, and 3, based on established limits. Those duties or assignments that result in a reduced teaching load will also be considered in Category 4.

Faculty members with non-tenure track appointments will be evaluated in Category 1 and at least one other category as determined in negotiations with the department chair. When only two categories are evaluated, the maximum percentage allowed in Category 1 is 90%.

Department chairs shall have an established weight of 50% in Category 4, a minimum weight of 25% in Category 1, and the remaining percentage to total 100%, from at least one additional category as determined in negotiation with the Dean.

4.3.5 Annual Academic Performance Review Categories and Rating Scale

The department chair assumes that the faculty member is functioning at a level of "satisfactory" unless there is evidence to the contrary. For a rating lower than satisfactory, the chair has the responsibility of presenting evidence; for a rating higher than satisfactory, the faculty member has the responsibility of presenting evidence. An overall performance rating of the categories is determined by the relationship among the weighted percentages and the composite ratings from each category.

Category 1: Effective Classroom Teaching or Librarianship

All regular faculty members shall be rated in Category 1. All seven goals, defined in section 4.3.1.2.a, shall be addressed in the faculty member's Annual Plan. In the Annual Appraisal Report, each goal will be rated independently by the faculty member and department chair according to University and departmental standards. Ratings for each goal shall be combined to produce an overall self-rating in the category. The overall rating must be substantiated by multiple sources of evidence. For example, results from student evaluations, peer-evaluations, evidence of student proficiency, and other relevant sources of evidence should be cited to support the overall rating.

Category 1 should be evaluated primarily within the university. Thus, qualitative and quantitative departmental and university standards should be used in determining ratings. While some statewide recognition or recognition beyond the state is possible in this category, such recognition is not expected or necessary to achieve very good (4) or outstanding (5) ratings.

Category 2: Research and / or Creative/Scholarly Activity

All tenured and tenure track faculty shall be evaluated in Category 2. The applicability of this category for regular non-tenure track faculty members will be determined by the department chair in negotiation with the faculty member. All goals to be evaluated shall be listed in the faculty member's Annual Plan. In the Annual Appraisal Report each goal will be rated independently by the faculty member and department chair according to University and departmental standards. Ratings for each goal shall be combined to produce an overall self-





rating in the category. Evidence appropriate for each goal listed on the Annual Plan should be cited.

Statewide recognition is required in Category 2 for a rating of very good (4). Recognition beyond the state is required for an outstanding rating (5).

Category 3: Professional and University Service and Public Outreach

All tenured and tenure track faculty shall be evaluated in Category 3. The applicability of this category for regular non-tenure track faculty members will be determined by the department chair in negotiation with the faculty member. All goals to be evaluated shall be listed in the faculty member's Annual Plan. In the Annual Report, each goal will be rated independently by the faculty member and department chair according to University and departmental standards. Ratings for each goal shall be combined to produce an overall self-rating in the category. Evidence appropriate for each goal listed on the Annual Plan should be cited.

Category 3 should be evaluated primarily within the University. Thus, qualitative and quantitative departmental and university standards should be used in determining ratings. While some statewide recognition or recognition beyond the state is possible in this category, such recognition is not expected or necessary to achieve very good (4) or outstanding (5) ratings. However, the Professional Service component of Category 3 offers more opportunities for statewide recognition or recognition beyond the state and should be rated accordingly.

The ratings on the evaluation scale are as follows:

5 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.

4 VERY GOOD: 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.

3 SATISFACTORY: Performance is productive, effective, and consistent with the

achievement of the emphases, objectives, and interests of the

University, the department, and/or the individual.

2 MARGINAL: Performance is less than adequate for achieving the

emphases, objectives, and interests of the University, the

department, and/or the individual.

1 UNSATISFACTORY: Performance fails to contribute to the achievement of the

emphases, objectives, and interests of the University, the

department, and/or the individual.

4.3.6 Annual Academic Performance Review Procedures and Timeline: For Regular Faculty

1. By September 1, the faculty member and the department chair meet and discuss





Annual Plan for the current year and the Annual Performance Review from the previous year.

- 2. By September 15, the faculty member shall revise and update the Annual Plan for the current year to include any activities completed since the last evaluation and any continuing projects. The faculty forwards the revised plan to the department chair. The department chair shall send the previous year's Annual Academic Performance Review, a draft of the current year's Annual Plan, and other documentation (if applicable) to the Dean.
- **3. By October 15,** having received written input from the Dean, the faculty member and the department chair shall meet to revise and complete the current year's Annual Plan.
- **4. By March 1**, the faculty member shall submit to the department chair a self-evaluation of the previous year's accomplishments and a self-rating of each criterion, in addition to an overall self-rating of performance.
 - a. The faculty member shall complete the Annual Appraisal Report.
 - b. Before the March conference with the department chair, the faculty member shall conduct a self-evaluation of the year's accomplishments and succinctly describe progress for each goal listed in the Annual Plan. A brief statement indicating whether the goal was fully accomplished, partially accomplished, or not addressed is appropriate.
 - c. As the faculty member formulates an overall self-rating in Category 1, he/she shall rate each of the seven required criteria/goals listed in 4.3.2.1.a, Effective Classroom teaching or Librarianship. Ratings for each criterion/goal shall be combined to give an overall self-rating. The overall rating must be substantiated by multiple sources of evidence. For example, results from student evaluations, peer evaluations, evidence of student proficiency, and other relevant sources of evidence should be cited to support the overall rating.
 - d. In Category 2, research and / or creative/scholarly activity, evidence appropriate for each goal listed on the Annual Plan should be cited. Overall ratings should reflect both University and departmental evaluation criteria.
 - e. In Category 3, professional and University service and public outreach, evidence appropriate for each goal listed on the Annual Plan should be cited. Overall ratings should reflect both University and departmental evaluation criteria.
 - f. The faculty member shall write a summary paragraph that combines each applicable category to give an overall cumulative rating for performance. Numerical ratings for each goal and overall ratings for each applicable evaluation category, as well as the cumulative overall rating shall be indicated within, or as an attachment to the report.
 - g. When the self-evaluation is complete, the faculty member shall forward all Annual Academic Performance Review documents to the department chair.
- 5. By March 15, the department chair shall schedule a conference with the faculty



member to discuss the chair's appraisal of the faculty member's performance for that evaluation cycle. Before the conference, the department chair shall review the faculty member's Annual Academic Performance Review Documents including the Annual Plan, and Annual Appraisal Report, along with any supporting materials. The chair shall make his/her own evaluation of the faculty member and mark the rating on the Annual Appraisal Report document. During the conference, the chair shall present the completed Appraisal to the faculty member. The document 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. The chair shall also send a copy of the completed Appraisal completed by the faculty member and chair along with the Annual Plan and other documentation (if any) to the Dean. If the faculty member disagrees with the chair's appraisal, he/she shall have ten working days to forward a rebuttal to the Dean.

6. By April 15, the Dean shall write brief comments about the completed Annual Academic Performance Review, returning a copy to the department chair and to the faculty member.

4.3.7 Non-Reappointment

The Board of Regents delegates to the President the authority to reappoint or not to reappoint non-tenured faculty members. The VPAA will notify the faculty member not later than March 1 prior to termination of the current appointment. Notification of non-reappointment will be made by certified mail with return receipt requested. Decision not to reappoint may be without specific cause. Reappointment or non-reappointment by the University is subject to approval by the Board of Regents.

4.4 PROMOTION IN RANK

- a. The interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the department chairs, the academic deans, the VPAA, and the President. The procedure for recommending promotion in rank is designed to systematize as well as to encourage such cooperation and mutual confidence.
- b. The University continually seeks to build and improve its academic stature. A major mechanism for strengthening the University academically is a sound and consistent promotion policy that demands and rewards faculty academic development.
- c. Academic rank or promotion in academic rank is granted by the Board of Regents upon recommendation of the President. Determination of merit and recommendation for granting promotion in rank shall be in accordance with departmental standards, the promotion policies and procedures of the University, and the professional judgment of the individuals involved in the evaluation process.
- d. Faculty must meet the standards regarding academic credentials, length of service, and Category 1, Effective Classroom Teaching or Librarianship, to be eligible for promotion. Evaluation of the faculty member's performance in the other categories shall be based upon individualized criteria negotiated in the faculty member's Annual Plans approved by the department chair and the Dean. (See Appendix B.)



4.4.1 Promotion Procedures and Timeline

The following steps outline the procedures in the promotion process. A Portfolio Transmittal Form to certify the receipt dates and transmittal dates at each step of the promotion process must accompany the request.

It is the responsibility of the individual faculty member to monitor the flow of materials through the process. At each stage of the promotion process, previous recommendations and any rebuttals should be forwarded with other documents. At any step in the process, the faculty member may withdraw a request for promotion in rank.

Step 1 – By October 15, the faculty member files a written request with the department chair. 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 request must be accompanied by a portfolio exhibiting documentation of effective teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach; and performance of non-teaching or administrative duties, if appropriate. The portfolio must include the annual evaluation documents. The department chair will advise the faculty member in preparation of this request.

Step 2 – By November 1, a Personnel Committee shall be formed. The department chair shall call a meeting of the Personnel Committee to initiate discussion of the request and submit the portfolio of materials to the Committee.

The Personnel Committee shall be composed of five tenured faculty members of the department of equivalent or higher rank to the rank sought by the faculty member undergoing review unless another arrangement has been approved in writing by the Dean and the VPAA. In the case that a department has more than five eligible tenured members of equivalent or higher rank, members of the Personnel Committee will be selected by the Dean in consultation with the faculty member and the eligible tenured members of the department of equivalent or higher rank. In the case that a department has fewer than five tenured members of equivalent or higher rank, additional members will be selected by the Dean in consultation with the faculty member and the eligible tenured members of the department of equivalent or higher rank. In the case of a joint appointment, the second department will be given an opportunity to provide input. In other exceptional cases, as determined by the VPAA, a senior faculty member outside the department but within the School shall be added to the Personnel Committee, such member being chosen by the faculty member under review from a list of three candidates selected by the VPAA.

Step 3 – By November 15, after each member of the Personnel Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and evaluated by the Personnel Committee. In the course of the review the faculty member shall have the opportunity to meet with the Personnel Committee. After completion of the review, the Personnel Committee shall then send the portfolio and the Committee's written decision to recommend or not recommend promotion to the department chair.

Step 4 – By December 1, the department chair reviews the portfolio, evaluates each performance criterion, and considers the recommendation of the department personnel committee to decide to recommend approval or disapproval of the request. In either instance,





the department chair notifies the faculty member of the action, providing reasons in writing for the decision, and forwards the request with an evaluation and a statement recommending approval or disapproval to the Dean. If the chair recommends disapproval of the request, the faculty member shall have ten working days to forward to the Dean a rebuttal of the chair's recommendation.

Step 5 – By January 15, the Dean reviews the portfolio, evaluates each performance criterion, and decides to recommend approval or disapproval of the request. In either instance, the Dean notifies the department chair and the faculty member of the action, providing reasons in writing for the decision, and forwards the request with an evaluation and a statement recommending approval or disapproval to the VPAA. If the Dean recommends disapproval of the request, the faculty member will have ten working days to forward to the VPAA a rebuttal of the Dean's recommendation.

Step 6 – By February 15, the VPAA reviews the portfolio, evaluates each performance criterion, and decides to recommend approval or disapproval of the request. The VPAA will then forward a recommendation concerning the request and all documentation to the President. The Vice President for Academic Affairs will also provide reasons in writing for the decision to the Dean, the department chair, the Personnel Committee, and the faculty member.

Step 7 – By March 15, upon receiving all recommendations from the VPAA, the President decides either to approve or disapprove the request. If approved, the recommendation is forwarded to the Board of Regents, normally at the May meeting. The President informs the VPAA of the decision. In turn, the VPAA notifies the Dean, the department chair, the personnel committee, and the faculty member in writing. A decision by the President to disapprove a request for promotion should be accompanied by reasons in writing.

4.5 ACADEMIC TENURE

- a. Tenure is 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.
- b. 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 the following areas: 1) teaching; 2) research and creative/scholarly activity; 3) and professional and University service and public outreach; and 4) performance of non-teaching or administrative duties, if appropriate. The academic department may formulate standards for this review and determine the appropriate weight to be accorded each criterion consistent with the mission of the academic unit.
- **c.** Tenure is granted by the Board of Regents upon recommendation of the President. Determination of merit and recommendation for granting tenure shall comport with the criteria and policies and procedures contained in this section.
- **d.** Tenure shall be granted only by written notification after approval by the Board of Regents. Only full-time faculty members holding the academic rank of Assistant





Professor, Associate Professor, or Professor may be granted tenure.

4.5.1 Concepts Regarding Tenure

- 1. The interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the departments, the academic Deans, the VPAA, and the President. The procedure for recommending tenure is designed to systematize as well as to encourage such cooperation and mutual confidence.
- A maximum of sixty-five percent of the full-time faculty at the University may hold tenure at any one time. In the event the sixty-five percent limit is reached, there will be no additions to the tenured faculty at the University. However, the tenure process on campus will continue. Faculty members recommended for tenure will be placed in a priority-hold status by year, pending vacancies. As tenured positions become available, faculty members will be removed from tenure-hold according to the following criteria in decreasing order of importance: longest time on tenure-hold, longest service to the University, highest rank, and longest tenure-eligible service.
- 3. The University acknowledges the following AAUP statement on tenure: "The heightened protection of the tenured faculty is not a privilege, but a responsibility earned by the demonstration of professional competence in an extended probationary period leading to a tenured position with its 'rebuttable presumption of professional excellence'." "Post-tenure Review: an AAUP Response"
- 4. Under exceptional circumstances, a new faculty member may be recommended for tenure by a department chair, an academic Dean, the VPAA, or the President without going through the normal process.
- 5. In the event that one of the deadlines in the tenure process falls on a weekend or holiday, the deadline becomes the next working date at the University.
- **6.** After the tenure process is completed, the following action should be taken:
 - a) The results of all balloting and recommendations from the Dean, department chair, and VPAA 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.
- 7. Once the tenure process had been initiated, it must be completed.
- **8.** Once an application for tenure has been denied a faculty member may not apply for tenure again.





9. Any exception to the policy on tenure is subject to approval of the President and the Board of Regents.

4.5.2 Periods of Appointment and Tenure

Faculty members holding the academic rank of Assistant Professor, Associate Professor, or Professor may receive tenure at any time. A probationary period will be defined for each faculty member at the time of initial appointment consistent with Section 4.5.4. Six years shall be the maximum probationary period for the eligible faculty member to attain tenure.

If, at the end of six years any faculty member has not attained tenure, the faculty member may be retained on the faculty until the end of the academic year following that in which there was notification of the denial, unless there are reasons (under Section 4.5.6) to the contrary. For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probationary employment, and a leave of absence is not included as part of the probationary period.

4.5.3 Procedure and Timeline for Requesting Tenure

The normal procedure for granting tenure is initiated by the faculty member during the fifth or sixth year of service to the University in a tenure track position. The following steps outline the normal process:

A Portfolio Transmittal Form to certify the receipt dates and transmittal dates at each step of the tenure process must accompany the request and is available in the University Forms folder on the intranet. It is the responsibility of the faculty member to monitor the flow of materials through the process. At each stage of the tenure process, previous recommendations and any rebuttals should be forwarded with other documents.

Step 1 – By October 15:

The faculty member files a written request for tenure with the department chair. It is the responsibility of the individual faculty member to initiate the request for tenure and to prepare the portfolio of materials. The request must be accompanied by a portfolio exhibiting documentation of excellence in teaching or librarianship, in research and creative/scholarly activity; and professional and University service and public outreach, and in performance of non-teaching or administrative duties, if appropriate. The portfolio must also include the Annual Academic Performance Review documents.

Step 2 – By November 1:

A Tenure Committee shall be formed. If there are at least five (5) tenured faculty members within the department, all serve as the Tenure Committee. In the event that the number of tenured faculty members in the department is fewer than five, the Dean, in consultation with the faculty member and the tenured faculty members of the department, shall select additional members to form a group of at least five tenured faculty members that will serve as the Tenure Committee.

Step 3 – By November 15:

The Department Chair shall call a meeting of the Tenure Committee to initiate discussion of





the request. After each member of the Tenure Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and evaluated by the Tenure Committee. This review shall be conducted in a manner that allows for input from non-tenured colleagues, students, and alumni, as well as administrative information from the department chair. The department chair however is not allowed to participate in Committee deliberations. In the course of the review, the faculty member shall have the opportunity to meet with the Tenure Committee. After completion of the review, a poll by secret ballot of the Tenure Committee will be taken to determine whether a recommendation for the granting of tenure will be made. A simple majority rule shall prevail. The Tenure Committee shall then send the portfolio, the Committee's vote, and the recommendation to grant or to deny to the department chair. The Committee's recommendation should be signed by all members of the committee denoting the process was conducted according to procedures. All ballots are to be retained by the chair of the Tenure Committee until a final decision is reached concerning the request.

Step 4 – By December 1:

The department chair shall review the Tenure Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The department chair will then forward a recommendation concerning the request and all documentation to the Dean. The department chair will also provide in writing a statement of his/her action to the Tenure Committee and the faculty member. If the chair recommends disapproval of the request, the faculty member will have ten working days to forward to the Dean a rebuttal of the chair's recommendation.

Step 5 – By January 1:

The Dean shall review the department chair's recommendation, and the Tenure Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The Dean will then forward a recommendation concerning the request and all documentation to the VPAA. The Dean will also provide a written statement of his/her action to the department chair, the Tenure Committee, and the faculty member. If the Dean recommends disapproval of the request, the faculty member will have ten working days to forward to the VPAA a rebuttal of the Dean's recommendation.

Step 6 – By February 1:

The VPAA shall review the Dean's recommendation, the chair's recommendation, and the Tenure Committee's vote and recommendation, and decide whether to recommend or not recommend the granting of tenure. The VPAA recommends granting or denying tenure and notifies the President and the faculty member in writing. The VPAA will also provide a written statement of his/ her action to the Dean, the department chair, and the Tenure Committee.

Step 7 – By March 1:

Upon receiving a recommendation from the VPAA, the President decides to approve or disapprove the request for tenure.

If the President approves the request for tenure, she/he shall recommend the granting of tenure to the Board of Regents, normally at the May meeting. The President then reports the action of the Board of Regents to the VPAA, the Dean, the department chair, and the faculty member.





If the President disapproves the request for tenure, she/he shall notify the VPAA, the department chair, the Tenure Committee, and the faculty member. A decision by the President to disapprove a request for tenure shall be accompanied by reasons in writing.

Since only the Board of Regents may grant tenure based upon a recommendation by the President, de facto tenure is not recognized by the University.

4.5.4 PROBATIONARY PERIODS FOR TENURE TRACK FACULTY

1. Notification of Employment

The Employment Letter furnished to a candidate for appointment to the faculty shall specify, in addition to the rank and salary, the length of the probationary period for the appointment and any special conditions pertaining to the appointment. All such conditions must be set forth in writing by the VPAA and approved by the President whenever any faculty appointment is offered.

2. Commencement Date of Probationary Period

The probationary period for a faculty member whose effective date of appointment is later than the start of the academic year but no later than the first day of the second semester will be considered as dating from the beginning of the first semester, provided that the department or division in question records in writing its prior agreement to such an arrangement. If the effective date of appointment is later than the first day of the second semester, the probationary period shall begin with the first semester of the next academic year. (The beginning of academic year appointments is August 15, and the beginning of the second semester is January 1.)

3. Term of Probationary Period for Professors

A new faculty member appointed at the rank of Professor may be given tenure from the date of appointment, or a probationary period may be set. Persons with three or more years of prior service may have a probationary period of no more than three years. The probationary period's length shall be set at the time of offer by the tenured members of the appointee's academic department, subject to agreement by the Dean, the VPAA, and the President. If a majority of the department's tenured faculty members do not favor tenure upon appointment, the determination of tenure shall be made in the regular fashion, as specified in Section 4.5.2.

4. Term of Probationary Period for Assistant and Associate Professors

For a faculty member who is eligible for tenure and whose initial appointment is at the rank of Assistant Professor or Associate Professor, the probationary period shall be no more than six academic years or 12 regular semesters, and will be established in the formal offer of employment letter from the VPAA to a faculty applicant. Included in the probationary period may be prior full-time service (up to a maximum of three years) in professorial ranks at other institutions of higher education, or prior regular full-time service (up to a maximum of three years) that the appointee may have performed in the past at the University in the rank of Instructor or above subject to approval by the President after consideration of the recommendations of the appropriate department chair and Dean. Prior full-time service as Instructor or in a comparable non-professorial rank at other institutions of higher education and prior full-time service on temporary





appointments at the University may also be included as part of the probationary period if this arrangement is agreed upon in writing at the time of the first regular appointment. The parties to such an agreement are the appointee, the academic department chair, the Dean, and the VPAA.

5. Converting from Part-Time to Full-Time Service

Whenever an untenured part-time faculty member converts from part-time to full-time service, with the rank of Assistant Professor or above, specific written understanding must be approved by the VPAA as to if and how the period of part-time service will be counted toward satisfying the probationary period for tenure.

6. Family Medical Leave During Probationary Period

If a tenure-track faculty member takes Family Medical Leave, the probationary period prior to a tenure decision may be extended for one year at the written request of the faculty member with approval of the President after consideration of the recommendations of the appropriate department chair, Dean, and VPAA.

7. Annual Performance Evaluation During Probationary Period

During the probationary period, a faculty member will be provided by the chair of the academic department with an annual, written evaluation of performance. Such annual evaluation shall be provided prior to the applicable notification deadline for reappointment, with a copy sent to the Dean and the VPAA (See Section 4.3).

8. Starting Date for Tenured Appointments

Faculty members accorded tenure normally will commence their tenured appointments in the academic year immediately following the Board of Regents' action.

4.5.5 Notification of Denial of Tenure

A faculty member at any rank who is denied tenure may be retained on the faculty until the end of the academic year following that in which there was notification of the denial, unless there are reasons (under Section 4.5.6) to the contrary.

4.5.6 Causes for Dismissal or Suspension of Tenured Faculty

The University strives to exercise great care in selecting its faculty appointees and to confer tenure upon only those faculty members who have demonstrated their merit for tenured appointment. For that reason, severe sanctions such as a dismissal proceeding involving a tenured faculty member (abrogation of tenure) or of a regular faculty member during a non-tenure track or tenure-track appointment should be an exceptional event. It is also recognized, however, that a few faculty members may, from time to time, engage in improper conduct which require severe sanctions short of dismissal. Such sanctions may include but are not limited to loss of prospective privileges for a stated period; restitution; a fine; a reduction in salary; or suspension from service for a stated period, without other prejudice. As in the case of dismissal, the imposition of severe sanctions short of dismissal should be viewed as a serious and infrequent step usually undertaken only after administrative remedies and minor sanctions have failed.





While extreme action will be required infrequently, the University must be prepared for such an eventuality, so that both the integrity of the University and the rights of the faculty member may be preserved. Toward this end, the faculty must be willing to recommend severe sanctions upon or dismissal of a colleague when necessary. By the same token, the President and the Board of Regents shall give all reasonable consideration to faculty recommendations.

Only the Board of Regents has the power to impose severe sanctions. The Regents shall exercise this power only in cases where it determines that there exists sufficient cause for such action.

A faculty member against whom the imposition of a severe sanction is to be brought or whose dismissal is to be requested must have given such cause for the action as relates directly and substantially to his/her professional capabilities or performance. It is not possible to specify all proper grounds for these drastic measures. Proper reasons for dismissal of a regular faculty member who has tenure or whose tenure-track appointment has not expired include, but are not necessarily limited to, the following:

- a) Professional incompetence or dishonesty, including but not limited to, academic dishonesty, or misuse of University property or resources;
- **b)** Substantial, manifest, or repeated failure to fulfill professional duties or responsibilities;
- c) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, including but not limited to, deliberate and grave violations of the rights and freedoms of fellow faculty members, administrators, or students.
- d) Serious violations of law which are admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities;
- e) Changes in the University's educational function through action of the Board of Regents and/or the State Regents for Higher Education, which result in the elimination of an academic unit. In such instances the University will make every reasonable effort to reassign affected faculty members to positions for which they are properly qualified before dismissal results from such elimination; *
- f) Financial Exigency; *
- **g)** Action(s) involving moral turpitude.
 - * Although not considered severe sanctions, (e) and (f) are proper reasons for dismissal of a faculty member who has tenure or whose tenure-track appointment has not expired.

Suspension of a faculty member or assignment to other duties in lieu of suspension is justified only if immediate harm to the faculty member or to others is threatened by that person's continued performance of regular duties. The faculty member may on request, and at the convenience of the department, be relieved of some professional duties if this is necessary to provide time for the preparation of a defense. Summary suspension does not remove from the University the obligation to provide due process within a reasonable period of time





following action. (The University of Oklahoma Board of Regents' Policy Manual Section 2.3.4.2)

1. Suspension of a Tenured Faculty Member

The President shall have the authority to suspend any faculty member formally accused of the causes listed above. The President shall notify the Board of Regents of the terms and conditions of the suspension. A faculty member should be suspended only if harm to the faculty or students is imminent or disruption of the educational process is threatened by the faculty member's continuance. During the suspension period, compensation for the faculty member will be continued unless, during the suspension period, the faculty member is convicted of a felony or a crime involving moral turpitude.

2. Dismissal of a Tenured Faculty Member for Cause

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

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

If this conference does not result in mutual agreement, the VPAA will submit a recommendation in writing with rationale to the faculty member and to the President. If the President concurs with the recommendations for dismissal, the President shall send written notice of pending suspension or dismissal to the faculty member and to the VPAA. The faculty member will be notified by registered mail with a return receipt requested. Every reasonable effort must be made by the President to insure that the communication is delivered to the faculty member without delay.

3. Termination for Cause or Suspension of Non-Tenured Faculty

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

4. 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 section. Disciplinary action shall begin with a conference between the tenured faculty member and the Department Chair. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be





forwarded to the appropriate Dean. If, after review, the Dean decides not to proceed with further disciplinary action, both parties should be notified in writing. If the Dean determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The Dean may determine that no further action is necessary. If however, additional action is warranted, the faculty member and the VPAA shall be notified in writing within fourteen University business days. The VPAA should arrange for a conference with the faculty member. The VPAA may then determine that no additional action is necessary. However, the VPAA should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file.

5. 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 department, or lack of need for the faculty member's service, will be given five 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 the faculty member's services, the University will make reasonable efforts to place affected members in other suitable positions.

If an appointment is terminated because of financial retrenchment or because of discontinuance of a program or department, 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.

6. Appellate Committee on Dismissal or Suspension of Tenured Faculty Members

A tenured faculty member who receives notice of suspension or pending dismissal may request and shall be afforded a hearing before the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members. Failure to make a request in writing to the President within fourteen days after receipt of notification shall constitute a waiver by such faculty member of his right to a hearing before the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members. The University shall institute an Appellate Committee on Dismissal or Suspension of Tenured Faculty Members. The Committee shall not exceed nine tenured faculty members, eight of whom shall be nominated or elected by the faculty governing body of the University and one member appointed by the President of the University. A guorum shall be five members or a majority of qualified members of the Committee. Initially, one half of the elected members shall be elected for twelve months and one half shall be elected for twenty-four months; thereafter, one half shall be elected each year. No member may serve more than two consecutive terms. At least one alternate member 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 that comes before the Appellate Committee on Dismissal or Suspension 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.

7. Appeal Procedures for Tenured Faculty

After a tenured faculty member has requested a hearing before the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief or the matter may proceed to a hearing. If the faculty member waives hearing but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal or Suspension 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.

- a. If the faculty member requests a hearing, the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members shall, with due diligence considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
- b. At hearings before the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members, faculty members and the University shall be permitted academic advisors and/or counsel. A court reporter will be retained by the University to record the proceedings. Parties will pay the cost of a copy of the transcript. The hearing shall be conducted in a closed session.
- c. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the University, regardless of position, should be excluded or excused from appearing before the Committee, if he/she is available.
- **d.** The faculty member and the University will have the right to cross examine all witnesses present. Depositions are admissible whenever a witness cannot appear.
- e. The Committee may conclude by secret ballot: 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. The Committee shall send a copy of its findings and recommendations to the affected faculty member.
- **f.** The President shall notify the affected faculty member of his/her recommendation to the Board of Regents. The faculty member shall have the





right to request that the Board of Regents review adverse findings and recommendations of the President. The request must be in writing and filed within fifteen days after the President mailed the notification to the faculty member and to the 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.

- g. 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 he/she desires a hearing of all of the evidence of the case; otherwise, the review will be a review of the record of the case. The Board of Regents has the discretion to determine whether the review will be a de novo hearing or a review of the record.
- h. Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Board of Regents, have been concluded.

4.6 POST-TENURE REVIEW POLICY

4.6.1 Purpose

Post-Tenure Review is a periodic peer-based evaluation of tenured faculty for the purpose of guiding career development and, when judged necessary, improving faculty performance. The Post-Tenure Review process is based on and extends the annual evaluation of faculty described in Section 4.3 through two processes: (1) a retrospective review of faculty performance in teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach, and non-teaching or administrative duties, if appropriate, over the five years preceding the review, and (2) a formative evaluation for future professional growth.

Post-Tenure Review provides a formal opportunity for self-assessment and discussion with peers about professional development. For those faculty whose performance is judged to be below expectations, the evaluation shall lead to the formulation of a professional development plan, the purpose of which is to assist the faculty member to raise his/her level of performance to meet or exceed the expectations for tenured faculty.

Post-Tenure Review is mandatory for all tenured faculty who are reviewed under Section 4.3 unless they have signed an agreement to retire within the two years following the year of the scheduled review or have entered into a formal phased retirement agreement with the University.

Faculty whose primary responsibilities are administrative and whose teaching load is less than 50 percent are exempt from the Post-Tenure review process. Faculty returning to full-time academic faculty status from an administrative position will be subject to the Post-Tenure review policy in the fifth year after returning to full-time academic faculty status unless the faculty member is progression to promotion in rank.

Bearing in mind the value and importance of academic freedom and procedural due process to the well-being and success of the academic community, the University acknowledges and supports in principle the policies and procedures set forth in the AAUP's Standards for Good Practice in Post-Tenure Review. Post-Tenure Review is not a reevaluation of a faculty member's tenure status, nor is it intended as means to effect programmatic change. The Post-Tenure Review process will be carried out in a manner that is consistent with the University's policies on academic freedom and responsibility (Sections 5.1 and 5.3) and faculty evaluation (Section 4.3). Post-Tenure Review will be





based on the criteria for annual evaluation established by the faculty of the department and approved by the administration.

4.6.2 Timing of Post-Tenure Review

1. Schedule

Post-Tenure Reviews shall be initiated by the department chair immediately following the completion of the annual faculty evaluation process and shall proceed according to the following schedule.

By March 20: The faculty member shall submit to the Post-Tenure Review Committee the Post-Tenure Review dossier (4.6.4).

By April 15: The Post-Tenure Review Committee shall have reviewed the faculty member's dossier and met with the faculty member to discuss the faculty member's performance. The results of the review along with any recommendations for action shall be conveyed in writing to the Dean, the VPAA, and the faculty member. If the faculty member disagrees with the assessment or recommendation of the Committee, he/she shall have ten working days to submit a rebuttal to the Dean and to the VPAA.

2. Normal Review

Each faculty member shall undergo Post-Tenure Review in the fifth year after the year in which the faculty member is awarded tenure or promotion, whichever is later, and every fifth year thereafter. Annually, the office of the VPAA will identify those faculty members to undergo a normal Post-Tenure Review and establish and publish a time schedule for completing the required steps in the Post-Tenure Review process.

3. Early Review

A Post-Tenure Review shall be initiated earlier than the normal review cycle under the following circumstances:

- If the composite or overall rating of a tenured faculty member's performance a. on the annual evaluation is below expectations (2 or less on a 1-5 scale) for two consecutive years, an early Post-Tenure Review will be initiated immediately as an extension of the annual evaluation. Candidates for early Post-Tenure Review will be identified by the Post-Tenure Review Committee as part of the annual faculty evaluation process and reported to the Dean. However, the Post-Tenure Review Committee may request from the Dean permission to postpone initiation of an early review for one year if, in its opinion. the early review is not justified due to circumstances that the Post-Tenure Review Committee enumerates in its request to the Dean. With the approval of the Dean, the initiation of an early review shall be postponed one year. If the review is postponed and the faculty member is judged to have performed to expectations in this third year, no early review will be required. If performance continues below expectations, the early review will be conducted immediately following the third year annual evaluation.
- **b.** A tenured faculty member may request an early review for the purpose of professional development. Such reviews are not subject to the mandatory professional development plan (Section 4.6.7).



4.6.3 Post-Tenure Review Committee

The review will be conducted by a Post-Tenure Review Committee composed of four tenured faculty members of the department of equivalent or higher rank as the faculty member undergoing review and the chair of the department with primary responsibility for evaluation of the faculty member, unless another arrangement has been approved in writing by the Dean and the VPAA. In the case that a department has more than four eligible tenured members of equivalent or higher rank, members of the Post-Tenure Review committee will be selected by the Dean in consultation with the faculty member and the eligible tenured members of the department of equivalent or higher rank. In the case that a department has fewer than four tenured members of equivalent or higher rank, additional members will be selected by the Dean in consultation with the faculty member and the eligible tenured members of the department of equivalent or higher rank. In the case of a joint appointment, the second department will be given an opportunity to provide input. In other exceptional cases, as determined by the VPAA, a senior faculty member outside the department but within the school shall be added to the Post-Tenure Review Committee, such member being chosen by the tenured faculty member under review from a list of three candidates selected by the VPAA. The results of the review will be forwarded simultaneously to the Dean and the VPAA. All recommendations for actions must be forwarded to the Dean for approval.

4.6.4 Components of the Review

Post-Tenure Review dossiers shall consist of the following elements:

- 1. Annual evaluations and mini-vitae for the previous five years. The annual evaluations and the accompanying mini-vitae from the five years previous to the review will constitute the primary sources of information about the faculty member's performance. The Post-Tenure Review will take into account the numerical evaluations (on a scale of 1 5) for effective classroom teaching or librarianship; research and creative/scholarly activity; and professional and University service and public outreach; non-teaching or administrative duties if applicable; and the composite evaluation reflecting the relative weights of the four categories.
- 2. A self-appraisal by the faculty member being reviewed. A written statement prepared by the faculty member will constitute a central element of the Post-Tenure Review dossier. This statement is intended to serve two purposes: provide a formal opportunity for the faculty member to reflect on his/her professional career and contributions to the University; and serve as a source of information to the Post-Tenure Review Committee to assist in helping the faculty member to develop professionally. In this statement, the faculty member should describe his/her past contributions to the department(s) to which he/she is appointed and to the University, assess the current state and direction of his/her career, and discuss what he/she has planned professionally for the next five years. This self-appraisal should include an evaluation of his/her past performance in the areas of teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach, and non-teaching or administrative duties, if applicable; a statement of professional goals for the next five vears: and an explicit discussion of how achieving those goals will advance his/her professional career and contribute to achieving the goals of the department(s) to which he/she is appointed and the University as a whole. This document is not intended to be a contract but only a source of information to the Post-Tenure Review Committee to assist it in helping the faculty member to develop professionally.





- 3. The faculty member's current complete curriculum vitae.
- **4.** Sabbatical leave reports. The report of activities and accomplishments of any sabbatical or other leaves that occurred during the interval being reviewed should also be included.
- **5.** Post-Tenure Review Evaluations. A copy of the evaluations by the Post-Tenure Review Committee from the faculty member's previous Post-Tenure Review(s), if any.
- **6.** Final Reports. A copy of previous professional development plans, if any.

In the course of the review, the faculty member shall have the opportunity to meet with the Post-Tenure Review Committee to discuss these documents and offer additional input.

4.6.5 Performance Expectations

Faculty members are expected to perform in all applicable categories of the annual evaluation and achieve a composite evaluation of higher than 2 on a criterion-referenced scale of 1-5. The criteria should be specified in the approved evaluation criteria of the department(s) to which the faculty member is appointed. As required under Section 4.3, academic departments should communicate carefully and clearly to their faculty the specific criteria for evaluation that are used for the basis of the annual evaluation.

When and only when a faculty member's five-year average composite evaluation is 2 or lower the faculty member shall be required to develop and participate in a professional development plan as described in Section 4.6.7.

4.6.6 Feedback

All faculty members undergoing Post-Tenure Review will be provided with written and verbal feedback about how they are developing as professionals and how the Post-Tenure Review Committee evaluates the professional goals of the faculty member in relation to the goals and mission of the department and the University. Within thirty days of receiving the faculty member's dossier, the Post-Tenure Review Committee will provide the faculty member with a written evaluation of his/her past performance, current status, and future professional goals.

4.6.7 Professional Development Plan

A professional development plan is intended to assist a faculty member whose performance is not meeting expectations to bring his/her performance up to the expected level. Participation in a professional development plan is mandatory for faculty members who, during Post-Tenure Review, are found not to meet the expectations for faculty performance, as described in Section 4.6.5. Other faculty members may request, from the Post-Tenure Review Committee, permission to participate in a professional development plan on a voluntary basis to assist in their professional development. Voluntary professional development plans are not subject to the sanctions described in Section 4.6.8 and shall not alter the cycles of the normal and/or early review or otherwise affect those processes.

1. Process

The professional development plan shall be prepared cooperatively between the faculty member and the Post-Tenure Review Committee.

By May 1: The faculty member shall meet with the Post-Tenure Review Committee





to discuss the results of the review and identify areas that should be addressed in the Professional Development Plan.

By September 1: The faculty member shall prepare a draft of the plan and submit it to the Post-Tenure Review Committee.

By September 15: The Post-Tenure Review Committee must prepare a final plan in negotiation with the faculty member and submit it to the Dean for approval. Should the faculty member disagree with the final plan prepared by the Post-Tenure Review Committee, he/she may write submit a written appeal to the Dean along with the plan, setting forth the reasons disagreement.

By October 1: The Dean must notify the faculty member and the Post-Tenure Review Committee, in writing, as to whether or not the final plan is approved. If the plan is not approved, the faculty member and the Post-Tenure Review Committee must be notified in writing of the reasons for the non-approval and the process described above shall be repeated until approval is obtained. Approval must be obtained by **November 1**

Following approval of the plan, the Post-Tenure Review Committee must meet with the faculty member and explain both the contents of the plan, including the expected time-line, and the consequences to the faculty member of failure to attain the goals of the plan. Reasonable University resources to support implementation of professional development plans will be provided by the VPAA and the Dean. A faculty member shall have the two full annual evaluation cycles following the date the plan is approved to accomplish the goals of the plan and to bring his/her performance up to expected standards.

2. Content of the Plan

The professional development plan shall include the following components:

- **a.** Goals and expectations.
- **b.** Proposed activities.
- **c.** A time-line for the plan.
- **d.** Resources that will be made available to the faculty member to assist with completion of the plan.
- **e.** An explanation of the consequences of failure to attain the goals of the plan. (This provision is not applicable for a voluntary professional development plan.)
- **f.** Signatures of the faculty member, the Post-Tenure Review Committee members, and the Dean, verifying an understanding of the plan.

3. Monitoring, Follow-up, and Final Report

Formal written evaluation of the faculty member's progress towards meeting the goals of the professional development plan will take place as part of the annual evaluations of the faculty member following the implementation of the plan. Since less than a year will have elapsed





between the implementation of the plan and the next annual faculty evaluation, that evaluation and the subsequent annual evaluation shall be used by the Post-Tenure Review Committee as opportunities to provide written feedback to the faculty member on his/her progress in meeting the goals of the plan. The final assessment of the faculty member's progress in meeting the goals of the plan shall occur during the third annual faculty evaluation after implementation of the plan. Following this third annual evaluation, a written report will be issued by the Post-Tenure Review Committee to the faculty member, with copies to the Dean explaining the outcome of the plan.

Failure of the faculty member to meet the goals specified in the plan and to bring his/her performance up to the level expected may lead to the recommendation for dismissal of the tenured faculty member, as defined in Section 4.5.6. The results of the professional development plan, including, without limitation, the final report, shall be relevant evidence in such a proceeding. In the proceeding, the University retains the burden of persuasion to show cause, as defined by the Faculty Handbook, provided nothing in this policy shall be construed to limit or restrict the University's authority to undertake the dismissal or suspension of a tenured faculty member as set forth in Section 4.5.6.

Alternative actions may be negotiated and implemented with approval of the Dean and the VPAA and may include, but are not limited to:

- a) resignation
- **b)** retirement.

4.6.8 Review of the Post-Tenure Review Policy and Procedures

The above Post-Tenure Review policy will be jointly reviewed by the Faculty Senate and administration at least every five years with respect to its effectiveness in supporting faculty development and redressing problems of faculty performance, the time and cost of the effort required, and the degree to which in practice it has been effectively cordoned off from disciplinary procedures and sanctions.

4.7 PERSONNEL RECORDS

An official personnel file will be maintained for all faculty members in the Human Resources Office and the appropriate Academic Dean's office. No other personnel files will be kept. The purpose of the file is to provide documentation supporting actions involving the faculty member. Personnel files shall not ordinarily contain political, social, or personal information without the permission of the faculty member. The faculty member may request to add or delete material from his/her file. If this request is denied, the proper grievance procedure may be followed (See Appendix G). Control of the personnel files will remain with the Human Resources Office or the appropriate Dean's office and access to the files will be supervised by personnel staff or the Dean's staff. Files may not be removed from the Human Resources Office or the Dean's office without written permission of the President. The personnel file will include, but not be limited to, the following:

4.7.1 Human Resources Office

- 1. Vita providing information relating to the faculty member's academic and professional credentials and accomplishments. It is the responsibility of the faculty member to insure that accurate and official documents are provided for the file.
- 2. Personnel information including a Statement of Appointment Status that is updated by the Dean following any change of appointment status and which must be signed by





the faculty member to verify that the faculty member has been officially notified of the change.

3. All personnel actions requiring the Board of Regents' approval.

4.7.2 Academic Dean's Office

- 1. Detailed evidence of academic and professional credentials will be maintained in the appropriate school's Academic Dean's office.
- 2. Summary copies of ratings and evaluations of the faculty member made by students and/or supervisors and the formal recommendations made by committees to the department chair or higher authorities concerning any personnel action. Copies will be maintained of all non-reappointment notices, reappointment notices, promotion actions, and tenure actions.

4.7.3 Access to Personnel Files

Personnel files are available only to the individual faculty member, any appropriate appeals committee in order to accomplish its duties, and those personnel who have a "need to know" in the performance of their official duties as determined by the VPAA. The President, the Board of Regents, and their staffs shall also have access to these files.

The faculty member may authorize, by written statement to the VPAA, access to the file by a person not indicated in this section. In addition, the University may permit access to personnel records to comply with lawful requests of federal or state agencies or in legal proceedings. The University shall comply with all applicable privacy laws, including the Oklahoma Open Records Act, 51 O.S. § 24A.7, and 74 O.S. § 840-2.11.

4.8 DETERMINATION OF SALARIES

4.8.1 Faculty Salary

1. Initial Salary

A faculty member's initial salary is based upon various factors including, but not limited to, (1) the applicant's educational preparation and professional experience, (2) the proposed assignment, and (3) market conditions. The University strives to maintain faculty salaries at levels that attract well-qualified applicants.

2. Salary Increases

a. Professional Accomplishments

Merit salary increases are given in recognition of the faculty member's development and professional accomplishments as determined by the faculty appraisal system.

b. Salary Increase on Promotion

A promotion in rank may be accompanied by a salary increase of a fixed amount. The amount, determined by the administration and subject to the





approval of the Board of Regents, is to be reviewed periodically and changed if conditions warrant. If because of financial constraints the University is unable to grant the salary increase at the time a faculty member is promoted in rank, the individual's salary shall be increased as soon as is feasible.

c. Salary Increase on Receipt of Doctorate

Completion of a doctorate may be accompanied by a salary increase of a fixed amount. Such salary increases may not be effective prior to the effective date of the next academic year contract unless the current contract includes a contingency clause authorizing the specific amount of the increase. The amount, determined by the administration and subject to the approval of the Board of Regents, is to be reviewed periodically and changed if conditions warrant. If because of financial constraints the University is unable to grant the salary increase at the time a faculty member completes a doctorate, the individual's salary shall be increased as soon as is feasible.

4.8.2 Department Chair and Dean Salary

The total salary for department chairs and Deans is composed of two elements: (1) a faculty salary and (2) added compensation for duties of the office. The faculty salary is determined by consideration of factors stated above. The amount of added compensation is determined by the administration. The amount for each element is to be stated in the notice of appointment or reappointment.

4.9 SEVERANCE

Several reasons can exist for the University or the individual faculty member to sever their professional relationship. Actions and behavioral occurrences in current or previous appointment years may be considered in personnel decisions where a pattern of unacceptable deviation becomes apparent to concerned administrators. The various types of severance are defined, and the policies and procedures related to each category are given.

4.9.1 Resignation

A faculty member who proposes to resign shall notify the department chair in writing as early as possible. Once a faculty member's resignation is accepted and approved, it is the faculty member's responsibility to follow the appropriate check-out procedure. Forms detailing this procedure are available from the Business Office and must be completed and filed in order for final salary payment to be made.

4.9.2 Dismissal

Dismissal is a severance action by which the University terminates the appointment of any faculty member before the end of the period of appointment. The appointment of a faculty member may be terminated for one or more of the following reasons:

- a. Financial exigency,
- **b.** Discontinuance of, or a change in, the educational program or department, or
- **c.** Reasonable cause as defined for tenured faculty members in Section 4.5.6.



4.9.3 Financial Exigency

Termination of a faculty member for financial exigency shall occur only when the University is in a state of financial crisis brought about by an Education and General part 1 budget allocation to the University that would (1) necessitate the elimination or reduction of existing instructional programs; (2) necessitate the termination of employment or reduction in compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or (3) seriously erode the quality of any existing program. Any termination of employment as a result of financial exigency shall adhere to the provisions of Section 4.9.4.

4.9.4 Discontinuation of or a Change in the Educational Program or Department

Termination of a faculty member because of a discontinuance of, reduction in, or change in the educational program or department means that the faculty member's appointment is terminated and the faculty member dismissed only because of the change in the educational program or department and for no other reason.

Any change in an educational program or department that would result in severance of faculty must have been subjected to proper review procedures as required of other changes in educational programs or departments. After the decision has been made by the University's administration to discontinue or change the educational program or department to the extent that fewer faculty members are needed in a degree program, academic department, or a major element thereof, the department chair will convene the department/school personnel committee to make recommendations. If the department/school personnel committee cannot make an appropriate recommendation, it may decline to make any recommendation at all.

The recommendations (if any) of the department/school personnel committee, together with the rationales, are forwarded to the department chair.

The department chair will submit a recommendation with rationale and the recommendations of the department/school personnel committee to the Dean.

The Dean will submit a recommendation with rationale and the recommendation of the department chair and the department/school personnel committee to the VPAA.

The VPAA shall review and consider the recommendations for dismissal and may seek such further advice and counsel as he shall deem appropriate. If the VPAA decides to recommend the termination of any appointments, he shall notify each affected faculty member in writing of the decision. The letter shall be sent by certified mail and shall inform the faculty member of the provisions for formal review of the decision and shall state that the faculty member may provide to the VPAA a written statement that the adequacy of the process through which the decision was made will be examined through the grievance procedure within twenty days of the receipt of the letter. The date of notification of intent to grieve becomes the initiation date of the grievance.

A recommendation to the President derived from the grievance procedure shall be advisory only, and the President shall make all final decisions regarding recommendations for termination to the Board of Regents. The following guidelines shall be followed for termination of employment due to the discontinuance of or change in an educational program or department.





- **a.** Untenured faculty should be terminated before tenured faculty,
- **b.** Academic rank should be respected,
- **c.** Seniority within academic rank should be respected, and
- **d.** Equal opportunity guidelines should be observed.

Tenure, academic rank, and seniority shall be considered within academic departments or major elements thereof.

In those instances where termination is recommended, the terminated faculty member will be given a statement of information upon which the decision was based. The written notice of termination given to the faculty member shall state the effective date of termination. Efforts should be made to give as much advance notice as possible, consistent with the decision to change or delete the program or department. Employment in some other part of the University should be offered whenever reasonably possible.

In the absence of unusual circumstances, in any case of termination of tenured faculty because of a discontinuance of or change in an educational program or department, the position of the terminated faculty member may not be filled for a period of two years unless and until the released faculty member has been offered reinstatement and a reasonable period of time (usually 30 days) to accept it. (See Section 4.5.6.5.)









SECTION 5

FACULTY RIGHTS AND RESPONSIBILITIES

5.1 PROFESSIONAL ETHICS

In accepting a position with Cameron University, each faculty member obligates himself/herself to preserve and promote the good of the University; to support its ideals, policies, and regulations; and to adhere to its policies, regulations, and procedures as well as those of the Board of Regents. Responsible criticism of University policies and procedures, however, has a place in faculty meetings, in discussions with administrative officers of the University, and in other appropriate places where it will serve a constructive purpose.

Cameron University endorses the following statement on professional ethics. Adopted by the American Association of University Professors in 1966 and updated in 1987, it expresses well the ethical obligations of faculty members to their profession and their colleagues.

The Statement

- 1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- 2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- 3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- 4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of





- their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- 5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

5.2 POLICIES CONCERNING DISCRIMINATION

- 1. It is the policy of Cameron University not to discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.
- 2. Cameron University is committed to providing an environment of study and work free from all forms of gender-based harassment, exploitation, or intimidation and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender-based discrimination. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and criminal penalties. This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the University community are subject to other University policies. Cameron University employees have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct in employment relations.
- 3. Refer to Section 10 Federal Compliance Policies in the Employee Handbook for a complete description of university policies on sexual harassment, sexual assault, racial and ethnic harassment, discrimination, disabilities, and substance abuse. For cases involving gender-based misconduct involving students, refer to the Cameron University Gender-Based Misconduct Policy for Students.

5.3 TEACHING RESPONSIBILITIES

A faculty member is expected to meet his/her classes at all scheduled times and in scheduled places, to be prompt in beginning and dismissing his/her classes, and to administer final exams only at the appointed hours. In the event that a faculty member finds it necessary to be absent from a scheduled class meeting, he/she has a responsibility to make arrangements for the class and to notify his/her department chair so that arrangements relating to his/her absence can be made. A student is ultimately responsible for meeting the learning objectives of each course in which he/she is officially enrolled. However, a faculty member must define and quantify attendance standards, procedures for verifying unavoidable absences, and methods of dealing with missed assignments and examinations in his/her course syllabus. Unavoidable absences as a result of personal illness, the death of an immediate family member, military service, University athletic and academic commitments, and courtimposed legal obligations are inevitabilities of life and should be judiciously considered when developing course attendance policies.

A faculty member is expected to adhere to all written Cameron University policies and regulations, as well as those of the Board of Regents.





5.4 ADVISEMENT

Academic advisement of students is an important function of faculty members at Cameron University. The faculty member interprets University policies and regulations applicable to students and should be familiar with his/her department's courses and the General Education requirements as well as courses of study in other departments. The University will provide all faculty members with copies of Cameron University regulations, policies, and departmental recommendations concerning individual courses.

5.5 FACULTY AVAILABILITY

A faculty member's responsibilities to students and to his/her own professional growth require that he/she devote an appropriate number of hours to his/her profession. It is deemed necessary that each faculty member be available to students in his/her office at regularly scheduled hours each week. These office hours should be prominently advertised (to include posting on the exterior office door of each faculty member) and should be kept by each faculty member as faithfully as he/she meets his/her classes. The number of required office hours per week will be determined within each departmental unit by the department chair in consultation with faculty. In scheduling these hours, a faculty member shall give serious consideration to student convenience.

5.6 ASSIGNMENT POLICY

Faculty assignments include four general components: (a) teaching, (b) research and creative/scholarly activity; (c) and professional and University service and public outreach, and (d) performance of non-teaching/administrative duties/assignments, if applicable. The portion of the total assignment allocated to each component may vary significantly among the faculty of a department or school; however, Deans and department chairs are charged with the responsibility for establishing equitable total assignments. Assignments are based on the following guidelines:

- 1. A full-time faculty member should generally carry a teaching load of twenty-four hours per academic year. A uniform distribution of load between the fall and spring semesters is typical but other load distributions are allowable. An individual faculty member may make requests for an alternative load distribution to the Chair. Any alternative load distribution must be approved by the Chair and Dean.
- 2. At the discretion of the chair in consultation with the Dean, a full-time non-tenure track regular faculty member may carry a teaching load of fifteen hours per regular semester.
- **3.** Graduate courses shall have a teaching load computed at a ratio of three graduate load hours as equivalent to four undergraduate load hours.
- **4.** Faculty members teaching twelve or more undergraduate hours may be allowed to teach one overload class per semester.
- 5. Faculty members may accept an additional overload assignment of up to three load hours per semester_for either research and creative/scholarly activity; and professional and University service and public outreach. Off-campus Educational Outreach courses may be considered service assignments when taught as overload assignments.
- 6. Department chairs will be allowed to teach one overload class per year with the permission of the appropriate Dean. Department chairs are allowed to accept one additional overload





assignment per year for research and creative/scholarly activity; and professional and University service and public outreach.

5.7 APPOINTMENTS AND SALARIES

1. Regular Term. Regular full-time teaching faculty appointments shall be for a period of service of nine months. (See also Section 4.1.) Holidays include those days designated by the President. All other leaves must be officially approved by the department chair and Dean.

Compensation for a faculty member shall be a salary as stipulated in his/her annual appointment by the Board of Regents and applicable fringe benefits as approved by the Board of Regents. Salaries for Regular Faculty appointments shall be paid in twelve equal installments on the last day of the month starting with the month services were performed.

2. Salary Recommendations. The salary for an individual faculty member shall be recommended by his/her department chair to the Dean. The department chair shall consult with the faculty member and apprise him/her of the salary to be recommended and the basis for such recommendation. Salary recommendations shall be made consistent with the faculty member's annual evaluation. The basis for the department chair's recommendation shall include consideration of "Cost of Living Adjustment" (COLA), any directed University-wide salary increase, adjustments for purposes of equity, and any merit raise. The faculty member may reply in writing to the department chair concerning the salary recommendation. This response, along with the department chair's recommendation, shall be forwarded to the Dean. After considering the department chair's recommendation and any response from the faculty member, the Dean will make a recommendation concerning the faculty member's salary.

Compensation of an individual faculty member may be lowered only as a result of (1) a change of assignment or (2) financial emergency on the part of the University when, to solve the emergency, the University adjusts compensation of employees. Reduction in compensation under these conditions may not be grieved or appealed and is not to be construed as a sanction or severe sanction.

- 3. Summer Term. Regular faculty appointments for the summer term shall be for a period of service not exceeding nine weeks. Faculty service shall commence no more than two working days before the first day of summer classes and end no later than two working days following the last day of classes. (See also Section 4.1.6.)
- **4. Overload Compensation.** Faculty shall be paid overload compensation at a predetermined rate for teaching a class above a full teaching load. Overload compensation may not be paid for a portion of a class.

Acceptance of overload is at the faculty member's discretion.

5.8 PROFESSIONAL DEVELOPMENT

A faculty member at Cameron University is expected to remain active professionally by being involved, on a continuing basis, in professional growth and development activities. Professional growth and development activities include, but are not limited to:

- 1. Scholarship (as defined in Section 5.9).
- 2. Attendance and/or participation at professional meetings.





- 3. Activities designed to improve professional competence.
- 4. Participation in seminars and similar activities.
- 5. Participation in Cameron University in-service development sessions.

Time for these activities is provided by the University to enable faculty members to discharge their other responsibilities.

Special leaves for professional growth and development activities may be granted by the VPAA with approval of the President.

6. Sabbatical Leave

a. Purpose

Sabbatical leaves of absence are among the most important means by which an institution's academic program is strengthened, a faculty member's teaching effectiveness enhanced, and scholarly usefulness enlarged. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and training.

However, a faculty member does not automatically earn a sabbatical leave. Instead, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's ability to contribute to the objectives of the University. There should be a clear indication that the improvements sought during a sabbatical will benefit the work of the faculty member, department, school, and the University. Only sabbatical leave proposals that meet this criterion will be accepted and approved by the University. Sabbatical leaves are supported as an investment in the future of the faculty member and the future of the faculty member's students at the University.

The purposes for which a sabbatical leave may be granted may include:

- **1.** Research on significant problems and issues.
- 2. Important creative or descriptive work in any means of expression; for example, writing or painting.
- **3.** Postdoctoral study at another institution to update teaching skills.
- **4.** Other projects satisfactory to the University.

It should be demonstrated that such work cannot occur as effectively during the regular work schedule of the faculty member.

Normally the University will not grant a sabbatical for the purpose of pursuing work on the terminal degree in the faculty member's academic field.

Adherence to the plan submitted by the faculty member is expected. Within two months of returning from leave, the faculty member shall submit to the VPAA, through the department





chair and the Dean, a report of activities undertaken, which will be used in evaluating future applications for sabbatical leaves.

A faculty member who is on sabbatical leave shall not be penalized on matters of salary consideration. The report on the sabbatical will be used in consideration for merit raises in subsequent years.

b. Eligibility

- To qualify for a full sabbatical leave, a faculty member must have been employed at Cameron University as a full-time faculty member for twelve regular academic semesters.
- 2. To qualify for a proportional sabbatical leave with proportional remuneration, a faculty member must have been employed at Cameron University as a full-time faculty member for at least four regular academic semesters.
- After having been granted a sabbatical leave, a faculty member shall become eligible for an additional sabbatical leave by again meeting the qualification standards listed above. The counting of semesters of full-time employment to qualify for an additional sabbatical leave shall begin with the first regular academic semester that the faculty member is employed at Cameron University as a full-time faculty member following the completion of the earlier sabbatical leave.

c. Full Sabbatical Leave Plans

There are three full sabbatical leave plans open to all eligible faculty members:

- 1. Two regular academic semesters at one-half salary.
- **2.** One regular academic semester at full salary.
- 3. A summer academic session at 15 percent of the previous academic year's salary.

A faculty member or administrator shall make formal application for a sabbatical leave which includes the reasons for requesting the sabbatical leave, the activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. The application should be submitted to the VPAA through the appropriate department chair and dean with each party making a recommendation for approving or disapproving the request. The application and all recommendations must be received by the VPAA before February 1 of the academic year prior to the requested sabbatical leave.

The VPAA will forward a recommendation to the President by February 15. Upon receiving a recommendation from the VPAA, the President decides either to approve or disapprove the request. If approved, the recommendation is forwarded to the Board of Regents, normally at the March meeting. The President informs the VPAA of the decision. In turn, the VPAA notifies the Dean, the department chair, and the faculty member in writing.



d. Salary

The academic year salary for the proposed period of sabbatical leave is to be determined as if the faculty member were not going on leave, and the sabbatical leave salary is to be based thereon.

- 1. When the faculty member having received a sabbatical leave returns to Cameron University as a full-time faculty member, his/her academic year appointment salary shall be at least equal to the amount that would have been received during the sabbatical leave, plus normal raises and fringe benefits granted to faculty members of comparable qualifications, rank, assignments, and seniority.
- **2.** Merit raises may be considered in determining these salaries.

e. Obligations

- 1. Sabbatical leave obligates the recipient to follow a program consistent with the purposes and conditions for which the sabbatical leave is granted.
- 2. Acceptance of a sabbatical leave from Cameron University by a faculty member entails an obligation by the faculty member to serve the University for at least four regular academic semesters following the completion of the sabbatical leave. If the faculty member fails to fulfill this obligation, he/she must repay the University the proportionate fraction of salary and benefits received while on sabbatical leave. This is a legally enforceable obligation.
- Application for a sabbatical leave must be initiated by the faculty member. Approval requires a positive recommendation by the department chair, the Dean, the VPAA, and the President and authorization by the Board of Regents. An application consists of (1) a statement of purposes, (2) a program of activities including a schedule when appropriate, and (3) any documentation deemed necessary by the University to establish the feasibility of the program of activities.

7. Leaves of Absence Without Pay for Professional Growth and Development

A faculty member may receive a leave of absence without pay for professional growth and development upon recommendation of his/her department chair and Dean, and approval by the VPAA, the President, and the Board of Regents. Leaves of absence without pay for professional development are normally granted for periods of up to one year. Extensions of such leaves may be granted by the President if circumstances warrant.

The extent to which years spent on leaves of absence without pay for professional growth and development will count as years of service relative to promotion, tenure, and salary will be determined by mutual agreement between the faculty member and the VPAA prior to evaluation of the faculty member for such personnel actions. Written statements of such agreements are issued by the VPAA and maintained in the faculty member's personnel file.



8. Other Leaves With Pay

a. Annual Leave. Twelve-month faculty members will earn annual leave at the rate of one and two-thirds days per month (20 days per year) and may accrue up to forty days of annual leave. All employees are encouraged to take annual leave and may not accrue more than forty days of annual leave.

Annual leave is scheduled at the convenience of the University as determined by the faculty member's supervisor. Processing of annual leave transactions shall be made on forms provided by the Business Office. Annual leave may not be taken in advance of its accumulation.

Annual leave shall accrue from the date of employment and shall continue to accrue during any period of leave of absence with pay. Upon termination of employment under satisfactory conditions, an employee will be paid for unused annual leave at the earliest regular pay period following termination. Such payment will be based on the employee's rate of pay at the time of termination. It will not include credit for University holidays falling within the terminal pay period.

- **b. Emergency Leave**. A paid leave of up to four consecutive working days for personal emergencies may be granted by a faculty member's supervisor with the concurrence of the Dean and the VPAA.
- c. Military Leave. Cameron University supports the reserve components of the national defense agencies and the men and women who serve in them. To this end, Cameron University employees who are members of the National Guard or military reserve shall be granted up to twenty calendar days of military leave for active service during any military fiscal year with pay and without any loss of status or efficiency rating. Cameron shall comply with all state and federal law regarding military leave and pay.
- d. Sick Leave. The faculty and administration of Cameron University are committed to providing quality educational experiences to the students who attend the University. The University pledges to provide competent and motivated faculty to guide and instruct each course. From time to time, faculty members will be unable to attend class due to personal illness or temporary disability of the faculty member or a member of the immediate family (refer to the Employee Handbook Section 9.3). The employee or his/her representative must provide timely notification to the supervisor upon return to work and must report sick leave on the appropriate forms. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, Cameron University has instituted a flexible sick leave policy which incorporates the following guidelines:
 - 1. Full-time faculty shall accrue sick leave at the rate of one and one-half days per month during any employment period until a maximum of one hundred eighty days shall have been accrued.
 - During illnesses of short duration, generally not exceeding two consecutively scheduled class meetings, classes of the affected faculty member may be dismissed.
 - 3. During illnesses of longer duration, but those that still are temporary in nature, the teaching and other essential duties of a faculty member may be performed





by his/her qualified colleagues who agree to do so, with no reduction in pay for the ill faculty member other than a reduction in sick leave balance and no increase in compensation for those who assume additional duties. This situation shall continue until the department chair or substituting faculty shall conclude it is no longer appropriate.

- 4. If the illness is projected to be of such duration as to require the designation of another person or persons to perform the teaching or other essential duties of a faculty member, the department chair shall formulate and present to the Dean a recommendation for assignment of such duties to existing faculty as overload, or the appointment of adjunct faculty to perform them. The Dean shall consider the recommendation and forward it with any supplemental or contrary recommendation to the VPAA, who shall make a final judgment on the matter. During such period, overload or adjunct compensation shall be paid to the substituting faculty according to the approved plan.
- 5. Sick leave benefits shall be paid at the faculty member's current rate of pay and shall be administered in a non-discriminatory manner. While a maximum of one hundred eighty days may be accrued and available for use, a lesser amount may be used if the faculty member qualifies for long-term disability. Medical certificates may be required from the faculty member in connection with this sick leave policy. Any reciprocity among state institutions required by Oklahoma law shall be allowed.
- e. Special Leave. Any faculty member who is called to serve as a juror or who is subpoenaed as a witness in a proceeding in which he or she is not a party shall be granted leave with pay to attend such proceedings. Any fee paid by the court in connection with the appearance may be retained by the employee. This provision shall not apply to faculty members who are parties to litigation, unless as a result of their employment. This provision shall not apply to faculty who are testifying as expert witnesses. In such instances, faculty are required to take paid leave or, with the approval of the President, leave without pay.

9. Other Leaves

Faculty may request adjustment of their status with the University or short-term leaves of no more than four consecutive working days to manage personal affairs by presenting an application to their department chair for consideration. Included in this category of leave are absences relating to service commitments such as volunteer work, participation in non-profit events, and other absences as recommended by the department chair. The department chair will evaluate the request and give particular attention to the staffing requirements of the department including the disposition of classes and other duties before making a recommendation to the Dean. The Dean will evaluate the application and the department chair's recommendation and submit a recommendation to the VPAA addressing the best interests of the department, the school, any affected students, and the faculty member. The VPAA will make a final recommendation on the application to the President. Salary compensation will be adjusted for such leaves or adjustments to status exceeding four consecutive working days and may be adjusted for leaves of lesser duration if the leave results in additional expense to the University.





Family and Medical Leave: Eligible employees may take unpaid family and medical leave in accordance with the Family and Medical Leave Act of 1993, and applicable state law and University policy.

5.9 SUPPORT FOR SCHOLARSHIP AND INSTRUCTIONAL INNOVATION

The University recognizes research and creative/scholarly activities to include the discovery of knowledge, the integration of previously discrete but established facts and concepts, new applications of knowledge, and the scholarship of teaching. The view of the University is that acquisition of knowledge occurs as a result of research, synthesis, practice, and the analysis of teaching and that the University's institutional mission requires all of those facets of scholarship to be supported and rewarded.

- 1. The Cameron Research and Innovative Instructional Grant Fund; supports research and creative/scholarly activities consistent with the University's mission.
 - a. Cameron Research funding supports projects undertaken by faculty, staff, and faculty-sponsored students to enhance the acquisition of knowledge through research (scholarship of discovery), synthesis (scholarship of integration), practice (scholarship of application), or the analysis of pedagogy (scholarship of teaching). Proposals requesting support for no more than \$500 are reviewed and approved by the Chair of the Cameron University Research Committee and the Director of Academic Research Vice President for Academic Affairs. A recommendation from the Research Committee is also required for consideration of grant requests in larger amounts.

Primary consideration will be given to those projects in an academic discipline or program or in conjunction with institutional research and development. Normal academic requirements for a course or a degree will not be funded. Ordinarily, funds will not be approved for travel to professional meetings or to support typing research papers.

b. Innovative Instructional Grants funding supports efforts by faculty members to improve classroom and laboratory instruction and instructional support services. Proposals requesting support for no more than \$500 are approved by the approved by the Chair of the Cameron University Teaching and Learning Committee and the Director of Academic Research Vice President for Academic Affairs. A recommendation from the Teaching and Learning Committee is also required for consideration of grant requests in larger amounts.

Proposals may include equipment purchases and requests for travel, as long as the equipment or travel will directly contribute to the innovative aspects of the project. Standard school/department equipment purchases or faculty development travel, including travel to professional meetings, will not be funded.

- 2. A faculty member may request release time from his/her regular teaching load in relation to a proposed research project. Requests for release time must be approved by the faculty member's department chair and dean.
- 3. Faculty, staff and student support funds are also available through Faculty Development grants and through the Cameron University Endowed Lectureships program.



5.10 CONFLICTS OF INTEREST POLICY

5.10.1 Purpose of Policy

This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well- being of the University.

The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused on substantial conflicts of interest that compromise an employee's professional judgment.

5.10.2 Statement of General Policy

The University is a public institution committed to the mission of teaching, research and creative/scholarly activity, and professional and University service and public outreach. To these ends, the University balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative/scholarly activity, professional and University service, and public outreach. These basic duties often limit outside activities. As a result, professional and personal activities may present financial conflict of interest situations, which should be evaluated under the auspices of this and other applicable policies.

Employee participation in outside professional, commercial, and *pro bono publico* activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for an individual employee, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or *pro bono publico* activities is often appropriate.

Sound professional discretion is an integral part of the University's financial conflict of interest system. Any review of a potential financial conflict of interest will be undertaken in light of four general propositions.

First, conflicts of interest per se are inevitable and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any employee and may be a breach of this policy. Third, there is a presumption in favor of allowing employees to act in dual roles once the conflict of interest has been disclosed (prior written approval is required in cases of potential conflicts involving federal grants or contracts). Fourth, conflicts of interest may be so profound or substantial that it would be best for all concerned if the employee did not participate in a particular transaction.



It is not possible to completely eliminate the potential for financial conflicts of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; in setting University policies; in managing contracts; in selecting equipment and supplies; in involving students in sponsored projects; or in performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal and state laws, and the University's policies relating to financial conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.8).

A public servant occupies a position of trust and confidence, and the public expects its servants to be above reproach in fulfilling the duties and responsibilities of office. However, in a community as diverse and complex as that of a modern public university, the pursuit of individual interest may result in conflicts with university interests. It shall be the policy of the University that its Board of Regents, officers, faculty, and employees, hereinafter for the sake of brevity referred to as "individual," avoid these conflicts or even the appearance of such conflicts. The University should serve as the model for ethical conduct. Cameron University strives to exemplify the highest principles of honesty and integrity.

This policy is not limited to outright dishonesty. It is clearly wrong and is a criminal offense to take state property; sell protected information and privileges for one's personal gain; or accept money, gifts, or favors from suppliers. Most conflicts of interest are more subtle, and often only a matter of degree separates an acceptable course of action from an unacceptable one. What follows is intended to provide guidance to individuals so that they can anticipate and avoid situations where personal interests cause a person to act in a way inconsistent with University interests.

The conflicting interests referred to throughout this policy may be direct or indirect. The interest might be that of the individual or that of another, such as a close relative or friend. It may even be that of a business in which the individual or other person has an interest, financial or otherwise, that is likely to or would tend to interfere with the individual's objective performance of public duties.

In determining whether a conflict exists, there is no substitute for common sense and good judgment. The cardinal question is whether one's judgment in official matters may be affected, or appear to be affected, by circumstances of personal interest. In a particular situation, identification of a disqualifying interest must include all the facts, including the individual's position, the action, the impact of that action, the kind and amount of the individual's personal interest, and, in some instances, the kind and amount of the individual's other interest. In case of doubt, an individual should seek clarification from the VPAA or his/her designee before acting. Consultation with Legal Counsel also may be desired. Final determination on these types of matters will be made by the President.

1. Statement of Rules

a. Conflicts of Interest.

There are six general areas of concern, which are set forth below.



1. Seeking or Accepting Gifts. No individual shall seek or accept anything of value from others given for the purpose of influencing him or her in the discharge of official duties. Except as provided below, no individual shall accept anything of value from a vendor or contracting party with the University.

To come within this prohibition, the interest must be one incurred by reason of the individual's public position. Normally, this requirement would exclude gifts for purely social reasons; however, if a gift would have a tendency to reflect adversely upon one in the public eye, a conflict of interest will probably arise. Again, one should avoid the appearance of corruption since the public expects a high ethical standard from its public servants.

This rule does not prohibit occasional acceptance of items of nominal value such as plaques, desk calendars, pens or pencils, or examination copies and desk copies of textbooks (generally less than \$50.00) that are not intended to influence the judgment of the employee in the performance of his/her public duties. However, while favors or gifts may be small, they have the tendency to become reciprocal. If there is ever any doubt regarding the offerer's intent, it is always advisable to decline the favor or gift. Benefits of significant value should be declined or returned with a letter explaining this policy; a copy of the letter should be retained. This rule does not prohibit gifts from within the University community to individuals retiring or leaving the University or who have achieved some special distinction while at the University.

2. Improper Use of Office or Position. No individual shall knowingly use his/her official position with the University to obtain some special privilege or advantage for himself or another, except as specifically provided by law.

Improper use of position can take many forms. An individual might use influence or coercive power with others to give a friend special consideration or might induce the use of position to obtain preferential treatment with a private business having some connection with that individual.

One frequent problem in this area concerns the use of public property for personal purposes unrelated to the individual's public duties. Charging personal long distance telephone calls to the University, using a University vehicle for personal purposes, or using one's University office to operate a personal business are all examples of improper use.

3. Disclosure of Confidential Information. No individual shall offer to or in fact give, release, or discuss confidential information obtained by the use of his/her official position to anyone not entitled to that information. Furthermore, no individual may use any confidential information obtained by the use of his/her official position for his/her own personal gain.

This prohibition is intended to protect not only information directly received by the individual but also information which the individual, by the use of some power associated with his/her official position or by virtue of that position, has obtained and offers to or in fact gives to another not entitled to that information. Some of the areas to which this policy pertains include student records, personnel records, proprietary research information, procurement, and others.



4. Commercial Transactions with the University and Other State Agencies. In general, no individual may sell, offer to sell, or cause to be sold, either as an individual or through any business enterprise in which he/she holds a substantial financial interest, any goods or services to the University or any other agency of the State or to any business licensed by or regulated by the State, unless the contract is preceded by public notice of the University's intent to procure such goods or services and they are procured by competitive bidding, with the individual being determined as the best value bidder.

Whether or not an individual has a "substantial financial interest" in a particular business organization is always a matter that must be determined on a case-by-case basis. One of the most important factors to be considered in interpreting "substantial financial interest" is whether the individual's judgment in official matters may be affected by circumstances of personal interest. Normally, individuals should avoid financial relationships with the University. For example, it would be improper for an individual to approve the awarding of a contract to a firm of which he/she is a part owner or which employs the spouse or other close relation of the individual connected to the University.

One definition of "substantial financial interest" identifies it as an interest arising from a gift, salary, or other compensation from any individual or business or an interest that could result in a substantial financial gain or loss arising from such interest in a business.

5. Outside Employment or Compensation. No individual may receive or solicit outside employment or compensation that would impair the independence of judgment of the individual in rendering service as a state employee, unless specifically provided by law.

A person who accepts full-time employment in the University owes his/her first duty and loyalty to the University. Any other employment or enterprise must be understood to be secondary to his/her University work. Notwithstanding this, a faculty or staff member is permitted to have some outside employment, consistent with Board of Regents' policy (The University of Oklahoma Board of Regents' Policy Manual Section 3.1.7).

The University expects members of its faculty to pursue continual scholarly development and renewal and to share their professional capabilities for the common interest. The University recognizes that consulting activities may provide good opportunities toward these ends. Individuals are encouraged to devote, within the limits of the current policies of the University on outside employment, a reasonable amount of effort to personal professional activity beyond the professional responsibilities of employment by the University.

Of concern in this area is the relationship of the University with foundations organized to benefit the University. Public servants must not permit their judgment to be clouded by concern over the effect of their actions on foundation goals and priorities. Individuals should not serve as officers for University related foundations, nor should they receive compensation from such foundations for activities related to the improvement of education in the state. Any activities for which the employee or officer is able to receive extra



compensation should be preceded by a contract between the foundation and the University that calls for that compensation to be paid to the University, with the University then paying the employee.

- 6. Participation in Hearing Panels. No member of a University hearing or appeals panel, or other committee, council, or the Board of Regents when engaged in judicial proceedings shall participate in the hearing when the panel member has a close professional or personal relationship with any of the principal parties in the matter or with their counsel/representatives. For instance, faculty and staff shall not participate as panel members when the appellant or respondent is a member of their own department or unit or has been a close collaborator, except in the case of appeals panels internal to some units where their rules specifically permit such participation.
- b. Political Activities. All citizens of this country have guaranteed rights as individuals to participate in civic affairs. The key phrase is "as individuals." No individual may engage in political activities with the use of state funds, personnel, or property. The provisions of the Board of Regents policies concerning political activities of faculty and employees govern such activities.

2. Policy Administration

It shall be the policy of the University that if an individual fails to comply with any provisions of this University policy, such failure may be grounds for appropriate disciplinary action. Complaints relating to violations should be reported to the appropriate academic Dean or executive officer. Within sixty days of the implementation of this policy or within sixty days of employment, each individual shall sign a statement that he/she or she has read the policy and is familiar with its contents, and every two years thereafter in the month of December a compliance statement shall be signed by such individual.

An employee for purposes of this policy shall not include part-time employees working less than half-time who are not otherwise eligible for University employment benefits, part-time faculty who are not eligible for University employment benefits, student employees, graduate assistants, or adjunct faculty.

3. Conclusion

No policy can answer all questions that might arise. Whenever an individual is in doubt regarding the propriety of any given situation, he/she should always err on the side of propriety. One should disclose the potential or perceived conflict, seek advice or guidance from the appropriate officer before entering into the activity, and make a record of the matter for future reference and use.

5.11 NEPOTISM

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement by the University or, in the case of faculty members, to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University in having an employee supervise a family member outweighs the potential harm.





Therefore, 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 employment, promotions, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the VPAA, or the appropriate Vice President, and approved by the President and Board of Regents. In recommending the waiver, the VPAA or the appropriate Vice President must make a written statement of the facts that have led him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the VPAA or the appropriate Vice President must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless it has been approved by the VPAA or appropriate Vice President and the President.

It is the responsibility of the head of the budget unit to seek a waiver before offering employment to any person whose employment would violate this policy, and the willful failure to follow this policy may result in disciplinary action against the head of the budget unit. Notwithstanding any other provision of this policy, a conditional hire, prior to approval of the Board of Regents, may be made pursuant to this policy if deemed necessary for legitimate academic or business reasons if justified in writing by the appropriate Vice President and approved by the President. At the next regular meeting of the Board of Regents, the written justification and the conditional hire will be considered by the Board of Regents.

Relatives that are within the third degree of relationship to an employee by consanguinity or affinity include the following: spouse, parent, parent of spouse, grandparent, grandparent of spouse, great-grandparent, great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse, brother or sister, brother or sister of spouse, son or daughter, son-in-law or daughter-in-law, grandson or granddaughter, grandson's or granddaughter's spouse, great-grandson or great-granddaughter, and great-grandson's or great-granddaughter's spouse. For the purposes of this policy, step and half relatives are considered to be related by affinity.

5.12 FACULTY SUGGESTIONS FOR HANDBOOK AMENDMENTS

In order for this Handbook to be a dynamic document, it must be amended from time to time to reflect any changes in relationships within the University. While these amendments may be generated in the usual ways that policies and procedures of the University and Board of Regents are generated, it is important that faculty have a non-exclusive method for suggesting changes. To this end:

- 1. An amendment to this Handbook may be proposed by written petition of 25 percent of the entire voting membership of the Faculty Senate.
- 2. Any amendment proposed must be distributed in writing, together with its proposed date of implementation, to all members of the faculty at least ten days prior to its first consideration and discussion at a Faculty Senate meeting.
- 3. Once a proposed amendment has been presented to the Faculty Senate, it will be discussed at a duly authorized meeting, either regular or special, and may not come up for a vote of approval or





- rejection by the Senate until a second meeting held not less than twenty nor more than thirty days after the meeting at which it was considered and discussed.
- 4. When approved by a two-thirds vote of the voting membership present and voting at a duly constituted regular or special meeting of the Faculty Senate, and a two-thirds vote of those faculty members voting in a faculty election, the proposed amendment shall be forwarded for consideration to the University President. If the proposed amendment is to be a Board of Regent's policy, the President shall forward it, upon approval, to the Board of Regents for action.





APPENDIX A

DETERMINATION OF FACULTY QUALIFICATIONS

A.1 DOCTORATE, TERMINAL, OR PROFESSIONAL DEGREE

A faculty member with this academic credential holds a doctorate in an area of specialization. Such degrees may include

- A.1.1 Doctor of Philosophy
- A.1.2 Doctor of Education
- A.1.3 Doctor of Musical Arts
- A.1.4 Doctor of Business Administration
- A.1.5 Doctor of Pharmacy
- A.1.6 Juris Doctorate
- A.1.7 Doctor of Medicine
- A.1.8 Doctor of Veterinary Medicine
- A.1.9 Doctor of Nursing

Acceptance of other doctorates or professional degrees (such as the Masters of Fine Arts) must be made by the VPAA in consultation with the appropriate Dean. Such acceptance must be specified in the initial written offer of appointment.

Specific degree requirements stated as prerequisite for appointment, promotion, tenure, or other personnel action are met only by possession of an earned degree from a regionally accredited or internationally recognized institution.

A.2 ACCEPTABLE ACADEMIC CREDENTIALS IN ISOLATED, SPECIAL CASES

Institutions of higher education such as the University are necessarily diverse. This diversity exists in educational programs and degrees offered to meet the needs of the clientele served. Diversity of educational programs implies diversity of academic credentials of the faculty within those programs.

In an effort to guide decisions relative to faculty status, the following are presented as examples of acceptable academic credentials that may apply in special circumstances. These examples are as follows:

A.2.1 Artistic Recognition includes, but is not limited to, having works in collections in reputable national museums or regional juried shows; performing a specialty in regional or national recitals; publishing poems, stories, or prose in nationally recognized literary publications; or accomplishing other extraordinary endeavors.





- **A.2.2** Professional Recognition includes, but is not limited to, publications in recognized professional journals; leadership in learned, scholarly, or professional organizations; successful experience and regional or national acclaim in technical, managerial, or entrepreneurial circles; recognition in basic and/or applied research; or other extraordinary accomplishments and/or credentials.
- **A.2.3** Professional Certification must be through a recognized regional or national standard examination or program. Professional certification must include "professional recognition" as described in Section A.2.2 above. Examples of professional certification include, but are not limited to,: certified public accountant, certified life underwriter, registered physical therapist, registered nurse, registered dietician, or similar certification of specialized competence.

A.3 HIGHEST DEGREE AVAILABLE OR MULTIPLE MASTER'S DEGREES

Some educational disciplines may not afford the opportunity to faculty to pursue a doctorate, terminal, or professional degree due to rarity of such degree programs. In these isolated cases, faculty will be responsible for holding the highest degree available in their academic specialty in order to be eligible for positions, promotion, or tenure.

In such cases, it may be more appropriate for the faculty to hold or pursue an additional specialized master's degree. This determination shall be the responsibility of the department chair in consultation with the faculty member and the departmental/school personnel committee. Consultation with the Dean and VPAA may also be appropriate.

Non-availability or rarity of an appropriate doctorate, terminal, or professional degree program must be substantiated by the Department Chair.

A.4 SUBSTANTIAL PROGRESS

This implies the completion of a major portion of the work toward a doctorate, terminal, or professional degree. A major portion of the work implies the completion of all required course work or could include completion of all requirements except thesis or dissertation.

Substantial progress towards other acceptable academic credentials shall be dependent upon the credentials in question. The appropriate department chair shall determine the degree of progress, subject to review by the Dean and VPAA.





APPENDIX B

B.1 CRITERIA FOR PROMOTION

University continually seeks to build and improve its academic stature. A major mechanism for strengthening the University academically is a sound and consistent promotion policy that demands and rewards faculty academic development. Therefore, eligibility for promotion shall be based upon faculty performance evaluated against criteria in the areas discussed below. Faculty must meet the standards regarding academic credentials, length of service, and teaching effectiveness to be eligible for promotion. Evaluation of the faculty member's performance in the other areas shall be based upon individualized criteria negotiated in the faculty member's Annual Plans approved by the Department Chair and the Dean and based upon the following categories. A recommendation for promotion to a higher rank is based upon the professional judgment of the individuals involved in the evaluation process.

The extent to which years spent on leaves of absence will count to fulfill length of service criteria will be determined by mutual agreement between the VPAA and the faculty member prior to the VPAA's granting of such leaves. Such agreements must be made in writing and placed in the faculty member's personnel file.

B.1.1 For Promotion to Assistant Professor

1. Academic Credentials

To be considered for promotion to Assistant Professor, completion of an appropriate earned doctorate, terminal, or professional degree or other appropriate credentials is necessary. (See Appendix A.)

2. Length of Service

Three years of full-time, ranked teaching experience at Cameron University or at another accredited college or university is required. Promotion may be recommended with a shorter length of service than described above by the department/school personnel committee and/or department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Teaching Effectiveness

See Section 4.3.2.1.a for teaching effectiveness criteria

4. Scholarly or Professional Activities

Effective teaching requires active involvement in the intellectual and scholarly developments in the faculty member's area of specialization. To be considered for promotion, the faculty member should give evidence of the following:

- **a.** Adequate grasp of one's area of specialization;
- **b.** Continuing efforts to remain abreast of developments in the area of specialization;
- **c.** Application of current scholarship to teaching;





- **d.** Membership in appropriate professional organizations; and
- **e.** Other efforts to continue academic growth.

5. Departmental Service

Faculty involvement in departmental activities besides teaching is required. Departmental service may include, but is not limited to, the following:

- **a.** Service on departmental committees;
- **b.** Performance of departmental and/or instructional program administrative duties; and
- **c.** Development of the departmental or instructional program curriculum and/or courses.

6. University Service¹

Faculty service to the University outside instructional duties may be considered in evaluation for promotion. Such service may include, but is not limited to, the following:

- **a.** Participation in committees or organizations within the governance structure;
- **b.** Service on ad hoc or advisory University bodies outside the governance structure;
- **c.** Performance of special administration functions:
- **d.** Participation in program and/or curriculum development; and
- **e.** Service as a representative of the University and external organizations.

7. Community Service²

Community service appropriate for consideration in promotion decisions should be based upon the academic or professional expertise of the faculty member and should reflect favorably upon the University. Such service might include, but is not limited to, the following:

- **a.** Serving in the faculty member's area of expertise as a consultant, resource person, or researcher;
- **b.** Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to University functions; and
- **c.** Serving as the University's designated representative at appropriate community functions.

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¹ Activities in these categories may be considered but are not mandatory.

² Ibid.



B.1.2 For Promotion to Associate Professor

1. Academic Credentials

To be considered for promotion to Associate Professor, the faculty member must possess an appropriate doctorate, terminal, or professional degree or other appropriate academic credentials. (See Appendix A.)

2. Length of Service

To be considered for promotion to Associate Professor, the faculty member must have completed five years of full time, satisfactory or higher service as a faculty member in higher education and four years of full time, satisfactory or higher service at the rank of Assistant Professor. Promotion may be recommended with a shorter length of service than described above by the department/school personnel committee and/or Department chair but the written request for early promotion submitted by the faculty member must clearly indicate that a length of service adjustment is being sought. Rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Teaching Effectiveness

The criteria listed in the section on Assistant Professor shall have been met. Additionally, the faculty member shall have achieved recognition by other faculty and students as a superior teacher.

4. Scholarly or Professional Activities

The criteria required for promotion to Assistant Professor shall have been met. The faculty member shall actively participate in professional organizations and engage in research or other scholarly activities. These might include, but are not limited to the following:

- **1.** Publication of books, articles, chapters, essays, reviews, or other scholarly efforts;
- **2.** Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums;
- 3. Participation in academic conferences, meetings, institutes, or other activities;
- **4.** Service on statewide committees;
- **5.** Consultation with individuals, groups, or organizations utilizing the faculty member's professional expertise; and
- **6.** Innovative applications of technology in support of teaching or research.

5. Departmental Service

The types of service listed in the criteria for Assistant Professor shall be considered. The faculty member shall have served in a leadership capacity in appropriate departmental activities and have, when possible, assumed leadership in the design,



development, or implementation of new techniques, strategies, courses, academic programs, degrees, or other academic endeavors.

6. University Service

The types of service listed in the criteria for Assistant Professor shall be considered. The faculty member shall have assumed positions of leadership in the performance of such service.

7. Student Service

Faculty service to students outside of instructional duties should be considered in evaluation for promotion. Such service may include, but is not limited to, the following:

- **a.** Participation in department or University recruitment activities;
- **b.** Sponsorship or directorship of student professional organizations;
- c. Sponsorship of student clubs and social organizations; and
- **d.** Supervision of other organized student activities.

8. Community Service

Participation in the types of community service listed in the criteria for Assistant Professor may be considered.

B.1.3 For Promotion to Professor

1. Academic Credentials

To be considered for promotion to Professor, completion of an appropriate doctorate, terminal, or professional degree is necessary.

2. Length of Service

To be considered for promotion to Professor, the faculty member must have completed ten years of full time, satisfactory or higher service as a faculty member in higher education and four years of full time, satisfactory or higher service at the rank of Associate Professor. Promotion may be recommended with shorter length of service by the department/school personnel committee and/or department chair but the written request for early promotion submitted by the faculty member must clearly indicate that a length of service adjustment is being sought. Rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Teaching Effectiveness

The criteria listed in the section on Associate Professor shall have been met. Additionally, the faculty member shall have made outstanding contributions to instructional programs, curriculum, and/or methodologies.



4. Scholarly or Professional Activities

- **a.** Evidence of research or appropriate scholarly pursuits shall be documented.
- **b.** The criteria listed in the sections on Associate Professor shall have been met.
- **c.** In addition, the following should be considered:
 - 1. Receipt of awards, grants, or fellowships;
 - **2.** Appointment or election to positions of leadership within state, regional, or national professional organizations; and
 - **3.** Other types of recognition within the faculty member's area of specialization.

5. Departmental Service

The criteria listed in the section on Associate Professor shall have been met.

6. University Service

The criteria listed in the section on Associate Professor shall have been met.

7. Student Service

The criteria listed in the section on Associate Professor shall have been met.

8. Community Service

The criteria listed in the section on Associate Professor shall have been met.

B.1.4 For Promotion to Librarian/Assistant Professor

1. Academic Credentials

To be considered to promotion for Librarian/Assistant Professor, a Master's of Library Science from an American Library Association accredited institution and substantial progress toward meeting the academic credential requirement for promotion to Librarian/Associate Professor are necessary.

2. Length of Service

Completion of three years of full-time service as an academic librarian at an accredited institution(s) of higher education is required.

3. Effectiveness in Duties and Responsibilities

The basic quality that must be evident is the ability to perform at a high professional level in a specific area of responsibility and in other related areas that contribute to the achievement of the goals of the University Library and to the educational, research, and service missions of the University.





Areas of library effectiveness shall include, but not be limited to, the following:

- a. Knowledge of the academic library's function and responsibilities;
- **b.** Command of duties and responsibilities as specified in assigned job description;
- **c.** Ability to organize and administer duties and responsibilities clearly, logically, and imaginatively;
- **d.** Ability to positively stimulate colleagues and promote harmonious working conditions; and
- **e.** Engagement in scholarly activity.

4. Professional Activities

The term "professional activities" refers to activities directly related to the faculty member's profession. Representative professional activities may include, but are not limited to:

- **a.** Membership in professional organizations; attendance at professional meetings, conventions, conferences, workshops, or institutes; and active participation therein;
- **b.** Publishing in or editing professional journals or other publications;
- **c.** Continuing efforts to remain abreast of developments in the areas of specialization; and
- **d.** Service on local, state, national, or international commissions, advisory boards, or agencies utilizing professional expertise.

5. University Service

Faculty service to the University shall be considered in evaluation for promotion. Such service may include, but not be limited to, the following:

- **a.** Participation in committees or organizations within the University:
- **b.** Service on ad hoc or advisory University bodies outside the governance structure:
- **c.** Performance of special administrative functions; and
- **d.** Service as a representative of the University to external organizations.

6. Other Types of Service

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.



B.1.5 For Promotion to Librarian/Associate Professor

1. Academic Credentials

To be considered for promotion to Librarian/Associate Professor, possession of an earned doctorate in an appropriate discipline or a second master's degree germane to one's duties and responsibilities may be considered. The VPAA and the Director of Library Services shall determine the appropriateness of the second master's degree.

2. Length of Service

Six years of full-time service as an academic librarian at an accredited institution(s) of higher education is required. Promotion may be recommended with a shorter length of service by the Library Personnel Committee and/or Director of Library Services. Normally, more rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Effectiveness in Duties and Responsibilities

Promotion to this rank requires documented evidence of outstanding professional performance and substantial accomplishments in fulfilling all obligations of a librarian. In addition, the faculty member shall have achieved recognition by the faculty and administrators as a superior librarian.

4. Scholarly or Professional Activities

Professional activities described in the criteria for Librarian/Assistant Professor shall be considered. In addition, promotion to this rank requires documented evidence of professional performance through:

- **a.** Publication of books, chapters, essays, or other scholarly efforts and/or;
- **b.** Presentation of original productions or creative works before either scholarly audiences or other appropriate forums and/or;
- **c.** Leadership in library conferences, meetings, institutes, or other professional activities.

5. University Services

The type of service listed in the criteria for Librarian/Assistant Professor shall be considered. In addition to such service, the candidate shall have assumed leadership in committees or organizations within the governance structure of the University.

6. Other Types of Service

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.





B.1.6 For Promotion to Librarian/Professor

Promotion to this rank shall require a consistently outstanding level of performance and continued excellence in contributions in all areas of library activities.

1. Academic Credentials

To be considered for promotion to Librarian/Professor, an earned doctorate in an appropriate discipline is necessary.

2. Length of Service

Ten years of full-time academic library service at an accredited institution(s) of higher education is required. Promotion may be recommended with a shorter length of service by the Library Personnel Committee and/or Director of Library Services. Normally, more rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Effectiveness in Duties and Responsibilities

The candidate shall have provided a consistently outstanding level of performance.

4. Professional Activities

Professional activities described in the criteria for Librarian/Associate Professor shall be considered. In addition, the following may also be considered:

- a. Receipt of awards, grants, or fellowships; and
- **b.** Appointments or elected positions of leadership within state, regional, or national library organizations.

5. University Service

The criteria listed for Librarian/Associate Professor shall have been met.

6. Other Types of Service

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.





January 2012

Cameron University Sample Faculty Member Evaluation Form:

Faculty Member's Name:	Academic Year:
Instructions: Department Chair will assign a value of 1 through 5 for each applicable area in each category. Faculty members will be evaluated for the appropriate rank or for promotion to a new rank. The evaluation form will automatically total the number of areas evaluated and calculate the average score for each category. Merit Definition for Rating to be Applied: Points (3) OUTSTANDING	

CATEG	CATEGORY 1. EFFECTIVE CLASSROOM TEACHING (Section 4.3.1.2.a)	Rating
	Mastery of one's subject	
	Ability to develop and utilize effective teaching methods and strategies	
	Ability to organize subject matter and to present it clearly, logically, imaginatively	
	Effective assessment of instruction and revision as necessary	
	Integrity, fairness, and objectivity in grading or otherwise evaluating students	
	Recognition by other faculty and students as superior teacher	
	Made outstanding contributions to instructional programs, curriculum and/or methodologies	
	Other measurement 1.1:	
	Other measurement 1.2:	
	Number of Areas Evaluated Category 1:	0
	Average of Evaluation for Category 1:	0.0%

CATEGORY 2. RESEARCH AND CREA	CATEGORY 2. RESEARCH AND CREATIVE/SCHOLARLY ACTIVITIES (Section 4.3.1.2.b)	Kating
Continuing efforts to remain abre	Continuing efforts to remain abreast of developments in the area of specialization	
Application of recent scholarship to teaching	to teaching	
Publication of books, articles, cha	Publication of books, articles, chapters, essays, reviews, or other scholarly efforts	
Presentation or publication of ori	Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums	
Participation in academic confere	Participation in academic conferences, meetings, institutes, or other activities	
Consultation with individuals, gre	Consultation with individuals, groups, or organizations utilizing the faculty member's professional expertise	
Innovative applications of techno	Innovative applications of technology in support of teaching or research	
Other measurement 2.1:		
Other measurement 2.2:		
Number of Areas Evaluated Category 2:	Category 2:	0
Average of Evaluation for Category 2:	itegory 2:	0.0%

Cameron University Sample Faculty Member Evaluation Form:

January 2012

CATEGORY 3. PROFESSIONAL AND UNIVERSITY SERVICE AND PUBLIC OUTREACH (Section 4.3.1.2.c)	Rating
Departmental:	
Availablility for and effectiveness in academic advising and directing of students	
Service on departmental committees	
Performing departmental and/or instructional program administrative duties	
Developing the departmental or instructional program curriculum and/or courses	
Service in leadership capacity in appropriate departmental activities	
When possible, assumed leadership in the design, development or implementation of new techniques, strategies, courses, academic	
programs, well-ves, or outer academic charavous [Inivariaty.	
Participation in committees or organizations within the governance structure	ı
Service on ad hoc or advisory University bodies outside the governance structure	
Performance of special administration functions	
Participation in program and/or curriculum development	
Service as a representative of Cameron University to external organizations	
Assumed positions of leadership in the performance of such service	
Profession and Public Outreach:	
Service in the faculty member's area of expertise as a consultant, a resource person, or a researcher	
Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to	
Membership in appropriate professional organizations	
Serving as the University's designated representative at appropriate community functions	
Service on statewide committees	
Student:	
Participation in department or University recruitment activities	
Sponsorship or directorship of student professional organizations	
Sponsorship of student clubs and social organizations	
Supervision of other organized student activities	
Other measurement 3.1:	
Other measurement 3.2:	
Number of Areas Evaluated Category 3:	0
Average of Evaluation for Category 3:	%0.0





Cameron University

January 2012

Sample Faculty Member Evaluation Form:	
RY 4. PERFORMANCE OF NON-TEACHING OR ADMINISTRATIVE DUTIES (IF APPLICABLE) (Section 4.3.1.2.d)	Rating
Supervises practica	
Leads an educational study tour	
Manages a research project	
Directs a workshop or conference	
Directs or coordinates an academic program or administrative office	
Heads an academic department	
Other measurement 4.1:	
Other measurement 4.2:	
Number of Areas Evaluated Category 4:	0
Average of Evaluation for Category 4:	0.0%

	% Rating	Number of Categories
Average Evaluation for Category 1: Effective classroom teaching	0.0%	0
Average Evaluation for Category 2: scholarship/research аспуппез	0.0%	0
Average Evaluation for Category 3: соктивитомs то тне иментитом and to the propession	0.0%	0
Average Evaluation for Category 4: Performance of non-teaching/administrative duties/assignments (if applicable)	0.0%	0
Number of Categories Evaluated:	0	0
Total Average Score:	0.0%	

Deparment Chair's Comments:		
	Signature	
Faculty Member's Comments:	o.Pantaro.	
Dean's Comments:	Signature:	
	Signature:	

Faculty Handbook: Appendix C









APPENDIX D

GRADUATE PROGRAMS

D.1 GRADUATE FACULTY REQUIREMENTS

- D.1.1 Faculty must meet three criteria in order to be appointed and retained as permanent graduate faculty members. They must have meet the following three criteria:
 - **a.** An earned doctorate or other appropriate terminal or professional degree from a college or university accredited by a regional accrediting agency;
 - **b.** An appointment at the rank of Assistant Professor or above; and
 - **c.** Conducted specific forms of scholarly activities in the past five years.

In fulfillment of this final standard, faculty must have at least one of the following:

- **1.** Published a book, chapter, essay in a book, or monograph;
- 2. Published or have article(s) accepted for publication in juried (refereed) journals; or
- 3. Presented one or more papers at juried professional conferences or meetings.
- Reviewed manuscripts or books at the request of journal editors or publishers;
- Obtained one or more grants from external agencies;
- 6. Participated in performing arts or fine arts activities that have been approved under the auspices of peer review;
- 7. Designed curriculum:
- 8. Designed a development project or instructional development project that has been subjected to public or peer review; or
- Demonstrated scholarship throughout their careers and involvement in current scholarship activities relevant to their disciplines.
- **D.1.2** Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area that qualifies them to teach a graduate-level course, which expertise. Expertise in an area shall be defined by graduate faculty at the department or school level.

D.2 GRADUATE FACULTY SELECTION

Appointments to the Graduate Faculty, both permanent and temporary, are approved by the VPAA following favorable recommendation of the appropriate department chair, Dean, and the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary members are approved by the VPAA following favorable recommendation by the Graduate Council.



D.3 RESPONSIBILITIES OF GRADUATE FACULTY

D.3.1 A permanent member of the Graduate Faculty shall be eligible to:

- **a.** teach graduate courses;
- b. advise graduate students;
- c. supervise graduate research;
- **b. d.** serve on a thesis committee and serve as a thesis director chair;
- c. e. be elected to and vote for members of the Graduate Council;
- d. f. hood M-master's degree candidates during Commencement week; and
- e. g. participate in U-university, school, and department graduate governance.; and
- h. serve on graduate advisory committees in the school.
- D.3.2 A temporary member of the Graduate Faculty shall be eligible to teach graduate courses and serve on a thesis committee subject to the recommendation of the department chair and Dean. Additionally, temporary members of the Graduate Faculty shall be eligible to hood master's degree candidates, provided they hold a full-time faculty appointment at Cameron University.

D.4 DUTIES OF THE CHAIR OF THE GRADUATE COUNCIL

D.4.1 Among the duties of the Chair of the Graduate Council shall be

- **a.** coordinating graduate programs among the respective schools departments;
- **b.** serving as the presiding officer of the Uuniversity-wide graduate faculty and the Graduate Council;
- **c.** serving as the administrative and communications officer among the Administration, the Graduate Faculty, and the Graduate Council;
- **d.** working with the academic schools and departments and the Graduate Council in planning new graduate programs and courses, in recommending changes in existing programs and courses, and in preparing schedules of graduate offerings;
- **e.** making working with the Graduate Council on policies that impact decisions regarding admission to, retention in, and completion of the requirements of graduate study and recommending the conference of graduate degrees;
- f. having principal responsibility for collecting and maintaining appropriate records:
- **f. g.** administering University policies, procedures, and regulations regarding graduate programs, courses, and degrees; and
- g. h. fulfilling other responsibilities as assigned by the VPAA.



D.5 GRADUATE COUNCIL

The Graduate Council shall be the body that makes recommendations concerning policies, procedures, and regulations within the University on all matters pertaining to graduate studies.

D.5.1 The Graduate Council shall

- **a.** formulate and forward to the VPAA recommendations regarding aims, objectives, plans, policies, procedures, and regulations relative to the University's graduate programs;
- **b.** recommend to the VPAA policies, procedures, and standards governing development, evaluation, and modification in graduate curricula, including the addition or deletion of courses and programs;
- **c.** formulate and forward to the VPAA recommendations regarding policies, procedures, and regulations for admission to, retention in, and completion of graduate degree programs;
- **d.** serve as an appeals committee for actions resulting in the dismissal of a student from the Graduate School a graduate program;
- **e.** review and make recommendations to the VPAA concerning the periodic evaluation of graduate faculty;
- **f.** make recommendations and give advice to the VPAA on other matters of concern to graduate education at the University; and
- **g.** create such committees as the Council shall deem appropriate.

D.6 GRADUATE COUNCIL MEMBERSHIP

D.6.1 Elected members shall be chosen as follows

- a. Each school department that offers a graduate course program shall be represented by the department chair and shall be entitled to elect one two additional voting members to the Graduate Council, and each school that offers a graduate degree program shall be entitled to elect an additional voting member to the Graduate Council. The schools departments shall develop election procedures to insure ensure broad representation of as many academic departments that participate in graduate programs as possible.
- b. Members of the Graduate Faculty may vote for representatives on the Graduate Council.
- **b. c.** Members of the permanent Graduate Faculty are eligible for election to membership on the Graduate Council.



- c. d. Each elected member shall serve for three years. with a drawing of lots to determine one-year, two-year, and three-year terms in the initial Graduate Council. This will provide staggered terms of office.
- **d. e.** Vacancies caused by resignation, leave, illness, or other circumstances shall be filled by election in the school department with the vacancy. The newly-elected member will serve the remainder of the unexpired term.
- **f.** Elections shall coincide with the elections of the University faculty governance structure.

D.6.2 Graduate Student Members

One graduate student shall be nominated by each Dean of a School department with at least one graduate program and shall be confirmed by a majority vote of the Graduate Council. Only graduate students who are officially enrolled in a degree program and one or more courses leading to the completion of that degree shall be eligible. Student members shall serve with voting privileges for one-year terms and may serve for more than one term. The student members shall be pursuing graduate degrees in different schools.

D.6.3 The Chair of the Council

The VPAA will appoint the Chair of the Council from the ranks of the Deans of the Schools with at least one graduate program. The Chair of the Council may vote only in the event of a tie vote by the Council.

D.6.4 Attendance

Any member of the Graduate Council who shall miss three meetings in any academic year shall may be deemed to have forfeited the office, which shall automatically be vacated. Upon such occurrence, the Chair of the Council shall may notify the Dean Department Chair of the affected school department and request that the school's department's Graduate Faculty elect a new representative.

D.6.5 Administrative Support

The Office of Academic Affairs shall provide such administrative support for the Graduate Council as shall be appropriate.

D.7 GRADUATE COUNCIL MEETINGS

- **D.7.1** Meetings shall be held as needed during the year.
- **D.7.2** A quorum shall consist of a majority of the voting members of the Council.
- **D.7.3** Business of an emergency nature can be brought before the Graduate Council at any meeting if a majority of the voting members present vote to consider the issue.





D.8 GRADUATE COUNCIL ACTIONS

- **D.8.1** Each member of the Graduate Council shall be sent a copy of the Council's agenda before its meetings and copies of the Council's minutes afterwards. Permanent minutes and records of the Council shall be maintained by the Chair.
- **D.8.2** Members of the Graduate Faculty, Deans of schools, and department chairs participating in graduate programs may, with the permission of the Chair or majority of the Council, offer information in the discussion of business before the Council or offer information for the Council's consideration.
- **D.8.2** D.8.3 Items of business before the Graduate Council shall be passed if a majority of the voting members present vote favorably.









APPENDIX E

BENEFITS AND GENERAL INFORMATION

E.1 GENERAL INFORMATION

Included in Appendix E are descriptions of benefits provided faculty by Cameron University, together with other general information. Since many of the items, such as group insurance, are highly technical and may change from year to year, the descriptions will be general in nature. Appendix E is therefore informational and not contractual.

E.2 INSURANCE

- **E.2.1** Group health, accident, and major medical insurance is purchased for all full-time faculty by the University. In addition, faculty may purchase similar insurance for dependents through a payroll deduction plan. A more detailed description of the insurance coverages is available through the Human Resources Office.
- **E.2.2** Term life insurance is also purchased for all full-time faculty by the University. Faculty may purchase similar insurance for dependents through a payroll deduction plan. A more detailed description of the insurance coverages is available through the Human Resources Office.
- **E.2.3** The University also purchases long-term disability insurance for all full-time faculty members. The description of insurance coverages will include long-term disability.
- **E.2.4** In addition, the University maintains other types of insurance that may afford coverages for faculty acting on behalf of the University in the performance of their duties. Specific questions as to these coverages should be addressed to the Human Resources Office.

E.3 OKLAHOMA TEACHERS RETIREMENT SYSTEM

Each year the Board of Regents, acting upon the recommendation of the University administration, determines the amount of the mandatory contribution, if any, that the University will make to the Oklahoma Teachers Retirement System on behalf of individual faculty members.

E.4 PAYROLL CHECKS AND DEDUCTIONS

Payroll checks will be provided by direct deposit. Payroll deductions are allowed in accordance with state statutes, and specific questions concerning them should be addressed to the Human Resources Office. The State Treasurer's office provides a direct deposit service for all employees.

E.5 FACULTY DISCOUNTS

E.5.1 Full-time faculty may enroll in up to two courses during any academic term at one-half of the regular enrollment fee. Further, full-time faculty may enroll in any course offered by the Department of Educational Outreach at one-half the regular fee and may enroll in any non-credit offering of the Department of Educational Outreach at seventy-five percent of the regular fee.





E.5.2 The Cameron University Bookstore grants discounts on textbooks, certain other books (excluding paperbacks and magazines), supplies, and gifts purchased by faculty and their dependents. The Bookstore Manager can provide information on current discounts and procedures. Free or discounted tickets to University-sponsored events are available for full-time faculty and their dependents.

E.6 COMPUTER SERVICES

Cameron University encourages faculty utilization of computing services for instruction and research. Information Technology Services provides hardware, software, and communications and operational systems, along with consultation training and maintenance services, for instructional and research activities. Some commercial firms also make hardware and software available to faculty at reduced prices. For information, faculty should contact the Information Technology Services.

E.7 OFFICE AND PARKING FACILITIES

An office and reserved parking facilities are provided to all full-time faculty members. Office equipment is not available for personal use and may not be removed from the campus without prior authorization. Faculty are responsible for any University equipment assigned for their use and must surrender the same upon termination of employment. Two reserved parking decals are issued to each full-time faculty member, teaching assistant, graduate assistant, or part-time faculty member without charge. Additional permits may be purchased from the Department of Public Safety.

E.8 TRAVEL

From time to time, faculty may travel in connection with their duties performed on behalf of Cameron University and will be reimbursed for expenses incurred in connection with the travel according to Oklahoma Statutes and University policies. Prior approval is required for all travel and must be requested on University forms. Specific information regarding travel should be sought from the appropriate department chair or from the Business Office.

E.9 COMMUNICATION

- **E.9.1** Long-distance telephone calls involving University business may be made from telephones that have such clearance. Authorization for long-distance clearance for individual telephones must be requested through the department chair and Dean. Long-distance calls are charged to the billing number of the appropriate academic school or department.
- **E.9.2** A sub-station of the U.S. Post Office which offers services ordinarily available at regular post offices is maintained in the McMahon Centennial Complex. Outgoing U.S. Mail and campus mail are picked up and delivered twice daily at each academic department.





APPENDIX F

THE APPEAL OF A FINAL GRADE

Only under certain conditions will a formal grade appeal be granted to a student who believes a grade was arrived at improperly or unfairly. The only basis for an appeal is whether the student's final grade was assigned fairly within the grading system adopted by the faculty member. The subjective or qualitative judgment of a faculty member cannot be challenged. For example, a grade received on a paper cannot be appealed. Only factual and objective elements of a student record are within the scope of an appeal.

It must be stressed that an appeals committee will make no effort to establish whether a grading system is academically sound; rather it will attempt to establish whether an instructor's grading practices and procedures were followed consistently and accurately when determining the student's final grade. All other instances of conflicts over grades must be resolved at the departmental levels.

The student who wishes to contest a grade should first make an effort to discuss the matter with the instructor concerned and make every attempt to resolve the problem concerning the disputed grade. If, however, there is no satisfactory resolution, and the student wants to pursue the issue, he should consult the appropriate department chair or the division head if the department chair is directly involved in the grievance, who will invite the instructor to a conference regarding the matter with the student. If the faculty member does not attend the conference, or if it is determined that the grade should remain as recorded, and the student remains dissatisfied, he must initiate a formal request for an appeals hearing prior to the end of the first regular semester following the semester during which the course was taken.

F.1 TO INITIATE A FORMAL APPEAL THE STUDENT SHALL DO THE FOLLOWING:

- **F.1.1** Make a written request to obtain a copy of a grade appeals form from the Office of Academic Affairs, and
- **F.1.2** Return the completed appeals form to the Office of Academic Affairs, which will send a copy to the instructor, the department chair, and the Chair for Graduate Council or for undergraduate appeals, the Chair of the University Academic Appeals Committee.

The Chair of the Academic Appeals Committee will appoint a member of the Academic Appeals Committee to serve as Chair and voting member of the grade appeals committee who hereafter is designated by this title. The Secretary shall be elected from within the grade appeals committee. The committee will serve for one full academic year.

At the beginning of the fall semester of each year, the Chair of the Academic Appeals Committee will appoint the Chair of the grade appeals committee and will, by lot, appoint a committee from the appropriate areas. In addition to the Chair, the committee shall be composed of the following members:

- Two faculty members from Academic Appeals Committee.
- One member from Faculty Senate.
- One member chosen from the faculty-at-large.
- Three members from the Student Government Association.

The Chair of the grade appeals committee will schedule the date, time, and place of the appeals hearing; and the secretary will send a written notification of this information to the student, the faculty member, and the committee members involved. The hearing must be scheduled within 15 class days following the date on which the grade appeals committee Chair received the request by the student for a formal hearing if in the judgment of the Chair





of the grade appeals committee the criteria for a formal appeal have been met. The Chair has the authority to determine if postponements are justified. If he determines that the postponement is not justified, the Chair can proceed with the hearing, even though one or both parties are not present for the hearing. The hearing shall be a closed meeting at the request of either the faculty member or the student involved.

If a student or faculty member of the grade appeals committee is in any way actively involved in the grade appeal, that member shall be declared ineligible to serve and shall be replaced by an alternate representing the same body. Also, any vacancies on the grade appeals committee will be filled in the same way.

Normally, the grade appeals committee will meet when necessary during the fall and spring semesters. However, special meetings during the summer session can be held if deemed necessary by the Chair of the Academic Appeals Committee and/or the VPAA.

F.2 PROCEDURES GOVERNING THE APPEAL HEARING AND THE RECOMMENDATIONS

- **F.2.1** If the faculty member is no longer associated with Cameron University, then the department chair is authorized to act in his absence. However, the faculty member will be given an opportunity to make written responses before a hearing is scheduled.
- **F.2.2** Both the faculty member and the student must be given the opportunity to be present at any time information relating to the appeal is being orally presented to the grade appeals committee.
- **F.2.3** Neither the faculty member nor the student may present information which reveals the grades by name of other students unless the written permission of those students has been obtained.
- **F.2.4** The student and the instructor will be given an opportunity to personally state their cases, present witnesses and comments, and question the other party or parties and their witnesses, if any.
 - However, the committee shall have no power to require information which is not voluntarily presented to the committee except the work of the student in the class for which the grade is being appealed.
- **F.2.5** A quorum shall consist of five members plus the Chair. Following the presentation of information by all parties involved, the grade appeals committee may, at its option, excuse all parties to the dispute prior to beginning its deliberations.
- **F.2.6** The grade appeals committee can recommend either of the following:
 - **a.** The grade as given by the faculty member is appropriate and should not be changed.
 - b. The grade is inappropriate and should be changed to the grade approved by a twothirds majority vote of committee members present. All committee members present are required to vote. After receiving notice from the Grade Appeals Committee chair, the Registrar will initiate the appropriate procedure for the grade change.

The secretary of the grade appeals committee is responsible for forwarding the written recommendation of the committee to the VPAA, the faculty member, the department chair, and the student.





The committee's written recommendation must include grounds for its decision and have the approval of a majority of the members present. All voting members must sign the recommendation, but a minority may attach a statement of reservations or a dissenting opinion.









APPENDIX G

FACULTY GRIEVANCE PROCEDURES FOR CAMERON UNIVERSITY

G.1 POLICY

It is the policy of Cameron University that all full-time and part-time members of the University faculty, including those holding temporary appointments, who have a good faith grievance as defined herein, may follow the grievance procedures for Cameron University. Persons holding a joint appointment as both a University faculty and staff member shall use the grievance procedure germane to the nature of the complaint; e.g., if the grievance is relevant to one's work assignment as a member of the faculty, the faculty grievance procedure shall be utilized.

G.2 DEFINITIONS

- **G.2.1 Complaint.** A complaint is a faculty member's timely informal expression of dissatisfaction with aspects of his/her employment which are outside of his/her control.³
- **G.2.2 Grievance.** A grievance is a timely formal complaint relating to administrative personnel decisions specifically and directly related to promotion, tenure, work assignments, retirement, safety, or disciplinary actions which has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through regular administrative channels.

Refer to the Employee Handbook for policies and procedures related to grievances and complaints for harassment, including sexual harassment, and discrimination. For cases involving gender-based misconduct involving students, refer to the Cameron University Gender-Based Misconduct Policy for Students.

A faculty member who has a grievance may protest decisions relating to his/her case in one of the following two manners: The faculty member may utilize the "Faculty Grievance Procedures for Cameron University" or may pursue an administrative route by appealing to his/her Dean and subsequently to the VPAA. The latter shall not apply to matters involving student gender-based misconduct grievances.

The faculty member shall exercise his/her option of appeal route by notifying, in writing, the Chair of the Faculty Senate, his/her department chair and Dean, and the VPAA that a grievance will be pursued and by informing these parties of the procedural route that the faculty member has chosen. The written grievance must state whether the faculty member believes illegal discrimination due to race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran is involved. Once the faculty member initiates the grievance with the VPAA (administrative route) or with the Chair of the Faculty Senate (grievance procedure route), then he may not change to the other route.

Where there is doubt or disagreement about whether a concern involves a grievable topic, the issue shall be conclusively decided by the VPAA after consultation with an attorney in the Board of Regents' Office of Legal Counsel.

³Complaints and grievances must be submitted within the time requirements of these procedures.





- **G.2.3** References to Gender. Any use of grammatical gender references shall be interpreted as applying equally to males and females.
- **G.2.4 Faculty Member.** For the purpose of creating grievance committee panels only, a faculty member is a full-time employee who holds academic rank at Cameron University and who is not formally assigned to administrative duties as more than 25 percent of his/her job assignment.
- **G.2.5 Academic Calendar.** For the purpose of this document, "Academic Calendar" refers to the time when a University semester or summer session is in session.

G.3 PROCEDURES

- G.3.1 Attempts to Resolve Complaints. A complaint should be brought to the attention of the faculty member's immediate unit supervisor, and if it is not resolved at that level, it should be referred to higher administrative levels according to the established procedure of the school. Complaints unresolved administratively that solely involve harassment based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran must be filed with the Equal Opportunity Officer. Complaints not related specifically or exclusively to a department may be brought to the attention of the Faculty Senate Chair. Complaints relating to possible grievances that have not been resolved by informal discussion with appropriate administrators may, on the recommendation of the Faculty Senate Chair, be presented to an informal review committee. Complaints related to specific personnel action decisions must be presented to the Chair of the Faculty Senate within 60 calendar days of the date when the faculty member was notified of the action.
- G.3.2 Informal Review Committee. The informal review of referred complaints shall normally be of a committee composed of three past Chairs of the Faculty Senate, only one of whom may have primarily administrative duties. The Chair of the Faculty Senate shall choose the committee members by lot from among the former Chairs currently on campus. If an insufficient number are reasonably available, the Faculty Senate Chair may use discretion in making appropriate appointments to the committee. The review committee shall attempt to resolve the referred complaint and shall report to the Chair of the Faculty Senate within 15 working days of its formation (based on the academic calendar). For complaints that involve alleged discrimination, the Equal Opportunity Officer shall be advised and shall normally serve as the fourth member of this review committee. The Chair of the Faculty Senate shall consult with the complainant about the results of the informal review and shall inform the complainant of the opportunity to make a written request for a grievance hearing that must be filed within 15 working days of notification of the results of the internal review (based on the academic calendar).
- G.3.3 Grievances. If informal discussion fails to resolve the complaint, or if the Faculty Senate Chair determines that an informal review committee is not appropriate, the complainant may request in writing that the Chair of the Faculty Senate form a grievance committee. This request must be submitted within 15 working days (based on the academic calendar) of either (a) the conclusion of the informal review or (b) the date the Chair declined to select an informal review committee. To insure the rights of the individuals involved, the Chair will provide both the complainant and the person against whom the complaint was made with copies of written policies and procedures relating to the grievance.



- **G.3.4** Information to be Contained in Written Grievance Request. Any written request for grievance adjudication, regardless of the nature of the grievance, shall not be considered unless it contains the following information: (a) a clear, detailed statement of the grievance and a statement describing the specific supporting evidence; (b) the specific remedial action or relief sought; (c) a brief summary of the results of previous discussion on the issues involved; (d) a statement of reasons by the complainant for his/her dissatisfaction with previous attempts at resolution of the grievance; (e) a statement that illegal discrimination is, or is not, alleged. To facilitate a review of the grievance, it is strongly suggested that the request be typed, double-spaced, signed, and presented in the sequence stated above.
- G.3.5 Formation of a Grievance Committee. Within 10 working days (based on the academic calendar) of the acknowledged receipt of a written request for the formation of a grievance committee, the Chair of the Faculty Senate shall select a grievance committee by random choice from the established panels. Both parties to the grievance shall be notified of the time and place for selection of the grievance committee, and each shall have the right to be present during the selection.
- **G.3.6 Establishment and Membership of Panels for Formal Hearing.** Panels from which members of the grievance committee are to be selected shall include all full-time faculty members as set forth below. The Panels shall be comprised of members exemplifying the nature of Cameron's diverse and inclusive full-time faculty.
 - a. Professors
 - **b.** Associate Professors
 - c. Assistant Professors
 - d. Ranks below Assistant Professor
- G.3.7 Composition of a Grievance Committee. The grievance committee shall consist of five members, chosen at random, consisting of one member from each of two panels to which the grievant belongs, and three additional members who must be tenured faculty--one Professor and two Associate Professors. If the grievant belongs to more than two panels, he may select the two panels from which the members are to be chosen. The grievant and the other parties involved in the grievance shall each be allowed to challenge one selection for the committee without showing cause (peremptory challenge) and any other selection for cause. Challenges may be made after a full potential committee has been selected. The Chair of the Faculty Senate shall rule on the validity of challenges for cause. Members of the department involved in the grievance shall not be eligible to serve on the committee.
- G.3.8 Grievance Consultant. At any step in the grievance procedures, the Chair of the Faculty Senate or the Equal Opportunity Officer who may become involved if discrimination is alleged, may be requested by either or both parties to the grievance or by the grievance committee to serve as a consultant in an advisory capacity without the power of decision in the grievance matter.

G.4 HEARINGS AND REPORT

G.4.1 Designation of Chair. Normally, the Chair of the grievance committee shall be the faculty member with the greatest number of years of service at Cameron University. However, the committee may depart from this procedure for reasons it deems sufficient, provided the Chair





is selected from among the members of the committee. The Chair shall schedule a hearing at the earliest convenient time when all affected parties can be present.

- G.4.2 Responsibility for Serving on Committee. All members selected shall be expected to serve on the committee except in cases of illness, necessary absence from the campus, service on a grievance committee in the current or immediately preceding academic year, or other extreme hardship. The Chair of the Faculty Senate shall decide whether a chosen committee member should be excused from service and must replace such a member by the same procedure used for the original selection. Members of the grievance committee shall commit themselves to observe procedures consistent with fairness to all parties concerned; for example, the committee members shall not discuss the case with anyone outside of the hearings and shall not be influenced in making a decision by any consideration other than the evidence presented to them in meetings in which all affected parties are present. In the event of serious illness, necessary absence, or extreme hardship on the part of a member of the grievance committee during the course of the hearing, the Chair of the Faculty Senate may at his/her option or at the request of the grievant select a replacement by the same procedure used to select the original panel. In the event a committee member is replaced in the course of the hearing, his/her successor shall review the record of the proceedings to become familiar with the positions of the parties and their evidence.
- G.4.3 Attendance at the Hearings. The grievance committee shall invite the grievant and the person against whom the grievance is filed to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case, as determined by the Chair of the grievance committee. The grievant and the person against whom the grievance is filed may each choose to be accompanied by an advisor, a colleague, a friend, or legal counsel. If either party is to be accompanied by legal counsel, the Chair of the committee shall be notified at least five working days prior to the meeting and shall notify the other party as soon as possible. The committee may request legal assistance from the University. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee where they will remain only long enough to give testimony and to answer questions of committee members. The Chair shall designate a recorder for the proceedings, subject to approval by both principals.
- G.4.4 Rules of Procedure for Hearing. The committee and those persons directly involved in the grievance may call witnesses, present statements, and in a structured manner ask questions of each other and of the witnesses, except that only procedural questions may be addressed to committee members after the committee is selected. Although one or both of the principals may be accompanied by a colleague or counsel, the principals shall normally be responsible for presenting their own case. The committee shall have immediate access to all relevant non-confidential documents and other materials but shall consider as evidence only those materials, including testimony, to which all of the principals to the grievance have been afforded access. The grievance committee shall set forth the rules of procedures for the hearing, usually within the guidelines and suggested format set forth below. The Chair may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the guidelines or format, in which case the principal parties shall be notified. Guidelines are as follows:
 - **a.** The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.
 - **b.** Counsel or representative may advise the principals but shall not be permitted to testify or cross-examine.





- **c.** A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.
- **d.** Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.
- **e.** The principal parties shall provide the Chair with the names of potential witnesses at least 48 hours prior to the hearing. The Chair shall be responsible for determining the time when the witnesses will appear before the committee. The principal parties shall be responsible for informing their own witnesses of this scheduled appearance.
- **f.** After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or by the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.
- **g.** All testimony and other evidence pertaining to the grievance shall be held in strict confidence.
- **h.** Only evidence relevant to the grievance may be introduced. Questions of relevance shall be decided by the Chair.
- i. The administration will attempt to secure the cooperation of witnesses and will make available to the committee necessary documents and other evidence within its control. No employee of the University, regardless of position, shall be excluded or excused from appearing before the committee if called, unless good cause can be shown.
- j. Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or non-renewal of faculty appointments, to the extent that they are in consonance with the procedures stated herein.
- G.4.5 Record of Proceedings. A confidential tape recording of the grievance hearings shall be made and will be accessible to the principal parties involved, the committee, the President or his/her designee, and members of the Board of Regents (and authorized representatives of any of the above) on a "need to know" basis. Either party to the grievance may request that the committee endeavor to provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. After the report of the grievance committee has been prepared, the tapes and relevant material will be sealed and preserved by the Office of the President. Such materials shall be destroyed after five years unless one or both parties submits a written request to the President offering acceptable reasons for preserving such documents.
- **G.4.6 Right to Withdraw Grievance.** At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of the committee. In all cases in which the grievance is withdrawn with the consent of the committee, the grievant shall not have the privilege of reopening the same grievance under these grievance procedures at any time in the future.
- **G.4.7** Procedures for Reviewing Testimony Presented and Reporting Findings. The committee shall prepare its report, specifically citing the evidence upon which its decision was based. The written report will contain (a) a statement of the purpose of the hearing, (b) a description of issues considered, (c) findings of fact, and (d) recommendations. The grievance committee shall make its





report to the President or his/her designee with copies to the principals. The Chair of the grievance committee shall inform the Chair of the Faculty Senate that the report and recommendations of the grievance committee have been submitted to the President. If the recommendations are adverse to the grievant, he shall have five working days (based on the academic calendar) from the date the report is submitted to the President within which he may submit in writing for consideration any specific objections he may have regarding the adequacy of the processes used by the committee in arriving at its conclusions. The committee shall make available to the President, upon request, a summary of the testimony and other evidence presented.

G.4.8 Final Decision. The President or his/her designee shall give the final decision in writing to the Chair of the Faculty Senate, the Chair of the grievance committee, the grievant, and the other party involved in the grievance. If the final decision is contrary to the recommendation of the grievance committee, the President shall include a statement specifying the reason for not accepting the recommendations of the committee.

G.4.9 Time Schedule

- a. Filing a Grievance. A person shall have 15 working days (based on the academic calendar) from the date of receiving the recommendations of the informal review committee or of being notified that an informal review committee will not be formed to initiate a written grievance if the complaint has not been resolved to his/her satisfaction.
- b. Formation of a Grievance Committee: A committee shall normally be selected within 10 working days (based on the academic calendar) after a person has filed a timely written request for the formation of the committee.
- c. Hearings and Reporting Findings. Grievances shall receive prompt attention. The hearings and report of the grievance committee shall normally be completed within 30 working days (based on the academic calendar) of the formation of the grievance committee, and the final decision shall be made by the President normally within 10 working days (based on the academic calendar) thereafter.

In any case in which the committee deems these time schedules to be inadequate, the Chair shall notify the principal parties involved in writing of the amended time schedule.





APPENDIX H

FACULTY SENATE CONSTITUTION

Article I. Name

The name of this unincorporated association shall be the Faculty Senate of Cameron University.

Article II. Membership and Officers

- A. The Faculty Senate shall consist of elected members of the Faculty. In order to be eligible for election to the Faculty Senate, a person must be a full-time member of the Faculty, with rank of Professor, Associate Professor, Assistant Professor, or Instructor, or their equivalent as defined by the Faculty Senate with the exception of two members elected from the Supplemental Faculty with adjunct status. Those members of the Faculty whose appointments are more than 50% administrative are excluded from membership in the Faculty Senate.
- B. Each academic department will elect at least one voting representative to the Faculty Senate. Each department with more than 10 full-time ranked faculty will elect a second voting representative. No department will be eligible to have more than two representatives. In addition, the Library will elect a voting representative to the Faculty Senate. Also, Adjunct Faculty members will elect from among their numbers two representatives for each academic year, one who teaches classes during the day and the other at night; these two representatives must work for different departments. The Student Government Association will elect one non-voting representative to the Faculty Senate. Elected members may be recalled at any time by a majority vote of their department. In such case, the department will hold a special election to determine a replacement.
- C. To assure continuity, members of the beginning Faculty Senate shall determine by drawing lots which one-half of the members shall serve for one year, and which one-half for two years. The one-year positions shall become two-year positions at the second annual election.
- **D.** Deans are not eligible to serve as officers or members of the Faculty Senate but may vote in all Faculty Senate elections.
- **E.** A Chair, a Chair-Elect, and a Secretary shall each be elected to a one-year term by members of the Faculty in a general election.

Article III. Faculty Senate Functions

- **A**. The Faculty Senate acts as the official voice of the Faculty as a whole.
- **B.** The Faculty Senate provides information and advisory recommendations on matters of student academic concern to the President. Such matters may include but not be limited to
 - **1.** Admission requirements;
 - **2.** Curriculum and courses;
 - **3.** Degrees and requirements for degrees;





- **4.** Calendar and schedule: and
- **5.** Student affairs.
- C. The Faculty Senate provides advisory recommendations to the President and such other administrators or bodies as may be appropriate on institutional matters of direct faculty concern. Such matters shall include but not be limited to
 - 1. Institutional policies regarding faculty status, including appointments, promotions, granting of tenure, retirement, non-reappointment, and dismissal;
 - 2. Institutional policies affecting the general welfare, working conditions, and the services performed by and for the faculty;
 - **3.** Institutional policies relating to academic and professional research and other scholarly and creative activities;
 - 4. University budget; and
 - **5.** Institutional planning.

Article IV. Faculty Senate Duties

The Faculty Senate will hold regular meetings at a set time each month during the academic year. Special meetings may be called by the President, the officers of the Faculty Senate, or a petition signed by at least ten members of the Faculty Senate.

In addition to attentive performance of the functions stated in Article III, the Faculty Senate shall

- **A.** Facilitate the flow of information to its various constituencies on matters of student, faculty, and institutional concern;
- **B.** Elect, from the membership of the Faculty Senate, the chair and the secretary of each standing committee of the Faculty Senate;
- **C.** Create and elect the members of such ad hoc committees as shall seem appropriate to the Faculty Senate.
- **D.** Coordinate activities, including the receipt and review of recommendations, of standing committees and ad hoc committees of the Faculty Senate;
- **E.** Supervise the election of faculty members to the Faculty Senate, to the various standing committees of the Faculty Senate, and to the University committees; and
- **F.** Serve as an advisory body to any individual or group component of Cameron University if deemed appropriate and useful by the Faculty Senate.

Article V. Liaison with the President

The President will present to the September meeting of the Faculty Senate in each academic year a general message on the state of the University in which he will give recommendations for the progress of the





University. At least once a year, the President will provide the Faculty Senate with a report on the state of the University budget.

After each meeting of the Faculty Senate, the Chair will provide in writing to the President of the University a list of all motions approved by the Senate at that meeting. The President will, within 45 calendar days after receipt of a Senate action, inform the Senate of his disposition of a Senate measure. If a Senate measure is disapproved, the President or his representative shall inform the Senate officers of the reasons for the decision. It is noted that at times, confidentiality requirements may limit the extent of complete disclosure.

Article VI. Faculty Senate Standing Committees

A. Academic Standards and Policies Committee

Functions: To formulate or coordinate recommendations and regulations for academic

policy and to report to Faculty Senate for consideration recommended

interpretations of existing academic policies.

Membership

Chair - Member of Faculty Senate. Secretary - Member of Faculty Senate.

4 Faculty - Elected members.

Administrative representative appointed by the President (non-voting).

B. Faculty Committee

Functions: To study existing policies and procedures and, if appropriate, develop

recommendations to the Faculty Senate for improvements in policies and procedures relating to matters of faculty welfare, including policies relating to management of promotion, salary, rank, tenure, leaves of absence, academic freedom, teaching loads, parking privileges, and any other matter which may

affect general faculty morale.

Membership

Chair - Member of Faculty Senate Faculty Senate Chair Elect

Secretary - Member of Faculty Senate.

6 Faculty - Elected members.

C. Fringe Benefits and Retirement Committee

Functions: To review, evaluate, and if appropriate, make recommendations concerning

fringe benefits and retirement programs to the Faculty Senate.

Membership

Chair - Member of Faculty Senate. Secretary - Member of Faculty Senate.

3 Faculty - Elected members.

Vice President for Business and Finance (ex-officio, non-voting).





D. Long-Range Planning Committee

Functions: To make recommendations to the Faculty Senate regarding issues and

programs that affect the future planning and development of Cameron

University.

Membership

Chair - Member of Faculty Senate Appointed by Faculty Senate Chair

Secretary - Elected from below

3 Faculty - Elected from and by Faculty Senate

1 Member from each school on campus selected by Faculty Senate Chair

Chair-Elect of Faculty Senate

VPAA

E. Rules Committee

Functions: To make recommendations to the Faculty Senate regarding the nomination of

the chair and secretary of each of the standing committees; to review and recommend the establishment, modification, and termination of the Standing Committees; and to certify the validity of election procedures and results.

Membership

3 Officers of Faculty Senate.

2 Additional members elected from and by Faculty Senate.

Article VII. Amendments

- A. Proposed amendments to this Constitution may be presented by any member of the Faculty Senate or by any faculty member at any regular or special session of the Faculty Senate. Any such proposed amendment may be amended by majority vote at that same meeting if a quorum is present.
- **B.** Any proposed amendment that is either presented to or amended by the Faculty Senate shall not be voted upon at the same meeting at which the amendment is so presented or amended.
- C. The proposed amendment(s), if approved by a majority of the members of the Faculty Senate, is then submitted to the campus faculty for consideration. The proposed amendment(s) shall be accepted if approved by a 2/3 majority of the campus faculty voting in a special election called for that purpose and then approved by the President.

Article VIII. Ratification Procedure

This constitution will become effective when approved by (1) a 2/3 voting majority of the campus faculty voting in a special election called for that purpose, (2) the President, and (3) the Board of Regents.





APPENDIX I

UNIVERSITY STANDING COMMITTEES

1. The Academic Appeals Committee serves as the appeals body for (1) the administration of the Admissions and Retention Policies of the University, (2) the consideration of exceptions or substitutions in academic areas which are not specifically reserved to a specific academic department or area, and (3) the consideration of any other matters associated with policies and procedures governing academic appeals.

The responsibility for academic evaluations of students rests with the faculty. If a student feels wrongfully and unfairly treated by an instructor and if he/she is unable to resolve the matter in conference with the instructor or the Departmental Chair, an appeal may be made.

Membership:

Faculty: Four elected at large by the Faculty.

Students: Three appointed by the Dean of Students as recommended by the Student

Government Association President.

Administrators: Registrar (ex-officio, non-voting); Administrative support: one appointed by the

President (non-voting).

2. The Curriculum Committee makes recommendations to the Vice President for Academic Affairs regarding all requests for (1) course changes, (2) new courses, (3) program changes, and (4) new programs.

Membership:

Faculty: One elected by and from the Faculty Senate; one faculty representative from the

school for every 20 full-time faculty members in each undergraduate school to be elected by the faculty (Deans are to be included in the count of faculty of each school).

Students: Three appointed by the Student Government Association President.

Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-

voting).

3. The Distance Learning Committee acts as an advisory and recommending body to the Director of Distance Learning. The committee (1) reviews best practices for delivery and support of distance learning in asynchronous, synchronous, and mixed modes; (2) formulates recommendations for faculty policy, procedures and practices for distance delivery of instruction; (3) reviews existing and proposed distance learning programs and courses; and (4) represents Cameron University on state and regional committees and boards on the topic of distance learning.

Membership:

Faculty: (Three year terms) One, by and from the Faculty Senate. Two appointed by the Vice

President for Academic Affairs from programs available completely by technology enabled distance delivery. One appointed by each academic dean (or equivalent) from

faculty engaged in distance delivery of instruction.

Students: (One year term) Three appointed by the Vice President for Enrollment Management

and Student Success as recommended by the Student Government Association

President.

Administrators: Director of Distance Learning (ex-officio, non-voting); (Three year terms) Two

appointed by the Vice President for Academic Affairs (ex-officio, non-voting). One,





by and from the Staff Advisory Council.

4. The Faculty Development Committee serves in an advisory capacity and makes recommendations to the VPAA regarding faculty development programs, policies, and operation of the Faculty Development Center.

Membership:

Faculty: One elected by and from the Faculty Senate; one elected by and from each

Undergraduate school; one elected by and from the Graduate Faculty; three appointed

by the Vice President for Academic Affairs.

Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-

voting).

5. The Financial Assistance Appeal Committee serves as (1) the appeals and review body for financial assistance student concerns and (2) an advisory group to the Director of Financial Assistance.

Membership:

Faculty: One faculty member from the Student Services Committee appointed by the Vice

President for Enrollment Management and Student Success.

Administrators: Director of Financial Assistance or designee (ex-officio, non-voting); Registrar;

Academic Advising Center representative; Financial Assistance representative appointed by the Director of Financial Assistance; and Student Support Services

representative appointed by the Director of Student Support Services.

6. The General Education Committee (1) establishes and reviews guidelines for certifying courses to meet general education program requirements; (2) certifies courses for meeting general education requirements; (3) develops guidelines for determining the applicability of transfer courses for meeting general education requirements; (4) evaluates general education assessment results and proposes appropriate program modifications; (5) reviews general education program to assure compliance with regulations and standards of governing bodies and accreditors; (6) formulates and promotes professional development programs for general education faculty; and (7) reports annually on the effectiveness of the general education program.

Membership:

Faculty: Two from each undergraduate school elected by the faculty; one from the Library

appointed by the Director of Library Services; one representative elected by and from

Faculty Senate

Students: Two appointed by the Student Government Association President.

Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-

voting).

7. The Go Green Committee makes recommendations to the Vice President for Business and Finance to (1) increase campus awareness of environmental and sustainability issues, (2) suggest methods for continuing environmental education of students, staff and faculty, (3) serve as a processing point for environmental and sustainability recommendations arising from any part of campus, and (4) survey current campus practices related to environmental stewardship and make recommendations for improvement.

Membership:

Faculty: One elected or appointed by and from the Faculty Senate (one year term) and one

faculty member elected at large (two year term).





Students: The Student Government Association President or designee and one student

appointed by the Student Government Association (one year term).

Administrators: One elected by and from the Staff Advisory Council (one year term), Director of

Physical Facilities or designee, and Dean of Students or designee.

8. The Graduate Council serves as the principal governing and appellate committee for all issues pertaining to graduate education at Cameron University making recommendations to the VPAA. Council functions include but are not limited to oversight of graduate curriculum; graduate faculty selection and retention; student matriculation and retention; in cooperation with the academic disciplines, strategic planning for graduate education; and appeals of grades, suspension, and dismissal.

Membership:

Faculty: All Department Chairs in departments where active graduate courses are offered-

Three and two additional faculty members from each department that offers a graduate

degree (Business, Education, Psychology).

Students: Two Three graduate students, one from each department with a graduate program,

nominated by the Dean shall be confirmed by a simple majority vote of the Graduate

Council.

Administrators: Dean of the School of Graduate and Professional Studies chairs the Graduate Council. Additional Non-voting: Academic Affairs Coordinator, Education and Psychology Graduate Coordinator,

MBA Graduate Coordinator, Registrar, Director of Admissions/Graduate Enrollment,

Graduate Recruiter.

9. The Information Technology Advisory Committee is an advisory and recommending body to the Director of Information Technology Services and other appropriate administrators regarding the development of policies and plans related to computing and all aspects of information technology.

Membership:

Faculty: One elected by and from the Faculty Senate; two from each undergraduate school

appointed by the Dean of the School; one from the Library appointed by the Director

of Library Services.

Students: Three appointed by Student Government Association President.

Administrators: Director of Information Technology Services (ex-officio, non-voting); three professional

staff from Information Technology Services (ex-officio, non-voting); and one

professional staff member appointed by the Vice President for Academic Affairs (ex

officio, non-voting).

10. The Institutional and Internal Services Committee reports to the Vice President for Business and Finance and is responsible for making recommendations regarding University contracts with external organizations, issues of public safety, the upkeep and improvement of the physical plant, and other University services not under the purview of academic or student affairs.

Membership:

Faculty: Three elected at large by the Faculty; one elected by and from the Faculty Senate.

Students: One appointed by the Student Government Association President. Administrators: Vice President for Business and Finance (ex-officio, non-voting).

11. The Institutional Assessment Committee reports to the VPAA and is responsible for (1) identification of appropriate assessment objectives for Cameron University, consistent with the policies and requirements of the Oklahoma State Regents for Higher Education and the Higher Learning Commission; and (2) University-wide coordination of planning and implementation of entry-level assessment, mid-level





(general education) assessment, programs outcomes assessment, and student satisfaction assessment programs which meet those same objectives and requirements.

Membership:

Faculty: Chair (appointed by the Vice President for Academic Affairs); one appointed by and

> from the Faculty Senate; two appointed or elected at the discretion of the Dean from each of the undergraduate schools; one appointed or elected at the discretion of the Director of the Library; six from the School of Arts and Sciences; six from the School of Graduate and Professional Studies; Chair of the General Education Committee (ex-

officio, nonvoting).

Staff: One appointed by or elected at the discretion of the appropriate Executive Council

> member for each non-instructional unit participating in the assessment process. three from the Office of Teaching and Learning; one to represent Developmental Education; two from Enrollment Management and Student Success; three representing other non-

instructional units;

Administrators: Director of Institutional Research, Assessment, and Accountability (ex-officio, non-

voting); the Vice President for Academic Affairs (ex-officio, non-voting) or his/her

representative.

12. The Intercollegiate Athletics Committee serves in an advisory capacity to the Director of Athletics and the President. On request, the Committee reviews, interprets, and recommends policies and regulations regarding the conduct of the intercollegiate athletic program.

Membership:

Faculty: One elected by and from the Faculty Senate; two elected at large by the Faculty. Students:

Two recommended by the Student Government Association President and approved

by the Vice President for Enrollment Management and Student Success or his/her

designee

Faculty Athletic Representative (Chair); Director of Athletics (ex-officio, non-voting). Administrators:

13. The Intercollegiate Committee for Gender Equity, Diversity and Inclusion (1) Develops and monitors the Department of Athletics Gender Equity, Diversity and Inclusion Plan(s): Identify issues, problems and solutions, Seek feedback from student-athletes, coaches, and athletic administrators, Monitor progress on goals, Recommend adjustments to the plan as needed, Communicate to the campus and community; (2) Reviews relevant reports prepared by the Department of Athletics to meet NCAA requirements to include: Institutional Self Study Guide (ISSG), Annual government report Equity in Athletics Disclosure Act (EADA) Report (October), Annual NCAA/EADA report (January); and (3) Assists with the development and review of the Athletics Institutional Self Study Guide (ISSG) which is to be done every 5 years:

Membership:

Faculty: One faculty Athletics Representative.

Students: One student athlete, appointed by Athletic Director; one student appointed by the

Student Government Association President.

Administrators: Senior Women's Administrator (Committee Chair); Equal Opportunity Officer/Title IX

> Coordinator (ex-officio, non-voting); Diversity Services Coordinator (ex-officio, nonvoting); Vice President for Academic Affairs or designee; one member of the Intercollegiate Athletics Committee; one Coach, appointed by the Athletic Director.

14. The Lectures and Concerts Committee serves in an advisory capacity to the Vice President for Enrollment Management and Student Success and is responsible for encouraging lectures and concerts by (1) disseminating information regarding funding of lectures and concerts and (2) reviewing and making recommendations regarding proposals for University-funded lectures and concerts.





Membership:

Faculty: One elected by and from the Faculty Senate; one two elected by and from each school.

Students: Four appointed by the Student Government Association President.

Administrators: Dean of Students (ex-officio, non-voting).

15. The President's Strategic Planning Committee serves in an advisory capacity to the President on matters related to addressing the University Strategic Plan, Campus Master Plan, and maintaining institutional accreditation. The Committee also serves as the nominating body for ad hoc committees for strategic plan development, campus master plan development, and accreditation self-study development on an as needed basis.

Membership:

Faculty: Chair, Faculty Long-Range Planning Committee; Chair, current Strategic Plan

Committee; Chair, current Campus Master Plan committee; Chair, previous HLC Self

Study committee.

Students: Two undergraduate students and one graduate student appointed by the Student

Government Association President.

Administrators: President (Chair), Members of Executive Council, Accreditation Liaison Officer, and

other members as appointed by the University President.

Community: Appointment by the Chair of the CU Foundation; Appointment by the Chair of the CU

Alumni Association

16. The Recruitment Committee serves in an advisory capacity to the VPAA and the Vice President for Enrollment Management and Student Success or his/her designee regarding student recruitment.

Membership:

Faculty: One two elected by and from each school; one elected by and from Faculty Senate;

one elected by and from Graduate Council.

Students: Two undergraduate students and one graduate student appointed by the Student

Government Association President.

Administrators: Vice President for Enrollment Management and Student Success or his/her designee

(ex-officio, non-voting).

17. The Research Committee serves in an advisory capacity to the VPAA and is responsible for encouraging and assisting faculty and students in research activities by (1) disseminating information regarding funding of research proposals, (2) providing assistance with the writing and review of research proposals, and (3) reviewing and making recommendations regarding University-funded research.

Membership:

Faculty: One elected by and from the Faculty Senate; four elected at large by the Faculty. Students: Two undergraduate students appointed by the Student Government Association

President; one graduate student selected by the Graduate Council.

Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-

voting); representative of Academic Research Support Center (ex-officio, non-voting).

18. The Student Persistence and Completion Committee supports ongoing activities and initiatives to improve persistence and completion among all student categories including 1) reviews of student and program performance data; 2) recommendations to the President or appropriate vice president for new persistence and completion initiatives and modification or discontinuation of existing



initiatives; and 3) provides or sponsors programming to inform university faculty and staff members of best practices and new national trends in persistence and completion.

Membership:

Faculty: Two elected at large by the Faculty; one faculty representative appointed by each

academic dean, assistant vice president, and associate vice president to include at least one person delivering developmental instruction and one person delivering

synchronous or asynchronous distance learning instruction.

Staff: One staff representative appointed by each of the following: Dean of Students;

Director of the Academic Advising Center; Director of Admissions; Director of Athletics; Director of Student Housing; Director of Financial Assistance; the

Registrar; and the Vice President for Business and Finance.

Students: Three appointed by the Student Government Association President, one of whom

is enrolled online or at a learning site.

Administrators: The Vice President for Academic Affairs or his/her representative (ex- officio, non-

voting); the Vice President for Enrollment Management and Student Success or

his/her representative(ex-officio, non-voting); the Director of Institutional

Research, Assessment, and Accountability or his/her representative (ex-officio,

non-voting).

19. The Student Services Committee acts as an advisory and recommending body to the Vice President for Enrollment Management and Student Success. The committee (1) formulates recommendations for student policy; (2) reviews and interprets existing student policies; and (3) coordinates with secondary committees under its jurisdiction (Student Activity Fee Allocation Committee), and (4) reviews applications for new student organizations and makes recommendations to the Vice President for Enrollment Management and Student Success.

Membership:

Faculty: One elected by and from the Faculty Senate; two elected at large by the Faculty.

Students: Five appointed by the Student Government Association President.

Administrators: Two appointed by the Vice President for Enrollment Management and Student

Success (non-voting) One appointed by the Dean of Students (non-voting).

20. The Teacher Education Council serves in an advisory capacity to the Director of Teacher Education. The Council (1) reviews teacher education regulations and proposed changes; (2) reviews all approved teacher education programs, proposed programs, and proposed changes in approved programs; (3) makes recommendations regarding the professional education sequence; and (4) makes recommendations regarding the selection, admission, and retention of teacher education students. Standing subcommittees of the Teacher Education Council include the Selection, Admission, and Retention Committee and the Faculty Development Committee.

Membership:

Faculty: One elected by and from the Faculty Senate; one from each certificate program

appointed by the department chair of the discipline.

Students: One representing elementary education; one representing secondary education; and

one representing Educational Leadership, all appointed by the Student Government

Association President.

Administrators: Director of Teacher Education (ex-officio, non-voting) chairs the Council; Coordinator

of Field Experience (ex-officio) serves as permanent Chair of Selection, Admission,

and Retention Committee, NCATE Coordinator (ex-officio, non-voting).

Public: Two invited to participate by the Teacher Education Council (non-voting).





21. The Teaching and Learning Committee serves in an advisory capacity and makes recommendations to appropriate administrators regarding the Library, instructional technology, and other learning-resource centers. The committee reviews proposals and makes recommendations regarding University-funded innovative instruction grants.

Membership:

Faculty: One elected by and from the Faculty Senate; one librarian appointed by the Director

of Library Services; one from each school appointed by the Dean.

Students: Three appointed by the Student Government Association President.

Administrators: Two appointed by the President; two appointed by the Vice President for Academic

Affairs; the Vice President for Academic Affairs or his/her representative (ex-officio,

non-voting); the Director of Distance Learning (ex-officio, non-voting).

22. The University Committee on Equity, Diversity and Inclusion assists with the development and review of the University Equity Plans, reviews and makes recommendations on Federal Compliance Policies, seeks feedback from students, student-athletes, faculty and staff, monitors progress on goals, recommends adjustments to the plan as needed, communicates to the campus and community, and reviews annual university Affirmative Action Plan.

Membership:

Faculty: One faculty member elected by the faculty to serve a 3 year term, one faculty member

elected by and from the Faculty Senate.

Staff: One staff member elected by and from the Staff Advisory Council.

Students: The Student Government Association President, one student appointed by the Dean

of Students.

Administrators: Vice President for Academic Affairs (Chair), Equal Opportunity Officer/Title IX

Coordinator (ex-officio, non-voting), Diversity Services Coordinator (ex-officio, non-

voting), one member of the Intercollegiate Athletics Committee.

- **c.** Ad Hoc Committees and Task Forces. From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University's official website.
 - 1. The Public Exercises Task Force coordinates commencement ceremonies, convocation, and other ceremonies that include University-wide participation and that are open to the general public. The committee reviews the format, facility utilization, personnel requirements, equipment requirements, safety and parking requirements, and all associated matters necessary for management of the event. Recommendations by the committee are made to the person or organization in charge of the event.

Membership:

Faculty: One appointed by the President Representative from the Department of Art,

Music and Theatre Arts

Administrators: Director of Events Management (Chair); Representative from Physical

Facilities; Executive Assistant to the President; Vice President for Academic Affairs or his/her designee; Vice President for Enrollment Management and Student Success or his/her designee; Senior Director, Public Affairs; Academic Deans; Dean of Students; Registrar; Director, Public Safety; Director, KCCU.

CODE OF STUDENT CONDUCT

General Provisions

1.01 APPLICABILITY

This Code of Student Conduct is applicable to every student enrolled at the University, whether part-time or full-time and whether in residence, by extension, or otherwise and may at times apply to persons off-campus when using University facilities or participating in University programs. This code is adopted pursuant to authority granted by the University's Board of Regents.

1.02 **DEFINITIONS**

- a. "Academic work" means the preparation of an essay, thesis, report, problem assignment, computer program or other project which is submitted for purposes of grade determination.
- b. "Code" means this Code of Student Conduct.
- c. "Director" means the Director of Student Development or Director of Student Housing or designee.
- d. "Disciplinary action" means proceedings under Section Three of this code.
- e. "Hazing" means those activities defined in the Cameron University Hazing Code (See Appendix A).
- f. "Hearing Officer" means that person appointed by the Dean of Students, who in most cases will be the Director of Student Development, the Director of Student Housing, or the Chair of the Disciplinary Committee, to conduct hearings.
- g. "Notice" means correspondence via official University communication, to include but not limited to: (1) sent by mail, addressed to the addressee at the local address, as shown on University records in the Office of the Registrar; (2) personally delivered to the addressee; (3) personal contact; (4) University email address; (5) hand delivery; or by (6) certified mail, return receipt requested, to the address on file.
- h. "Preponderance of the evidence" means that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
- i. "Published University policy" means any provision of a Board of Regents order or rule, an official University policy or procedure, or a published directive, rule, or regulation of the University.
- j. "Record" means all written documents, forms, copies, reports, statements, tape recordings, or tangible evidence in a disciplinary action.
- k. "University" means Cameron University.

- l. "University officials" means those persons who have been given responsibility and authority by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
- m. "University property" means property owned, controlled, used, or occupied by the University, including property physically removed from the main campus.
- n. "DOS" means the Dean of Students unless otherwise noted.
- o. "Will" and "Shall" are used in the imperative sense.

1.03 AWARENESS OF POLICIES

Each student is expected to be fully acquainted with all published University policies, copies of which are available to each student for review online and in the Student Development Office. The University will hold each student responsible for compliance with these published policies. The most up-to-date version of University polices, including the Code, can be found online. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provision of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus which may have an adverse effect on the University or the educational process.

Responsibilities of Students

2.01 CONDUCT REQUIRED

Each student shall conduct themselves in a manner consistent with the University's mission as an educational institution. Any student who fails to conduct themselves in such manner violates this code and a disciplinary action and sanction may be imposed.

2.02 CONDUCT PROHIBITED

Specific examples of conduct, to include any attempt to commit prohibited conduct, which violates section 2.01 above include, but are not limited to, the following:

- a. Commission of an act which would constitute an offense under appropriate federal, state or local criminal statute.
- b. Advocating or recommending either orally or in writing the conscious and deliberate violation of any federal, state, or local law. "Advocacy" means addressing an individual or group for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral prosperity of a course of action
- c. Engaging in Disruptive Activity as defined in Appendix B.
- d. Violation of any published University policy to include student housing and University-owned facilities.
- e. Failure to comply with the directives of a University official acting in the performance of his their duties. This includes the failure to respond to an official summons to the office of university official within the designated time or failure to present identification upon request of any authorized university official.

- f. Furnishing any false information to the University. Furnishing false information includes but is not limited to manufacturing, posing, providing, making, or using false information or omitting relevant information to University officials or on University documentation; forging, altering or missing a University record or document; initiating a false report; knowingly using or posing forged, altered or false documents or records; and either failure to maintain a current mailing address with the Registrar's Office or proving a false/fictitious address.
- g. Providing false testimony or other evidence at a University disciplinary or other administrative proceeding.
- h. Engaging in academic dishonesty as defined and described in Section 6.7 of the Code.
- i. Failing to meet financial obligations to the University, such as issuance of a check without sufficient funds
- j. Theft, destruction, damage, or misuse of property belonging to or the responsibly of the University or to any person/legal entity, to include unauthorized throwing of any object in or from University facilities.
- k. Misuse, abuse or unauthorized use of fire extinguishers or other safety equipment on University property.
- 1. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
- m. Possession of or making use of University keys, to include official Cameron ID, for an unauthorized purpose.
- n. Unauthorized entry into or use of University buildings, facilities, equipment, or resources.
- o. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware, or software or any violation of the Computer Use Policy or Residential Network Policy.
- p. Engaging in activities and behaviors considered hazing in nature which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act towards a student (See Appendix A).
- q. Violation of the published University policies on the possession and use of alcoholic beverages (See Appendix C).
- r. Gambling in any form on University property or sponsored activities.
- s. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance, as well as any drug paraphernalia, especially on University property or at University activities.
- t. Possession or use of any firearms, ammunition, or weapon on University property to include hunting/fishing knives; carrying knives with blades exceeding three inches is also prohibited.
- u. Unauthorized possession, ignition, or detonation or any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or University property.
- v. Knowingly (1) initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) placing a person in fear of imminent serious bodily injury; or (3) preventing or interrupting the occupation of a building, room or aircraft, automobile, or other mode or conveyance.

- w. Malfeasance or misuse of elected or appointed office in a student organization
- x. Abusive conduct: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education and creates an environment that a reasonable person would find intimidating, harassing, or humiliating. The frequency of the conduct, its severity, and whether it is threatening or humiliating are factors that will be considered in determining whether conduct is abusive. Abusive conduct includes verbal abuse, physical abuse, or holding a person against his or her will. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) will not amount to abusive conduct.
- y. Assaulting, battering, or physically abusing another person.
- z. Violating the University's Gender-Based Misconduct Policy.
- aa. Stalking: repeated conduct which reasonably and subjectively causes another person to fear for his/her safety or which causes person to alter his/her activities as a result of the repeated conduct.
- bb. Retaliation: Taking any adverse action against a person because of, or in retaliation for, the person's reporting of a crime or violation of University policy, or in assisting in such a claim. The procedures set forth in Sections 3, 4, and 5 will apply to all non-academic violations of the Code of Student Conduct, except for violations of the Cameron University Gender-Based Misconduct Policy.

Administration of Student Code

3.01 DIRECTORS

Under the direction of the Dean of Students (DOS), the Director of Student Development, or designee, shall be primarily responsible for the administration of the student conduct system. The Director of Student Housing or designee will be responsible for resolving disciplinary problems resulting from the violation of regulations within residential facilities, according to the Code and the Student Housing Rules and Regulations (Appendix D).

3.02 DISCIPLINARY HEARING COMMITTEE

Each fall semester the DOS shall appoint a the Disciplinary Hearing Committee. Committee members shall serve for one year. Committee membership will include students, faculty, and staff members. When needed, the Committees will be comprised of three faculty, three students and one staff member.

The Committee will hear appeals of non-academic misconduct cases resulting in interim suspension, suspension or expulsion for non-academic offenses. They shall hear all appeals related to 2.02h of the code and matters that are academic in nature that may result in suspension or expulsion. The Chairs of the Committees will work closely with the DOS to follow appropriate procedures for the hearing (Section 5).

3.03 TEMPORARY ADMINISTRATIVE ACTION

a. When Appropriate. In the event the President or the DOS, or designee, has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the academic process, the DOS or the President may place immediate, temporary restrictions upon a student's rights with the University community, up to and including removal from the

University Community, pending a hearing outlined herein. If the Director of Student Development or the Director of Student Housing has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the academic process, the Director may temporarily impose immediate, temporary restrictions upon a student's rights with the University community, up to and including removal from the University Community, with the exception of suspension and expulsion, which may be appealed to the DOS.

- b. **Notice of Temporary Action.** Upon the decision to impose a temporary restriction, the student shall be notified by the most expeditious means available.
- c. **Hearing**. When temporary restrictions are imposed, the DOS shall immediately initiate the hearing procedures provided in the Code, and a hearing as required herein shall be held no later than ten business days after the temporary disciplinary action was taken. However, the time for a hearing may be extended due to the availability of witnesses, or respondent, hearing panel, timing of complaint, and/or other circumstances requiring a hearing extension date; but, in any such case, a student shall not be prejudiced.

3.04 ADMINISTRATIVE INVESTIGATION OF ALLEGED CODE VIOLATIONS

a. **Investigation**

- 1. **Allegation.** After a code violation is alleged, information is sent by the reporting party to the appropriate Director.
- 2. **Preliminary Inquiry**. The Director will conducts a timely preliminary inquiry into the alleged violation to determine whether the complaint warrants further investigation.
- 3. **Notice of Investigation and Administrative Review.** If the Director determines that the complaint warrants further investigation, the Director shall send notice to the student that a complete investigation will occur and request the student's attendance at a meeting to discuss the alleged code violations. This meeting shall occur as soon as possible, but no earlier than five business days after notice is given. The student may agree to a more expedient meeting.
- 4. **Administrative Review**. The Director may discuss, consult and advise with the parties involved and they shall attend such meetings as summoned. On the student's appearance before the Director, the Director shall give the student an opportunity to relate or explain any facts bearing on the alleged violation. The Director will conduct additional investigation as needed in order to make an administrative disposition. A determination will be made regardless of a student's attendance, based on the information and evidence available.
- b. **Administrative Disposition**. After a fair and impartial assessment of all of the information collected during the investigation, the Director shall make a determination of whether a published University policy was violated. The Director shall indicate their decision, including disciplinary action, if any, in writing as soon as reasonably practical but no later than five business days after completion of the administrative review.

c. **Appeal of Administrative Disposition**. The student has five business days after the notification of the administrative disposition in which to file a written appeal to the DOS. Please refer to Section 4 - Appeals & Review.

3.05 DISCIPLINARY PENALTIES

- a. **Nature of Sanctions**. The following penalties comprise the range of official University actions which may be taken when a student engages in prohibited conduct. Those penalties are not exclusive and may be imposed together with other penalties, deemed appropriate by university officials.
 - 1. Warning: A verbal or written notice to the student that a violation of a published University policy has occurred and that the continuation of such conduct or actions could result in further disciplinary action.
 - 2. Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, denial of access to all or portions of campus (except for limited periods and specific activities with the permission of the appropriate University official), the use of an automobile, dining privileges, visitation privileges, or participation in athletics or other extracurricular activities. The restriction may be imposed only for a definite term.
 - 3. Educational Sanction: The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special classes or lectures, or visiting a counseling center. The special project may be imposed only for a definite term.
 - 4. Restitution: Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.
 - 5. Fines: In addition to or in lieu of other sanctions, the hearing body may impose fines in accordance with the following maximums: Administrative Disposition-\$150.00; Disciplinary Hearing Committee-\$150.00. Should the Disciplinary Hearing Committee or appropriate administrative official determine a fine would result in an unreasonable hardship on the student, a work program can be imposed in lieu of a fine. The in lieu work program shall be jointly approved by the hearing body and the DOS or designee.
 - 6. Disciplinary probation: An indication that the student is not in good standing and that their continued enrollment is conditioned upon adherence to published University policies. Probation may be imposed only for a definite term but automatically restricts the following privileges:
 - a. A student on disciplinary probation or harsher disciplinary sanction is ineligible to hold or be elected to an office of any student organization recognized by the University;
 - b. A student on disciplinary probation or harsher disciplinary sanction may not represent the University in any special honorary role, (e.g., debate tournament, athletic competition, etc.)
 - c. If a specific question is asked whether the student has been involved in any discipline situations, there is no alternative but to give an accurate answer to the question. (This situation automatically exists for items 5-12).
 - 7. Withholding an official transcript or degree.
 - 8. Prohibition against readmission.

- 9. Denial or non-recognition of a degree.
- 10. Loss of or ineligibility for a student scholarship, grant, or loan.
- 11. Suspension: Separation from the University for a definite term, during which the student shall not be permitted to attend classes or participate in any University activity, and/or be on University property.
- 12. Expulsion: Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the University will not allow the student to re-enroll, the student will be expelled. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.
- 13. Housing probation: An indication that the student is not in good standing in Student Housing. In the event of a subsequent violation, sanctions may be more severe, up to and including cancellation of student housing contract.
- 14. Cancellation of student housing contract with or without a deposit refund.
- b. **Disciplinary Hold**: Student Records, Student Transcripts, and Student Registration.
 - 1. The University may place a disciplinary hold on a student's records during the pendency of Student Conduct Proceedings. A disciplinary hold prohibits a student from registering for classes until the Student Conduct Proceedings, to include any review procedure, are complete.
 - 2. Upon conclusion of Student Conduct Proceedings, the University may continue a disciplinary hold on a student's records until the student satisfactorily completes all sanctions.
 - 3. The University may place a disciplinary hold on a student's record if a student is suspended as part of the sanctions process, which prohibits a student from being admitted to or registering for classes at any campus governed by the Board of Regents of the University of Oklahoma.
 - 4. A disciplinary hold shall remain in effect until the suspension period is over, the student has complied with all conditions/sanctions, and has reapplied and been readmitted. Records relating to non-academic student conduct are part of the student's overall education record; however, disciplinary charges and sanctions are not noted on the student's transcript.
- c. **Recording of Penalties**. Disciplinary records will be maintained in the Office of Student Development. Housing disciplinary records will be maintained in the Office of Student Housing. Penalties of suspension and expulsion shall be maintained permanently in the Office of Student Development and are subject to review if a written request is made to the Dean of Students.
- d, **Finality of Penalties**. Disciplinary action becomes final:
 - 1. In the event of an Administrative Disposition, upon acceptance by the student of the Director's decision. Disciplinary action will be imposed immediately following the Administrative Disposition, pending the outcome of an appeal.
 - 2. In the event of an appeal, upon notice to the student of the Committee's Final Disposition.
 - 3. In the event of a hearing in cases where suspension or expulsion may be sought, upon notice to the student of the decision of the Hearing Committee, and when the time in which to file a notice of appeal to the President of the University has expired.

Appeals and Review

4.01 REQUESTING APPEAL

a. **Written Appeal Request.** A student wishing to appeal the Director's decision must file a signed, written notice of the appeal request with appropriate rationale with the DOS no later than 4 p.m. five business days after official notice of the Director's decision. Appeals of interim suspension, suspension, or expulsion will be heard by the Hearing Committee. All other appeals will be heard by the DOS and will generally proceed as described herein.

b. The grounds for appeal are:

- 1. Insufficient evidence to support the decision.
- 2. The sanction imposed was too harsh.
- 3. An error that significantly prejudiced the rights of the defendant.
- 4. Significant new information discovered after the hearing and presented within 30 days.
- c. **Time**. For appeals of interim suspension, suspension, or expulsion, the DOS will notify the appropriate Hearing Committee Chair of the written appeal request. The Committee Chair will schedule a hearing no later than ten (10) business days after the appeal request, unless there are extenuating circumstances (such circumstances are to be shared with the student.) If disciplinary action is involved prior to appeal, the student may request a more expedient hearing.
- d. **Notice**. The Chair of the Committee will notify the student in writing of the time, date and place of the appeal Hearing with other required information. See Section 5 for detailed hearing procedures.

Hearing Procedures

The following procedures are applicable to any hearing before the appropriate Committee. A Committee will hear all appeals of Temporary Disciplinary Actions, and all matters that may result in suspension or expulsion.

5.01 PRE-HEARING PROCEDURES

- a. **Notice**. Upon initiation of the hearing process, as described in Sections 5, the appropriate Committee will provide written notice to all parties:
 - 1. **Time of Hearing:** Notice shall state the date, time and location of the hearing. A Committee hearing shall be held no later than ten business days after the required written notice to the student. Every effort will be made to accommodate a student's request for a more immediate hearing.
 - 2. **Summary of Allegations**: Notice shall include a short and plain statement of the University policies alleged to have been violated, the factual background of the matter, and the basis for the Committee hearing (i.e. student appeal of interim suspension, suspension, or expulsion hearing).
 - 3. **Service of Notice**: Service shall be by correspondence (1) sent by mail, addressed to the addressee at the local address, as shown on University records in the Office of the Registrar; (2) personally delivered to the addressee; (3) personal contact; or (4) University email address, (5) hand delivery or by (6) certified mail,

return receipt requested, to the student. When the above steps have been taken, return receipt or other delivery notice, whether signed or not, shall be deemed sufficient evidence that the student has been properly served and it shall be presumed that the student has received and read the notice.

- b. **Disclosures**. At least two (2) business days before the hearing, all parties shall make the following disclosures to the Committee, in writing. The Chair of the Committee will provide copies of the disclosures to all parties within a reasonable time. All parties will receive notice at the same time.
 - 1. Whether any legal counsel or advisor will attend the hearing with a party.
 - 2. Names of all witnesses each party intends to call to testify during the hearing, including a brief summary of each witness's expected testimony.
 - 3. Copies of all documents and/or exhibits the parties intend to introduce during the hearing. NOTE: The Committee may, in its discretion, allow introduction of evidence not previously disclosed, in accordance with Section 5.03(b)(2)(e).
- c. **Pre-Hearing Meeting**. At the discretion of the Committee Chair, a pre-hearing meeting may be convened to present objections to documents, witnesses, clarify the charges, responses, or procedures to be used during the hearing.

5.02 HEARING REGULATIONS

- a. **General Decorum**. The Chair shall exercise control over the hearing to insure fairness and a professional atmosphere. Any person who disrupts a hearing or who fails to adhere to the established procedure or rulings of the Chair may be disciplined, including without limitation exclusion of witnesses or evidence.
- b. **Advisors**. Parties are entitled to have individuals, legal guardians, and/or a legal advisor present during the hearing. Advisors may support the student and provide advice about the investigation and disciplinary process. During meetings and hearings, the advisor may talk quietly with the student or pass notes in a nondesruptive manner. The advisor may not intervene in a meeting or hearing or directly address panel members, complainants, or witnesses, nor may they make objections. If parties desire to have attorneys serve as their advisors, they may do so at their own cost.
- c. **Confidentiality**. Hearings and matters discussed therein are confidential and are closed to the public, unless otherwise determined by the Chair.
- d. **Evidence**. Formal judicial procedures are not required, and formal rules of evidence do not apply. The Committee Chair makes final rulings on all objections to evidence and the admissibility of evidence and testimony. Evidence will be admitted if the Chair determines that it is the sort of information reasonable people would rely upon in the conduct of their affairs.
 - 1. All parties should have reasonable opportunity to respond, present relevant information, question witnesses, and present argument.
 - 2. A party may conduct cross-examinations required for a full and true disclosure of facts. When the Committee Chair determines that a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form. In case of an expulsion hearing, affidavits should not be permitted in lieu of live testimony unless agreed to by the opposing party or unless the Committee Chair determines that the parties' interests will not be prejudiced.

- 3. **Information from Non-Parties**. At the request of either party, the University shall instruct a University student or employee to appear as a witness. The University may require the witness to attend the hearing or to furnish documents or other physical evidence requested by the party.
- 4. **Transcript**. A record of the proceeding will be made, by electronic recording or through use of an official court reporter, or by request of any party, at their own expense, and within 30 days of the hearing.
- 5. **Record**. The record in a proceeding shall include all evidence and testimony received or considered by the Committee at the hearing, any objections to evidence and the Committee's rulings, and all other information or data considered by the Committee, provided all parties have had access to such evidence.

5.03 HEARING PROCEDURES

a. General Rules

- 1. A hearing may be postponed at the discretion of the Committee Chair for good cause upon written request being filed with the Committee Chair at least 24 hours before the hearing.
- 2. The student or any pertinent party, may challenge the impartiality of a Hearing Committee member at any time prior to the hearing. The Committee Chair shall be the sole judge as to whether the specific individual can serve with fairness and objectivity. In the event the member is disqualified, a substitute will be chosen by the DOS. A majority of the committee must be present for an appeals hearing.
- 3. During the hearing, only the Committee members, the student and the advisor, other individuals, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. All persons present at the hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.
- 4. The student may not be compelled to testify against themselves, and the hearing officer and appropriate committee shall presume the student innocent of the charges until the Committee is satisfied, by a preponderance of the evidence, that a violation has occurred.
- 5. The hearing will occur regardless of the student's attendance, based on the information and evidence available.

b. Hearing Process

1. **Opening Remarks**. If desired the parties may briefly outline their cases before the presentation of evidence. The Committee should use discretion when determining the proper evidentiary value of information presented during Opening Remarks.

2. **Presentation of Evidence**.

- a. The University will usually present its case first, followed by the student.
- b. Each party is allowed an opportunity to cross-examine witnesses presented by the other party.
- c. Further questioning of the witnesses by the parties is at the discretion of the Committee Chair.

- d. The Committee members may ask questions of the witnesses at any time, at the discretion of the Chair.
- e. After each party has presented its case, upon request of either party the Committee, at its discretion, may permit introduction of additional evidence to clarify or rebut evidence presented during the course of the hearing.
- 3. **Closing Remarks**. At the Committee's discretion, the parties may make brief summary statements.

5.04 POST HEARING PROCESS

a. Committee Decisions.

- 1. Committee recommendation regarding interim suspension or expulsion shall be provided to all parties, in writing, within five business days of the hearing date.
- 2. The Committee shall provide its written recommendation to the President, who shall review the official record of the hearing and, in writing, either approve, reject or modify the Decision, or remand the matter back to the Hearing Committee for further hearing or consideration. Unless remanded, the action of the President, in conjunction with the approved or modified decision, shall be disposition of the matter.
 - a. The final disposition of a suspension or expulsion matter shall be subject to rehearing, reopening, or reconsideration by the President. Any application or request for such rehearing shall be made by an aggrieved party within ten business days from the date of the notice of final disposition. The grounds for such request may be:
 - i. Newly discovered or newly available evidence, relevant to the issues;
 - ii. Need for additional evidence to adequately develop the facts essential to proper decision;
 - iii. Probable error committed by the Committee in the proceeding or in its decision, which would form a reasonable independent basis for reversal of the decision;
 - iv. Need for further consideration of the issues and the evidence in the public interest;
 - v. A showing that issues not previously considered ought to be examined in order to properly dispose of the matter;
 - vi. Fraud practiced by the prevailing party or procurement of the Decision by perjured testimony or fictitious evidence.
 - b. Any rehearing, reopening or reconsideration by the President shall be confined to those grounds upon which the rehearing was ordered.
- 3. Each party shall be provided, through official University communication avenues, a copy of the Final Disposition.
- b. **Discretionary Review.** The DOS, the President, and the Board of Regents may, on their initiative, review any disciplinary case. Upon such review they may approve, reject, or modify the decision or the penalties imposed, or may remand the matter to the Hearing Committee for presentation of additional evidence and reconsideration of the decision.

5.05 CASES REQUIRING ADMINISTRATIVE ACTION

- a. Voluntary Withdrawal for Psychological Reasons
 When a student initiates a voluntary withdrawal from the University for psychological reasons, the general guidelines established by the University will be followed. This process is initiated by the student, beginning with the Office of Student Services.

 Documentation is required if a student is seeking reimbursement. The evaluation will be reviewed by both the Office of Student Services and the Office of Academic Affairs as to the appropriateness of determining withdrawal status. The Office of Business and Finance will evaluate the withdrawal for financial purposes.
- b. Immediate Interim Withdrawal or Interim Suspension

In cases where a student poses an imminent threat of safety to the University community, DOS may order immediate interim withdrawal or interim suspension.

Academic Regulations STUDENT COMPLAINTS AGAINST FACULTY MEMBERS

This University encourages students to meet with their instructor to attempt to resolve any issues and concerns. However, if a concern cannot be directly resolved with the faculty member, students may pursue a complaint by progressing through the administrative channels by contacting the instructor's department chair, academic dean, and the Vice President for Academic Affairs. This procedure, in addition to directly contacting the President of the university, may also be followed by students who have a complaint regarding an instructor's English proficiency as required by Sections 3224 and 3225 of Title 70 of the Oklahoma Statutes.

6.01 SCHOLASTIC REQUIREMENTS FOR CONTINUING ENROLLMENT

- a. Enrollment in Good Standing. A student who meets the University's retention standards is eligible for continuing enrollment.
 - 1. **Undergraduate Retention Standards**. The following standards relating to retention of students pursuing study in an undergraduate program apply at all institutions in the Oklahoma State Systems of Higher Education. For continued enrollment at Cameron University, a student must have earned a retention grade point average as indicated below:

0 – 30 attempted semester hours 1.70 Over 30 attempted semester hours 2.00

Any student not maintaining satisfactory progress toward their study objective as indicated above will be placed on Academic Probation. To continue as a student, student must attain a semester grade point average (GPA) of 2.0 or meet the minimum retention standards required above. If a student does not make a 2.0 GPA for each subsequent semester after being placed on probation, they will be academically suspended. For information regarding suspension and academic appeals contact the Admissions Office. For information regarding suspension, if classified as a senior, contact the Registrar's Office.

2. **Graduate Retention Standards.** A student, regardless of admission status, will be placed on academic probation if that student's cumulative graduate grade point

average (GPA) at Cameron is less than 3.0 at the end of any semester or summer term. Failure to achieve a 3.0 GPA or above during any semester or summer term, during which the student is already on academic probation, will result in suspension for one regular semester (Fall or Spring) from graduate study at Cameron University. Students who are suspended may apply for re-admission on probation at the end of that semester. Following re-admission, students who fail to achieve a 3.0 GPA in any semester while still on probation will be dismissed from Cameron University. The Registrar's Office will notify students of their probation, suspension, or dismissal status.

6.02 ACADEMIC NOTICE

Freshman students, 30 or fewer attempted credit hours, with a retention GPA of 1.70 to less than 2.00 will be placed on academic notice. Academic notice is not recorded on the transcript.

6.03 ACADEMIC PROBATION

A student will be placed on academic probation if they fail to attain the grade point average noted in 6.01a. Scholastic probation is recorded on the transcript. (For graduate requirements, refer to 6.01b.)

6.04 ACADEMIC SUSPENSION

A student will be suspended if after one semester of academic probation they fail to attain a minimum grade point average of 2.00 for the semester, or their retention grade point average (not to include activity or performance courses) does not meet the retention standards stated above. Suspension is recorded on the transcript.

6.05 READMISSION AFTER SUSPENSION

The student who has been suspended from the University because of poor grades will be eligible to apply for readmission after one full semester. (A summer term is not a full semester.) Graduate students must receive permission from the Graduate Council.

6.06 ACADEMIC FORGIVENESS/REPRIEVE/RENEWAL POLICIES

Contact the Registrar's Office for the academic forgiveness, reprieve, and renewal policies.

6.07 ACADEMIC OFFENSES

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty, including, but not limited to the following, will be subject to disciplinary action. Examples of academic dishonesty include but are not limited to the following:

- a. Cheating on an examination or in the preparation of academic work. Cheating may include:
 - 1. Copying from another student's test paper, laboratory report, other report, or computer files, data, listings, and/or programs;
 - 2. Using materials not authorized by the professor or instructor;

- 3. Collaborating with another person without authorization during an examination or in the preparation of academic work;
- 4. Knowingly and without authorization using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part the contents of an examination or the work of another student;
- 5. Substituting for another student or permitting another student/individual to substitute for oneself in taking an examination or preparing academic work;
- 6. Attempting to bribe another person to obtain an examination or information about an examination; or
- 7. Attempting to bribe any faculty/staff or student to alter a grade.
- b. Plagiarizing: To plagiarize is to "pass off ideas or words of another's as one's own created production without crediting the source; to present as new and original an idea or product derived from an existing source." (Webster)
- c. Any forgery, alteration, or misuse of academic documents, forms, or records.
- a. Cheating on an examination or the preparation of academic work. Cheating may include, but is not limited to:
- 1. Copying from another student's test paper, laboratory report, other report, or computed files, data, listings, and/or programs;
- 2. Using during a test, materials not authorized by the professor or instructor;
- 3. Collaborating with another person without authorization during an examination or in preparing academic work;
- 4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an unadministered examination or other student work:
- 5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination or preparing academic work; or
- 6. Bribing another person to obtain an unadministered examination or information about an unadministered examination;
- 7. Attempting to bribe any faculty/staff or student to alter a grade.
- b. Plagiarizing: To plagiarize is to "pass off ideas or words of another's as one's own created production without crediting the source; to present as new and original an idea or product derived from an existing source." (Webster) Plagiarism applies to anything produced by a student to be graded in a course (i.e., papers, posters, term papers, books and all forms of reports, take home exams, essays, journals, diaries, oral presentations, etc.)
- c. Any forgery, alteration, or misuse of academic documents, forms or records.

6.08 PENALTIES SANCTIONS FOR ACADEMIC DISHONESTY

In addition to the penalties specified in section 3.05 of this code, a A student who is found guilty of an act of academic dishonesty may be subject to one or more of the following sanctions:

- a. The student may be required to perform additional academic work/project not required of other students in the course;
- b. The student's grade in the course or on the examination or other academic work affected by the dishonesty may be reduced to any extent, including a reduction to failure;
- c. The student may be required to withdraw from the course with a grade of "W" or "F".

- d. The student may be placed on disciplinary probation, suspended, or expelled from the University.
 - B. The student may be required to withdraw from the course with a grade of "W" or "F"; or
 - C. The student's grade in the course or on the examination or other academic work affected by the dishonesty may be reduced to any extent, including a reduction to failure.
 - D. If the faculty member recommends that the student be placed on disciplinary probation, then the faculty member must obtain written support from the appropriate Department Chair and Dean for the proposed penalty.
 - E. If the faculty member recommends that the student either be suspended or expelled from the University, then the faculty member must obtain written support from both the Department Chair and the Dean. These cases will automatically be sent to the Disciplinary Hearing Committee for a determination of the appropriate penalty.

Cases where the faculty member, chair of the department (Chair), or dean of the school (Dean) recommends the sanction of disciplinary probation, suspension, or expulsion will be referred to the Director of Student Development (Director) for appropriate action. The disciplinary committee will be convened for cases involving suspension or expulsion.

6.09 PROCEDURES IN CASES OF ACADEMIC DISHONESTY

- a. **Initiation of Action**. When any member of the a faculty member believes that a student has committed academic dishonesty, the faculty member shall summon the student to a conference (e.g. in person, by electronic two-way communication, etc.), is of the opinion that a student in a course taught by the faculty member, or taking an examination given or supervised by the faculty member, or performing other academic work under the faculty members supervision has committed an act of academic dishonesty, he shall have the option of 1) summoning the student verbally or in writing to a private conference, which constitutes an administrative review under the Code. or 2) to refer the matter to the Director of Student Development.
- **Faculty Disposition**. If, after presenting the student with evidence of academic b. dishonesty and allowing the student an opportunity to respond, the faculty member determines, based on all evidence available to them, is convinced that an act of academic dishonesty did in fact occur, and with approval from the respective Chair, he they shall advise the student of such fact the determination and the penalty sanction(s) to be imposed under section 6.08 above of the Code. The Chair shall report the decision, in writing, to the Dean and the Office of Student Development within five (5) business days. If the student involved is a current student athlete, the Office of Student Development will notify the Athletic Department. The student shall indicate either written acceptance or non-acceptance of any sanction imposed by the faculty member. The student shall indicate either written acceptance or non-acceptance of the penalty. If resolution of the case is achieved without an appeal by the student, the faculty member should report the final disposition of the case to the Director of Student Development. If a history of academic dishonesty is observed, the matter may be referred the Director unless suspension or expulsion is recommended and the matter will be referred to the Disciplinary Hearing Committee for further disciplinary action.

- e. Appeal of Disposition. The student may appeal to the DOS. A request for an appeal must be made in writing within five (5) business days following notification of the faculty member's or the Director of Student Development's decision. The request should include a statement of the charge and the penalty imposed. The DOS will also notify the faculty member, the department chairman, the appropriate dean and the Vice President for Academic Affairs that the request to appeal has been filed by sending each of them copies of the request to appeal. The DOS is empowered to dismiss the charge if the evidence does not substantiate that academic dishonesty did in fact occur or the DOS may change the penalty to another of the alternatives prescribed in 6.08. In the event a course grade is changed by the action of the DOS, a statement issued by the DOS shall authorize the university Registrar to make the change ordered by the DOS. The DOS who will notify the student, the faculty member, the department chairman, the appropriate dean and the Vice President for Academic Affairs of the final decision.
- c. **Appeal of Faculty Disposition**. The student may appeal to the appropriate Dean. A request for an appeal hearing must be made in writing to the Dean within five (5) business days following notification of the faculty member's decision. The appeal will follow 6.09D of the Code. The Dean's decision constitutes the final decision of the case.
- d. **Appeals Procedures**. A student may request an appeal, in writing, on the following grounds: insufficient evidence to support the decision, the sanction(s) imposed was too harsh, an error that significantly prejudiced the rights of the students, and/or significant new information discovered after the initial meeting. A student must include a statement of the charge and rationale for the appeal to the appropriate Dean. The Dean shall summon the student to a conference (e.g. in person, by electronic two-way communication, etc.), which constitutes an administrative review under the Code. After the student has the opportunity to present their appeal and the Dean has reviewed all evidence submitted plus discussed the matter with the Chair, the Dean will make a decision on the appeal. The Dean may dismiss the charge, uphold the faculty decision, or modify the sanction(s) as prescribed under section 6.08 of the Code. The Dean will notify the student, faculty member, Chair, and the Office of Student Development of the decision with five (5) business days.
- e. **Multiple Offenses**. Faculty shall review each case of suspected academic misconduct within their class. The Office of Student Development shall track all policy violations, as reported. For academic misconduct cases involving significant egregious offenses, repeated behavioral offenses, or otherwise as appropriate, the Director shall conduct an investigation separate from the faculty action as provided in Section 3.04 of the Code. After a fair and impartial assessment of all of the information collected during the investigation, the Director may impose additional sanctions specified in section 3.05 of the Code.

Termination of Financial Assistance 7.01 Termination of Financial Assistance

The University policy concerning termination of state funded financial assistance is established by the Oklahoma Higher Education Code, Section 362 which provides:

- a. Any student loan, grant, fellowship or other means of financial assistance authorized by and/or under the control of the Oklahoma State Regents for Higher Education, any operating Boards of Regents of Oklahoma Universities or Colleges, or any employee or employees of any University, college, or other institution of higher learning, whether such loan, grant, fellowship, teaching fellowship or other means of financial assistance be financed by state funds may be revoked or terminated by the person or persons authorizing and/or controlling same for any of the following reasons:
 - 1. Unlawful participation in a riot as defined by the Penal Code;
 - 2. Unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use of or administering narcotic drugs, marijuana, barbiturates or stimulants;
 - 3. Willful or unlawful destruction of or damage to state property;
 - 4. Conviction, while enrolled in such University, college or other institution of higher learning, of a crime involving conversion of property or moral turpitude. (70 O.S. 1981, Section 624).

Appendix A - Hazing

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus.

Section 1190 of Title 21 of the Oklahoma Statutes reads as follows:

- A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, **even if the student willingly participated in such activity**.
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be made available to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violated subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed

ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

- F. For purposes of this section:
 - 1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
 - 2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
 - 3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

Appendix B - Disruptive Activities

The University reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecutorial actions and/or regardless of the outcome of such prosecutorial actions.

Persons engaging in certain disruptive activities on the University campus will be subject to prosecution.

- a. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of Cameron University.
- b. For the purposes of this section, disruptive activity means:
 - 1. obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
 - 2. seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
 - 3. preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration;
 - 4. disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
 - 5. obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

- 6. activity/behavior which prevents the academic, or administrative, process from preceding in an orderly fashion and which continues after the academic, or administrative, official has repeatedly requested the behavior of the student to cease and/or been issued a written statement to refrain from such behavior. The following are some examples of disruptive behavior that can result in disciplinary sanctions:
 - (1) Persistent or gross acts of willful disobedience or defiance toward college personnel.
 - (2) Verbal abuse of a student or college employee.
 - (3) Disorderly, lewd, indecent or obscene conduct.
 - (4) Breach of peace on college property or at any college sponsored or supervised function.
- c. For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to use of force or violence or due to a reasonable fear that force or violence is likely to occur.
- d. Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend Cameron University for a period of two years from such third sanction. Other infractions or disruptive activities will be reviewed by the Director of Student Development for appropriate action.
- e. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Oklahoma.

Appendix C - Use of Alcohol and Controlled Substances

The student alcohol policy is applicable to every student enrolled at the University, whether parttime or full-time and whether in residence, by extension, or otherwise and may at times apply to persons off-campus when using University facilities or participating in University programs.

- (1) At no time will alcohol be served in residential facilities or at student functions on or off campus. Possession of alcohol and controlled substances by students is strictly prohibited on university property.
- (2) Strong disciplinary measures will be taken against students in possession of or who have consumed alcohol or a controlled substance on campus. Persons who are determined to be under the influence of alcohol or a controlled substance will be referred to the Director of Student Development for disciplinary action and/or may be subject to immediate arrest. For Student Housing residents, incidents will be reported to the Director of Student Housing.
- (3) To curtail alcohol abuse on and off campus, the University has adopted a minimum "Three Strikes" policy. The Three Strike policy may be subject to change due to the level of severity of the alcohol incidence.
- (4) Alcohol education programs have been expanded, and all entering undergraduate students will be encouraged to complete these programs.
- (5) Violations of the student alcohol policies may be reported to the Office of Student Development at (580) 581-2209.
- (6) The University has established the Student Wellness Center to provide counseling for students or to provide referrals for off campus support.

(7) All fines collected as a result of this policy will support the university's alcohol and drug education programs.

THREE STRIKES POLICY - DEFINITION OF A STRIKE

A "strike" is the University's official recognition of a student's or organization's violation of the

University's Student Alcohol Policy. Nothing herein shall waive a student's right to due process. A strike is a final University disciplinary action that finds the student guilty of an alcohol-related violation. A student or organization may be charged with an alcohol-related violation based on the following:

- 1. A conviction, deferred sentence, or a plea that has the effect of conviction of an alcohol-related violation of which the University is made aware;[1] or
- 2. A University finding or allegation that a student or organization may have committed an alcohol related violation prohibited by the Code of Student Conduct. Such violations include, but are not limited to, the conduct prohibited by Section 2.02 of the Code, the Student Alcohol Policy, incident reports and citations. Upon notification of the foregoing, or any other violation reasonably related to alcohol, the University may charge the student pursuant to the Code of Student Conduct, and the student shall be entitled to an appropriate hearing or investigative meeting as defined in the Code. Whether by decision of an appropriate disciplinary body or administrative official, any final University disciplinary action resulting in a finding of guilt for an alcohol-related violation shall be considered a strike.

Reporting Mechanisms

The University may act on any reliable information it receives. Although not an exhaustive list, the University may be notified of prohibited conduct in the following ways:

- 1. A police report from the Cameron University Office of Public Safety;
- 2. An incident report generated in Student Housing;
- 3. Reports from other law enforcement or security agencies that are received by the University;
- 4. Notification by a University official that an alcohol violation occurred; or
- 5. Any other information deemed reliable by the University that comes to the attention of a University official.

Once notified of alleged prohibited conduct, the University may investigate the information received to determine if the conduct constitutes a violation prior to taking action. Nothing herein shall waive a student's right to due process.

The University strongly supports and encourages any student to seek transportation assistance in the event he/she cannot safely operate a motor vehicle. Further, the University strongly supports and encourages students seeking medical and/or mental health care in the event of alcohol-related illness or other concerning behavior related to alcohol use.

Good Samaritan Policy

The health and safety of each and every student is everyone's first priority at Cameron University. We want all students to take responsibility and to be empowered to respond to potentially dangerous medical situations without fear of reprisal from the University. Cameron encourages all students to seek immediate medical attention for themselves or others when there may be a medical emergency even if they have been drinking or using other drugs.

Seeking medical assistance will be considered a responsible act and not deserving of arrest or disciplinary action. Any student seeking medical treatment for themselves or any other student or any student who is the recipient of this emergency medical help will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or other drugs, as defined in Cameron University's Drug and Alcohol Policy. This policy applies to emergencies both on and off campus.

This protection is not available to students who also violate some other University policy that warrants sanctions such as being disruptive or combative, refusing treatment, committing assault or committing property damage.

When a person's health or safety is threatened or appears to be at risk from alcohol or drug consumption these are the steps to follow:

- Call 911
- Call the Cameron University Public Safety Office 580-581-2911
- Seek assistance from a resident assistant (RA) or the resident hall director

Cameron University takes these threats to health and safety very seriously. As a result, any student for whom assistance is sought will be required to meet with Student Development, or Housing Director, and take an educational video course and/or meet with a University substance abuse counselor for education and assessment. Parents of students may also be notified. The student who called for medical assistance for another student may be referred to this program also.

In the event that a student incurs any alcohol or drug related violation during the twelve month period following the Good Samaritan Policy situation this report may be reviewed as part of the sanctioning process but will not be counted as a prior alcohol offense for the purpose of imposing mandatory minimum sanctions.

Students are eligible to use this policy on more than one occasion and students are always strongly encouraged to report medical emergencies. The health and wellness of our students is our highest priority when determining an appropriate response. Repeated incidents will be reasons for further concern and these cases will be dealt with on an individual basis.

It is the hope of the University that students will use this Good Samaritan Policy as an opportunity to learn from a serious mistake and take healthy steps to avoid such mistakes in the future

THREE STRIKES POLICY - SANCTIONS

INDIVIDUAL SANCTIONS

The following sanctions are mandatory minimum sanctions for alcohol violations. Based on the severity of the infraction, the University reserves the right to impose any appropriate additional sanction(s). Any violation by an individual student remains part of the individual's record. Based on the severity, the university reserves the right to modify the strikes. If a student is suspended after the 3rd strike and is readmitted to Cameron University, the student is readmitted with 2 strikes

1st Strike may include the following:

- Parent/Guardian and/or 3rd party notification via return receipt certified mail.
- \$25.00 fine or 10 hours of community service
- Satisfactorily complete a defined alcohol education program
- Student housing probation
- Disciplinary Warning
- Any disciplinary penalty listed under 3.05 of the Code of Conduct.

2nd Strike may include the following:

- Parent/Guardian and/or 3rd party notification via return receipt certified mail with a follow-up telephone call.
- \$75.00 fine or 20 hours of community service
- Satisfactorily complete an approved alcohol counseling brief intervention and referral in the Student Wellness Center.
- Student housing probation or suspension
- Disciplinary probation.
- Any disciplinary penalty listed under 3.05 of the Code of Conduct.

3rd Strike may include the following:

- Parent/Guardian and/or 3rd party notification via return receipt certified mail with a follow-up telephone call.
- Suspension.
- Any disciplinary penalty listed under 3.05 of the Code of Conduct.

APPEALS

Students may appeal a strike in accordance with the process outlined in the Code of Student Conduct.

ORGANIZATIONAL SANCTIONS

Organizational sanctions will be administered based on the illegal or prohibited use of alcohol at an organizational event or in a campus facility. Before imposing an organizational sanction, as opposed to solely an individual sanction, the University will consider the entirety of the circumstances surrounding the organizational event, including, but not limited to, whether:

- 1. the alcohol violation was endorsed, sponsored, sanctioned, enabled, furthered, or funded, in whole or in part, by the organization, its officers, or the officers of its local, state, or national organization acting with actual or apparent authority, and any of them knew or should have known of the alcohol violation and they took insufficient action to prevent or cease the violation; or
- 2. the alcohol violation occurred on property owned, leased, rented or occupied by the organization; or
- 3. officers of the organization took insufficient action to prevent or cease an alcohol violation they knew or should have known existed; or
- 4. regardless of its location, the alcohol violation occurred at an event or any gathering of two or more individuals of the organization conducted in furtherance of the mission or purpose of the organization, including any event, program or ceremony; or
- 5. the alcohol violation occurred at any gathering utilizing the organization's name or logo, or that was advertised by the organization; or
- 6. the alcohol violation occurred at any gathering of two or more individuals that would typically be in furtherance of the organization's activities, but is designed to circumvent these rules.

The Director of Campus Life or his/her designee has the discretion to determine whether, based on the criteria above and the totality of the circumstances, the alcohol violation occurred at an organization event and warrants an organizational sanction.

Any violation by the group remains part of the organization's "Three Strikes" record for a period of three calendar years, unless the organization requests and the University grants removal of an eligible first strike in accordance with the Student Alcohol Policy, below. All parties involved shall be held accountable.

Based on the severity, the university reserves the right to modify the strikes.

1st Strike may include the following:

- At the discretion of the University and after considering all relevant information, the University will impose a minimum fine of \$100.
- 100% of the organization's active membership must complete a defined alcohol education program.
- An aggregate community service requirement for the organization of 10 hours per active member at the time of the violation. It is at the discretion of the University as to whether pledges or associate members will be included in fulfilling the requirements of the sanction

• Formal written warning: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any University regulation within a stated period of time.

2nd Strike may include the following:

- At the discretion of the University and after considering all relevant information, the University will impose a minimum administrative fee of \$200.
- 100% of the organization's active membership must complete a defined alcohol education program.
- An aggregate community service requirement for the organization of 20 hours per active member based on the organization's membership at the time of the violation. It is at the discretion of the University as to whether pledges or associate members will be included in fulfilling the requirements of this sanction.
- Disciplinary Probation: Exclusion from participation in privileged or extracurricular University activities set forth in the notice for a period of time specified. Other conditions of the probation may apply to any other activities of the organization in the University community, except those that would affect organization's academic pursuits.

3rd Strike may include the following:

 Organizational Suspension: The organization will be suspended for a minimum of one year. University approval, granted by the Office of Campus Life, is required before the organization will be reinstated.

APPEALS

Student	organizations	may anneal	a strika to	the Dean	of Students
Student	organizations	may appear	a strike to	the Dean	i or Students.

^[1] Alcohol violations and misconduct shall include, but shall not be limited to, minor in possession; public intoxication; manufacture, use or possession of false identification; driving under the influence, driving while intoxicated, actual physical control and involvement in a crime while under the influence.

CAMERON UNIVERSITY

Student Travel Policy

Policy Statement

The goal of this policy is to provide for the safe travel of students to and from events and activities of departments, athletics, and recognized student organizations at Cameron University.

Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

Who Should Know This Policy

✓ President	✓ Faculty
✓ Vice Presidents	✓ Other Accounting/Finance Personnel
✓ Deans	✓ Students
✓ Directors	✓ Other Groups
✓ Department Chairs	✓ All Employees

Responsibilities

Responsible for Policy	
University Officer Responsible:	Dean of Students
Zeak Naifeh	Dean of Students

Procedure

STATEMENT OF PURPOSE: The privilege to represent Cameron University throughout the state, nation, and world is one of the many opportunities available to Cameron students. The <u>u</u>University has established a travel registration process to promote the safety and welfare of students.

1.0 APPLICATION

- 1.1 The Student Travel Policy applies to student travel sponsored by a department or recognized student organization.
- 1.2 Specifically, these procedures are required when any of the following circumstances apply:
 - The event is funded by the University,
 - The travel is undertaken using a vehicle owned or leased by the University,
 - The activity or event is required or organized by a recognized student organization, or
 - The travel is undertaken under the scope, direction or election of a department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.
- 1.3 It is the responsibility of the entity sponsoring organized student travel to assure compliance with this policy.

2.0 GENERAL TRAVEL REQUIREMENTS

- 2.1 Employees traveling on University business with students must be aware of and adhere to the University's Travel Policies and Reimbursement Guidelines.
- Access to current and accurate information is an essential factor in the University's ability to effectively respond to a critical incident involving Cameron students. In an effort to ensure individuals responsible for providing assistance responsible individuals have the information needed and all travel is documented, travel coordinators are responsible for completing the following steps prior to travel:
 - Complete and submit the Student Travel Authorization Request (T6) and Student Travel Roster (T7) at least 72 hours prior to departure for in-state travel, 10 days prior to departure for out-of-state travel, and at least two weeks prior to departure for international travel. These forms should be submitted to the Office of Student Services once all appropriate signatures have been received obtained. Forms for Department of Athletics travel should be submitted to the Director of Athletics. An updated Student Travel Roster and any changes to travel plans must be documented and submitted prior to departure. Information submitted should include the names, student identification numbers, and emergency contact information for each participant traveling. This information will be used by University staff members to assist student participants in case of an emergency. It is imperative that a correct and up-to-date list of participants and travel plans are available on campus. Out-of-state travel for University employees must receive approval from the University President. Sufficient time to obtain Presidential approval should be considered as employees complete student travel forms.

- Submit a Travel Request for Leave and Reimbursement (T3) for each faculty and staff member traveling with the students.
- Obtain copies of Voluntary Assumption of Risk and Informed Consent (T8) forms for each participant prior to departure. These forms must be kept on file in the sponsoring department and maintained according to university records retention policies. In the instance of students traveling frequently with a team to various competitions, only one copy needs to be on file for the duration of that particular competition season.
- For trips lasting more than 24 hours and/or requiring overnight lodging, student travel insurance must be purchased through the Office of Student Development or provide proof of comparable coverage. For trips of shorter duration, the trip sponsor may recommend requiring insurance. For rates and information, contact Student Development.
- For international travel, consult with the Office of Academic Affairs a minimum of six months prior to the planned departure. Vice President for Academic Affairs approval is required for all international travel. Additional consent or waiver forms may be required. Trip sponsors must also attend a pre-departure briefing with the Office of Academic Affairs to gain training on safety, emergency procedures, crisis management and resources available to the group while abroad.
- 2.3 The University requires that a Cameron faculty or staff member accompany students on University sponsored or organized travel events (See section 1.1 of the policy). A Cameron employee must be on call and available at all times during the travel to serve as an emergency contact. Prior approval must be granted before a University sponsored or organized travel event occurs without a Cameron employee traveling with the students.
- 2.4 The number of trip sponsors should be appropriate for the size of the group traveling. It may become necessary to limit the number of participants if appropriate supervision cannot be guaranteed. It will be the responsibility of the trip organizer, in coordination with his/her supervisor and/or the Dean of Students, to determine the reasonable number of trip sponsors as no one guideline will fit all situations. Employee(s) traveling with minors should consult the Minors on Campus Policy Manual.
- All trip sponsors should know the details of travel. Prior to departure, the trip sponsor should gather applicable resources and information (i.e. weather forecast, evaluate travel warnings, locate nearest medical care and/or veterinarian care, acquire radios in the event of poor cellular service, locate additional water for animals, collect local embassy contact, contract with professional tour guide, etc.). In some instances, it may be prudent to send a trip sponsor in advance of the group to ensure that appropriate accommodations are made and available. It is important that trip participants be made aware of details regarding the trip, and in many cases, it may be necessary to have a meeting prior to departure in order to orient participants and set clear expectations. Both a pre-departure and a post-trip debriefing are required for international travel. Consult with the Office of Academic Affairs to schedule these meetings for international travel.
- 2.6 All trip participants must comply with all applicable laws, regulations, and University policies throughout the duration of the trip. Students must comply with the requirements of the Student Code of Conduct and any further requirements imposed by the sponsoring organization/department. Students must adhere to the University's Use of Alcohol and Controlled Substances Policy for the entire duration of the travel.

- 2.7 Students whose behavior significantly detracts from the educational purposes of the trip or has the potential to threaten the physical or emotional well-being of other participants may be sent home at the discretion of the trip sponsor, potentially at the student's expense. The student can be held responsible for associated cost of travel for both the student and sponsor(s) relating to the travel back to campus.
- 2.5 It is important that trip participants be made aware of details regarding the trip, and in many cases it may be necessary to have a meeting prior to departure in order to orient participants and set clear expectations. Both a pre-departure briefing and a post-trip debriefing are required for international travel. Consult with the Office of Academic Affairs to schedule these meetings for international travel.
- 2.6 The number of trip sponsors should be appropriate for the size of the group traveling. It may become necessary to limit the number of participants if appropriate supervision cannot be guaranteed. All trip sponsors should know the details of travel.
- 2.7 Prior to departure, the trip sponsor should gather applicable resources and information (i.e. weather forecast, evaluate travel warnings, locate nearest medical care and/or veterinarian care, acquire radios in the event of poor cellular service, locate additional water for animals, collect local embassy contact, contract with professional tour guide, etc.). In some instances, it may be prudent to send a trip sponsor in advance of the group to ensure that appropriate accommodations are made and available.
- 2.8 For high risk activities, such as including adventure sports and snow sports, additional insurance is required. Information is available in the Office of Student Development.
- 2.9 If overnight lodging is required, the University prohibits employees from lodging in the same room as students while on travel sponsored in whole or part by the University.
- 2.10 If a student with a disability either requires or requests an accommodation for the trip or event, the student should notify the sponsoring department. Because the sponsoring department is an agent of the University, it is the responsibility of the sponsoring department to provide a reasonable accommodation, which includes paying for any associated expense of an accommodation. The sponsoring department should contact the Office of Student Development to ensure that accommodations meet any applicable local, state, or federal laws. For questions, concerns, and/or training on providing reasonable accommodations, please contact the Office of Student Development.

3.0 TRAVEL SAFETY GUIDELINES FOR USE OF MOTORIZED VEHICLES

- 3.1 Vehicle Operator/Occupant Requirements
 - 3.1.1 Any person operating a motorized vehicle while engaged in travel covered by this policy must be at least 18 years old and possess a valid operator's license, as required by law, to operate the vehicle.
 - 3.1.2 Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
 - 3.1.3 The following protocol is required to Vehicle operators are obligated to adhere to the following protocol in order to facilitate safe travel:

- Operators must take a 30-minute rest break every four hours.
- Operators must drive no more than eight hours in a 24-hour period.
- Operators must be familiar with safety features including hazard signals, door locking and unlocking mechanisms, spare tire equipment and usage.
- A navigator must be assigned for all trips scheduled to take more than two hours. The navigator must be awake and alert while on duty and sit in the front passenger seat.
- Trips requiring more than 16 hours driving time to reach a destination require overnight lodging.

3.2 Safety Requirements

- 3.2.1 Seat Belts All occupants of motor vehicles shall properly use seat belts or other approved safety restraint devices required by law or regulations when the vehicle is in operation.
- 3.2.2 Capacity The total number of drivers, occupants and luggage in any vehicle at any time during operation of the vehicle shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, or federal or state law or regulations, or the number of working seat belts, whichever is lowest.
- 3.2.3 Electronic Communication Devices The driver of the motor vehicle shall not engage in the use of any hand held device, including cellular or mobile telephones, pagers, digital assistants, laptop computers, or any other electronic communication device while operating the vehicle.
- 3.3 University Owned, Leased, or Rented Vehicles
 - 3.3.1 University owned vehicles may be made available for student travel. A request for use of a university owned vehicle must be indicated on the Travel Request for Leave and Reimbursement (T3) submitted by the department, and a copy of the processed T3 Travel Request-must be provided to the Office of Physical Facilities. Requests for use of University owned vehicles are handled by Physical Facilities on a case by case basis.
 - 3.3.2 Recognized student organizations may use University vehicles provided a faculty or staff member will be driving the vehicle.
 - 3.3.3 Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver's license issued by their state/country of residence/origin.
 - 3.3.4 Refer to the Employee Handbook, Section 11.123 regarding the use of state or university owned vehicles.
 - 3.3.5 Using or renting—The use of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited. Renting 15-passenger vans for the purpose of transporting University employees, students, visitors or guests is prohibited.
- 3.4 Privately Owned Vehicles

- 3.4.1 When requesting travel that involves the use of privately-owned vehicles, the University employee responsible for the trip shall verify current liability insurance for any vehicle to be used for the proposed travel and maintain a copy with the trip records.
- 3.4.2 The trip sponsor shall notify any driver operating a privately owned vehicle that his or her personal liability insurance policy must cover any liability that may result from the use of the vehicle for the proposed travel. It is the driver's insurance that will be used to pay for damages to the vehicle(s) involved in an accident and/or injuries to a passenger or occupant of another vehicle. This is a large responsibility. If a driver is not comfortable with this responsibility, other transportation arrangements should be made.
- 3.4.3 Students will not drive other students to and from University sponsored events in privately owned vehicles.
- 3.4.4 University authorization is not required for student drivers for the following routine or recurring activities for which Cameron University does not ordinarily provide transportation: student teaching, practicums, internships, off-site instruction, and certain field research and service learning experiences.

4.0 TRAVEL SAFETY GUIDELINES FOR AIR TRAVEL

Student air travel must be on scheduled commercial flights.

5.0 TRAVEL SAFETY GUIDELINES FOR STUDENTS TRAVELING INTERNATIONALLY

- 5.1 Cameron University students are prohibited from traveling not allowed to travel to or through a country with a U.S. Department of State Travel Warning in place restricting travel by U.S. citizens.
- National standards for health and safety on trips abroad should be addressed by campus trip sponsors. These may be accessed at: http://www.nafsa.org/regulatory_information.sec/education_abroad/health_and_safety_1.
- 5.3 Leaders from the departments or student organizations sponsoring organized travel outside the U.S. are required to gain approval from the Vice President for Academic Affairs at least six months prior to a planned departure date. Leaders must also complete a pre-departure briefing with the Office of Academic Affairs to gain training on safety, emergency procedures, crisis management and resources available to the group while abroad. Additional consent or waiver forms may be required.

6.0 TEAM TRAVEL REIMBURSEMENT

- 6.1 The University may utilize Student Activity Fee revenue in funding student-related trips as prescribed in the Board of Regents Policy Manual, Section 4.11.1.
- A separate Team Travel Reimbursement (T5) form must be completed for each trip with a list of students traveling and CU ID that includes student identification numbers.

- 6.3 Travel coordinators must provide original, itemized receipts and/or supporting documentation for each expenditure. Receipts must include the following information:
 - Name of Vendor
 - Number of Students
 - Date
 - City and State
 - Signature of person making request
- 6.4 Faculty and staff traveling as advisors must submit a Travel Request for Leave and Reimbursement (T3) and process their reimbursement according to section 11.940 of the Employee Handbook.
- 6.5 It is possible to secure a travel advance to cover purchases during the duration of the trip. Additional details are available in the Business Office.

7.0 ADDITIONAL PROCEDURES

This policy is considered to be a minimum standard. Departments and/or student organizations may mandate additional standards as deemed necessary to address the unique travel situation.

Contacts

Policy Questions: Domestic Travel – Zeak Naifeh, Dean of Students, 580-581-2244

International Travel – Academic Affairs, 580-581-2250

Travel Reimbursement – CU Business Office, 580-581-2225

Vehicle Requests – Physical Facilities, 580-581-2417

Forms

In support of this policy, the following forms are included:

Travel Request for Leave and Reimbursement, T3

Team Travel Reimbursement Form, T-5

Student Travel Authorization Request, T-6

Student Travel Roster, T-7

Voluntary Assumption of Risk and Informed Consent, T-8

Policy History

Policy

Issue Date: January 2012

Reviewed, no revision: May 2018
Revised: September 2015-October 2019

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Return by December 1, 2019

Electronic submission with President's signature is preferred (to sbeauchamp@osrhe.edu).

Institution: Cameron University

ACADEMIC CALENDAR FOR 2020-2021

NOTE: All schedules should include final exams

Summer 2020 Session:

Semester (8-week session) (begins and ends) 6/1/2020 through 7/23/20201st 4-week session (begins and ends) 6/1/2020 through 6/26/20202nd 4 week session (begins and ends) 6/29/2020 through 7/23/2020

Please list dates of all holidays/breaks (no classes)

INDEPENDENCE DAY 7/3/2020

Summer Commencement date (if applicable) 5/7/2021

Fall 2020 Semester:

 16 week Semester (begins and ends)
 8/17/2020 through 12/11/2020

 1st 8-week session (begins and ends)
 8/17/2020 through 10/12/2020

 2nd 8-week session (begins and ends)
 10/13/2020 through 12/11/2020

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

12-week session (begins and ends) 9/15/2020 through 12/11/2020

Please list dates of all holidays/breaks (no classes)

LABOR DAY 9/7/2020

FALL BREAK 10/15/2020 through 10/16/2020 THANKSGIVING 11/25/2020 through 11/27/2020

Fall Commencement date (if applicable) 5/7/2021

Spring 2021 Semester:

16 week Semester (begins and ends)

1/11/2021 through 5/7/2021

1st 8-week session (begins and ends)

1/11/2021 through 3/8/2021

2nd 8-week session (begins and ends)

3/9/2021 through 5/7/2021

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

12-week session (begins and ends) 2/9/2021 through 5/7/2021

Please list dates of all holidays/breaks (no classes)

MARTIN LUTHER KING 1/18/2021

SPRING BREAK 3/15/2021 through 3/19/2021

Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March

Spring Commencement date (if applicable) 5/7/2021

Alternative Schedules (please describe any alternative schedules not already indicated above)

<u>Intersessions</u> (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2020 Intersession (between summer 2020 and fall 2020)	Spring/Winter 2020- 2021 Intersession (between fall 2020 and spring 2021)	Summer 2021 Intersession (between spring 2021 and summer 2021)
Intersession begins	7/24/2020	12/14/2020	5/10/2021
Intersession ends	8/14/2020	1/5/2021	5/28/2021

_		
	Summer 2020 (if applicable):	
ı	Final add date 8 week classes	6/5/2020
	Final drop date 8 week classes:	6/5/2020
	Final add date first 4 week classes:	6/3/2020
ı	Final drop date first 4 week classes:	6/3/2020
ı	Final add date 2nd 4 week classes:	7/1/2020
	Final drop date 2nd 4 week classes:	7/1/2020
	Fall 2020 (if applicable):	
	Final add date 16 week classes:	8/24/2020
	Final drop date 16 week classes:	8/28/2020
ı	Final add date 1st 8 week classes:	8/21/2020
	Final drop date 1st 8 week classes:	8/21/2020
	Final add date 2nd 8 week classes:	10/21/2020
	Final drop date 2nd 8 week classes:	10/21/2020
	Spring 2021 (if applicable):	
	Final add date 16 week classes:	1/19/2021
	Final drop date 16 week classes:	1/25/2021
	Final add date 1st 8 week classes:	1/15/2021
	Final drop date 1st 8 week classes:	1/15/2021
	Final add date 2nd 8 week classes:	3/22/2021
	Final drop date 2nd 8 week classes:	3/22/2021

Signature of President		Date
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OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

ACADEMIC CALENDAR FOR 2020-2021

NOTE: All schedules should include final exams

Summer 2020 Session:

Semester (8-week session) (begins and ends) 6/8/2020 through 7/31/20201st 4-week session (begins and ends) 6/8/2020 through 7/2/20202nd 4 week session (begins and ends) 7/6/2020 through 7/31/2020

Please list dates of all holidays/breaks (no classes) 7/3/2020 through 7/3/2020

Click here to enter begin date. through Click here to enter end date.

Please add any additional short-term sessions offered at your institution:

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends)
 Click here to enter begin date. through Click here to enter end date.
 -week session (begins and ends)
 Click here to enter begin date. through Click here to enter end date.

Summer Commencement date (if applicable)

Click here to enter a date.

Fall 2020 Semester:

16 week Semester (begins and ends)

15 8/17/2020 through 12/11/2020

15 8/17/2020 through 10/9/2020

26 10/12/2020 through 12/11/2020

27 10/12/2020 through 12/11/2020

28 10/12/2020 through 12/11/2020

28 10/12/2020 through 12/11/2020

28 10/12/2020 through 12/11/2020

28 10/12/2020 through 12/11/2020

29 10/12/2020 through 12/11/2020

20 10/12/2020 through 12/11/2020

21 10/12/2020 through 12/11/2020

21 10/12/2020 through 12/11/2020

22 10/12/2020 through 12/11/2020

23 10/12/2020 through 12/11/2020

24 10/12/2020 through 12/11/2020

25 10/12/2020 through 12/11/2020

26 10/12/2020 through 12/11/2020

27 10/12/2020 through 12/11/2020

28 10/1

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends)	Click here to enter begin date. through Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. through Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. through Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. through Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. through Click here to enter end date.

Please list dates of all holidays/breaks (no classes) 9/7/2020 through 9/7/2020

10/15/2020 through 10/16/2020 11/25/2020 through 11/27/2020

Fall Commencement date (if applicable)

Click here to enter a date.

Spring 2021 Semester:

 16 week Semester (begins and ends)
 1/11/2021 through 5/7/2021

 1st 8-week session (begins and ends)
 1/11/2021 through 3/5/2021

 2nd 8-week session (begins and ends)
 3/8/2021 through 5/7/2021

1st 4-week session (begins and ends)

Click here to enter begin date. through Click here to enter end date.

2nd 4 week session (begins and ends)

Click here to enter begin date. through Click here to enter end date.

Click here to enter begin date. through Click here to enter end date.

Click here to enter begin date. through Click here to enter end date.

Click here to enter begin date. through Click here to enter end date.

Click here to enter begin date. through Click here to enter end date.

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends)
 -week session (begins and ends)

Please list dates of all holidays/breaks (no classes) 1/18/2021 through 1/18/2021

3/15/2021 through 3/19/2021 5/31/2021 through 5/31/2021

Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March

Spring Commencement date (if applicable) 5/8/2021

Click here to enter a date. Click here to enter a date.

Alternative Schedules (please describe any alternative schedules not already indicated above)

<u>Intersessions</u> (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

Fall 2020 Intersession (between summer 2020 and fall 2020) Spring/Winter 2020-2021 Intersession (between fall 2020 and spring 2021) Summer 2021 Intersession (between spring 2021 and summer 2021)

Intersession begins

Click here to enter a date.

12/14/2020

5/10/2021

Intersession ends

Click here to enter a date.

1/8/2021

5/21/2021

Summer 2020 (if applicable):

Final add date 8 week classes 6/10/2020 Final drop date 8 week classes: 6/12/2020

Final add date first 4 week classes:

Click here to enter a date.

Fall 2020:

Final add date 16 week classes:

8/21/2020

Final drop date 16 week classes:

8/28/2020

Final add date 1st 8 week classes:

8/19/2020

Final drop date 1st 8 week classes:

8/21/2020

Final add date 2nd 8 week classes:

10/14/2020

Final drop date 2nd 8 week classes:

10/16/2020

Spring 2021:

Final add date 16 week classes:

1/15/2021

Final drop date 16 week classes:

1/25/2021

Final add date 1st 8 week classes:

1/13/2021

Final drop date 1st 8 week classes:

1/15/2021

Final add date 2nd 8 week classes:

3/10/2021

Final drop date 2nd 8 week classes:

3/12/2021

Facility Use Policy for Registered Student Organizations and Individual RSU Students

I. Policy Overview

Rogers State University (University) strives to provide for the free exchange of ideas and opinions. To that end, registered student organizations (RSOs) and individuals currently enrolled in Rogers State University classes (Students) may use defined University facilities for their activities in accordance with the policies adopted by the Vice President for Student Affairs, coordinated by the Student Activities Coordinator and defined herein. The goals of the policies governing the use of University facilities by RSOs and students shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

The University is a large campus with many public, private, and limited access/use locations, including public sidewalks, public lawns, specially landscaped lawns, traditional areas of free speech, administrative buildings, classroom facilities, athletic facilities, commercial facilities, leased facilities, music halls, theaters, and other facilities. The outdoor areas of campuses of public institutions of higher education in this state shall be deemed public forums for the campus community. Not all locations are available for use by RSOs/students at all times. Examples of such areas include, but are not limited to, outdoor athletic and theatrical venues.

- Nothing herein creates any contractual, constitutional or other legal rights on behalf of the students, RSOs or others regarding the use of University property/facilities. No traditional public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

Definitions

1.1 Registered Student Organization (RSO)

Student clubs and organizations which are officially registered and recognized by the Office of Student Activities.

1.2 Student

Individuals admitted to Rogers State University and enrolled in the current term.

1.3 Event

An event is any assembly, parade, street fair, street dance, carnival, assemblage, march, ceremony, show, demonstration, exhibition, pageant or procession of any kind, or any similar display, in or upon any building, street, park or other place at Rogers State University.

1.3 Outdoor Areas of Campus

Outdoor areas of campus means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as the grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

1.2 Materially and Substantially Disrupts

When a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior; or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the member of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration.

II. Requesting Outdoor Locations

A. Public Areas for RSOs/Students. There are several public Outdoor areas located onof the University campus that are open to students and RSOs for free speech, protests, leafleting, etc. and require no reservation or notice. (unless use also includes the placement of tables, booths, structures, large displays, vehicles, sound, audio or PA systems, or when If assistance is needed from the University, in which case reservations as noted in Paragraph B below are required). Although not required, Student Affairs requests that RSOs/individual students notify the University of the use of such locations to ensure the space can accommodate such the request, to ensure that no disturbance of the University's educational mission occurs, to ensure it is not in conflict with other prior requests for the area, and so that the University can assist in reserving the requested location. Notifications may be made by calling Student Affairs at 918-343-7579 or by email to studentaffairs@rsu.edu.

The public areas for use by RSOs/Students include all sidewalks, and the following areas:

1. Claremore Campus: Lawn to the west of the Centennial Center

2. Claremore Campus: Lawn between Chapman Dining Hall and the University

Village Club House

3. Claremore Campus: Lawn between Bushyhead Fieldhouse and the Will Rogers

Auditorium

4. Bartlesville Campus: Outdoor congregating areas do not currently exist on this campus

5. Pryor Campus: Lawn between the circle drive and highway 69A

Reservations are required to use other outdoor areas of campus not specifically identified above. All of the aboveOutdoor areas of campus generally accessible to the public-areas may be used on a first-come, first-served basis unless another RSO/student has specifically reserved the

space. RSOs/Students cannot reserve these locations through place holders except by providing the University with advance notice. Provided, however, where 72 hours advance notice has been given and approved for items noted in Subsection IV B below, such use shall be given priority where feasible.

Under no circumstances shall an event, speech, protest, etc. in these areas <u>materially</u> <u>and substantially disrupt or</u> interfere with the space already reserved for another event; <u>disrupt or with</u> University operations, including classes; impede ingress/egress of sidewalks, roadways, or any building; create a clear and present danger to the public; be unlawful in anyway; or <u>materially and substantially</u> disrupt another student or individual's right to expression.

B. 3-Day Notice Requirement for the Use of the Above Locations Reservation Procedures for Outdoor Locations. Should an RSO/student desire to utilize any structure, large display, vehicle, table, equipment, booth, sound or audio systems, or in instances where there is need of University assistance, Student Affairs (who will promptly notify the Physical Plant) must be notified three (3) business days in advance of such use to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, and to ensure it is not in conflict with other prior requests for the area. If the requesting person/group does not commence utilizing the space within 30 minutes of its requested time, the person/group will have forfeited its reservation. Not all requested accommodations from the University (lighting, tents, etc.) can be provided within three (3) business days. Accordingly, if significant set-up or coordination by the University is needed, the University requires reservations needing accommodations from the University provide_at least two weeks' notice_be provided for such reservations.

C. General Rules.

- 1. When requests by RSOs/students for the use of outdoor University facilities must be are submitted as noted above, they are submitted to Student Affairs for scheduling. To reserve those outdoor University facilities requiring a reservation, RSOs/students must complete an Event Registration Form and submit it to Student Affairs a minimum of three (3) working days in advance of the date requested.
- 2. Requesting RSOs/students must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs/students failing to abide by this policy may have outdoor use privileges suspended.
- 3. Generally, RSOs and individual students may request to reserve only one outdoor location on any day. The Student Activities Coordinators may grant exceptions provided justification for the extension is submitted along with the request. Such decision shall be guided by the need for the outdoor areas by other RSOs, students and others, the availability of other locations, the costs associated with providing other locations, and the actual need, as opposed to speculative need, identified by the RSO or student (e.g. RSO or student attempting to reserve space not necessary to further their use but merely to prevent others from utilizing the facility).
- III. Requesting Classroom or Indoor Facilities by Registered Student Organizations
- A. Because the mission of Rogers State University is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. To avoid conflict

with the teaching goals of the University, the following policies must be followed when using classrooms or indoor facilities:

- 1. Buildings on the academic campus are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use.
- 2. Programs sponsored by branches of the Rogers State University Student Government Association (SGA), which include the SGA Executive Branch, SGA Student Congress, and Campus Activities Team (CAT), have first priority followed by programs sponsored by RSOs, and then individual student use.
- 3. Classroom space and some indoor facilities may not be available for use by RSOs and individual students during the first three weeks of each academic semester in order to accommodate necessary academic class adjustments.
- 4. Classroom and indoor facility space with a capacity of 100 or more is at a premium at the University. The multi-functional uses of these spaces classes, films, speakers, etc. result in a high demand for reservations by University departments and RSOs. To ensure equitable accessibility, RSOs and individuals may reserve these classrooms one time only during any given week.
- 5. To avoid reservation conflicts between RSOs and official University programs, reservation requests by RSOs must be made two weeks in advance and will be considered tentative until 5 days before the date requested. It is the responsibility of the RSO to confirm the reservation, and reservations are on a first-come, first-served basis.
- 6. Conferences, statewide or regional meetings, or similar events will normally be scheduled in University facilities designed for that purpose. However, these events may be scheduled by RSOs in academic buildings if the Rules Governing Facility Use (VII of this Policy) are met.
- 7. <u>For security reasons, Uunless</u> authorized by Student Affairs, RSOs and individual students may not use classrooms or other indoor facilities after 10 p.m. for security reasons.
- B. In addition to the Event Registration Form, requests by RSOs for the use of University classroom and indoor facilities must be submitted to the appropriate Building Warden (see Appendix A). Building Wardens may be contacted by phone, email, or in person, but ultimately written confirmation of reservation must be submitted to Student Affairs as an attachment to the Event Registration Form. The Student Activities Coordinator will contact the reserving party once all appropriate approvals are received, which includes Building Warden and Physical Plan approval. The requesting organization must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs failing to abide by this policy may have classroom use privileges suspended. The Student Activities Coordinator processes these requests.
- C. Scheduling of University facilities for RSO use will be made for only the current semester or session. Each request must be submitted and processed separately.
- D. Facilities generally may be scheduled for a period of up to four (4) hours. The Student Activities Coordinator may grant exceptions provided justification for the extension is submitted along with the request, identifying why additional time is needed for the event. The Student Activities Coordinator may consult with Vice President for Student Affairs or other appropriate University

personnel to determine whether extended time shall be given. Assuming there are no conflicts regarding the use of the requested facility, and assuming no actual disruption of the educational mission of the University or its daily operations is likely to occur because of the extension, most extensions will be granted. Requests for use of facilities for periods longer than four hours may require that the RSO provide additional security as defined in Section V, and additional facility use fees or other criteria as determined by the Student Activities Coordinator in light of the needs of the event, the costs associated with the requested facility and the likelihood of actual disruption caused by the event. Review and approval by the Physical Plant will be facilitated by the Student Activities Coordinator, as after-hours events typically require adjustments be made to the HVAC systems as well as possible schedule adjustments for custodial services, etc.

- E. The University does not charge a facility use fee for classroom or indoor facility use to RSOs or for University sponsored events where only the University community is invited. However, a reasonable fee may be charged for costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility. For events in the Centennial Center and Chapman Dining Hall, Sodexo will, at its discretion, charge a reasonable set up fee for tables, chair arrangements, etc.
- F. Arrangements and payment for electricity, trash receptacles, and/or any equipment such as platforms, chairs, microphones, etc., must be made directly with Physical Plant for all campus facilities except the Centennial Center and Chapman Dining Hall, which are coordinated through Sodexo. RSOs using SGA funds must obtain a purchase order before charging anything to a SGA account.
- IV. Requesting Facilities on Athletic Event Days or Major Campus Event Days
- A. The University hosts numerous athletic and other major campus events. These events attract large crowds. Use of facilities and outdoor property may be limited or restricted on the days of these events depending on the anticipated number of people in attendance, the location of the facility and the location of the athletic or other major campus event.
- B. The Executive Assistant to the Athletic Director coordinates all requests for events on athletic event days with the Athletic Department.
- C. Facilities where athletic and other major campus events occur may not be available for use before, during, and after those events.
- D. To ensure the safety of attendees and to ensure there is no impediment of ingress and egress to the facility, no picketing, leafleting, handbilling, peddling or other displays shall be permitted within 300-feet of the facility hosting the event on the day of such an event. Provided, however, such activities by RSOs/students are permitted on all remaining public areas and public sidewalks, as defined in Article VII (A) below. RSOs and students must ensure these activities do not disturb the educational mission of the University or its daily operations and must not impede individuals' abilities for ingress and egress.

V. Security

The University wants to provide a safe and secure environment for its community. The University realizes that there are individuals who criminally prey on those attending special events,

become involved in affrays, and otherwise disturb events, causing injury, or the defacement of property. During all special events, the following minimum standards will apply:

- A. The Director of the RSU Police Department (RSUPD), or his/her designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of the area hosting the event.
- B. The Student Activities Coordinator, in conjunction with the RSUPD Director, or his/her designee, shall review security requirements for all events scheduled outdoors or in classroom facilities. When the RSUPD Director determines that additional security beyond that normally provided is necessary, the Student Activities Coordinator shall so inform the RSO/student. The RSO/student shall be responsible for the cost of additional security. If an event requires reserved parking, it should be noted on the Event Registration Form so the Student Activities Coordinator and RSUPD Director can make necessary arrangements as practicable.

VI. Facility Deposit, Charges, and Damage Recovery

A. Classroom and Other Facilities. The University does not charge a facility use fee for classroom or indoor facility use to RSOs or for University sponsored events where only the University community is invited. However, to ensure continued use of University facilities, including those scheduled and serviced by Sodexo, by RSOs and individual students, it is important that the facility be left clean and as found prior to use. Therefore, RSOs and individual students may be charged for costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility.

If an RSO or individual student sponsors an event where the public-at-large is invited, the University may charge a standard fee for facility use. Fees are charged depending on the timing of the event, the nature of the event, the nature of the facility, the length of the event, costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility.

- B. Other Facilities. Facilities may have cancellation policies and damage policies specific to the facility. RSOs and individual students are advised to be fully knowledgeable of those policies at the time of reservation.
- C. Damages. RSOs/students shall be responsible for any cost to clean or repair damage. Damages will be deducted from the RSO's student organization account and/or appropriated SGA funds for the event, or charged to the individual student's account. Payment will be required before any other University facilities may be used by the individual student or the RSO or its individual officers.

VII. Rules Governing Facility Use

A. Use of University facilities may not <u>materially and substantially</u> disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of

the University and should typically be scheduled between the hours of 7 a.m. and 10 p.m., Sunday through Saturday, unless authorized by the Student Activities Coordinator.

- B. Unless otherwise permitted (e.g. fundraising for student organizations, University-related vendor/licensing arrangements), University facilities or properties may not be used for personal profit or gain. Advertising encouraging students at the University to purchase reports and/or research material done by others requiring the reader to send money to obtain further information on the product is not acceptable.
 - C. Attendance must not exceed the capacity of the facility requested.
- D. The physical characteristics of the facility requested must be appropriate for the activities planned.
 - E. No weapons are permitted on campus, including swords.
- F. The facility request must comply with all requirements of this policy and other applicable regulations and policies.
- G. Permission to host a concert or operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the Student Activities Coordinator in accordance with Section II above.
- 1. In order to prevent the disruption of classes, <code>Tthe</code> use of loudspeakers near academic buildings and student campus residences is prohibited from 7:30 a.m. to 5 p.m., Monday through Friday and 8 a.m. to noon Saturday and Sunday, except as authorized by the Student Activities Coordinator who may consult with the Director of Residential Life, Vice President for Academic Affairs, and/or Vice President for Student Affairs to make a determination, and except during Residential Life quiet hours (10 p.m. to 10 a.m.) and as prohibited by City of Claremore ordinance.
 - 2. No bands or loud music are allowed in classrooms at any time.
- 3. Noise levels must be kept to a minimum during any organization meeting, rehearsal, or performance taking place in academic facilities. RSOs are expected to remember that classes and other meetings may be taking place around them. If complaints are received, the RSO's privileges to use academic facilities may be suspended.
- H. Any RSO or individual RSO's officers or individual students misusing University facilities are subject to being charged under the provisions of the Code of Student Conduc Complaints of misuse will be forwarded to the Office of Student Development. Misuse includes, but is not limited to, use of reservable University facilities without filling out the online reservation, failing to notify Student Activities Coordinator where required, failing to receive permission for such use, disrupting the educational process, or damaging the facility.
- I. RSOs and RSO officers and advisers will be responsible for organization's activities and conduct during an event, and the prompt payment of expenses incurred. The individual applying for or reserving the facilities must be present throughout the event. If the individual applying for or reserving the facilities is not present, the University will consider this —fronting|| as defined herein and will order the event to cease.

- J. Facilities should be left clean and as found prior to use, subject to inspection by University staff.
- K. There may be times when the high legal risk of damage to persons or property exists, the RSO and its individual officers and individual students reserving facilities may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the RSO's or the individual student's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.
- L. Decorations shall not include items that cannot be easily removed after an event without damage.
- M. Events where minors (under the age of 18) may be in attendance are required to have adult supervision at all times and must comply with the University's Minors on Campus Policy.
- N. The University prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students and employees on university owned or controlled premises, as a part of any university sponsored activities, or in the work place. The consumption or distribution of alcoholic beverages is governed by the following policies: "Policy On Alcohol & Substance Abuse" (Student Code), "Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace" (Employee Policies & Procedures), and "Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace" (OU Board of Regents Policy Manual).
- O. Facility Use for Political Activity by RSOs. Rogers State University is committed to protecting free speech rights of its students, faculty and staff. Assuming responsibility for the use of University facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers, and the reputation of the University as a center for free speech and scholarly inquiry. However, such speech and advocacy may be exercised in the University facilities at such times and places and in such manner as to ensure orderly conduct, the least possible interference with University responsibilities as an educational institution, protection of the rights of individuals in the use of University facilities and reasonable protection of persons against practices that would make them involuntary audiences. Political campus organizations shall have access to University facilities on the same basis as all other campus organizations in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of these facilities. A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.
- 1. Political RSOs may be provided facilities on the same terms as other (non-political) RSOs for campus- related (non-political) activities. If the public at-large is invited to an RSO political event, (as opposed to only the University community being invited), the RSO will not be charged the standard facility rate charged to the public for such use. Such events are not considered "fronting" as defined herein. Standard fee schedules for RSOs as well as those fees charged to the general public may be requested of any venue.
- 2. Except as provided herein, RSOs may not use University facilities to promote or to oppose the campaign of a candidate for public office.

3. There may be no fundraising during the RSO political event.

VIII. Publicity

- A. Advertising must not begin until reservation, if required, of the facility has been confirmed.
- B. All advertising, promotional or informational materials using the University's trademarks, logos and tradenames must be submitted to the Student Activities Coordinator before distribution, as the Public Relations department must approve all such usage. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval by the Student Activities Coordinator. Signage such as banners, directional signs, and anything not displayed on bulletin boards must, in addition to being approved by the Student Activities Coordinator, be installed by the Physical Plant upon consultation regarding placement.
- C. Using chalk to write on concrete sidewalks is allowed. All chalking must be approved by the Student Activities Coordinator prior to its use. The name and phone number of the responsible party should be submitted with the message. Chalking can be done 72 hours prior to an event and should be removed within 72 hours after the function. Consult the Student Organization Handbook for additional stipulations.
- D. All posters, flyers, and other printed materials to be placed on University bulletin boards or offered for free distribution must either appear in English, or the poster, flyer or other printed materials must be provided to Student Activities Coordinator, along with English translations signed and certified as accurate by a student organization officer, prior to distribution.
- E. All printed materials that announce an event or program, including invitations, news releases, fliers and newsletters, must include information to offer accommodations. An appropriate phrase to offer accommodations is: "Accommodations on the basis of a disability are available by contacting (name, address, phone) by (date)."
- F. RSOs and individual students shall not imply, infer, or otherwise state that the views it expresses are those of the University.
- G. To ensure the campus remains litter free, RSOs or individual students engaged in excessive leafleting, pamphleting, posting flyers, etc. may be asked to clean up the materials handed out or posted after activity has concluded. RSOs or students failing to do so may be charged for cleanup costs or issued a citation for littering.

IX. Solicitation

- A. Solicitation shall be prohibited on campus except for solicitation by RSOs or branches of the SGA, which may occur in conjunction with regular student activities and campus events with the approval of the Student Activities Coordinator, or where in conjunction with vendor or licensing agreements with the University.
 - B. Fronting is strictly prohibited.
 - C. Fronting

- 1. "Fronting" is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. Fronting is prohibited by University policy.
- 2. Non-University individuals/organizations are required to request use of University space through Sodexo or individual Building Wardens (see Appendix A) and pay for use of space and services in accordance with current policy and fee schedules. Any sponsoring University individual or organization that reserves space for the purpose of allowing non-University groups or vendors to advertise, hold meetings, and/or sell items without the express understanding and permission of the Student Activities Coordinator is participating in fronting for the organization.
- 3. Violation of this policy by an individual student or RSO may result in student misconduct charges.

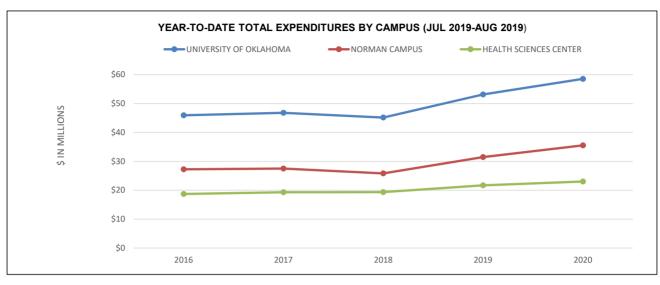
X. Individual Student Use of Facilities

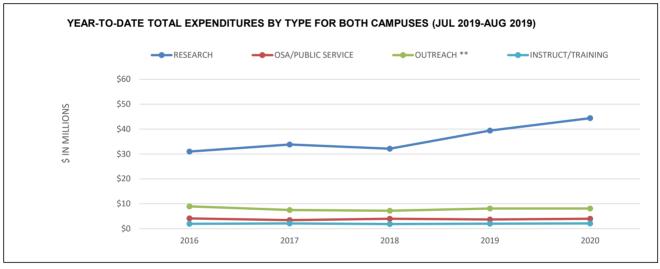
- A. Individual students requesting use of University facilities to demonstrate, inform, or protest should contact Student Affairs for a current list of locations. Some locations are open for demonstration without reservation as noted above; others may require advance notice or reservation depending upon the location or the use of the area as noted herein.
- **BA**. Individual students are not permitted to use University facilities for political campaigning, solicitation or fundraising except as provided for in this policy.
- €<u>B</u>. Individual students requesting use of University facilities must comply with the regulations defined in this policy for RSOs.

XI. Appeals Process

Should an application for use of a University facility be denied in any fashion, applicants may seek an appeal by submitting the Student Complaint/Grievance Reporting Form to the Vice President for Student Affairs or other executive officer responsible for the facility within 72 hours of the denial. A determination shall be made by that executive officer, or his/her designee, within 24 hours before the event. The decision of the executive officer, or his/her designee, shall be final and binding.

UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) EXPENDITURES



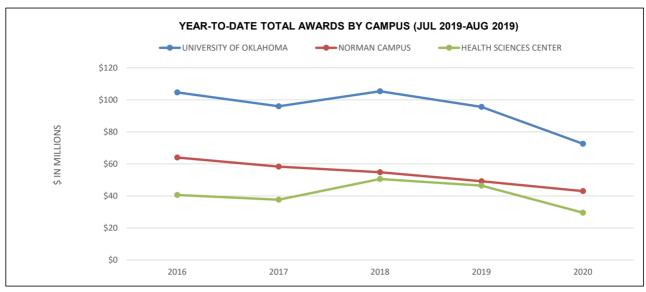


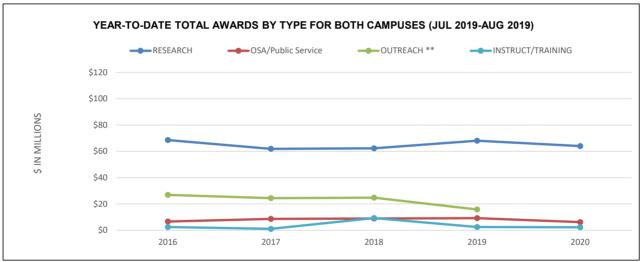
FY				FY	
	2020		Jul-Aug	2019	
	Jul 2019-Aug 2019		%CHANGE	Jul 2018-Aug 201	
RESEARCH	\$	44,391,628	12.67%	\$	39,400,124
OSA/PUBLIC SERVICE	\$	3,983,616	7.91%	\$	3,691,556
OUTREACH	\$	8,100,806	0.24%	\$	8,081,100
INSTRUCT/TRAINING	\$	2,082,762	4.24%	\$	1,998,006
TOTAL	\$	58,558,812	10.13%	\$	53,170,785

**OUTREACH was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

HEALTH SCIENCES CENTER AND NORMAN CAMPUS

UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) AWARDS





	FY			FY		
	2020		Jul-Aug		2019	
	Jul 2019-Aug 2019 %CHANGE		%CHANGE	Jul 2018-Aug 2018		
RESEARCH	\$	64,050,989	-5.91%	\$	68,074,202	
OSA/PUBLIC SERVICE	\$	6,206,017	-32.57%	\$	9,203,817	
OUTREACH	\$	-	-	\$	15,819,051	
INSTRUCT/TRAINING	\$	2,314,743	-7.19%	\$	2,494,146	
TOTAL	\$	72,571,749	-24.08%	\$	95,591,216	

^{**}OUTREACH was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

NORMAN CAMPUS AND HEALTH SCIENCES CENTER

NORMAN CAMPUS & HEALTH SCIENCES CENTER REPORT OF CONTRACTS AWARDED (OVER \$1M)

July & August 2019

AWD#	AGENCY	TITLE	VALUE RECEIVED	TOTAL ANTICIPATED VALUE	TOTAL PERIOD	PI(s)
20180476	Natl Inst of General Medical Sciences	Oklahoma Shared Clinical and Translational Resources	\$3,938,665	\$19,785,194	59 mo.	Judith A James (Center for Clinical & Trans Research)
105529500	U.S. Dept. of Commerce, National Oceanic and Atmospheric Administration	Multi-Radar Multi-Sensor (MRMS) Expansion and Optimization	\$2,547,944	\$2,547,944	24 mo.	Gregory Mcfarquhar (Meteorology)
20171215	Okla Tobacco Settlemt Endowmt Trust Fund	Evaluating TSET Funded Projects (FY18-FY22)	\$1,785,000	\$8,925,000	60 mo.	Laura Ann Beebe (Dept. of Biostatistics & Epid)
105527100	State of Oklahoma, Department of Transportation	FY20 ODOT Cultural Resources Program	\$1,400,790	\$1,400,790	12 mo.	Amanda Regnier (Archaeological Survey)
105527400	State of Oklahoma, Department of Transportation	ODOT Natural Resources Program	\$1,185,333	\$1,185,333	12 mo.	Bruce Hoagland (OK Biological Survey)
20162257	Natl Inst of General Medical Sciences	Mentoring Diabetes Research in Oklahoma-Centers of Biomedical Research Excellence (COBRE)	\$1,110,000	\$5,550,000	60 mo.	Jian-Xing Ma (Medicine - Endocrinology)
6 Total			\$11,967,732	\$39,394,261		

October 22-23, 2019

SUMMARY OF RESEARCH ACTIVITIES AT OU FOR JULY 2019-AUGUST 2019

New awards: Total sponsored awards for the period from July 2019-August 2019 has a decrease of \$23M from 2018 (-24.1%), with a decrease of \$4M (-5.9%) in Research. On the Norman Campus, new awards for Outreach decreased \$14.2M from the previous year, while new awards for Research increased \$8.1M from the previous year due to NASA (GeoCarb) and the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (Cooperative Institute for Mesoscale Meteorological Studies (CIMMS)). On the Health Sciences Campus, new awards for Research decreased \$12.2M from the previous year primarily due to the timing of when awards are funded at the change of the fiscal year.

Expenditures: The total expenditures from July 2019-August 2019 increased \$5.4M (+10.1%) from 2018. On the Norman campus this is primarily due to increased expenditures on grants obtained from NASA (GeoCarb), the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (CIMMS), and the U.S. Department of Education (3 Gear Up programs). On the Health Sciences Center campus this is primarily due to increased overall funding of awards this time last year.

The following are significant grants and activities during the time from July 2019-current, organized into thematic areas of research:

Cancer

- Amy Cohn, Ph.D., associate professor in the Department of Pediatrics, received a \$350,068 grant in July 2019 from the National Institute on Drug Abuse, part of the National Institutes of Health. This two (2)-year, federal award, totaling \$743,309, investigates the appeal/reinforcement of menthol cigarette smoking as a predictor of features of addiction, including nicotine dependence and smoking progression in young adults (aged 18-24) who have recently initiated cigarette smoking. This research will isolate the unique effects of menthol in tobacco and will help inform regulatory decisions pertaining to the addiction potential and abuse liability of menthol (versus non-menthol) cigarettes and the use of characterizing flavors in other tobacco products in future studies.
- A new \$504,362 award was received in August 2019 from the National Cancer Institute, part of the National Institutes of Health. This four (4)-year grant, totaling \$2,365,361, was awarded to Karen Abbott, Ph.D., associate professor in the Department of Biochemistry & Molecular Biology and Stephenson Cancer Center researcher, to establish the Glycomics Laboratory for the development of ovarian cancer biomarkers. The long-term objective of this work is to apply the most advanced technologies toward the goal of identifying biomarkers that can detect ovarian cancer early.
- In August 2019, a new \$362,250 award, "Mechanisms of Tuft Cell Mediated Regulation of the Intestinal Stem Cell Niche Following Injury", was received from the National

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Institute of Diabetes and Digestive and Kidney Diseases, a part of the National Institutes of Health. Led by Courtney Houchen, MD, section chief of Digestive Diseases and Nutrition and professor in the Department of Medicine, this four (4)-year grant, totaling \$1,305,000, plans to investigate the role of a biomarker, Dclk1, and intestinal tuft cells, to assess the response to regulated tissue regeneration following severe radiation injury.

• In September 2019, Kelsi Andrade, Ph.D., assistant professor of research at the Stephenson Cancer Center, was awarded a two year grant, "Pharmacogenomic Signatures that Predict Drug Response and Resistance in High-Grade Serous Ovarian Cancer Using Patient-Derived Organoids and Their Exosomes", in the amount of \$362,500 from the U.S. Department of Defense. The aims of this study are to utilize a new generation of test platforms, patient-derived organoid cultures that will potentially identify effective new therapies for a high-grade serous ovarian cancer, a subtype of ovarian cancer, and detect biomarkers that may predict a patient's response to treatment.

Climate and Weather

- A new \$2.5M award was received in July 2019 from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA). This two (2)-year award will be used to expand and optimize the Multi-Radar Multi-Sensor (MRMS) system which is a state-of-the-science hydrometeorological and severe weather data ingest and analysis framework that combines data streams from multiple radars, satellites, surfaces and upper-air observations, lightning, gauge data, and numerical model analysis and prediction to produce a suite of real-time decision-support products every two minutes over the CONUS, Guam, Hawaii, Alaska, the Caribbean, and Southern Canada. The lead PI on the award is Dr. Gregory McFarquhar of the Cooperative Institute for Mesoscale Meteorological Studies (CIMMS) and the School of Meteorology.
- In August 2019, OU received the Department of Interior's South-Central Climate Adaptation Science Center (SC CASC) contract for another five (5) years. The new award is an anticipated \$4.5M over five (5) years from the U.S. Department of the Interior, U.S. Geological Survey (USGS). The SC CASC University Consortium, led by OU, with partners Texas Tech University, The Chickasaw Nation, Louisiana State University, Oklahoma State University, The Choctaw Nation of Oklahoma, and the University of New Mexico will work in close partnership with the USGS to maximize SC CASC impact on promoting regional resilience and identifying and managing climate risks to support natural and cultural resource managers pursuing climate adaptation.

Diabetes

• In September 2019, a researcher at the Harold Hamm Diabetes Center at OU Medicine, Dharambir Sanghera, Ph.D., professor in the Department of Pediatrics, received a \$645,217 from the National Institute of Diabetes and Digestive and Kidney Diseases, a component of the National Institutes of Health. This four (4)-year grant, totaling

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\$2,501,442, will further her investigations into understanding the interplay between genetic factors involved in type 2 diabetes, obesity, and cardiovascular disease pathogenesis in Americans of South Asian descent and other multiethnic families. With her new grant, Dr. Sanghera will try to identify novel biomarkers of therapeutic importance that may predict a subtype of type 2 diabetes linked to early onset of type 2 diabetes in these special populations.

Health

• In August 2019, Scott Schaeffer, D.Ph., managing director and clinical instructor at the Oklahoma Center for Poison & Drug Information, College of Pharmacy, received \$242,816 from the federal Health Resources and Services Administration (HRSA). This five (5)-year award totaling \$1,214,080 is titled "Oklahoma Poison and Drug Information Center Support and Enhancement Program." This program will provide 24/7 assistance via a toll-free number to residents of the state of Oklahoma for advice related to poisonings and drug information. For 2019-2024, the goal is to meet the Healthy People 2020 objectives relative to poisonings by 1) preventing an increase in poisoning deaths and 2) preventing an increase in nonfatal poisonings.

Immunology/Infectious Disease

• In August 2019, Kristi Koelsch, Ph.D., associate professor of research in the Department of Medicine, was awarded a \$408,770 grant titled "Sjogren's Syndrome Pathogenic Autoantibodies." The five (5)-year grant, totaling \$1,683,749, from the National Institute of Dental and Craniofacial Research, a part of the National Institutes of Health, aims to determine the mechanisms by which antibodies cause Sjogren's Syndrome, an autoimmune disease, and to test a potential new therapy.

Vision

• Jiyang Cai, Ph.D., associate professor in the Department of Physiology, was the recipient of a new \$431,749 award in September 2019, from the National Eye Institute, a part of the National Institutes of Health. This three (3)-year grant, totaling \$1,273,247, is exploring innovative approaches for the treatment of retinal degenerative disorders through characterization of immune cell properties, examining the mechanisms of their activation, and influencing their activities through introduction of dietary supplementation. The results from this work will define whether immune cell function is a potentially novel interventional strategy for treating retinal disease that involve retinal degenerative disorders.

INDIVIDUAL CONFLICTS OF INTEREST POLICY

1. GENERAL POLICY

- A. GENERAL OBLIGATION. Conflicts of interest can result in serious harms such as improper personal benefits, loss of University resources, misuse of confidential information, and exploitation of employees, students, and others. Even without such consequences, conflicts of interest endanger the University's mission and betray the public's trust if left unreviewed. Therefore, all persons covered by this policy must promptly disclose any conflicts of interest, including any personal interest, activity, or relationship that may affect or detract from the proper exercise of University responsibilities, and must adhere to the University's judgment on permissibility and management.
- B. SCOPE. This policy applies to all University Employees1. It establishes minimum standards and procedures for addressing personal conflicts of interest and outside professional employment. Nothing in this policy prohibits any academic or administrative unit from establishing supplementary Conflicts of Interest policies and/or procedures that are more restrictive than these. This policy overlaps with but does not replace Employee responsibilities under state and federal law or other University policies, e.g., the IRB conflicts of interest policy; and, compliance with those laws/policies does not eliminate the requirement to comply with this policy, and vice versa. Institutional conflicts of interest and certain other specific personal conflicts are addressed by other University policies referenced in Appendix 3.
- 2. CONFLICTS OF INTEREST. A Conflict of Interest arises when a financial or other personal interest, activity, or relationship may reasonably be expected to compromise an Employee's judgment in carrying out his/her University responsibilities. When used in this policy, the term Conflict of Interest also includes potential conflicts (i.e., interests, activities and relationships that do not currently constitute a conflict but will foreseeably do so if not subject to limitation) and the appearance of a conflict (i.e., interests, activities, and relationships that in the University's judgment would impair public trust if not managed appropriately). Conflicts of interest include but are not limited to the following:
 - A. SELF-DEALING: Transacting any University business with oneself or one's Family or having a Significant Financial Interest in any Company that could foreseeably benefit from the Employee's decisions in discharging University responsibilities.
 - B. USE OF UNIVERSITY RESOURCES: Taking, allocating, or using any University Resources for a non-University purpose except as otherwise allowed by University policy.
 - C. USE OF EMPLOYEES OR STUDENTS. Hiring or supervising University Employees or students whom one supervises, instructs, or mentors, in a

¹ Definitions of capitalized terms are included in Section 2 and in Appendix 1.

- personal interest, activity, or relationship, or receiving a profit from sales or services to them.
- D. CONFLICTS OF COMMITMENT. Engaging in any full or part-time activity that demands a level of time or energy that can reasonably be expected to impair the performance of one's University responsibilities. Outside activities ordinarily understood as full-time are presumed to be inconsistent with full-time University employment.
- E. ENDORSEMENT. Presenting one's University affiliation, position, or credentials in a way that gives the appearance of University endorsement of any business, charity, or other outside entity or activity, or creating confusion as to University involvement in the activity.
- F. GIFTS. Accepting a Gift that may reasonably appear to influence the exercise of one's University responsibilities, or that may appear to be compensation for such exercise, or that otherwise may be prohibited by law.2
- G. IMPARTIALITY. Participating in a University matter involving specific parties that is likely to have a direct and predictable effect on the Employee's financial interests (or those of a member of his/her Family); or, where the Employee or Family member has a personal or business relationship with a directly affected party; or where the circumstances would cause a reasonable observer with knowledge of the relevant facts to question the Employee's impartiality. Examples of such parties include members of one's Family, persons with whom one lives or shares a bank account, and persons with whom one has or has recently had significant financial transactions such as employment, contracting, or indebtedness.3
- H. CONFIDENTIALITY. Disclosing confidential information, including proprietary information, acquired through one's University employment to anyone not entitled to receive it.
- I. INTERESTS AND ACTIVITIES PRESUMPTIVELY PERMITTED. The following interests and activities are presumptively permitted and need not be disclosed so long as they do not constitute a Conflict of Commitment and so long as they are not required to be disclosed by a unit's supplementary policy:
 - 1. interests below the threshold of Significant Financial Interests in a Company that may do business with the University;

² Employees receiving Gifts, gratuities, or other third-party benefits are advised to review Appendix 4 for additional legal restrictions. See Rules 4.8, 4.9, and 4.17.

³ Employees engaged in a matter likely to have a direct effect on their financial interests are advised to review Appendix 4 for additional legal restrictions that may affect participation in the matter. See Rule 4.7.

- 2. financial interests in a Company that does no business with the University, or does business with the University outside the course and scope of one's University responsibilities;
- 3. unpaid service on nonprofit or scholarly boards;
- 4. service as an editor of a professional publication;
- 5. services of a scholarly or professional nature for which tokens of appreciation (honoraria) are traditionally conferred and are not undertaken for personal financial gain, for example a scholarly presentation or program evaluation;
- 6. modest personal Gifts of a customary nature, ordinarily with a value less than \$20, where knowledge of the relevant facts would likely not cause a reasonable observer to question the Employee's impartiality;
- 7. inclusion of University affiliation in publications or communications where not reasonably likely to be taken as endorsement;
- 8. modest personal use, excluding personal business use, of University Resources such as telephone and email as permitted by other University policies.
- 3. OUTSIDE PROFESSIONAL EMPLOYMENT, EXCLUDING ACTIVITIES COVERED BY A UNIVERSITY PROFESSIONAL PRACTICE PLAN4
 - A. GENERAL PROVISIONS. All Employees shall discharge their responsibilities to the University unhindered by outside employment or other commitments. Full-time Employees owe their primary professional duty to the University; any other employment or activity must be secondary. However, in light of their potential to create Conflicts of Interest, outside employment in the area of one's University duties ("outside professional employment") must be disclosed and approved and may be limited as provided in this section._All Employees who are permitted to engage in outside professional employment that reasonably appears to create an actual, potential, or apparent Conflict of Interest shall provide their services in strict accordance with an approved management plan.

All Employees having decisional responsibilities, in the application for, design of, or conduct of sponsored research, e.g., investigators, key personnel, or as may otherwise be required by a sponsor, must disclose all outside professional employment.

⁴ While excluded from this Section 3, Employees who are in HSC or other Professional Practice Plans are expected to comply with the terms of their respective Plans and all other applicable University policies and procedures.

- B. STAFF. Staff Employees are expected to conduct University business during the University's regular business hours, or as otherwise assigned. Staff Employees may not conduct outside professional employment during their assigned University business hours except when leave is authorized. Salaried staff with appointments from 0.8 to 1.0 full-time equivalent (FTE) shall disclose and receive prior approval for all outside professional employment to assess possible conflicts of commitment. All staff employees must disclose and receive prior approval for outside professional employment that reasonably appears to create an actual, potential, or apparent Conflict of Interest.
- C. FACULTY. During the terms of their academic appointment, faculty members must attend to all duties and responsibilities including classes, office hours, and service commitments. Faculty participating in a Professional Practice Plan should adhere to these principles in addition to those obligations arising under the Plan.
 - 1. Faculty during academic year. Faculty members are individually and primarily responsible for arranging their University time. Full-time faculty may, with chair or director approval, commit up to 10 hours in any week for outside professional employment during University business hours so long as the activity does not reasonably appear to create a Conflict of Interest, does not interfere with the faculty member's University duties and responsibilities, and provides important elements of faculty professional development related to University duties and responsibilities. For faculty who accrue leave, the University shall determine the extent to which leave should be taken for outside professional activities.
 - 2. Summer outside professional employment for 9-month faculty. During any portion of the summer in which 9-month faculty are not on contract with the University, they may engage in outside professional employment without regard to the 10-hour-per-week limitation. Such outside professional employment is presumptively permitted; however, such employment must be disclosed for prior review for actual, potential, or apparent Conflicts of Interest and may not involve use of University Resources, including staff, except as otherwise provided by University policy and agreement by the appropriate office, e.g., the Office of Technology Development in the case of University-owned intellectual property.
 - 3. Part-time faculty. Faculty with less than full-time appointments may engage in outside professional employment during any time not required by their University responsibilities, unless limited by the terms of their respective professional practice plans.

4. Regular and renewable-term faculty . Regular and renewable-term faculty with appointments from 0.8 to 1.0 FTE must disclose all outside professional employment.

4. DISCLOSURE AND REVIEW

- A. CONFLICT OF INTEREST OFFICE. The University President shall designate a Conflict of Interest office or offices on the Norman and Health Sciences Center campuses which shall be responsible for the following:
 - 1. EDUCATION. Providing to Employees on all campuses adequate information at least annually regarding this policy and their obligations hereunder and ensuring that Employees responsible for implementation and administration of this policy receive appropriate training to effectuate the aims of this policy.
 - 2. PROCEDURES AND IMPLEMENTATION. Managing the activities of the Conflict of Interest Committees, providing oversight, and promoting uniform standards for conflict of interest disclosure, review, approval, and management across all campuses.
 - 3. RECORDKEEPING. Maintaining an inventory of all conflict of interest disclosures, management plans, and related pertinent materials across all campuses. The office shall also devise standards for internal disclosure and for public disclosure of conflicts under management sufficient to assure ethical transparency while maintaining an appropriate level of privacy for personal financial interests and personnel records.
- B. CONFLICT OF INTEREST COMMITTEES. The University President shall appoint two Conflict of Interest Committees: one on the Norman Campus and one on the Health Sciences Center Campus. Conflicts arising on the Tulsa Campus shall be decided by the Committee for the campus where the Employee's unit is based.
 - 1. Composition. Committees shall be composed of four faculty recommended by Faculty Senate; three staff members recommended by Staff Senate from the salaried professional academic and administrative staff; the Vice President for Research or designee; the Senior Vice President and Provost or designee; and additional voting members with specialized competencies and expertise as may be appropriate for deliberations of each Campus's respective Committee. The Committees shall have a nonvoting member designated by the Office of Legal Counsel to provide advice and legal support.
 - 2. Powers and Responsibilities. Committees shall determine the appropriate disposition of covered conflicts arising on their respective campuses.

- 3. Delegation and Support. Consistent with the aims of this policy, the Conflict of Interest Offices shall be responsible for the day-to-day operation of their respective Committees and shall establish procedures to
 - obtain recommendations from appropriate individuals and units, to decide cases, to delegate routine matters to the Conflict of Interest Office, and to delegate decision-making for conflicts of a specialized nature where the decision-making expertise is localized.
- C. OBLIGATION TO DISCLOSE. Employees shall disclose and seek prior approval for an interest, activity or relationship covered under this policy, or within 30 days of hire, if the activity or relationship predates the Employee's University employment. Disclosures shall be to the appropriate Conflict of Interest Office, in writing, and shall include a clear, detailed explanation of the Conflict. The Conflict of Interest Office may forward the disclosure to other offices for preliminary information, review, or advice as the Office deems necessary.
- D. REVIEW. Disclosures shall be reviewed in accordance with procedures established by the Conflict of Interest Office. In light of the unique institutional responsibilities of executive officers, conflicts arising for Executive Officers shall be disclosed according to the Institutional Conflicts of Interest policy.
- E. POSSIBLE ACTIONS. The Conflict of Interest Committee or its designee may determine that the activity, interest, or relationship constitutes (a) no conflict, (b) a potential conflict that will be permissible as long as certain limits are not exceeded, (c) a manageable conflict requiring a management plan; or (d) an unmanageable conflict requiring action to terminate either the interest or the University duty involved.
- F. MANAGEMENT PLANS. When a Conflict of Interest, whether actual, potential, or apparent, requires management, the Conflict of Interest Committee or its designee shall, with information and input from the Employee and others as it deems appropriate, develop a management plan. Management plans must include a description of the conflict, a summary of the steps required for management, specific individual(s) responsible for the required steps, the records to be maintained under the plan, and a schedule for review, which must occur at least annually.
- 5. REMEDIATION, RESCISSION, AND ENFORCEMENT. Reports or evidence of policy violations received by the Conflict of Interest Office shall be reviewed, investigated, and referred to the appropriate office for action. Employees who fail to disclose a conflict of interest or to comply with a decision or approved management plan may be subject to discipline up to and including severe sanctions and termination. Employees are reminded that they also are subject to civil and criminal penalties for violations of state or federal laws relating to conflicts of interest. An approving authority may rescind an approved

outside professional employment activity upon receipt of information indicating the activity is not consistent with this policy, applicable law, or other University policy. If approval is rescinded, the Employee shall be given written notice and an opportunity to respond to his or her campus Conflict of Interest Committee.

APPENDIX 1: DEFINITIONS

- A. COMPANY. Any entity, other than the Board of Regents of the University of Oklahoma, through which business is conducted (profit or non-profit), including such organizations as a sole proprietorship, partnership, company, corporation, civic or social organization.
- B. EMPLOYEE. All individuals employed by the University, whether full or part-time. For purposes of this policy, the term "Employee" shall also include postdoctoral fellows, visiting scholars, residents, graduate research and teaching assistants, volunteers, and all key personnel working on grants and contracts whether paid or unpaid.
- C. FAMILY. Includes any individual who is a spouse/domestic partner, parent, child, stepchild, or sibling of an Employee or a member of the Employee's household. 5
- D. GIFT. Anything of value to the extent that consideration of equal or greater value is not received in exchange.
- E. INTELLECTUAL PROPERTY. Any ideas, discoveries, inventions, technology, creative expressions and embodiments thereof in which a proprietary interest may be claimed such as patents, copyrights, trademarks, know-how, biological materials, and other forms of intellectual property legally recognized as set forth in the University's Intellectual Property Policy.

F. SIGNIFICANT FINANCIAL INTEREST.6

- 1. For a non-publicly traded company.
 - A. Any ownership interest, by the Employee or his or her Family, in a private business, including but not limited to, a closely held corporation; limited liability company; Subchapter S corporation or partnership for which the Employee or his or her Family member is a director, officer, owner, manager, employee, or agent; or any private business, closely held corporation or limited liability company in which the Employee or his or her Family member owns or has owned stock, another form of equity interest, stock options, or debt instruments.

⁵ For the definition of "family" in the State Ethics Rules see Rule 4.2. Due to a university's unique ethical responsibilities in teaching and research, OU's definition is somewhat broader in scope.

⁶ For the definition of "material financial interest" in the State Ethics Rules see Rule 4.7. Under federal law, the University's disclosure requirements are more restrictive, e.g., NSF sponsored research contracts, and rather than confuse the issue by applying different standards, the university elected to abide by the more restrictive rules.

- B. Any Intellectual Property right or interest for which the Employee or his or her Family has received income.
- C. Receipt of income of Five Thousand Dollars (\$5,000) or more by the Employee or his or her Family during the twelve months prior to the date of disclosure; or
- 2. For a publicly-traded company. Any interest for which remuneration during the twelve months prior to disclosure, plus the value of equity interest in the entity at date of disclosure, exceeds \$5,000, when aggregated for the Employee and his or her Family.
- 3. Significant Financial Interests do not include:
 - A. salary, royalties, or other remuneration paid by the University to employees (including Intellectual Property rights assigned to the University and agreements to share in royalties related to such rights); or
 - B. investment vehicles, such as mutual funds and retirement accounts, where the Member does not directly control the investment decisions made by such vehicles.
- G. UNIVERSITY RESOURCES. All University services, real and personal property including facilities, equipment, Intellectual Property, and workforce.

APPENDIX 2: CONFLICTS OF INTEREST IN BUSINESS AND RESEARCH RELATIONSHIPS

- A. Company Board Membership/Officership. Service as a director or officer (President, VP, CEO, COO, CFO, Scientific Officer) of a Company is normally acceptable; however, when the Company proposes to do or is doing business with the University, has licensed University technology, or there is, an actual, potential or apparent Conflict of Interest with one's University responsibilities (such as financial conflicts, conflicts of commitment, use of University Resources, potential or actual overlap between University research and Company research, and use or ownership of Intellectual Property), one shall disclose the relationship and seek written approval from the Conflict of Interest Committee pursuant to a management plan.
- B. Support of Students and Trainees by Companies. The progress and academic standing of students and trainees must never be compromised. Accordingly, a Company may not be permitted to (i) support a student's academic program if the supervising Employee has Equity or serves as a director or officer (President, VP, CEO, COO, CFO, Scientific Officer) or (ii) employ a student or trainee to conduct research that overlaps with his or her University training or academic program, absent written approval by the Conflict of Interest Committee pursuant to a management plan. The Conflict of Interest Committee shall establish University policies and rules to regulate the circumstances under which the referenced employment relationships may be permitted.
- C. **Funding for Sponsored Research and Service Activities.** There is a presumption against accepting funding from a Company in which the University or the Employee has a financial interest, or the Employee serves as a director or officer (President, VP, CEO, COO, CFO, Scientific Officer). Presumptively, Employees may not act as a principal investigator on extramural sponsored projects in the area of the Employee's professional expertise. The Conflict of Interest Committee shall establish University policies and rules to regulate the circumstances under which these relationships may be permitted.
- D. **SBIR / STTR Programs.** Under Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs, small businesses are encouraged to partner with a research university to perform innovative research and/or to assist in technology transfer from the university. A University Employee may participate in the SBIR/STTR project only through a written contract between the University and the Company approved in accordance with University policy that outlines the Employee's responsibilities and/or University benefits. The Conflict of Interest Committee shall establish University policies and rules to regulate the circumstances under which the referenced employment relationships may be permitted.

APPENDIX 3: OTHER UNIVERSITY POLICIES RELATED TO CONFLICTS OF INTEREST

Conflicts of Interest may take various forms but exist when there is contradiction between the private interests and professional obligations of a University employee. In addition to being addressed directly in this policy, such Conflicts are addressed in other University policies which govern conduct of employees' professional activities. A non-exhaustive listing of such policies follows. A University employee should consult specific University policies presented in the faculty and staff handbooks of their respective campuses for guidance and information regarding specific situations which may relate to Conflicts of Interest.

Academic Freedom and Responsibility

Acceptable Use of Information Resources

Candidacy for Public Office

Compliance Policies

Conducting Private Business from University Facilities

Consensual Sexual Relationship Policy

Ethics in Research Policy

Fraud Prevention, Reporting, and Whistleblower Protection Policy

Fundraising or Solicitation

General Purchasing Policies

Intellectual Property Policy

IRB Conflict of Interest Policy (researchers)

Nepotism Policy

Off-campus Use of University Property

Participating in Political Campaigns

Professional Practice Plans – HSC

Sabbatical Leave

Sale of Required Instructional Material

Service as Promotional Speaker for Private Industry – HSC

Use of State Vehicles for Private Purposes

APPENDIX 4: OKLAHOMA STATE ETHICS RULES, RULE 4: CONFLICTS OF INTEREST (EXCERPTS)

Rules regarding conflicts of interests have been promulgated by the Oklahoma Ethics Commission, not the legislature, but they have the force and effect of law and there are civil penalties available for violating them. In that the Commission may modify the rules, a non-exhaustive COI list, as of 8/14/2019, is set forth below by subject. As applicable to an employee's circumstances, go to the Commission's web site https://www.ok.gov/ethics/ click on "Ethics Laws, Guides & Forms" and review the latest version (annotated) of the applicable rule.

- Rule 4.1. Purpose of Rule 4.
- Rule 4.2. Definitions.
- Rule 4.4. Misuse of Office.
- Rule 4.5. Misuse of Authority.
- Rule 4.7. State Officer Impartiality.
- Rule 4.8. Gifts from Vendors to Persons Engaged in Purchasing Decisions.
- Rule 4.9. Gifts from Successful Vendors.
- Rule 4.11. Gratuities Offered at Seminars, Conferences or Similar Events.
- Rule 4.12. Modest Items of Food and Refreshments
- Rule 4.13. Acceptance of Meals, Lodging, Transportation and Other Benefits as a Result of Spouse's Business Activities.
- Rule 4.14. Acceptance of Meals, Lodging, Transportation and Other Benefits as a Result of Private Business Activities.
- Rule 4.15. Acceptance of Meals and Other Benefits for Conference Presentations.
- Rule 4.16. Acceptance of Meals for Professional, Civic or Community Events; Acceptance of Meals at Political Events.
- Rule 4.17. Gifts to Superiors by State Officers or Employees.
- Rule 4.18. State Officer or Employee Representation of Others in Transactions Involving the State.

Rule 4.19. State Officer or Employee Representation of Others Before Employing Agency.

Rule 4.23. State Officer or Employee Violation of Rules through Indirect Action.

3.11 Oversight, Notification, and Review of Alleged Health Care Professional Misconduct - Policy and Protocol

I. Scope

This policy addresses required reporting of all professional misconduct, as defined below, alleged against a University-employed or volunteer health care provider who works within a clinical practice, including all faculty and staff health care providers.

II. Policy

Professional Misconduct committed by an employee or volunteer Health Care Professional must be reported to the Healthcare Professional Misconduct Review Group ("Review Group").

III. Rationale

The University of Oklahoma is committed to protecting its students, employees, patients, and their guests from physical, verbal, and emotionally abusive misconduct, including that by Health Care Professionals in health care settings. All departments who employ or oversee Health Care Professionals shall report all instances of alleged Professional Misconduct as provided below. In addition, any employee who is aware of an instance of alleged Professional Misconduct must timely report the instance to his/her supervisor and as provided below.

IV. Definitions

Health Care Professional: Any licensed provider who works within a clinical practice of the University of Oklahoma, including OU Physicians ("OUP"), student health clinics, and any college. This definition includes, but is not limited to, physicians, physician assistants, advanced practice nurses, registered nurses, LPNs, licensed clinical social workers, psychologists, dieticians, pharmacists, dentists, allied health providers, and athletic trainers. This also includes any Health Care Professional who is providing services to another facility or entity under a professional services contract between the University and that entity or facility.

<u>Investigating Office</u>: Includes but is not limited to the Institutional Equity Office, OUP-OU Medicine, Inc. ("OUMI") Risk Services, the office of the OUP Chief Medical Officer Oklahoma City or Tulsa ("CMO"), Human Resources, and the appropriate campus Police Department or an external consultant, as may be provided for in this policy. When the alleged professional misconduct occurs in a facility not owned or operated by the University, the University's Investigating Office will collaborate with the facility's investigating office to avoid duplication of effort.

<u>Professional Misconduct</u>: includes, but is not limited to:

- 1. Conduct as outlined in the OU Physicians ("OUP") Disruptive or Impaired Health Care Professional or Staff Policy RM7, http://ouphysicians.ouhsc.edu/.
- 2. Conduct as defined by the Sexual Misconduct, Discrimination, and Harassment Policy or the Non-Discrimination Policy, http://www.ou.edu/eoo.

3. Conduct that is defined as unprofessional by federal, state, or local laws; or by licensure, accreditation, or other regulatory bodies; or is illegal.

V. Group Membership:

- A. Review Group Membership: The Review Group shall include campus representatives from the Office of Legal Counsel, Human Resources, Institutional Equity, the office of the CMO, and the appropriate campus Police Department.
- B. Leadership Group Membership: The Leadership Group shall be comprised of leadership from the Health Care Professional's campus, Health Sciences Center, OU-Tulsa, and/or Norman Campus, and area of employment. The Leadership Group shall include the campus senior executive officer, the General Counsel, and where applicable, the director of the administrative unit, the CMO, the dean of the college, the department chair, and/or the senior executive of OU Physicians.
- C. Governing Group Membership: The Governing Group includes the President and the applicable Board of Regents ("BOR") Campus Committee members.

VI. Complaints

A. Origination of Complaint:

Complaints may originate in any area of the University, and may be made by faculty, staff, students, patients, or members of the public. The complaint must be documented by the individual receiving it and forwarded to the appropriate Investigatory Office for action (e.g., Institutional Equity Office, Human Resources, OUP/OUMI Risk Management, the Office of the OUP CMO, University Police).

B. Notice: To ensure appropriate notification, if a member of the Review Group receives a complaint, it will be sent to the appropriate Investigatory Office, with a copy to the Office of Legal Counsel. Likewise, the Investigatory Office will send documented complaints to the Office of Legal Counsel and other members of the Review Group.¹

If OU Medicine Inc. ("OUMI") employees or patients are involved, the Review Group will send a copy of the complaint to OUMI's Chief Legal Counsel.

Where the complaint involves allegations of both Professional Misconduct and medical malpractice, OUP-OUM Risk Services shall separately address the medical malpractice claims including all legal rights and protections provided to medical malpractice claims, and shall notify the Review Group of the professional misconduct allegations so they may be appropriately investigated as described in this policy.

¹ In addition, a copy of the complaint should be forwarded immediately to the appropriate campus police department, which will determine whether a timely warning should be issued or whether any of the allegations must be reported as crimes in compliance with the Clery Act.

Upon recommendation from the Leadership Group, outside counsel or consultants may be retained to conduct an independent investigation of the complaint.

VII. Investigation and Report:

- A. The Investigating Office(s) shall review the complaint and commence an investigation consistent with applicable University policies and utilizing its standard procedures including applicable appeals.
- B. In all instances, investigations shall include a full inquiry of the facts and circumstances and the allegations and responses including identifying and interviewing all relevant witnesses and reviewing all applicable documentation. In some instances, investigations may also require site visits, access to electronically stored information, and review of confidential information. The Investigating Office shall document its investigation and findings in a report, including the allegations considered; the witnesses interviewed; the documents reviewed, the relevant policies, procedures, standards; and proposed corrective action and/or recommended sanctions consistent with the appropriate University policies.
- C. Within five (5) business days of completion of the investigation, the Investigating Office shall send a copy of its report to the Review Group and the Leadership Group. Where appropriate, depending on the nature, severity, and frequency of the alleged misconduct, the report may be forwarded to the Governing Group for review.
- D. Any investigations requested by the Office of Legal Counsel and conducted by outside counsel or consultants shall meet the same investigation and report requirements stated herein, and where appropriate, a copy of the report will be provided to the Leadership Group.

VIII. Leadership Group Action

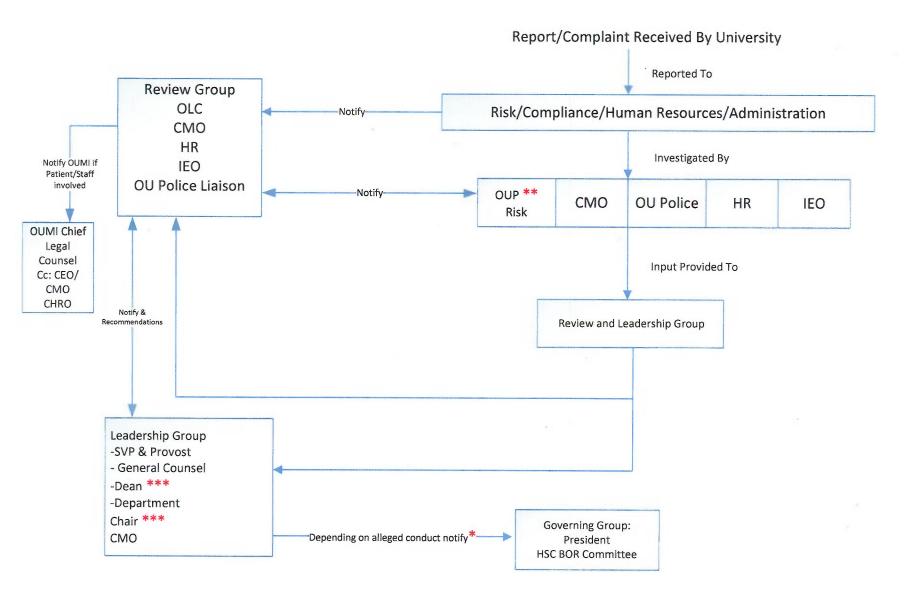
- A. The Leadership Group will review the investigatory report. In all cases and at its discretion, following its review of the report, the Leadership Group may accept the findings and recommendations as provided or make additional recommendations, request additional investigation, and/or impose additional corrective action or sanctions, as permitted under applicable University policies.
- B. The Leadership Group may, as appropriate, monitor for a reasonable period of time.

IX. Ongoing Risk Monitoring

The General Counsel will maintain a report of complaints received; it will be used to monitor risk to the University from Health Care Professional Misconduct, including the date and description of each complaint, any prior incident(s), the steps taken for each investigation (e.g. witnesses interviewed, document reviewed), the findings of the Investigatory Office(s), and what corrective action and/or sanction was taken, if any. As appropriate, an updated status will be provided to the Leadership Group. A report will be provided annually to the Board of Regents and more frequently if needed.

X. Other Policies. This Regents' policy supersedes any contrary or conflicting language or claim of privilege or confidentiality that may exist or be asserted in other University, College, or Departmental policies.

OVERSIGHT AND NOTIFICATION OF ALLEGED HEALTHCARE PROFESSIONAL MISCONDUCT



^{*} Multiple instances, Involvement of a minor; Sexual Assault, etc.

^{**} Notify of Patient allegation of misconduct

^{***} Participation of Persons will vary depending on whether the healthcare professional is an employee in their Department/College

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION Institution: The University of Oklahoma – Norman Campus ACADEMIC CALENDAR FOR 2020-2021

Semester begins (first day of classes)	June 8, 2020
1st 4-week session (begins and ends)	June 8-July 2, 2020
2nd 4-week session (begins and ends)	July 6-July 30, 2020
Please list dates of all holidays and breaks	3
INDEPENDENCE DAY	July 3-4, 2020
Semester ends (including final exams)	July 30, 2020
Commencement date (graduation ceremony)	n/a

Fall Semester (16 Week) (2020):

Semester begins (first day of classes)	August 24, 2020
1st 8-week session (begins and ends)	Aug 24/Oct 16, 2020
2 _{nd} 8-week session (begins and ends)	Oct 19/Dec 18, 2020
Please list dates of all holidays and breaks	,
LABOR DAY	September 7, 2020
THANKCCIVING	November 25, 20, 2020

THANKSGIVING
Semester ends (including final exams)
Commencement date (graduation ceremony)
December 18, 2020
n/a

Fall Semester (Winter Session) (2020):

Semester begins (first day of classes)	December 21, 2020
Please list dates of all holidays and breaks	
CHRISTMAS	December 24-25, 2020
NEW YEAR'S DAY	January 1, 2021
Semester ends (including final exams)	January 15, 2021
Commencement date (graduation ceremony)	n/a

Spring Semester (Spring 2021): Semester begins (first day of classes)

Semester begins (first day of classes)	January 19, 2021
1st 8-week session (begins and ends)	Jan 19/March 12, 2021
2nd 8-week session (begins and ends)	March 22/May 14, 2021
Please list dates of all holidays and breaks	•
MARTIN LUTHER KING JR DAY	January 18, 2021
SPRING BREAK	March 13-21, 2021
Semester ends (including final exams)	May 14, 2021
Commencement date (graduation ceremony)	May 14, 2021

Spring Semester (Spring Session) (2021):

Semester begins (first day of classes)	May 17, 2021
Please list dates of all holidays and breaks	•
MEMORIAL DAY	May 31, 2021
Semester ends (including final exams)	June 11, 2021
Commencement date (graduation ceremony)	n/a
	, '

Fall and Spring (if applicable):

Final add/drop date 16 week/first 8-week classes:

Fall:	August 28.	2020/Seı	otember 4.	2020 ((16 week))

1st 8-week add Aug. 26, 2020/1st 8-week drop Aug. 28, 2020

Spring: January 22, 2021/Feb 1, 2021 (16 week)

1st 8-week add Jan. 22, 2021/1st 8-week drop Jan. 25, 2021

Final add/drop date 2nd 8-week classes:

Fall: 2nd 8-week add Oct. 21, 2020/ 2nd 8-week drop Oct. 23, 2020

Spring: 2nd 8-week add March 24, 2021/2nd 8-week drop March 26, 2021

Summer (if applicable):

Final add/drop date 8 week/first 4-week classes

8-week add June 10, 2020/ 8-week drop June 12, 2020

1st 4-week add June 9, 2020/ 1st 4-week drop June 10, 2020

Final add/drop date second 4-week classes

2_{nd} 4-week add July 7, 2020/ 2_{nd} 4-week drop July 8, 2020

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION Institution: The University of Oklahoma – College of Law ACADEMIC CALENDAR FOR 2020-2021

Summer Session (2020):	
Semester begins (first day of first session of 8-week classes)	May 18, 2020
Semester begins (first day of second session of 8-week classes) Please list dates of all holidays and breaks	May 26, 2020
MEMORIAL DAY	May 25, 2020
INDEPENDENCE DAY	July 3, 2020
Semester ends (last day of 1st 8-week classes including final exa Semester ends (last day of 2nd 8-week classes including final exa	
Commencement date (graduation ceremony)	N/A
Fall Semester (2020):	
Semester begins (first day of classes)	August 24, 2020
Please list dates of all holidays and breaks LABOR DAY	Santambar 7, 2020
THANKSGIVING	September 7, 2020 November 25-29, 2020_
Semester ends (including final exams)	December 18, 2020
Commencement date (graduation ceremony)	N/A
Spring Semester (Spring 2021):	
Semester begins (first day of classes) Please list dates of all holidays and breaks	January 19, 2021
MARTIN LUTHER KING	January 18, 2021
SPRING BREAK	March 13-21, 2021
Semester ends (including final exams) Commencement date (graduation ceremony)	May 14, 2021 May 15, 2021
Commencement date (graduation ceremony)	Widy 13, 2021
Alternative Schedules (please describe any alternative schedules):	
Oxford Program Session (Summer 2020)	July 5-August 8, 2020
MLS (Summer 2020) 1st 7-week session begins/ends	May 11-June 26, 2020
MLS (Summer 2020) 2nd 7-week session begins/ends MLS (Fall 2020) 1st 7-week session begins/ends August	June 29-August 14, 2020
	October 19-December 4, 2020
MLS (Spring 2021) 1st 7-week session begins/ends	January 11-February 26, 2021
MLS (Spring 2021) 2nd 7-week session begins/ends	March 8-April 23, 2021
Summer 2020 (if applicable):	
	May 19/May 22, 2020
Final add/drop date 2nd 8 week classes	May 27/May 29, 2020
Fall 2020 (if applicable):	
Final add/drop date 16 week classes	August 28/September 4, 2020
Spring 2021 (if applicable):	
Final add/drop date 16 week classes	January 22/January 29, 2021

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION Institution: The University of Oklahoma – HSC ACADEMIC CALENDAR FOR 2020-2021

Summer Session (2020):

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Summer	V 0	CCIA	n I·
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Semester begins (first day of 8-week classes)	June 8, 2020
Please list dates of all holidays and breaks	
INDEPENDENCE DAY	July 3, 2020
Semester ends (last day of 8-week classes including final exams)	July 31, 2020
Commencement date (graduation ceremony)	

Summer Session II:

Coolon II.	
Semester begins (first day of 8-week classes)	July 6, 2020
Please list dates of all holidays and breaks	•
INDEPENDENCE DAY	July 3, 2020
Semester ends (last day of 8-week classes including final exams)	August 28, 2020
Commencement date (graduation ceremony)	
<i>\C</i>	

Fall Semester (Fall 2020):

7 (1 (11 2020) 1	
Semester begins (first day of 16-week classes)	August 24, 2020
Please list dates of all holidays and breaks	
LABOR DAY	September 7, 2020
FALL BREAK DAY*	TBA
THANKSGIVING	Nov. 25-27, 2020
Semester ends (last day of 16-week classes including final exams)	December 18, 2020
Commencement date (graduation ceremony)	

^{*}Note: Fall Break is generally scheduled the Friday prior to the OU/Texas football game. The Academic Calendar will be updated when the date is set by the President's Office.

Spring Semester (Spring 2021):	
Semester begins (first day of 16-week classes)	January 19, 2021
Please list dates of all holidays and breaks	•
MARTIN LUTHER KING DAY	January 18, 2021
SPRING BREAK	March 13-21, 2021
Semester ends (including final exams)	May 14, 2021
Commencement date (graduation ceremony)	May 14-15, 2021

<u>Intersessions</u> (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2020	Spring/Winter 2020-21	Summer 2021
Intersession begins	August 3, 2020	December 21, 2020	May 17, 2021
Intersession ends	August 21, 2020	January 15, 2021	June 4, 2021
(including final exams)	_	-	

Summer 2020 (if applicable):

Final	add	/drop	date	8	week:
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Summer I:	Final add date:	June 10, 2020
	Final drop date:	June 12, 2020

Summer II:	Final add date:	July 8, 2020
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Final drop date: July 10, 2020

Fall 2020 and Spring 2021 (if applicable):

Final add/drop date 16 week:

Fall: Final add date: August 28, 2020

Final drop date: September 4, 2020

Spring: Final add date: January 25, 2021

Final drop date: February 1, 2021

Alternative Schedules (please describe any alternative schedules):

College of Medicine:

Note: Unless otherwise indicated the dates for Oklahoma City-track students and Tulsa School of Community Medicine (SCM)-track students are identical.

First-Year Students

Fall 2020

OKC Prologue (orientation)	August 18-20, 2020
SCM Prologue (orientation)	August 17-21, 2020
White Coat Ceremony	August 20, 2020
Regular Coursework begins	August 24, 2020
Labor Day	September 7, 2020

Fall Break TBD

Thanksgiving Break
Classes end
Winter break

Nov. 25-29, 2020
December 18, 2020
Dec. 19, 2020-Jan. 3, 2021

Spring 2021

Classes begin
Martin L. King Day
Spring Break
Memorial Day
Classes end
March 13-21, 2021
May 31, 2021
June 4, 2021

Second-Year Students

Fall 2020

Orientation	August 10, 2020
Classes begin	August 10, 2020
Labor Day	September 7, 2020

Fall Break TBD

Thanksgiving Break
Classes end
Winter break

Nov. 25-29, 2020
Dec. 18, 2020
Dec. 19, 2020-Jan. 3, 2021

Spri	ng	2021
1	C	

Classes begin	January 4, 2021
Martin L. King Day	January 18, 2021
Spring Break	March 13-21, 2021
Classes end	April 23, 2021

Third-Year Students

Summer and Fall 2020

Classes begin	<u>June 29, 2020</u>
Independence Day (observed)	July 3, 2020
First Day of Rotations	July 6, 2020
Labor Day	September 7, 2020
Fall Break	TBD
Thanksgiving Break	Nov. 25*-29, 2020

Classes end December 18, 2020
Winter break Dec. 19, 2020-Jan. 3, 2021

*Beginning at 8:00am

Spring 2021

Classes begin	<u>January 4, 2021</u>
Martin L. King Day	January 18, 2021
Memorial Day	May 31, 2021
Classes end	June 18, 2021

Fourth-Year Students

Summer and Fall 2020

First Day of Rotations	July 6, 2020
Labor Day	September 7, 2020
Fall Break	TBD
Thanksgiving Break	Nov. 25*-29, 2020
Classes end	December 18, 2020
Winter break	Dec. 19, 2020-Jan. 3, 2021
*Beginning at 8:00am	

Spring 2021

oping 2021	
Classes begin	January 4, 2021
Martin L. King Day	January 18, 2021
Match Day (tentative)	March 19, 2021
Classes end	May 21, 2021
Commencement	Saturday, May 22, 2021

College of Medicine Third and Fourth Year Clinical Rotations (2, 4, 6 & 8 Week Rotations)

Physician	Associate	Program:	OKC

Summer 2020: First Year Students Classes begin Classes end	June 1, 2020 July 31, 2020
Fall 2020: First Year Students Classes begin	August 3, 2020
Classes end	December 18, 2020
Spring 2021: First Year Students Classes begin Classes end	January 4, 2021 May 14, 2021
Summer 2020: Second Year Students Classes begin Classes end	May 26, 2020 August 28, 2020
Fall 2020: Second Year Students Classes begin	August 31, 2020
Classes end Spring 2021: Second Year Students (4 week rotations) Classes begin	December 23, 2020 January 4, 2021
Classes end	May 28, 2021

Physician Associate Second and Third Year Clinical Rotations (4 Week Rotations)

Physician Associate Holiday Breaks for Didactic Courses:	
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Thanksgiving Break Didactic	Nov 25-27, 2020
Fall Break	TBA
Christmas/Winter Break Didactic	Dec 19, 2020-Jan 3, 2021
Martin Luther King Day	January 19, 2021
Spring Break Didactic	March 15-19, 2021
Summer Break Didactic	May 15-23, 2021
Memorial Day	May 31, 2021
Dhysisian Associate Heliday Prests for Clinical Courses	•

Physician Associate Holiday Breaks for Clinical Courses: Winter Break

Dec 24, 2020-Jan 3, 2021

October 6, 2020 **Commencement 2020: Commencement 2021:** October 5, 2021

Physician Assistant Program: Tulsa

Commencement 2020: December 4, 2020

Summer 2020: First Year Students Classes begin June 1, 2020 Classes end July 24, 2020

Fall 2020: First Year Students

Classes begin August 9, 2020
Classes end December 11, 2020

Spring 2021: First Year Students

Classes begin January 4, 2021
Classes end May 14, 2021

Physician Assistant Program: Tulsa

Summer 2020: Second Year Students

Classes begin
Classes end
May 26, 2020
July 25, 2020

Fall 2020: Second Year Students

Clinical rotations begin August 10, 2020

Physician Assistant Second and Third Year Clinical Rotations (2, 4, 6 & 8 Week Rotations)

Graduate College – Graduate Program in Biomedical Sciences:

Program Start Date
Classes begin

July 27, 2020
August 3, 2020

Dental Science: Orthodontics & Periodontics:

Summer 2020: Class of 2021 & 2022

Clinical Rotations (Monthly): May 11, 2020-June 26, 2020 & June 29, 2020-August 14, 2020

Class of 2023-First Year Students: June 29, 2020-August 14, 2020

Fall 2020: August 17, 2020-Dec 11, 2020 Spring 2021: January 4, 2021-April 30, 2021

College of Dentistry-Dentistry and Dental Hygiene Programs:

Summer 2020

Classes begin
Classes end
June 8, 2020
July 31, 2020

Fall 2020

Classes begin August 24, 2020
Classes end December 18, 2020

Spring 2021

Classes begin
Classes end
January 11, 2021
May 14, 2021

Commencement: May 15, 2021

College of Pharmacy PharmD Program:

Summer 2020 – Second-Third Year Students

Classes begin
Classes end
June 8, 2020
July 31, 2020

Fall 2020 – First-Third Year Students Classes begin Classes end	August 24, 2020 December 18, 2020
Spring 2021 – First-Third Year Students Classes begin Classes end	January 19, 2021 May 14, 2021
College of Pharmacy Clinical Rotations (Monthly Rotations): Summer 2020:	June 1-30, 2020 July 1-31, 2020 August 3-31, 2020
Fall 2020:	September 1-30, 2020 October 1-30, 2020 November 2-30, 2020 December 1-31, 2020
Spring 2021:	January 1-29, 2021 February 1-26, 2021 March 1-31, 2021 April 1-30, 2021 May 3-31, 2021
Pharmacy Commencement 2020: Pharmacy Commencement 2021:	May 29, 2020 May 31, 2021
College of Nursing ABSN Program: International Studies	May 11-30, 2020
College of Allied Health: Dietetic Internship: Spring 2020 Classes begin Classes end	March 16, 2020 November 13, 2020
Fall 2020 Classes begin Classes end	July 27, 2020 April 16, 2021
Spring 2021 Classes begin Classes end	March 22, 2021 November 19, 2021
Spring 2020 International Studies	May 13-29, 2020
Occupational Therapy: Class of 2022: Summer 2020 Classes begin Classes end	May 25, 2020 July 3, 2020
Class of 2022: FW I-Summer 2020 Classes begin Classes end	July 6, 2020 July 31, 2020

Class of 2022: Fall 2020 Classes begin Classes end	August 24, 2020 December 18, 2020
Class of 2022: Spring 2021 Classes begin Classes end	January 19, 2021 May 14, 2021
Class of 2021: Summer 2020 Classes begin Classes end	May 21, 2020 June 26, 2020
Class of 2021: FW II-Summer 2020 Classes begin Classes end	June 8, 2020 July 31, 2020
Class of 2021: Fall 2020 Classes begin Classes end	August 24, 2020 October 9, 2020
Class of 2021: FW III-Fall 2020 Classes begin Classes end	October 19, 2020 December 11, 2020
Class of 2021: FW IV - Spring 2021 Classes begin Classes end	January 11, 2021 March 5, 2021
Class of 2021: Spring 2021 Classes begin Classes end	March 8, 2021 May 7, 2021
Physical Therapy: Class of 2022: Summer 2020 Classes begin Classes end	May 25, 2020 July 3, 2020
Class of 2022: CE I-Summer 2020 Classes begin Classes end	July 6, 2020 August 14, 2020
Class of 2022: Fall 2020 Classes begin Classes end	August 24, 2020 December 18, 2020
Class of 2022: Spring 2021 Classes begin Classes end	January 12, 2021 May 14, 2021
Class of 2021: Summer 2020 Classes begin Classes end	May 21, 2020 June 26, 2020
Class of 2021: CE II-Summer 2020	

EXHIBIT J October 2019

THE UNIVERSITY OF OKLAHOMA

Classes begin	June 29, 2020
Classes end	August 21, 2020
Class of 2021: Fall 2020 Classes begin Classes end	August 27, 2020 October 8, 2020
Class of 2021: CE III-Fall 2020	
Start date	October 12, 2020
Classes end	December 18, 2020
Class2021: Topics Course – Spring 2021 Start date Classes end	January 11, 2021 January 15, 2021
Class of 2021: CE IV – Spring 2021	
Start date	January 18, 2021
Classes end	March 26, 2021
Class of 2021: Remaining Courses – Spring 2021 Start date Classes end	April 5, 2021 May 7, 2021