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THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
JANUARY 26-27, 1999

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**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
JANUARY 26-27, 1999**

A regular meeting of the Board of Regents governing The University of Oklahoma and Cameron University was called to order in Room 172 of the Student Center on the Health Sciences Center Campus in Oklahoma City, Oklahoma on Tuesday, January 26, 1999, beginning at 2:04 p.m.

The following Regents were present: Regent Melvin C. Hall, Chairman of the Board, presiding; Regents Donald B. Halverstadt, M.D., C. S. Lewis III, Robin Siegfried, Mary Jane Noble, and Stephen F. Bentley.

Absent: Regent G. T. Blankenship.

Others attending all or a part of the meeting included Mr. David L. Boren, President of The University of Oklahoma, Provosts Nancy L. Mergler and Joseph J. Ferretti, Vice Presidents Russell W. Driver, Richard E. Hall, Mark E. Lemons, David L. Maloney, and Frank Waxman, Joseph Harroz, Jr., General Counsel, and Dr. Chris A. Purcell, Executive Secretary of the Board of Regents.

Those attending the meeting from Cameron University were Dr. Don Davis, President of the University, Provost Terral McKellips, Vice Presidents Louise Brown and Don Sullivan, and John Sterling, Controller.

Notice of the time, date, and place of this meeting were submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 2:00 p.m. on January 25, 1999, both as required by 25 O.S. 1981, Section 301-314.

CAMERON UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Davis presented the following report:

Campus Center for Excellence

Telos Corporation will officially open its Center for Excellence, a high tech training and career development center, on the Cameron University campus. The Center will provide Telos employees, Cameron students and faculty, and Fort Sill personnel with opportunities to build and improve skills in such key technology areas as enterprise management, data integration and information assurance.

Enrollment Figures Up in Graduate School

Enrollment in Cameron's graduate school for the Spring 1999 semester has shown another notable increase. Enrollment figures show that 433 graduate students enrolled for the current term, an increase of 80 students (23 percent) from the Spring 1998 semester. Accordingly, the number of graduate hours being taken has also risen. Graduate hours currently stand at approximately 2,950, a 13 percent increase from a year ago.

Cameron ROTC Repeats as Best in Brigade Winner

For the second straight year, Cameron's Military Science Department has been selected as the winning battalion in the Annual Order of Founders and Patriots of America Award and a designation as Best in Brigade. The award is based on the battalion's performance in Basic and Advanced Camps, Cadet Professional Development Training, the Ranger Challenge, retention rates, extracurricular activities and community involvement by cadre and cadets. Cameron competed against similar programs from colleges and universities in Oklahoma, New Mexico and Texas. This award came closely on the heels of Cameron's ranking as one of the top Senior Army ROTC programs in the nation. This award differs in that it focuses on training, performance and opportunities, whereas the national ranking focused on a wider variety of factors, such as commissions, mission and enrollment numbers.

Students' Digital Art

Four Cameron academic departments joined forces recently to showcase the digital artwork of students during a one week exhibition. Digital Media was the product of a multi-disciplined course taught through the Art, Music, Languages and Communication, and Technology Departments. The course, which was open to all majors, examined the potential of digital media as an art and as an art documentary form. Students explored various digital media possibilities, then selected a theme to interpret through computer software. Final renditions of the digital artwork were organized into a suite of images which were featured on Cameron's Internet website. The digitally produced images were then printed for the University Gallery Exhibition.

Sciences Complex Receives National Recognition

Cameron's Sciences Complex has earned national recognition from the American School and University Magazine for the building's aesthetics and functionality. Among the structure's features cited in the recognition are its laboratory spaces designed for maximum use by a multi-disciplinary science program, a layout minimizing unnecessary student traffic through high-hazard areas, its ventilation system and convenient layout of faculty areas. A photo spread accompanied the article.

Festival IV Plans

British historian James Burke will make a return visit to Cameron as part of the University's fourth year-long academic festival, Bridging the Millennia, which begins this fall. Mr. Burke, creator of the PBS television series Connections, will be the featured lecturer for a September 1999 symposium. Other confirmed events include an exhibit of the urban artwork of sculptor Robbie Barber. Mr. Burke was one of the most popular speakers during Festival III: Science and Technology in the 21st Century. Tentative topics for the festival include a lecture on genetic engineering, advancements in prosthetics technology, and a two-day symposium featuring the work of Cameron graduates. Also on the drawing board are the dedication of a time capsule and a gala to ring in the new Century.

Cameron Athletes Do Well in the Classroom

Cameron athletes have again demonstrated that they are as skilled at academics as they are at athletic competition. During the Fall 1998 semester, University athletes compiled an overall grade point average of 2.98, while four of the University's eight sponsored sports ended competition ranked among the top 30 nationally for their respective sports. Each of the four women's teams earned GPAs of 3.11 or higher, and the overall GPA for all Cameron female athletes averaged 3.23. The highest team GPA was recorded by the women's tennis program at 3.61. Meanwhile, the GPA for male athletes averaged 2.76, with the baseball team leading all men's sports at 2.95.

REPAIR AND RE-STRIPING OF PARKING LOTS FOR BURCH HALL, HOWELL HALL, STUDENT ACTIVITIES BUILDING

Burch Hall and Howell Hall parking lots are in need of resurfacing. The Student Activities Building parking lot will require some corrective drainage and resurfacing. All of the parking will require re-striping.

<u>Items</u>	<u>H. G. Jenkins Construction, Inc.</u>	<u>T & G Construction, Inc.</u>
<u>Bid Item One</u> Burch Hall	\$44,300.00	\$47,052.00
<u>Bid Item Two</u> Burch Hall Re-Striping	\$3,000.00	\$1,350.00
<u>Bid Item Three</u> Howell Hall	\$50,520.00	\$57,749.00
<u>Bid Item Four*</u> Howell Hall Alternate	\$0	\$5,000.00
<u>Bid Item Five</u> Howell Hall Re-Striping	\$3,000.00	\$1,600.00
<u>Bid Item Six</u> Student Activities Building	\$143,600.00	\$139,957.00
<u>Bid Item Seven*</u> Student Activities Building Alternate	\$0	\$10,000.00
<u>Bid Item Eight</u> Student Activities Building Re-Striping	\$3,200.00	\$2,000.00

* Alternate Bids which were not recommended.

President Davis recommended the Board of Regents approve contracts be awarded to H. G. Jenkins Construction, Inc., of Lawton, Oklahoma, for the repair of the parking lots located at Burch Hall and Howell Hall in the amount of \$94,820 and to T & G Construction, Inc., of Lawton, Oklahoma, for the repair of the parking lot at the Student Activities Building and the re-stripping of all of the above parking lots in the amount of \$144,907.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

CURRICULUM CHANGES

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses, but require that the changes be communicated to them for information only. The course additions, deletions, and modifications itemized in the list, a copy of which was a part of this item, have been approved by the Provost of Cameron University, upon recommendation of the cognizant departments and schools, and approved by the Graduate Council.

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

INTERNAL AUDITING ACTIVITIES, CAMERON UNIVERSITY

During the quarter ended December 31, 1998, Internal Auditing conducted audits of Car Pool, Residence life, and the Alternate System for Settlement of Higher Education Claims. Copies of the audit reports were filed with the department responsible for the activity audited, the President's Office, and the Regents' Office.

To ensure the Car Pool operation is recovering its operating costs, one recommendation was made for management to compile financial statements on a quarterly basis and utilize this information to adjust billing rates. There were no significant issues reported during the quarter. Management has agreed to address the recommendation contained in the audit report.

In addition to the audits, Internal Auditing conducted three post-audit reviews as follows:

Student Publications
School of Liberal Arts
Academic Administration

There were a total of nine recommendations that were revisited and all had been implemented or had been adequately addressed.

This report was presented for information and discussion.

ACADEMIC PERSONNEL ACTIONS

APPOINTMENTS OR REAPPOINTMENTS:

Lazar, George, Ph.D., Assistant Professor, Department of Psychology and Human Ecology, annual rate of \$34,000 for 9/10 months, August 16, 1999 through May 15, 2000.

Ingleheart, James L., Ed.D, Assistant Professor, Department of Education, annual rate of \$36,000 for 9/10 months, August 16, 1999 through May 15, 2000.

RESIGNATION:

Mushi, Selina, Assistant Professor, Department of Education, December 31, 1998.

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

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

LITIGATION

This item was included in the agenda for the purpose of meeting with General Counsel for a report on pending and possible litigation in executive session. There was no report.

MINUTES

Regent Bentley moved approval of the minutes of the regular meeting held on December 9-10, 1998 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

THE UNIVERSITY OF OKLAHOMA

COURSE ADDITIONS AND DELETIONS - HSC

The Oklahoma State Regents for Higher Education require that all course additions and deletions be presented to the institution's governing board before they are forwarded for their consideration. Included in this item was a list, attached hereto as Exhibit A, of all such course additions that have been approved by the Senior Vice President and Provost, Health Sciences Center, upon the recommendation of the cognizant departments and colleges, the Graduate College when appropriate, and the Academic Program Council. In summary, this list of course changes includes:

Three course Additions to fill curricula deficiencies and respond to student interest

Six course Deletions to remove course duplication

Upon approval by the Oklahoma State Regents for Higher Education, these changes will take effect with the Spring 1999 semester.

President Boren recommended the Board of Regents approve the course additions and deletions proposed for the Health Sciences Center Campus.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

CHANGE IN NAME OF THE DEPARTMENT OF PHARMACOLOGY AND TOXICOLOGY AND THE DEPARTMENT OF MEDICINAL CHEMISTRY AND PHARMACEUTICS

Across the nation, colleges of pharmacy are consolidating long-standing basic sciences departments in order to more accurately reflect the interdisciplinary nature of the teaching and research activities of those departments. The proposed consolidation of the Department of Pharmacology and Toxicology and the Department of Medicinal Chemistry will allow the recently revised pharmacy curriculum to focus on pharmaceutical care and to bring together a critical mass of faculty scientists who share common and research interests. The name change will reflect the research interests of the current faculty in both departments and enhance the recruitment of new faculty and graduate students. The consolidation will also serve to strengthen the productivity and innovation of these two units.

The current pharmacy graduate students will continue with their courses of study and will not be adversely affected by this consolidation. The graduate program is structured in a way that already confers degrees in Pharmaceutical Sciences. The Chairman of the Department of Medicinal Chemistry and Pharmaceutics, Dr. Loyd Allen, recently retired. Thus to reduce administrative costs, the current Chairman of the Department of Pharmacology and Toxicology, Dr. K. Roger Hornbrook, who has been serving as Interim Chair of the Department of Medicinal Chemistry and Pharmaceutics, will become the Chair of the Department of Pharmaceutical Sciences.

President Boren recommended the Board of Regents approve a consolidation of the Department of Pharmacology and Toxicology and the Department of Medicinal Chemistry and Pharmaceutics within the College of Pharmacy into a new entity titled the Department of Pharmaceutical Sciences.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

REVISION OF THE FACULTY HANDBOOK - HEALTH SCIENCES CENTER

The last, overall revision to the Health Sciences Center Faculty Handbook was 1990. The sections containing the faculty appointment, tenure, and promotion policies were subsequently revised and approved by the Regents in 1996. In Spring 1998, Provost Ferretti appointed a committee to review the Handbook and propose revisions. The committee was composed of deans, faculty nominated from the Faculty Senate, Legal Counsel, and was

chaired by a member of the Provost's staff. The proposed revisions in most cases are merely to clarify procedures or bring policy in line with current practice. In other instances, they are in response to the Faculty Senate's request for modification. The Faculty Senate specifically requested the addition of performance evaluations of department chairs and deans.

The proposed revisions have been approved by the HSC Deans' Council, and the Faculty Senate Executive Committee. All Faculty Senators were given a copy of the proposed Handbook and all faculty were notified of the changes and provided an opportunity for input in early December. The proposed revisions were approved by the Faculty Senate as a whole on January 21.

Brief descriptions of the more significant changes are noted below:

Sections 2.3.5, 2.3.6, 2.3.7 - added job descriptions for the Vice Presidents for Health Affairs, Administrative Affairs, and Research.

Section 2.8.1 (d) (e) College Administration - added procedures for evaluation of the dean and appointment of an interim dean when a vacancy occurs.

Section 2.8.2 Departmental Administration - (a) - deleted antiquated definitions of the departmental general faculty.

(a) (3, 4, 5, 6) added procedures for evaluation of the chair and appointment of an interim chair when a vacancy occurs.

(a) (7) - Modified the procedure for the dean to notify faculty of the dean's decision not to reappoint a department chair.

Section 3.1 General and Regular Faculty - Clarified the definitions of general faculty and the regular faculty.

Section 3.3 Faculty Titles - Clarifies the various types of titles associated with a temporary faculty appointment.

Section 3.9.1, 3.9.2, 3.9.3 - Clarified that the chair of the academic unit initiates action rather than the academic unit as a whole.

Section 3.9.5 (5) (I, j, l) Procedures for Tenure Decision - Clarifies the routing of the tenure dossier from academic unit, dean, Campus Tenure Committee, to Provost.

Section 3.11.2 (d) Procedures for Promotion - Adds procedures for the vote of the departmental faculty.

Section 3.13 Abrogation of Tenure, Dismissal Before Expiration of a Tenure-Track or Consecutive Term Appointment, Severe Sanctions and Summary Suspension - HSC - Makes the distinction between severe sanctions and dismissal of faculty members due to financial exigency or program discontinuance.

Section 3.13.3 (b) Termination of Continuous Appointment on Grounds of Financial Exigency or Program Discontinuance - Adds wording from Program Discontinuance Policy in an attempt to provide clearer narrative for this section.

Section 3.14 Appeals and Grievances - Limits the right of appeal of a chair, director or dean who is relieved of administrative responsibilities before their term expires or is not reappointed for another term.

(a) (b) - Clarifies the respective jurisdiction of the Faculty Appeals Board and the Committee on Discrimination and Harassment

Section 3.12.1 Appeal Process for Administrators - Deleted as noted above.

Section 3.19 (c) Endowed Chairs and Professorships - Term of the Award - Brings policy in line with practice. Most donor agreements stipulate the length of term for the chair holder.

Section 4.18 Academic Appeals Board - Revised to coincide with Student Handbook.

Section 4.19 Academic Misconduct Code - Clarifies types of actions which constitute academic misconduct.

Appendix D Academic Misconduct Code - Revised to coincide with Student Handbook.

Appendix I Financial Emergency Policy - notes existence of external forces which might impact revenue streams; clarifies definition to include both HSC campuses; and (16.2) updated to include current language in Regents' policy.

Appendix J Program Discontinuance Policy - Added cost effectiveness as a criteria for review of a program's relevance.

The revised policies are as follows. Additions are underlined and deletions are lined through:

2. UNIVERSITY GOVERNMENT AND ADMINISTRATION

Senior Vice President and Provost, Health Sciences Center

2.3.43

The Senior Vice President and Provost of the Health Sciences Center is responsible to the President as the chief executive officer for this campus. As the chief academic and administrative officer, the Senior Vice President and Provost is the ranking officer of the University on this campus. The Senior Vice President and Provost is responsible for the complete administration including the academic programs, policies and procedures, the employment of faculty and staff, and research administration.

The deans of the colleges report directly to the Senior Vice President and Provost. His principal staff includes the Vice President for Health Affairs and Associate Provost, Vice President for Administrative Affairs, ~~Vice Provost~~ Vice President for Research, Vice Provost for Academic Affairs, and Associate Vice President for Health Sciences. ~~Vice Provost for Educational Services, Assistant Provost for Public Affairs, Assistant Provost for Administration and Assistant Provost for Academic Affairs.~~

The Deans' Council is composed of the deans and the Senior Vice President and Provost, who serves as Chair. The Council meets periodically to discuss common interests and to make recommendations as appropriate.

(President, 7-21-81, 8-1-92)

Senior Vice President and Provost, Norman Campus

2.3.34

The Senior Vice President and Provost, Norman Campus, is responsible to the President of the University. The Senior Vice President and Provost provides academic and administrative leadership for that campus including institutional planning and budgeting; and the recruitment, retention, and development of faculty and students.

The deans and certain other officials meet periodically as the Norman Campus Deans' Council to discuss matters of mutual interest and make recommendations as appropriate. The Senior Vice President and Provost serves as Chair of the Deans' Council.

Vice President for Health Affairs and Associate Provost

2.3.5

The Vice President for Health Affairs and Associate Provost is responsible for promoting the clinical programs of the Health Sciences Center colleges, and is one of the Executive Officers of the University. Responsibilities also include: fostering clinical affiliations with community health care entities, representing the Health Sciences Center in negotiations with state and local agencies about clinical programs, and fostering clinical integration among colleges.

(Senior Vice President and Provost, 8-17-98)

Vice President for Administrative Affairs, Health Sciences Center

2.3.6

The Vice President for Administrative Affairs is the chief administrative and fiscal officer for the Health Sciences Center and is one of the Executive Officers of The University of Oklahoma. Responsibilities include planning and directing the activities of the Controller and Financial Services, Personnel Services, Campus Police and Public Safety, Operations, Budget and Purchasing Administration, Educational Support Services, and Landscaping Services.

(Vice President for Administrative Affairs, 8-17-98)

Vice President for Research

2.3.7

The Vice President for Research is responsible for the development and/or dissemination of official policies in the research and creative activity area. The Vice President for Research works with faculty to identify and obtain funding for research and scholarly and creative endeavors both in and outside the University. The Vice President for Research also facilitates patent prosecuting and licensing of faculty/staff inventions with commercial potential. The Vice President for Research has responsibility for the Office of Research Administration, Grants and Contracts, and the Laboratory Animal Resources Program.

(Vice President for Research, 8-17-98)

College Administration

2.8.1

The dean is the chief administrative officer of a college. ~~He or she~~ and is responsible for providing leadership and administrative support to the programs and faculty of the college and for representing the college in relations with other colleges and administrative officers of the University.

The dean of a college is nominated to the University Regents by the President after considering the recommendation of the Senior Vice President and Provost (Section 2.7.4 (c)). Continuation of appointment of deans is recommended by the Senior Vice President and Provost after consultation with appropriate administrators, faculty, and students.

- (a) Administrative Duties. The dean is responsible for carrying out the policies of the University and college. ~~He or she~~ and is responsible for the preparation and submission of the budget for the college and for its implementation when approved. Using guidelines approved for the college, the dean makes recommendations through the Senior Vice President and Provost to the President for the appointment, promotion, tenure, dismissal,

retirement, and for other personnel decisions pertaining to faculty members in the college. Units affected should be consulted and their advice considered in developing such recommendations.

- (b) Leadership Function. The dean has an obligation to foster the welfare of the entire college faculty and staff and to encourage and facilitate their work and professional development. ~~He or she~~ The dean appraises faculty members of University, college, and departmental policies and requires compliance. The dean is responsible for the review and evaluation of the academic programs within the college and is expected to provide guidance to the faculty in developing appropriate and effective academic programs.
- (c) Organization. The dean is responsible for the administrative organization of the college. The faculty of a college usually is organized into distinct academic units, such as departments. The organization of such units is recommended by ~~that college~~ the dean and approved by the Senior Vice President and Provost, President and, as appropriate, the University Regents. The units provide groupings for faculty associated with one or more related academic programs and disciplines and provide for active participation by the faculty in carrying out the work of the college.

At times, it is in the best interest of a college to ~~effect a reorganization~~ reorganize among its units in order to respond to new circumstances or to strengthen existing programs. Before such a recommendation, the dean will ~~fully~~ inform and consult with the faculty of the units affected (see Appendices I and J).

- (d) Evaluation. The primary purpose of an evaluation is to provide constructive information toward improved performance of the dean. The information will be made available to the dean and University officers to whom the dean is responsible. Evaluation of the dean's performance is carried out by those University officers to whom the dean is responsible. It includes, but is not limited to, confidential evaluation by the faculty of the college. ~~The faculty's assessment of the performance of their dean(s) is carried out at regular intervals by the Senior Vice President and Provost.~~

1) Performance evaluations will be conducted of all deans by the Senior Vice President and Provost at least every three years. The evaluation shall include:

(a) A self-assessment by the dean.

(b) Confidential evaluation by the faculty of the college conducted by the Senior Vice President and Provost.

(c) A formal consultation between the dean and the Senior Vice President and Provost.

2) Evaluation Procedures and Criteria. Evaluation procedures should provide the opportunity for input into the evaluation from the faculty, chairs/directors, and as deemed appropriate by the Senior Vice President and Provost, from the staff, students, and appropriate external constituencies of the college.

- (e) Vacancy. Whenever a vacancy occurs in the office of a college dean, the Senior Vice President and Provost shall appoint an interim dean of the college until a permanent dean assumes responsibility for the college. Prior to the appointment, the Senior Vice President and Provost shall seek input from representatives of the faculty, chairs/directors, and staff of the college involved to obtain advice on an appropriate candidate for the interim dean. (For the effect of an interim appointment on the selection procedure for a new dean, see Section 2.3.8.)

Departmental Administration

2.8.2

An academic unit of a college, usually called a department, is administered by a chair (or an equivalent title recommended by the college and approved by the Senior Vice President and Provost and the President). The chair provides leadership in matters of policy determined by the faculty of the department, operating within guidelines provided by the Board of Regents of The University of Oklahoma Regents, University administrative officers, and the college. The departmental faculty is defined as all members who are within the general faculty and include the chair. In colleges not divided into separate units, the college faculty is the equivalent of the departmental faculty, and the dean performs the duties and functions of the chair.

- ~~(a) Departmental General Faculty. The departmental general faculty has jurisdiction over departmental matters of policy and procedure and the right to choose its own form of organization, as long as these do not conflict with the rules and regulations of its own college, the Health Sciences Center, or the University. These procedures will be filed with the Dean of the College and Senior Vice President and Provost. As a matter of principle, the faculty is involved in preparing faculty personnel recommendations, and it elects representatives who participate in transmitting formal recommendations.~~
- ~~(b)~~(a) 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 represents ~~his or her~~ the department in relations with other departments, with the deans, ~~and with other administrative officers of the University, and with affiliated institutions.~~ The chair is expected to encourage and facilitate the work, quality, and professional development of the department. The chair is the immediate supervisor of the faculty within the department; ~~He or she~~ is expected to aid the faculty in their professional development; to develop and maintain a high standard of performance from faculty; and to ensure that departmental personnel comply with University, Health Sciences Center, college, and departmental policies.
- ~~1) He or she~~ The chair shall take the initiative in reporting the needs and championing the causes of the department to the dean. This includes a basic responsibility for 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, summarizing the program review, and recommending tenure considerations. The chair provides leadership in all matters of policy as determined by the faculty, dean, and Senior Vice President and Provost.
 - 2) The chair determines procedures for carrying on the work of the department. Such functions shall include, but not be limited to: (1) determining time and frequency of teaching staff meetings (at least monthly); (2) approving class schedules for the department; (3) establishing policy for expenditures from departmental budget; and (4) ~~with appropriate faculty~~ making recommendations for increases in salary, promotion, new appointments, tenure, and teaching methods, with appropriate faculty input.
 - 3) ~~Appointment of the Chair. The faculty of the department shall have a role in the~~ appointment. The chair of a department is nominated to the Regents by the President after receiving recommendations of a duly appointed search committee, the appropriate dean(s), and the Senior Vice President and Provost. The search committee should be appointed by the dean(s). A majority of its membership should be members of the general faculty. ~~The faculty of the department shall have a role in the appointment.~~

- 4) ~~Evaluation of the Chair.~~ Evaluation of the chair is determined by his or her overall contribution to the University, including the quality of his or her administrative work. The chair's work will be subject to review by the President, ~~the Senior Vice President and Provost, and the dean(s).~~ This evaluation requires input from departmental faculty. ~~Departmental faculty and, w~~Where appropriate, outside consultants shall be asked to provide performance evaluation.

Performance evaluations will be conducted of all chairs by the Dean. The annual evaluation shall include:

- (a) A self-assessment by the chair.
 - (b) A confidential evaluation by the dean of the college.
 - (c) A formal consultation between the chair and the dean.
- 5) ~~Evaluation Procedures and Criteria.~~ The dean of each college in cooperation with the Senior Vice President and Provost shall develop written procedures and criteria for the annual and comprehensive evaluation of the department chair. Evaluation procedures should provide the opportunity for input into the evaluation from the faculty, and as deemed appropriate by the Dean, from the staff, students, and appropriate external constituencies of the college.
- 6) ~~Vacancy.~~ Whenever a vacancy occurs in the office of a department chair, the Dean shall appoint an interim or acting chair of the department until a permanent chair assumes responsibility for the college. Prior to the appointment, the Dean shall seek input from representatives of the faculty, chairs/directors, and staff of the college involved to obtain advice on an appropriate candidate for the interim or acting chair.
- 5) 7) ~~Term of Appointment.~~ The term of appointment corresponds to the academic year. A dean may decide not to reappoint a chair or may decide to remove a chair during the academic year if it is determined to be in the best interest of the department, the college, and the University. The Dean shall inform the faculty of such a decision. ~~department will be consulted before the Dean makes such a decision.~~

3. FACULTY PERSONNEL POLICIES AND GENERAL INFORMATION

FACULTY PERSONNEL POLICY

It is the policy of the University to recognize and implement the functions assigned to it by the State Regents for Higher Education. ~~These functions are of~~ teaching, research, continuing education, and service. The responsibility for carrying out this policy is shared by the University Regents, administrative officers, and the general faculty. The University recognizes the specific involvement of the faculty in the performance of these functions, and to this end, is committed to fostering a superior faculty.

THE GENERAL AND REGULAR FACULTY

3.1

The General Faculty of the Health Sciences Center ~~(also referred to as the Regular faculty)~~ is composed of all full-time, part-time, and volunteer ~~tenured, tenure eligible or consecutive term~~ faculty members. The Regular Faculty is composed of all full-time faculty with the unmodified rank of assistant professor or above who hold tenure track, tenured, or consecutive term appointments. Regular faculty also include some full-time faculty whose salaries are paid all or

in part by an affiliated institution such as the Veterans Affairs Medical Center or the Oklahoma Medical Research Foundation. The Health Sciences Center General Faculty does not include individuals with modified rank, such as Visiting, Adjunct, Special, and/or Clinical.

All legislative powers of the faculty relative to the University as a whole are vested in the General Regular Faculty. These legislative powers are exercised either directly by the General Regular Faculty or by the Faculty Senates on the Health Sciences Center and the Norman campuses. The Faculty Senates are responsible to the General Regular Faculty for all action taken in its behalf.

Additional policies related to the General Faculty, and the Faculty Senate and the Graduate Faculty are contained in Appendices A and B.

FACULTY APPOINTMENTS

~~3-5~~ 3.2

Faculty appointments may be temporary, tenure track, tenured, or consecutive term (see Section 3.2.5). The type of appointment will be determined by the academic unit in consultation with the appointee and with the approval of the Dean, the Senior Vice President and Provost and the University administration.

- (a) Full-time faculty appointments with unmodified academic titles (instructor, assistant professor, associate professor, and professor) shall be limited to those faculty who devote their full-time professional effort to direct University activities (see Section 3.6) and who are compensated by the University or University-approved sources.
- (b) When service to the University (defined in Section 3.6.3) is used as a basis for full-time academic appointment, teaching, research, clinical activities, and/or administration of academic units must constitute a major part of the faculty member's assigned duties. Exemption from this provision may be made with consent of the academic unit, the Dean of the College, and the Senior Vice President and Provost.
- (c) Faculty who devote less than their full-time professional effort to direct University activities as defined above shall be eligible for faculty appointment with a modified academic title (visiting, adjunct, clinical, etc.).

Temporary, Tenure Track, Tenured and Consecutive Term Appointments

~~3-5-6~~ 3.2.5

- (a) Temporary appointments begin and end at specified times and do not extend beyond the end of each academic year. No notice of non-reappointment is required for temporary appointees. Except as noted in Section ~~3.79.2~~ (f) all appointments less than 1.0 FTE are classified as temporary appointments. Temporary appointments are indicated by titles such as instructor, lecturer, or associate preceptor, or are denoted by the use of such prefixes adjectives as visiting, adjunct, clinical, or acting. Other temporary titles are referenced in Section 3.3(b). Faculty on temporary appointments are not eligible for tenure and their contracts shall so specify. Full-time faculty may serve a maximum of seven years in a temporary rank. Additional appointments must be regular (see ~~3-5-6~~ 3.2.5(b)). The seven year limitation on temporary appointments may be waived by the Senior Vice President and Provost, upon the application of the Dean, and with the approval of the academic unit involved and the concurrence of the individual faculty member affected.
- (b) Full-time tenure track or tenured appointments at the unmodified rank of assistant professor and above are regular appointments.

- (c) Consecutive term appointments are regular appointments. All consecutive term appointments are non-tenure track. Full-time faculty who hold a regular faculty title of assistant professor or above and who are ineligible for tenure shall be eligible for renewable consecutive term appointments with no restriction placed on the number of terms that may be served.

Eligibility for consecutive term appointments shall be determined by the academic unit with the approval of the faculty member, the Dean, the Senior Vice President and Provost, and the University administration. This understanding shall be specified in the contract. The length of the consecutive term appointment shall end with the academic year.

- (d) No faculty may be appointed to a regular appointment until all Affirmative Action requirements have been completed.

(Regents, 7-15-96)

Changes in Appointment Status

3.5-7 3.2.6

- (a) A faculty member on a tenure track appointment may request a change to a consecutive term appointment at any time during the pretenure period prior to initiation of the procedures for tenure decision (see Section 3.76.2(c)). However, a faculty member may not return to a tenure track appointment after such change to a consecutive term appointment.
- (b) With the approval of the chair of the academic unit, the Dean, and the Senior Vice President and Provost, faculty members receiving renewable consecutive term appointments may at any time request to be placed in the tenure track. With the approval of the chair of the academic unit, Dean, and Senior Vice President and Provost, up to three (3) years served in a consecutive term appointment may be credited toward the pretenure period, and all University policies relating to tenure shall apply (see Sections 3.79.1(b) and 3.79.2).
- (c) Under certain extraordinary circumstances in order to meet the University's clinical care, service, or teaching obligations, a faculty member who has been denied tenure may be granted a consecutive term or temporary appointment upon recommendation by the chair of the academic unit, Dean, and Senior Vice President and Provost.

(Regents, 7-15-96)

Notifications of Non Reappointment of Tenure Track or Consecutive Term Contract

3.5-10 3.2.7

Action on the non-reappointment of individuals having a tenure track or consecutive term appointment is initiated by the chair of the academic unit through the respective Dean to the Senior Vice President and Provost, President, and Board of Regents.

- (a) A faculty member with a tenure track or consecutive term appointment who is not to be reappointed for a second year of service must be notified by March 1. If the first year appointment terminates at a time other than the end of the academic year, notice must be given at least three months before the end of the appointment period.
- (b) A faculty member with a tenure track or consecutive term appointment who is not to be reappointed to a third year of service must be notified by December 15 of the second year of appointment. If the second year appointment terminates at a time other than the end of the academic year, notice must be given at least six months before the end of the appointment period.

- (c) A faculty member with a tenure track or consecutive term appointment who is not to be reappointed to a fourth or subsequent year of service must be notified by May 31 of the year preceding the final year of appointment. If the appointment ends at a time other than the end of the academic year, notice must be given at least twelve months before the end of the appointment period.
- (d) All notifications of non-reappointment shall be given in writing by the Senior Vice President and Provost.
- (e) The faculty member may appeal to the Faculty Appeals Board only if notification practices prescribed in the foregoing paragraphs of this section are not followed.

(Regents, 7-15-96)

Academic FACULTY TITLES

3.5.1 3.3

Faculty titles may be unmodified or modified (see Section 3.2(a)).

- (a) Regular Faculty Titles – Faculty holding regular appointments have faculty titles of Assistant Professor, Associate Professor, or Professor. These titles shall be unmodified and the name of the department in which the appointment is made shall be included as a suffix. Holders of endowed chairs and professorships or of Regents' designated professorships have that noted as a prefix to their title.
- (b) Temporary Faculty Titles – Faculty holding temporary appointments have titles such as instructor, lecturer, or associate, or are denoted by the use of such prefixes as visiting, adjunct, clinical, or acting (see below).
 - 1) Assistant Professor and above – Assistant professors, associate professors, and professors who hold temporary appointments shall have their titles modified by one of the following prefixes: visiting, adjunct, clinical, or OMRF. ~~or special.~~
 - 2) Research – Faculty holding temporary research appointments have titles of assistant professor of research, associate professor of research, and professor of research.
 - 3) Other – Associate, instructor, and lecturer. Except for lecturers, these titles are intended to designate individuals whose academic achievement and standing are below those of assistant professors. The title of lecturer can be used for individuals of academic achievement and standing comparable to any academic rank, including assistant professor, associate professor and professor. ~~The prefix visiting, clinical, adjunct, OMRF, and special can be designated by Regents in these same titles.~~

The suffix indicating the department of appointment shall be used as in the case of regular appointments.

- (c) Volunteer Faculty Titles – Volunteer faculty may be given ~~hold~~ the same titles as temporary faculty, ~~except that the title with the exception of Instructor which may not be used unless modified, and the additional title of Preceptor and the additional prefix of Emeritus may be used.~~ Colleges may choose to modify the title with a prefix, such as "clinical," to indicate volunteer faculty status. The additional title of Preceptor may be used for volunteer faculty. For retired faculty, titles may be modified with the suffix Emeritus in compliance with the policy on Emeritus appointments. (See policy on Emeritus appointments.) Volunteer faculty titles shall also include the suffix to indicate the department or college of appointment.

FACULTY ACCOUNTABILITY

3-3 3.5

A faculty member is held accountable for his or her performance in fulfilling faculty duties (Sections 3.6 and 3.87), in being academically responsible (Section 3.24) and in following University policies. Persons who accept full-time employment at The University of Oklahoma owe their first duty and first loyalty to the University. Any other employment or enterprise in which they engage for income must be secondary to their University work.

The obligations of a faculty member to the University are not limited to meeting classes. There ~~is an obligation~~ are obligations which include, but are not limited to, advising students, ~~to direct~~ and conducting research or scholarly activity, meeting clinical assignments, ~~to reading~~ and remaining professionally competent, ~~to attending~~ professional meetings, and ~~to cooperating~~ in essential committee work of the Department, the college, and the institution as a whole.

The most immediate agent of faculty accountability is the faculty member's chair, who should maintain close and regular communication with the faculty member. Among the various mechanisms for ensuring faculty accountability, the most important include annual evaluations ~~for possible salary increases~~, and such periodic evaluations as those for advancement in rank. These processes should serve to identify and reward meritorious performance as well as to identify areas which need improvement.

Meritorious and responsible faculty performance is first and foremost an individual professional obligation. But it is also the product of a cooperative effort by faculty members and administrative officers - assisting one another, informing one another, jointly seeking to assure that each faculty member's capabilities are developed fully and creatively. Both the academic unit and the individual faculty member have responsibility to take the necessary steps to overcome performance that is lacking in merit or responsibility. Just as faculty members are held accountable for their performance, administrators of academic units are held accountable for their leadership in the career development of the faculty in their academic units. However, ~~it~~ still career development remains ~~the primary~~ primarily the responsibility of the faculty member.

The allegation of failure of a faculty member to achieve at least adequate performance may originate from the students, from faculty colleagues, or from administrative personnel. Whenever such an ~~accusation~~ allegation is included in the personnel record of the faculty member, or whenever the ~~accusation~~ allegation is the basis for further ~~procedure~~ action or administrative remedies against a faculty member, the faculty member should be notified promptly.

Administrative remedies, including counseling and career development support, are available to academic units ~~in their normal operations~~, as a means of attempting to rectify poor professional performance or breaches of academic responsibility. If administrative remedies fail to correct a faculty member's poor professional performance or breach of academic responsibility, the President may consider applying a minor sanction, such as a formal reprimand. Prior to any such action, the President should have consulted fully with the appropriate administrative officers. For those cases where they are needed, the University has at its disposal the more drastic measures of severe sanctions, dismissal, and abrogation of tenure (Section 3.4+13).

PROFESSIONAL ACTIVITIES OF THE FACULTY

3.6

Above all else, the University exists for learning and scholarship of a breadth and depth that result in excellence in all of the University's major functions: teaching, research, and service. Each academic unit has an obligation to contribute to each of the three functions of the University. Faculty members play a central role in the realization of these functions and fulfill

the obligations of the academic unit by contributing their unique expertise and competence. Decisions regarding tenure, promotions, and salary increases are based upon an assessment of the faculty member's performance and contribution to the total mission of the University (Section 3.24.2, 3.79.4, 3.87, and 3.1011).

Teaching

3.6.1

Teaching, which is the transmission of knowledge and cultural values, focuses upon helping students to learn. Teaching refers to academic activities that promote learning among those individuals or groups with whom a faculty member interacts. The term teaching as used here includes, but is not restricted to, giving regularly scheduled instruction, directing graduate work, and counseling and advising students. This includes the direction or supervision of students in reading, research, internships, residencies, or fellowships.

Faculty members who excel in teaching exhibit their command over the subject matter in classroom discussions or lectures, and they present material to students in an objective, organized way that promotes the learning process. They are recognized by their students and university colleagues as persons who guide and inspire their students. They strive continuously to broaden and deepen their knowledge and understanding of their discipline, seek to improve the methods of teaching their subject, keep informed about new developments in their field, use appropriate instructional technologies, and prepare educational materials that are up-to-date and well-written.

Their influence and reputation as teachers may be demonstrated by student and peer evaluation as well as by authoring textbooks and by lectures and publications on pedagogy, by the publication of such instructional materials as laboratory manuals and videotapes, or development of multimedia instructional materials and computer assisted learning techniques. Excellence in academic advising may serve to augment evidence of excellence in teaching.

Faculty supervision or guidance of students in recognized academic pursuits that confer no University credit should also be considered as teaching. Faculty performing non-administrative professional and clinical duties for which they are employed shall be regarded as engaged in teaching when these activities contribute to the academic mission. Professional librarians in the discharge of their professional duties shall be regarded as engaged in teaching.

(Regents, 7-15-96)

FACULTY TENURE

3.79

Tenure implies a mutual responsibility on the part of the University and the tenured faculty member. In granting tenure to a faculty member, the University makes a commitment to his or her continued employment subject to certain qualifications (Section 3.113). The University expects that tenured faculty members will maintain the level of performance by which they initially earned tenure. Unless otherwise agreed to in writing by the chair of the academic unit, the dean of the college, the Senior Vice President and Provost, the President, and the Board of Regents, only the portion of annual base salary paid by The University of Oklahoma is committed in the award of tenure.

Definitions

3.79.1

- (a) The term *tenure* means continuous reappointment to an achieved academic rank in accordance with the 1947 action of the Regents of The University of Oklahoma. Tenure must be granted or denied by specific action of the University Regents.

Tenure is designed as a means to protect the academic freedom of faculty members. This is to say, tenure is a means to assure freedom of scholarship and teaching by professional scholars and teachers. The right to academic freedom does not diminish the faculty member's responsibilities under Section 3.35 Faculty Accountability.

- (b) The term *pretenure period* refers to the period of employment at The University of Oklahoma in a tenure track appointment prior to the time the faculty member is evaluated for the granting of tenure. Tenure track faculty have a pretenure period of six (6) years. In rare circumstances, the chair of the academic unit, and Dean may request that a faculty member receive an extension of the pretenure period, not to exceed three (3) years. Notwithstanding different uses of the term elsewhere (as in some statements of the American Association of University Professors), the pretenure period does not include any period of employment following the awarding of tenure.
- (c) The term *prior service* means academic employment at an institution of higher education (including The University of Oklahoma) before the first appointment in the effective pretenure period at The University of Oklahoma.

Eligibility for Tenure

3.79.2

- (h) Faculty of the University who hold a regular tenure track appointment and who devote full-time effort to University activities (Section 3.6) are eligible for tenure provided they are assigned to devote at least 50 percent of their time to teaching and/or research for The University of Oklahoma and maintain this requirement during the entire pretenure period.
- (i) With the approval of the chair of the academic unit, the Dean, and the Senior Vice President and Provost, faculty members receiving consecutive term appointments may at any time request to be placed in the tenure track in which case all University policies relating to tenure shall apply. With the approval of the chair of the academic unit, Dean, and Senior Vice President and Provost, up to three (3) years of academic service in a consecutive term appointment may be credited toward the pretenure period.
- (j) With the approval of the chair of the academic unit, Dean, and Senior Vice President and Provost, faculty members who are in the tenure track may request a change to a consecutive term appointment at any time during the six (6) year pretenure period, but prior to the initiation of procedures for tenure decision (see Section 3.79.5). A faculty member who changes from a tenure track appointment to a consecutive term appointment will not be eligible for future tenure consideration.
- (k) Before a regular faculty member assumes primarily administrative duties during the pretenure period, a written agreement must be reached between the individual concerned, the chair of the academic unit, the Dean, and Senior Vice President and Provost, as to whether the individual will be reviewed for tenure, at what time, and under what conditions.
- (l) A faculty member granted tenure by the University of Oklahoma who accepts an administrative post within the University retains tenured status as a member of the faculty.
- (m) With the approval of the chair of the academic unit and Dean, the Senior Vice President and Provost may approve a tenured faculty member's request for temporary reduction in employment from full-time to part-time, if the reduction is for less than six months. In those rare cases when it is recommended that a tenured faculty member be permitted to reduce his or her employment for a period of six months or more, to less than full-time and maintain a tenured status, specific regential approval is necessary.

- (n) A faculty member who has been granted tenure and changes from a full-time or part-time appointment (see (f) above) to a volunteer appointment automatically forfeits tenured status. A tenured faculty member may retain tenure during phased retirement.

Pretenure Periods

3.79.3

- (a) The beginning of the pretenure period for a faculty member whose date of appointment is prior to the start of the second semester will be the first of that academic year. If the date of appointment is in the second semester, the pretenure period will begin with the next academic year.
- (b) Full-time tenure track faculty have a pretenure period of six (6) years. In rare circumstances, the chair of the academic unit and Dean may request an extension of the pretenure period not to exceed three (3) years.
- (c) **Prior Service:** The pretenure period may include up to a total of three years in prior full-time service in a consecutive term appointment at the OUHSC or in professorial ranks at another institution for assistant professors, and up to a total of four years for associate professors and professors (see Section ~~3.5.6.e~~ 3.2.5(c)). The faculty member may request in writing at the time of the first regular tenure track appointment that such service should be included. This request requires approval by the chair of the academic unit, the Dean, and the Senior Vice President and Provost.
- (d) A new faculty member appointed at the rank of professor or associate professor may be granted tenure from the date of appointment. The determination of tenure shall be made in the regular fashion, as specified in Section 3.79.5 (b) through (qr).
- (e) Prior full-time service as instructor or in a comparable non-professorial rank at other institutions of higher education may be counted as part of the pretenure period if requested by the applicant and approved in writing by the chair of the academic unit, Dean, and Senior Vice President and Provost at the time of the first regular appointment.
- (f) Ordinarily, prior full-time service on temporary appointments at The University of Oklahoma is not counted in the pretenure period but may be if requested by the applicant and approved in writing by the chair of the academic unit, Dean, and Senior Vice President and Provost.
- (g) A faculty member who has resigned during the pretenure period may be considered for reappointment. Up to three years from a previous professorial appointment to the regular faculty at The University of Oklahoma may be counted in the pretenure period if the faculty member requests in writing and the chair of the academic unit, Dean, and Senior Vice President and Provost approve.
- (h) Tenure may be awarded to faculty members of high merit prior to the end of the last probationary year. An academic unit's recommendation to award tenure should be based on exceptional performance for at least two years at The University of Oklahoma. If tenure is not awarded, the faculty member may, subject to contract continuation or renewal, continue to serve in the pretenure period and be considered for tenure again without prejudice.
- (i) Whenever a non-tenured part-time faculty member converts from part-time to full-time, with the rank of assistant professor or above, specific written understanding must be approved by the Senior Vice President and Provost as to how the period of part-time service will be counted toward satisfying the pretenure period for tenure.

- (j) A maximum of one year of leave of absence without pay may be counted as part of the pretenure period, provided the chair of the academic unit in question records in writing its prior agreement and secures approval by the Dean and Senior Vice President and Provost. Leaves of absence without pay counted as part of the pretenure period must entail appropriate evaluation of professional activities carried out during the leave. If a tenure track faculty member takes extended family and medical leave, the pretenure period prior to a tenure decision may be extended for one year at the written request of the faculty member with the approval of the chair of the academic unit, Dean, and Senior Vice President and Provost.
- (k) A faculty member at any rank who is denied tenure shall be retained on the faculty until the end of the academic year following that in which he/she was considered for tenure, (i.e. the terminal year) unless he/she is dismissed according to Section 3.44.13. Should the faculty member initiate an appeal such an appeal shall not have the effect of extending the faculty member's terminal year, should tenure be denied as specified in Section 3.79.5.

Under certain extraordinary circumstances due to the University's clinical care, service, or teaching obligations, a faculty member who has been denied tenure may be granted a consecutive term or temporary appointment upon recommendation by the chair of the academic unit, Dean, and Senior Vice President and Provost and approved by the Board of Regents.

- (l) A faculty member at any rank who is denied tenure cannot be reappointed into a regular tenure track position but, as noted in (k) above, under certain circumstances and upon recommendation by the chair of the academic unit, Dean, and Senior Vice President and Provost may be granted a consecutive term or temporary appointment, and as such will not be eligible for future tenure consideration.
- (m) Faculty members accorded tenure will normally commence their continuous appointments in the academic year immediately following the Regents' action.

Criteria for the Tenure Decision

3.79.4

The choices that the University makes in granting tenure are crucial to its endeavors toward academic excellence. A decision to grant tenure must reflect an assessment of high professional competence and academic performance measured against national standards in the discipline or professional area. Tenure should never be regarded as a routine award based upon length of service.

The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to his/her college and the mission of the University and the candidate's adherence to the fundamentals of faculty accountability as noted in Section 3.35. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of the academic unit, all evaluations for tenure shall address the manner in which each candidate has performed in:

- (1) Teaching (Section 3.6.1)
- (2) Research/Scholarly Achievement (Section 3.6.2)
- (3) Service (Section 3.6.3)

All candidates for tenure must have displayed a record of substantial accomplishment in each of the three areas (teaching, research/scholarly achievement, and service) and evidence of excellence in two areas. Above all else, it is essential to any recommendation that tenure be granted that the faculty member has clearly demonstrated scholarly attainment in teaching, research/ scholarly achievement and service.

Each college, with the participation and approval of the Dean and the Senior Vice President and Provost, shall establish and publish specific criteria for evaluating faculty performance in that unit, including specific expectations for evaluation of faculty performance in teaching, research/scholarly achievement and service. These criteria must be in accord with and do not supersede the criteria described in this section. The criteria for tenure will be in full force unless an exception is specified in the contract. It should be noted that the criteria which the departments and colleges establish normally reflect more specific standards for both promotion and tenure than those described in general terms in the *Faculty Handbook*, 3.79.4 and 3.79.5. Consequently, all faculty should become familiar with the departmental, college, and University criteria.

Any exception to the policy that faculty will be evaluated on their performance in the three areas of teaching, research/creative achievement, and service must be documented in a specific contract at the time the assignment is made, agreed upon by the faculty member and the Department Chair, and approved in writing by the Dean, and Senior Vice President and Provost. The initial conditions of employment set forth in the letters of offer and acceptance do not exempt the faculty member from this policy.

As part of the overall promotion and tenure process, junior faculty should be given helpful advice on a regular basis as they develop their careers. Annual written evaluations of junior faculty by department chairs are essential to the faculty development process, and are an annual requirement each department chair must fulfill.

If the criteria for tenure are changed by the Regents during a faculty member's pretenure period the faculty member may elect to be evaluated under the criteria approved by the Regents in effect at the start of his/her ~~their~~ pretenure period.

The award of tenure carries with it the expectation that the University shall continue to need the services the faculty member is capable of performing and that the financial resources are expected to be available for continuous employment. It also carries the expectation that the faculty member will maintain or improve upon the level of attainment which characterized the qualifications for tenure. The performance of all faculty, both prior to and following the granting of tenure, is to be evaluated annually as part of the University's faculty evaluation process (Section 3.87).

Procedures for Tenure Decision

3.79.5

- (a) A faculty member who is eligible for tenure consideration shall be notified by the Chair of the academic unit at least eight weeks before the initial vote by the faculty member's colleagues. (See (f) below)
- (b) At the time of notification, the candidate for tenure shall be requested to submit material which will be helpful to an adequate consideration of the faculty member's performance or professional activities in relationship to the tenure criteria. It is the responsibility of the candidate to provide accurate, thorough, and clear evidence of achievements for review at the departmental college and university levels. The candidate is advised to consult with the chair and any other senior colleagues concerning the materials to include.
- (c) In general documentation of the individual's academic accomplishments should include, but not be limited to the following:
 - 1) Complete and up-to-date vita, including a summary of college and university degrees earned, all professional employment, all professional honors and awards, and an up-to-date list of books and journal publications by author in sequence. Manuscripts in press or submitted for publication and abstracts should be listed separately.

- 2) Letters of evaluation of academic performance in teaching, research/scholarly achievement, and service should be solicited by the Chair after consulting with the candidate. Normally, there should be three (3) letters of evaluation from individuals outside The University of Oklahoma considered established authorities in the discipline who are in a position to evaluate the candidate's academic performance and suitability for tenure. These letters may be solicited from individuals who were not suggested by the candidate. There should be three (3) internal (or local) letters of evaluation particularly relevant to teaching and service.
 - 3) Documentation of teaching accomplishments should reflect the candidate's contribution, quality, innovation, or impact of teaching. This might include summary documentation of teaching evaluations by students, notation of teaching awards, description of teaching responsibilities, and materials and techniques which are unique and demonstrate innovative approaches or outstanding quality in undergraduate, graduate, professional instruction (e.g. integration of multimedia into courses, development of web-based content and course materials, development of audiovisual materials, computer software development, syllabi new courses or programs, creation of innovative laboratory exercises, and simulation techniques, etc.).
 - 4) Documentation of research/scholarly accomplishments should reflect the level and quality of the candidate's research/scholarly achievement. Recognition of research/scholarly achievement accomplishments could be demonstrated by invitations to chair or organize symposia, edit books or journals in the professional discipline, publications in peer-reviewed journals, participation as a presenter in national/international symposia, conferences, and professional meetings, etc., as well as the candidate's ability to acquire extramural grant or contract funds, as a principal or co-principal investigator, through peer review mechanisms.
 - 5) Documentation of professional/clinical service contributions should reflect the level and quality of the candidate's professional and/or clinical service contributions. Documentation might consist of leadership positions in local state, or national associations; service on advisory boards for granting agencies; outstanding college or university committee work; consultantships; clinical leadership as evidenced by serving as head of a division, department, or specific clinic service; evidence of acquisition, introduction or development of new health care techniques, procedures or clinical approaches; development of community health-related outreach programs; improvement in clinical management; documentation of increased referrals; demonstrable improvement (quality, utilization, access) in delivery of health care; publication of case studies, monographs, reviews, and book chapters; etc.
- (d) Responsibility for gathering complete documentation of professional activity rests with the individual faculty member. The Chair shall assist the faculty member in determining what to include in the tenure documentation. The Chair may also solicit information to include with the candidate's tenure documentation. The candidate is entitled to review the information in his/her tenure file.
 - (e) The chair is responsible for providing copies of the candidate's complete tenure file to each of the voting members of the academic unit at least two weeks prior to the vote. All tenured faculty in the department who are available shall meet for a discussion of the candidate's qualifications for tenure. The candidate shall not be present during the discussion of his or her qualifications but shall be available to enter the meeting on invitation to answer questions or clarify circumstances relevant to the qualifications.

Formal consideration for tenure shall originate with the polling by secret ballot of all tenured members of the candidate's academic unit, including when practical those who are on leave of absence. The chair of the academic unit or other administrative personnel required to submit a separate tenure recommendation shall not participate in this vote. At times the small number of tenured members of an academic unit prevent appropriate academic unit tenure review. In such instances the dean of the college, in consultation with the chair of the academic unit involved, shall establish an *ad hoc* tenure review committee to serve as the candidate's academic unit for purposes of voting on tenure.

When a tenure proceeding is initiated prior to the last pretenure year and the result of the faculty vote is negative, that information shall not be forwarded, and the tenure consideration will be deferred. The result of the faculty vote taken during the last pretenure year will be forwarded to the Dean, and a tenure consideration will proceed.

- (f) The Chair shall submit a separate recommendation with supporting reasons.
- (g) All recommendations shall be in writing and, with exception of the faculty recommendation resulting from the confidential poll within the department, reasons for the recommendation must be stated at the time recommendations are made. At the time recommendations are made at each stage of the review process (Chair, Campus Tenure Committee, Dean, Senior Vice President and Provost, President), written notification of such recommendation must be provided to the Chair and to the individual candidate by the person or committee making the recommendation.
- ~~(h) Copies of the academic unit recommendations and all appropriate documentation upon which recommendations were based will be forwarded to the appropriate Dean. One copy of the academic unit recommendations, the chair's recommendation, and all appropriate documentation upon which recommendations were based will be forwarded to the appropriate Dean, and one copy of same to the Campus Tenure Committee.~~
- (i) Each Dean will have an advisory council for tenure review and may request information and advice from any source. The Dean will attach a recommendation with supporting reasons to the tenure materials, including the recommendation of the advisory council, and forward all materials to the Campus Tenure Committee, and will notify the candidate and the Chair of the academic unit of the recommendation. After due deliberation, the Dean may recommend to grant tenure, to deny tenure, or to defer tenure consideration for a specified period of time. The complete tenure file including the recommendation of the advisory council and the Dean's recommendation and supporting reasons will be forwarded to the Senior Vice President and Provost by the Dean.
- (j) The Campus Tenure Committee shall provide ~~faculty advice~~ the Senior Vice President and Provost with input as to whether the academic unit's recommendation is consistent both as to substance and process with the approved tenure criteria (Section 3.79.4). ~~The recommendation of the Campus Tenure Committee will be forwarded to the Provost.~~
- ~~(k) The Campus Tenure Committee will attach its recommendation to the tenure materials and forward all materials to the Senior Vice President and Provost with supporting reasons and will notify the candidate, the chair of the unit, and the college dean of its recommendations.~~
- ~~(l)~~ (m) The Campus Tenure Committee will be composed of thirteen tenured faculty members (two from each college, excluding the Graduate College, and one from the Tulsa campus) on staggered three-year terms selected by the President from nominations from the Faculty Senate.

- ~~(m)~~(n) In determining its recommendation, the Campus Tenure Committee may request information or advice from any source. To avoid a conflict of interest, Campus Tenure Committee members from the originating academic unit shall not attend discussions nor vote on candidates from their own academic unit. The tenure file will be returned to the academic unit for remedy or correction if there are defects found in the academic unit's recommendation.
- ~~(n)~~(o) In determining their recommendation, the Senior Vice President and Provost and University administration may request information and advice from any source.
- ~~(o)~~(p) If the Senior Vice President and Provost plans to submit a recommendation contrary to that of the Campus Tenure Committee, the Senior Vice President and Provost shall notify the Chair of the Campus Tenure Committee in time to allow a thorough discussion before this recommendation is made. (Senior Vice President and Provost policy)
- ~~(p)~~(q) The recommendation of the Senior Vice President and Provost will be submitted to the President. After due deliberation, the Senior Vice President and Provost may recommend to grant tenure, to deny tenure, or to defer tenure consideration for a specified period of time.
- ~~(q)~~(r) If the President plans to submit a recommendation contrary to that of the Campus Tenure Committee, the President shall notify the Committee in time to allow the Committee to request a hearing with the President prior to his making a recommendation, if the Committee so desires.
- ~~(r)~~(s) The faculty member under review may appeal in writing to the Faculty Appeals Board at any time during the tenure review process if he or she believes that procedural violations occurred or academic freedom was violated. Appeals on these bases must be made within 30 calendar days after discovery of the alleged violation.

He or she may appeal discrimination on the basis of race, color, sex, age, religion, disability, national origin, or status as a veteran to the University Equal Opportunity and Affirmative Action Officer. Appeals on these bases must be made within 180 calendar days after discovery of the alleged violation.

The tenure review process is suspended while an appeal to either the Faculty Appeals Board or University Equal Opportunity and Affirmative Action Officer is pending. Where the tenure appeal prevents the tenure process from being completed before the end of the terminal year (Section 3.79.3 (k)), the appeal shall not extend the faculty member's terminal year even if the appeals process is not completed. Should tenure ultimately be granted, the faculty member will be reinstated.

- ~~(s)~~(t) The President will notify the faculty member, chair, dean and Senior Vice President Provost by May 31 of the tenure decision, except when appeals make this impossible.

(Regents, 7-15-96)

ADVANCEMENT IN RANK

3.4011

Advancement in rank is a major way in which the University recognizes a faculty member's achievements. A promotion is not a routine reward for satisfactory service but reflects a positive appraisal of high professional competence and accomplishment as judged and evaluated by individuals in the faculty member's profession, at the local regional and national

or international level as appropriate to the rank being sought, and by individuals within the University (see Section 3.4011.1). Promotion decisions are to be made independent from tenure decisions.

Criteria for Promotion

3.4011.1

Decisions to promote a faculty member must be made in light of a thorough evaluation of his or her performance in all the areas of faculty activity (Sections 3.6.1, 3.6.2, and 3.6.3) as specified in the department and college promotion and tenure criteria and procedures. Promotion criteria for tenure track faculty will mirror those criteria for tenure contained in Section 3.79.4.

Each college and department must have a document that sets forth the standards and procedures governing promotion and tenure of faculty within that college and department. The college and department documents may specify standards that are more specific than those of the University, provided they do not conflict with the standards of the University, and the procedures must be consistent with the procedures described herein. The document must be approved by the faculty of the college, by the dean, and the Senior Vice President and Provost. The document must be distributed to the faculty of the academic unit.

The candidate's performance should be measured against the following institutional criteria, in addition to the criteria defined in the college and department promotion documents:

- (a) Appointment as assistant professor is usually based on an advanced degree, and/or certifications(s) that are standard prerequisites for an academic appointment in their discipline, appropriate experience, and promise for academic accomplishment;
- (b) Promotion to associate professor usually is based on five (5) or more years as an assistant professor, a sustained record of academic accomplishment in teaching, research/scholarly achievement, and professional service, strong academic performance and promise. This record of accomplishment must document an emerging reputation of regional or national scope in the candidate's academic field. Professional publications will be an important element in assessing regional or national recognition, although other factors will also be considered.
- (c) Promotion to professor is a high honor, and usually is based on five (5) or more years as an associate professor and demonstration of superior achievements and continued excellence in their academic endeavors. Faculty at this rank should have fully achieved national or international recognition for work in their respective disciplines as evidenced by major contributions to teaching, research/scholarly achievement, and service.
- (d) Length of time in a given rank is not in itself a sufficient reason for promotion.
- (e) Promotion should indicate that the faculty member is of comparable stature with others in the same rank and discipline at other peer institutions.

Procedures for Promotion

3.4011.2

- (a) The process regarding advancement in rank shall originate in the academic units, according to procedures determined by the Senior Vice President and Provost.
- (b) The college Dean or the Senior Vice President and Provost may require the Chair of an academic unit to initiate consideration of promotion for an individual faculty member. In such a case, the academic unit must forward a recommendation, to the Dean or Senior Vice President and Provost whether or not it is favorable.

- (c) Primary responsibility for gathering complete information on professional activity rests with the individual faculty member. In general, documentation of the individual's academic accomplishments should include, but not be limited to the following:
- 1) Complete and up-to-date vita, including a summary of college and university degrees earned, all professional employment, all professional honors and awards, and an up-to-date list of books and journal publications by author in sequence. Manuscripts in press or submitted for publication and abstracts should be listed separately.
 - 2) Letters of evaluation of academic performance in teaching, research/scholarly achievement, and service will be solicited by the Chair after consulting with the candidate. Normally, there should be three (3) letters of evaluation from individuals outside The University of Oklahoma considered established authorities in the discipline who are in a position to evaluate the candidate's academic performance and suitability for promotion. These letters may be solicited from individuals who were not suggested by the candidate. There should be three (3) internal (or local) letters of evaluation particularly relevant to teaching and service.
 - 3) Examples of documentation of teaching, research/scholarly achievement, and service accomplishments are noted in Section 3.79.5 (c) (3)(4)(5). The candidate is entitled to review the information in his/her promotion file.

(d) All faculty in the department who are of equal or higher rank to which the candidate is being considered shall meet for a discussion of the candidate's qualifications for promotion.

Formal consideration for promotion shall originate with the polling by secret ballot of all faculty of equal or higher rank to which the candidate is being considered in the candidate's academic unit, including when practical, those who are on leave of absence. The chair of the academic unit or other administrative personnel required to submit a separate promotion recommendation shall not attend this meeting.

- ~~(d)~~(e) All recommendations from the academic unit, chair, dean, Senior Vice President and Provost, and President must be in writing. Reasons must be given for all recommendations except for a recommendation based on any polling of the unit's faculty members. In all recommendations that are to be forwarded, the Chair shall provide a separate recommendation with supporting reasons. Recommendations of the Dean and Senior Vice President and Provost must be provided to the unit as well as to the candidate.
- ~~(e)~~(f) Whenever possible, a promotion should be accompanied by an appropriate increase in salary. If budgetary limitations make this impossible in any particular year, an adjustment should occur at the next budget period when funds are available. Promotions should not be delayed because of budgetary constraints. Conversely, promotions should be earned on their own right and not be used as substitutes for salary increases.

(Regents, 7-15-96)

ABROGATION OF TENURE, DISMISSAL BEFORE EXPIRATION OF
A TERM TENURE-TRACK OR CONSECUTIVE TERM APPOINTMENT,
SEVERE SANCTIONS AND SUMMARY SUSPENSION – HSC

3.1113

The University strives to exercise great care in selecting its faculty appointees and to confer tenure only upon those faculty members who have demonstrated their merit for continuous appointment. For that reason, a dismissal proceeding involving a tenured faculty member or of

a non-tenured faculty member whose term of appointment has not expired will be an exceptional event. It is also recognized, however, that a few faculty members may, from time to time, be guilty of offenses of lesser gravity which require sanctions short of dismissal.

Such sanctions may include, but are not limited to, loss of prospective benefits for a stated period (for instance, loss of eligibility for a sabbatical leave of absence, loss of remunerated consultative privileges, loss of remunerated private practice privileges, etc.); restitution (payment of damages due to individuals or to the institution); a fine; a reduction in salary; or suspension from service for a stated period, without other prejudice. With the exception of dismissal, it shall not be considered a severe sanction to impose fines upon, suspend the billing privileges of, or otherwise sanction University faculty who are determined to be out of compliance with the University Physician Medical Group's Billing Compliance policy. 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 dismissal and/or severe sanctions will generally 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 sanctions upon or dismissal of a colleague when necessary. By the same token, the President and the Regents shall give all reasonable consideration to faculty judgments.

Only the Board of Regents has the power to impose severe sanctions or to dismiss a faculty member who has tenure or a non-tenured faculty member whose term of appointment has not expired. It is the University's policy that the Regents shall exercise ~~this power~~ severe sanctions only in cases where they determine that there exists sufficient cause for such action, or when there exists a demonstrably bona fide condition of Dismissal of faculty members due to financial exigency requiring termination of a continuous appointment and program discontinuance are not severe sanctions and should be guided by 3.13.3 and Appendix I.

(Regents 7-15-96)

Grounds for Abrogation of Tenure, Dismissal, and Severe Sanctions

3.113.1

A faculty member against whom the imposition of a severe sanction is to be brought, or whose dismissal is to be requested, must have been given such cause for the action as relates directly and substantially to his or her professional capabilities or performance.

It is not possible to specify all proper grounds for these drastic measures. Proper reasons for dismissal of a faculty member who has tenure or a non-tenured faculty member whose term of appointment has not expired include but are not limited to the following:

- (a) Professional incompetence or dishonesty;
- (b) Substantial, manifest, or repeated failure to fulfill professional duties and responsibilities, or to adhere to University policies;
- (c) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities;

- (d) Serious violations of law ~~which are admitted to which the faculty member has pleaded guilty or nolo contendere or which have been~~ proved before a competent court, which prevent 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.

Grounds for Summary Suspension

3.4113.2

- (a) 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, be relieved of some or all 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.
- ~~(b) When reason arises to question the fitness of a faculty member whose conduct may warrant dismissal or the imposition of a severe sanction and when attempts to resolve the matter by the appropriate administrative officer(s) have not yielded an acceptable result, the President shall submit a written complaint outlining the specific charges and requesting a hearing to the Chair of the Faculty Appeals Board.~~
- (b) When the President decides that he or she will recommend dismissal or other severe sanctions to the Regents, the President must so notify the faculty member in writing. If that sanction is not accepted by the faculty member, the faculty member may initiate an appeal by submitting a written request for a hearing to the Chair of the Faculty Appeals Board within 15 calendar days of the date of the President's letter.

Termination of Continuous Appointment on Grounds of Financial Exigency or Program Discontinuance

3.4113.3

- (a) The policy and procedures for coping with financial exigency are contained in the Financial Emergency Policy (Appendix I).
- (b) The policy and procedures for program discontinuance are contained in the Program Discontinuance Policy (Appendix J). In certain instances changes in the needs of society and the rapidity with which new knowledge is accumulated and disseminated may affect the relevance, cost effectiveness, and ultimate continuation, of academic programs at the Health Sciences Center. In certain instances Or, changes in the University's educational function through action of the Regents of the University and/or the Oklahoma State Regents for Higher Education may result in the elimination of an academic unit program(s). In such instances the University will adhere to the procedures outlined in the Program Discontinuance Policy. 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 academic unit elimination. Explanation of the Program Discontinuance Policy is contained in Appendix I.

APPEALS AND GRIEVANCES

3.4214

These procedures cover alleged prohibited discrimination, including sexual, racial, or ethnic harassment, and alleged violations of academic freedom, academic due process, and University policy. If The faculty member may seek redress through the appropriate grievance procedures if such violations occur in the course of performing professional duties or in the process of being considered or evaluated for recommendations regarding reappointment, salary increase, promotion, or tenure. Grounds for appeal may also include or other personnel decisions in which a faculty member has reason to believe there has been unjust discrimination, sexual,

racial, or ethnic harassment, violation of due process or academic freedom, or if there are other grievances which have not been resolved administratively, the faculty member may seek redress through the appropriate grievance procedures.

Faculty members serving as chairs, directors, deans, or in other administrative positions, who are relieved of their administrative responsibilities before their term expires, or is not reappointed for another term, may not file a grievance or appeal when the grievance or appeal is based upon actions related to their administrative performance.

There are three two appeal processes. ~~The appropriate grievance process for faculty of alleged unjust discrimination or sexual harassment is the Committee on Discrimination. (Section 3.14) The appropriate faculty appeal process for alleged violations of due process, academic freedom, or other grievances which have not been resolved administratively is the Faculty Appeals Board (Section 3.13.1). Appeals of a decision about the administrative position held by the faculty member are made to the Provost and, if unresolved, to the President (Section 3.12.1).~~

- (a) Faculty Appeals Board – The appropriate appeal process for alleged violations of due process, academic freedom, or other grievances other than alleged prohibited discrimination which have not been resolved administratively (Section 3.14.1).
- (b) Committee on Discrimination and Harassment – The appropriate appeal process for complaints involving harassment based on race, ethnicity, or sex, or discrimination because of race, national origin, sex, color, age, religion, disability, or status as a veteran. Such appeals must be filed with the University Equal Opportunity and Affirmative Action Officer (Section 3.15).

Appeal Process for Administrators

3-12-1

~~Whenever a faculty member serving as chair, director, dean or in other administrative positions is relieved of administrative responsibilities, before his or her term expires, or is not reappointed or another term, the administrator and/or affected faculty member(s) can appeal the decision to the Provost. If a satisfactory resolution of the appeal is not obtained, the affected individual(s) may appeal to the President.~~

The Faculty Appeals Board

3-12-2 3.14.1

- (a) The Faculty Appeals Board is a standing body which responds to matters of tenure abrogation, dismissal, severe sanctions, alleged violations of academic freedom or academic due process, and other grievances concerning the alleged failure to follow University policy or alleged unfairness in the application of University policy unresolved through administrative procedures. The Faculty Appeals Board considers all such matters brought before it in a timely manner by individual faculty members, ~~academic units~~, or the President. It is the responsibility of the Faculty Appeals Chair and Faculty Senate Chair to ensure that all matters are handled expeditiously.
- (b) The Faculty Appeals Board of the Health Sciences Center shall consist of forty (40) tenured faculty members representing fairly the existing colleges on the Health Sciences Center campus. The members shall be elected from among all full-time faculty whose duties are primarily non-administrative. [i.e., not at the level of Assistant/Associate Dean, Dean, Assistant/Associate/Vice Provost or Provost]. All terms shall be four years. Membership on the Board is not a disqualification for service on other University councils or committees.

- (c) Each Faculty Appeals Board shall annually elect its own chair and vice chair from among those whose terms are nearest expiration.
- (d) Responsibilities of Faculty Appeals Board chairperson:
 - 1) The chairperson shall determine if the complaint is appealable, for example, whether the initial deadline, as set in section ~~3.13.3(a)~~ 3.15.1, has been met or whether the complaint is concerned with the failure to follow University policy, or alleged unfairness in the application of University policy.
 - 2) The chairperson may, at any time, meet with the complainant and respondent, either together or separately, to discuss the points of the complaint. The intent will be to resolve differences where possible and to seek a resolution and/or dismissal of the appeal.
 - 3) Ordinarily the University ~~Chief Legal Counsel~~ General Counsel or a member of his/her staff not otherwise involved will serve as the legal advisor to the Faculty Appeals Board. If the Chair of the Faculty Appeals Board determines that some other course is desirable he/she may request a meeting with the President. In such instances when the Chair of the Faculty Appeals Board continues to desire outside counsel following a meeting with the President, the President ~~shall~~ may appoint other counsel with the concurrence of the Chair of the Faculty Appeals Board to advise the Hearing Committee.
 - 4) The chairperson, after consulting with the legal counsel assigned to the board, shall have the final decision on any procedural issues raised which are not addressed by the *Faculty Handbook* and in which there is an absence of agreement by the complainant and respondent.
 - 5) All responsibilities of the chairperson will be relinquished and passed to the vice-chairperson if the appeal is from a faculty member of the same college as the chairperson.
- (e) All members of the Board are eligible for re-election. Terms of service shall begin July 1 and end June 30 except that, if a hearing is in progress at this time, any retiring member of the Board who is on the Hearing Committee shall be continued on the committee until the case in process is closed.
- (f) If a member of the Board, not serving on a hearing committee, ceases to be a full-time member of the faculty, or if his or her duties become primarily administrative, the Senate shall elect a replacement to complete the term.
- (g) Members on the Board who have an appeal pending before the Board shall be suspended from all Board activities until the appeal is resolved.

ALLEGED VIOLATION OF ACADEMIC FREEDOM, ACADEMIC DUE PROCESS, OR OTHER GRIEVANCES CONCERNING THE ALLEGED FAILURE TO FOLLOW UNIVERSITY POLICY OR ALLEGED UNFAIRNESS IN THE APPLICATION OF UNIVERSITY POLICY 3.1315

All faculty, whether tenured or not, are entitled to academic freedom as set forth in Section 3.24.1 and academic due process.

Request for a Hearing 3.1315.1

(a)(1) Any faculty member or academic unit who believes that either academic freedom or academic due process has been violated or alleges other grievances concerning the alleged failure to follow University policy or alleged unfairness in the application of University policy should first seek prompt redress through regular administrative channels, which would include the chair, dean and Senior Vice President and Provost. If the administrative review does not provide a satisfactory result, and if the faculty member or academic unit wishes to continue the appeal he/she may submit a written complaint outlining the specific points of appeal and requesting a formal hearing to the Chair of the Faculty Appeals Board no later than 45 calendar days after he/she has become or should have become aware of the alleged violation. Seeking redress through regular administrative channels does not extend the 45 day time allowed for filing an appeal.

- 2) The time intervals specified in the preceding and following sections are guidelines and should be maintained unless waived by the Chair of the Faculty Appeals Board for unusual circumstances or in order to allow continuing progress towards informal resolution of the complaint.
- 3) The Faculty Appeals Board process is a lay process which relies on peer review and the common sense, sound judgement, good character, and sense of fairness of each Hearing Committee. The Faculty Appeals Board procedures should strive to diminish formality and rigidity. The process is not to be considered a trial but is a system of internal review to effect a just and fair disposition of a grievance.

(eb)(1) Upon receipt of the written complaint as set out in (a) of this section and prior to initiating the formal hearing process, the Chair of the Faculty Appeals board shall ask the respondent to submit, within 15 working days, a statement in writing outlining the specific points of defense. Upon receipt of this statement, the Chair of the Faculty Appeals Board shall, within 30 working days of receiving the respondent's statement, convene the complainant, the respondent, and two members of the Faculty Appeals Board, who shall be selected by the Chair in the same manner as members and alternates (Section 3.1315.2(d)) and shall be ineligible to serve on the Hearing Committee for that particular case, to discuss the points of the complaint, to resolve differences, where possible, and to seek resolution of the matter at issue. Formal minutes of these discussions will not be taken, and no data, findings or recommendations from these discussions will be forwarded to the Hearing Committee except as provided in Section 3.1315.3.

- 2) If a satisfactory resolution is reached, the Chair of the Faculty Appeals Board will summarize and forward the facts of the case in writing to the complainant and the respondent.
- 3) If the issues involved in the complaint are not resolved within 45 working days from receipt of the formal request for hearing, the Chair of the Faculty Appeals Board will initiate formal procedures.

Formal Procedure

3.1315.2

All matters brought to the Faculty Appeals Board shall be handled according to the following procedures, which are designed to ensure fairness and due process.

- (a) If the informal discussion described in section 3.1315.1(c)(1) does not produce a satisfactory result, the Chair of the Faculty Appeals Board will request the complainant to submit to both the chair and the respondent, within 20 working days of the informal discussion, a written statement embodying:

- 1) Relevant policies of the academic unit, the College, the Provost's Office, President's Office, and the Board of Regents.
 - 2) The written complaint (~~3.13~~15.1(a)).
 - 3) A summary of the evidence upon which the complaint is based.
 - 4) A list of witnesses to be called, a brief summary of their testimony, and a list of exhibits to be presented.
- (b) The Chair of the Faculty Appeals Board will upon receipt of the complainant's statement, request the respondent to submit to both the chair and the complainant, within 20 working days, a written statement including:
- 1) Relevant policies of the academic unit, the College, the Provost's Office, President's Office and the Board of Regents.
 - 2) The written response outlining the specific points of defense.
 - 3) A summary of the evidence to be used in refuting the charges.
 - 4) A list of witnesses to be called, a brief summary of their testimony, and a list of exhibits to be presented.
- (c) Within 5 working days after the informal discussion (~~3.13~~15.1(c)(1)) the Chair of the Faculty Appeals Board will proceed with the selection of the hearing committee by submitting the list of names of the eligible Board members to both parties. The list shall not include a member of the same academic unit or one who is related by consanguinity or affinity to the respondent or complainant. Members and alternates currently serving on another hearing shall also be ineligible. The Chair of the Faculty Appeals Board shall also determine that no one on the list has a bias related to the person(s) or issue at hand.
- (d) Within 5 working days after submitting the list of eligible board members to both parties, the Chair of the Faculty Appeals Board, upon notification of impending proceedings by the complainant and after preliminary discussion has not resolved the matter (~~3.13~~15.1(bc)), will select seven members of the Board to constitute the Hearing Committee, three (3) additional members to serve as alternates, and ten members to be available for maintaining the alternate pool should replacements become necessary through personal disqualification or challenge of individuals initially selected. The selection of members and alternate members of the Hearing Committee shall be made by lot and it shall be made in the presence of the chair of the Faculty Senate or a designated representative. The complainant and the respondent in the hearing shall be invited to be present or to send a representative. The Chair of the Faculty Appeals Board shall notify members of their selection to the Hearing Committee, of the parties involved, and provide a brief description of the general nature of the issue.
- (e) Within 10 working days of the initial selection, the complainant and the respondent in the case may each, by written request to the Chair of the Faculty Appeals Board, ask that members or alternates of the Hearing Committee be disqualified on grounds of bias or personal interest in the case. A member or alternate of the Hearing Committee may disqualify himself or herself on personal initiative or in response to such challenge for cause as is provided for in this section. If, however, a challenge for cause is disputed, the whole Faculty Appeals Board (including the members selected for the Hearing Committee, except for those challenged) shall decide by majority vote whether cause has been shown.

- (f) After challenges for cause have been acted on, the complainant and the respondent, additionally, each may make a maximum of two peremptory challenges of members or alternates selected for the Hearing Committee within 5 working days of the date such challenges for cause are resolved.

All decisions regarding initial disqualifications shall be made prior to the first meeting of the Committee to elect its own chair (3.1315.2(1)).

- (g) Members of the Hearing Committee who have been disqualified, and any members who, by reason of extended illness or absence from the campus, are unable to serve, shall be replaced from among alternate members by the Chair of the Faculty Appeals Board. Alternates who are disqualified, ill or otherwise unavailable, or who become members of the Hearing Committee will be replaced from among the reserve pool (3.1315.2(d)) by the Chair of the Faculty Appeals Board.
- (h) A finalized list of Hearing Committee members and alternates will be given to all parties within 10 working days of resolving any challenges of the membership of the hearing committee or alternates by the complainant or the respondent. If no challenges are offered the finalized list must be completed within 20 working days of the initial selection of the Hearing Committee and alternates by the Chair of the Faculty Appeals Board.
- (i) If a member of a Hearing Committee ceases to be a tenured, full-time member of the faculty, he or she shall be replaced from among the alternates.
- (j) If the duties of the Hearing Committee member become primarily administrative, the remainder of the Board shall decide by a majority vote whether such member shall continue to serve on the Hearing Committee until the conclusion of the case or shall be replaced from among the alternates.
- (k) The pool of three (3) alternate members shall be maintained according to selection procedures in Section 3.1315.32(bd). Alternate members shall attend all meetings of the Hearing Committee.
- (l) Within 20 working days after the Hearing Committee and the alternates have been finalized the Hearing Committee shall elect its own chair and set the date of the hearing. Every effort must be made to hold the hearing within the next 40 working days.

Handling of Charges

3.1315.3

- (a) Within 20 working days after the respondent has submitted the written response outlined in section 3.1315.2(b), the Chair of the Faculty Appeals Board shall meet once more with the parties involved, as appropriate, and attempt to solicit an agreement which can be put into writing in an effort to resolve the matter at this point.
- (b) If the issues cannot be resolved at this point, the complainant and respondent, with the Chair of the Faculty Appeals Board shall attempt to agree in writing upon the hearing procedures and other matters concerning the handling of the case including which issues are to be heard. In the absence of an agreement on procedures, the Chair of the Faculty Appeals Board shall determine the hearing procedures. In either case, the procedures should be finalized within 30 working days.
- (c) The parties may agree to waive a hearing and submit the case to the Hearing Committee on agreed stipulation. The Hearing Committee will then make its findings and recommendations upon evidence contained in or referred to in the stipulation within 30 working days.

Hearing Regulations

3.1315.4

The following regulations shall apply:

- (a) The parties shall have the right to attend the hearing and to be accompanied by a colleague or counsel, or by both, to advise him or her. The names of such advisors and/or counsel shall be provided to the Chair of the Hearing Committee at least 15 days prior to the hearing. Costs for such representation are borne by the respective parties.

All hearings will be closed unless either both the complainant or the respondent requests of the Chair of the Faculty Appeals Board that it be open. The final decision will rest with the Chair of the Faculty Appeals Board.

- (b) The President or his designee may attend the hearing and may have a representative or counsel, or both, to assist in developing the case.
- ~~(c) Ordinarily the University Chief Legal Counsel General Counsel or a member of his/her staff not otherwise involved will serve as the legal advisor to the Faculty Appeals Board. If the Chair of the Faculty Appeals Board determines that some other course is desirable he/she may request a meeting with the President. In such instances when the Chair of the Faculty Appeals Board continues to desire outside counsel following a meeting with the President, the President shall appoint other counsel with the concurrence of the Chair of the Faculty Appeals Board to advise the Hearing Committee.~~
- ~~(d)~~(c) The Chair of the Hearing Committee shall serve as liaison for communication to and from the complainant or respondent and the Hearing Committee. Communications related to evidence and hearing procedures should be directed to the Chair of the Faculty Appeals Board Hearing Committee. Neither party shall communicate orally or in writing with individual Hearing Committee members during the hearing procedure. To ensure that information provided to the Hearing Committee by either party is part of the official documentation of the proceeding, each party is provided with a copy.
- ~~(e)~~(d) The Chair of the Hearing Committee is responsible for maintaining a full and accurate record of the proceedings. This shall consist of a tape recording, or, at the option of either party, a written transcript taken by a court reporter, and shall include copies of all exhibits, or other materials distributed at the hearing.
- ~~(f)~~(e) Either party may request a copy of the recording of the proceedings. The recording will be maintained in the Office of the Legal Counsel for a period of five years. The full cost of recording the proceedings shall be borne by the University.
- ~~(g) The hearing shall be closed, unless either the complainant or the respondent requests it be open. If the hearing is closed, such information and facts as are made public shall be released only by the Hearing Committee.~~
- ~~(h)~~(f) The written statements of both parties, as provided in Section 3.1315.12 (a) and (eb) and evidence taken or considered beyond the written statements shall be heard by the entire Committee at the hearing and not beforehand.
- ~~(i)~~(g) Both parties ~~to the contention~~ shall have the right to present, examine, and cross-examine witnesses.
- ~~(j)~~(h) The principles of confrontation shall apply throughout the hearing.

- ~~(k)~~(i) The President's Office shall make available to the faculty member such authority as it possesses to require the presence of witnesses.
- ~~(l)~~(j) The Board of Regents of the University of Oklahoma shall not be liable for any costs whatsoever incurred by the complainant except as set forth in this section.
- ~~(m)~~(n) The report of the Hearing Committee will be submitted to the Senior Vice President and Provost within 10 working days of the conclusion of the hearing regardless of whether the written transcript of the hearing is available.

Disposition of Charges

~~3.13~~ 15.5

The President shall transmit to the Board of Regents the full record of the hearing and the findings and recommendations of the Hearing Committee, together with presidential recommendations. The Board of Regents shall come to a decision in the case based upon the materials submitted plus any additional information which they wish to consider, or return the matter to the Hearing Committee with written directions as to how to proceed.

- (a) When the Board of Regents reviews the matter the principals shall have the opportunity to present written argument. Oral arguments will be presented only upon request by the Regents.
- (b) If the Board of Regents chooses to return the matter to the Hearing Committee, the committee shall review the matter in light of the Regents' directions and receive new evidence or information, if necessary, and submit a final report of its findings and recommendations to the President for transmittal to the Board of Regents, as before. The work of the Hearing Committee is finished when the President communicates the final decision of the Regents to the principals in the case.
- (c) The full record including transcript shall finally be deposited in the office of the Executive Secretary of the Board of Regents. Any copies or excerpts made from it after the completion of the Committee's work shall be done at the expense of the party to the case so desiring.

Regents' Awards

~~3.15.1~~ 3.17.1

The Regents' Award is an annual University-funded award that may be given for superior accomplishments in any of the following:

Superior Teaching
 Superior Research and Creative Activity
 Superior Professional and University Service

(a) Criteria for Selection

Substantiating data should relate directly to the individual's effectiveness in the award area for which he or she is under consideration (teaching, research, and creative activity, or service). The data should be derived from as many as appropriate of the following sources of evaluation: faculty colleagues, undergraduate, ~~and~~ graduate students, residents, fellows, alumni, departmental chairs, personnel committees, and from off-campus sources where appropriate.

(b) Nomination Procedure

- 1) The Senior Vice Presidents and Provosts will solicit recommendations for the awards during the fall semester and announce appropriate schedules for processing the nominations.
- 2) An academic unit may submit no more than a total of two names for all the Regents' Awards. The name of each person recommended for nomination by the academic unit should be supported by substantiating statements as described under Criteria. The suggested nominations and supporting information are to be sent to the dean of the academic unit. The dean will transmit to the appropriate Senior Vice President and Provost names of nominees and all substantiating data and will append, for each nominee, his or her own statement of endorsement. The Vice President for Research from each campus shall share in the evaluation of nominees for the Regents' Award for Superior Research and Creative Activity. The Council on Faculty Awards and Honors will consider the nominations and make its recommendations through the Senior Vice Presidents and Provosts to the President.

(c) Selection Procedure

- 1) The Council on Faculty Awards and Honors shall consider only the formal nominations. The Council may seek additional data about the nominees from such sources as seem appropriate.
- 2) The Council shall recommend to the President, through the Senior Vice Presidents and Provosts, as many as nine faculty members for the awards, with the understanding the majority of the awards will be given for superior teaching. The Council also shall transmit all substantiating materials pertaining to all nominees. The Senior Vice Presidents and Provosts will review the nominees and forward their recommendations, along with all substantiating materials, to the President, who will make recommendations to the Regents for consideration.
- 3) The final selection of the recipients will be made by the OU Board of Regents.

(d) Announcement

The recipients of the Regents' Award for Superior Teaching, Regents' Award for Superior Research and Creative Activity, and Regents' Award for Superior Professional and University Service will be announced by the Regents at the spring meetings of the faculty.

(e) Perquisites

Each award will consist of affixing the recipient's name to a permanent plaque in a prominent and suitable location, and a cash award of \$2,000. A certificate suitable for framing will be presented to the recipient.

(Regents, 5-11-78; amended 9-11-86, 6-27-95)

ENDOWED CHAIRS AND PROFESSORSHIPS

~~3-17~~ 3.19

Faculty may be appointed to Endowed Chairs and Professorships as are established at the Health Sciences Center.

(a) Criteria for Selection

Specific criteria for the selection of occupants may be established for particular chairs as appropriate. To qualify for an Endowed Chair or Professorship, a faculty member must be distinguished within a particular academic field or an interdisciplinary program.

(b) Search Committee

The Senior Vice President and Provost, with advice and counsel of the dean and department head, will appoint the Search Committee. Search Committees for occupants of endowed chairs and professorships shall be composed of (1) two faculty members from the academic unit concerned, (2) two outside individuals distinguished within the relevant area and appointed by the President, and (3) either the dean of the relevant college or a faculty member appointed by that dean. (The Regents prefer and expect the dean to serve.)

At least one member will be from outside the University and at least one member from another college. The President and the Senior Vice President and Provost will meet with the Search Committee (and the dean and department head if appropriate) to hear their recommendations. The Senior Vice President and Provost, after consultation, may make a recommendation to the President. The President may approve and forward the appointment to the Board of Regents or may reject it and request further searching.

(c) Term of the Award

For endowed chairs only, the appointee must be a tenured faculty member or receive tenure on appointment to an endowed chair in accord with Section 3.7.3 (ed). The term of an endowed chair is governed by the terms of the donor agreement, or in the absence of such specifications, is determined by the dean. ~~unless contract stipulations require otherwise, is continuous until retirement or until the endowment is withdrawn.~~

(Regents, 6-16-78; Presidential Clarification, 9-15-92; Regents, 6-27-95)

4. STUDENT POLICES AND SERVICES

ACADEMIC APPEALS BOARDS

4.18

In each college of the University, there shall be established an Academic Appeals Board consisting of an equal number of students and faculty. Faculty members of the board will be chosen by the faculty of the college for a term determined by the faculty. Student members of the board will be appointed for a term of one year by the dean of the college upon recommendations from the college Student Association President.

The responsibility for academic evaluations of students rests with the faculty. If a student feels he or she has received a prejudiced or capricious evaluation wrongfully and unfairly evaluated by an instructor, and if he or she is unable to resolve the matter in conference with the instructor or the departmental chair, an appeal may be made to the appeals board of the college offering the course. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

- (a) It shall be the primary function of a Board to adjudicate disputes which have not been satisfactorily resolved at the department level.
- ~~(b) A Board will hear a case only after an attempt has been made by the student and the instructor to resolve their differences, if necessary in consultation with the departmental chair. If in the judgment of the Board the case has already been satisfactorily resolved in the department, it may refuse the student a further hearing.~~
- (b) A Board will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the departmental chair. In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an

academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession; and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer term.

In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of the evaluation are made known to the student. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Board shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit (as, for example, in the case of a student being called into military service).

(c) The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph (a b) above are completed. The Board shall deny any request for a hearing on a claim that does not meet this deadline unless, in the view of the Board, exceptional circumstances exist whereby the student is prevented from filing the claim. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or already has been satisfactorily resolved in the department, the Board may refuse the student a hearing.

(e)(d) Each board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.

(d)(e) Meetings of a board may be closed to the public.

(e)(f) If a board fails to achieve a settlement mutually satisfactory to the parties involved, it will recommend a means of settling the dispute to the executive committee (or comparable body) of the college, where final disposition of the case will be made.

(Regents, 6-19-96)

ACADEMIC MISCONDUCT CODE

4.19

The policy and procedures regarding dishonest work is are detailed in the Academic Misconduct Code (Appendix D). The code describes academic misconduct as including (a) cheating, (using unauthorized materials, information, or study aids in any academic exercise or on national board examination), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; (b) assisting others in any such act; or (c) attempts to engage in such acts. fabrication, fraud, destruction, bribery or intimidation; assisting others in any act proscribed by this Code; or attempting to engage in such acts. See Appendix D for definitions of each type of academic misconduct as noted above.

~~The code provides that the student's dean shall be notified of the charge and the dean shall notify the student. Notification of the dean shall be in writing with a brief description of the evidence and shall be made within ten University business days after discovery of the incident, exclusive of University breaks or academic intersessions. Possible disciplinary actions, provision for a conference with the Vice Provost for Educational Services, request for a hearing, and appeals are among the matters outlined in the code.~~

It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct as cited in Appendix D.

FINANCIAL EMERGENCY POLICY

The administration of The University of Oklahoma has a continuing responsibility for maintaining a sound budget and it is assumed that, through responsible financial management and appropriate retrenchment policies, all approaches for averting a financial crisis will be utilized. It is possible, however, that external forces may drastically impact the University's primary revenue streams such that a financial emergency might occur. The following statement outlines actions to take place within the guidelines for operation set forth by the University.

These procedures are established by action of the University Board of Regents and will be implemented as University Policy. While ultimate authority for financial integrity of the University resides with the Board of Regents, it is expected that suspension or modification of all or part of these procedures may occur only under extraordinary circumstances and after reasonable faculty input.

DEFINITION

~~15.1~~ 16.1

A financial emergency is ~~an imminent~~ a fiscal crisis that threatens the programs of the Health Sciences Center, or either of its campuses. A state of financial emergency shall be declared whenever the ~~Education and General Part I budget allocation to the agency~~ financial resources of the Health Sciences Center or either of its campuses necessitates reductions in faculty or staff or reductions in operational budgets that would seriously erode program quality.

PROCEDURE

~~15.2~~ 16.2

When the possibility of a financial emergency exists, the Senior Vice President and Provost will confer immediately with the deans of the affected colleges. The Senior Vice President and Provost will make a preliminary determination, based on all available information, regarding the possible financial emergency. If the preliminary determination is that such emergency does exist, the Senior Vice President and Provost shall so recommend to the President. The President shall decide and declare when any agency program of the University is in a state of financial emergency. In response to the declaration, the Senior Vice President and Provost shall prepare a general plan to relieve the emergency condition. This general plan shall not identify specific faculty or personnel for termination of employment but shall review the financial status of the Health Sciences Center and identify general areas in which reductions are proposed. The plan shall be submitted for advisory review to the Health Sciences Center deans and to a Review Committee.

Review Committee

~~15.2.1~~ 16.2.1

The Review Committee will be formed to evaluate the general plan. The Senior Vice President and Provost will convene the Review Committee and charge it to review the general plan with regard to the principle that every reduction must have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other forms of budgetary curtailment available to the Health Sciences Center. The Review Committee will elect a chair from among its voting members and determine its rules of procedure.

The dean(s) of college(s) which might be directly affected will be given the opportunity to appear before the Review Committee and to present written statements and documents. This opportunity also may be extended to other faculty and administrators. The Review Committee may call any University personnel who might have pertinent information or advice.

The Review Committee, within six weeks of the time it receives its charge, will submit a final report to the Senior Vice President and Provost which summarizes all pertinent information and all written documents will be attached. In addition, the report will include findings of fact and recommendations and the rationale underlying the recommendations. Items of disagreement between the Review Committee and the Senior Vice President and Provost shall be resolved by the President. Final approval of the general plan will be by the President and the Board of Regents.

(1) Committee Composition

1) Oklahoma City Campus

The committee that shall review the general plan for the Oklahoma City Campus of the Health Sciences Center shall be composed of:

- (a) Six faculty members, one representing each of the six colleges on the campus, appointed by the Senior Vice President and Provost from a list of twelve nominees submitted by the Health Sciences Center Faculty Senate.
- (b) The Chair of the Health Sciences Center ~~Employee Liaison Council~~ Staff Senate.
- (c) The ~~Health Sciences Center~~ University Equal Opportunity and Affirmative Action Officer who shall serve ex officio without vote.
- (d) The Senior Vice President and Provost or his/her designee who shall serve ex officio without vote.
- (e) One or two students, depending on whether or not both undergraduate and graduate programs are involved, will be appointed. The student(s) will be appointed by the Senior Vice President and Provost from a list of four nominees submitted by the appropriate student organization(s) in the affected college(s).

2) Tulsa Campus

The University of Oklahoma Health Sciences Center constitutes a single budgetary agency which includes the College of Medicine, Tulsa. While the financial emergency policy developed for the Health Sciences Center will apply with equal force to the College of Medicine, Tulsa, certain unique budgetary and programmatic differences require some differences in procedure.

The Committee that shall review the general plan for the College of Medicine, Tulsa shall be composed of:

- (a) Six faculty member appointed by the Senior Vice President and Provost from a list of twelve nominees elected by the faculty of the College of Medicine, Tulsa acting as a committee of the whole. No more than three members selected will hold administrative appointments.
- (b) The College of Medicine, Tulsa representative to ~~the Employee Liaison Council~~ Staff Senate.
- (c) The ~~Health Sciences Center~~ University Equal Opportunity and Affirmative Action Officer who shall serve ex officio without vote.
- (d) The Senior Vice President and Provost or his/her designee who shall serve ex officio without vote.

Program Discontinuance

~~15.2.2~~ 16.2.2

In the event that program discontinuance is proposed, the Review Committee will be convened by its chair to review and evaluate all matters relating to the proposed discontinuance and to make recommendations.

The dean of the affected college and all faculty members of the affected department will be given the opportunity to appear before the Review Committee and to present written statements and documents. This opportunity also may be extended to the faculty and administration of programs that might be indirectly affected. The Review Committee may call upon any University personnel who might have pertinent information or advice.

Prior to completing its deliberations, the Review Committee will conduct an open hearing. At the hearing, oral and written comments from all interested persons will be accepted.

The Review Committee will submit a final report to the Senior Vice President and Provost within one month of the time it is charged by the Senior Vice President and Provost to review discontinuance of a program. This report will summarize all pertinent information and all written documents will be attached. In addition, the report will contain the Committee's findings of fact and recommendations and the rationale underlying its findings and recommendations.

The Senior Vice President and Provost will distribute copies of the report to the dean of the affected college and to all directly affected faculty members. Copies of the report also will be made available to other faculty, staff members and students upon request.

Any person may submit a written response to the Review Committee's report within ten days following its distribution. The Committee may modify its report after considering this material. Any modifications must be forwarded to the Senior Vice President and Provost within ten days following the distribution of the report.

After reviewing all relevant information, the Senior Vice President and Provost will forward his or her recommendation to the President. The report of the Review Committee, together with all attachments, also will be forwarded to the President. Copies of the Senior Vice President and Provost's recommendation will be distributed to the dean of the affected college and all directly affected faculty members. Items of disagreement between the Review Committee and the Senior Vice President and Provost will be resolved by the President. Final approval of the report will be by the President and the Board of Regents.

Terminations

~~15.2.3~~ 16.2.3

(a) Faculty

If, after consideration of all possible ways of reducing expenditures, the general plan approved by the President necessitates the termination of faculty or staff, either selectively or as a result of program discontinuance, the dean of each college in consultation with the faculty of that college shall develop a specific plan for terminating employment of faculty in that college which shall be transmitted to the Senior Vice President and Provost. The Senior Vice President and Provost, in consultation with the deans, shall review the individual college plans and develop the overall plan for termination of faculty employment for the Health Sciences Center. Every termination of faculty employment must be justified on the basis that it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than would other terminations.

The plan for the termination of faculty employment shall be submitted to the Review Committee except that the representative of the ~~Employee Liaison Council~~ Staff Senate shall no longer serve. The members of the committee will elect a chair.

The Review Committee shall make recommendations to the Senior Vice President and Provost and the Health Sciences Center deans. When there are unresolved differences, all recommendations shall be submitted to the President.

The plan for terminating faculty employment shall be in accordance with the following guidelines:

- 1) To the extent possible, alternatives other than termination of employment should be explored. Examples of such alternatives are early retirement, fractional appointments and reduction of salaries, including annual base salary.
- 2) Unless a substantial and serious imbalance in the quality within a given program would result:
 - (a) Employment of untenured faculty should be terminated before that of tenured faculty.
 - (b) Performance, promise, seniority and affirmative action guidelines should be considered in decisions concerning termination of untenured faculty.
 - (c) Equitable reinstatement procedures should be established if the program is reinstated.
- 3) Where termination of employment is required:
 - (a) Where termination of employment of faculty with ~~term~~ tenure track or consecutive term appointments is required, procedures in regard to non-reappointment stated in the *Faculty Handbook* (See Section 3.52.7) should be observed, if possible. All notifications of non-reappointment shall be given in writing by the Senior Vice President and Provost.
 - (b) Tenured faculty must be notified by the President of termination by May 31 of the year preceding the final year of appointment and at least 12 months before the end of the appointment period. The dismissal of tenured faculty must be approved by the Board of Regents (see *Faculty Handbook* Section 3.1113).
- 4) Where employment of a tenured faculty member has been terminated or where he/she has accepted alternative employment with the University, the faculty member has a three-year priority to return to his/her original position or be employed in another position for which he/she is qualified. Qualification for employment in another position within the University shall be determined by the head of the academic unit with a position vacancy. Within the three-year period someone else shall not be employed to fill the faculty member's position or any other position for which the faculty member is qualified until the faculty member has been offered reinstatement or re-employment and has been given a reasonable time (not to exceed 45 days) within which to accept. It is the responsibility of the faculty member to keep the University informed of his/her address and availability for re-employment. The right of a faculty member to be employed in another position is subject, in accordance with paragraph 2. a-c, to the rights of other faculty members who have also been terminated or transferred.

A faculty member whose salary or FTE has been reduced shall have the same priority for restoration of his/her former status as the faculty member, described above, whose employment has been terminated.

- 5) Each faculty member whose employment has been terminated has the right to have his/her termination of employment reviewed by the Faculty Appeals Board to determine if these guidelines have been followed, but the circumstances of the financial emergency shall not be reviewed.

(b) Student

If a program is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their program. If it is not possible for students to complete their respective programs, the University may be obliged to make special allowances for such students. Special allowances might include, but not be limited to, the following: permitting the student to complete his/her program by taking work in related departments; accepting more than the usual number of transfer hours; and accepting major work taken by correspondence from the University or other schools.

(c) Staff

If the general plan approved by the President entails the termination of employment of staff, the Provost, in consultation with the Health Sciences Center deans and the Directors of Health Sciences Center service areas, and representative(s) of the ~~Employee Liaison Council~~ Staff Senate, shall suggest a more specific plan for termination of staff employment. Staff terminations will be handled in a manner which is consistent with the current Policy and Procedures for Reduction of Work Force at The University of Oklahoma.

(Regents, 9-6-78, 11-10-83)

PROGRAM DISCONTINUANCE POLICY

The success of any university in a free society rests in a large measure on the degree to which it is responsive to the needs of its students and the citizens who provide the financial support to sustain it. Responsiveness is an essential element of the fabric of a successful university. It does not assure excellence, but its absence assures failure.

Because of changes in the needs of society and the rapidity with which new knowledge is accumulated and disseminated, the relevance and cost effectiveness, of academic programs must be constantly reviewed. This does not suggest, however, that there are no other meaningful dimensions to the purposes of a university. A university also serves as a repository of knowledge, societal traditions, and cultural heritage and some programs may have a more direct relevance than others.

Viewed in this light, the evaluation of programs on the Health Sciences Center campus is a positive approach to help ensure that University programs are responsive to the needs of society, the students, and the goals of the University.

The discontinuance of a program is the legitimate concern of the students, faculty and administration of the University. The purpose of this policy is to establish procedure which provides an opportunity for input from all interested groups prior to a final decision by the Board of Regents.

While these procedures are established by action of the University Board of Regents and will be implemented as University policy, extraordinary circumstances might arise in which the Board of Regents feels compelled to suspend these procedures after obtaining reasonable faculty input.

PROGRAM

~~16.1~~ 17.1

The term "program" as used in this document ordinarily refers to a college, department or degree program established by the Regents. The discontinuance of a program need not entail the elimination of a degree program or the dismissal of faculty members.

CRITERIA FOR DISCONTINUANCE

~~16.2~~ 17.2

Criteria for determining whether a program should be discontinued ought to place the greatest emphasis on meeting the goals and objectives of the University. This requires a judicious assessment of the program. A formula which addresses all contingencies cannot be established.

Many factors are pertinent when evaluating a program's contribution to the overall mission of the University. Among these factors are quality, cost effectiveness, current and projected demands for the program and societal needs. When program discontinuance is based on financial emergency, the Financial Emergency Policy shall apply.

PROCEDURE

~~16.3~~ 17.3

Initial Steps

~~16.3.1~~ 17.3.1

When the possibility of program discontinuance is raised, the Senior Vice President and Provost will confer immediately with the dean of the affected college and the chairperson of the affected department. The Senior Vice President and Provost will make a preliminary determination, based on all available information, regarding the discontinuance. In the event the Senior Vice President and Provost decides not to proceed, the matter will be reported to the President and the Board of Regents prior to any announcement. If the Senior Vice President and Provost decides to proceed, he/she will do so in accordance with the following procedure.

Ad Hoc Committee for Evaluation and Recommendations

~~16.3.2~~ 17.3.2

If the Senior Vice President and Provost decides to proceed with the program discontinuance, an ad hoc committee will be formed to evaluate all information and to make recommendations. The ad hoc committee will be composed as follows:

- (a) Four committee members, including two from the affected college will be appointed by the Senior Vice President and Provost from a list of eight nominees submitted by the Faculty Senate. Four of these eight nominees will be selected from a list of eight persons submitted by the governing body of the affected college. Nominees will hold non-administrative appointments except for the dean of the affected college, who may be nominated.
- (b) Two faculty members, appointed by the Senior Vice President and Provost, who may hold administrative or non-administrative appointments.
- (c) One or two students, depending on whether or not both undergraduate and graduate programs are involved, will be appointed. The student(s) will be appointed by the Senior Vice President and Provost from a list of four nominees submitted by the appropriate student organization(s) in the affected college.

Proceedings of the Ad Hoc Committee

~~16.3.3~~ 17.3.3

The Senior Vice President and Provost will convene the ad hoc Committee and charge it to review and evaluate all matters relating to the proposed discontinuance and to make recommendations. The ad hoc Committee will elect a chair from among its members and determine its rules of procedure. The dean of the affected college and all faculty members of the affected department will be given the opportunity to appear before the ad hoc Committee and to present written statements and documents. This opportunity also will be extended to the faculty and administration of programs that might be indirectly affected by the discontinuance. The Committee will have access to all University personnel who might have pertinent information or advice.

Open Hearing

16.3.4 17.3.4

The Senior Vice President and Provost will conduct an open hearing before the ad hoc Committee completes its deliberations. At the hearing, the ad hoc Committee and the Senior Vice President and Provost will accept both oral and written comments from all interested persons.

Report of the Ad Hoc Committee

16.3.5 17.3.5

The ad hoc Committee will submit a final report to the Senior Vice President and Provost within two months of its initial meeting. This report will summarize all pertinent information and all written documents will be attached. In addition, the report will contain the ad hoc Committee's findings of fact and recommendations and the rationale underlying its findings and recommendations.

The Senior Vice President and Provost will distribute copies of the report to the dean of the affected college and to all directly affected faculty members. Copies of the report also will be made available to other faculty, staff members and students upon request.

Any person may submit a written response to the ad hoc Committee report within two weeks following its distribution. The Committee may modify its report after considering this material. Any modification must be forwarded to the Senior Vice President and Provost within one month following the distribution of the report.

Decision of the Senior Vice President and Provost16.3.6 17.3.6

After reviewing all available information, the Senior Vice President and Provost will forward his/her recommendation to the President. The report of the ad hoc Committee together with all attachments, also will be forwarded to the President. Copies of the Senior Vice President and Provost's recommendation will be distributed to the dean of the affected college and all directly affected faculty members.

Decision of the President

16.3.7 17.3.7

After reviewing all available information, the President will forward his/her recommendation to the Board of Regents for final action. The Senior Vice President and Provost's recommendation and the report of the ad hoc Committee also will be forwarded to the Regents. Copies of the President's recommendation will be distributed to the Senior Vice President and Provost, dean of the affected college and all directly affected faculty members.

TERMINATIONS AND ALTERNATIVES

16.4 17.4

Faculty

16.4.1 17.4.1

If a decision is made to discontinue a program, the Senior Vice President and Provost will notify each directly affected faculty member, in writing, of the probable effect of the discontinuance on his/her employment.

Where termination of employment of faculty with ~~term~~ tenure track or consecutive term appointments is required, notification provisions in the *Faculty Handbook* (see Section 3.52.7) shall apply. All notifications of non-reappointments shall be given in writing by the Senior Vice President and Provost.

Tenured faculty must be notified by the President of termination by May 31 of the year preceding the final year of appointment and at least 12 months before the end of their appointment period. The dismissal of tenured faculty must be approved by the Board of Regents (see *Faculty Handbook* Section 3.4113).

If notification practices are not fulfilled, the faculty member may appeal to the Faculty Appeals Board.

Plans will be developed in accordance with the following guidelines:

- (a) The University will make every reasonable effort to eliminate the need for terminating faculty, including transfers to other programs when there are vacancies for which they are qualified. Eligibility for employment in other University programs shall be determined by the head of the academic unit with a position vacancy.
- (b) Tenure and seniority will be respected as priority conditions if alternative employment opportunities exist for which the individual is the best qualified candidate.
- (c) Employment of untenured faculty should be terminated before that of tenured faculty.
- (d) Performance, potential, seniority and affirmative action guidelines should be considered in decisions concerning termination of untenured faculty.
- (e) Equitable reinstatement procedures should be established if the program is reinstated.

Students

~~16.4.2~~ 17.4.2

If a decision is made to discontinue a program, the students in the program shall be notified by the Senior Vice President and Provost and every effort shall be made to allow them to finish their programs within a reasonable length of time. If it is not possible for students to complete their program, the University will make every reasonable effort to facilitate their transfers to other programs or institutions.

Staff

~~16.4.3~~ 17.4.3

The current Policies and Procedures for Reduction of Workforce at The University of Oklahoma will be followed in case of a reduction of staff.

(Regents, 12-14-78, 5-14-81, 11-10-83)

ACADEMIC MISCONDUCT CODE

This Code applies to students, former students, and graduates.

ACADEMIC MISCONDUCT

11.1

Academic Misconduct includes any act which improperly affects the evaluation of a student's academic performance or achievement, including but not limited to the following:

- (a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- (b) Plagiarism: the representation of the words or ideas of another as one's own, including:
 - 1) direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
 - 2) paraphrase without attribution;
 - 3) paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author's own;
 - 4) expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- (c) Fabrication: the falsification or invention of any information or citation in an academic exercise;
- (d) Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- (e) Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- (f) Bribery or intimidation;
- (g) Assisting others in any act proscribed by this Code; or
- (h) Attempting to engage in such acts.

It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct.

~~Academic misconduct includes (a) cheating (using unauthorized materials, information, or study aids in any academic exercise or on national board examinations), plagiarism, falsification of records, unauthorized possession of examination, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; (b) assisting others in any such act; or (c) attempting to engage in such acts.~~

NOTIFICATION OF CHARGE 11.2

Notification of Dean 11.2.1

Notification of the dean shall be in writing with a brief description of the evidence and shall be made within ten University business days after discovery of the incident, exclusive of University breaks or academic intercessions.

- (a) If the incident is discovered by a faculty member in a particular course, ~~the faculty member he or she must fail the student on the examination or paper and~~ notify his or her dean of the incident as well as the student's dean, if different.
- ~~(b) For other~~ If the incidents is discovered by someone other than a faculty member in a course, ~~including discovery of the misconduct by other personnel (e.g., academic records) or is reported to those personnel by a student or other person or if no particular class is involved (e.g., submission of falsified records), the student's dean of the accused student shall be notified.~~

Notification of the Student

11.2.2

The student's dean shall initiate academic misconduct ~~code~~ procedures against the student. The dean shall notify the student in writing of the charge of academic misconduct, describing the alleged act and the grade penalty determined by the instructor, if a course is involved, and of the student's right to request a hearing in writing by serving the student in person or by certified mail to the last address provided to the University, return receipt requested. The dean shall simultaneously send notification to the Vice Provost of Educational Services.

A student may continue his or her regular enrollment in the University pending administrative resolution of misconduct allegations. However, until such resolution, a student may not graduate or receive a transcript without approval of the Senior Vice President and Provost, and any transcript released during such period shall bear a notation that academic misconduct proceedings are ongoing.

CONFERENCE WITH VICE PROVOST OF EDUCATIONAL SERVICES

11.3

Within five University business days of the date of service, the student shall contact the Vice Provost of Educational Services and schedule a conference to discuss the matter.

If the student fails to respond within the prescribed time or fails to meet as directed, the student shall be in default and thereby waives the right to all University hearings, appeals, and challenges. In the event of a default at this point, the Vice Provost shall notify the student's dean who shall confirm imposition of grade sanctions and implement disciplinary sanctions.

At the conference between the student and the Vice Provost of Educational Services, the Vice Provost shall describe the academic misconduct process, possible sanctions, and the student's right (a) to a hearing with adequate notice; (b) to be represented by an attorney at the student's expense in which case the University reserves the right to be represented by University legal counsel; and (c) to refrain from discussing the matter or from making any statement regarding the matter. At the conclusion of the conference, the student may:

- (a) Deny the charges – If the student denies the charges and wishes a hearing to contest them, the student must submit a written request for such a hearing to the Vice Provost within five University business days of the conference. The request should indicate whether the student intends to be represented by counsel at the hearing. Failure to do so within the prescribed time shall waive the student's right to any University hearings, appeals, or challenges of the charges or of any sanctions imposed as a result of the academic misconduct. The student may also use this written request to respond in writing to the allegation.
- (b) Admit the charges – If the student admits to the charges at this time or denies the charges but fails to submit a request for a hearing, the Vice Provost will inform the student's dean and the dean of the college offering the course. The grade penalty shall be confirmed, and the student's dean shall make his or her decision regarding further sanctions, if any.

Provided, however, that if the student admits to the charges but wants to confer with the dean or to submit a written statement concerning extenuating circumstances affecting disciplinary sanctions, the student may do so only if done within five University business days of the date of the admission to the charge. Failure to do so within the five days will result in the dean making his or her decision without such information.

Nothing in this policy is intended to preclude the student from discussing the incident with the person initiating the charge, if that person agrees. Such a meeting should be scheduled after the conference between the student and the Vice Provost of Educational Services. Any such meeting shall not extend the period of time for requesting a hearing.

The person initiating the charge of academic misconduct may withdraw the charge at any time prior to the commencement of a hearing by the AMB or, if no hearing is held, prior to the imposition of a final sanction by sending written notice to the student's dean. The dean shall inform, in writing, the Vice Provost and others involved that the charge has been withdrawn and, at his or her discretion, may terminate the case.

HEARING 11.4

Academic Misconduct Boards 11.4.1

Each college shall establish an Academic Misconduct Board (AMB) consisting of two students and three members of that college's faculty to hear each case.

Membership of the AMB shall be determined by the dean on an ad hoc basis from a pool of ten faculty and ten students. The faculty members for the pool shall be determined by the faculty of the college. Student members shall be appointed or selected from nominations submitted by appropriate student organizations. Terms of service shall begin September 1 and end August 31 except that, if a hearing is in progress at this time, any retiring member shall be continued on the board until the case in progress is closed.

The dean of the college shall appoint an additional faculty member who shall be nonvoting to chair the AMB and to be responsible for the board's administrative matters, including scheduling of cases, notification of hearings and decisions, and maintenance of records.

Selection of AMB to Hear the Appeal 11.4.2

In a case in which a hearing has been requested, the facts of the case shall be determined by the AMB of the student's college.

Scope of Hearing 11.4.3

The Board will consider the information and arguments presented, make findings of facts of matters in dispute, and determine whether the student did engage in the alleged act.

The Board will also hear any evidence and argument by the parties concerning extenuating circumstances that may affect decisions about what disciplinary actions might be imposed and may make recommendations to the dean concerning disciplinary ~~sanctions~~ actions. (Sec. 1-4 11.5)

Hearing Procedures 11.4.4

(a) Each AMB shall establish the procedures to be followed for the hearing.

- (a)(b) Prior to the hearing each party shall furnish to the other party a list of witnesses and exhibits to be called at the hearing, as requested by the AMB chair.
- (b)(c) Students who elect to have legal counsel representation at the hearing shall furnish the name of such counsel, when identified, to the dean and the chair of the AMB.
- (e)(d) Written notification of a hearing must be distributed to the parties involved at least five ten University business days in advance of the hearing date, and shall include:
- (1) The authority for the hearing and the hearing body;
 - (2) Reference to the specific rule or rules involved;
 - (3) Date, time, nature, and place of the hearing;
 - (4) A brief faculty statement of the charges and issues involved;
 - (5) Names of AMB members and a statement that parties have a right to challenge any member no later than 5 days prior to the hearing.
- (a) ~~The student should have an opportunity to respond in writing to the allegation.~~
- (e) Students who fail to appear after proper notice will be deemed to have ~~plead~~ pled guilty to the charges against them.
- (f) Hearings shall be closed to the public and shall be confidential.
- (f)(g) Hearings shall be tape recorded or transcribed.
- (h) Witnesses shall be asked to affirm that their testimony is truthful.
- (g)(i) The burden of proof shall be upon the ~~college~~ complainant, which must establish the guilt of the respondent by a preponderance of the evidence.
- (j) Prospective witnesses other than the complainant and the student are excluded from the hearing during the testimony of other witnesses. All parties, witnesses, and the public shall be excluded during AMB deliberations.
- (h)(k) Formal rules of evidence shall not be applicable in these proceedings. The presiding officer of each board shall give effect to the privileges recognized by law. ~~See the Oklahoma Administrative Procedures Act, Section 310.~~
- (l) The AMB shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Senior Vice President and Provost.
- (i)(m) Principals in the case shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the board.
- (j)(n) Final decisions of all AMBs concerning guilt or innocence and recommendations to the dean regarding sanctions shall be by majority vote of the members present and voting. The final report shall contain a written statement setting forth findings of fact, and the decision on each of the charges, and may contain recommendations for disciplinary sanctions with the reasoning behind these recommendations. A minority report may be filed.

- (a) If the AMB finds that the facts do not support the allegations, the charges will be dismissed. The chair of the AMB shall transmit the decision in writing to the student's dean, the dean of the college offering the course, if different, and the Vice Provost of Educational Services within five University business days of the conclusion of the hearing. The dean shall notify the student in writing of the decision of the AMB within ten university business days after receiving the AMB decision. The matter is then ended, and the grade is ~~changed~~ recorded appropriately. The AMB record of the case shall be destroyed by the chair of the AMB 20 days after transmittal of the decision.

If the AMB finds that the facts support the allegations against the student, the student shall be found guilty, and the AMB may recommend disciplinary sanctions. The AMB's ~~decision~~ finding and recommendations must be transmitted to the ~~appropriate student's deans~~ and the Vice Provost of Educational Services in writing within five University business days of the conclusion of the hearing. The record of the hearing will be forwarded to the student's dean by the chair of the AMB within ten University business days after receiving them, excluding University breaks and academic intercessions. The student's dean shall notify the student in writing of the ~~decision~~ finding and recommendations of the AMB and of the dean's decision. ~~The student's dean shall attempt to inform the student in writing of the action being taken.~~ A letter to the student at the address last provided the University by the student shall be sufficient to meet this requirement. Copies of the letter may also be provided to other parties who have a legitimate need to know of the action. Implementation of the appropriate action or disciplinary sanction by the dean shall end the process.

DISCIPLINARY ACTIONS 11.5

Grade Penalties 11.5.1

An instructor who concludes that a student has engaged in, or is engaging in, academic misconduct must fail the student on the examination or paper and may set additional penalties to the extent of denying credit in the course. The instructor's grade sanctions will not become final until the student is found guilty by the AMB, defaults, or admits the charges. The dean has the responsibility to confirm that the appropriate grade is recorded on official student records.

Additional Disciplinary Sanctions 11.5.2

The AMB may recommend disciplinary sanctions including but not limited to those noted below may be recommended:

- (a) Censure – A written reprimand for violation of acceptable standards of academic conduct. This action takes formal notice of the student's act of academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action.

Censure shall not be noted on a student's transcript, but will be noted in the Office of the Vice Provost of Educational Services. Copies of the letter of censure shall be provided to the student, the Vice Provost of Educational Services, the appropriate deans, and the instructor.

- (b) Limited Notation Suspension – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in on the student's University of Oklahoma transcript and shall not be acceptable transfer credit at The University of Oklahoma. A notation of suspension for

academic misconduct shall be made on the student's transcript. Such transcript notation shall be removed upon the student's graduation from the University or four years from the date of suspension, whichever comes first. The student's college is responsible for notifying the Registrar to remove the notation.

- (c) Permanent Notation Suspension – Suspension from classes and other privileges for a period of not less than one semester or more than one calendar year. During this period, the student will not be allowed to earn credits for transfer to The University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's University of Oklahoma transcript and shall not be accepted as transfer credit at the University of Oklahoma. A permanent notation of suspension for academic misconduct shall be made on the student's transcript.
- (d) Expulsion – Termination of student status for an indefinite period, intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript. Such notation shall be permanent. A student may be reinstated after expulsion, if recommended by the student's dean after a complete reconsideration of the student's case.

DETERMINATION OF DISCIPLINARY SANCTION

11.6

The student's dean shall determine the appropriate disciplinary sanction. The dean may consider the evidence in the record regarding extenuating circumstances and may request additional information prior to making his/ her decision.

APPEALS

11.7

Decisions regarding the facts and the disciplinary action shall be final and not appealable within the University, unless (1) manifest procedural irregularities effectively denied the student a fair hearing, (2) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing; or (3) probable inequity exists in the disposition of the matter. Such appeals must be made within ten days of the time such grounds for the appeal are discovered or should have been discovered.

Appeals shall be made in writing to the Senior Vice President and Provost. Consideration of such appeals may be made by the Senior Vice President and Provost upon the basis of written statements and such other evidence as the Senior Vice President and Provost may require according to procedures he deems appropriate.

Harmless deviations from prescribed procedures may not be used to invalidate the decision or proceeding. Technical departures from these procedures and errors in their application shall not be grounds to withhold disciplinary action unless, in the opinion of the Senior Vice President and Provost, the technical departure or errors were such as to have prevented a fair determination of the issues.

In all cases, the President and the Board of Regents of the University reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

(Regents, 6-9-98)

President Boren recommended the Board of Regents approve the revisions to the Health Sciences Center Faculty Handbook as proposed.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

PURCHASE OF A FLOW CYTOMETER CELL SORTING SYSTEM - HSC

The Flow Cytometry Lab has a critical need for an analytical flow cytometer. The lab has reached a saturation of users on the current flow cytometer. The new system will be more user friendly for data processing and networking. The Becton Dickinson Immunocytometry Systems' flow cytometer has a greater sensitivity for measuring low level fluorescence on cells and offers a second red diode laser at 635 nm. The computer on the new system will be Y2K compliant.

The W. K. Warren Medical Research Institute faculty investigators as well as several other researchers from departments such as Pathology, Anatomical Sciences, Hematology/Oncology, Biochemistry and Molecular Biology, Radiology, Microbiology, and Neurology will utilize this technology to upgrade their current research capability in order to remain competitive both nationally and internationally.

The system will be housed in the Health Sciences Center Basic Sciences Education Building where samples prepared for analysis will be received at a central location from researchers throughout the campus as well as other State entities, analyzed, the results collected and delivered immediately. Therefore, the acquisition of this instrument will visibly enhance the research enterprise by providing ready and inexpensive access to such instrumentation for Oklahoma researchers.

A bid was forwarded to three vendors as follows:

Beckman-Coulter
Fullerton, California

Cytomation, Inc.
Fort Collins, Colorado

Becton Dickinson Immunocytometry Systems
San Jose, California

One bid was received from Becton Dickinson Immunocytometry Systems in the amount of \$100,000.

The administration requests authorization to issue a purchase order to Becton Dickinson Immunocytometry Systems for an analytical flow cytometer in the amount of \$100,000 plus freight charges, which includes installation and on-site training, and authorize renewal of maintenance annually. Funds will be available from Molecular Biology Facility account A0002974.

President Boren recommended the Board of Regents authorize the President or his designee to:

- I. Issue a purchase order to Becton Dickinson Immunocytometry Systems for an analytical flow cytometer in the amount of \$100,000 plus freight charges which includes installation and on-site training, and
- II. Authorize renewal of maintenance annually.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

CHILLED WATER SYSTEM IMPROVEMENTS - HSC

At the September 1998 meeting, the Board authorized the purchase of two 1,750 ton chillers as a part of the project to increase chiller capacity and other needed improvements at the Steam and Chilled Water Plant. At the December 1998 meeting, the Board authorized the purchase and installation of a new cooling tower. This phase of the project includes the installation of the chillers, construction of an addition to the Plant and installation of pumps, transformers, piping and controls to complete the Chilled Water System improvements. Frankfurt Short Bruza, Steam and Chilled Water Plant architectural and engineering consultants, prepared construction documents and bid specifications for the project. In order to complete improvements before next summer, the cooling tower and other long lead items were released for early separate bids. The contractor for this portion of the work is required to complete construction by June 11, 1999.

The Advertisement to Bid was issued on December 9, 1998. Bids were received on January 15, 1999 from five bidders. A complete tabulation of bids received was included in the agenda and is attached hereto as Exhibit B. It is recommended that a contract be awarded to Matherly Mechanical Contractors of Midwest City, Oklahoma for the Base Bid plus Alternates No. 1 through 11 for a total of \$4,370,600. The budget for the project allowed the expenditure of up to \$4.6 million for this phase, so the project is still under budget.

State statutes allow change orders to be issued for up to 10 percent of the construction cost for projects costing more than \$1.5 million. Board approval of this phase of the project will allow the issuance of necessary change orders of up to 10% of the contract amount, within project budget limitations.

Bid evaluations have been completed by representatives of Frankfurt Short Bruza, Architectural and Engineering Services, and Purchasing. Revenue bond funds are available in the Steam and Chilled Water Plant account.

President Boren recommended the Board of Regents:

- I. Approve the award of a contract for Chilled Water System Improvements to Matherly Mechanical Contractors, Inc. in the amount of \$4,370,600; and
- II. Authorize the President or his designee to execute the construction contract and necessary change orders during construction within the statutory and project budget limitations.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

ARCHITECT SELECTION FOR THE FORT RENO SCIENCE PARK - HSC

The Fort Reno Science Park project involves the construction of 8,400 square feet of vivarium and related laboratory support facilities at the United States Department of Agriculture Laboratory near El Reno. The total project cost is \$1,737,500. Funding includes \$737,500 from the National Institutes of Health and \$1 million provided by the Oklahoma State Regents for Higher Education. Upon completion of construction, the facilities will be deeded to the United States of America and the University will retain rights to operate the facility for 50 years. Programming is complete and the project is ready to design. The Master Plan revisions include the Science Park designation and an increase in square feet and cost as noted above.

In accordance with Board policy and Oklahoma State law regarding the selection of architectural and engineering consultants, the University obtained a list of eligible firms from the State of Oklahoma Department of Central Services. A request for qualifications was sent to 73 firms on November 20, 1998, with responses due on December 11, 1998. The Vice President of Administrative Affairs appointed an interview committee to review the proposals, select three to five firms to interview, conduct the interviews and recommend a ranking to the Board of Regents.

The interview committee was composed of the following faculty and staff:

- Wilton Berry, Associate Campus Architect, Chairman
- Eloy Candelaria, Assistant Director of Site Support
- Tom Godkins, Assistant Vice President and Director of Capital Planning
- Ronald Kennedy, Professor of Microbiology and Immunology
- Gary White, Director of Animal Resources

Five proposals were received in response to the Request for Qualifications (RFQ). The committee screened the proposals and short listed three firms. Interviews were conducted on December 21, 1998. The following qualifications for each firm were considered:

1. Appropriateness of response to the RFQ
2. Experience with similar projects
3. Qualifications of the firm's professional staff
4. Proposed management plan
5. Size of the firm and capability to perform the work
6. Acceptability of design
7. Quality of engineering
8. Adherence to cost and time limits
9. Volume of changes
10. Stability of firm

The interview committee obtained information from the consultant application files, consultant proposals and client references. Based on the information obtained and a detailed review and evaluation of each firm's qualifications, the interview committee rated the firms in the following manner:

<u>Firm</u>	<u>Miles Associates Oklahoma City, OK</u>	<u>Richard R. Brown Associates Oklahoma City, OK</u>	<u>Stan Gralla Architects Lexington, OK</u>
Acceptability of Design	90	90	82
Quality of Engineering	92	66	78

<u>Firm</u>	<u>Miles Associates Oklahoma City, OK</u>	<u>Richard R. Brown Associates Oklahoma City, OK</u>	<u>Stan Gralla Architects Lexington, OK</u>
Adherence to Cost and Program	42	44	45
Adherence to Time Limits	45	44	43
Volume of Changes	46	44	42
Stability of Firm	<u>48</u>	<u>45</u>	<u>40</u>
Total	363	333	330
Rank	1	2	3

The firm of Miles Associates had the best overall qualifications for the project. The team has experience with vivarium facilities and the design of University projects. The Benham Group, proposed as the consultant's engineer, is also experienced in like projects.

President Boren recommends the firms be placed in rank order as listed above and requests the Board of Regents authorize the administration to negotiate fees with the top ranked firm. If fee negotiations with this firm are unsuccessful, the second ranked firm will be asked to submit fees and the process can be continued in rank order. No architectural contract will be executed without review by Legal Counsel. Required revisions to the Campus Master Plan will be submitted to the Oklahoma State Regents for Higher Education.

President Boren recommended the Board of Regents (1) approve modifications to the Campus Master Plan at the Health Sciences Center for the Fort Reno Science Park project, (2) place in rank order the architectural and engineering firms which are under consideration to provide professional services for the project, and (3) authorize the administration to negotiate the terms of the contract and fees with the highest ranked firm and execute the contract.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

PURCHASE OF PROPERTY - HSC

The purchase of this property meets the Regents' Policy for Acquisition of Property. The property is located on the East side of The University of Oklahoma Health Sciences Center, Tulsa Campus. A sketch showing the location of the property was included in the agenda. The property is key to the Master Plan for the Tulsa Campus and the property is contiguous with the current campus. Also, the purchase will protect the perimeter of the campus. The owner has agreed to the sale of the property to The University of Oklahoma. Appraisals for the property averaged approximately \$58,000. The administration is in final negotiations for the purchase of the property for a price not to exceed \$60,000. Funds for the purchase of the property will be provided by the Dean's PPP fund, account number A0000098.

President Boren recommended the Board of Regents approve authority to purchase property located at 2834 South 66th East Avenue, Tulsa, Oklahoma for a price not to exceed \$60,000.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

FACULTY APPEALS PROCEDURES - NORMAN CAMPUS

Section 3.9 of the *Faculty Handbook* specifies procedures to be followed in proceedings before the Faculty Appeals Board. In its current format it contains inconsistent provisions for establishing various deadlines. As written, Section 3.9.1(h) makes the hearing date and the parties information-exchange deadlines mutually dependent. Specifically, Section 3.9.1(h)(1) sets the deadline for the complainant's submission as 20 days *before the hearings*; Section 3.9.1(h)(2) sets a similar deadline for the respondent at 10 days thereafter; and Section 3.9.1(h)(3) sets the *deadline for the hearing* at least 30 days after that. Thus, the hearing date cannot be established until the exchange deadlines are set. But the exchange deadlines cannot be established until the hearing date is set. The proposed revision to Section 3.9.1 will provide consistency in establishing these dates (additions are underlined and deletions are lined through).

PROPOSED REVISION;

3.9.1(g)(1) Selection of Hearing Committee. The Chair of the Faculty Appeals Board immediately will notify the respondent(s) of the grievance and will provide the parties with a current roster of the FAB members ~~schedule a meeting of the parties within 5 classroom days to select the Hearing Committee~~. The Hearing Committee, which shall serve at the pre-hearing and at the formal hearing, if convened, will be selected as follows:

a. Within 10 classroom days¹ of receipt of the roster, ~~the complainant and respondent alternately each~~ shall select three names from the Appeals Board pool. ¹² If there are multiple respondents who cannot agree or if a party fails to respond, the FAB Chair may request the Faculty Senate Chair to select the remaining Hearing Committee members by lot. Following selection of the six names, ~~the FAB Chair is responsible for ensuring that those selected choose within 5 10 classroom days a seventh name from the Appeals Board pool to serve as chair.~~

¹ Classroom days are defined elsewhere in the *Faculty Handbook* as any day, Monday through Friday, on which the University holds regularly scheduled classes or regularly scheduled final examinations.

¹² No members of the Faculty Appeals Board may be eligible for selection for a hearing committee if they currently are serving on another ongoing hearing.

3.9.1(h)(1) Formal Hearing Process. All matters brought to a formal hearing shall be handled according to the following procedures, which are designed to ensure fairness and academic due process:

(1) ~~At least 20 classroom days before the hearing,~~ Within 10 classroom days following receipt of the Hearing Committee's pre-hearing conference determination as provided for in Section 3.9.1(g)(2)(b), the complainant shall present to the respondent and the Chair of the Hearing Committee:

a. Relevant University of Oklahoma rules or policies involved.

- b. A summary of the evidence upon which the charges or complaints are based and an initial list of witnesses to be called.

These revisions have been approved by the Senior Vice President and Provost and the Norman Campus Faculty Senate.

President Boren recommended the Board of Regents approve the revisions to the Policy Regarding Faculty Appeals Procedures to provide consistency in establishing deadlines and hearing dates.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

DEPARTMENTAL TENURE AND PROMOTION VOTES - NORMAN CAMPUS

Section 3.7.5(f) of the *Faculty Handbook* provides for "polling by secret ballot" the tenure recommendation of all tenured members of the department or other academic unit. The question has arisen whether this confidentiality provision extends only to how an individual faculty member votes, or whether it also includes the overall numerical results of the vote. The proposed revisions to Section 3.7.5(f) and 3.7.5(l) will clarify the departmental tenure vote. The policy for promotion recommendations is similar to the tenure policy. The proposed changes to Section 3.11.3.2(d) of the *Faculty Handbook* clarifies this policy as well (additions are underlined).

PROPOSED REVISIONS:

3.7.5 PROCEDURES FOR THE TENURE DECISION

- 3.7.5(f) Formal consideration for tenure shall originate with the polling by secret ballot of all tenured members of the candidate's academic unit including, when practical, those who are on leave of absence. If it is proposed to consider a tenure recommendation prior to the candidate's sixth probationary year, the tenured members of the unit shall hold a preliminary vote on whether or not to do so, and consideration of early tenure will proceed only if a majority of tenured faculty members favor such consideration. Subsequently, in any formal poll of tenured faculty taken prior to the candidate's sixth probationary year, no tenure recommendation will be forwarded unless a majority of those polled favor granting tenure. Whatever the result of the faculty poll taken during the sixth probationary year, it will be forwarded. In all cases, the result of the vote must accompany the recommendation. The numerical result of the formal secret ballot polling shall be provided to the candidate at the candidate's request.
- 3.7.5(l) The Campus Tenure Committee will attach its recommendations to the tenure materials and forward all materials to the Senior Vice President and Provost with supporting reasons and will notify the candidate, the chair of the unit, and the college dean of its recommendations. The numerical result of the Campus Tenure Committee recommendation shall be provided to the candidate at the candidate's request.

3.11.3.2 PROCEDURES FOR PROMOTION DECISIONS

3.11.3.2(d) All recommendations must be in writing and, with the exception of a recommendation based on any polling of the unit's faculty members, all must include a statement of reasons for the recommendation made. Notification of all such recommendations made above the level of the academic unit, up to and including the recommendation of the Senior Vice President and Provost, must be provided to the unit's chair. The numerical result of the formal secret ballot polling of the unit's faculty members shall be provided to the candidate if the candidate makes a request.

The proposed revisions have been approved by the Senior Vice President and Provost and the Norman Campus Faculty Senate.

President Boren recommended the Board of Regents approve the revisions to the Policy regarding Departmental Tenure and Promotion Voting Procedures.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

PROPOSALS, CONTRACTS, AND GRANTS

In accord with Regents' policy, a list of awards and/or modifications in excess of \$100,000 or that establish or make policy for the University, or that otherwise involve a substantial or significant service to be performed by the University was included in the agenda. Comparative data for fiscal years 1995 through 1998, and current month and year-to-date, was also included.

The Provisions of Goods and Services policy (amended December 4, 1992) provides that new contracts and grants in excess of \$100,000 must be referred to the Board of Regents for ratification. In addition, in those cases where a contract, grant, document, or arrangement involved would establish or make policy for the University, or otherwise involve a substantial or significant service to be performed by the University, that contract, arrangement, or document shall be referred to the Board of Regents for approval.

President Boren recommended the Board of Regents ratify the awards and/or modifications for November and December, 1998 as submitted.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

Regent Halverstadt moved the Board meet in executive session on items #14 Purchase of Property, #26 Academic Personnel Actions, #27 Administrative and Professional Personnel Actions, and #28 Litigation at the end of today's meeting. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

UTILITY SYSTEM REVENUE BONDS - NORMAN CAMPUS

Over the last few years, the University has undertaken many new construction projects as well as renovations of existing structures. Several other important capital projects that will enhance and expand teaching and research facilities are in design and will be constructed in the near future. The proceeds of the bonds will be used to construct, equip and repair certain elements of the University's utility system in order to support campus expansion as well as to remedy existing system deficiencies. The Utility System Improvements project will include improvements to the electric, heating, cooling and water systems that serve most of the facilities on the Norman Campus, as well as certain energy conservation measures. It is recommended that this project be approved and added to the Campus Master Plan of Capital Improvement Projects for the Norman Campus. Most elements of the work will require the services of professional engineering consultants. Recommendations regarding consultant selection will be provided to the Regents at future meetings.

The following steps were taken to garner these revenue bonds:

- October 28, 1997 - The Board of Regents approved appointment of Floyd Law Firm as Bond Counsel and Governmental Finance of Oklahoma, Inc. as Financial Advisor for this revenue bond project.
- March 16, 1998 - The Board of Regents approved seeking passage of a concurrent resolution allowing the issuance of these revenue bonds.
- May 27, 1998 - The Senate adopted Enrolled Senate Concurrent Resolution No. 76.
- May 28, 1998 - The House of Representatives adopted Enrolled Senate Concurrent Resolution No. 76.
- October 27, 1998 - The Board of Regents authorized the University's administration to prepare the Preliminary Official Statement and to submit it for approval to the State Regents and the Legislative and Executive Bond Oversight Commissions.
- December 11, 1998 - The Oklahoma State Regents for Higher Education reviewed the Preliminary Official Statement and certified to the Attorney General that the essential facts were substantially accurate.
- December 17, 1998 - The Executive and Legislative Bond Oversight Commissions approved the issuance of these revenue bonds.
- January 14, 1999 and January 21, 1999 - Notice of Sale was published.
- January 26, 1999 - Bid closing at 11:00 a.m. The bids were reviewed by the University's General Counsel, Financial Advisor, Bond Counsel, and Controller.

Estimated annual debt service on the bonds will be approximately \$1.2 million through fiscal year 2003 and \$2.0 million thereafter until final maturity on July 1, 2024. The staggered debt service reflects the University's desire to delay principal payments until the current Utility

System Revenue Bonds, Series 1995, reach final maturity on July 1, 2003. As a self-supporting internal service unit, the Utility System will recover increased debt service expense through cost savings resulting from energy conservation measures being implemented as part of the project and rate adjustments, the latter requiring another approximately \$360,000 per year in additional E&G funds for FY2000. However, it should be noted that, by all available measures, the adjusted utility rates will continue to be below the current market.

President Boren recommended the Board of Regents:

- I. Adopt the Resolution(s) authorizing the sale and issuance of its Board of Regents of The University of Oklahoma Utility System Revenue Bonds, Series 1999, in the principal amount of \$25,965,000 to Merrill Lynch and Company bearing interest at the approximate true rate of 4.6233%;
- II. Direct execution of the bonds and execution and delivery of all documents relating to the transaction, including, but not limited to, bond indenture, an official statement, trust agreement and federal tax certificate;
- III. Approve the Utility System Improvements project with a total project budget of \$27,500,000; and
- IV. Authorize addition of the Utility System Improvements project to the Campus Master Plan of Capital Improvement Projects for the Norman Campus.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

PUBLIC ROADWAY AND UTILITY EASEMENTS FOR THE CITY OF NORMAN

The City of Norman has solicited and obtained federal and state funding for reconstruction of two timber bridges on Constitution Street where it crosses Bishop Creek as it runs through the Jimmie Austin University of Oklahoma Golf Course. At the October 1998 meeting, the Board of Regents approved funding for a portion of the project which will construct pedestrian and cart tunnels that will allow golfers to cross Constitution Street safely, avoiding dangerous automobile traffic. The University has agreed to pay 20 percent of the cost for installation of the tunnels and the necessary relocation of utilities, in an amount not to exceed \$135,740. Project design work is in progress and utility relocation will probably begin early this spring.

The City of Norman is requesting easements on property owned by the University for permanent right-of-way and for the required construction work.

I. APPROVE EASEMENTS

A. Permanent Easement

The Board is requested to approve a permanent public utility and roadway easement described as follows:

A strip, piece, or parcel of land lying in the Southeast Quarter (SE/4) of Section 5, T-8-N, R-2-W, I.M., Cleveland County, Oklahoma. Said parcel of land being further described by metes and bounds as follows:

TRACT 1: BEGINNING at the Southwest (SW) Corner of Block 3 of the Naval Air Training Technical Center; THENCE S89E55'20"E a distance of 51.96 feet (15.837m) to a point on the arc of a tangent curve concave to the North, a radial line of said curve through said point having a bearing of S00E04'40"W;

THENCE Easterly along the arc of said curve, to the left, having a radius of 210.00 feet (64.008m) and a central angle of 018E14'19" for an arc distance of 66.85 feet (20.375m) to a tangent line; THENCE N71E50'20"E a distance of 187.27 feet (57.080m) to a point on the arc of a tangent curve concave to the South, a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,140.00 feet (347.472m) and a central angle of 026E13'08" for an arc distance of 521.67 feet (159.006m) to a tangent line; THENCE S81E56'30"E a distance of 388.28 feet (118.348m) to a point on the arc of a tangent curve concave to the North, a radial line of said curve through said point having a bearing of S08E03'35"W; THENCE Easterly along the arc of said curve, to the left, having a radius of 100.00 feet (30.480m) and a central angle of 009E19'26" for an arc distance of 16.27 feet (4.960m) to a non-tangent line; THENCE N08E03'30"E a distance of 8.68 feet (2.645m); THENCE N81E56'30"W a distance of 404.48 feet (123.286m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N08E03'29"E; THENCE Westerly along the arc of said curve, to the left, having a radius of 1,150.00 feet (350.520m) and a central angle of 026E13'08" for an arc distance of 526.25 feet (160.400m) to a tangent line; THENCE S71E50'20"W a distance of 69.41 feet (21.156m) to a point on the arc of a tangent curve concave to the North, a radial line of said curve through said point having a bearing of S18E09'40"E; THENCE Westerly along the arc of said curve, to the right, having a radius of 934.25 feet (284.760m) and a central angle of 014E11'44" for an arc distance of 231.47 feet (70.552m) to a non-tangent line; THENCE S00E03'28"E a distance of 12.33 feet (3.758m) to the POINT OF BEGINNING containing 0.308 acres (0.124 hectares) more or less.

TRACT 2: BEGINNING at the Northwest (NW) Corner of Block 33 of the Naval Air Training Technical Center; THENCE S89E55'20"E a distance of 90.68 feet (27.639m) to a point on the arc of a tangent curve concave to the North, a radial line of said curve through said point having a bearing of S00E04'40"W; THENCE Easterly along the arc of said curve, to the left, having a radius of 290.00 feet (88.392m) and a central angle of 018E14'19" for an arc distance of 92.31 feet (28.137m) to a non-tangent line; THENCE N71E50'20"E a distance of 187.27 feet (57.080m) to a point on the arc of a tangent curve concave to the South, a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,060.00 feet (323.088m) and a central angle of 026E13'08" for an arc distance of 485.06 feet (147.847m) to a tangent line; THENCE S81E56'30"E a distance of 404.48 feet (123.286m); THENCE S08E03'30"W a distance of 10.00 feet (3.048m); THENCE N81E56'30"W a distance of 404.48 feet (123.286m) to a point on the arc of a tangent curve concave to the South, a radial line of said curve through said point having a bearing of N08E03'29"E; THENCE Westerly along the arc of said curve, to the left, having a radius of 1,050.00 feet (320.040m) and a central angle of 026E13'08" for an arc distance of 480.49 feet (146.453m) to a tangent line; THENCE S71E50'20"W a distance of 69.41 feet (21.155m) to a point on the arc of a tangent curve concave to the North, a radial line of said curve through said point

having a bearing of S18E09'40"E; THENCE Westerly along the arc of said curve, to the right, having a radius of 1,034.25 feet (315.240m) and a central angle of 016E43'57" for an arc distance of 302.04 feet (92.063m) to a tangent line; THENCE N00E04'40"W a distance of 9.64 feet (2.938m) to the POINT OF BEGINNING containing 0.259 acres (0.105 hectares) more or less.

TRACT 3: BEGINNING at the Southeast (SE) Corner of Block 4 of the Naval Air Training Technical Center; THENCE N00E03'28"E along the east line of said Block 4 a distance of 12.33 feet (3.756m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S03E57'56"E; THENCE Westerly along the arc of said curve, to the right, having a radius of 934.25 feet (284.760m) and a central angle of 001 E29'24" for an arc distance of 24.29 feet (7.405m) to a non-tangent line; THENCE S02E28'32"E a distance of 10.94 feet (3.335m); THENCE S89E55'20"E a distance of 23.80 feet (7.254m) to the POINT OF BEGINNING containing 0.006 acres (0.002m) more or less.

B. Temporary Easement

The Board is requested to approve a temporary construction easement as follows:

A strip, piece, or parcel of land lying in the Southeast Quarter (SE/4) of Section 5, T-8-N, R-2-W, I.M., Cleveland County, Oklahoma. Said parcel of land being further described by metes and bounds as follows:

TRACT 1.1: Commencing at the Southwest (SW) Corner of Block 3 of the Naval Air Training Technical Center; THENCE N00E03'28"W along the west line of said Block 3 a distance of 12.33 feet (3.756m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S03E57'56"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 934.25 feet (284.760m) and a central angle of 003E39'59" for an arc distance of 59.79 feet (18.224m) to the POINT OF BEGINNING to a non-tangent line; THENCE N18E16'54"E a distance of 72.92 feet (22.225m); THENCE N79E07'16"E a distance of 34.77 feet (10.597m); THENCE S37E47'57"E a distance of 71.60 feet (21.825m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S13E56'05"E; THENCE Westerly along the arc of said curve, to the right, having a radius of 934.25 feet (284.760m) and a central angle of 006E18'09" for an arc distance of 102.77 feet (31.324m) to the POINT OF BEGINNING containing 0.103 acres (0.042 hectares) more or less.

TRACT 1.2: Commencing at the Southwest (SW) Corner of Block 3 of the Naval Air Training Technical Center; THENCE N00E03'28"W along the west line of said Block 3 a distance of 12.33 feet (3.756m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S03E 57'56"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 934.25 feet (284.760m) and a central angle of 014E 11'44" for an arc distance of 231.47 feet (70.553m) to a non-tangent line; THENCE N71E50'20"E a distance of 69.41 feet (21.156m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,150.00 feet (350.520m) and a central angle of 001 E49'51 " for an arc distance of 36.75 feet (11.181 m) to the POINT OF BEGINNING to a non-tangent line; THENCE N06E12'24"E a distance of 86.13 feet (26.254m); THENCE N76E03'44"E a distance of 36.68 feet (11.18 m); THENCE S34E04'55"E a distance of 86.13 feet (26.254m) to a

point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N11E32'43"W; THENCE Westerly along the arc of said curve, to the left, having a radius of 1,150.00 feet (350.520m) and a central angle of 004E47'06" for an arc distance of 96.04 feet (29.273m) to the POINT OF BEGINNING containing 0.122 acres (0.049 hectares) more or less.

TRACT 1.3: Commencing at the Southwest (SW) Corner of Block 3 of the Naval Air Training Technical Center; THENCE N00E03'28"W along the west line of said Block 3 a distance of 12.33 feet (3.756m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said point having a bearing of S03E57'56"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 934.25 feet (284.760m) and a central angle of 014E11'44" for an arc distance of 231.47 feet (70.552m) to a non-tangent line; THENCE N71E50'20"E a distance of 69.41 feet (21.156m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,150.00 feet (350.520m) and a central angle of 026E13'08" for an arc distance of 526.25 feet (160.401m) to a non-tangent line; THENCE S81E56'30"E a distance of 142.02 feet (43.288m) to the POINT OF BEGINNING; THENCE S81E56'30"E a distance of 262.47 feet (80.000m); THENCE S08E03'30"W a distance of 8.68 feet (2.645m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S01E15'52"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 100.00 feet (30.480m) and a central angle of 026E01'49" for an arc distance of 45.43 feet (13.847m) to a non-tangent line; THENCE N62E42'24"E a distance of 55.01 feet (16.768m); THENCE N27E17'36"W a distance of 65.00 feet (19.812m); THENCE S62E42'24"W a distance of 48.89 feet (14.901m); THENCE N81E56'30"W a distance of 271.52 feet (82.758m); THENCE S08E03'30"W a distance of 65.00 feet (19.812m) to the POINT OF BEGINNING containing 0.512 acres (0.207 hectares) more or less.

TRACT 2.1: Commencing at the Northwest Corner of Block 33 of the Naval Air Training Technical Center; THENCE S00E04'40"W along the west line of said Block 33 a distance of 9.64 feet (2.938m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S01E25'42"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 1,034.25 feet (315.240m) and a central angle of 007E09'31" for an arc distance of 129.22 feet (39.387m) to the POINT OF BEGINNING to a non-tangent line; THENCE S30E14'24"E a distance of 69.50 feet (21.184m); THENCE N79E07'16"E a distance of 36.64 feet (11.167m); THENCE N08E28'57"E a distance of 69.50 feet (21.184m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S13E10'14"E; THENCE Westerly along the arc of said curve, to the right, having a radius of 1,034.25 feet (315.240m) and a central angle of 004E35'01" for an arc distance of 82.74 feet (25.219m) to the POINT OF BEGINNING containing 0.089 acres (0.036 hectares) more or less.

TRACT 2.2: Commencing at the Northwest (NW) Corner of Block 33 of the Naval Air Training Technical Center; THENCE S00E04'40"W along the west line of said Block 33 a distance of 9.64 feet (2.938m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S01E25'42"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 1,034.25 feet (315.240m) and a central angle of 016E43'57" for an arc distance of 302.04 feet (92.063m) to a non-tangent line; THENCE N71E50'20"E a distance of 69.41 feet (21.156m) to a point on the arc of a non-tangent curve concave to the South,

a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,050.00 feet (320.040m) and a central angle of 001E08'50" for an arc distance of 21.02 feet (6.407m) to the POINT OF BEGINNING to a non-tangent line; THENCE S41E11'18"E a distance of 71.73 feet (21.863m); THENCE S62E28'45"E a distance of 76.00 feet (23.165m); THENCE N80E40'35"E a distance of 83.63 feet (25.491m); THENCE N06E45'37"W a distance of 115.00 feet (35.052m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N06E45'37"W; THENCE Westerly along the arc of said curve, to the left, having a radius of 1,050.00 feet (320.040m) and a central angle of 010E15'12" for an arc distance of 187.90 feet (52.272m) to the POINT OF BEGINNING containing 0.384 acres (0.155 hectares) more or less.

TRACT 2.3: Commencing at the Southwest (SW) Corner of Block 3 of the Naval Air Training Technical Center; THENCE S00E04'40"W a distance of 9.64 feet (2.938m) to a point on the arc of a non-tangent curve concave to the North, a radial line of said curve through said point having a bearing of S01E25'42"E; THENCE Easterly along the arc of said curve, to the left, having a radius of 1,034.25 feet (315.239m) and a central angle of 016E43'57" for an arc distance of 302.04 feet (92.062m) to a non-tangent line; THENCE N71E50'20"E a distance of 69.41 feet (21.156m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N18E09'39"W; THENCE Easterly along the arc of said curve, to the right, having a radius of 1,050.00 feet (320.040m) and a central angle of 026E13'08" for an arc distance of 480.49 feet (146.453m) to a non-tangent line; THENCE S81E56'30"E a distance of 142.02 feet (43.288m) to the POINT OF BEGINNING; THENCE S08E03'30"W a distance of 65.00 feet (19.812m); THENCE S81E56'30"E a distance of 295.27 feet (90.000m), THENCE N08E03'30"E a distance of 70.51 feet (21.491m) to a point on the arc of a non-tangent curve concave to the South, a radial line of said curve through said point having a bearing of N25E17'37"E; THENCE Westerly along the arc of said curve, to the left, having a radius of 100.00 feet (30.480m) and a central angle of 017E14'07" for an arc distance of 30.08 feet (9.169m) to a point of tangency; THENCE N81E56'30"W a distance of 3.18 feet (0.969m); THENCE S08E03'30"W a distance of 10.00 feet (3.048m); THENCE N81E56'30" W a distance of 262.47 feet (80.002m) to the POINT OF BEGINNING containing 0.447 acres (0.181 hectares) more or less.

The sketch included in the agenda indicated the area of the planned improvements and the necessary easements.

II. AUTHORIZE THE PRESIDENT OR HIS DESIGNEE TO EXECUTE THE EASEMENT DOCUMENTS

President Boren recommended the Board of Regents:

- I. Approve a permanent public roadway and utility easement and a temporary construction easement for the City of Norman which will allow for the reconstruction of two bridges that cross Bishop Creek on the section of Constitution Street that runs through the Jimmie Austin University of Oklahoma Golf Course; and
- II. Authorize the President or his designee to execute the easement documents.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

CATLETT MUSIC CENTER, PHASE II

At the October 1994 meeting, the Board of Regents authorized the award of a contract to Flintco, Inc. for construction of Catlett Music Center, Phase II. Subsequently, a contract in the amount of \$9,937,136 was awarded to Flintco, Inc., and project construction began in March 1995.

Substantial completion inspections of the project were held on various dates in August and September of 1998. In attendance were representatives of Flintco, Inc.; Kaighn Associates Architects, Inc. and Bauer Stark + Lashbrook, Inc., Joint Venture, the project architects; and the University. The results of the inspections indicated that the portion of the project comprised of the Center Building and the Gothic Hall, Concert Hall and Recital Hall sections of the South Building was substantially complete effective August 10, 1998; and that the portion of the project comprised of the Dressing, Locker and Green Rooms, Backstage Areas, Recording Studios and Control Rooms sections of the South Building was substantially complete effective September 30, 1998. A punch list of minor work items was developed and given to Flintco, Inc. for correction.

President Boren recommended the Board of Regents:

- I. Accept the Catlett Music Center, Phase II project as substantially complete, subject to any outstanding and/or unsettled claims and defenses; and
- II. Authorize the final payment to Flintco, Inc. following completion of all punch list items.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

RESOLUTION - REQUEST TO SECRETARY, U.S. DEPARTMENT OF EDUCATION

On July 28, 1992, The University of Oklahoma, the City of Norman, and the Oklahoma National Guard entered into an agreement for the exchange of lands and facilities on South Campus and Max Westheimer Field. Part of the agreement was the deeding of Building 502, a World War II wooden aircraft hangar, to the University by the Oklahoma National Guard. The Guard, however, was unable to receive title to Building 502 from the U.S. Department of the Army and the building passed to the General Services Administration, the agency charged with disposing of property declared excess to federal needs.

A provision for the disposition of federal property exists, however, for "educational needs." Under this provision, the University is requesting the acquisition of Building 502. The resolution, attached hereto as Exhibit C, is required in the application to the Secretary, U.S. Department of Education who, under federal law, must validate such need to the General Services Administration.

The application for requesting Building 502 must be received by the Secretary, U.S. Department of Education by February 1, 1999.

President Boren recommended the Board of Regents approve the Resolution in support of the University's request to the Secretary, U.S. Department of Education for the acquisition of Building 502, Max Westheimer Field in Norman, Cleveland County, Oklahoma.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

ON-CALL CONSTRUCTION RELATED SERVICES CONTRACT - NORMAN CAMPUS

In March 1998, the Board of Regents authorized the administration to award a contract for on-call construction related services on the Norman Campus to PI Construction. At that time, it was indicated that the administration would provide to the Board at each meeting a report of the work completed since the last report. In addition, it was indicated that the administration would seek prior Board approval for any project that had an estimated cost of \$100,000 or greater.

COMPLETED SINCE LAST REPORT:

<u>Building/Location</u>	<u>Project</u>	<u>Estimated Cost of Work</u>
Sells Swim Complex	Tile indoor pool deck and remove hi-dive tower	\$98,389
Chemistry Annex	Renovate Suite 317	\$6,776
Commissary	Construct Wall	\$5,018
Commissary	New floor tile in office	\$2,838

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

QUARTERLY REPORT OF PURCHASES

Current Board of Regents' policy requires that all purchase obligations over \$100,000, and all purchases between \$75,000 and \$100,000 that are not awarded to the lowest competitive bidder be referred to the OU Board of Regents for approval. In addition to these purchase approvals by the Board, there is a Quarterly Report to the Board summarizing all awarded purchases between \$35,000 and \$100,000 which is provided to the OU Board of Regents as an Information Item. That Quarterly Report was included in the agenda.

This report was presented for information. No action was required.

YEAR 2000 PREPARATIONS - QUARTERLY UPDATE

Information concerning Year 2000 preparations for the Norman and Health Sciences Center Campuses is being provided on a quarterly basis per the request of the Board of Regents.

The Norman and Health Sciences Center Campuses acquired the professional services of PricewaterhouseCoopers to perform an independent review of the Year 2000 project plans at both sites. The deliverables from PricewaterhouseCoopers will include a report that describes the review procedures performed, a listing of the significant matters that came to their attention and potential process enhancements. The report will contain an executive summary outlining potential gaps discovered from the practices of other universities, and overall project issues. Forty departmental interviews were scheduled and approximately 163 surveys were distributed to units. The scheduled completion date of PricewaterhouseCoopers' services is January 29, 1999. The Department of Computing and Telecommunications Services performed operations management of the contract and the Internal Auditing Department served as the contract administrator.

Norman Campus

The Norman Campus has nearly achieved its objective of Year 2000 compliance by December 31, 1998. All major areas of concern have been resolved. A few remaining areas are still under review and scrutiny, but they are very manageable and will be completed within the next few months. These findings were confirmed by the PricewaterhouseCoopers review.

As of December 18, 1998 approximately 29,025 business hours and \$876,692 had been expended on the Year 2000 challenge. Some major Year 2000 accomplishments during the previous quarter were:

- University's Voice Mail System - The Lucent Technologies, Octel Messaging System was upgraded over the weekend of December 11-13, 1998.
- University's General Ledger System - The American Management Systems' financial package providing University financial services was upgraded as of November 1998.
- OU Computer Store, Service Center and Rental Services Point of Sales System - A new Year 2000 compliant Professional Inventory Management System from ExecUtron Development Corporation was installed in November 1998.
- Year 2000 discussions between Phillips Petroleum Company and the University occurred in October 1998. The discussions provided valuable insight about our Year 2000 program guidelines and business practices.

The following areas have been identified as requiring continued remediation for a few additional months to reach full Year 2000 compliance. None of these areas cause a significant concern at this time.

- University Libraries Computer System - Due to contract award and subsequent vendor scheduling, the University Libraries upgrade will not be complete until 2nd quarter 1999.
- Financial Aid Systems - Due to vendor scheduling, the Financial Aid voice mail system upgrade will not be complete until 2nd quarter 1999.

- Parking and Transit - Due to vendor scheduling, the handheld parking meters' upgrade will not be complete until 1st quarter 1999.
- Vehicle Rental Services - Due to vendor scheduling, the Faster Fleet Management systems are not projected to be complete until 1st quarter 1999.

PricewaterhouseCoopers' initial review has identified several items for future investigation during 1999. The identification of these items is preliminary in nature but is based on their extensive industry and education experience.

- Upgrade of the Physical Plant Control Software - The implementation of the software will be closely monitored to ensure installation is complete before the end of 1999.
- New Library Software System - If the installation of the new software is not complete by July 1999, the remediated old software system will need to be brought online.
- Backup Power Capability for Computer Data Center - If a power outage occurs on January 1, 2000, the University could be adversely affected in providing administrative services. However, OU's Director of Computing and Telecommunications Services is confident that any interruptions will be only temporary in nature and are not a cause for significant alarm.

Awareness of the Year 2000 challenge and the development of contingency plans will continue to be stressed throughout calendar year 1999 in accordance with Phase 5 of the Norman Campus Year 2000 Remediation Plan. Preparation is currently ongoing for the creation of a Year 2000 Action team, which will be staged and ready to immediately respond to any Year 2000 issue.

Health Sciences Center

The following is an update on the Year 2000 readiness of the Health Sciences Center Campus.

As described in previous agenda items, the Health Sciences Center is well underway with the implementation of FutureLink, a comprehensive replacement of campus information systems and re-engineering of procedures to best reflect industry "best practices." A major component of FutureLink is the campus's Year 2000 preparedness. In accordance with the program plan, significant progress has been made in the last quarter toward Year 2000 compliance. In July of 1999, the Health Sciences Center will have completed its Year 2000 remediation resulting in information services that are Y2K compliant in addition to providing greater functionality and effectiveness.

ADMINISTRATIVE SYSTEMS:

- All Year 2000 code modifications to the Student Administration and Bursar legacy systems have been completed and unit tested. System testing is scheduled to begin the week of January 25, 1999.
- PeopleSoft General Ledger, Purchasing, and Accounts Payable are in system testing with parallel testing beginning February 5, 1999. These systems along with Asset Management are scheduled for full production July 1, 1999. These systems will be Year 2000 compliant.

- The Sigma Student Aid Management System has been upgraded to the vendor's Year 2000 compliant release. This upgrade is in system test at this time and scheduled for production March 1, 1999.
- PeopleSoft Human Resources Cobra and Flexible Spending Account Administration are scheduled for production by July 1, 1999.
- An outsourcing vendor for the Student Loans system has been selected, and this system will be operational and Year 2000 compliant by February 1, 1999.
- Great Plains Dynamics software, which is Year 2000 compliant, will replace the Accounts Receivable legacy system on July 1, 1999.

DISTRIBUTED/DEPARTMENTAL SYSTEMS:

Major progress has been made across campus on these systems. A completion date of July 1, 1999 has been set for all colleges/departments. Monthly progress reports are being provided to the Year 2000 Project Sponsors.

PHYSICAL PLANT:

All physical plant equipment has been assessed, and required equipment upgrades have been identified. Upgrades are scheduled for early 1999 for the utility control systems in two buildings. Security, fire and access control systems and equipment will be locally tested to insure compliance.

RESEARCH ADMINISTRATION and FACILITIES MANAGEMENT:

Progress is continuing to be made on embedded systems affecting biomedical and clinical diagnostic equipment. A campuswide letter was issued in December, 1998 transmitting a detailed inventory listing of their biomedical and clinical diagnostic equipment to all Deans and Department Heads and detailing measures by which to assess its compliance. All critical equipment will be locally tested to insure year 2000 compliance. The HSC embedded technology coordinator is working closely with the Year 2000 coordinator for the University Health Partners Hospitals to share compliance and assessment information.

PURCHASING DEPARTMENT:

Ongoing review of supplier compliance is in progress. With the assistance of the Legal Counsel, the Purchasing Department has formalized language for all future contracts to incorporate a statement of Year 2000 compliance. All vendors who did not respond to the original questionnaire of July, 1998 are being sent follow-up letters. All mission critical vendors have been identified, and are also being sent follow-up letters. Alternate vendors will be identified.

LEGAL COUNSEL:

Legal Counsel has provided contract language to the Purchasing Department, as described above, and for inclusion in property lease agreements. They have also provided an HSC compliance statement for use by Research Administration.

AWARENESS CAMPAIGN:

The Campus awareness of the Year 2000 issues continues to be reinforced. HSC web site Y2K information is being updated, and continued quarterly awareness flyers are being distributed across campus. Information Technology continues to be an information resource and advisor for the entire campus for Year 2000 issues.

PRICEWATERHOUSECOOPERS:

The entire campus has been heavily involved in responding to the PricewaterhouseCoopers Year 2000 Readiness Review.

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

Mr. Terry Davis, Manager of Operational System Risk Management Group from PricewaterhouseCoopers, was present to report to the Board. He said PricewaterhouseCoopers has spent time on both campuses to review the plans and the project methodologies that have been put in place. Discussions were held with the management team and departmental representatives. They have conducted 28 interviews on the Norman Campus and 24 at the Health Sciences Center. These discussions include the current status and identification of problems and best practices are shared.

There are six groups left at the Health Sciences Center and then a final report with an executive summary will be prepared, to be available by the end of February.

At this point, Mr. Davis said, he is feeling pretty comfortable that there is a good plan in place. There is still quite a bit of work to be done. Four critical areas are the Physical Plant, the Computing Facilities (in good shape as far as changes to the programs), and the Health Sciences Center Unisys and PeopleSoft conversions. Mr. Davis said he has worked closely with the PeopleSoft management team. Another area is electronic biomedical devices (used in hospitals and research laboratories), critical because of the risks involved if they are life saving in some nature. He said these areas are being reviewed and Columbia is working with PricewaterhouseCoopers in looking at hospitals and what biomedical devices are there.

With regard to the Merrick Data Center back-up and power supply, there is no major generator that could supply power but it is not economically feasible to have a back-up generator. Best practice would be to have a back-up for a Data Center of this size. Cost would be about a quarter of a million dollars. Mr. Davis said OU has sufficient emergency power supply to maintain the critical systems from what he has reviewed.

If by mid-year 1999 the University is not comfortable with where they are, the University must kick into a contingency plan. In their executive report, PricewaterhouseCoopers will list any outstanding concerns they have and there would be a follow-up agenda item until all concerns have been resolved.

President Boren requested he be given a hot button list of areas in which there are still inadequacies. Mr. Rowe said in June 1999 the internal auditors will take the PricewaterhouseCoopers list and actually go in and make sure the recommendations have been followed and that report will be available to the President and to the Board.

Mr. Davis said as sessions are held with the various campus area representatives, the issues are discussed immediately and then at the end of the week PricewaterhouseCoopers goes back to the Directors of Computing about those concerns and adds them to the list. Having

an outside auditor causes groups to be on their toes when PricewaterhouseCoopers comes in. There have been other executive level meetings with each of the groups to discuss issues.

INTERNAL AUDITING ACTIVITIES, THE UNIVERSITY OF OKLAHOMA

During the quarter ended December 31, 1998, four audits were completed for the Norman Campus and the Health Sciences Center. A listing of these audits is as follows:

New Reports Issued

Norman Campus

College of Arts and Sciences
Alternate System for Settlement of Higher Education Claims

Health Sciences Center

Plant Funds
College of Medicine Department of Surgery

Copies of the audit reports were filed with the Vice President and the department responsible for the activity audited, the President's Office, and the Regents' Office.

Within the completed audits, there was one recommendation to improve transaction documentation; two recommendations to improve policy and procedure documentation; 23 recommendations to improve policies, procedures, processes, or controls; and one recommendation to require compliance with a policy. There were no areas of material risk reported during the fourth quarter.

In addition to the audits completed by Internal Auditing this quarter, nine post-audit reviews were conducted as follows:

Post-Audit Reviews Conducted

Norman Campus

NCAA Compliance - Eligibility
Travel
Fred Jones Jr. Museum of Art

Health Sciences Center

Robert M. Bird Health Sciences Library
Agency Clearing Accounts
Budgeting
College of Dentistry
College of Allied Health
College of Nursing

Of the 68 recommendations revisited, 57 have been fully implemented or adequate progress has been made toward implementation, and 11 recommendations have not been implemented or have been only partially implemented. The recommendations not or partially implemented were in the College of Dentistry and pertained to the documentation of policies and procedures and the use of a fee schedule.

This report was presented for information and discussion.

Regent Halverstadt announced a special event. He said at 2:00 p.m. on January 25, 1999, a reception was held in the Beard Lounge of the Oklahoma Memorial Union, hosted by the "*Oklahoma Today*" magazine and Mr. Ed Cook, Executive Director of the State Department of Tourism and Recreation, the publisher and the editor of the magazine, and also the Honorable Mary Fallin, Lt. Governor of the State of Oklahoma. This reception was held to announce the award of "The Oklahoman of the Year", our President David Boren. President Boren was given a round of applause.

**PURCHASE OF PROPERTY - NORMAN CAMPUS
ACADEMIC PERSONNEL ACTIONS
ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS
LITIGATION**

Regent Lewis moved the Board meet in executive session for the purpose of discussing the issues and pending litigation as listed above. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

The executive session was held in Room 224 of the Student Center with the same six Regents present, Dr. Chris Purcell and President Boren.

The session began at 3:30 p.m. The meeting reconvened in regular session in Room 172 at 4:20 p.m.

PURCHASE OF PROPERTY - NORMAN CAMPUS

The purchase of this property meets Regents' policy criteria for Acquisition of Property. Funds for the purchase of the property will be provided from University one-time, uncommitted, discretionary, and/or capital funds.

President Boren recommended the Board of Regents approve authority to purchase property.

Regent Lewis moved approval of an amended recommendation as follows:

The President or his designee is authorized to attempt to acquire certain real property which was disclosed to the Board during the executive session, for prices not to exceed the prices that were discussed in executive session and will be part of the executive session minutes; and, if successful, to report such acquisition, location and purchase price at the first regular meeting of the Board following such acquisition.

The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

ACADEMIC PERSONNEL ACTIONS**Norman Campus:**

LEAVES OF ABSENCE:

Mata, Alberto G., Associate Professor of Human Relations, sabbatical leave of absence with full pay, January 1, 1998 through May 15, 1998, cancelled.

Mock, Douglas W., Professor of Zoology, leave of absence without pay, January 1, 1999 through May 15, 1999.

APPOINTMENTS OR REAPPOINTMENTS:

Blanchard, David O., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$42,858 for 12 months (\$3,571.51 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Booker, Susan E., Assistant Professor of Bibliography and Fine and Applied Arts Librarian, University Libraries, annualized rate of \$35,000 for 12 months (\$2,916.67 per month), February 1, 1999 through June 30, 1999.

Cloud, Marie E., Adjunct Instructor in Architecture, annualized rate of \$14,000 for 9 months (\$1,555.56 per month), .25 time, January 1, 1999 through May 15, 1999.

Conway, John W., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$51,879 for 12 months (\$4,323.27 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Cortinas, Jr., John V., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$58,672 for 12 months (\$4,889.36 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Dodson, Arlis B., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$61,692 for 12 months (\$5,141.00 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Elmore, Kimberly L., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$52,637 for 12 months (\$4,386.45 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Gibson, George, Visiting Professor of Industrial Engineering, annualized rate of \$12,000 for 9 months (\$1,333.33 per month), .33 time, January 1, 1999 through May 15, 1999.

Grillot, Suzette R, Ph.D., Assistant Professor of International Academic Programs, Tulsa, and of Political Science, annualized rate of \$40,000 for 9 months (\$4,444.44 per month), August 16, 1999 through May 15, 2000.

Ivic, Igor R., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$45,360 for 12 months (\$3,780.00 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Jing, Zhongqi, reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$75,567 for 12 months (\$6,297.23 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Kain, John S., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$56,281 for 12 months (\$4,690.08 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Kertok, Michael B., Adjunct Instructor in Architecture, annualized rate of \$20,000 for 9 months (\$2,222.22 per month), .25 time, January 1, 1999 through May 15, 1999.

Kogan, Yefim L., reappointed Research Professor and Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$77,500 for 12 months (\$6,458.33 per month), December 1, 1998 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Lakshmanan, Valliappa, reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$53,135 for 12 months (\$4,427.95 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Mackeen, Pamela L., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$42,164 for 12 months (\$3,513.69 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Maddox, Robert A., reappointed Visiting Senior Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$50,004 for 12 months (\$4,167.00 per month), .49 time, January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Marzban, Caren, reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$51,879 for 12 months (\$4,323.27 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Melnikov, Valery M., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$55,003 for 12 months (\$4,583.60 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Mitchell, Edwin D., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$46,896 for 12 months (\$3,908.00 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Mitra, Aparna, Ph.D., Assistant Professor of Economics, annualized rate of \$40,000 for 9 months (\$4,444.44 per month), August 16, 1999 through May 15, 2000. Three-year term appointment.

Mitra, Shankar, Ph.D., Professor of Geology and Geophysics with tenure; Monnett Chair in Energy Resources; and Associate Director, Rock Mechanics Institute, annualized rate of \$115,000 for 9 months (\$12,777.78 per month), March 1, 1999.

Portis, Diane M., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$35,971 for 12 months (\$2,997.59 per month), .75 time, January 1, 1999 through May 31, 1999. Paid from grant funds; subject to availability of funds.

Rasmussen, Erik N., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$66,872 for 12 months (\$5,572.67 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Robinson, Mary Beth W., Associate Professor of Interior Design, annualized rate of \$42,000 for 9 months (\$4,666.67 per month), January 1, 1999 through May 15, 1999.

Ryzhkov, Alexander V., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$70,330 for 12 months (\$5,860.80 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Schuur, Terry J., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$47,796 for 12 months (\$3,983.02 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Shepherd, Tommy R., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$42,000 for 12 months (\$3,500.04 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Smith, Travis M., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$42,164 for 12 months (\$3,513.69 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Spencer, Phillip L., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$49,296 for 12 months (\$4,108.00 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Torres, Sebastian M., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$46,897 for 12 months (\$3,908.10 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Trapp, Robert J., reappointed Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$50,338 for 12 months (\$4,194.81 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Williamson, Barrett L., reappointed Adjunct Instructor in Architecture, annualized rate of \$12,000 for 9 months (\$1,333.33 per month), .25 time, January 1, 1999 through May 15, 1999.

Zaras, Daphne S., reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$41,881 for 12 months (\$3,490.11 per month), January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Zhang, Pengfei, Research Scientist, Center for Analysis and Prediction of Storms, annualized rate of \$41,000 for 12 months (\$3,416.67 per month), December 1, 1998 through June 30, 1999. Paid from grant funds; subject to availability of funds.

CHANGES:

Coats, Andrew M., Dean, College of Law; Director, Law Center; and Professor of Law; given additional title Fenelon Boesche Chair in Law, salary changed from annualized rate of \$182,750 for 12 months (\$15,229.00 per month) to annualized rate of \$212,750 for 12 months (\$17,729.00 per month), February 1, 1999.

Gao, Jidong, reappointed Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$30,240 for 12 months (\$2,520.00 per month) to annualized rate of \$41,000 for 12 months (\$3,416.67 per month), December 1, 1998 through April 7, 1999. Paid from grant funds; subject to availability of funds.

Genova, Pamela A., Associate Professor of Modern Languages, Literatures, and Linguistics; given additional title Associate Dean, College of Arts and Sciences; salary changed from annualized rate of \$44,837 for 9 months (\$4,981.89 per month) to annualized rate of \$65,783 for 12 months (\$5,481.92 per month), January 1, 1999. Changed from 9-month to 12-month faculty. Paid \$6,000 administrative stipend while serving as Associate Dean.

Gilbert, M. Charles, Professor of Geology and Geophysics; title Eberly Family Chair in Geology and Geophysics, deleted, January 1, 1999.

Hassig, Ross, Professor of Anthropology, salary changed from annualized rate of \$62,295 for 9 months (\$6,921.67 per month), full time, to annualized rate of \$50,295 for 9 months (\$5,588.34 per month), .81 time, January 1, 1999 through May 15, 1999.

Hou, Dingchen, reappointed and title changed from Visiting Senior Research Scientist to Senior Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$31,050 for 12 months (\$2,587.50 per month) to annualized rate of \$41,000 for 12 months (\$3,416.67 per month), December 1, 1998 through May 4, 1999. Paid from grant funds; subject to availability of funds.

Kondonassis, Alexander J., Regents' Professor, David Ross Boyd Professor of Economics, Director of Advanced Programs, College of Arts and Sciences; given additional title Interim Chair, Department of Economics; salary temporarily changed from annualized rate of \$101,472 for 12 months (\$8,456.00 per month) to annualized rate of \$113,472 for 12 months (\$9,456.00 per month), January 1, 1999 through March 31, 1999. Paid additional \$1,000 per month while serving as Interim Chair.

Kwiatkowski, John T., title changed from Manager, Technical Projects, Environmental Computing Applications System, to Research Scientist, School of Meteorology, salary changed from annualized rate of \$48,000 for 12 months (\$4,000.00 per month) to annual rate of \$54,000 for 12 months (\$4,500.00 per month), January 1, 1999 through December 31, 1999. Changed from Managerial Staff to Academic.

Liu, Huaibo, reappointed Research Associate, School of Geology and Geophysics, salary changed from annualized rate of \$18,000 for 12 months (\$1,500.00 per month), .50 time, to annualized rate of \$42,000 for 12 months (\$3,500.00 per month), full time, January 1, 1999 through March 31, 1999. Paid from grant funds; subject to availability of funds.

Matthews, William J., Professor of Zoology and Curator of Ichthyology, Sam Noble Oklahoma Museum of Natural History; given additional title Interim Director, Oklahoma Biological Station Programs; salary changed from annualized rate of \$66,720 for 12 months (\$5,560.00 per month) to annualized rate of \$71,720 for 12 months (\$5,976.67 per month), January 1, 1999 through December 31, 1999.

O'Meara, Daniel J., Associate Professor of Energy Center and Director, Center for Reservoir Characterization, salary changed from annualized rate of \$90,564 for 9 months (\$10,062.66 per month), full time, to annual rate of \$45,282 for 9 months (\$5,031.33 per month), .50 time, December 1, 1998 through May 15, 1999.

Razook, Jr., Nim M., Associate Professor of Legal Studies; given additional title Garold Bowlby Teaching Fellow, Michael F. Price College of Business; salary temporarily changed from annualized rate of \$57,000 for 9 months (\$6,333.33 per month) to annualized rate of \$64,812 for 9 months (\$7,201.33 per month), January 1, 1999 through May 15, 1999.

Sankowski, Edward, Professor of Philosophy; given additional title Associate Dean, College of Arts and Sciences, January 1, 1999; title Faculty Administrative Fellow, College of Arts and Sciences, deleted, May 15, 1999; salary changed from annualized rate of \$53,836 for 9 months (\$5,981.78 per month) to annualized rate of \$77,781 for 12 months (\$6,481.75 per month), January 1, 1999. Changed from 9-month to 12-month faculty. Paid \$6,000 administrative stipend while serving as Associate Dean.

Scott, Thurman E., reappointed and title changed from Senior Research Associate to Research Assistant Professor of Energy Center; salary remains at annualized rate of \$52,995 for 12 months (\$4,416.23 per month), November 1, 1998 through June 30, 1999.

Taylor, Kenneth L., Professor of History of Science; given additional title Interim Chair, Department of the History of Science; salary changed from annualized rate of \$58,337 for 9 months (\$6,481.89 per month) to annualized rate of \$63,337 for 9 months (\$7,037.44 per month), January 1, 1999 through May 15, 1999. Paid additional \$555.56 per month administrative stipend while serving as Interim Chair.

Wang, Donghai, reappointed Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$30,030 for 12 months (\$2,502.50 per month) to annualized rate of rate of \$41,000 for 12 months (\$3,416.67 per month), December 1, 1998 through April 30, 1999. Paid from grant funds; subject to availability of funds.

RESIGNATIONS AND/OR TERMINATIONS:

Howard, Gerald T., Assistant Professor of Journalism and Mass Communication, December 31, 1998.

Sipes, James L., Associate Professor of Landscape Architecture, January 9, 1999.

Wood, Debora D., Assistant Professor of Art, May 15, 1999.

RETIREMENTS:

Crockett, Norman L., Professor of History, January 1, 1999; named Professor Emeritus of History.

Hill, Loren G., Professor of Zoology and Director, Oklahoma Biological Station Programs, January 1, 1999; named Professor Emeritus of Zoology.

Huettner, David A., Professor and Chair of Economics, January 1, 1999; named Professor Emeritus of Economics.

Schmitz, Francis J., George Lynn Cross Research Professor of Chemistry and Biochemistry; retirement date changed from December 31, 1998 to January 31, 1999.

Health Sciences Center:

LEAVE OF ABSENCE:

Netherton, Sandra, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, leave of absence without pay, December 31, 1998 through March 31, 1999.

APPOINTMENTS OR REAPPOINTMENTS:

Ash, John D, Ph.D., Assistant Professor of Ophthalmology and Adjunct Assistant Professor of Cell Biology, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), February 15, 1999 through June 30, 1999.

Cheema, Zahid F., M.D., Clinical Instructor in Neurology, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), January 1, 1999 through June 30, 1999.

Fucci, John Conville, M.D., Associate Professor of Medicine, Tulsa, annualized rate of \$55,000 for 12 months (\$4,583.33 per month), December 1, 1998 through June 30, 1999.

Hacimahmutoglu, Serap, Ph.D., Assistant Professor of Research, Center for American Indian Health Research, College of Public Health, and Adjunct Assistant Professor of Biostatistics and Epidemiology, annualized rate of \$47,500 for 12 months (\$3,958.00 per month), January 4, 1999 through June 30, 1999.

Hassan, Raffit, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), December 20, 1998 through June 30, 1999.

Palmer, A. Anthony, R.Ph., Clinical Associate Professor of Pharmacy Practice, annualized rate of \$72,200 for 12 months (\$3,008.34 per month), .50 time, January 1, 1999 through May 31, 1999.

Snyder, Hugh Ann, reappointed Assistant Program Director, Children's Hospital of Oklahoma Dental Clinic, and Clinical Instructor in Oral Diagnosis, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), February 10, 1999 through June 30, 1999.

Tietze, Pamela H., M.D., Clinical Associate Professor of Family Medicine, Tulsa, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), .80 time, January 1, 1999 through June 30, 1999.

Vesely, Sara Katherine, Ph.D., Assistant Professor of Research, Department of Biostatistics and Epidemiology; Assistant Professor of Research, Department of Medicine; and Adjunct Assistant Professor of Research, Center for American Indian Health Research, College of Public Health; annualized rate of \$47,500 for 12 months (\$3,958.33 per month), January 1, 1999 through June 30, 1999.

CHANGES:

Burton, Michael F., Associate Professor of Pharmacy Practice; title changed from Interim Chair to Chair, Department of Pharmacy Practice, January 1, 1999 through December 31, 2001; salary changed from annualized rate of \$83,737 for 12 months (\$6,978.08 per month) to annualized rate of \$87,500 for 12 months (\$7,291.67 per month), January 1, 1999. Appointment as Chair for a three-year period.

Crawford, Steven A., Professor of Family and Preventive Medicine; appointed Professor of Family and Preventive Medicine with tenure, July 1, 1998; title changed from Vice Chair to Interim Chair of Family Preventive Medicine, December 15, 1998.

DeHart, Roy L., Professor of Family and Preventive Medicine; title Chair, Department of Family and Preventive Medicine, deleted, December 15, 1998.

Elam, Bill D., Professor Emeritus of Physical Therapy; appointed Program Director, Department of Physical Therapy, annualized rate of \$6,078 for 12 months (\$1,013.00 per month), .20 time, January 1, 1999 through June 30, 1999.

Endres, Robert K., Clinical Professor of Pediatrics, Tulsa, salary changed from annualized rate of \$25,625 for 12 months (\$2,135.42 per month), .30 time, to annualized rate of \$86,000 for 12 months (\$7,166.67 per month), full time, January 1, 1999 through June 30, 1999.

Frantz, Kurt S., Clinical Professor of Family and Preventive Medicine, salary changed from annualized rate of \$60,872 for 12 months (\$5,072.69 per month), .75 time, to annualized rate of \$41,406 for 12 months (\$3,450.48 per month), .50 time, January 1, 1999 through June 30, 1999.

Hollingsworth, Alan B., G. Rainey Williams Chair in Breast Oncology and Associate Professor of Surgery, salary changed from annualized rate of \$133,033 for 12 months (\$11,086.08 per month) to annualized rate of \$180,000 for 12 months (\$15,000.00 per month), July 1, 1998.

Temporary increase while G. Rainey Williams Chair in Breast Oncology.

Hornbrook, K. Roger, title changed from Professor and Chair of Pharmacology and Toxicology to Professor and Chair of Pharmaceutical Sciences; title Interim Chair of Medicinal Chemistry and Pharmaceutics, deleted, January 1, 1999.

Hunter, David P., Clinical Assistant Professor of Dermatology, salary changed from annualized rate of \$6,200 for 12 months (\$516.66 per month), .08 time, to without remuneration, January 1, 1999 through June 30, 1999.

Leon, Cheryl, Instructor in Nursing, salary changed from annualized rate of \$32,653 for 12 months (\$2,721.12 per month) to annualized rate of \$43,537 for 12 months (\$3,628.08 per month), January 1, 1999. Budget correction.

Loftus, Christopher M., Professor of Neurosurgery and Chair, Department of Neurosurgery; given additional title Esther and Ted Greenberg Professorship of Neurosurgery, January 1, 1999.

Metcalf, Jordan P., Assistant Professor of Medicine; given additional title Director of Research for Pulmonary Medicine; salary changed from annualized rate of \$68,952 for 12 months (\$5,746.00 per month) to annualized rate of \$75,000 for 12 months (\$6,250.00 per month), January 1, 1999 through June 30, 1999.

Mulvihill, John J., Kimberly Talley Chair in Pediatric Genetics and Professor of Pediatrics; appointed Professor of Pediatrics with tenure, September 1, 1998.

Ronck, John W., Clinical Associate Professor of Family and Preventive Medicine, salary changed from annualized rate of \$56,043 for 12 months (\$4,670.33 per month), .75 time, to annualized rate of \$37,668 for 12 months (\$3,139.00 per month), .50 time, January 1, 1999 through June 30, 1999.

Scimeca, William H., Clinical Associate Professor of Psychiatry and Behavioral Sciences, salary changed from without remuneration to annualized rate of \$6,928 for 12 months (\$577.32 per month), .08 time, January 5, 1999 through June 30, 1999.

RESIGNATIONS AND/OR TERMINATIONS:

Abang, Anthony, Assistant Professor of Pharmacy Practice, December 31, 1998 (with accrued vacation through February 16, 1999).

Carey, Ann G., Adjunct Assistant Professor of Communication Sciences and Disorders, December 31, 1998.

Cohn, Aaron I., Assistant Professor of Anesthesiology, December 29, 1998 (with accrued vacation through January 14, 1999).

Dynlacht, Joseph, Adjunct Assistant Professor of Radiological Sciences, September 30, 1998.

Freeman, Dale A., Associate Professor of Medicine and Adjunct Associate Professor of Biochemistry and Molecular Biology, December 6, 1998 (with accrued vacation through January 20, 1999).

Go, Oscar, Assistant Professor of Research, Center for American Indian Health Research, College of Public Health, and Adjunct Assistant Professor of Biostatistics and Epidemiology, December 11, 1998 (with accrued vacation through January 27, 1999).

Gonzalez, Mario D., Assistant Professor of Medicine, January 14, 1999 (with accrued vacation through March 3, 1999).

Lawler, Mary K., Assistant Professor of Family and Preventive Medicine, December 31, 1998 (with accrued vacation through January 21, 1999).

Lloyd, Richard E., Associate Professor of Microbiology and Immunology, January 31, 1999 (with accrued vacation through March 5, 1999).

Perez, Nelson R., Assistant Professor of Obstetrics and Gynecology, Tulsa, December 31, 1998 (with accrued vacation through February 22, 1999).

Singhal, Geeta, Clinical Instructor in Pediatrics, Tulsa, November 19, 1998 (with accrued vacation through December 31, 1998).

Smith, Douglas M., Associate Professor of Pathology, January 20, 1999 (with accrued vacation through March 8, 1999).

Waters, Victor O., Assistant Professor of Anesthesiology, December 9, 1998 (with accrued vacation through December 16, 1998).

RETIREMENTS:

Oleinick, Samuel R., Professor of Medicine and Adjunct Professor of Microbiology and Immunology, January 31, 1999 (with accrued vacation through February 17, 1999); named Professor Emeritus of Medicine.

Vernino, Arthur R., Professor of Periodontics, December 31, 1998 (with accrued vacation through March 2, 1999); named Professor Emeritus of Periodontics.

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

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

President Boren reported the following deaths:

Cross, George Lynn, President Emeritus, Regents' Professor Emeritus, and Professor Emeritus of Botany and of Education, on December 31, 1998.

Ray, Joseph C., Associate Vice Provost for Continuing Education and Associate Professor of Political Science, on December 18, 1998.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

Norman Campus:

APPOINTMENTS OR REAPPOINTMENTS:

Adams, Richard W., reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$48,500 for 12 months (\$4,041.67 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Benner, Mark R., reappointed Senior Systems Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$47,332 for 12 months (\$3,944.37 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Bradford, Mark L., reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$54,996 for 12 months (\$4,583.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Briggs, Michael V., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$55,992 for 12 months (\$4,666.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Burcham, Darwin H., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$65,340 for 12 months (\$5,445.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Casey, Helen L., Coordinator, Field Operations, College of Continuing Education, annualized rate of \$43,000 for 12 months (\$3,583.33 per month), December 21, 1998 through September 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Cohen, Adam, Staff Attorney, Office of Legal Counsel, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), December 21, 1998. Professional Staff.

Condo, Thomas P., reappointed Coordinator, Departmental Computing Systems, School of Meteorology, salary remains at annualized rate of \$42,255 for 12 months (\$3,521.26 per month), January 1, 1999 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Evans, Randy C., Head Soccer Coach, Athletic Department, annualized rate of \$46,000 for 12 months (\$3,833.33 per month), January 12, 1999. Professional Staff.

Fletcher, Steven A., reappointed Programmer/Analyst II, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$40,291 for 12 months (\$3,357.61 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Forren, Eddie, reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$57,284 for 12 months (\$4,773.70 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Ganti, Venkat, reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$51,200 for 12 months (\$4,266.66 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Gregorio, Edward L., Coordinator, Field Operations, Public and Community Services Development, College of Continuing Education, annualized rate of \$41,000 for 12 months (\$3,416.67 per month), January 18, 1999 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Gundy, Joseph C., Assistant Football Coach, Athletic Department, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), December 7, 1998. Professional Staff.

Hayes, Jonathan M., Assistant Football Coach, Athletic Department, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), December 10, 1998. Professional Staff.

Hull, Brooks A., Development Officer, Deans' Offices, Colleges of Architecture and of Education, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), February 1, 1999. Administrative Staff.

Hunt, Ron D., Coordinator, Field Operations, American Indian Institute, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), December 1, 1998 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Kennedy, Douglas W., reappointed Data Manager, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$46,896 for 12 months (\$3,907.97 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Kerr, Charles S., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$54,000 for 12 months (\$4,500.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Krause, John M., reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$47,500 for 12 months (\$3,958.33 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Laws, Peter C., reappointed Senior Systems Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$41,160 for 12 months (\$3,430.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Leach, Michael C., Assistant Football Coach, Athletic Department, annualized rate of \$115,000 for 12 months (\$9,583.33 per month), January 1, 1999. Professional Staff.

Mangino, Mark T., Assistant Football Coach, Athletic Department, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), January 1, 1999. Professional Staff.

McBee, Maridyth, Associate Program Director, College of Continuing Education, annualized rate of \$49,000 for 12 months (\$4,083.33 per month), December 14, 1998 through September 30, 1999. Administrative Staff. Paid from grant funds; subject to availability of funds.

Morrow, Brett A., reappointed Senior Systems Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$41,580 for 12 months (\$3,465.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Pekah, Gene, Coordinator, Field Operations, American Indian Institute, annualized rate of \$42,000 for 12 months (\$3,416.67 per month), December 1, 1998 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Priegnitz, David L., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$60,693 for 12 months (\$5,057.77 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Schmidt, Jerry D., Strength and Conditioning Trainer, Athletic Department, annual rate of \$95,000 for 12 months (\$7,916.67 per month), January 1, 1999. Professional Staff.

Sedwick, Susan W., Director, Office of Research Administration, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), January 4, 1999. Administrative Officer.

Shipp, Jackie V., Assistant Football Coach, Athletic Department, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), January 1, 1999. Professional Staff.

Skaggs, Gary A., reappointed Manager, Network Services, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$44,451 for 12 months (\$3,704.26 per month), January 1, 1999 through March 31, 1999. Managerial Staff. Paid from grant funds; subject to availability of funds.

Song, Lulin, reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$45,996 for 12 months (\$3,833.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Spain, Donna K., Communications Director, Dean's Office, College of Engineering, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), January 1, 1999. Managerial Staff.

Spurrier, Jr., Stephen O., Assistant Football Coach, Athletic Department, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), January 1, 1999. Professional Staff.

Stoops, Mike J., Assistant Football Coach, Athletic Department, annualized rate of \$125,000 for 12 months (\$10,416.67 per month), January 1, 1999. Professional Staff.

Exception Granted Under Nepotism Policy

In accordance with The University of Oklahoma Regents' Nepotism Policy (Section 3, 3.6), President David L. Boren calls to the attention of the Regents the appointment of Mike J. Stoops as Assistant Football Coach. Mr. Stoops' brother, Bob Stoops, currently is appointed as Head Football Coach, Department of Athletics.

Also, in accordance with the Nepotism Policy, Coach Bob Stoops will not be involved in the performance evaluations and recommendations for compensation regarding his brother. The Director of Athletics will be responsible for such evaluation and review of Coach Mike Stoops.

Stumpf, Gregory J., reappointed Senior Scientific Programmer/Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$51,239 for 12 months (\$4,269.93 per month), January 1, 1999 through March 31, 1999. Professional Staff.

Paid from grant funds; subject to availability of funds.

Suppes, Daniel J., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$51,000 for 12 months (\$4,250.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Thomas, Kevin W., reappointed Senior Scientific Programmer/Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$52,201 for 12 months (\$4,350.05 per month), January 1, 1999 through March 31, 1999. Professional Staff.

Paid from grant funds; subject to availability of funds.

Thompson, John L., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$59,400 for 12 months (\$4,950.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Turner, Rosanne M., Coordinator, Field Operations, American Indian Institute, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), December 1, 1998 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Venables, T. B., Assistant Football Coach, Athletic Department, annualized rate of \$115,000 for 12 months (\$9,583.33 per month), January 1, 1999. Professional Staff.

Xin, Lingyan, reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annualized rate of \$47,496 for 12 months (\$3,958.00 per month), January 1, 1999 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Yellow Robe, Caroline R., Coordinator, Field Operations, American Indian Institute, annualized rate of \$42,000 for 12 months (\$3,500.00 per month), January 1, 1999 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Young, Robb A., reappointed Software Engineer, Oklahoma Climatological Survey, salary remains at annualized rate of \$49,547 for 12 months (\$4,128.90 per month), December 1, 1998 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

CHANGES:

Brogden, Jeffrey W., reappointed Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$57,492 for 12 months (\$4,791.00 per month) to annualized rate of \$60,367 for 12 months (\$5,030.55 per month), November 17, 1998 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Forester, William F., Staff Architect, Architectural and Engineering Services, salary changed from annual rate of \$46,800 for 12 months (\$3,900.00 per month) to annual rate of \$49,300 for 12 months (\$4,108.33 per month), January 1, 1999. Professional Staff. Salary correction.

IronCloud, Patricia, title changed from Senior Program Development Specialist to Coordinator, Field Operations, American Indian Institute, salary changed from annualized rate of \$50,600 for 12 months (\$4,216.67 per month) to annualized rate of \$42,000 for 12 months (\$3,500.00 per month), January 1, 1999 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Jensen, Jr., Lester D., promoted from Pharmacist to Chief Pharmacist, Goddard Health Center, salary increased from annualized rate of \$50,677 for 12 months (\$4,223.08 per month) to annualized rate of \$57,000 for 12 months (\$4,750.00 per month), December 23, 1998. Professional Staff.

Lehmann, Michael A., reappointed and title changed from Software Engineer to Senior Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$44,080 for 12 months (\$3,673.33 per month) to annualized rate of \$49,300 for 12 months (\$4,108.34 per month), December 1, 1998 through June 30, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Pace, Kelley A., title changed from Financial Analyst to Financial Systems Analyst, Office of Financial Support Services, salary changed from annualized rate of \$39,529 for 12 months (\$3,294.08 per month) to annualized rate of \$44,000 for 12 months (\$3,666.67 per month), December 1, 1998. Professional Staff.

Prince, Donald B., title changed from Strength and Conditioning Trainer to Classification Pending, Athletic Department, January 1, 1999 through June 30, 1999.

Shen, Ning, Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, ending date of appointment changed from September 30, 1999 to March 31, 1999.

Stice, Sue-Anna P., promoted from Manager, Physical Plant Accounting and Personnel Services, to Assistant Director, Physical Plant Administration, Accounting and Personnel, salary increased from annualized rate of \$49,000 for 12 months (\$4,083.33 per month) to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), November 10, 1998. Changed from Managerial Staff to Administrative Staff.

Thurston, Tad R., reappointed Software Engineer, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$46,000 for 12 months (\$3,833.33 per month) to annualized rate of \$48,300 for 12 months (\$4,025.00 per month), December 15, 1998 through March 31, 1999. Professional Staff. Paid from grant funds; subject to availability of funds.

Wagner, Stephen C., title changed from History of Science Collection Librarian and Assistant Professor of Bibliography, University Libraries, to History of Science Bibliographer, Department of Philosophy; salary remains at annualized rate of \$41,994 for 12 months (\$3,499.50 per month), January 1, 1999 through June 30, 1999. Changed from Academic to Professional Staff.

RESIGNATIONS AND/OR TERMINATIONS:

Crites, Carl D., Senior Application Support Programmer, Department of Computing and Telecommunication Services, January 15, 1999.

Farley, William A., Director of Athletic Development, Athletic Department, November 30, 1998.

Fletcher, Elizabeth L., Head Soccer Coach, Athletic Department, November 30, 1998.

RETIREMENTS:

Ferrier, Jr., Robert L., Proposal Services Administrator, Office of Research Administration, January 5, 1999.

Harmon, Charlene S., Associate Director of Purchases, Purchasing Department, January 1, 1999.

Miller, Carrie B., Financial Systems Analyst, Office of Financial Support Services, December 31, 1998.

Petry, Karen M., Director, Office of Research Administration, February 1, 1999.

Womack, Ronald K., Chief Pharmacist, Goddard Health Center, February 1, 1999.

Health Sciences Center:

APPOINTMENT OR REAPPOINTMENT:

Law, Leslie Ann, Implementation Manager, Academic Support Services, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), December 3, 1998. Managerial Staff.

CHANGES:

Hill, Gayle, Associate Director of Development, Office of Development, Health Sciences Center, salary changed from annualized rate of \$54,000 for 12 months (\$4,500.00 per month) to annualized rate of \$58,000 for 12 months (\$4,833.33 per month), January 1, 1999. Equity increase.

Owens, David, Informational Representative, University Physicians Medical Group Executive Office, salary changed from annualized rate of \$18,900 for 12 months (\$1,575.00 per month), .50 time, to annualized rate of \$40,000 for 12 months (\$3,333.34 per month), full time, December 1, 1998.

Pitts, Scott R., title changed from Coordinator, Enterprise Services, to Manager, Enterprise Services, Department of Information Technology, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$65,000 for 12 months (\$5,417.00 per month), January 1, 1999. Changed from Professional Staff to Managerial Staff.

Ross, Rick, Staff Nuclear Pharmacist, Department of Nuclear Pharmacy, salary changed from annualized rate of \$51,100 for 12 months (\$4,258.33 per month), full time, to annualized rate of \$25,550 for 12 months (\$2,129.17 per month), .50 time, November 1, 1998.

Tivis, Laura, Postdoctoral Research Fellow, Department of Psychiatry and Behavioral Sciences, salary corrected from annualized rate of \$29,400 for 12 months (\$2,450.00 per month) to annualized rate of \$40,000 for 12 months (\$3,333.33 per month), October 1, 1998. Correction of appointment paperwork.

Wilkerson, Kathryn B., Nurse Clinician, Department of Surgery, salary changed from annualized rate of \$43,879 for 12 months (\$3,656.58 per month) to annualized rate of \$48,679 for 12 months (\$4,056.58 per month), January 1, 1999. Equity increase.

RESIGNATIONS AND/OR TERMINATIONS:

McCaskill, Brenda, Neonatal Clinician Nurse, Department of Pediatrics, October 4, 1998.

Phillips, Margaret M., Nurse Clinician, Department of Surgery, November 18, 1998.

RETIREMENT:

Grundy, Timothy R., Manager, Steam and Chilled Water Plant, January 4, 1999 (with accrued vacation through February 4, 1999).

President Boren recommends the Board of Regents approve the administrative and professional personnel actions shown above.

Regent Lewis moved approval of the President's recommendation with an amendment of the wording of the Exception Granted Under Nepotism Policy (see minutes page 26283) as follows:

Also, in accordance with the Nepotism Policy, Coach Bob Stoops will not *have final authority over* the performance evaluations and recommendations for compensation regarding his brother. The Director of Athletics will be responsible for such *final* evaluation and review of Coach Mike Stoops.

The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

LITIGATION

This item was included in the agenda for the purpose of meeting with General Counsel for a report on pending and possible litigation and was discussed in an executive session.

The meeting recessed for the day at 4:26 p.m. Chairman Hall announced the Board of Regents would reconvene in regular session on the following morning at approximately 8:30 a.m. in the same location.

The Board of Regents reconvened at 8:36 a.m. in Room 172 of the Health Sciences Center Student Center on January 27, 1999. All Regents were present except Regent G. T. Blankenship.

REPORT OF THE PRESIDENT

President Boren reported to the Regents on the private fund-raising drive for the College of Law building project which has gone well beyond the halfway mark. He said OU's Law School Bar exam results are the highest of any law schools in the State. OU is now second in the Big XII law schools in terms of faculty compensation and there are 14 endowed positions. Our Law School is also ranked in the top 15 nationally in terms of value and quality of legal education.

College of Law Dean Andrew Coats addressed the Board of Regents on the 90th Anniversary Celebration of the founding of the College of Law the weekend of October 22-23, 1999. Receptions are being held in various parts of the country for law alums, many of whom are very successful and it is that success that will help the College. Dean Coats described the additional space and uses for this space in the proposed new structure. The project will cost \$17,000,000. Ten million dollars had been previously set aside and \$4,000,000 has been raised from donors. There will be a major general drive conducted towards alumni. Dean Coats said Law School enrollment is going to remain around 500 students - minority enrollment needs to be increased substantially and the administration plans to attract the best and brightest students in the State to come to the OU College of Law.

INTEGRATED ON-LINE LIBRARY COMPUTER SYSTEM

The Norman Campus library management system provides electronic access to the University Libraries' holdings including the Law Center Library, and is over ten years old. The Health Sciences Center Library has operated independently with a different library computer system of a similar age. The technology of both systems is limited because of age and cannot provide the latest access and search capabilities that are needed by students and faculty. An important step in improving library services is the ability to provide information quickly and clearly. The SIRSI library system will support The University of Oklahoma's information processing and delivery needs well into the 21st Century. The system will open a gateway for students to access information located around the world and will improve the ability of University Libraries to serve the research community.

Last spring, a committee, composed of faculty, technical experts and librarians from the University Libraries, the Law Center Library and the Health Sciences Center Library, was formed to review current library systems and recommend a new system for purchase. Request for Proposals were circulated to 13 companies who provide library management software systems. Responses were received from 10 companies.

The committee formed to evaluate the proposals consisted of:

Wilbur Stolt, Director, Public Services & Library Systems, OU Libraries
 Bob Swisher, Interim Associate Provost
 C. Martin Thompson, Director, Robert M. Bird Library, OU Health Sciences Center
 Pat Weaver-Meyers, Director, Information Management and Delivery, OU Libraries
 Alma N. Singleton, Director, Law Center Library
 Lee Colaw, Director, Department of Computing and Telecommunications Services
 David Corbly, Assistant Director, Library Systems, OU Libraries
 Karen Rupp-Serrano, Reference Librarian, OU Libraries
 Nedria Santizo, Head of Cataloging, OU Libraries
 Clint Minor, Oklahoma College of Continuing Education
 Carole Hunter, Senior Buyer, Purchasing Department

Evaluation was based on the following criteria:

- Number of years in the automated library system business (3 year minimum required)
- Financial Stability
- Number of systems installed and currently operating (minimum of 20 required, 5 in academic/research libraries of similar or larger size than OU)
- Number of FTE staff devoted to service (minimum of 10 required)
- Number of FTE Staff devoted to software development and maintenance (minimum of 10 required)
- References
- Adherence to information industry standards
- Access/Interface Capabilities
- System Functionality
- Technical Considerations
- Conversion/Implementation Plans
- Cost

After an initial evaluation, the committee selected the four companies in the following matrix to provide demonstrations of their software program. In addition to the Evaluation Committee subcommittees composed of members of each library and each campus's computing services unit participated in the demonstrations. The SIRSI system was considered the best by all these different evaluation groups. Summary information from the four finalists' proposals is in the following matrix:

<u>Company</u>	<u>Cost</u>	<u>5 Year Maintenance</u>	<u>Comments</u>
SIRSI	\$717,775	\$287,742	Configuration includes all library modules, materials booking, and digital imaging system
Ameritech	\$380,333	\$344,526	System could not handle current activity volume and left no room for growth. Emphasis on powerful workstations would require purchase of many new workstations. No digital imaging system.
Endeavor	\$800,835	\$378,360	Would require an additional \$115,750 to equal the capabilities of the SIRSI system.

<u>Company</u>	<u>Cost</u>	<u>5 Year Maintenance</u>	<u>Comments</u>
Innovative Interfaces	\$541,360	\$333,626	Electronic reserve function would be an additional cost. Digital imaging not available.

It is difficult to compare the proposals based on cost because of different variables and configurations among them. While the Evaluation Committee was sensitive to cost, none of the final four proposals was eliminated based on cost, and the decision to recommend SIRSI was not made based only on cost. The Evaluation Committee unanimously recommended the SIRSI system for the following reasons:

- Company met all the required criteria
- Company has strong references from current uses of the system
- Company is continuously improving system to use new technology
- Students and library personnel will find it easy to use and understand
- System meets the needs of all libraries
- System is Year 2000 compliant
- Company can meet schedule for conversion to new system (students and faculty will have a vastly improved library information system when Fall Semester 1999 begins)
- System provides good growth path for the future
- Company has been in the library system business for nearly 20 years
- Company has a broad customer base including significant academic and health libraries
- Company also has systems implemented in foreign countries

Because of the runaway inflation in costs of journals and serial subscriptions during the past decade, University libraries have been challenged just to maintain stable acquisition plans. Thus, they have not been able to set aside funds for technology upgrades such as contained in this agenda item. To meet the critical need for a web-based library management system for all OU faculty and students, the University of Oklahoma Foundation, represented here today by Executive Director Ron Burton, has collaborated with the following academic administrators to provide funding for this system. Creation of a reserve account that would provide a source of funds for future technology needs is planned by University Libraries, Norman Campus.

C. Martin Thompson, Director, Robert M. Bird Library, OU Health Sciences Center
 Joseph J. Ferretti, Senior Vice President and Provost, Health Sciences Center
 Nancy L. Mergler, Senior Vice President and Provost, Norman Campus
 Richard A. Cosier, Dean, Michael F. Price College of Business
 Andrew Coats, Dean, Law Center
 Arthur Porter, University Vice President for Technology and Dean, College of Engineering
 Paul B. Bell, Vice Provost for Instruction and Dean, College of Arts and Sciences
 Sul Lee, Dean, University Libraries, Norman Campus
 Joan K. Smith, Dean, College of Education
 James P. Pappas, Vice Provost for Outreach and Dean, College of Continuing Education
 John Snow, Dean, College of Geosciences
 Bob G. Fillpot, Dean, College of Architecture
 Eddie Carol Smith, Vice President for Research and Dean, Graduate College
 Marvin L. Lamb, Dean, College of Fine Arts
 Marc S. Borish, Registrar, Norman Campus

President Boren recommended the Board of Regents approve:

- I. Purchase in an amount not to exceed \$725,000 from SIRSI Corporation for software, hardware, conversion and training services for an integrated library software system for the Norman Campus, Health Sciences Center Campus and Law Center, and
- II. Purchases in the approximate amount of \$335,600 from a variety of vendors through the University Computer Store for new bar-code, bar-code scanners, replacement workstations, and training to support this new system.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

BENEFITS CONTRACT RENEWALS

I. RENEWAL OF CONTRACTS

HEALTH

At the March 1998 meeting, the Board of Regents authorized the President to approve renewal of the University's benefits contracts as outlined in the agenda item effective July 1, 1998, or better agreements if they could be reached in sufficient time to be effective July 1, 1998. President Boren was to report to the Board the action taken under this authority. It was reported to the Board at the May 1998 meeting that President Boren approved renewal of the University's benefits contracts as outlined in the March 1998 meeting agenda.

It was also reported to the Board at the May 1998 meeting that the University had already begun the bidding process for health benefits that would be effective July 1, 1999. That process is now complete and the results are reported below.

The University retained the services of the Universal Insurance Agency to conduct a Request for Proposal (RFP) process for the health benefits. Sixteen Request for Proposals were sent to potential providers. The providers included any who were known to the Human Resource Departments of the Norman and Health Sciences Center Campuses, all major medical providers in Oklahoma, and major third party administrators in Oklahoma.

Three providers responded to the RFP: Blue Cross and Blue Shield of Oklahoma, Prudential Health Care and UniCare. Proposals were evaluated by Fred Gipson, Senior Legal Counsel, J. Kelly Hudelson, Manager of Group Operations for Universal Insurance Agency, OU's Employment Benefits Committee (EBC), and OU's Personnel Services Department. Recommendations were received from the EBC, Personnel Services, and the Faculty Senate. Consistent with their recommendations, President Boren recommends continuing the self-funded plan with Blue Cross and Blue Shield as the plan administrator and the fully insured point of service plan with Prudential. The table with details regarding the recommended plan is attached hereto as Exhibit D.

DENTAL

Basic Plan FY2000: Delta Dental has offered to renew its contract for the employer-paid basic plan with a 6% premium increase and no benefit changes. This is the first increase in University cost for dental insurance since FY97. The additional cost is approximately \$42,000.

Alternate Plan FY2000: Delta Dental will renew the Alternate Plan, which provides a higher level of benefits for participants, at a 3% increase in premium with no benefit changes. The University will incur no additional cost because of the premium increase since that will be incurred by employees who choose this plan.

A table with details regarding these is attached hereto as Exhibit E.

LIFE - (CANADA LIFE)

No change.

ACCIDENTAL DEATH AND DISMEMBERMENT - (CNA)

No change.

LONG TERM DISABILITY - (THE AETNA LIFE INSURANCE)

No change.

LONG TERM CARE - (CNA)

No change.

II. PRESIDENT'S AUTHORIZATION

This authorization provides the administration additional time to further consider and further negotiate health benefits agreements so as to end up with the plan most advantageous to the University and its employees. After going through the RFP process for health insurance as described above, there are three options under consideration:

- A. Renewal, with some enhancements, of the current plan wherein Blue Cross/Blue Shield (BC/BS) administers the University's self-insured plan and Prudential provides a fully insured point of service plan. (This is the one described above.)
- B. A new plan wherein BC/BS administers the University's self-insured plan and provides a fully insured HMO plan.
- C. A new plan wherein Prudential administers the University's self-insured plan and provides a fully insured HMO plan.

President Boren recommended the Board of Regents:

- I. Approve renewal of University benefits contracts as indicated above, with the possible exception of health benefits, effective July 1, 1999, and
- II. Authorize the President to approve renewal of the current health benefits plan or a new health benefits plan as noted below, effective July 1, 1999. Further, the President shall report any action taken under this authority to the Board at the next meeting.

Regent Halverstadt said he thinks the University needs to be exceedingly careful when looking at the possibility of entering into HMO relationships. They can be extraordinarily restrictive in terms of the options available and a move in that direction would have to be taken with considerable contemplation prior to the decision. He said we do not want to short change our faculty and staff.

Regent Siegfried said his company uses Delta Dental and also has implemented a self insured plan with an HMO. He said the University administrators are invited to consult with his company as to the risk of self insurance as well as the services offered, etc.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

OKLAHOMA MEMORIAL STADIUM SOUTH END ZONE EXPANSION AND RENOVATION

At the October 1998 meeting, the Board of Regents approved an increase in the project budget for the Barry Switzer Center from \$6,575,000 to \$7,575,000. In part, the project budget was increased in order to include furniture purchases as a budget item. As a member of the Educational and Institutional Cooperative, Inc. (E&I Coop), the University can take advantage of E&I Coop's contracts to purchase this furniture in an amount not to exceed \$250,000. E&I Coop obtains pricing from various suppliers through a competitive process that also takes advantage of the buying power resulting from cooperative membership of numerous educational institutions.

Regents' Policy 4.1 requires competitive bids and referral to the Board for purchases exceeding \$100,000. This policy also recognizes that existing contracts with a cooperative association such as E&I Coop may be considered a formal competitive process. However, to confirm lowest and best pricing, competitive proposals will also be reviewed from additional suppliers for the purchase of desks, workstations, file and storage systems, seating, and other miscellaneous furniture in the new Barry Switzer Center. The award of purchase orders will not exceed pricing established by the competitive process of the cooperative association. Funding is available from private funds raised for this project.

President Boren recommended that the Board of Regents waive the provision of Regents' Policy 4.1 requiring prior approval for the award of purchase orders over \$100,000 and authorize the Athletic Director to award purchase order(s) for furniture for the Barry Switzer Center in the total amount not to exceed \$250,000 based on the competitive process outlined above.

Regent Lewis moved approval of amending the President's recommendation as follows:

President Boren recommended that the Board of Regents waive the provision of Regents' Policy 4.1 requiring prior approval for the award of purchase orders over \$100,000 and authorize the Athletic Director to award purchase order(s) for furniture for the Barry Switzer Center in the total amount not to exceed \$250,000 based on the competitive process outlined above; *and requested that actions taken pursuant to this authority be reported to the Board of Regents at the meeting following the action being taken. Also approval is on condition that Legal Counsel approves the process and signs off on the award and the procedures followed.*

The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

SOCCKER AND TRACK AND FIELD SPORTS COMPLEX

At the May 1998 meeting, the Board of Regents approved the Soccer Facility for Women's Intercollegiate program project as a part of the overall Campus Master Plan of Capital Improvement Projects for the Norman Campus. In July 1998, the Board ranked architectural firms which were under consideration to provide professional services required for the project. Rees Associates, Inc. of Oklahoma City was ranked highest of five architectural firms that were evaluated by the interview committee.

I. MODIFICATION OF PROJECT SCOPE

It is proposed that the scope of the project be revised to include facilities for the intercollegiate Track and Field program. If it remains in use, the existing facility will require costly renovations in the very near future, including, but not limited to, complete resurfacing of the track; improvements that will allow greater access to the facility by disabled individuals; and improved restroom and concession facilities. At the current location east of the Oklahoma Memorial Stadium, parking for track and field participants and spectators conflicts with the nearby student and housing parking, and there are a very limited number of spaces available for the track facility.

The proposed new sports complex would co-locate the track and field facilities along with the soccer facilities on a site at the southeast corner of the intersection of Chautauqua Avenue and Imhoff Road. This site, which was previously approved for soccer, is directly south of the L. Dale Mitchell Baseball Park and west of Lloyd Noble Center. The large parking facility at Lloyd Noble Center can be utilized for soccer and track and field events. The combined sports complex will develop a number of new facilities that can be shared by the soccer and track and field teams, including a press box; public restrooms, ticket and concession facilities; spectator seating; and team lockers, restrooms, and storage facilities.

II. REAFFIRM CONSULTANT RANKING

It is proposed that the Board reaffirm the ranking of the five interviewed firms to provide the needed professional services for the modified project as described above. The firms, rated from highest to lowest, are as follows:

1. Rees Associates, Inc., Oklahoma City
2. Locke Wright Pruitt & Brown, Oklahoma City
3. Gary Sparks Companies, Tulsa
4. Frankfurt-Short-Bruza Associates, P.C., Oklahoma City
5. Thomas Davis Architects + Planners, P.C., Edmond

The ranking is contained in the July 1998 Board of Regents' agenda item which was included in the agenda. The consultant will provide an initial feasibility study and master plan for the sports complex, including development of an estimate of construction costs.

The July 1998 agenda item regarding consultant selection was attached for reference.

III. AUTHORIZE CONTRACT EXECUTION

President Boren recommended the Board of Regents:

- I. Approve modification of the scope of the Women's Intercollegiate Soccer Facility project to incorporate track and field facilities and development of a sports complex;

- II. Reaffirm the prior ranking of architectural firms for the Soccer Facility project; and
- III. Authorize the administration to develop and execute a contract with the selected consultant for professional services for the revised scope of work.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

LLOYD NOBLE CENTER MASTER PLAN

Lloyd Noble Center is approaching the 20th anniversary since its completion in September 1980. It is proposed that an architectural and engineering firm be selected to provide professional services needed to evaluate the existing Lloyd Noble Center and to develop a master plan of recommended modifications and improvements to the facility. Assessment of the existing facility will include review of all building systems and components and recommendations for repairs and upgrades. Improvements which will be studied, evaluated and incorporated, as appropriate, in the master plan include additional seating; modification and expansion of team dressing, training and strength conditioning facilities; renovation and addition to athletic and administrative offices and related facilities; team practice facilities; development of additional restrooms and concession areas; and general facility enhancements.

The architectural firm that is selected for this project will be responsible first for assessment of the existing facility and the development of a master plan of recommended improvements to the Lloyd Noble Center. Also, the selected architectural firm will provide full architectural and engineering services for project elements selected for funding and implementation, and subject to approval at the appropriate time by the Board of Regents. Improvements to the Lloyd Noble Center likely will be accomplished in multiple phases. Based on preliminary in-house studies, the total cost of project elements identified may be in the \$10-\$12 million range. The scope and cost of the initial phase of construction work will be determined during the master planning phase.

The committee to interview and evaluate architectural firms for the project was composed of the following:

- Michael Moorman, Director of Architectural and Engineering Services - Committee Chair
- Joseph Castiglione, Sr., Director of Athletics (non-voting)
- Donald Carter, General Manager of Engineering, Physical Plant
- James Dunn, Director of Lloyd Noble Center
- Nicholas S. Hathaway, Vice President for Executive Affairs
- Larry Naifeh, Executive Associate Director of Athletics
- David Stapleton, Assistant Director of Architectural and Engineering Services (non-voting)

The firms were evaluated on the basis of the criteria presented in the evaluation summary below. In accordance with Board of Regents' policy, a five percent preference was applied to ratings of the in-State firms.

The interview committee rated the firms from highest to lowest as follows:

1. Ellerbe Beckett, Inc. in association with Architects In Partnership, P.C.,
Kansas City, Missouri
2. The Benham Group in association with Sink Combs Dethlefs, Oklahoma City
3. Hellmuth, Obata & Kassabaum, Inc., Kansas City, Missouri
4. Rosser International, Inc. in association with Locke Wright Pruitt & Brown,
Atlanta, Georgia
5. Rees Associates, Inc. in association with LAN/Daly, Oklahoma City

LLOYD NOBLE CENTER MASTER PLAN CONSULTANT SELECTION
EVALUATION SUMMARY

	Ellerbe Beckett Inc. in association with Architects In Partnership P.C. *	The Benham Group in association with Sink Combs Dethlefs	Hellmuth Obata & Kassabaum Inc. *	Rosser International Inc. in association with Locke Wright Pruitt & Brown *	Rees Associates Inc. in association with LAN/Daly
Acceptability of Design	96	75	89	80	67
Quality of Engineering	96	79	73	76	65
Adherence to Cost Limits	44	37	40	36	36
Adherence to Time Limits	42	37	38	40	33
Volume of Changes	42	41	40	39	37
Stability of Firm	<u>45</u>	<u>44</u>	<u>45</u>	<u>43</u>	<u>42</u>
Total Points	365	313	325	314	280
Total Points with 5% Preference	NA*	329	NA*	NA*	294

* Out-of-State firm

President Boren recommended the Board of Regents:

- I. Rank in the order presented below the architectural firms which are under consideration to provide professional service required to develop a master plan and subsequent project documents for improvements to the Lloyd Noble Center;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee starting with the highest ranked firm; and
- III. Authorize the President or his designee to execute the consultant contract.

In response to a question, Mr. Castiglione said Ellerbe Beckett, Inc. has been involved in numerous stadium and arena projects in the U.S.A. and in Europe. At the collegiate level they have worked successfully with Notre Dame, Texas Tech, SMU, and the University of Georgia. At the University of Missouri, Mr. Castiglione said he had experience working with them on renovating the existing arena as well as the design development of a new arena.

Regent Halverstadt commented that he applauds this item but he emphasized the need to keep our commitment to this program and to keep a sense of urgency about that commitment. A year and a half ago a commitment was made to upgrade team facilities, with coaches' offices and an auxiliary gymnasium added. Completion date was Fall of the year 2000 but that project did not move forward. Dr. Halverstadt said Lloyd Noble Center is not a basketball arena - it is an events arena. The University's basketball programs deserve support to be competitive nationally. This study needs to be accompanied by a sense of urgency so progress in momentum is not lost.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Halverstadt, Lewis, Siegfried, Noble, and Bentley. The Chair declared the motion unanimously approved.

There being no further business, the meeting adjourned at 9:43 a.m.



Chris A. Purcell

Executive Secretary of the Board of Regents

THE UNIVERSITY OF OKLAHOMA
HEALTH SCIENCES CENTER
COURSE CHANGES 1998-1999

COURSE DELETIONS

CELL	5114	Neuroanatomy
CELL	5930	Pharmacological Techniques
CELL	6033	Advanced Histology
CELL	5971	Seminar
CELL	6390	Advanced Neuroanatomy
CELL	6340	Advanced Embryology

COURSE ADDITIONS

BMSC	6003	Grant Writing for the Basic Sciences
BSE	6343	Social Epidemiology
NURS	5993	Synthesis in Nursing for the Clinical Specialist with Focus on Case Management

Bid Tabulation - Bid No. B-7065-99
1998 Chilled Water System Improvements, HSC
January 15, 1999

	Engineer's Estimate	Oscar J. Boldt Construction Co. Oklahoma City, OK	Harrison-Orr Air Conditioning, Inc. Oklahoma City, OK	Matherly Mechanical Contractors, Inc. Midwest City, OK	United Mechanical, Inc. Oklahoma City, OK	Wattie Wolfe Company Oklahoma City, OK
Base Bid	\$3,511,797	\$3,835,000	\$3,400,000	\$2,888,000	\$3,145,750	\$3,080,000
Alternate No. 1						
Free Cooling System	\$1,058,489	\$946,000	\$770,000	\$793,300	\$730,500	\$802,000
Alternate No. 2						
Cond. Water Separator	\$107,452	\$145,000	\$98,000	\$82,800	\$82,000	\$118,000
Alternate No. 3						
Cooling Towers 1 & 2 Variable Speed Drives	\$78,203	\$73,000	\$48,000	\$73,000	\$68,500	\$66,500
Alternate No. 4						
Cooling Towers 3 & 4 Variable Speed Drives	\$89,118	\$77,000	\$63,000	\$74,500	\$66,900	\$70,600
Alternate No. 5						
Cooling Towers 5 & 6 Variable Speed Drives	\$82,053	\$74,000	\$56,000	\$68,700	\$65,700	\$67,000
Alternate No. 6						
5 Ton Bridge Crane	\$51,808	\$49,000	\$71,000	\$45,300	\$45,000	\$50,000
Alternate No. 7						
Refrigerant Monitoring & Exhaust	\$79,771	\$81,000	\$54,000	\$63,700	\$67,800	\$58,000
Alternate No. 8						
Energy Mgmt. System(#1)	\$125,392	\$138,000	\$240,000	\$117,800	\$130,400	\$213,000
Alternate No. 9						
Energy Mgmt. System(#2)	\$134,078	\$145,000	\$134,000	\$74,600	\$81,800	\$125,000
Alternate No. 10						
Reciprocating Air Compressor	\$53,971	\$49,000	\$51,200	\$51,300	\$49,900	\$63,000
Alternate No. 11						
Cooling Tower 7 Variable Speed Drive	\$17,553	\$42,000	\$35,800	\$37,600	\$32,700	\$35,000
Total	\$5,389,685	\$5,654,000	\$5,021,000	\$4,370,600	\$4,566,950	\$4,748,100

RESOLUTION

WHEREAS, certain real property owned by the United States of America, located in the County of Cleveland, State of Oklahoma, has been declared surplus to the needs of the Federal government and is subject to assignment for disposal for educational purposes by the Secretary of Education, under the provisions of Section 203(k)(1)(a) of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and rules and regulations promulgated pursuant thereto, more particularly described as follows:

Building 502, Max Westheimer Field in Norman, Cleveland County, Oklahoma

WHEREAS, The University of Oklahoma needs and can utilize said property for educational purposes in accordance with the requirements of said Act and the rules and regulations promulgated thereunder of which this Board is fully informed, including commitments regarding use and time within which such use shall commence.

NOW THEREFORE, BE IT RESOLVED, that The University of Oklahoma, shall make application to the Secretary of Education for, and secure the transfer to it of, the above mentioned property for said use upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions and restrictions as the Secretary of Education, or his authorized representative may require in connection with the disposal of said property under said Act and rules and regulations issued thereto; and

BE IT FURTHER RESOLVED, that The University of Oklahoma has legal authority and is willing and is in a position financially and otherwise to assume immediate care and maintenance of the property, and that David L. Boren, President, is hereby authorized, for and on behalf of The University of Oklahoma to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution including the preparing, making and filing of plans, applications, reports and other documents; the execution, acceptance, delivery and recordation of agreements, deeds and other instruments pertaining to the transfer of said property; and the payment of any and all sums necessary on account of the purchase price thereof including fees or costs incurred in connection with the transfer of said property for surveys, title searches, real estate appraisals, recordation of instruments or costs associated with escrow arrangements; together with any payments necessary by virtue of non-use or deferral of use of the property. If the applicant is unable to place the property into use (or determines that a deferral of use should occur), **IT IS UNDERSTOOD AND AGREED** that The University of Oklahoma will pay to the United States Department of Education for each month of non-use beginning twelve (12) months after the date of the deed, or thirty-six (36) months where construction or major renovation is contemplated, the sum of 1/360th of the then current fair market value of the property for each month of non-use.

If submission of the Application For Public Benefit Allowance Acquisition Of Surplus Federal Real Property For Educational Purposes is approved, a copy of the application and standard deed conditions will be filed with the permanent minutes of the Board.

Board of Regents
The University of Oklahoma
660 Parrington Oval, Room 119
Norman, OK 73019

I, Chris A. Purcell, hereby certify that I am the Executive Secretary of the Board of Regents and that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of said Board of Regents present at a meeting of said Board on the 26th day of January, 1999, at which a quorum was present.

Health

**University of Oklahoma Self-Insured Health Plan
(Blue Cross/Blue Shield)**

Category	Enrollment		98-99 Total Premium	99-00 Total Premium	98-99 Employee Share	99-00 Employee Share	98-99 Employer Share	99-00 Employer Share
	Norman	HSC						
Employee Only	1375	778	153	161	0	0	153	161
Employee/Spouse	238	163	316	332	163	171	153	161
Employee/Children	202	120	289	303	136	142	153	161
Employee/Family	375	414	394	414	241	253	153	161
2 Employee/Children	198	NA	197*	207*	44*	46*	153	161
TOTAL	2388	1475						

* per employee

Prudential Point of Service

Category	Enrollment		98-99 Total	99-00 Total	98-99 Employee Share	99-00 Employee Share	98-99 Employer Share	99-00 Employer Share
	Norman	HSC						
Employee Only	835	868	155	155	2	0 + 6	153	161
Employee/Spouse	101	68	332	332	179	171	153	161
Employee/Children	126	166	315	315	162	154	153	161
Employee/Family	103	133	441	441	288	280	153	161
TOTAL	1165	1235						

Dental

Basic Plan

Category	Enrollment		98-99 Total	99-00 Total	98-99 Employee Share	99-00 Employee Share	98-99 Employer Share	99-00 Employer Share
	Norman	HSC						
Employee Only	1180	1421	7.32	7.76	0	0	7.32	7.76
Employee/Spouse	284	205	26.26	27.84	18.94	20.08	7.32	7.76
Employee/Children	252	177	23.2	24.59	15.88	16.83	7.32	7.76
Employee/Family	259	241	42.44	44.99	35.12	37.23	7.32	7.76
TOTAL	1975	2044						

Alternate

Category	Enrollment		98-99 Total	99-00 Total	98-99 Employee Share	99-00 Employee Share	98-99 Employer Share	99-00 Employer Share
	Norman	HSC						
Employee Only	476	379	27.42	28.24	20.1	20.48	7.32	7.76
Employee/Spouse	131	124	53.22	54.82	45.9	47.06	7.32	7.76
Employee/Children	127	111	48.39	49.84	41.07	42.08	7.32	7.76
Employee/Family	154	172	74.17	76.4	66.85	68.64	7.32	7.76
TOTAL	888	786						