

SPECIAL SESSIONS OF THE FACULTY SENATE (Norman campus)
The University of Oklahoma
April 25 and 27, 1977 -- Dale Hall 218

Present:

Alsip (W)	Cox, Don (M, W)	Joyce (M, W)	Mouser (M)
Atherton (M, W)	Cox, Michael (M, W)	Kendall (M)	Nicewander (W)
Bell, Digby (M)	Crim (W)	Kitts (M)	Scheffer (M, W)
Bell, Robert (M)	Davis (W)	Kondonassis (M, W)	Schmitz (M, W)
Blair (M, W)	Dewey (M)	Kunesh (M, W)	Shellabarger (M)
Braver (M)	Foote (M)	Laguros (M)	Snider (M, W)
Buhite (M, W)	Gillespie (M)	Lee (M, W)	Streebin (M, W)
Butler (M, W)	Goff (M, W)	Lewis (M, W)	Unruh (M)
Calvert (M, W)	Henkle (M, W)	McDonald (M, W)	Verrastro (M)
Christian (M, W)	Hibdon (M)	Merrill (M)	

Provost's Office representative: Langenbach (M)

UOSA representatives: none AUOPE representatives: none

(M denotes presence on Monday, April 25; W denotes presence on Wednesday, April 27.)

Absent:

Blick	Gross	Rice	Wilbanks
Cronenwett	Marchand	Shahan	
Fowler	Rasmussen	Tolliver	

TABLE OF CONTENTS

	<u>Page</u>
✓ Credit for Attendance at Special Session(s)	1
Faculty Personnel Policy:	
✓ College/Departmental Organization	1
✓ Distinguished Professorships, Endowed Chairs, Awards, and Sabbatical Leaves	2

Dr. Alex J. Kondonassis, Senate Chair, called the first special session to order at 7:30 p.m., Monday, April 25, 1977.

CREDIT FOR ATTENDANCE AT SPECIAL SESSION(S)

The Senate Secretary recommended that, in line with precedent, the Senate authorize him to reduce the total absences of Senate members during the current academic year by the number of special sessions attended by individual members. Professor Shellabarger immediately moved that the Senate Secretary be so authorized. Without discussion and without dissent, the Senate approved the motion.

FACULTY PERSONNEL POLICY: College/Departmental Organization

Background Information: The Faculty Personnel Policy (minus sections dealing with college/departmental organization and distinguished professorships) was approved by the Regents of the University on February 12, 1976, with the understanding that the two remaining sections would be considered during the 1976-77 academic year.

On October 11, 1976, the Senate urged the University administration to reactivate the Task Force as soon as possible to consider the two sections (see page 6 of the Senate Journal for October 11, 1976). On October 26, President Paul F. Sharp informed the Senate Chair that Provost Barbara Uehling would be meeting shortly with the Task Force (see page 4 of the Senate Journal for November 8, 1976).

The Senate leadership in January, 1977, appointed two Senate ad hoc committees to review the proposed sections as soon as received from the Provost (see page 4 of the Senate Journal for January 17, 1977). The reports of both ad hoc committees were distributed to Senate members in advance of the special meetings on April 25 and 27.

Senate Action: Dr. Kondonassis, Senate Chair, called on Dr. Bernard McDonald, Chair of the Senate ad hoc Committee that had reviewed the College/Departmental Organization section of the Faculty Personnel Policy as proposed by the Task Force.

After expressing his gratitude to the other members of the Committee (Professors Atherton, Braver, Crim, Gillespie, Laguros, and Verrastro), Professor McDonald outlined the changes proposed by the Committee and explained the Committee's philosophy and rationale in making those changes; i.e., to insert the faculty into the various levels of governance policies that affect them.

During the remainder of the session, the Senate discussed this section of the policy page by page, item by item and, in the process, approved several of the changes proposed from the floor in the content and the language of the ad hoc Committee's revision of the Task Force recommendations.

After completing its consideration of this section, the Senate recessed at 10:15 p.m. Lacking a quorum, the meeting was adjourned at 10:40 p.m. Dr. Kondonassis, Senate Chair, announced that the Senate would meet in another special session at 7:30 p.m., on Wednesday, April 27 1977.

Dr. Kondonassis, Senate Chair, called the second special session of the Faculty Senate to order at 7:30 p.m., on Wednesday, April 27, 1977.

FACULTY PERSONNEL POLICY: Distinguished Professorships, Endowed Chairs, Awards, and Sabbatical Leaves.

Background Information: (See College/Departmental Organization on page 1 of this Journal.)

Senate Action: Dr. Kondonassis, Senate Chair, called on Dr. Sherril Christian, Chair of the Senate ad hoc Committee that had reviewed the Distinguished Professorships Section of the Personnel Policy as proposed by the Task Force. Professor Christian expressed his thanks to the committee members - Profs. Bell, Joyce, Kunesh, Lee, Rice, and Snider.

In a page-by-page, item-by-item discussion of this section, the Senate approved several of the changes proposed from the floor in the language and the content of the ad hoc Committee's revision of the Task Force Report.

Subsequently, Dr. Blair moved approval of both sections of the Personnel Policy as amended at the two special meetings of the Senate. The Senate approved the motion without dissent. (The College Departmental Organization Section, as approved by the Senate, appears on pages 3-10 of this Journal; the Distinguished Professorships Section, on pages 11-18.)

Dr. Blair then moved that the Senate authorize its Executive Committee, together with the two Senate ad hoc Committees, to participate in any negotiating sessions that may be necessary in this matter with the University administration. The Senate approved this motion without dissent.

The second special session was adjourned at 9:58 p.m.

Respectfully submitted,



Anthony S. Lis
Professor of

Business Communication
Secretary

The following section of the Faculty Personnel Policy was approved by the Faculty Senate (Norman campus) on April 25, 1977:

VIII. COLLEGE AND DEPARTMENTAL ORGANIZATION

A. COLLEGE ADMINISTRATION

The dean is the administrative officer of a college, providing leadership and administrative support to the programs and faculty of the college in performing their missions of teaching, research, and service. The dean represents the college in its involvement 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 Provost, who is assisted by an administrative search committee. A majority of the members of the search committee will be chosen from the faculty of the college involved. Continuation of appointment of deans is recommended by the Provost, who consults with appropriate administrators, faculty, and students in evaluating the performance of deans.

Administrative Duties

The dean and the college faculty share the responsibility for carrying out the policies of the University. The dean is responsible for executing such roles as the faculty of the college may from time to time adopt. The dean is responsible for the preparation and submission of the budget for the college and for its implementation when approved. The dean makes recommendations through the Provost to the President for the appointment, promotion, tenure, dismissal, retirement, and other personnel policies pertaining to faculty members in the college. These recommendations originate through consultation with and the advice of the units affected.

Administrative Function

The dean is responsible for the promotion of the mission of the college both on and off the campus. The dean is expected to provide guidance to the faculty in developing appropriate and effective programs pertinent to that mission and to review and evaluate these programs.

The dean has the responsibility to promote the development of the entire college faculty and staff and to support and facilitate their work and professional development. In concert with each department, the dean assures that faculty members are cognizant of the criteria prescribed for appointment, tenure, salary increases and advancement in rank and makes his/her appraisals and recommendations in accordance with the stated departmental guidelines.

Organization

The programs and the faculty of a college are usually divided into separate academic units, such as departments, schools or divisions, as may be appropriate to the function of that college. The purpose of these units is to provide groupings for faculty associated with one or more related academic programs and disciplines.

At times, it is in the best interest of a college or a faculty unit or units to effect a reorganization in order to respond to new circumstances or to strengthen existing programs. After consulting fully with the faculty of either the unit(s) or the college affected, the dean will transmit his/her recommendation concerning the reorganization. If that recommendation is contrary to the majority view of the faculty of the unit(s) or college affected, that majority view will be forwarded to the Provost, together with the dean's recommendation.

Evaluation

The initiation of an evaluation of the dean's performance is carried out by those University officers to whom the dean is responsible. The evaluation 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 made at regular intervals, as provided by Faculty Senate action as approved by the President. The primary purpose of all evaluation is to provide constructive information toward improved performance of the dean. The information will be made available to the dean, as well as to the University officers to whom the dean is responsible, the Budget Council, and the Executive Committee of the Faculty Senate.

B. DEPARTMENTAL ADMINISTRATION

An academic unit of a college, hereafter called a department, is administered by a chair (or an equivalent title established by the college). The chair provides leadership in matters of policy determined by the faculty of the department, operating within guidelines provided by the University of Oklahoma Regents, University administrative officers, and the college. The departmental faculty is defined as all members with the rank of assistant professor or higher. It does not include temporary appointees. However, temporary full- or part-time faculty may, at the discretion of the department, be given full faculty privileges within the department. In colleges not divided into separate units, the college faculty assumes the function of the departmental faculty, and the dean performs the duties and functions of the chair.

Departmental Faculty

The departmental faculty has jurisdiction over matters of academic and personnel policy and procedures 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 or the University. These procedures will be filed with the Provost and the dean of the college. The faculty will elect representatives who, together with the chair, prepare and transmit formal faculty personnel recommendations.

On the Norman campus, this elected group, together with the chair (who may or may not have a vote as determined by the faculty), is called Committee A. Committee A, in consultation with the departmental faculty, prepares and transmits formal recommendations as appropriate, including such items as (1) budget allocation requests; (2) salary; (3) awarding or abrogating of tenure; (4) appointment of faculty; and (5) promotion in rank.

On the Health Sciences Center campus, the departmental faculty in conjunction with the chair shall make decisions regarding those items specified in the section entitled "Responsibilities of the Chair."

On both campuses, the faculty of the department shall have a significant role in the appointment and review of the chair.

Departmental Chair

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 the department in working with other departments, the deans, and administrative officers of the University. The chair is expected to encourage and facilitate the work, quality, and professional development of the department. The chair shall take the initiative in reporting the needs and in supporting the mission, purposes, and objectives of the department. This includes a basic responsibility for obtaining merited recognition of faculty members with respect to promotions, tenure, salary increases, and support for career development. Additional responsibilities include implementing the Affirmative Action Plan, summarizing the program review and recommending considerations which deal with the personnel policies of the department.

Appointment and evaluation of the Chair.

Usually, the chair is appointed for a term of four years.

Norman Campus

On the Norman campus, the chair is nominated to the University Regents by the President after considering the recommendations of the Provost (who shall have conferred with the dean of the college and a departmental search committee). The composition of this search committee will be determined by the department in consultation with the dean. This search committee will participate in the selection and examination of the candidates and will transmit formal recommendations to the dean of the college and the Provost. Further, each member of the department's faculty will be polled and the results will be reported to the Provost. Also permissible are additional consultations and communications between administrative officers and faculty members (including anonymous polls) at the initiative of any such person. Appointment of a new chair will be made when it is considered to be in the best interest of the department and the University. A comprehensive evaluation of the chair will be conducted by University officers and the faculty of the chair's unit at intervals no greater than four years.

The chair is normally appointed on a 12-month basis and receives a reduction in teaching load commensurate with the extent of the administrative responsibility. The advancement of a chair in salary and rank is determined by the chair's overall contribution to the University and to the mission of the department and by the quality of the chair's administrative performance and leadership effectiveness. Chairs will be provided with sufficient secretarial and clerical help, space, and financial resources to enable them to carry out all phases of their administrative responsibility.

Health Sciences Center Campus

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 Provost. The search committee should be appointed by the dean(s). A majority of its membership should be members of the general faculty.

The chair's work will be subject to review by the President, the Provost, and the dean. Outside consultants also may be asked to provide performance

evaluation. Appointment of a new chair will be made when it is considered to be in the best interests of the department and of the University.

Chairs will be provided with sufficient secretarial and clerical help, supporting staff, space, and financial resources to enable them to carry out all phases of their administrative responsibility. Advancement of chairs in salary is determined by their overall contribution to the University, including the quality of their administrative work.

Responsibilities of the Chair

Chairs are the administrative officers of departments. They represent their departments in relationships with other departments, the deans, and administrative officers of the University. They provide leadership in all matters of policy as determined by the faculty, the dean, and the Provost. Each department must be administered in accord with general University policies. Within the practical limits set forth below, it is the responsibility of the chair to determine procedures for carrying on the work of the department.

Chairs, either on their own responsibility or by delegation of responsibility to committees, shall make decisions on such matters as: (1) setting the time and frequency of departmental meetings, except that meetings shall be held at least once each month, (2) approving class schedules for the department, (3) authorizing expenditures from the departmental budget according to the policies established by Committee A or the equivalent committee at the Health Sciences Center, (4) selecting representatives to attend professional meetings at University expense. Chairs, in conjunction with departmental committees, shall make recommendations in regard to the following: (1) promotion in rank, (2) appointments of new staff members, (3) tenure of faculty (see special restrictions in the section on Tenure), (4) increases in salary, and (5) policies and procedures as to teaching methods, curricula, coordination with other departments, and, in general, matters of policy concerning the work of the department.

IX. FACULTY DUTIES

The work of a faculty member may include teaching; research or creative activity; and public, professional and University service. The faculty shall participate with the Regents and the administration in the responsibility for carrying out the policies of the University. Specific activities of a faculty member may vary from semester to semester as long as they are consistent with the department's objectives and responsibilities, as indicated by the department's statement of criteria for evaluating faculty performance.

X. ADMINISTRATIVE ORGANIZATION

Preamble: The administrative organization of the University exists for the purposes of providing leadership and facilitating the academic programs. Fulfillment of these ends can best be achieved in an atmosphere of shared governance, mutual planning and implementing of decisions, and the recognition and encouragement of contributions of members of the University community.

PROVOST, NORMAN CAMPUS

The Provost, Norman campus, is the second-ranking officer of the University on the Norman campus. The Provost is responsible for Norman campus academic programs and their fiscal aspects, academic policies and procedures, questions

relating to the employment and career development of faculty, research administration, and the integration of the needs of the undergraduate, graduate, and professional programs with the academic disciplines. The Provost acts as President in the absence of the President.

Among the officers who report to the Provost are the Director of Academic Services, the Assistants to the Provost, the Director of the University Libraries, and the deans of the colleges on the Norman campus. In addition, the heads of units not associated directly with a college report to the Provost.

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

PROVOST, HEALTH SCIENCES CENTER

The Health Sciences Center Provost is the chief academic and administrative officer at the Health Sciences Center and is the ranking officer of the University on this campus. The Provost is responsible for the complete administration of the Health Sciences Center including its academic programs, policies and procedures, questions relating to the employment of faculty, and research administration.

The Center encompasses the College of Dentistry, the College of Health, the College of Medicine, the Tulsa Medical College, the College of Nursing, the College of Pharmacy, the Graduate College-HSC, and research facilities.

The Deans of the Health Sciences Center Colleges and the Directors of Financial Administration, Student Services, Personnel Services, Operations, and Library report to the Provost. Other administrative elements report either to the Provost or through one of the Directors.

The Health Sciences Center Dean's Council is composed of the deans of the Center's colleges and the Provost, who serves as Chair. The Council meets periodically to discuss common interests and to make recommendations as appropriate.

XI. COUNCIL AND COMMITTEE RESPONSIBILITY*

An effectively organized system of councils and committees is essential to the operation of the University. Councils and committees serve a variety of functions which contribute to the achievement of the goals of the University as an institution.

- (1) They keep the several elements of the University informed of the conditions, policies, and decisions that affect their responsibilities and welfare.
- (2) They are a means of marshalling the wide range of knowledge and expertise on all subjects available to the University so that it can contribute to decision making.
- (3) They provide a liaison between officers of the University and other portions of the University, especially the faculty. Through consultation, policy review, and exploration of

disagreements, a sound operating relationship can be maintained among all members of the University community.

- (4) They bring representatives of the appropriate groups in the University together at an early stage in the process of planning and development of policy and programs.

*(Extracted from The Structure of University Councils and Committees, approved by the President, 12-72, upon the recommendation of the Faculty Senate and the UOSA and as subsequently amended; revised, President's Office 5-10-74, and Charters and Listing, University, Councils, and approved by the president 2-13-76.)

To achieve full effectiveness, councils and committees must be:

- (1) Representative of the groups appropriate to their particular functions;
- (2) Consulted regularly, on a schedule that allows time for participation;
- (3) Afforded full and immediate access to the information relevant to their interest;
- (4) Able to exercise initiative and review actions, as well as respond to proposals laid before them; and
- (5) Provided benefit of a formal response from the appropriate academic and administrative offices to proposed recommendations or actions.

All councils and committees are given clearly stated charges in writing, and they are asked to make periodic reports to their constituent bodies. The committee structure of the University is kept flexible by periodic review and revision, assuring that committee work does not absorb an undue amount of faculty, staff, and student time. A current listing of councils and committees their charges, and their membership is maintained in the Office of the President.

Councils

Councils make recommendations to the President on policy and programs in areas of vital significance to the functioning of the University as an educational institution, as well as special extra curricular areas that deserve the attention of full representation of the University community. Certain councils are created by the Board of Regents, and their membership and charges are set by the Board of Regents. These are:

Athletics Council, University
 Council on Faculty Awards and Honors, University
 Publications Board, University

Other councils are established upon recommendation of the Faculty Senate and approval by the President. The President may suggest the establishment of specific new councils to the Senate. Councils may be abolished on recommendation from the Senate and approval of the President. Councils established in this way are:

Academic Personnel Council, Norman
 Academic Personnel Council, Health Sciences Center
 Academic Program Council, Norman
 Academic Program Council, Health Sciences Center
 Administrative & Physical Resources Council, Norman
 Budget Council, Norman
 Research Council, Norman
 Research Council, Health Sciences Center

These Councils operate according to the following guidelines:

- (1) **Membership.** Membership of the councils will be drawn from the elements of the University relevant to their areas of interest, including, as appropriate, faculty, students, and non-academic personnel. Nine faculty members, constituting a majority of the membership, will serve on each council. The faculty members are elected to three-year terms by the Faculty Senate, with one-third retiring each year, and their election is forwarded to the President for official appointment. At least one officer of the University administration whose duties are relevant to the work of each council will be designated by the President to be an ex-officio member of the council without a vote. The officer is responsible for assuring that the council is informed of administrative activities and plans appropriate to its charge. When necessary, the officer will provide staff support to the council.
- (2) **Chair.** The chair of each council is elected annually from among the faculty members of the council. On the Norman campus, the chair will be an ex-officio member of the Faculty Senate Executive Committee.
- (3) **Charge to a Council.** A charge to a council is recommended to the President by the Faculty Senate. The President gives the charge in writing.

Standing Committees

Standing committees provide the President and his or her staff with counsel and assistance regarding other areas of University activity that are important to the fulfillment of an educational mission. Standing committees are established by recommendation from the Faculty Senate and approval of the President. The President may suggest the establishment of specific committees to the Senate. Committees may be altered in their function or abolished upon recommendation of the Senate and approval of the President.

The membership of a standing committee varies with its function, but faculty participation is desired on all standing committees. The terms of membership are stated when a committee is established. For each faculty position, the Faculty Senate nominates two faculty and appointment is made by the President. Standing committees include but are not limited to:

- Academic Regulations Committee, Norman
- Class Schedule Committee, Norman
- Commencement Committee, University
- Computer Advisory Committee, University
- Faculty Advisory Committee to the President, University
- Film Review Committee, Norman
- Fringe Benefits Committee, University
- Parking Violations Appeals Committee, Norman
- Patent Advisory Committee, University
- ROTC Advisory Committee, Norman
- Scholarship and Financial Aids Committee, Norman
- Speakers Bureau, Norman
- University Book Exchange Oversight Committee, Norman
- University Libraries Committee, Norman

Other University Committees

Several other types of committees are used as appropriate:

- (1) Administrative advisory committees. Officers of the University are authorized to establish special advisory committees for subjects not covered by the Council or Standing Committee structure, so long as they do not encroach on or duplicate the work of the councils and standing committees. These committees are composed of members selected in a manner determined by the establishing official. The number and purposes of these committees are regularly reviewed by the President and the Faculty Senate.
- (2) Task forces. A task force is an 'ad hoc' committee designed to accomplish a specific written charge; it dissolves when the task is completed. Members of the task force are selected by the appointing body or officer.
- (3) Administrative search committees. These special committees are formed to assist in the selection of the chief administrative officers of the University (the President, the Provost, Vice Provosts, Vice Presidents, and the academic deans) when a vacancy exists. Faculty members are a majority of a search committee; they are nominated by the Faculty Senate. Twice as many nominees shall be submitted for each search committee position, with the final selection made by the officer or authority in the University with the direct responsibility of supervising the position to be filled.

Search committees for departmental chairs are discussed in DEPARTMENTAL ADMINISTRATION.

- (4) Designated scholarship committees. These committee members are appointed by the President. The committees include but are not limited to:

Bass Memorial Scholarship Fund Committee
 Danforth Foundation Scholarship Committee
 Rita H. Lottinville Prize for Freshmen Committee
 Will Rogers Scholarship Committee

- (5) Especially established bodies. These include but are not limited to:

Affirmative Action Committee, Health Sciences Center
 Campus Tenure Committee, Norman
 Campus Tenure Committee, Health Sciences Center
 Committee on Discrimination, Norman
 Committee on Discrimination, Health Sciences Center
 Equal Employment Opportunity Committee, Norman
 Faculty Appeals Board, Norman
 Faculty Appeals Board, Health Sciences Center
 Judicial Tribunal, Norman

The charges of the above committees and their membership are maintained in the office of the President.

The following section of the Faculty Personnel Policy was approved by the Faculty Senate (Norman campus) on April 27, 1977:

II. DISTINGUISHED PROFESSORSHIPS

Recipients of Distinguished Professorships are deemed to have achieved unusual distinction in teaching and guidance of students, research, or service. The University awards the following distinguished professorships:

David Ross Boyd Distinguished Professorship
George Lynn Cross Distinguished Professorship
Regents' Distinguished Professorship

A. David Ross Boyd Professorship

Criteria for Selection. To qualify for a David Ross Boyd Distinguished Professorship, a faculty member must have consistently demonstrated outstanding teaching, guidance, and leadership of students in an academic discipline or in an interdisciplinary program within the University. Among more specific criteria which may be considered are the degree to which the candidate:

1. establishes, communicates, and fulfills appropriate course and program goals;
2. utilizes formats and techniques that are appropriate to the students served;
3. evaluates student performance appropriately and fairly;
4. establishes relationships with students that facilitate mutual respect and communication;
5. stimulates an intellectual inquisitiveness and communicates methods of pursuing that inquiry;
6. brings about changes in students' knowledge, motives, and attitudes;
7. fosters the professional development of colleagues and serves as a model for colleagues and students; and
8. contributes to the success of students.

Nomination Procedure

1. The Provost will solicit recommendations for the Professorship early in September and announce appropriate schedules for processing the nominations.

2. Recommendations. Any academic unit may submit to the college dean the name of one tenured faculty member with the rank of professor. The recommending unit will be responsible for assembling the supporting documentation. The dean of the college will review the recommendations and add his or her comments to the recommendation(s) considered to be most worthy. The dean will submit all the recommendations and supporting documentation to the office of the Provost by November 15. The Provost will forward these materials to the Council on Awards and Honors.

3. Supporting Documentation. Recommendations are to be accompanied by specific evidence that the nominee meets the criteria for selection. Whenever possible, surveys of representative groups of present and former students should be made and reported.

Selection Procedure

1. Review. The Council on Faculty Awards and Honors shall nominate to the

Provost only those recommended faculty considered by the Council to be most deserving of being awarded the David Ross Boyd Distinguished Professorship.

2. Selection. The Provost will review the nominees from the respective campuses and forward their recommendations to the President who will make nominations to the Board of Regents.

Perquisites

In the year of designation as a David Ross Boyd Distinguished Professor, the person receiving the award will receive a cash award of \$5,000.

Term of the Award

The term of a David Ross Boyd Distinguished Professor is continuous until retirement.

B. George Lynn Cross Research Professorships

Criteria for Selection To qualify for a George Lynn Cross Research Professorship, a full professor with tenure must have demonstrated outstanding leadership over a period of years in his or her field of learning and have been recognized for distinguished contributions to knowledge.

Nomination Procedure

1. The Provost will solicit recommendations for the Professorship early in September and announce appropriate schedules for processing the nominations.
2. Recommendations. Nomination to a George Lynn Cross Research Professorship may be made to the Dean of the Graduate College by Committee A of the nominee's department or may be initiated by the Dean of the Graduate College, after consultation with the interested department. The Dean of the Graduate College will request that the appropriate college dean review and comment on these recommendations.
3. Supporting Documentation. Recommendations are to be accompanied by specific indications that the person being recommended meets the criteria for selection. The Dean of the Graduate College, consulting with appropriate persons both within and outside the University, will develop a list of external evaluators to aid in the review process. The Graduate Dean will request external evaluators to appraise the qualifications of the nominees for this award. The Dean of the Graduate College and the Graduate Council will employ specific procedures for their evaluation of the nominees.
4. The Dean of the Graduate College will forward to the Council on Faculty Awards and Honors all recommended names, the initial supporting documentation, additional comments from departmental chairs, directors, academic deans, the evaluations of the external evaluators, and the recommendations of the Graduate Council and Graduate Dean.

Selection Procedure

1. Review. The Council on Faculty Awards and Honors shall nominate to the Provost only those recommended faculty considered by the Council to be most deserving of being awarded the George Lynn Cross Research Professorship.
2. Selection. The Provost will forward his/her recommendations to the President who will make nominations to the Board of Regents.

Perquisites

In the year of designation as a George Lynn Cross Research Professor, the person receiving the award will receive a cash award of \$5,000. Continuing recognition of a George Lynn Cross Professor will be evidenced in teaching load adjustment and staff/research support. Each year, the respective Research Councils will set aside a fund of money to which only George Lynn Cross Research Professors may submit competitive research proposals.

Term of the Award

The term of a George Lynn Cross Research Professor is continuous until retirement.

C. Regents' Distinguished Professorship

Criteria for Selection. To qualify for a Regents' Distinguished Professorship, a faculty member must have rendered outstanding service to the University or to an academic or professional discipline through extraordinary achievement in the areas of public and/or professional service and/or significant contributions in academic administration.

Nomination Procedure

1. The Provost will solicit recommendations for the Professorship early in the fall semester and announce appropriate schedules for processing the nominations.
2. Recommendations. Any academic unit may submit to the college dean the name of one tenured faculty member with the rank of professor. The chairperson of an academic unit, a college dean, or any other major administrative officer of the University may also submit nominations. The recommending unit or person will be responsible for assembling the supporting documentation. The dean of the college will review nominations submitted by an academic unit or its chairperson and add his/her comments to the recommendations considered to be most worthy. The dean will then submit all the recommendations and supporting documentation to the respective provost who will then forward them to the Council on Faculty Awards and Honors for its recommendation.
3. The Council on Faculty Awards and Honors will forward its recommendations to the President who shall then present his recommendations to the Board of Regents after conferring with the President of the University Regents and the Chair of the appropriate Faculty Senate.

Perquisites

In the year of designation as a Regents' Distinguished Professor, the person receiving the award will receive a cash award of \$5,000.

Term of the Award

The term of a Regents' Distinguished Professor is continuous until retirement.

III. ENDOWED CHAIRS AND PROFESSORSHIPS

Faculty may be appointed to Endowed Chairs and Professorships that include:

Baldwin Professor of Business Management
Goldman Professor of Human Relations
Halliburton Professor of Engineering
Kingfisher Professor of Philosophy
Merrick Chair of Western History
McCasland Professor of English
McCasland Professor of History of Science
McCasland Professor of Zoology
Phillips Professor of Mathematics

To qualify for an Endowed Chair or Professorship, a faculty member must be distinguished within a particular academic field or an interdisciplinary program.

Nomination and Selection Procedure. Normal procedures for employment of faculty will be followed insofar as possible. Nominations may be sought from many sources and the selection process will be similar to that followed by the academic unit(s) chiefly involved. Should there not be an academic unit in the area of the Endowed Chair or Professorship, an appropriate faculty committee will be selected to develop recommendations.

Perquisites

Perquisites, in addition to the title, vary considerably among the Endowed Chairs and Professorships. When the appointment is made, the person will be fully informed concerning the perquisites of the appointment.

Term of the Award

The term of an Endowed Chair or Professorship, unless contract stipulations require otherwise, is continuous until retirement or until the endowment is withdrawn.

IV. AWARDS

The University of Oklahoma recognizes outstanding teaching, research and creative activity, and professional and university service by its faculty by presenting several annual awards to recognized deserving nominees. Some awards

(including AMOCO Foundation Good Teaching Award and Baldwin Study Travel Award for Excellence in Undergraduate Teaching) are privately funded, and criteria and method of selection are set forth in joint University-donor contracts. The Regents' Award is an annual University-funded award that may be given for superior accomplishment in any of the following:

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

Criteria for Selection

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

Nomination Procedure

1. The Provost will solicit recommendations for the awards during the fall semester and announce appropriate schedules for processing the nominations.
2. An academic unit may submit as many as two names. 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 appropriate academic unit. The dean will transmit to the appropriate Provost names of nominees and all substantiating data and will append, for each nominee, his/her own statement of recommendation. The Council on Faculty Awards and Honors will consider the nominations and make its recommendations to the Provost.
3. The deans of the University College and the Graduate College may each submit one nomination to the Provost along with substantiating data. These nominations and related materials are to be delivered according to the schedule announced by the Provost.

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 submit to the Provost as many as nine nominees and all substantiating materials. Ordinarily approximately fifty percent of the nominees shall be in the teaching category. The Provost will review the nominees and recommend to the President who will submit the recommendations to the Regents for consideration.
3. The final selection of the recipients will be made by a committee of three Regents, appointed by the President of the Regents.

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 April meeting of the General Faculty.

Perquisites

Each award will consist of affixing the recipient's name to a permanent plaque in a prominent and suitable location (preferably in the University Library), and a cash award of not less than \$1,000.

V. FRINGE BENEFITS

Policy details of sick leave, insurance, retirement, and other benefits are contained in the booklet, Fringe Benefits, that can be obtained in the Personnel Services Office, Norman Campus, and the booklet, Employment Benefits, that can be obtained in the Office of Personnel Services on the Health Sciences Center Campus. Proposed changes in the benefit booklets will be submitted to the appropriate Faculty Senate for review.

VI. LEAVE OF ABSENCE WITHOUT PAY

Leaves of absence may be granted for one year, with possible reapplication for a second year, to members of the faculty, administrators, and other professional staff for personal convenience, professional development, professional service, government service, other employment, or political activity if their services are not immediately essential to the University.

Time spent on leave of absence may count as accrued time for tenure subject to provisions of Paragraph 3.7.3.g in the Faculty Tenure Section of the Personnel Policy. A leave of absence does not disqualify one from salary increase consideration, retirement plans, and faculty awards. The precise terms of the leave of absence shall be in writing and shall be given to the faculty member prior to the commencement of the leave.

VII. SABBATICAL LEAVE OF ABSENCE

Purpose

Sabbatical leaves of absence are among the most important means by which an institution's academic program is strengthened, a faculty member's teaching effectiveness enhanced, and scholarly usefulness enlarged. The major purpose is to provide opportunity for continued professional growth and new or renewed intellectual achievement through study, research, writing, and travel. A leave may either involve specialized scholarly activity or be designed to provide broad, cultural experience and enlarged perspective.

Applications for sabbatical leave should be encouraged, and a faculty member who is on sabbatical leave should be considered to be enhancing personal value to the department and to the University. Accordingly, a faculty member who is on sabbatical leave shall not be penalized on matters of salary consideration.

Conditions of Award

A sabbatical leave of absence may be granted by the President of the University with the approval of the Regents of the University to any tenure-holding faculty member or administrator, provided that the time shall be applied to study and travel approved by the President and provided further that the applicant meets the

conditions for a regular sabbatical or a mini-sabbatical as set forth below.

Approval of a sabbatical leave of absence with full pay depends on the ability of the applicant's college to absorb the financial obligation.

A person applying for a sabbatical leave and receiving a stipend for the same period from another institution or agency may still receive a sabbatical provided that it appears to the Provost that it is in the best interest of the University and will be needed to prevent financial loss to the person obtaining the sabbatical.

Normally, the University will not grant a sabbatical for the purpose of pursuing work on the terminal degree in the teaching field; however, it will entertain application for a sabbatical leave to permit post-terminal degree study or professional training.

Each sabbatical leave application shall be judged on the merits of the individual case.

The recipient shall sign a statement of commitment to return to the University for one year following receipt of the sabbatical or, if the individual accepts employment elsewhere, to remit that salary received from the University during the sabbatical leave, unless this requirement is waived by the President.

Faculty who are returning from sabbatical leave shall submit a report of activities to the Provost via their departmental chair and dean within sixty days after returning to university service.

Eligibility

The semesters that are counted toward eligibility for sabbaticals are the fall and spring semesters only and do not include the summer session.

Regular Sabbatical. After six years of service, faculty on nine-month appointments may be granted a sabbatical leave at half-pay for a period not to exceed two semesters or at full-pay not to exceed one semester. After six years of service, faculty on twelve month appointments may be granted a sabbatical leave at half-pay for a period not to exceed twelve months or at full-pay for a period not to exceed six months. The term "six years of service" refers to full-time appointments at the University of Oklahoma.

Faculty members who are on regular nine-month appointments, but who are employed by the University during the summer, may be granted sabbatical leaves at proportionately higher percentages of full pay or longer duration. In determining these rates of pay and durations of leaves, two summer months' employment (full-time) will count in the same way as one-half of a regular semester's employment. Consideration of summer employment will not increase the frequency with which regular sabbaticals can be earned (they will still require six years of service), but nine-month faculty will be able to receive sabbatical grants exceeding two semesters at half-pay or one semester at full-pay, based on an allowance for summer employment.

Mini-Sabbatical. After establishing the initial eligibility of twelve semesters of full-time service, one may apply for a one-semester leave at half-pay for nine-month faculty or a six-month sabbatical leave at half-pay for twelve month faculty. Application for subsequent mini-sabbaticals may be made after every six semesters of full-time service.

As in the case of regular sabbaticals, proportionately higher percentages of pay may be granted to nine-month faculty members on mini-sabbaticals if these faculty have been employed by the University during summers. Two summer months' employment (full-time) will count as one-half of a regular semester's employment in determining the increase in rate of pay over half-pay.

A faculty member's eligibility to apply for subsequent sabbatical leaves is established by length of service following return from the previous sabbatical leave, in accord with the schedule referred to above. Occasional exceptions to the rule may occur when a faculty member who is otherwise formally determined to merit a sabbatical leave is obliged to postpone it for the convenience of the University. In these cases, the period of delay may be considered as part of the period of service establishing eligibility to apply for the next sabbatical leave.

Procedures

The procedure to be followed in applying for a sabbatical leave shall be as follows:

Applications may be processed at any time during the year and will ordinarily receive Regents' action within 90 days of submission by the faculty member. The faculty member shall apply to the department. After recommending approval or disapproval, the department shall submit the application to the dean. The dean will process all applications as received and submit them together with his/her recommendations to the Provost who shall forward them to the Council on Faculty Awards and Honors. The Council will recommend promptly to the Provost, who will recommend to the President. The President shall then recommend to the Regents regarding the sabbatical leave and shall inform the applicant of the action taken by the Regents.

Applications will normally be made at least six months prior to the start of the term in which leave is requested.

(End of Sects. II - VIII)

XII. RECOMMENDATIONS ON PERSONNEL POLICY REGARDING THE UNIVERSITY COUNCIL
ON FACULTY AWARDS AND HONORS

CHARGE: The Council shall assist the President by recommending candidates for distinguished professorships, including Regents' Professorships, David Ross Boyd Professorships, and George Lynn Cross Professorships.

The Council shall recommend to the President candidates for the Regents' Award for Superior Teaching, Research and Creative Activity, and Professional and University Service.

The Council shall assist the President, when requested, in the determination of nominations for local, national, and international awards and honors.

The Council shall advise the President on all matters concerning sabbatical leaves.

The Council shall serve as an advisory body to the President on all matters concerning faculty awards and honors.

MEMBERSHIP: The Council on Faculty Awards and Honors shall consist of eleven members appointed by the President. Six faculty members will be appointed from a list of nominations submitted by the Norman campus faculty Senate and three from a list submitted by the Health Sciences Campus Senate. These nine members must include at least one Regents' Professor, one David Ross Boyd Professor, one George Lynn Cross Research Professor, and one recipient of the Regents' Award for Superior Teaching, Research and Creative Activity, or Professional and University Service. The term of each of these members shall be three years except for the first year of the Council's existence in which case three members shall be appointed for terms of three years, two members for two years, and two members for one year. Any appointment to fill a vacancy in an unexpired term shall be for only as long as the unexpired term. The other two members shall consist of one alumnus and one student of the University. These two members shall serve a term of two years. The Council shall annually elect its own Chair from among its membership. If a member of the Council is nominated for an award or honor to be considered by the Council the member must either have his/her name withdrawn from nomination or resign from the Council for the remainder of his/her term. Faculty members shall not be reappointed to the Council for at least one year after the expiration of their last term.