

# **OKLAHOMA STATE UNIVERSITY**

## **FACULTY HANDBOOK**

**Compiled by  
The Office of Academic Affairs**

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## PREFACE

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This faculty handbook was prepared by the Office of the Executive Vice President for Academic Affairs, with assistance from representatives of the Faculty Council, to:

- (1) outline the University structure, functions, general policies, and procedures;
- (2) provide assistance in dealing with matters which the individual faculty member may be unfamiliar;
- (3) identify and encourage use of University services which are available to support academic activity; and
- (4) afford ready access to basic materials which guide the conduct of University functions.

Emphasis is placed on general university responsibilities and policy. Detailed procedures are left to other communications. For example, the *Policy & Procedures Letters Handbook* is available in the offices of deans, directors, and department heads and is in the Reserve Room of the Library. *Policy & Procedures Letters* are also available at the following web site: <http://home.okstate.edu/policy.nsf>.

Faculty members are encouraged to retain a copy of the *Faculty Handbook* in their personal files for ready and useful reference. Additionally, an electronic copy of the *Faculty Handbook* is available at the following web site: [www.okstate.edu/acadaffr](http://www.okstate.edu/acadaffr). Please bookmark the location of the *Policy & Procedures Letters* and the *Faculty Handbook* in your web browser.

Suggestions for improving the *Faculty Handbook* should be directed to the Office of the Executive Vice President for Academic Affairs.

This *Faculty Handbook* has been prepared for general informational purposes only. No statement appearing in this *Faculty Handbook* constitutes a contractual obligation by the A&M Board of Regents or Oklahoma State University. If any official policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in this *Faculty Handbook*, such official policy statements will be deemed to control over the statements appearing in this document. The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this *Faculty Handbook* at any time, without advance notice.

## THE UNIVERSITY

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### The Inheritance

Hopeful words delivered to the faculty in the 1940s by President Henry G. Bennett (1928-1951) establish a theme of patient determination in building a superior academic institution:

*“Discouraged sometimes, yes. Doubting the ultimate outcome, no. Our problems are common; our interests one.”*

Dr. Bennett defined the purpose of the administration as being “to make good teaching, good research, and good extension work possible.” He emphasized, of course, the threefold objectives of the land-grant college—objectives which have existed since Morrill institutions were established and which are with the University today.

### *The Struggle to Survive*

The history of Oklahoma State University began with its founding on December 25, 1890, as Oklahoma Agricultural and Mechanical College, just twenty months after the Land Run of 1889. This initial period, from its founding until Oklahoma statehood in 1907, can only be characterized as a struggle to survive. When the first students assembled for class on December 14, 1891, no buildings, no books, and no curriculum existed.

The individuality and resourcefulness exhibited by Stillwater and Payne County leaders guided Oklahoma A&M through drought, the depression of the 1890s, and insufficient sources of tax revenue. The formation of the Oklahoma Agricultural Experiment Station in 1891 proved to be an important factor in the survival of the young territorial college by promoting cooperation with other land-grant institutions and by attracting Robert J. Barker as the first President.

Adept in his dealings with the territorial legislature, Barker served as the chief administrative officer until 1894. His last official act, before a student body of 144 students, was to preside at the dedication of Old Central, the first permanent building on the campus.

Barker was succeeded by Henry E. Alvord (1894-1895), a strong proponent of the land-grant tradition. Though president for only four months, Alvord was able to complete a partial reorganization of the college. Because the regents had resented Alvord, they chose a new president who had little, if any, knowledge of land-grant colleges. Edmund D. Murdaugh (1895) served less than six months and was dismissed because of immoral behavior involving alcohol. Murdaugh’s single campus innovation was the establishment of a college press bureau.

The college was then fortunate to secure the services of George E. Morrow (1895-1899) as president. Morrow was a disciple of the land-grant tradition. During his administration, he expanded the physical plant and added engineering and business to the curriculum. In 1896, Morrow presided over the first graduation at the college in which six men received their diplomas. A year later, the graduating class included the first woman graduate.

Territorial influences ripened with a greater population, a more stable economy, and the prospects of admission to the Union. During the latter territorial days, adult education took the college to the people, and none outdid President Angelo C. Scott (1899-1908) in his zeal for this early version of an outreach program. Shortly after Scott became president, the

railroad came to Stillwater. The availability of travel greatly increased the position of the institution in the territory.

### *The Search for Stability*

Oklahoma entered the union as the forty-sixth state in 1907. Price relationships were so favorable that the period 1909-1914 later became the basis for “parity” in measuring the place of agriculture in the national economy. These prosperous years seemed to bring to Oklahoma A&M College a search for greater stability and further development. While John H. Connell served as president (1908-1914), the academic programs continued to strengthen. One of Connell’s first successes was the development of a separate teacher education area. During his administration, the first detailed campus plan was drafted. In addition, the Women’s Building (the present Bartlett Center for the Studio Arts) and Crutchfield Hall opened as the first campus residence halls. Following Connell’s termination, Lowery L. Lewis, a member of the faculty, served as acting president of the college. In 1915, James W. Cantwell (1915-1921) became president. During the Cantwell tenure, Oklahoma A&M College was first accredited by the North Central Association of Colleges and Schools. Cantwell was a firm believer in student recruitment and regularly contacted high school seniors.

Oklahoma A&M College had its first formal inauguration of its president in 1921. James B. Eskridge (1921-1923), the first president with an earned doctor of philosophy degree, was an enlightened leader, but he soon was swept up in the problems of Oklahoma politics. While members of the Oklahoma National Guard looked on, Eskridge was forced to clean out his desk and leave the campus. He was replaced by George Wilson, a political crony of the governor. Wilson served for fifty-eight days.

Although 1923 was the “Year of the Three Governors” and the “Year of the Three A&M Presidents,” instruction in each of the six areas represented by the undergraduate colleges today was either well under way or developing rapidly. Graduate training was offered in numerous areas. The Twenties was an era of advances on campus, including national recognition for prize livestock in the School of Agriculture and affiliation with honorary societies, notably Phi Kappa Phi, the highest scholastic honor available to Oklahoma A&M students. On another front, the 1920s brought the first of the long string of national intercollegiate (NCAA) wrestling championships.

Following the disastrous Wilson days was the administration of Bradford Knapp (1923-1928). Under the administration of Knapp, the quality and size of the faculty increased. In addition, the President called for higher admission standards. By the end of his tenure, no student was admitted to Oklahoma A&M College without completion of fifteen credits from an accredited high school or passing an examination of equal standing. Knapp was also credited for implementing the first budgeting system. Buildings completed during the Knapp years were Whitehurst, Hanner Hall, and Thatcher Hall. At the time of its completion, Whitehurst was the third largest building in the state of Oklahoma.

President Henry G. Bennett, who succeeded Knapp in 1928, had the knack for correctly reading the challenges and opportunities of the times and led his faculty in establishing academic relationships with administrators of national departments, bureaus, and agencies. He chose the modified Georgian architectural style which still provides the standard for Oklahoma State University. He also developed the technique of using state revenue bonds to finance the construction of self-amortizing buildings and facilities. During the Bennett years, campus buildings completed were Murray Hall, Engineering South, Cordell Hall, Bennett Hall, Life Sciences East, the Classroom Building, Gallagher-Iba Arena, the Student Union,

and Willard Hall. Under Dr. Bennett, the institution survived the depression, developed increased stability, and began building a national reputation.

### ***The Quest for Identity***

The 1940s was a period of especially significant activities. A major achievement of the Bennett years was the passage in 1944 of an amendment to the State Constitution which created a separate board of regents for the A&M Colleges—a board, for the most part, above the tug and pull of the state’s political battles.

After the Second World War ended, veterans flooded the Stillwater campus and caused the enrollment to exceed 10,000 students. Recognizing the changing education needs of the postwar society, and in keeping with the land-grant tradition, the institution moved to establish two branch campuses where technical programs would be emphasized. The School of Technical Training was established in Okmulgee in 1946, and fifteen years later the Technical Institute was established in Oklahoma City. This was the era when the first Ph.D. degree was awarded and when a Research Foundation for arts and sciences, business, education, and home economics was created. A need for professionally trained animal health scientists led to the forming of the College of Veterinary Medicine in 1948. An administrator of the federal government’s Point Four program, President Bennett further identified the college with economic development overseas, beginning with Ethiopia.

President Oliver S. Willham (1952-1966) had the distinction of being the first Oklahoma A&M College graduate to serve as chief executive. Nearly two-thirds of the degrees granted by OAMC-OSU through 1966 were awarded during Dr. Willham’s tenure. Of deep interest to faculty members was the formation in 1953 of the General Faculty with the Faculty Council to represent it. Also in that year, the new library (now the Edmon Low Library) was completed and served as tangible evidence of the stature to which the institution had attained. Other buildings completed during the Willham administration were the Physical Sciences Building, Engineering North, the College of Business Administration Building, and the north and south wings of Agricultural Hall. Another significant development of the Willham years involved the establishment of the OSU Foundation.

In 1957, the Oklahoma Legislature recognized the status of the college by changing the name of the institution to Oklahoma State University of Agriculture and Applied Science. Membership in the Big Eight Conference linked the intercollegiate athletic fortunes of the institution with other universities of the mid-continent area.

### ***The University Comes of Age***

The 1960s and 1970s saw Oklahoma State University “come of age,” receiving regional, national, and international recognition as a university in the fullest sense. President Robert B. Kamm (1966-1977) saw the University’s budget more than double, while enrollments increased substantially. During the last five years of the Willham administration and the first five years of the Kamm presidency, the largest building program in the University’s history was occurring on OSU’s Stillwater, Oklahoma City, and Okmulgee campuses. While Dr. Kamm served, the Stillwater campus saw the addition of the Seretean Center for the Performing Arts, the Colvin Recreational Center, the Student Health Center, the Animal Disease Diagnostic Laboratory, Life Sciences West, the Mathematical Sciences Building, Willham Residence Halls Complex, the International Mall, the beef cattle facilities, and the Student Union parking garage.



Perhaps the most significant developments in the “coming of age” of OSU occurred in the classrooms, the laboratories, and in the counseling and advisement programs—operations central to the University. One distinguished national education association review noted that “Oklahoma State University is currently producing as great a variety of educational reform as can be found anywhere in the United States.” Another spoke of the “purposeful community” at OSU. This striving for excellence in higher education resulted in the submission of all OSU academic programs for accreditation.

### ***The Challenge***

Under the leadership of President L. L. Boger (1977-1988), the University continued to mature. In his installation/commencement address, President Boger reemphasized the importance of the land-grant institution when he spoke of the Morrill Land-Grant Act:

*“The land-grant act has been a great balancing force for more than a century. Its philosophy has been good for the time and its philosophy has relevance for the future.”*

OSU regarded its future in the 1980s, the University’s Centennial Decade, as a time to accelerate the institution’s march to excellence. Every college on campus and a number of institutional units formulated Centennial Decade objectives and goals. The momentum gained during the 1980s has provided and will continue to provide the launching pad for even more achievements in the future.

During his tenure, Boger worked with the Faculty Council and the A&M Board of Regents to update and later completely rewrite *Appendix D* of the *Faculty Handbook—Policy Statement To Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty*.

In 1982, when the Oklahoma State Regents for Higher Education organized under their governance a consortium of four universities in Tulsa, Boger made sure that OSU played a leading role. The University Center at Tulsa provided the third and fourth years of many undergraduate programs as well as various graduate studies. Six years later, the Oklahoma College of Osteopathic Medicine and Surgery, also located in Tulsa, became a part of OSU.

Important buildings completed during the Boger administration include the Boren Veterinary Medical Teaching Hospital, the Animal Science Building, the Family and Child Sciences Center, and the Allie P. Reynolds Stadium. The new Telecommunications Center has the equipment which allows for interactive distance learning using audio and visual capabilities for satellite transmission worldwide. The most significant construction project undertaken during the Boger years was the Noble Research Center for Agriculture and Renewable Natural Resources. With its slanted glass roof and futuristic design, the Noble Center serves as the site of research projects concerned with water supply and utilization, the development of renewable energy resources, and protection of resources.

President John R. Campbell (1988-1993) called for increased funding of endowed chairs and professorships, while seeking ways to improve the various types of financial aid so that more academically qualified students could enroll. From the beginning, Dr. Campbell saw the need to further internationalize the programs, mission, and institutional philosophy. In addition, growth continued in sponsored research and graduate enrollment.

Construction projects completed during the Campbell years include the Wellness Center, the Noble Center (with its many phases), and the Center for International Trade Development (CITD). A self-supporting facility, the CITD has state-of-the-art equipment for continuing education; electronic links to national and international databanks; a computer-assisted culture and language learning laboratory; and a trade services center for hosting foreign

delegations, displaying exportable products, and assisting companies in the export of their goods and services. The 1991 dedication of an OSU branch campus in Kyoto, Japan, gave added impetus to OSU's international development.

Dr. James E. Halligan was named the 16th president of Oklahoma State University on August 1, 1994, after serving 10 years as president at New Mexico State University. Goals for OSU, as outlined in his "Vision Statement," include: involving all faculty in undergraduate teaching, increasing the graduation rate for incoming freshmen by 30 percent, increasing research funding by 50 percent, doubling annual private support to the University and making OSU "The University of Choice in Oklahoma."

Dr. Halligan has concentrated resources to improve the student experience. New computer labs, additional faculty, and new instructional equipment have been high priorities. OSU completely renovated its major classroom building to offer more students access to multimedia instruction. In addition, students in most majors have access to discipline-based computer labs and cutting edge technology.

In 1996, OSU's College of Education moved into advanced teaching facilities in a newly remodeled Willard Hall. The facility enhances student learning, specifically how to teach using computer and telecommunications technology.

Dr. Halligan also has concentrated on holding down administrative costs. OSU has trimmed its overall workforce, transferred more salaries to non-state funding, and implemented efficiencies in employee benefits and utility costs to further reduce administrative expenses to fund student programs. In addition, OSU completed its first comprehensive campaign to bring private resources to the institution. The total amount pledged exceeded \$250-million dollars.

Under the Halligan administration, OSU has opened the Advanced Technology Research Center, The Food and Natural Products Processing Center, the Student Services Center, new student housing and an expanded athletic complex.

On campus, a revision of general education requirements includes emphasis on curricula with a global dimension. In 1999, the university dedicated the School of International Studies, featuring a roster of more than 100 faculty from the six undergraduate colleges.

Strong programs in the arts, the social and behavioral sciences, and the applied areas of business and education stand with OSU's traditional land-grant strengths in the biological and physical sciences, agriculture, engineering, human environmental sciences, and veterinary medicine. In the late 1990s, substantial growth in graduate enrollment occurred in offerings at the master's and doctoral degree levels that linked management curriculum with discipline specific expertise and technology. In addition, research, extension, and public service activities have increased. OSU hired its first director of Technology Transfer and is developing a Research Park in cooperation with the City of Stillwater and Meridian Technology Center.

Oklahoma State University now has an enrollment of over 26,000 students on its campuses in Stillwater, Oklahoma City, Okmulgee, and Tulsa. In 1998, OSU was given responsibility for upper-division undergraduate public education in Tulsa with the establishment of OSU-Tulsa. The challenge of developing an urban branch with a single, united faculty will continue into the early part of the 21<sup>st</sup> century. The university also provides graduate education to the Tulsa area through the OU-OSU Research and Graduate Education Center also located on the OSU-Tulsa campus. OSU's commitment as a land-grant university promotes liberal and practical education on the campus, throughout Oklahoma, and in those areas of the nation and

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world where its “know-how” can be put to use. Competency and relevancy are key words as OSU builds on its past accomplishments to serve in the present and plan for the future.

## The Structure

### *An Overview*

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

The constitutional amendment also created the Oklahoma State Regents for Higher Education as the, “. . . coordinating board of control of The Oklahoma State System of Higher Education.” The State Regents for Higher Education consists of nine individuals who are appointed to nine-year staggered terms by the Governor, with the State Senate confirming the appointments. Responsibilities of the State Regents include determining the functions and courses of study for each institution (including the approval of new programs and new courses), establishing standards of education, submitting budget requests for the State System to the Legislature, allocating state-appropriated and revolving funds to each institution, and setting student fees. The Chancellor serves as the chief administrative agent of the State Regents.

**The Board of Regents** for Oklahoma State University and the A&M Colleges is the governing board for: Oklahoma State University and its branch campuses, Oklahoma Panhandle State University, Langston University, Connors State College, and Northeastern Oklahoma A&M College. Created by Senate Joint Resolution Number 9, Oklahoma Session Laws 1943, page 340, it is embodied in Article 6, Section 31a of the Constitution of Oklahoma. The provisions of the Constitutional amendment have been further implemented by the provisions of Title 70, Oklahoma Statutes, 1991, Section 3401 *et seq.*

The Board possesses wide powers to govern these institutions and can adopt rules and regulations as necessary. It also has the power to hire persons and assign their salaries. It may enter into contracts, purchase supplies and equipment, and incur any expenses they feel are necessary. Further, it may authorize officials to act in its behalf in making contracts and in exercising powers given the Board.

The Board receives and distributes money, grants, and property from federal agencies, and then administers them within federal guidelines. It can accept gifts of property, money, and other things of value and then dispose of them according to the donor’s wishes. It distributes all funds from the Legislature or the Congress of the United States, or acquired from the sale of public bonds, or received from any sources by institutions under its jurisdiction. It may acquire and take title to property for any of the institutions under its jurisdiction. It may convey, exchange, dispose of, or manage property in the interest of the institutions—including granting leases, permits, easements, or licenses over and upon this property. It also has the right to take the appropriate legal action to defend its property.

The Board of Regents supervises the construction of all buildings under its jurisdiction. It reviews the need for residence halls and other buildings at any institution under its jurisdiction. It has the authority to establish plans for tenure and retirement of personnel serving the institution and to provide various types of insurance for them and their dependents.

**The Chief Executive Officer of the OSU System and President of OSU** is the principal administrative officer and is directly responsible to the A&M Board of Regents for all operations of the University, including the five campuses and the seven budget agencies. Working closely with the President are the Executive Vice President of Academic Affairs, Vice President of Research, Vice President of Business and External Relations, Vice President of Student Affairs, President of OSU-Tulsa, President and Provost of OSU-Okmulgee, President and Provost of OSU-Oklahoma City, and Vice President of Health Affairs for OSU and Dean of the College of Osteopathic Medicine. Also reporting directly to the President are the Director of the Agricultural Experiment Station and Cooperative Extension Service; Director of Athletics; Executive Director of the Alumni Association; and Special Assistant to the President/Director of Federal Relations.

**The Executive Vice President for Academic Affairs** provides leadership and coordination in all matters relating to resident instruction, including the recruitment, retention, and development of excellent faculty and students, curriculum, and general education. Reporting administratively to the Executive Vice President for Academic Affairs are the Associate Vice President-Administrative Services, Associate Vice President-Enrollment Management, Associate Vice President for Multicultural Affairs, Dean of University Extension, International and Economic Development, Deans of all academic colleges, Dean of the University Library, and Assistant Vice President of Computing and Information Systems. Other administrative areas reporting to the Executive Vice President include the offices of the Registrar, Admissions, High School and College Relations, Scholarships and Financial Aid, University Assessment, The Honors College, University Academic Services, Academic Services for Student-Athletes, and Scholar Development and Recognition.

**The Vice President for Business and External Relations** provides leadership and coordination in the University's business enterprises, financial operations, and physical plant development and maintenance. The Vice President also provides leadership and direction in formulating and implementing policies related to public affairs that affect the University and in developing and implementing a University-wide public relations plan, working closely with business and industry leaders of Oklahoma. The administrators reporting directly to the Vice President are the Associate Vice President and Controller, Assistant Vice President of Personnel Services, Assistant Vice President of Physical Plant, Assistant Vice President of Communications Services, Assistant Vice President of Planning, Budget and Institutional Research, Director of Public Safety, and the Director of Educational Television Services

**The Vice President for Research** is responsible for planning, coordinating, and promoting programs of excellence in research. The Vice President for Research works closely with the vice presidents and college deans to enhance and facilitate research and scholarship at Oklahoma State University. The administrators reporting directly to the Vice President for Research are the Director of Environmental Institute, Director of Strategic Research Development, Director of University Laser and Photonics Research, Unit Leader of Oklahoma Cooperative Fish and Wildlife Unit, Director of Military Relations, and Manager of University Research Services.

**The Vice President for Student Affairs** provides leadership and coordination in matters relating to student developmental programs, activities, services, and related facilities. Such areas of responsibility include: Student Orientation; Residential Life, Food Services, and University Apartments; the Colvin/Campus Recreation Center, Intramurals, Sports Clubs, and Camp Redlands; Student Health Clinic; the Wellness Center and Employee Assistance Program; University Counseling Services, Career Resource Center, Student Disability Services, and Student Discipline; the Student Union, Hotel, Food Services, Bookstore,

Student Government, Student Organizations and Activities, Fraternities/Sororities, Volunteer Center, and Conference Center; University Off-Campus and Adult Student Associations; and Career Services.

**President and Provost for Oklahoma State University-Oklahoma City** serves as the campus administrator for the Oklahoma City branch campus which provides associate degrees and technical education at the Associate degree level. Assisting are Vice Presidents in Academic Affairs, Finance and Operations, and Student Services.

**President and Provost for Oklahoma State University-Okmulgee** serves as the campus administrator for all activities of the residential vocational-technical campus located at Okmulgee. Assisting in carrying out the functions of this branch of the University are the Assistant Provost for Academic Affairs, the Vice Provost and Assistant Vice President for Business Affairs, and the Vice Provost and Assistant Vice President for Student Affairs.

**The Vice President for Health Affairs for Oklahoma State University and Dean of the College of Osteopathic Medicine** serves as the campus administrator for this Tulsa-based College of Osteopathic Medicine. Students who graduate from this four-year program receive the Doctor of Osteopathic Medicine degree.

**The President of Oklahoma State University-Tulsa** serves as the chief administrator for the newly established Tulsa campus, which offers junior, senior and graduate courses. As of January 1, 1999, OSU became the managing institution of the four-school consortium that includes Langston University, Northeastern State University, OSU and the University of Oklahoma. The consortium was dissolved in July 2001, and LU and NSU began operating independently. All undergraduate degrees at OSU-Tulsa will be from OSU. OSU will continue to partner with OU on graduate programs through the OU-OSU Research and Graduate Education Center, located at OSU-Tulsa. There is not a separate OSU-Tulsa faculty; all faculty assigned to teach in Tulsa are hired through the appropriate OSU-Stillwater academic department and have tenure or are on the tenure track at OSU-Stillwater. Faculty whose primary teaching responsibilities are in Tulsa usually will teach on the Stillwater campus at some time during the year. The President of OSU-Tulsa provides leadership for the transition to the future campus configuration and is assisted by senior administrators in academic affairs, administrative services, and student affairs.

**The Academic Deans** are heads of the major academic divisions of the University, which are the Division of Agricultural Sciences and Natural Resources; the College of Arts and Sciences; the College of Business Administration; the College of Education; the College of Engineering, Architecture, and Technology; the College of Human Environmental Sciences; the College of Osteopathic Medicine; the College of Veterinary Medicine; the Graduate College; and the OSU Library. The Deans, working with and through school directors, department heads, and the faculty, develop programs of resident instruction, research, and extension to achieve proper utilization of personnel, resources, and facilities.

**The General Faculty** organization of Oklahoma State University came into being in 1953 with the approval of a charter of organization by the faculty, the President, and the Board of Regents (*Appendix A: Charter and Bylaws of the General Faculty of Oklahoma State University*). The General Faculty of Oklahoma State University has the responsibility for making recommendations on matters concerning the entire faculty of the University or of any part of the faculty involving more than one college or division. To provide a functional working arm of the General Faculty, a Faculty Council exists as outlined in the Charter. Recommendations on many matters of concern to the faculty are handled through the Faculty

Council and are made directly to the President of the University (*Appendix B: Bylaws of the Faculty Council*).

All full-time resident members and emeriti members of the faculty with the rank of instructor or above, or the equivalent as specified by the Faculty Council, are members of the General Faculty and are entitled to vote in all General Faculty elections. The General Faculty meets in November and April as designated in the charter, or upon call of the President, vote of the Faculty Council, or petition from the General Faculty. The President of the University is *ex officio* President of the General Faculty, and the Chair, Vice Chair, and Secretary are elected as prescribed in the Charter. These officers of the General Faculty also serve as officers of the Faculty Council.

**Councils and Committees** are responsible for carrying out much of the University's activities and business. Some of the councils and committees are advisory in nature (e.g., the Enrollment and Retention Committee) while others are semi-administrative (e.g., the Board of Directors of Student Publications). Many committees are ad hoc (e.g., those named to advise in the selection of administrative personnel), while others are permanent (e.g., Faculty Council's standing committees). Councils and committees are composed of faculty members, staff members, students, and/or administrators, depending on the nature and function of the committee.

Four major councils on the Oklahoma State University campus advise the President: Faculty Council, Staff Advisory Council, Graduate and Professional Student Association, and Student Government Association.

**The Faculty Council** is designated by the General Faculty to represent it in making recommendations to the University administration on policies, procedures, and long-range plans to the University. The Council initiates studies on any matter it believes to be of importance to the General Faculty, and it considers matters referred to it by any faculty member or University administrator. The President of the University is *ex officio* President of the Faculty Council. A Chair, Vice Chair, Secretary, and 27 Councilors are elected by the faculty as stipulated in the Charter and Bylaws (*Appendix A*). The Council meets regularly on the second Tuesday of each month, except July and August. All meetings are open to any member of the General Faculty. The Council operates through an organization of standing committees, each of which considers matters in areas defined for it in the Bylaws of the Faculty Council (*Appendix B*). All committees report directly to the Faculty Council, and only recommendations approved by the Council are communicated to the President as recommendations from the General Faculty. Additional information on the Faculty Council is available by contacting the Faculty Council office, 744-8790.

An Executive Committee, composed of the elected officers and the chairs of the standing committees, prepares the agenda for each Faculty Council meeting and, in general, acts as an overall guiding body of the Council.

**The Staff Advisory Council**, organized in 1975, is the representative body for non-academic personnel and serves in an advisory capacity to the President and the administration regarding policy matters that directly and indirectly affect the staff. Its members are elected by the University's Classified and Administrative/Professional employees. The Council has four permanent standing committees: Awards and Recognition, Public Relations, Rules and Procedures, and Staff Policies and Benefits. The Council meets the second Wednesday of each month, and visitors are welcome.

**University Committees, Boards, and Task Forces** serve a variety of functions in the University and typically have a single responsibility. The standing committees of the Faculty

Council are listed in Section VIII of the Bylaws of the Faculty Council (*Appendix B*). University-wide committees, boards, and task forces include, but are not limited to, the following:

***Academic Appeals Board*** provides mechanisms for exchange of information between a student and an instructor in cases of grade dispute or alleged academic misconduct or dishonesty. The Board is composed of faculty and students.

***Directors of Student Academic Services Council***, consisting of the student academic services directors of each of the colleges, the Registrar, the Director of Admissions, and other representatives from the student services area, meet monthly during the academic year to discuss common problems and to coordinate intercollege programs related to students' academic programs. This Council makes recommendations to the Executive Vice President for Academic Affairs on policies, procedures, and regulations pertaining to student undergraduate academic affairs.

***Allied Arts and Campus Entertainment Committee*** sets policy and assists in the implementation of the Allied Arts program for cultural and popular entertainment.

***Athletic Council*** is advisory to the President and the Director of Intercollegiate Athletics. The Athletic Council monitors the policies and procedures involving intercollegiate athletics, which concern academic, financial, and student welfare matters, as well as compliance and integrity issues. The Council also recommends revisions of and additions to those policies and procedures as needed, and provides counsel on matters relating to intercollegiate athletics in harmony with the missions of Oklahoma State University and the Department of Intercollegiate Athletics.

***Board of Directors of Student Publications*** has the responsibility of policy relative to the *O'Collegian*, the properties of which are owned by the O'Collegian Publishing Corporation and the business affairs of which are managed by this corporation. The Board is also responsible for the management, operation, and control of any other publications the Board deems advisable. The Board is composed of students and faculty.

***Activity Fee Allocation Committee*** was established to review and process the allocation of student fees and to serve in an advisory capacity to the Vice President for Student Affairs.

***Facilities Planning and Space Utilization Committee*** is responsible for the orderly development and prudent use of all University physical resources including land and facilities. While the Committee is the University's omnibus committee, it shall recognize the need for various standing, ad hoc, and subcommittees that address elements of the physical environment on the various campuses and seek their advice and counsel on matters that concern the Committee.

***Campus Review Committee*** is composed of the Chair and Vice Chair of the Faculty Council, two faculty members of the Faculty Council, and the President and Vice President of the Student Government Association. This committee holds hearings at the request of any sponsoring organization that has had an application for an outside speaker denied. The committee has the power to grant or deny the request, and its decision is final, unless judicial review is sought.

***Committee on Student Organization*** is a committee of the Student Government Association. The Committee serves in an advisory capacity to the Coordinator of Student Activities on policies related to student activities, such as issuing or revoking recognition

of student organizations and groups, approving constitutional revisions for student organizations, and registering student religious groups.

***Parking and Traffic Rules and Planning Committee*** is the result of the merging of the Parking and Traffic Committee and the Long-Range Traffic Planning Committee. As such, it is represented by various campus constituent groups, as well as by members at large. This committee plays a major role in the planning for parking and traffic on the OSU campus.

***The Office of Multicultural Affairs*** was created to foster understanding and harmony between the many races and cultures represented at Oklahoma State University. The Office is responsible for: 1) ensuring equitable administration of all policies and standards for all persons associated with the University; 2) providing equal opportunity for participation in all aspects of university life (academic, social, political, administrative, cultural, and religious groups); and 3) improving communication, understanding, and cooperation among all cultural, racial, ethnic, and religious groups. It is committed to the philosophy of equal opportunity and equitable treatment for all people without regard to race, color, creed, sex, or national origin. It is dedicated to the philosophy of multiculturalism in fostering respect and appreciation for the differences and diversity among the constituents of the University community.

***Student Conduct Committee*** hears discipline cases involving students when suspension or expulsion from the University for conduct reasons is a possibility; particularly unusual student discipline cases even though suspension is not being considered; Greek group discipline cases where suspension from the University is a possibility; and student discrimination grievance hearings. The committee is composed of faculty, staff, and students.

***Traffic Appeals Board*** consults with and advises the Public Safety Parking Manager on matters of interpretation and application of University Policy pertaining to traffic and parking on the OSU campus. The parking ticket appeals process includes an initial written request to the traffic judge. If the judge denies the appeal, the individual may petition the Traffic Appeals Board. The Board hears all such appeals and has full latitude to deal with the violation. Six students, three faculty, and a staff member serve on the committee.

***University Scholarship Committee*** selects the recipients for Regents scholarships and various scholarships provided by individual or company donors. Each college is represented on this committee, with members appointed by the President.

## ***A Vertical View***

**The Faculty** consists of those persons who hold an academic appointment in a department and who may be involved in teaching, research, and/or extension. Normally, faculty in the academic colleges are hired on the basis of a nine- or eleven-month academic year; research and extension staff members, administrative heads, and staff members normally have year-round appointments.

**The Graduate Faculty** is composed of members elected from the instruction and research faculty and is organized into the following subject-matter groups: Group I, Biological Sciences; Group II, Humanities; Group III, Physical Sciences and Technology; Group IV, Social Sciences; and Group V, Teacher Education. Faculty may be elected to the Graduate Faculty as members or as associate members; other individuals may be appointed by the Graduate Dean as temporary adjunct members upon the recommendation of a department



head (See *Appendix C: Bylaws of the Graduate Faculty*). Responsibilities of the Graduate Faculty are: to consider programs leading to advanced degrees; to establish requirements for memberships to vote on recommendations for membership; to approve candidates for advanced degrees; to take action on recommendations of the Graduate Council; and to initiate action pertaining to graduate programs. The Graduate Faculty meets as such meetings are required.

Each subject-matter group elects a Chair and Vice Chair who represent the group on the Graduate Council. Regular meetings are held by the Council on the second Friday of each month except August and September. Nominations for membership or associate membership on the Graduate Faculty are submitted by the department head to the Chair of the subject-matter group. The subject-matter group participates in recommending and approving nominations for membership or associate membership in the Graduate Faculty. All recommendations must be approved by the Graduate Council, and candidates nominated for membership must be elected by ballot of the Graduate Faculty. General qualifications taken into consideration are: creative ability, intellectual vigor, demonstration of scholarly attainment, degree held, and qualities of leadership as evidenced by positions held in scholarly and professional associations.

**A College** is the sum of activities and responsibilities within a general academic administration area. The Colleges are: Agricultural Sciences and Natural Resources; Arts and Sciences; Business Administration; Education; Engineering, Architecture and Technology; Human Environmental Sciences; Veterinary Medicine; Osteopathic Medicine; and the Graduate College (which administers all study at the post-baccalaureate level in every academic field). With the Dean of the College as chief administrator, an administrative staff assists the faculty in implementing a program of resident instruction, research, extension, and student services.

*A College Faculty* is composed of resident members of the instructional, extension, and research staff of the college with rank or equivalent rank of instructor or above.

*College Committees* provide a mechanism for faculty involvement in academic policy formulation and review. The Dean of the College is responsible for committee appointment and procedures.

One *Division* exists within the University structure; it includes the College of Agricultural Sciences and Natural Resources, the Agricultural Experiment Station, and Cooperative Extension.

*A Department or School* composed of faculty working in a discipline or several closely related subject-matter areas, functions as the basic unit of administration in the University. It includes faculty and staff engaged in teaching or investigation of subjects closely related to a particular branch of learning.

*A Director or Head of a School or Department* administers programs of instruction, research, and extension; initiates all requests for personnel action; and meets with the faculty to develop unit policies and to aid in the interpretation of University and College policies.

## ***Financial Support***

**Funding for the University** comes from four major sources and a variety of miscellaneous sources. The major sources are: appropriations from the State of Oklahoma; appropriations from the Federal Government; fees and special charges to students; and income from sales,

services, and reimbursements. As a part of the coordinated State System of Higher Education, the proposed Oklahoma State University budget is presented to the Oklahoma State Regents for Higher Education, who are responsible for submitting the budget for the entire System to the State Legislature. The Legislature makes a single appropriation to the State Regents, and the Regents—in turn—allocate a portion of those funds to each institution in the State System. All of the funds from the above sources are available for supporting the educational and general programs of the institutions.

Auxiliary enterprises are supported by use-charges which are sufficient to meet current expenditures and to provide for replacement of worn or obsolete equipment and supplies.

**Research Funds** - Sponsored research is encouraged by the University as a function of creative excellence and scholarship for its faculty, for the benefits of research accruing to society, and for the benefits research renders the teaching-learning process of the institution.

The Vice President for Research administers the research function of the University and is responsible for the conduct of research at the institution. This officer is also responsible for: reporting and publishing the research findings of the faculty; maintaining a Contracts & Grants Information Center as a University-wide resource for faculty seeking funding information from governmental and/or private sources; serving as a distribution point for late-breaking program announcements and research information; and maintaining a Document Control Center for the processing of all university proposals, contracts, and grants.

Supporting activities for the research functions of the institution are developed as deemed necessary. The responsibility for proper administration is assigned to either members of the faculty committees or a research unit by the Vice President for Research.

**Lecture, Travel, and Scholarship Funds** come from state appropriations, gifts, federal appropriations, and miscellaneous sponsoring agencies.

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## UNIVERSITY FACULTY

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### Equal Opportunity

**Employment** decisions reflect the institution's policy of maintaining excellence in instruction, research, and extension. As a university which recognizes the individual talents of people, Oklahoma State University actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State legislation.

Within applicable legal standards, systematic efforts are made to affirmatively recruit and bring to the attention of qualified individuals the employment vacancies at Oklahoma State University, including women, minorities, individuals with disabilities, and Vietnam veterans. Additionally, vigorous efforts are to be made to recruit women and minorities for vacancies where they are under represented in an academic discipline or job field at Oklahoma State University. Furthermore, applicants are not arbitrarily excluded because of disabilities, veterans' status, or any other factor not related to the job. Initial employment as a faculty member, as well as reappointment, promotion, and tenure decisions, are made without regard to race, color, religion, age, sex, national origin, qualified disability, or status as a veteran.

**Education** at Oklahoma State University is based on the principle that rights, benefits, privileges, and opportunities afforded to students, faculty, and other personnel are predicated on the person's status within the University or on the person's qualifications, and not upon race, color, religion, age, sex, national origin, qualified disability, or status as a veteran.

**The Office of Affirmative Action**, in accordance with the University's plan, is responsible for the operation of all programs of equal opportunity within the University, for compiling data and preparing reports as required, for serving as liaison between the University and governmental agencies, and for assisting in all matters related to equal opportunity. For further information, persons may obtain a copy of "The Affirmative Action Plan for Oklahoma State University" from the Director of Affirmative Action, 408 Whitehurst, 744-5371.

### Appointments, Salaries, and Promotions

The Faculty is composed of those individuals who have been granted an academic appointment in a department or who have been granted equivalent status. In general, teaching faculty in all colleges, except the College of Agricultural Sciences and Natural Resource and the College of Veterinary Medicine, are hired on a nine-month or academic year basis. Faculty in these two colleges are normally hired on an eleven-month basis.

Appointments and promotions are governed by *Appendix D: The Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty*, which can be found in the last portion of the *Faculty Handbook*. It is highly recommended that all faculty read *Appendix D* in its entirety and retain this Handbook in their personal files for future reference. An electronic copy of the *Faculty Handbook* is available at the following web site: [www.okstate.edu/acadaffr](http://www.okstate.edu/acadaffr). Please bookmark this location in your web browser.

**Special Professorships** are recognized faculty positions in the University and are used in the various colleges when appropriate and financially feasible: (See *Appendix D*, 1.7)

*Regents Professor* - This title may be awarded to a professor who has made an outstanding contribution in a discipline through resident teaching and/or research or other scholarly activities, and/or extension activities. The person appointed to this position should be recognized by colleagues on campus and nationally for past and continuing scholarly accomplishments and truly outstanding performance within his or her department, college, the University, and within his or her field nationally. The position is an honorary position and does not involve additional financial support. The term of the position is four years and is subject to renewal.

*Regents Service Professor* - Appointment to this title may be given to administrators who have rendered meritorious service to the University over many years and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Appointments shall be made for a period of four years and is subject to renewal.

*Endowed or Supported Chairs* - After receiving appropriate faculty counsel, the unit administrator may recommend that a person be appointed to an endowed or supported chair in recognition for past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed chairs are subject to the rules and procedures governing other faculty members of the same rank.

**Temporary Appointments** may be made to the rank of visiting professor, visiting associate professor, visiting assistant professor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, lecturer, research associate, teaching associate, distinguished scholar, artist and professional in residence, and research professional. Non-faculty positions include resident, intern, and post-doctoral fellow. These appointments ordinarily do not carry membership in the General Faculty, nor allow the holders of such appointments voting privileges in faculty matters. Detailed information about these titles can be found in *Appendix D*, 1.7.6 and 1.7.7. Eligibility in benefits programs may be dependent on the specific title. Please contact University Personnel Services, 744-5449, for more specific information.

**Appointment of Foreign Faculty, Administrative, and Professional Personnel** - Department heads and appropriate faculty members who are considering appointment, reappointment, or change in the employment status of an alien faculty member or professional employee should contact the Office of International Students and Scholars (076 Student Union, 744-5459) prior to making any verbal or written commitment. The Executive Vice President for Academic Affairs serves as the University's officer in matters of visa status and labor certification for faculty and professional staff. He is the only officer authorized to sign Immigration and Naturalization Service forms on behalf of Oklahoma State University or any of its units.

Responsibility for meeting immigration requirements of the United States must rest with the alien, and only the U. S. Immigration and Naturalization Service or a U. S. Consulate can give authoritative advice. It is the policy of OSU that all persons employed as members of the faculty be proficient in spoken English. For this reason, each college has developed standards and procedures to ensure that all instructional staff are proficient in the use of English as a spoken language. If English is not the faculty member's native language, the respective department head should be contacted to acquire English proficiency certification. (*Policy & Procedures Letter 2-0604*)

**Salaries** are paid on the last working day of the month of service. Full-time faculty generally have nine- or eleven-month appointments depending upon their college assignment. A Board approved employment action form must be on file in University Personnel Services before

payroll processing can begin. Additionally, the new faculty member must complete the payroll sign-up forms, which include: W-4 form, I-9 form, Loyalty Oath, Automatic Deposit Transmittal form, and Personal Information Form. The Social Security Card and Driver's License, or other appropriate documentation to verify work eligibility, must be produced at the time of sign-up. Some departments assist faculty with the payroll sign-up while others require new faculty to be signed up in University Personnel Services. Once the initial payroll sign-up has been completed, subsequent service is confirmed by the appropriate administrators for each pay period. Faculty are encouraged to review and monitor their **Payroll Advice** received each month through campus mail for various changes. If changes or entries appear that you do not understand, contact your department first, then, if necessary, University Personnel Services (744-5449) for clarification or correction.

**Salary Increases and Promotions** are based on merit and reflect increased proficiency and productivity in teaching, research, extension, and/or general University service. Within the limits of fiscal resources, every effort is made to maintain faculty compensation at levels which will attract and retain men and women of outstanding ability.

Each department in the University is responsible for developing criteria of a specific nature to be used for evaluation in considering and determining recommendations for faculty promotions, relative to the mission and role of the unit within the college and University. Those responsible for personnel recommendations make every effort to evaluate faculty members and their work fairly and adequately while maintaining the academic quality and standards of an outstanding university. A recommendation for promotion or salary increase for a faculty member is initiated by the department head or by officers in charge of the work concerned. Each department head is required to seek appropriate faculty counsel when considering recommendations for reappointments and promotions. The recommendation is then reviewed by the dean of the college and the Executive Vice President for Academic Affairs (EVPAA). A copy of the recommendation statements written by the departmental committee, department head, college-wide committee (if applicable), and dean shall be given to the faculty member in a confidential manner as soon as reasonably possible. All promotions must be recommended by the President and approved by the A&M Board of Regents before becoming effective. (*Policy & Procedures Letter 2-0902*)

## Academic Freedom

A university-edited version of the 1940 Statement of Principles as drafted by the Association of American Colleges and the American Association of University Professors follows:

- (a) All faculty members (teaching, research, and extension) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and relevant legal requirements; but research funded by agencies external to the University should be based upon an understanding with the authorities of the institutions.
- (b) All faculty members are entitled to freedom in the classroom in discussing the subject of the course, but they should be careful not to introduce into their teaching either controversial matter that has no relation to the subject or actions that violate the rights of students.
- (c) University faculty members are citizens, members of learned professions, and academic officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may

judge their profession and institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution. (See *Appendix D, Section B.*)

**Appraisal and Development** is an annual program for all persons holding academic appointments. Although the program is subject to modification, it consists of three components. First, the individual is encouraged to report professional activities and to develop a statement proposing targets and areas of emphasis for the next year. Second, after receiving the individual's report and self-assessment, the person's supervisor reviews the materials, completes a summary assessment, and develops targets and activities which the person should strive for and engage in for the next year. Third, the individual and the supervisor have a conference at which they discuss both past and proposed activities and strive to agree on the person's special targets for the next year (See *Appendix D, 1.1.2 and 1.1.6*). A Student Survey of Instruction is also administered for every class during the fall semester.

These procedures are intended to facilitate open communication in the appraisal and planning stages, with maximum opportunities for input from the person being appraised. Through this system, it is anticipated that assignments can be made relative to a person's special skills and competencies and that objectives of the department or office can be attained effectively.

**Termination of an Appointment** for cause (dismissal) may be recommended to the A&M Board of Regents for their approval by the President of the University for reasons such as: acts of moral turpitude, neglect of duty, incompetence, genuine financial exigency, or bona fide discontinuance of a program. (See *Appendix D, 1.13.2.2*)

**Dispute Resolution Procedures** involving faculty have been approved by the Faculty Council, the General Faculty, and the Board of Regents. Resolving a disagreement is best facilitated by early, informal review, discussion and/or mediation between the principles. This informal assistance can be facilitated if a neutral third party is asked to assist the parties in their efforts. To this end, members of the faculty may seek informal, early assistance from the Director of Affirmative Action/Ombudsman (408 Whitehurst, 744-5371) regarding these concerns. *OSU Policy and Procedures Letter 2-0901* contains the procedural protocol to facilitate the means by which faculty can seek such informal assistance. If a disagreement cannot be resolved informally, it then moves into the formal dispute resolution process. The Chair of the Faculty Council - upon receiving a written complaint from a faculty member - shall cause a dispute resolution committee to be selected. The committee hears the case and makes a report and recommendation to the appropriate administrator in the chain of command. If the administrator concurs with the report of the committee, the case will be resolved by the implementation of the committee's recommendation. If the administrator disagrees with the report, it will be returned to the committee with specific concerns stated in writing. The committee will then reconsider the case, taking into account the administrator's concerns. If the positions of both the administrator and the dispute resolution committee cannot be reconciled, the committee report and the administrator's written objections to the report shall be forwarded to the next administrative level for a decision and action. (See *Appendix D, Section E.*)

**Sexual Harassment** - The policy of OSU states that sexual harassment of faculty and staff is prohibited in the workplace and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance. The policy also states that accusations of

sexual harassment that are made without good cause shall not be condoned. (*Policy & Procedures Letter 1-0702*)

Experience has shown that personal awareness of proper policy and procedures with factual information helps foster an environment free from sexual harassment. Faculty members should know how to recognize and properly handle any incident that may be construed as sexual harassment—the liability incurred as a result of doing nothing can be significant! Persons are encouraged to contact the Director of Affirmative Action, 744-5371, for additional information.

**The Nepotism Policy** states that near relatives of the faculty, administrative or professional staff, or classified personnel may be employed by the University in any department and in any position provided the level of training, experience, and qualification are commensurate with the needs of the position. There shall be no discrimination in pay or in promotional opportunity benefits when near relatives are employed although it is recommended that related persons not have a direct supervisory relationship one to the other. Recommendations for exception to this policy shall be submitted through regular administrative channels to the President. For the purposes of this policy, near relatives are defined as father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, uncle, aunt, nephew, niece, and corresponding in-law relationships.

## Professional Travel

The University encourages faculty members to travel when such travel can be justified in terms of official business or professional development. Travel policies vary from college to college; however, in all cases, requests for university reimbursed travel must be approved in advance by the dean of the college or the head of the administrative unit. Faculty should check with the department head regarding travel approval. *OSU Policy & Procedures Letter 3-0201* contains the official university policies and procedures regarding travel by OSU employees.

Faculty planning to travel by motor vehicle on official business are expected to arrange in advance with Transportation Services, 744-7945, for use of a university vehicle. Use of university vehicles for personal or private reasons of any sort is strictly prohibited by state law.

Faculty traveling by air should have their airline tickets billed directly to OSU, thereby reducing initial out-of-pocket expense or credit card charges. This is accomplished by submitting the dual purpose “Out-of-State Travel Request/Airline Ticket Requisition” form. (*Policy & Procedures Letter 3-0201.39*)

**Out-of-State Travel Requests** must be approved in advance by all administrative levels up to and including the respective dean. Appropriate forms for such a request are available in the department head’s office and must be initiated not later than three weeks prior to the travel date.

University employees are authorized to direct purchase airline tickets, upon appropriate administrative approval of a “Travel Request” form. The approved “Travel Request” form serves as a purchase order to designated travel agencies, and payment is handled by the University Accounting Office. All state and University travel laws and policies must be met; therefore, faculty and staff are encouraged to plan well in advance for airline travel. State procedures also require travel certification within 10 days after completion of the flight. (Travel questions should be directed to the University Accounting Office, 304 Whitehurst, 744-5865.)

**Out-of-Country Travel Requests** must have the approval of the Executive Vice President and A&M Board of Regents. Appropriate forms for such a request should be submitted early enough to allow sufficient time for approval. Out-of-country travel is defined as travel outside the 48 contiguous states.

**Reimbursement for Official Travel** is governed by a considerable body of state law. This law is subject to change, and faculty members are urged to contact their college fiscal officer to obtain the most up-to-date information concerning such reimbursements—including maximum amounts permitted by law and receipts required—before embarking on travel. Faculty members are responsible for complying with all aspects of these laws and University regulations, and they travel at their own risk in the event such compliance is not forthcoming.

Travel advances are not allowed by Oklahoma State Statute. To alleviate the financial burden imposed on the traveler, the University has entered into a contract with American Express to provide corporate charge cards to University employees. Application forms for American Express corporate charge cards are available from University Personnel Services or Accounting Services.

## Faculty Benefits

Faculty benefits include: Oklahoma Teachers' Retirement System (OTRS), TIAA-CREF, social security, group health insurance, life insurance, dental insurance, long-term disability, vision care, workers' compensation, unemployment compensation, and various types of leave. A flexible benefits plan which permits some medical and dependent care expenses, as well as, medical, vision, and dental insurance premiums to be tax sheltered, is also available to faculty. University Personnel Services, 744-5449, should be contacted for counseling and enrollment regarding these benefits. Enrollment must occur within 30 days of the first work day or some opportunities are lost.

**Identification Cards** may be used to obtain library privileges, bookstore discounts, parking permits, and other faculty privileges. Cards are routinely issued during new employee sign-up at no cost. Replacement identification cards may be obtained from ID Services, 432 Student Union, 744-8434. If an ID card is lost or stolen, a charge will be levied for its replacement.

**Unemployment Compensation** covers all employees except those with student titles or with federal benefits (Cooperative Extension appointments prior to January 1, 1987). This statutory benefit provides economic security during temporary periods of unemployment.

**Retirement** income for faculty members is derived from a combination of sources, including social security, Oklahoma Teachers' Retirement System, and Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). Faculty members may invest in tax-sheltered 403(b) annuities as an additional retirement benefit. Contact University Personnel Services, 744-5449, for information about these options.

**Sick Leave** is defined as absence from assigned duty with pay, such absence resulting from a personal illness or incapacity or for care of an eligible dependent which is expected to continue for less than six calendar months. Each faculty member employed in a full-time position (100% FTE) shall accrue sick leave at a rate of 22 days per year with a maximum accrual of 200 working days. (There is no maximum accrual for Oklahoma Cooperative Extension Service employees participating in the Federal Retirement Program.)

**Family Medical Leave Act** of 1993 provides employees with up to 12 weeks of unpaid leave for (1) the birth and care of child or placement of a child for adoption or foster care, (2) an



employee's own serious health condition, and/or (3) for caring for dependents in the immediate family with serious health conditions. To be eligible, the employee must have worked at OSU in a continuous capacity for one year and have worked 1250 hours in the year adjoining the leave. Family Medical Leave runs concurrently with other forms of leave. During this period of unpaid leave, the employee's appropriate leave accruals will be used to pay the employee; unpaid leave status begins when leave accruals are exhausted. Departments must complete the FMLA forms even when an employee is on workers compensation and should notify the employee in writing in advance of actual leave. Questions regarding the FMLA should be directed to University Personnel Services, 1<sup>st</sup> floor Whitehurst, 744-5373.

**Holidays** officially recognized by the University are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and six work days at Christmas.

**Annual Leave** with pay for ten- and twelve-month faculty members, who have not converted to nine- or eleven-month appointments, accrue at the rate of one month (22 working days) during the academic year. After consultation with the unit administrator, annual leave shall be scheduled to ensure that essential functions of the University continue in the faculty member's absence. Annual leave is to be used by the following September 1 unless exceptional circumstances dictate that the faculty member could not do so because of assignments approved in advance by the dean. Requests for advanced approval to carry over accrued annual leave shall be forwarded to the dean by the department head with appropriate justification. An informational copy is also shared with the Executive Vice President for Academic Affairs. Faculty on nine- or eleven-month appointments do not accrue annual leave.

**Sabbatical Leave** may be requested by faculty members for the purpose of improving professional competence and effectiveness of service to the University. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at reduced salary or a maximum leave of one-half year (6 months) at full salary. To qualify for a sabbatical leave, the candidate must have served as a faculty member for at least six academic years since initial appointment. While a faculty member may apply for a sabbatical leave after six years of service, it is recommended that such leave not be taken during a year in which the faculty member is considered for a reappointment, promotion, and/or tenure decision. Acceptance by the faculty member of a sabbatical leave entails an obligation to serve the University for one subsequent year, or refund to the University the salary paid while on leave. Faculty applying for sabbatical leave should contact University Personnel Services about benefits; OTRS requires special handling. (See *Appendix D, 3.2*)

**Special Leaves** with pay are authorized for purposes such as jury duty, elections, active duty in military reserves, funeral leaves, administrative leave, and attendance at professional or business meetings. Leaves of absence without pay may be granted for such a period of time and conditions as stipulated for a period not to exceed twelve months.

**Faculty Enrollment** in university classes is a privilege provided by the University as an opportunity for the professional growth and development of the faculty. Full-time members of the faculty may enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours. Exceptions to this policy must be approved by the department head, dean, and appropriate vice president. Fees waived include: student health fee and facilities fee. Faculty members must pay one-half of the resident tuition and the student activity fees. The policy for auditing courses is the same as for enrolling in courses. To receive a waiver of tuition and fees, faculty must submit a completed "Request for

Faculty/Staff Fee Waiver” form to the Registrar’s office prior to the first day of class. If the form is not on file prior to the beginning of classes, the faculty-student will *not* be granted the waiver in tuition or fees. (*Policy & Procedures Letter 2-0108*)

## Insurance

Insurance benefits—health, life, dental, vision care, and disability—are benefits available to all full-time faculty. Health and life insurance are provided to faculty members by the University. Dental, vision care, and disability are optional forms of coverage and require a faculty contribution. For the purposes of these benefits, full-time faculty is defined as an appointment of at least 75% FTE for a period of at least six months. OSU reserves the right to change these benefits at any time. University Personnel Services, 744-5449, should be contacted for detailed information about insurance coverage and premiums. An overview of these insurance benefits follows. Should wording in this document conflict with wording in policy, contract or law, the actual policy, contract or law shall prevail.

**Comprehensive Health Insurance** for all full-time faculty is provided by the University, with the option for employees to provide coverage for dependents at an additional rate. Several options are available including health maintenance organization (HMO). Failure to enroll in the health care program during the first 30 days of employment will result in loss of choice and loss of opportunity to cover family members. If an employee is temporarily off the University payroll, arrangements must be made with University Personnel Services to pay the total premiums each month.

**Life Insurance** is provided to full-time faculty by the University, and dependent life insurance may be purchased at a nominal employee cost. Coverage for an employee enrolled in the life insurance program is approximately two times the annual salary of the employee (maximum coverage of \$200,000), adjusted each October 1. Employee coverage also includes dismemberment provisions and double indemnity for accidental death. Enrollment during the first 30 days of employment avoids providing proof of good health. If an employee is temporarily off the University payroll, arrangements must be made with University Personnel Services to pay the total premium each month.

**Long-Term Disability Insurance** for salary continuance is an option available to full-time faculty members. The cost of this insurance is paid shared by the faculty member with after tax contributions to maximize benefits in case of disability. Under this plan, the faculty member may select the benefit amount of 50%, 60%, or 70% of his/her monthly salary base, with maximum benefits not to exceed \$5,000, \$6,000, or \$7,000 monthly, less the sum of benefits received from other sources that apply. Benefits are payable as of the first day following 180 days of continuous total disability. Complete policy information is available from University Personnel Services, 744-5449.

**Workers’ Compensation Insurance** covers all University employees regardless of rate of pay or number of hours worked, except Cooperative Extension personnel holding federal appointments who are covered under federal workers’ compensation. All Cooperative Extension employees hired after January 1, 1987, are covered by the OSU plan.

Workers’ Compensation Insurance will cover medical bills arising from a job-related injury or occupational disease. Weekly disability payments and or cash settlements are also available to employees who become disabled due to a job-related cause. State statutes define the physical conditions that constitute various disabilities as well as the benefits payable for each.

Prompt reporting of an accident is essential since the worker's compensation administrator is required to bring payments to a claimant within 10 days of an accident. Your departmental representative who handles personnel and pay matters is responsible for reporting worker's compensation claims.

**Liability Insurance** is provided for all employees of Oklahoma State University against claims resulting from actions taken while acting within the scope of employment. The coverage includes claims that may be made for property damage, bodily injury, and other claims for the acts or omissions by an employee. Complete information about the liability insurance program coverage and limitations can be obtained from the Office of Risk Management, 306 Whitehurst, 744-8499.

**Property Insurance** for departmental equipment is currently covered under a state mandated program which requires the satisfaction of a \$50,000 deductible prior to paying any claim. If you desire supplemental property insurance for departmental equipment, contact the Office of Risk Management, 744-8499.

## Consulting and Other Outside Activities

The University supports the concept of reasonable consulting and other remunerative and nonremunerative outside activities on the part of faculty as a means of keeping abreast of the latest developments in the field of application of one's specialty. Faculty members may devote a reasonable amount of time to outside professional activities provided that they continue to discharge, in a responsible fashion, the duties assigned by the department head and/or dean and provided such consulting does not involve possible conflict of interest. Administrative approval shall be obtained in advance from your immediate supervisor for each proposed outside professional activity. (*Policy & Procedures Letter 2-0111*)

## Research Grants, Contracts, and Gifts

The Office of Grants & Contracts Financial Administration (GCFA) functions under the direction of the Associate Vice President and Controller. GCFA is responsible for financial administration of grants and contracts from the time an account number is established for the sponsored program until the project has been closed and met its audit requirements. In addition, GCFA is responsible for the preparation of the University's indirect cost proposals and for assisting the Associate Vice President and Controller in negotiation of the University's predetermined indirect cost rates.

The University believes that sound instruction and effective research are mutually supportive and that research activities serve as an important component in the improvement of undergraduate and graduate instruction. The Agricultural Experiment Station and the research offices of the colleges assist faculty in preparing proposals and in administering funded proposals.

Faculty members are encouraged to submit proposals for grants and contracts with outside agencies to supplement the University's own funds. Such proposals are submitted through the research office of the faculty member's college after consultation with that office. Any report required for a contract or grant in force is submitted through the faculty member's college research office.

Normally, all gifts and donations to Oklahoma State University are managed, invested, reinvested, and distributed by and through the OSU Foundation as set forth in a resolution passed by the Oklahoma State University Board of Regents on November 4, 1966.

The following administrative units also serve the research function of the University:

***The University Research Council*** is composed of the directors of the research units of the colleges. Those serving in an ex officio capacity include the Special Assistant to the President/Director of Federal Relations, the Director of Strategic Planning and Research Development, as well as representatives of the Faculty Council, the Society of Sigma Xi, EPSCoR, the Office of Grants and Contracts, and the Office of Intellectual Property and Technology Transfer. The Council acts as an advisory group to the Vice President for Research on matters of research policy and procedure. Agencies on campus administer the research activities of the colleges, and these agencies are coordinated through the Vice President for Research.

***Arts and Sciences Research*** serves the departments within the College of Arts and Sciences in their total research activity. The office works closely with the faculty and department heads in assisting in the development of priorities for research activities in the College. The office further assists the Arts and Sciences faculty in finding support from agencies outside the University. Proposals are prepared and transmitted from the college office to proponent funding agencies.

***Business and Economic Research*** serves the departments and faculty of the College of Business Administration in their research activities. The office serves as the College liaison on research matters with other elements of the University, other universities, businesses, institutes, and governmental and private agencies. The office also assists the College faculty in seeking and administering grants and contracts funded by agencies outside the University.

***Education Research and Extension*** serves the faculty and staff in the College of Education in their total research activities. The office works closely with faculty and school heads to develop individual and program activities in education and to generate support from agencies outside the University. The office also acts as a liaison between departments and colleges within the University to engender cooperative and interdisciplinary approaches to education research and projects.

***Engineering Research*** assists the College of Engineering, Architecture and Technology faculty and staff in their total research activities—locating sources of funding, contacts with sponsoring agencies, proposal development, budget development, and contracts and grants administration. It also administers the Eglin Field Office (a staff of analysts and publication specialists responsible for the evaluation of data and preparation of manuals) and the Advanced Technology Research Center.

***Human Environmental Sciences Research*** serves the departments, school, and centers of the College of Human Environmental Sciences in their research programs. The office assists faculty in seeking sources of funding, developing and producing proposals, administering contracts and grants, and conducting research of high quality. The office serves as a liaison with the Agricultural Experiment Station and other units of the University. In the College of Human Environmental Sciences, the functions of research, resident instruction, and University extension are cooperatively planned and conducted and share the services of the College contracts and grants office.

***Veterinary Medicine Research*** coordinates and administers research grants and projects within the College of Veterinary Medicine and between the College and other agencies. The office also administers and maintains certain “all-college” research facilities.

***The Director of the Agricultural Experiment Station*** is responsible to the President for the conduct of research in the Division of Agricultural Sciences and Natural Resources. This officer and/or a designated representative administers all sponsored, state and federally

funded research; assists in exercising financial control over contracts and grants; aids faculty in soliciting sponsors for research programs; and helps promote and publicize agricultural research activities.

*The Director of the Cooperative Extension Service* is responsible to the President for the conduct of off-campus educational programs in agriculture, home economics, 4-H, and rural development. This is accomplished with staff located in 76 of the 77 counties along with area and state specialists. State specialists are part of the academic departments within the Division of Agricultural Sciences and Natural Resources and the College of Human Environmental Sciences.

## Patents

An official statement of patent policy, adopted by the A&M Board of Regents in November 1999 states, “The objective of this policy is to safeguard the interests and mission of the University by establishing a mechanism for the development and protection of intellectual property, while at the same time encouraging creative thinking and protecting the interests of the public, the University, and individual faculty and staff members.” (*Policy & Procedures Letter 1-0202*)

It provides that where the institution has a proprietary interest in an invention, the Board of Regents shall retain the patent right on behalf of the University. The President establishes the inventor’s share of the income generated by the invention and assigns responsibilities for marketing of the patents. Any funds received by the University shall be allocated by the President with the understanding that preference will be given to the needs of the department(s) involved. A Patent Committee, appointed by the President, shall act as an advisory committee for all patent matters. Additional information on the patent policy is available by contacting the Office of the Vice President for Research, 203 Whitehurst, 744-6501.

## Copyright

Copyright objectives adopted by the OSU A&M Board of Regents in July of 1990 read as follows:

- A. To enable the University to foster the free and creative expression and exchange of ideas and comment;
- B. To preserve traditional university practices and privileges with respect to publication of scholarly works;
- C. To establish principles for the equitable distribution of any income derived from copyrightable material produced by the University; and
- D. To protect the University’s assets and imprimatur.

The Copyright Officer (Office of the Vice President for Research, 203 Whitehurst, 744-6501) and/or *Policy & Procedures Letter 1-0201* should be consulted for detailed copyright information. The general policy of the University is that all rights in copyright shall remain with the creator unless the work is a “work made for hire,” is supported by a direct allocation of funds through the University, or is otherwise subject to contractual obligation.

## Safety

Safety is stressed in all aspects of university operations. Environmental Health and Safety promotes safe practices and requests that students be taught to think and practice safety. It considers and makes recommendations for corrective measures for all unsafe practices which cannot be handled promptly within a department, college, or division.

A *Radiological Safety Officer*, 744-5716, must give prior approval for all uses of radioisotopes and/or other sources of ionizing radiation. In addition, the Radiological Safety Officer will consult with and supply application forms to prospective users, and monitor the uses of all ionizing radiation sources. Any accident involving ionizing radiation must be reported to the Radiological Safety Officer and the Environmental Health and Safety Office, 744-7241, immediately.

The *Institutional Review Board for the Protection of the Rights of Human Subjects* (IRB) reviews and approves proposals for projects in which human beings will be used as part of the research. The principal investigator/project director initiates Board review on application forms available from the Office of University Research Services, 001 Life Sciences East, 744-9991. Graduate student research is also examined and approved by the IRB.

## Environmental Health and Safety

The Office of Environmental Health and Safety was established to inform faculty and staff members about possible chemical hazards in the workplace. A Hazard Communications Program, as mandated by law, includes an inventory of chemicals; the retention and dispersal of material safety data sheets; and a system of labels, signs, and placards to provide warning information of hazardous substances in designated areas. Persons in supervisory capacities are responsible for training their subordinates in the proper techniques and methods of handling/using hazardous substances. In addition, faculty must be trained to read material safety data sheets and to report an exposure to a hazardous substance. The phone number of the Office of Environmental Health and Safety is 744-7241.

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## THE TEACHER AND STUDENT

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### In the Classroom

#### *Rights & Privacy of Students*

The Family Educational Rights & Privacy Act of 1974 (FERPA or sometimes the Buckley Amendment) requires that faculty regard student records as confidential. Although education records may be shared with University personnel who have a legitimate educational interest in the student, special care needs to be taken not to publicize personally identifiable information about students. Requests from outside the University for student information should be cleared with one of the following offices before information is released:

- The Registrar—for all requests for academic records and directory information;
- The Vice President for Student Affairs—for all requests for disciplinary records; or
- The appropriate Placement Office—for all requests for records pertaining to securing employment.

Faculty who wish to post grades as a convenience to students **MUST** first receive their prior consent. It is suggested faculty circulate a paper in class which states that students who sign the paper give permission to the specific faculty member to post examination and/or quiz grades according to a specified system (e.g., Student I. D., etc). Grades may **NOT** be posted for students who do not give their consent. (*Policy & Procedures Letter 2-0701*)

#### *Academic Advisers*

The Academic Adviser has the responsibility of helping students plan their academic program in light of their educational and vocational objectives, their special interests and abilities, and the goals and procedures of the University. The organization and administration of the general academic advisement program is the responsibility of the dean of the college. With the assistance of the academic adviser, the student is ultimately responsible for understanding and completing the degree program requirements.

Student performance in class is sometimes affected by personal circumstances beyond the control of the instructor. For information about professional assistance—academic and personal—available to students outside of class, refer to the “Professional Services” section of this handbook.

**Graduate Advisers** and advisory committees are appointed for Masters and Doctoral degree students from the Graduate Faculty by the Graduate Dean from recommendations of the major department. To conduct a high-quality, efficient graduate training program, advisory committees must assist the student in planning and pursuing the entire degree program and should encourage students to read and comply with the *Graduate Catalog*. Qualities of leadership, evidence of creative ability shown by publications or other scholarly attainments, intellectual vigor, breadth of interest and outlook, and ability to inspire students are requirements for membership on the Graduate Faculty. Such qualifications assure superior graduate student advisement. (See *Appendix C*)

**International Students and Scholars** have special needs, especially during their first few months in the United States. Because administrative responsibilities related to international students are complex, a number of offices are involved.

The Office of International Students and Scholars (ISS), 076 Student Union, 744-5459, plans and executes pre-arrival and arrival arrangements; organizes orientation programs prior to each semester; provides advice, assistance, and documents necessary for U. S. Immigration; oversees on-campus work permits; coordinates foreign exchange and other documentation required by home countries; assists with developmental and cultural programs; and counsels/advises students.

- International students who lack English language fluency may be referred to the English Language Institute.
- International students seeking admission as undergraduates are handled by International Admissions; those seeking graduate admissions may be referred to the Graduate College.
- International students who are sponsored by agencies of the U. S. government (USAID, USDA, FAO, etc.) report to the Office of International Programs.

**International Scholars** are “Exchange Visitor Professionals” from other countries who come temporarily to do research, teach, and exchange ideas, technology, and/or culture with North American faculty, staff, and students. The department is responsible for this exchange and works with the Office of International Students and Scholars to obtain and execute the proper immigration documents and procedures.

### ***Student Information System***

SIS is the Student Information System, and “Web for Faculty and Advisers” is a web interface to the Student Information System. Using most popular web browsers, OSU faculty may view their class rolls and teaching schedule. Student addresses (including e-mail addresses) and class schedules are available. Advisers may review OSU and transfer credit transcript information. Further, advisers may view lists of advisees. SIS “Web for Faculty” is also the method used for submitting grades at the end of each term.

A personalized PIN (Personal Identification Number) ensures confidential access to records. Colleagues, support staff, and administrative employees may not access a faculty member’s grade rolls, class lists or faculty teaching schedule. PINs are generated ***on request only***. Assigned PINs must be changed when they are used to access the Web for Faculty. For additional information, contact SIS Data Management, 440 Student Union, 744-6698.

### ***Grades***

**Reporting Grades** - Reports of the final grades of all students are prepared and released each semester by the Registrar’s Office. These reports are available to the student on the SIS web site, and printed copies are provided to the student’s adviser, the student’s dean, and other university personnel who have a legitimate educational interest and who need the information to discharge their assigned responsibilities properly. The Registrar’s Office and Student Academic Services Directors will provide a printed copy of a grade report to any student making a specific request for the document. The University does not collect or report mid-term grades or progress reports as an official activity. Additional information on the grading system, including descriptions of grades, can be found in Section 6 of the University Academic Regulations of the *OSU Catalog*.



If an error has been made in reporting a grade, the instructor should advise the Registrar of the change through the department head and dean having supervision of the course. In the case of graduate courses, the Dean of the Graduate College should also be notified.

**Submission of Final Grades** - Beginning with the Fall 2001 semester, faculty will be required to submit final grades via the web. Advantages to using “Web for Faculty” are: increased flexibility and convenience, i.e., grades can be submitted from home or office; an extended deadline; elimination of paperwork to return to the Registrar’s Office; and access to class rolls, student schedules, grade reports, and much more. Training and assistance is available by calling the Office of the Registrar, 744-6864.

**Academic Appeal of a Final Grade** - Faculty members of Oklahoma State University should communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the final grade. If a student believes those practices and procedures were not consistently and accurately followed when the faculty member determined the final grade, the student shall have the right to appeal the case to the Academic Appeals Board within four months after the date the grade was assigned (received by the Registrar), or six weeks after the student begins a new semester, whichever comes first, if informal discussions fail to resolve the issue.

In hearing a case, the Academic Appeals Board shall base its decision of changing or not changing the assigned grade solely upon whether the grade was assigned fairly within the grading system adopted by the faculty member. (*Policy & Procedure Letter 2-0821*)

The Academic Appeals Board has the authority to instruct the Registrar to change a final course grade. For assistance in responding to an appeal, contact the Office of the Executive Vice President for Academic Affairs, 101 Whitehurst, 744-5627.

**Scholastic Recognition** is given in numerous appropriate ways. Undergraduate students completing all courses taken in a semester aggregating at least 12 semester credit hours, or 6 semester credit hours during the summer term, with all “A” grades are placed on the *President’s Honor Roll*. Undergraduate students meeting the same semester credit hour requirements with at least a 3.50 average grade and receiving no grade lower than “C” are placed on the *Dean’s Honor Roll*. Honor roll designations are also available for part-time, continuing students.

Various colleges recognize scholastic achievement by appropriate means and also provide honors programs for superior students.

## ***Classes***

**Schedules of Classes** are prepared well in advance by the Registrar’s Office from information supplied by the various heads of departments. Faculty are asked to recognize the importance of a balanced schedule which may necessitate the teaching of classes at times other than those preferred by the staff or students, and the need to minimize changes in the scheduling of a class after the schedule of classes has been published.

**Classroom Assignments** are made through the Registrar’s Office, 321 Student Union, 744-6885. Classroom scheduling personnel attempt to schedule classes for departments within their own building. However, if rooms are not available in the preferred building, an attempt will be made to place events within the requesting department’s quadrant of campus. Faculty are asked to remember that the campus has a limited availability of large rooms and rooms with multimedia capabilities. If changes need to be made in the size of the room and/or type of multimedia equipment, faculty should coordinate changes with their unit administrator and

classroom scheduling personnel. Also, classroom scheduling personnel should be notified as soon as possible of classes to be cancelled. The use of these rooms for purposes other than regular assigned classes should be arranged in the Registrar's Office.

**Class Rolls** list all students who are officially enrolled in the course and are distributed to faculty members through the appropriate Director of Student Academic Services prior to the start of classes and at other key points during the academic term. Class rolls can also be accessed by faculty for their classes through the SIS "Web for Faculty and Advisers."

**Official Enrollment** is required. A person is not permitted to attend classes unless the student's name appears on the official class list or unless that person has a visitor's permit. All other people should be referred to the Registrar's Office for appropriate action. Instructors are asked to announce during the first meeting of the class the course number, title, and prerequisites. To facilitate verification of enrollment, instructors are requested to report to the Registrar the names of students who have not attended class during the first week of a semester.

**A Semester Course Plan (syllabus)** detailing course requirements, attendance policy, the grading system, and faculty office hours are expected for every course and should be prepared and distributed by the faculty member to the students at the first meeting of each class. (*Policy & Procedures Letter 2-0207*) A syllabus model is distributed to faculty prior to each semester by the Office of Academic Affairs.

Distributing written plans at the beginning of a course may alleviate some of the communication problems that occur between faculty and students concerning course requirements, examinations, grading procedures, and related matters. For 3000 and 4000 level courses which also can be used for graduate credit, the course syllabus should be specific about what extra work is expected for that credit. Most departments expect even more details and records for TBA, practicum, and internship courses.

Any changes made in the grading system during the course of the semester should be communicated to students **in writing**, as an addendum to the syllabus. Carefully written course plans can protect the rights of the student and instructor when instances of academic dishonesty or misconduct are encountered and can also minimize the likelihood of a faculty member becoming involved in the time consuming process of a grade appeal.

Note: Every course syllabus should be added to the web site listing all syllabi ([home.okstate.edu/syllabi](http://home.okstate.edu/syllabi)). Consult with your department head regarding this procedure.

**Class Attendance** policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. In this connection, students should be held accountable for all work covered in a course despite valid reasons for absence from class. Students are expected to attend each class period, and absences should be justified.

Faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are encouraged to report cases of repeated absenteeism to the dean of the student's college. Instructors also are requested to report to the Registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification.

**Student Survey of Instruction** is a mandatory program for all fall courses. Forms are delivered to the departmental offices and distributed by the department. A responsible person (may be a student from the class) should be appointed by the instructor to administer the survey and return it to the department when each student has completed the form. The

completed forms are due by pre-finals week in the Office of University Testing and Evaluation Services, 111 North Murray Hall, 744-5958, and processed by the beginning of the next semester. The forms are returned to the departments after final grades are submitted. The student survey of instruction evaluation summaries are sent to the department head for distribution to the faculty at the beginning of the next semester.

The student survey of instruction is optional for the spring semester, except for courses that only meet in the spring and then it is mandatory. Faculty are queried as to whether they want their course evaluated. Again, the forms are due by pre-finals week with the processed forms returned after final grades are submitted.

Student evaluations are intended primarily to assist the faculty in improving classroom teaching. While the summary information is useful to department heads as academic leaders of their faculty, it is not intended to be used as an exclusive indicator of teaching effectiveness for purposes of evaluating faculty.

**Common Hour Examinations** can be used for evening exams and final exams provided that: the course is multi-section; more than 200 students are enrolled in the encompassed sections; a uniform course outline is followed by all instructors involved; the evening exam is given from 5:30 – 6:30 p.m. on Monday, Tuesday, Wednesday, or Thursday only; the date and location of the evening exam is printed in the Class Schedule; and the date, time, and location of the final exam is printed in the final examination schedule. Requests for common-hour evening exams and final exams must be submitted each semester to the Registrar's Office, 321 Student Union.

**Final Examinations** are scheduled at the end of each semester and are preceded by a Pre-Finals Week which begins seven days prior to the first day of finals. During Pre-Finals Week all normal class activities may continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given. This *excludes* make-up and laboratory examinations, out-of-class assignments (or projects) made prior to Pre-Finals Week, and independent study courses. During Pre-Finals and Finals Week no student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function which requires student participation. *Faculty members must observe the final examination schedule constructed by the Office of the Registrar, unless a requested change has been approved by the department head, the dean, and the Executive Vice President for Academic Affairs.*

**Smoking** and the use of other tobacco products are prohibited in university classrooms, halls, restrooms, elevators, common work facilities, laboratories, the Library, and in other designated areas where smoking would create a discomfort to others present or would constitute a fire hazard.

### ***Cases of Student Academic Dishonesty or Misconduct***

Academic misbehavior by students is classified according to severity as either academic misconduct or academic dishonesty, with the latter being the more serious.

- **Academic misconduct** is inappropriate academic behavior in which the “intent to deceive” is absent.
- **Academic dishonesty** is any behavior in which an intentionally *fraudulent* attempt is made to gain *undeserved intellectual credit or advantage* (i.e., there is an “intent to deceive”) either for oneself or for another.

A more complete description of these two types of behavior, including examples of each, is contained in Section IV of *Student Rights and Responsibilities Governing Student Behavior*. Copies are available from the Vice President for Student Affairs, 201 Whitehurst, 744-5328. (*Policy & Procedure Letter 2-0822*)

In the case of **academic misconduct** the instructor may do one or more of the following:

- (1) require the student to complete a substitute assignment or examination;
- (2) award a grade of “zero” or “F” for the assignment or examination;
- (3) award a reduced grade for the examination, assignment or course.

If any disciplinary action is taken, the instructor of record must communicate in writing, within ten (10) working days, the actions taken and reasons for them to the student only.

In the case of **academic dishonesty**, the instructor of record (i.e., instructor responsible for grade assignment) who has clear and convincing evidence that a student has engaged in or is engaging in dishonest academic behavior (e.g., cheating, plagiarism, alteration of records, inappropriate possession of examination or other course materials) shall have the authority to take appropriate action(s) according to the significance of the behavior. The instructor of record shall notify the student by letter or conference within ten (10) days of the discovery of an illegal act and explain the allegation, the reasons for it, and the disciplinary action(s) being considered. Such action may include

- (1) requiring the student to complete a substitute assignment or examination;
- (2) awarding a reduced grade for the examination, assignment, or course;
- (3) awarding a grade of “zero” or “F” for the assignment or examination;
- (4) awarding a grade of “F” for the course;
- (5) recommending that the Office of Student Conduct initiate more stringent disciplinary action.

After the conference with the student, if any disciplinary action is taken, the instructor of record must communicate in writing, within ten (10) working days, the actions taken and reasons for them to the (1) student, (2) student’s adviser, (3) instructor of record’s department head, (4) student’s academic dean, and (5) Office of Student Conduct.

A student alleged to have engaged in academic dishonesty shall have the right of due process and appeal as delineated herein, should the student believe the instructor’s action(s) were unfair. In a case where sanctions are imposed by the instructor of record and a recommendation is made to the Office of Student Conduct that other disciplinary action be initiated, a student wishing to appeal both sanctions must first complete the appeals process through the Academic Appeals Board. No disciplinary action may be carried out while a case is being appealed, nor may the student withdraw from the course while an appeal is pending. If the student is found innocent of alleged academic dishonesty, withdrawal from the course with no record appearing on the transcript is allowed, and the recommendation to the Office of Student Conduct that other disciplinary action be initiated is automatically withdrawn.

The Academic Appeals Board is authorized by the President of the University to review actions taken by the instructor of record and to

- (1) determine whether or not the parties involved acted within the prescribed policies and procedures concerning academic dishonesty or misconduct;

(2) determine whether or not the allegations of academic dishonesty or misconduct are valid; and

(3) decide whether or not the instructor's action was appropriate.

The Academic Appeals Board has the final authority to sustain, reduce, or dismiss the disciplinary action (except suspension or expulsion) taken by the instructor of record. Decisions about possible suspension or expulsion will be the responsibility of the Office of Student Conduct.

## ***Academic Services***

**The Audio Visual Center** provides services to OSU faculty and staff through: Graphic Design Services; Printing Services; and Campus Instructional Technology Services. Phone 744-7212 for assistance.

*Campus Services* provides equipment to faculty and students in a range from the traditional slide and overhead projectors to video projectors and desktop displays. The unit also designs and maintains multi-media rooms and equipment across campus. At <http://www.av.okstate.edu>, AV has posted faculty tutorials and the ability to view on-line the equipment in a particular classroom. Campus Services also repairs and services projectors, computers and other electronic equipment.

*Graphic Design Services* offers fee-based services including the layout of newsletters, magazines, brochures or other publications. You can also find assistance with multimedia presentations, CD-ROM and DVD productions, digital video and digital audio through this unit, as well as stock photos of the campus. University Graphic policies and samples of university logos for print or web use are available online at <http://www.av.okstate.edu/Graphics/manual.htm>.

**Machine Test-Scoring Services** are available through University Testing and Evaluation Services (UT&ES). Individuals interested in this service may procure from the Director proper answer sheets, be briefed on administrative procedure, and become aware of the strengths and limitations of the equipment. A slight charge is made for supplies and service. UT&ES is located in 111 North Murray Hall, 744-5958.

**Educational Television Services (ETS)** is a commercial quality, broadcast facility headquartered in the Telecommunications Center on the main OSU campus. ETS produces, in conjunction with all divisions, colleges, departments, and agencies of the University, live interactive courses and video teleconferences, which are distributed nationwide via satellite and fiber optic lines. ETS also works with all university departments to produce instructional and staff development presentations both live and videotape. The professional staff assists the faculty and instructors in designing their production from concept to completion.

To support the OSU faculty in their course presentations, research and extension activities ETS can: create program logos and animations to introduce multimedia and video productions, produce computer animations that portray and/or simplify complicated ideas, produce computer graphics that visually represent abstract concepts and design and build complicated set structures that relate to and/or illustrate the subject matter with the program.

ETS provides broadcast studios, instructor-controlled "classroom studios," and the necessary personnel to support each project. Lectures, demonstrations, and presentations on- and off-campus may be taped and later edited into completed projects or duplicated as desired.

Programs transmitted from other universities and organizations may be received at ETS and recorded for later use or transmitted via the campus cable system for reception in other designated locations.

OSU uses fiber optic circuits to link nine distance learning classrooms across campus to ETS, which, in turn, is connected to the state fiber optic network, OneNet. All classrooms are fully interactive, 2-way video/audio and may be connected through the ETS Video Bridge with nearly 100 sites across the state including all OSU campuses. ETS coordinates, along with OSU Extension offices, all scheduling of distance learning classes for the Stillwater campus. ETS provides faculty training sessions on the proper use of the technology along with helpful suggestions on using multimedia in the classroom.

ETS services are available for a fee, based upon a university audited rate schedule, to all divisions, colleges, departments, and agencies of the University.

**The Career Resource Center**, 744-6434, offers a variety of services to help the student at OSU. The Center, located in 308 Student Union, helps students who are undecided about careers and also offers assistance with study skills.

**Computing and Information Services (CIS)** provides computing services to support the instruction, research, and administrative functions of OSU. CIS also provides telephone services to the campus and technical assistance, training, publications, and videoconferences to the OSU community. Other services include implementation of institutional information systems, campus system security and integrity, and Service Level Agreements.

University policy, ethics and etiquette are required to successfully participate in the OSU community and are extended to the computing environment. Individuals who share computing resources at OSU and who also use those resources to access the worldwide network are responsible for knowing and following the Network Policy, the Appropriate Computer Use Policy (both of which are available on the CIS web site at [www.home.okstate.edu](http://www.home.okstate.edu)), and *Policy & Procedures Letter 1-0131, Use of Electronic Mail*. It is the responsibility of the user to access and use data in accordance with the university's policy and applicable state and federal laws.

The CIS HelpDesk provides problem diagnosis and resolution services for software on the "supported software list" only. Limited hardware support is available, as well as assistance and remediation with standard computing practices and methodologies. Please refer to the supported software web page to see what CIS does and does not support. The URL for this page is [home.okstate.edu/webhome1.nsf/toc/software](http://home.okstate.edu/webhome1.nsf/toc/software).

The HelpDesk can be contacted in several ways:

Via email at [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu)

By phone at (405) 744-7836, 7:00 A.M. to 1:00 A.M., or

In person at Math Sciences Building, Room 113.

Normal business hours for the HelpDesk are Monday - Friday, 8:00 A.M. to 5:00 P.M., CST, exclusive of university holidays. After-hours walk-in service is available in 113 Math Sciences, 5:00 P.M. to 1:00 A.M., unless otherwise posted.

CIS provides remote computing facilities (labs and terminal clusters) in various locations around campus. All OSU students have user-ids and passwords, which permit access to these facilities and the ability to access CIS computers from their homes.

CIS manages the OSU data communications network that includes the high speed Network Backbone, Modem Communications (Dialups), and Mainframe Communications. The OSU Network links faculty, staff and students to off-campus resources including OneNet, the

Internet, I2 links, the Abilene network and the branch campuses in Tulsa, Oklahoma City, and Okmulgee. CIS is responsible for providing many other networking services including Domain Name Service, IP (Internet Protocol) Numbers management, and centralized network directory services. At home Internet access is available at competitive rates to all students, staff and faculty through a contractual arrangement with a third party vendor.

CIS operates a large centralized computing complex located in the basement of the Math Sciences Building. This complex includes IBM host, UNIX, AIX, Novell NDS servers, Lotus Notes, electronic mail, centralized network backup and other facilities.

**Telecommunication Services**, 304 Public Information, 744-6046, processes requests for telephone changes and provides: campus operator service, detailed departmental billing statements, equipment and/or feature changes; and an economical long-distance calling system for the entire university. All telephone expenses are charged to the appropriate department or individual student account.

### ***Graduate Assistants***

Graduate teaching assistants are important contributors to teaching programs at Oklahoma State University. Joint emphasis of the University on developing outstanding educators and providing the very best possible instruction to students in the classroom and laboratory requires special programs for coordination and supervision of graduate teaching assistants.

Department heads have general responsibility for assuring that the work of graduate teaching assistants is appropriately coordinated and supervised. Professors are assigned to coordinate courses in which graduate assistants are involved. The professor and graduate assistant jointly develop plans for subject matter to be covered; the number, content, and dates for tests; and grading standards and procedures. Periodic seminars are held for in-service training and for evaluation of teaching performance, revising course materials, planning, reviewing and evaluating common examinations, and establishing criteria for assigning final grades.

Graduate research assistants work closely with faculty members and gain valuable experience through participation in various research projects. In some cases, research assistants are assigned limited instructional responsibilities.

## **Outside the Classroom**

### ***Assemblies and Convocations***

The University has established policies concerning the appearance of off-campus speakers and political candidates on the campus. Speakers programs are encouraged to implement the University policy of free and responsible inquiry and expression by which the University community may meet different ideas and achieve its educational purposes. University facilities may be used in compliance with university policy as established through the A&M Board of Regents. All requests to invite outside speakers must be submitted to the Campus Life Center (060 Student Union, 744-5488) at least 10 calendar days prior to the date of the proposed speaking engagement. (*Policy & Procedures Letter 1-0104*)

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## *Commencement*

University commencement exercises are held each year at the end of the spring semester. Colleges hold convocations at different times of the year. Faculty members are encouraged to attend commencement and their college convocations in appropriate academic dress. Check with individual colleges for detailed information.

## *Faculty Advisory Activities*

**Advisers** of student organizations and activities help to ensure that student activities are integrated with the educational objectives of the University. The adviser meets with the organization, assists the officers with all pertinent university policies and regulations, helps in developing a program that complements the classroom experiences and is compatible with the institution's objectives, and helps to properly account for funds. Advisers serve to advise and not to control; the officers are responsible for actions and conduct of the organization. On matters concerning policy interpretation, consult the Campus Life office, 060 Student Union, 744-5488. (See *OSU Student Rights and Responsibilities Governing Student Behavior*, Chapter VIII)

**A Calendar of Student Activities** is maintained at the Campus Life Information/Services Desk (060 Student Union) and is the master schedule of all campus events and programs sponsored by student and university groups. Plans for activities can be coordinated with the Campus Life Advisory Council in order to avoid conflicts.

## *Scholarships and Financial Aid*

Financial assistance takes the form of grants, loans, scholarships, the Federal Work-Study Program (funded in part by the federal government), and part-time employment sponsored by the University. The faculty should refer students to the Office of Scholarships and Financial Aid, 119 Student Union, 744-6604, when inquiries are made. The office maintains a website at [www.okstate.edu/finaid](http://www.okstate.edu/finaid). Students establish need for federal programs by completing the Free Application for Federal Student Aid (FAFSA).

**Grants** are also available through three programs: the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant (SEOG), and the Oklahoma Tuition Aid Grant (OTAG) program.

**Loans** are available on either a short or a long term basis. Long term loans include the Federal Perkins Loan, Ford Federal Direct Subsidized and Unsubsidized loans for students, and Federal Parent Loans for Undergraduate Students (PLUS). A short term loan program is also available for students who have unexpected costs associated with their education.

**Scholarships** are available through a variety of programs for new and continuing students—tuition waivers, college and departmental awards, OSU Foundation scholarships, and other opportunities administered by the Oklahoma State Regents for Higher Education. Students and the general public are invited to contact the Office of Scholarships and Financial Aid for scholarship search information.

**Part-time Employment** may be arranged through the Office of Scholarships and Financial Aid, or Career Services.

*Scholarships and Financial Aid* determines eligibility and amount of awards under the Federal Work-Study Program. Under Federal Work-Study students work on the average



of 15 hours a week while they are enrolled. The rate of pay is based on the type of job done, but is at least minimum wage.

*Career Services* maintains a listing of part-time job opportunities and assists OSU students seeking employment. Students need not meet work study requirements to be eligible for these job opportunities. Career Services is located in 360 Student Union, 744-5253.

**Reasonable Academic Progress** requirements for continued eligibility for federal, state and institutional aid may differ from academic retention standards. Faculty are encouraged to refer students to the Office of Scholarships and Financial Aid if the student is considering dropping or withdrawing from a class.

### ***Office of Scholar Development and Recognition***

The Office of Scholar Development and Recognition, located in 260 Student Union, 744-7313, provides organization and programming to support OSU's student participation in a variety of prestigious scholarship competitions locally, nationally and internationally—such as the Rhodes, Truman, and Marshall specifically, and a host of others with less visibility. Interested participants can utilize several academic and administrative services offered by the office to streamline the application process and make sure they are prepared for the competition.

In addition, the office manages all affairs related to administering several financial programs made available by the OSU Wentz Foundation. These are the Wentz Research Projects, Wentz Scholarships, Wentz Humanities Scholarships, and Wentz Scholarships for the Advancement of Teaching—plus support for arts performances locally and statewide.

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## UNIVERSITY SERVICES AND ACTIVITIES

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### The University Libraries

The OSU Library is a premier electronic library with a collection that exceeds 2 million volumes, 16,000 serials, 3 million microforms, and 240,000 maps and aerial photographs. Its primary mission is to serve as the “intellectual commons” of the University, providing high-quality resources, services, and gateways to information to meet the needs of OSU’s diverse instructional, research, and outreach programs. To fulfill this continuing role effectively, the Library strives to be flexible and responsive to the needs of its constituents, to emphasize cooperative arrangements with other libraries, and to maximize the application of state-of-the-art technology to facilitate speedier and even wider access to needed information.

The OSU main campus library collections are housed in the Edmon Low Library and four branch libraries: Architecture, Curriculum Materials, Patent and Trademark, and Veterinary Medicine. The Edmon Low Library is open 110 hours each week when classes are in session. Library Services and resources are described on the website:

<http://www.library.okstate.edu>. Information on accessing library resources remotely is available on the Digital Library Services web page <http://www.library.okstate.edu/dept/dls>.

**Electronic Resources and Services** – The OSU Library subscribes to more than 120 specialized databases to assist students, faculty, and staff in their research. A growing number of these databases provide access to the full text of documents. Members of the OSU community can access dozens of these resources, regardless of their location, from any computer with Internet access and a Web browser. Library users can submit interlibrary loan requests and book renewal requests electronically using forms on the Library’s web pages. Many are taking advantage of the Library’s Electronic Reserves to provide access to supplemental course materials. The Library offers a variety of free training sessions throughout the year, including sessions on using the Library’s Online Catalog and other databases, searching the Web, creating web pages, and using the student Email system. Consult the Library’s web page for more specific information.

**Digital Library Services** – The Digital Library Services Unit facilitates access to electronic information, print materials, and library services to insure that the information needs of OSU students, faculty, and staff are met, regardless of their location. DLS staff can provide support for faculty with questions concerning remote access to Library resources and services, including bibliographic and full-text periodical databases. DLS will work with faculty teaching distance education courses to ensure that their students have access to library resources appropriate to a given course. DLS maintains a variety of Web-based tutorials on using Library resources, and will work with faculty to develop library instruction materials for individual distance education courses. Faculty teaching distance education courses should contact the DLS office for assistance in establishing appropriate links to Library resources and services from course materials and Web pages. Where appropriate, remote on-site instruction sessions may be requested. Further information on Digital Library Services may be found at <http://www.library.okstate.edu/dept/dls>.

**Current Contents Alert** is a current awareness service that e-mails directly to the subscriber the table of contents of journals (selected by the subscriber) when each new issue of the journal is published. Most messages include authors’ abstracts. To subscribe to this service, access <http://www.library.okstate.edu/dept/access/ils/index.htm> and click on the link to

*Current Contents Alert* Registration Information. Once subscribed, the Table of Contents of new issues of the selected journals will be e-mailed directly to you. To obtain desired articles, simply check the Library catalog to see if the library subscribes to that journal. For those journals the OSU Library does not subscribe to, mark the desired articles on your e-mail Table of Contents page and forward it to Interlibrary Services (intrlib@okstate.edu). Articles will be sent to you via campus mail once they arrive in Interlibrary Services. The Interlibrary Services Home Page also contains help on modifying your *Current Contents Alert* profile (list of journals).

**Library Instruction and Orientation** – At the request of faculty, reference librarians will provide class instruction on the effective use of the Library’s online system, databases available through CD-Net and the Internet. Arrangements for library instruction or for a general orientation tour of the Library may be made by contacting either the Science & Engineering office (744-6309) or the Humanities & Social Sciences office (744-6545).

**Circulation** – Books checked out by faculty are due six months after the date of check out. All books are subject to recall after 14 days if required by someone else or immediately if needed for reserve. Items may be renewed if no one else is waiting for them. Whereas OSU faculty are generally not charged for overdue materials, charges will be levied for unreturned recalled items, reserve materials, microform and media, and special permission loans. Faculty will also be charged for lost or damaged books. Periodicals and reference books generally are not checked out; however, short-term loans can be made with special permission from the reference desks. Faculty may authorize assistants to check out books for them by filling out a proxy form at the Circulation Desk.

OSU participates in OK-Share, a program sponsored by the State Regents, whereby faculty and students may check out books from other participating college and university libraries in the state. Private and state supported institutions participate. For more information call the Head of Access Services at 744-7142.

**Reserve** – Faculty may request that class-related material be placed on Reserve to insure availability to everyone in the class. The loan period may be two hours, one day, three days, or seven days as determined by the faculty placing the materials on Reserve. All test files, class notes, and homework problems will be scanned and made available electronically from the Library’s home page as well as at the Circulation/Reserve desk unless the instructor stipulates paper only. Reserve Request forms and Reserve Guidelines and Policies are available at the Circulation Desk.

**Interlibrary Services** – Books or copies of articles that the Library does not own may be borrowed through the Interlibrary Services office. All borrowing must be done within the provisions of the General Interlibrary Loan code of the American Library Association or the somewhat less restrictive Oklahoma Interlibrary Loan Code.

To provide faster response to interlibrary loan requests in-state, OSU uses a courier service between its Stillwater campus and the University of Oklahoma Library, the University of Oklahoma Health Sciences Center Library, the Oklahoma Department of Libraries, the University of Tulsa Library, OSU-Tulsa, and the College of Osteopathic Medicine Library. The courier service operates Monday through Friday. The library also uses the Internet to transmit digital copies of articles.

**Government Documents** – Many consider the OSU Library’s Documents Department to be the best Regional Depository for U.S. Government publications in the southwest. Non-depository materials as well as publications of the State of Oklahoma, foreign governments, and international organizations are obtained to support fields of interest to OSU. The

Documents Department has a growing collection of indices and data files issued by the United States and commercial companies. These files include the 1990 Census, the 1992 Economic Census and indices to congressional publications and international trade information. Whenever possible, the department provides Internet access to U.S. Government information via the OSU Library's website.

**Patent & Trademark Depository Library (PTDL)** – The OSU PTDL is one of just 44 facilities in the country to maintain copies of all patents & trademarks ever issued by the U.S. Patent & Trademark Office, and the only facility for Intellectual Property research in the state. Presentations on a variety of Intellectual Property topics are available, appropriate for classroom settings as well as faculty/student group meetings. Preliminary patent search assistance is scheduled by appointment. The PTDL is located in Room 206 of the Wes Watkins Center. Hours are 8:00 a.m. to 5:00 p.m. Monday–Friday, 744-7086; 744-7083 fax; <http://www.library.okstate.edu/dept/patents>.

**Special Collections and University Archives** – Among the Library's special collections are rare books, selected publications about Oklahoma and rural development in the state, and manuscript collections such as the papers of Angie Debo, Paul Miller, Henry Bellmon, and Henry S. Johnston. A growing area of interest is the Women's Archives at OSU, which will document the contributions of women to society. The University Archives contains material which depicts the development of OSU, including official records, theses, dissertations, publications, and photographs. These resources are available for use in the department's reading room (2<sup>nd</sup> floor E), Monday through Friday from 8:00 a.m. to 5:00 p.m. Staff are available to help with reference questions, do photocopying, and accept recommendations for additions to the collections (744-6311 or email questions to <lib-scua@okstate.edu>).

**Microform and Media Room** – Located in the southeast corner of the first floor, this area houses microform materials, videocassette and slide/tape programs, as well as taped lectures. Staff members are on hand to locate materials, to make paper copies, and to assist with questions regarding the operation of the equipment. Faculty members are welcome to prepare video or audiocassette tutorial or supplementary material for student use in this area.

**Recommendations for Purchase** – Recommendations of items to be added to the collections are welcome at any time and should be submitted to either the Science & Engineering office or the Humanities & Social Sciences office. Decisions to purchase are based upon available funds.

**Photocopy Services** – The Library has coin-operated, card-operated and staff-operated photocopying options available. A staff-operated copy service is available in the Photocopy Center for 10 cents per page; expect a brief turn around time before the completed work is available.

**Arrangement** – The Edmon Low Library is arranged in broad subject divisions based upon the Dewey Decimal Classification system. Librarians at two reference desks, General Reference and Government Documents, provide assistance to students and faculty. Reference assistance is also available in the branch libraries. With the exception of several special areas, books and periodicals are shelved in open stacks and are available to all faculty and students.

Departments	Floor	Phone
Circulation Desk	1 Center	744-6812
Digital Library Services	2 Center	744-9161
Documents Reference Desk	5 Center	744-6546
General Reference Desk	2 Center	744-9775

Humanities/Social Science Office	3 Center	744-6545
Interlibrary Services	1 SW	744-9727
Map Room	Bsmt NE	744-9731
Microform & Media Room	1 SE	744-7615
Reserve	1 Center	744-6558
Science & Engineering Office	1 NE	744-6309
Special Collections & Univ. Archives	2 East	744-6311

Branches	Location	Phone
Architecture Library	201A Arch Bldg	744-6047
Curriculum Materials Library	001 Willard	744-6310
Patent & Trademark Library	206 WWC	744-7086
Veterinary Medicine Library	102 Vet Med	744-6655

## Professional Services

### *Accounting Services*

The Accounting offices, located on third floor of Whitehurst, offer a wide variety of services which include the following: monthly accounting reports; moveable equipment inventory; and review and processing of purchase orders, travel documents, requisitions, campus vendor invoices, small order invoices, campus orders, and receiving reports. These activities are conducted in accordance with *Policy & Procedure Letter 3-0201, Fiscal Procedures and Accounting Systems*.

### *Bursar's Office*

The Office of the Bursar maintains the centralized Accounts Receivable System for Oklahoma State University. Every individual (student, faculty, or staff) is billed for tuition, fees, special class charges and/or other goods and services as appropriate. A statement of account is printed and mailed on the first of each month. This statement provides detail of all charges, credits, or payments which were transacted during the past month.

Anyone who needs to arrange a payment plan is encouraged to visit with one of the staff counselors in 113 Student Union, Monday-Friday from 8:00 am to 5:00 pm. For further information, please contact the Bursar at 744-5992.

### *Career Services*

The primary goal of Career Services is to assist students with conducting a SUCCESSful job search. Services to students include: 12 Career and Job Fairs, on-campus interviews with over 250 employers, resume referrals, job listings (this includes part-time on and off campus positions and full-time), internships & co-ops, job search conferences, workshops, career resource library, resume development and critiques, mock interviews, job search advice, and company information sessions. Career Services is located in 360 Student Union, 744-5253.

For a complete list of services and calendar of events visit the Career Services web page at <http://home.okstate.edu/careernet>.

### ***Communications Services***

Public information, publications, advertising, media relations and marketing advice are provided through **Communications Services**, located on the second floor of the PIO Building on Monroe, 744-6260.

**The News Bureau** disseminates news and feature releases from the University to general and specialized print and electronic media. This unit is also responsible for answering media queries, crisis coverage, and distribution of media faxes and hometown news releases. The Bureau publishes *OSU Today* in the Friday *O'Collegian* and a daily electronic headline service as well as university news on the web. The bureau also publishes talking points about OSU on the web to assist faculty and staff called upon to speak about the university.

**Publications** such as the *OSU Magazine*, *OSU Parents*, recruiting materials, advertising, capitol campaign materials, maps, posters and general university information pieces are also produced through Communications Services.

**Advertising** about OSU for recruiting or fundraising purposes is generally coordinated by this unit.

Advice concerning **Media Relations** or **Marketing** may be obtained from Communications Services, whether you are looking for coverage, concerned about answering questions from a specific reporter, or gathering ideas to boost enrollment in a new program or new initiative.

### ***Employee Assistance Program***

The Employee Assistance Program is a screening, assessment, and referral service provided at no charge to all faculty and staff of OSU. The program provides services to those employees who may be experiencing personal/social/family difficulties that result in diminished job effectiveness or impaired work relationships. Employees are encouraged to contact the Employee Assistance Program office, located in the Wellness Center, 744-6415, to schedule appointments or arrange a supervisory referral. Supervisor and/or employee consultation services regarding employee or family problems are available and encouraged. Additional consultation activities are preventative/educational in nature and assist faculty and staff in addressing a variety of mental health and substance abuse issues.

### ***Financial Accounting Systems***

The Office of Financial Accounting Systems, 304 Whitehurst, provides administrative and logistical services to all institutional entities with regard to financial reporting, direct application support for the functional areas within the directorate of the Office of the Associate Vice President and Controller, and designated institutional fiscal operations.

### ***Physical Plant***

Physical Plant Services is responsible for maintaining buildings and grounds; operating buildings' mechanical and electrical equipment; furnishing the necessary housekeeping and utilities; maintaining all streets, walks, and parking lots; and enhancing the campus environment with a pleasing landscape.

Services are classified in two categories: "Physical Plant Services"—those services considered in the general university budget as routine operations or maintenance not peculiar to any one department, and "Department Services"—those services rendered on special

request and chargeable to the department at actual cost. Specific services provided through the Physical Plant are as follows:

**Architectural/Engineering and Utilities Services Department**, 744-7133, oversees the design of new construction and renovation projects; offers technical expertise in the areas of master planning, interior design service, and mechanical, electrical, structural and civil engineering; and provides the necessary oversight of campus utilities. Charges for these services are based on the categories of services defined above.

**Trucking Services**, 744-7163, moves and relocates furnishings and equipment at general university expense. A department is charged for handling and delivering supplies; special classroom set-ups; or arranging facilities for special events, plays, conventions, etc.

**Central Receiving Station**, 744-7165, unloads all incoming large materials, supplies, and freight; processes the receiving report and other related paperwork; and delivers all items to the department destination. Most items are delivered the same day they are received.

**Keys** for offices, classrooms, and buildings are issued by the Physical Plant, 744-7160, to designated administrators who are responsible for issuing them to faculty and staff. Reports of lost or found keys should be made to the OSU Police Department, 744-6523. Keys made other than by the Physical Plant are illegal and contrary to policies and procedures of the University.

**Environmental Health Services Department** personnel periodically check all campus buildings and all fire protection equipment and, upon request, will hold classes and/or demonstrations in fire prevention and safety. Requests for new or additional fire protection, safety, or security equipment should be directed to the Physical Plant. Fire protection equipment and security alarm systems should not be purchased or placed into service without first consulting the Environmental Health Services Department, 744-7241.

**Custodial/Housekeeping Services** are scheduled according to the type of space, occupancy, traffic, and usage. The work frequencies are standardized. Custodians will lock and unlock general university buildings, close windows, and turn off lights when they leave. Faculty and staff members perform these tasks when using offices and laboratories after hours. Questions regarding custodial services should be directed to 744-7291.

**Temperature** and air circulation in buildings are centrally and automatically controlled to provide pre-established energy efficient, operating conditions during normal working hours, summer and winter. After hours, these conditions are changed considerably to further reduce energy consumption. All thermostats are calibrated by Physical Plant personnel. Faculty and staff are cautioned not to adjust any thermostat nor to tamper with any air outlet grille. Suspected malfunctions should be reported to the Physical Plant Action Desk at 744-7154, which will initiate appropriate action.

**Emergencies and Trouble Reports** during normal working hours should be directed to the Physical Plant Action Desk at 744-7154, which will coordinate response action with the proper department(s).

**Emergencies After Hours** should be reported to the OSU Police Department, 744-6523, which will contact the appropriate department(s).

**Special Repairs or Modernization** requiring major revisions of a room or area requires prior approval of the Space Committee; must be funded by the requesting department or other approved general university funds; and must be planned, estimated, and executed by the Physical Plant through the Department of Architectural Services.

### ***Planning, Budget, and Institutional Research***

The Office of Planning, Budget, and Institutional Research, 301 Whitehurst, 744-6897, provides the University administration with internal information about OSU in comparison with other institutions to facilitate decision making and planning. The office coordinates the University's response to various information requests and surveys from outside agencies. To discharge these responsibilities, the Office participates in the development and evaluation of management information systems. Institutional data of a general nature are frequently available for proposal writing and other needs at the departmental level as a by-product of these activities.

### ***Police/Public Safety Services***

**The OSU Police Department**, located on the 1<sup>st</sup> floor of the USDA Building, 744-6523, is responsible for handling all violations of the law occurring on campus property; for assisting other law enforcement agencies in executing their duties; and for occasionally delivering emergency messages. If it is essential to contact a student in class, attempts will be made to notify the instructor in advance. If such attempts fail, the police officer will explain confidentially to the instructor the reason for the interruption and the nature of the contact (e.g., warrant of arrest, subpoena, emergency messages, etc.). The instructor will be requested to ask the student involved to meet with the officers in the hall where the officers will conduct their business as quickly as possible so the student can return to class. When students or university personnel are removed from classes or places of employment, the police officer should immediately notify Student Affairs or the employee's department head. Although police officers rarely find it necessary to interrupt classes, faculty are urged to cooperate fully if asked.

Contingency plans for campus emergencies, such as threatening weather, bomb threats, fire alarms, etc. may require the evacuation of classrooms or buildings. Faculty members should formulate plans and designate alternate meeting sites for the resumption of class or research activities. In addition, some preplanning to assist the evacuation of disabled persons should take place, since elevators do not operate under fire alarm evacuations.

Bomb threats are taken seriously on campus. When a threat occurs, buildings will be evacuated as appropriate. When the credibility of the threat is in question, evacuation may not be ordered; however, building occupants will be notified so that individual evacuation decisions can be made. In this latter case, faculty have an obligation to inform their students of the potential threat and of their right to vacate the building if they so choose.

Summary of Public Safety Guide – *How safe is the OSU campus and who keeps it that way? You have a right to know!* The OSU Public Safety Guide answers those questions and more.

- OSU's University Police are an important part of the educational experience available at OSU. They go to extraordinary lengths to provide a safe, protected, and orderly environment on the campus. Thanks to that effort, academic goals at OSU are rarely interrupted by crime or fear for personal safety.
- The University Police provide 24-hours-a-day, 365-days-a-year police responses and preventative patrols to the campus. They staff a 911 emergency phone system, and monitor forty-six (46) "emergency phones" located throughout the main campus.
- The University Police offer specialized training to the public on issues ranging from crime prevention to rape avoidance to workplace violence. Scheduling a program for a group is as simple as a phone call to 744-4242.



- Crime statistics for the campus, including arrests for drug, alcohol, and weapons violations, are contained in the guide. Policies and statistics on sexual assaults are included along with details of the support services available for victims. The guide provides clear instructions on getting help or reporting a crime.

You may review information from the guide on the OSU Public Safety web page at [www.osupd.okstate.edu](http://www.osupd.okstate.edu). If you would like a copy of the Public Safety Guide, please call 744-6527; or pick up a copy at the OSU Public Safety Department, 104 USDA Building, Stillwater, OK.

**Parking Permits** are required for the use of any on-campus parking facility except metered lots and can be purchased at the OSU Police Department, 104 USDA Building. Before an annual parking permit can be issued, an employee must present a copy of their employee action form, available from their hiring official. Temporary 30-day permits may be purchased while arrangements are made to establish permanent residence. Parking lots are classified as faculty/staff and student (commuter and residence halls). Persons with academic rank are entitled to an all-campus parking permit; staff and administrators are limited to parking in faculty/staff lots. If an unregistered car is brought to campus, the Parking Office should be notified at once to avoid a parking ticket. Parking is enforced by parking permit to ensure the availability of a parking space.

## ***Purchasing***

Oklahoma State University maintains a centralized Purchasing Department which provides a uniform procurement system. Requisition forms are the principal means of communication between university departments and the Purchasing Department. Requisitions are required for purchases over \$1,499. For these purchases, a requisition form must be completed and forwarded to the Purchasing Department. (*Policies and Procedures Letters 3-0145 and 3-0147*)

Departments are not authorized to place orders in excess of \$1,499.00. A “Small Order Purchases” system provides departmental authority for purchases of \$1,499 or less. Requisitions are not required. Invoices for these purchases are sent directly to the Accounting Department, 304 Whitehurst, for processing.

Oklahoma Statutes require competitive quotations for all acquisitions exceeding \$2,500. Acquisitions for which bids or quotations are not solicited require a sole source affidavit and must be reported to the state on a monthly basis. University purchasing policy requires the solicitation of formal quotations for acquisitions and contracts which exceed \$5,000 and formal sealed competitive bids for those which exceed \$20,000. Signed quotations are normally required for all purchases which exceed \$2,500. Formal or informal quotations are required for purchases which do not exceed \$2,500. Public improvement projects (construction/repair contracts) which exceed \$12,500 require public advertising and formal sealed competitive bidding.

Regardless of funds used, advance approval by the Board of Regents for the Oklahoma A&M Colleges is required for any purchase of \$35,000 or more. The lease or purchase of land or building space also requires advance approval.

Specific procedures and restrictions apply to acquisitions and contracts for certain items. Purchasing policies and procedures should be reviewed relative to acquisition of the following items: sole source purchases, state contracts, emergency orders, repair of equipment, maintenance agreements, rental and lease of equipment, software license agreements, insurance, printing and duplicating, office supplies, vehicle supplies and repairs,

credit cards, repairs to buildings, used equipment, carpeting, and state surplus property. When in doubt, “call Purchasing.”

### ***Statistical Laboratory***

University personnel engaged in research have access to a statistical consulting service in the design of experiments, design of sample surveys, data entry for statistical analysis, and analysis of data collected. To use these services, individuals are strongly encouraged to make contact with one of the consultants before the experiment or survey is conducted. The laboratory is administered through the Statistics Department and is located on the third floor of the Mathematical Sciences Building.

### ***Student Health Services***

OSU has a full service health clinic on campus for students. The Student Health Center maintains a complement of full-time physicians, nurses, laboratory and x-ray technicians, pharmacists and other necessary supportive and ancillary personnel who provide the best possible care at the least possible expense for students. Faculty and staff may obtain certain immunization services and emergency care for on-the-job injuries from the clinic. A branch of University Counseling Services is housed in the University Health Center and offers individual and group counseling that covers career/life skills, study skills, anxiety, depression, substance abuse, relationships and other problems.

**The Speech, Language, and Hearing Clinic**, located in Hanner Hall, provides diagnostic testing and therapy for anyone with a communication disorder. The diagnostic services include comprehensive speech, language, and audiological evaluations. When diagnosis indicates that a person possesses a communication disorder, therapy will be recommended. Advanced students who are supervised by the faculty of the clinic provide treatment at minimal cost.

### ***University Counseling Services***

As its primary goal, University Counseling Services seeks to support the personal, social, and intellectual growth of student members of the University community. To accomplish this goal, OSU students are provided a broad spectrum of services that include: individual and group counseling in the areas of career/life planning, study skills, stress, anxiety, depression, relationships, substance abuse, and other problems. In addition, professionals in the counseling services serve as consultants for the University community and facilitate outreach programs and workshops. Individual counseling is provided at minimal cost to the student.

Appointments may be scheduled by calling 744-5472 or 744-5458 or by coming by the office at 316 Student Union. Matters discussed are confidential. Personally identifiable information regarding the use of counseling services will not be released without the written permission of the person being served. The University Counseling Services is accredited by the International Association of Counseling Services, Inc.

**The Career Resource Center** is an informal drop-in program that provides career information and assistance for study skills improvement. Career resources include the DISCOVER Computerized Career Program, occupational files, Department of Labor career assistance books and materials, general career guidance materials, and other useful materials for career decision making. Students are invited to use this large collection of resources with

student staff assistance or by appointment with a University Counseling Services staff counselor.

Students seeking to improve study skills may work with the CSSC student staff or a counselor-led group for improving concentration, note-taking, effective textbook use, test preparation, and time management. Staff programs concerning these skills may also be arranged for student organizations and living groups.

DISCOVER, a computerized career guidance system, is available for student use with a staff career counselor. Arrangements for using DISCOVER may be made by calling 744-5472 or going by 308 Student Union. The Strong-Campbell Interest Inventory is also available at 308 Student Union. The CSSC is located at 308 Student Union. For more information call 744-5472.

**Student Conduct Office** – See University Discipline. Located in 326 Student Union, 744-5470.

**Student Disability Services** – The Office of Student Disability Services facilitates curricular and classroom accommodations for eligible OSU students with disabilities who qualify for services based upon professional documentation of a disability and reasonable accommodation needs. SDS serves as a resource for faculty, staff and students.

Students must provide documentation from a qualified professional stating the nature and severity of the disability, the diagnostic procedures used, and recommendations for assistance to SDS prior to receiving services. Faculty who are approached by students requesting special accommodations should route the students to SDS rather than attempting to provide ad hoc accommodations. Instances of disagreement regarding accommodations are resolved through the procedures outlined in *Policy & Procedures Letter 2-0824, Academic Accommodations for Students with Disabilities*.

**Americans with Disabilities Act (ADA) Compliance Office** – OSU has reaffirmed a commitment to providing accommodations to qualified individuals with disabilities, unless such modifications create an undue burden or hardship. Student/academic accommodations are coordinated through the Office of Student Disability Services (see above). All other accommodations are coordinated through the Office of ADA Compliance, 316 Student Union, 744-7127. Accommodations may include, but are not limited to: making existing facilities accessible; maintaining accessible programs and services; providing auxiliary aids and services and/or technological assistance; modifying programs, policies, and procedures; and other adjustments based on an individual assessment of accommodation needs involving proper OSU authorities.

**The Psychological Services Center**, 118 North Murray Hall, 744-5975, provides a variety of psychological services to children, adolescents, and adults. The center's clients include residents of Stillwater and the surrounding community as well as OSU students, faculty, and staff. Fees are assessed on a sliding scale depending upon clients' financial situation and ability to pay

### ***University Mailing***

University Mailing Services is a complete postal service located at 109 Printing Building offering campus pick-up and delivery of U.S. and inter-campus mail as well as the metering and sorting of outgoing U.S. Mail. The unit is also responsible for campus delivery of Accountable Mail that requires a signature and Air and Ground Express Services such as Fed-

Ex, Airborne or UPS. University Mailing also offers mail list management services, bulk mail services and handling services such as folding, inserting, labeling or metering.

The unit operates a full-service postal window at 185 Student Union which sells stamps, mailing supplies, and money orders and accepts Ground and Air Express Shipments.

University Mailing Services can assist with the preparation of form letters, the design of mail pieces to comply with postal regulations, and fulfillment services for reply cards. They also offer discounted International Mail Services including the shipment of class notes, books and personal effects. For additional information call 744-5385.

### ***University Personnel Services***

University Personnel Services is responsible for providing non-academic employee relations and supervisory assistance, maintaining personnel records, managing the employee benefits programs, providing payroll services, and conducting in-service training activities. Personnel Services is located on the first floor of Whitehurst, 744-5373, and will provide you with assistance on any personnel matter.

### ***Wellness Center***

The Oklahoma State University Wellness Center opened in the winter of 1990. The Wellness Center offers programs to all full-time faculty and staff on a pay-per-service basis. These programs include, but are not limited to, the following: wellness screening (cholesterol, blood pressure, body composition, and computerized health appraisal), wellness education classes, etc. The Wellness Center features a 141-seat theater, aerobics room, weight training room, and a demonstration kitchen. These rooms may be used for Oklahoma State University-sponsored programs in coordination with and approval of the Wellness Center.

**Student Admissions Program.** All new students entering OSU have the option of submitting a physical exam from their private physician or completing a Health Risk Appraisal (HRA) with the Wellness Center for a fee of \$20. Because of the cost savings of the HRA, most students choose this option. All students have computer access to an interactive, individualized, health-risk assessment oriented directly to student health concerns.

The following programs are a few of the more significant projects that the Wellness Center utilizes to reach its budget projections: a full-service cardiac rehabilitation program with Medicare approval; first cardiac rehabilitation program in the state accredited by American Association of Cardiovascular Pulmonary Rehabilitation; physician screening programs that include physical exams, blood chemistries and diagnostic screenings for referral; non-physician screening programs that include physician referred stress testing, blood tests and pulmonary function tests; a physical therapy program that includes exercise prescriptions, modalities and testing using Merac<sup>TM</sup> Isokinetic Evaluation equipment.

Freshman orientation classes will include a core curriculum in wellness including topics such as alcohol/substance abuse, stress management, time management, exercise and nutrition. This program is funded by a gift from M. B. "Bud" Sereteau.

### **OSU Foundation**

The OSU Foundation is a non-profit corporation which procures, manages, and disburses private funds on behalf of Oklahoma State University. Among the Foundation's primary

objectives is the expansion of the University's endowment fund, the scholarship and fellowship program, the library endowment, and endowed faculty positions. Additionally, the Foundation seeks private funding for capital campaigns, lectureships, faculty and staff development, and unrestricted gifts for campus-wide use.

Faculty members are encouraged to seek the assistance of the Foundation's professionals when soliciting private support from individuals, corporations, or philanthropic foundations. The OSU Foundation is located at 400 South Monroe, 385-5100.

## **OSU Student Union**

The OSU Student Union serves as the community center of Oklahoma State University. Services, programs, and conveniences are provided for students, faculty, staff, alumni, and guests of the University. With the completion of its new Student Services Center, the Union became the largest college union in the world. The costs of programs, operations, maintenance, and renovation are supported by student fees and revenues produced within the building. Services of the Union include 81 hotel rooms, meeting room space for 5,000 people, a complete selection of food services, a bookstore, a Campus Life/Student Organization Center, open lounges, covered parking, a shopping center, and a thrust-stage theater. All meeting rooms and catering services are scheduled through Building Services, located at the north end of the second floor at the information desk.

Located within the Union are University Counseling Services, the Career Services Center, the Offices of Registrar, Admissions, High School and College Relations, Bursar, Scholarships and Financial Aid, and University Academic Services. The Union is also the home of the Alumni Association and the A&M Board of Regents.

**The University Bookstore** is a part of Student Union operations. Located at the east end of the first floor and basement of the Student Union, the Bookstore offers a wide range of products and services to the University community. It is the campus source for textbooks, general books, office supplies, and official OSU soft goods and memorabilia. To assist the staff of the bookstore in improving service, members of the faculty are urged to return textbook lists to the department head on time and not to make changes in titles after the list has been submitted. Questions and suggestions concerning the bookstore operations should be referred to the Assistant Director for Bookstore and Retail Operations, 744-5237. A special order service is provided at the east end of the bookstore, and faculty discounts are available for special order materials in the person's field.

**Faculty and/or School Functions** for OSU students which are sponsored by a college, school, or department and which have no registration fee are provided standard meeting rooms at no cost. If a room requires a special setup (i.e., Ballroom, dining rooms), a fee based on setup needs may be charged. When faculty members meet as a university-approved group and require a room for business meetings, a standard meeting room will be furnished at no charge. Arrangements for rooms can be made by contacting Meeting and Conference Services, 242 Student Union, 744-5232. Meeting rooms in the Student Union are not to be used for classes being offered for credit. Requests for academic classroom space must be assigned by the Registrar's Office, 744-6885.

**Educational Conferences** which are sponsored by a department of Oklahoma State University qualify for reduced rates for the Student Union facilities. These rates may be included as a part of the registration fee. Any member of the faculty who is planning a conference is encouraged to utilize the services of the Extension Director located in each college.

**Commercial Conventions**, when it is advantageous for the University to be host, are charged for meeting and hotel rooms. Charges are negotiated through the Manager of Building Services, 744-5232.

**The Student Union Activities Board (SUAB)**, composed entirely of students, is responsible for planning, promoting, and sponsoring a complete selection of activities which serve the entire campus community. Faculty and their families are always welcome at SUAB programs.

## **The Wes Watkins Center**

The Wes Watkins Center, formerly CITD, serves the University and the public by providing a focus point for international activities and the many and varied outreach programs and services offered by Oklahoma State University. In addition to housing the School of International Studies and the offices of University Extension, International and Economic Development, the facility maintains a state-of-the-art conference facility. Located at the intersection of Hall of Fame and Washington on the north side of the campus, it is designed primarily to meet and serve the needs of the Oklahoma business community and the professional needs of the OSU community in the furtherance of international and economic development.

For meeting purposes the Center can accommodate over 1,500 people and is well suited for events with combined needs such as demonstrating or exhibiting products or services in conjunction with conferences, meetings, workshops or training seminars. It has two seminar rooms which each have a seating capacity of 75-100, a tiered auditorium with a capacity of 282, a conference room that can accommodate 60 to 65 or that can be divided into two small rooms each with a capacity up to 30, and an exhibit hall with 8,400 square feet of exhibit space or seating capacity of up to 450 set at table rounds or 900 theater style. The International Dining Room provides executive style dining for up to 18, and the wide hallways provide additional space for exhibits or receptions for up to 200 attendees. At the center of the building is an outdoor decked courtyard that provides a casual atmosphere for coffee breaks or receptions. The Center also maintains a catering kitchen facility. An on-site event facilitator is available to schedule the space and assist users in setting up and conducting any type event planned. With the Center's location on the north side of campus, it is easy to locate and parking is adjacent to the building. Arrangements for use of rooms in the Watkins Center can be made by contacting the events facilitator at 744-5356.

## **Social-Cultural Activities**

### ***All-University Social Events***

The Lahoma Welcome Back "Open House" is an annual event on the OSU campus. This event introduces new women of the University family to the First Lady of OSU and to members of the Lahoma Club, as well as to activities sponsored monthly by Lahoma. All women of OSU are invited to join Lahoma: faculty members, staff and faculty wives, as well as Greek house mothers. Information about Lahoma is available by calling the Office of Academic Affairs, 744-5627.

Other social events for faculty members and their families are held throughout the year by individual colleges and divisions of the University.

## ***Allied and Visual Arts***

*Allied Arts programs* bring to the Stillwater campus a selection of the performing and visual arts which serve to enrich the total cultural experience of the campus community. Selections range from serious to light-hearted evenings with top artists in their fields. Season tickets may be purchased through the Allied Arts Office in Room 070A Student Union, 744-7509.

*OSU Theatre productions* feature 32 performance nights of faculty and student directed works from a variety of genre, production style, and period. Two separate series are offered each academic year. The large 600 seat Vivian Locke Theatre features 4 fully produced plays and musicals featuring faculty directors and designers and student performers from all disciplines on campus. The 120 seat Gundersen studio theatre features 3-4 student directed and designed productions of contemporary and experimental dramatic literature. Season or individual event tickets may be purchased in the Theatre Department, 121 Seretean Center, 744-6094.

*The Gardiner Art Gallery* is located on the first floor of the Bartlett Center for the Studio Arts. The gallery is open from 8 a.m. to 5 p.m. Monday through Friday and on Sunday afternoon from 1 to 5 p.m. Exhibitions are changed monthly and feature local, regional, and national traveling groups or one-person shows.

*Music* is presented throughout the year in a variety of locations in Stillwater. The Music Department sponsors over 100 recitals and concerts each year, primarily in the Seretean Center for the Performing Arts. Concerts are given by the bands, symphony orchestra, and choral groups, as well as recitals by faculty artists and students. Other events include a Christmas Gala, the President's Masterworks Concert each Spring, and a series of Madrigal Dinners each December. Organ recitals, and student recital hour performances are presented in the Bennett Memorial Chapel, as well as elsewhere in Stillwater. In addition, KOSU-FM, an affiliate of National Public Radio, is a fine arts radio station that offers a broad spectrum of programming.

*Orange Peel* is the largest student-produced event in Oklahoma. Normally held each fall the night before the first OSU Cowboy home football game, Orange Peel serves to kick-off the school year and features national entertainment, local talent, fireworks, and OSU spirit. The show encompasses and builds upon the rich traditions and exciting spirit that OSU is renowned for. In the past, Orange Peel has showcased the talents of Jeff Foxworthy, Bill Cosby, Anthony Clark, Randy Travis, BlackHawk, and Sinbad. Each year over 300 students volunteer their time to serve as directors, committee members, security or action team members.

*Madrigal Dinner*, produced annually by the Student Union and Departments of Music and Horticulture and Landscape Architecture, is a highlight of the Christmas Holiday season for many in the University, community, and state. The music, costumes, merriment and cuisine combine to recreate an ambience typical of a 17<sup>th</sup> Century Yuletide in Europe. This program, with its student cast, is designed to provide an evening of enjoyment for all. Information about dates and times of performances is available by contacting the Student Union Director's office, 240 Student Union, 744-5231.

## ***Bennett Memorial Chapel***

Dedicated in 1957 as a memorial to the University's war dead and to the memory of President and Mrs. Henry G. Bennett, the Bennett Memorial Chapel has served as a place of worship for people of many faiths. Usually open for meditation, the chapel serves as a popular site for weddings and also houses a memory book where students, faculty and staff can memorialize

loved ones. To reserve the Chapel for a special event, contact the Campus Life office at 744-5488.

### ***Camp Redlands at Lake Carl Blackwell***

Camp Redlands is the ideal setting for retreats, workshops, and parties. Located at Lake Carl Blackwell, a lodge, 12 cabins, ropes course, and 120 acres are available for enjoyment. Arrangements to use these facilities can be made by contacting the Campus Recreation office, 119 Colvin Recreation Center, 744-5581.

### ***Colvin Physical Education Center/Campus Recreation***

The Colvin Physical Education Center and Annex, located in the northwest corner of the campus, provides recreational activities for faculty, staff, and their spouses on a semester fee basis. The activity card, issued at the Center, is valid only for the purchaser and is nontransferable. A faculty or staff member must purchase a card before being eligible to purchase one for a spouse. Also, dependent children, 16 or older, may purchase an activity card for summer only. Facilities include gymnasiums, handball/racquetball courts, squash courts, areas for weight lifting and physical development, golf and fencing, wrestling and judo, dance and gymnastics, fitness room, steam and sauna baths, and faculty locker rooms. An indoor swimming pool and outdoor swimming pool, both with separate diving areas, are available for recreational swimming during scheduled hours. Eight tennis courts are adjacent to the center. The Colvin Center Annex houses four multi-purpose courts for basketball, indoor tennis, volleyball, an indoor track, and eight racquetball courts.

Over the past 30 years Campus Recreation has grown from one facility and an Intramural program to a larger, more comprehensive part of the university. Today, facilities include the Colvin Recreation Center, Colvin Center Annex, Camp Redlands, Lake Carl Blackwell Aquatics Center, multiple lighted fields and outdoor areas.

Programs now encompass intramurals (over 50 activities), 20 sport clubs (competitive and recreational), non-credit recreation instruction (60 different classes), dependents programs, outdoor recreation (Camp Redlands, challenge ropes courses, equipment rental, adventure trips, and indoor climbing wall), special events and conferences. The staff has evolved from part-time teaching to a full-time staff of professionally trained individuals who specialize in the field of recreation.

Extensive non-credit instructional offerings are available to the faculty and staff. Outdoor Adventure trips, workshops, a challenge ropes course, and camping equipment rental are also available.

### ***National Wrestling Hall of Fame***

Located on the northeast corner of the OSU campus, the National Wrestling Hall of Fame is dedicated to amateur wrestling in the United States. Many OSU alumni are honored at the museum.

### ***Oklahoma Museum of Higher Education***

Housed in Old Central, the Oklahoma Museum of Higher Education has exhibits which depict higher education in the state of Oklahoma. The museum is operated by the Oklahoma



Historical Society; admission is free. Rooms in the building can be reserved for functions (744-2828). Old Central, the oldest building on the OSU campus, was dedicated in 1894.

### ***OSU Athletics***

Oklahoma State fields 18 team sports. As a member of the Big 12 Conference, the Cowboys and Cowgirls compete in what many call the nation's best all-around sports league. And soon some of OSU's finest athletic facilities, such as Gallagher-Iba Arena, Lewis Field, Allie P. Reynolds Stadium and the Cowgirl Softball Complex, will become even more "fan-friendly" as major renovations are made to enlarge and improve the venues. For scheduling and ticket information, please call 405-744-5745.

### ***Seretean Center***

The M. B. Seretean Center for the Performing Arts is the campus home for music concerts and recitals, Theatre Guild productions, Allied Arts events, and the Varsity Revue. The Center includes a concert hall of 900 seats; a continental theater of 600 seats; office-studios for the music and theater faculties; music listening and piano labs; instrumental and choral rehearsal rooms; music practice rooms; dressing, costume, and make-up rooms; and classrooms.

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**APPENDIX A:  
CHARTER & BYLAWS OF  
THE GENERAL FACULTY OF  
OKLAHOMA STATE UNIVERSITY**

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**Appendix A: Charter and Bylaws of the  
General Faculty of Oklahoma State University**

1953

(Subsequently Revised and Approved by  
the General Faculty and by the Board of Regents)

Latest Revision: July 2001

**Preamble**

The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity. The Faculty, the Administration, and the Board of Regents for Oklahoma State University and the A & M Colleges have come to play the most important roles in the government of Oklahoma State University. The Faculty, which is entrusted with the primary tasks for which educational institutions are organized—defined at Oklahoma State University as teaching, research, and extension—is recognized as an essential participant in formulating and recommending university policies.

This Charter of Organization of the General Faculty is therefore adopted in order to promote the effectiveness of the University in the discharge of its responsibilities, and particularly to provide the most effective means for utilizing the competencies of the members of the Faculty for formulating, recommending, and executing the educational policies, procedures, and long-range plans of the University.

**Article I**

**The General Faculty**

- Sec. 1. Composition.** All full-time resident members (minimum 75% appointment) and members emeriti of the Faculty with the academic rank of instructor or above and other members designated by the Faculty Council of the University as having rank equivalent to that of instructor or above are members of the General Faculty and are entitled to vote in General Faculty elections.
- Sec. 2. Organization.** The General Faculty shall adopt such Bylaws as it considers necessary to perform its functions.

**Sec. 3. Meetings.** The General Faculty shall meet in November and April of each year and at other times upon call of the President of the University, the Faculty Council, or by petition of fifty (50) members of the General Faculty. A quorum shall consist of one hundred (100) voting members of the General Faculty.

**Sec. 4. Officers.** The officers of the General Faculty shall consist of the President of the University, the Chair, the Vice-Chair, and the Secretary. The Vice-Chair and the Secretary shall be elected by the General Faculty from nominations made by the Faculty Council. The Vice-Chair shall be elected for a term of one year and then shall automatically become Chair for the succeeding year. The Chair shall not be eligible for immediate re-election as Vice-Chair. The Secretary shall be elected for a term of three years and shall be eligible for re-election. The Secretary shall keep complete records of Faculty proceedings and be responsible for the secretarial work related to the business of the General Faculty. Only voting members who have had at least three years of faculty service shall be eligible to hold any elective office of the General Faculty. Persons who hold administrative positions of dean or above, or equivalent, are not eligible for election as officers of the General Faculty.

**Sec. 5. Functions and Responsibilities.**

- a. The General Faculty is directly concerned with the welfare of the academic community and shall therefore participate in formulating and recommending policies and procedures concerning the whole University or those involving more than one school or division and in matters affecting the welfare of the institution, such as the following:
  - (1) Educational policies and procedures relating to admissions, courses, curricula, academic standards, schedules, the academic calendar, degrees, undergraduate and graduate programs of instruction, the University Library, research, extension and educational procedures and innovations.
  - (2) Policies and procedures related to student affairs and auxiliary services, including student regulations and discipline, academic freedom, extracurricular activities, intercollegiate athletics, advisement, counseling, health and welfare, and safety and security.
  - (3) Policies and procedures directly affecting members of the Faculty, including budgeting of funds, Faculty and administrative appointments, continuing education of the Faculty, sabbatical leave, academic freedom, salaries, fringe benefits, promotions, tenure, retirement, and other factors affecting Faculty morale.
  - (4) Long-range planning involving the goals, development, and growth of the University, including educational, innovative, and building programs, and allocation of resources. The General Faculty shall fulfill its duties through the Faculty Council and when appropriate through ad hoc committees from the General Faculty.
- b. The General Faculty shall elect the members of the Faculty Council and delegate to the Faculty Council those functions and responsibilities which are not reserved for the General Faculty by this Charter.
- c. The General Faculty shall consider matters referred to it by the President of the University, the Faculty Council, or by the Board of Regents through the President.

**Article II**  
**The Faculty Council**

- Sec. 1. Composition.** The Faculty Council shall consist of elected members of the General Faculty, the President of the University; the Chair of the General Faculty; the Vice-Chair of the General Faculty; and the Secretary of the General Faculty. Eligibility for election to the Faculty Council requires academic rank of instructor or above, or the equivalent, and three or more years of faculty service. Faculty members holding administrative positions of dean or above are not eligible for election to the Faculty Council. The elected members of the Faculty Council shall be chosen as follows: one each from the Technical Branches at Oklahoma City and Okmulgee, one from the Library, one from the College of Osteopathic Medicine, one from OSU/Tulsa and one Multicultural representative. The remaining 21 positions shall be allocated to the undergraduate colleges or divisions in a representative manner based on the number of faculty with a minimum of one seat per college. Councilors shall be elected for three years and shall not be eligible for immediate re-election, except that a Councilor appointed or elected to fill a vacancy may be subsequently elected for a regular three-year term.
- Sec. 2. Organization.** The Faculty Council shall prepare Bylaws for the conduct of its business.
- Sec. 3. Officers.** The officers of the General Faculty shall also serve in the equivalent positions of leadership of the Faculty Council; namely, the President, the Chair, the Vice-Chair, and the Secretary.
- Sec. 4. Meetings.** The Faculty Council shall hold monthly meetings, except during the months of July and August, and upon call of any of its officers or six (6) of its members. A quorum shall consist of a majority of the voting members of the Council. Special meetings may be called to which only elected members of the Council are invited.
- Sec. 5. Functions.** The Faculty Council shall:
- a. Carry out the functions and responsibilities assigned to it by the General Faculty.
  - b. Keep the General Faculty fully informed of its actions and proceedings through reports in General Faculty meetings and by distribution of the minutes of regular meetings, and receive and acknowledge written communications from individual faculty members and transmit them to the appropriate committees for consideration.
  - c. Consider matters referred to it by the Board of Regents through the President of the University, or by members of the General Faculty.
  - d. Initiate studies of matters within the concern of the General Faculty and make recommendations to the President and/or to the Board of Regents through the President on behalf of the General Faculty.
  - e. Make recommendations to the President and/or to the Board of Regents through the President concerning matters of vital importance to the Faculty as stated in Article 1, Section 5a.

**Article III**  
**Amendments**

Amendments to this Charter may be proposed by a two-thirds vote of the Faculty Council or by a majority vote of the General Faculty in a General meeting. The text of a proposed amendment shall be distributed to each member of the General Faculty not less than thirty (30) days before it may be voted on. An amendment must be approved by a majority of those voting in: (1) a General Faculty meeting; or (2) a mail ballot of the General Faculty. It shall then be submitted through the President of the University to the Board of Regents and become effective upon their approval.

**Article IV**  
**Ratification and Implementation**

This Charter shall become effective after approval as an amendment or amendments to the Charter of Organization which was adopted on October 9, 1953, and in compliance with the amendment procedures of that Charter. Upon such approval, this Charter will completely supersede the Charter of Organization of October 9, 1953. The Faculty Council shall be charged with the responsibility for taking the steps necessary to make the transition to the new Charter.



**Bylaws of  
The General Faculty**

- I.** In accordance with the Charter, Article 1, Section 1, complete current records of membership, indicating voting rights in the General Faculty, shall be kept by the Secretary of the General Faculty.
- II.** Individual notices of regular meetings specified in the Charter, Article 1, Section 3, shall be sent by the Secretary to members of the General Faculty. The regular meetings shall normally be held on the third Tuesdays of November and April.
- III.** Nomination and Election Procedures.
  - A. Nomination of Officers.**
    1. In accordance with Article 1, Section 4 of the Charter, the Faculty Council at its regular February meeting shall nominate two Faculty members for the position of Vice-Chair of the General Faculty for the ensuing Faculty Council year except when a vacancy in the office of Chair has been filled by the Vice-Chair and a new Vice-Chair has been elected as provided in Bylaw III, paragraph E.2 of the Bylaws of the General Faculty.
    2. Nomination for the three-year term of the Secretary of the General Faculty shall be separately conducted with the same procedure as that used for the Vice-Chair.
    3. At the nominating meeting each Faculty Council member shall suggest, in writing, one candidate for each position. Successive secret ballots shall be taken until two candidates for an office receive a combined vote of at least 75 percent of the total votes cast. A written announcement of the names of the persons so nominated shall be distributed to the General Faculty within ten days.
    4. Additional nomination for Vice-Chair or Secretary of the General Faculty may be placed on the primary election ballot provided that a petition signed by fifty (50) members of the General Faculty is submitted for each such nomination by March 10.
  - B. Nomination of Faculty Council Members.**
    1. Not later than February 15, the Secretary shall mail to each voting member of the General Faculty the following:
      - a. A description of each vacancy of direct concern to the member and a statement concerning the nomination and election procedures for Faculty Council positions.
      - b. Faculty members nominated for election to the Faculty Council shall be certified as eligible by the Rules Committee in accordance with Article I, Section 1 of the Charter.

2. To be nominated for a position on the Faculty Council, an eligible Faculty member or his or her sponsor shall submit a petition signed by five (5) voting members of the General Faculty from the constituency concerned and an accompanying signed statement indicating willingness to serve if elected. These documents shall be filed with the Secretary of the Faculty Council during the filing period of March 1 through March 10. If fewer than two candidates are nominated for a vacancy, the Nominating Committee of the Faculty Council shall make an additional nomination or nominations to provide two candidates for each vacancy at the General election.

**C. Election Procedure.**

1. When more than two candidates are nominated for a position, the candidate receiving a majority of the votes cast shall be declared elected. In the event that none receives a majority, the names of the two candidates who receive the most votes from the mail ballot shall be placed on the General election ballot.
2. The General election shall be conducted by the Rules and Procedures Committee by means of a mail ballot.
3. The Secretary of the Faculty Council shall mail to each voting member of the General Faculty a list of nominees for all positions to be filled together with the appropriate ballots. A voting period of at least one week in duration shall be set by the Rules and Procedures Committee and shall be completed by April 15. The voting instructions shall indicate dates of the voting period and the name of the individual to whom the completed ballots are to be mailed. This individual shall be responsible for the security of the ballots.
4. The Rules and Procedures Committee shall count the ballots, resolve tie votes by lot, and certify the results to the Secretary of the Faculty Council. Challenges of nominations or elections shall be presented to the Secretary of the Faculty Council within seven days after publication of results and shall be decided by secret vote of the Faculty Council. The decision of the Faculty Council shall be final.

**D. Assumption of Office.** Newly elected officers and Faculty Council members shall assume their duties on June 1, which shall be the beginning of the Faculty Council year.

**E. Vacancies.**

1. **Definition of vacancy.** A vacancy shall be adjudged to exist when a Faculty Council member is elected Vice-Chair or Secretary of the General Faculty; or when an officer or Faculty Council member (1) dies, (2) retires, (3) resigns from office or from the University, or (4) goes on leave for a semester or more.

**2. Procedure for Filling Vacancies.**

- a. A vacancy in the office of Chair shall be filled by the Vice-Chair, who shall serve out the term of the incumbent and succeed to his or her regular term of Chair the following Faculty Council year. A new Vice-Chair shall be elected following Bylaw III, Section C, who shall serve out the term of the incumbent and then a regular term as Vice-Chair. The Vice-Chair shall succeed as Chair upon completion of the regular term. A vacancy shall be filled within 60 days.
- b. A vacancy in the office of Vice-Chair shall be filled by an election of the General Faculty following Bylaw III, Section C. A person elected Vice-Chair in a special election shall serve out the term of the incumbent and shall succeed as Chair as described by Bylaw III, Section D. A vacancy shall be filled within 60 Days.
- c. A vacancy in the office of Secretary shall be filled by an election of the General Faculty following Bylaw III, Section C, and that person will complete the term of the incumbent. A vacancy shall be filled within 60 days.
- d. Faculty Council Vacancies. The Chair of the General Faculty, in consultation with members of the group concerned and with the approval of the Faculty Council, shall, when a vacancy arises, make interim appointments effective until the next annual election. At the next annual election a member shall be elected to complete each unexpired term.

**F. Special Elections.** Special Elections to fill vacancies shall be conducted within 60 days when (1) more than three vacancies exist in the membership of the Faculty Council; or (2) a prior election has been voided by the Council. Special elections shall follow, as far as possible, the same nomination and election procedures used for the annual election.

**IV. Amendment of Bylaws.**

These Bylaws may be amended at any regular or called meeting of the General Faculty by a majority vote of those present, or by a majority of those voting by a mail ballot in a general or a special election of the General Faculty, provided that the proposed change(s) shall have been submitted to each member of the General Faculty at least 72 hours before the meeting.

**V. Effect of Faculty Council Action.**

Unless annulled by subsequent action of the General Faculty, a decision of the Faculty Council shall have the effect of representing the will of the General Faculty.

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**APPENDIX B:  
BYLAWS OF THE  
FACULTY COUNCIL**

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## **Appendix B: Bylaws of the Faculty Council**

Latest revision: July 2001

The Faculty Council was created under terms of Article 1, Section 5b. of the Charter of Organization of the General Faculty of Oklahoma State University.

In accordance with Article II, Section 2 of the Charter of Organization of the General Faculty of Oklahoma State University, the following Bylaws for the operation of the Faculty Council were adopted by the Faculty Council on February 9, 1971. These Bylaws reflect amendments made since 1971.

### **I. The President of the University**

- A. Shall preside at regular meetings of the Faculty Council and at all special meetings not restricted to elected members.
- B. Shall receive recommendations of the Faculty Council and acknowledge receipt thereof by reporting at each regular Faculty Council meeting on action taken. The president shall make regular progress reports to the Faculty Council on recommendations he/she assigns to another group for study.
- C. Is urged to provide information necessary or helpful to the Faculty Council for the proper discharge of its functions, including information about any major policy changes which are to be recommended to the Board of Regents, or which any group advisory to the President may have under study.

### **II. Elected Officers of the Faculty Council**

#### **A. The Chair.**

- 1. Shall be responsible for providing sustained leadership to the Faculty Council and to its Executive Committee.
- 2. Shall appoint special committees with the consent of the Faculty Council.
- 3. Shall select the place of meeting of the Faculty Council.
- 4. Shall, in consultation with the Executive Committee, prepare the agenda for the Faculty Council meetings. The Chair may require approval by a majority of the Faculty Council members present to consider any new business not included on the prepared agenda.
- 5. Shall be responsible for advising the President of the University regarding the agenda for Faculty Council meetings.
- 6. Shall preside at regular meetings of the Faculty Council in the absence of the President of the University, and shall preside at special meetings restricted to elected members of the Faculty Council.
- 7. Shall take steps necessary to execute the actions of the Faculty Council.
- 8. Shall provide liaison with the General Faculty, including a report on the business of the Faculty Council at the February meeting of the General Faculty and at other times as appropriate, and shall refer communications from members of the General Faculty to the appropriate committees.

9. Shall advise the President of the University in the selection of faculty members to serve on administrative committees.
10. Shall, after specific action of the Faculty Council, interpret the official position of the General Faculty and the Faculty Council before such groups as may be appropriate.

**B. The Vice-Chair.**

1. Shall work closely with the Chair in order to become familiar with the duties of the Chair.
2. Shall serve as a member of the Executive Committee.
3. Shall assume the duties of the Chair in his or her absence.
4. Shall, if elected while serving the first or second year of a three-year term on the Faculty Council, continue to represent the area from which he/she was elected to the Faculty Council, until assuming the office of Chair.
5. Shall be a voting member of the Faculty Council, but in no event shall he/she have more than one vote.
6. Shall serve as Chair of the Nominating Committee in preparing the schedule of members and chairs of Standing Committees for action at the June meeting of the Faculty Council.

**C. The Secretary.**

1. Shall distribute the agenda of each Faculty Council meeting to all councilors at least 72 hours before the meeting.
2. Shall be responsible for keeping a full set of minutes, including recorded reports of debates, which shall be made available to a member of the General Faculty on request.
3. Shall record the names of Faculty Council members present at each meeting.
4. Shall distribute the summary minutes of each Faculty Council meeting to the members of the General Faculty as soon as practicable after each Faculty Council meeting.
5. Shall, within 72 hours following each Faculty Council meeting, prepare and present to the President of the University a list of Faculty Council recommendations which require administrative action.
6. Shall prepare and present to each Faculty Council meeting a cumulative list of all Faculty Council recommendations to the Administration which are awaiting action by the President of the University. The list shall include the titles of the recommendations and the dates on which these were submitted to the President.
7. Shall carry on the necessary correspondence of the Faculty Council.
8. Shall, with the approval of the President of the University, employ secretarial assistance.
9. Shall make the physical arrangements necessary for the effective conduct of the business of the Faculty Council.
10. Shall be held responsible for the records and other physical property assigned to the Faculty Council.



11. Shall assist in providing liaison with the General Faculty.
12. Shall be a voting member of the Faculty Council, but in no event shall he/she have more than one vote.

**D. Provision for absence.**

1. In the absence of the Chair, the duties of that office shall devolve upon the Vice-Chair.
2. In the absence of the Vice-Chair, the duties of that office shall devolve upon the Chair of the Standing Committees of the Faculty Council in the order in which they are listed in these Bylaws.
3. In the absence of the Secretary, the duties of that office shall be assumed by a qualified substitute arranged for by the Secretary, if possible, or by the Chair.

**III. Members of the Faculty Council.**

- A. Shall serve the University community as conscientious members of the academic profession, assigning a high priority to their responsibilities as Faculty Council members, bringing to the Attention of the Faculty Council such matters as they believe are in the best interests of the University, and shall be required to answer in no other place for their actions as Faculty Council members.
- B. Shall endeavor to participate in all meetings of the Faculty Council. If, in any year of service a Faculty Council member accumulates four absences from regularly scheduled Faculty Council meetings, that member will automatically lose his or her Faculty Council position. The Secretary of the Faculty Council will then notify the Chair of the Faculty Council to provide a replacement for the vacant position as specified in Article III, Section E, Number 2b of the Bylaws of the General Faculty.
- C. Shall convey to the Faculty Council all written communications from members of the General Faculty in their respective constituencies.
- D. Shall provide information to their constituencies regarding activities of the Faculty Council.
- E. May vote in the Faculty Council in person only.
- F. May request reimbursement of expenses incurred in carrying out Faculty Council responsibilities.
- G. May resign from the Faculty Council without prejudice.

**IV. Meetings.**

- A. Regular meetings of the Faculty Council shall be held on the second Tuesday in each month except during the months of July and August. The Chair of the

Faculty Council shall designate the meeting place, and shall notify the members of the Faculty Council by the most expedient means. Any change in the date or time of a regular meeting requires the consent of a majority of the elected Council members. This consent may be obtained when the meeting is called to order.

- B. Special meetings of the Faculty Council may be called in accordance with the provisions of the Charter. Faculty Council members shall be notified in writing of the date and place of the meeting not less than 72 hours in advance of the meeting. In case of emergency, a meeting may be called without written notification; however, each available member shall be personally notified of the meeting in sufficient time to be able to reach the place of the meeting. A majority of the elected Faculty Council members must approve of the meeting when it is called to order.

**V. Agenda.**

- A. The order of business shall include the following:
  - 1. Roll call
  - 2. Approval of minutes
  - 3. Approval of agenda
  - 4. Special reports
  - 5. President's report to the Faculty Council on recommendations made by the Faculty Council
  - 6. Reports of standing committees
  - 7. Reports of liaison representatives
  - 8. Unfinished business
  - 9. New business
  - 10. Adjournment
- B. The agenda shall include all unfinished business and such new business as is required by the Charter, suggested by the President, referred by the General Faculty, or submitted by a Faculty Council member.
- C. The agenda shall be approved by the Faculty Council. The order of business may be changed thereafter only with the approval of the Faculty Council.

**VI. Procedure.**

- A. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
- B. The use of a secret, written ballot shall be mandatory in the following cases:
  - 1. When requested by an elected member of the Faculty Council.
  - 2. When requested by the President.
  - 3. When two or more members of the Faculty Council have been nominated for the same position.
  - 4. When the existence or composition of a standing committee of the Faculty Council is involved.

**VII. University Management.**

- A. **Formulation of policies, procedures, and long-range plans.** The Charter of the General Faculty charges the Faculty Council as the agency of the General Faculty, to be an essential participant in formulating and recommending policies, procedures, and long-range plans which determine the direction of the University. Such participation may be initiated as follows:
  - 1. **By the Faculty Council and its committees.** The Faculty Council and its committees should, without request from any other body, initiate and review University policies, procedures, and long-range plans.
  - 2. **By faculty members.** Members of the General Faculty who wish to make recommendations concerning policies, procedures, and long-range plans should communicate directly with the Faculty Council.
  - 3. **By administrators.** Recommendations by administrators may be brought before the Faculty Council through the President of the University. Recommendations shall be formally presented to the Faculty Council by its Chair.
  - 4. **By students.** Recommendations initiated by students may be brought before the Faculty Council by the President of the Student Association with the approval of the Student Senate.

Recommendations shall be formally presented to the Faculty Council by its Chair.

- B. **Official approval of policies, procedures, and long-range plans.** The Board of Regents and the Oklahoma State Regents for Higher Education have been granted the legal authority to give official approval to policies, procedures, and long-range plans. Recommendations formulated by the Faculty Council shall, at the President's discretion, be brought before the Board of Regents.

The President of the University is urged to bring proposals for major changes of policies or plans to the attention of the Faculty Council for their study and consultation before such changes are submitted to the Board of Regents.

- C. Implementation of policies, procedures, and long-range plans.** The implementation of policy or translation of policy into day-by-day operations is the responsibility of administrators of the University. In the event that the President deems it necessary to create committees to assist in implementing policies, procedures, and long-range plans, the Faculty Council may advise the President in the selection of faculty members to serve on such committees.
- D. Communication within the University.** Effective management requires the broadest possible exchange of information and ideas. The Faculty Council shall actively cooperate in insuring that channels of communication are established and maintained.

**VIII. Committees.**

**A. General.**

1. The Faculty Council will exercise its functions with the assistance of two categories of committees: Standing Committees of the Faculty Council and Special Committees created by the Faculty Council.
2. The Standing Committees of the Faculty Council are its operating agents. They shall formulate and recommend actions and policies for approval by the Faculty Council. In addition, all but the Rules and Procedures Committee shall be available to consult with and advise administrators and other members of the University community on matters concerning participation of members of the General Faculty in the government of the university at all levels. Non-members with special qualifications may be asked to join in the deliberations of a committee, but in no case shall such specialists be entitled to vote.
3. Special committees may be created by the Faculty Council to consider particular problems. Such committees shall direct their reports to the Faculty Council for its approval.
4. Committees shall adopt their own rules of procedure and appoint such sub-committees as needed. A committee member may appeal to the Faculty Council against committee rules which he/she considers a violation of the spirit of the procedures of the Council.

**B. Standing Committees.**

1. Standing Committees of the Faculty Council are permanent committees. The chair and at least one other member of each of the Standing Committees shall be members of the Faculty Council nominated by the Nominating Committee and approved by the Faculty Council at its June meeting. A Standing Committee may be abolished by a vote of not less than two-thirds of the Faculty Council.
2. The term of membership of a Faculty Council member on a Standing Committee shall begin at the regular June meeting of the Faculty Council and shall continue for one year. Successive terms on the same committee shall be permitted.
3. Committee members shall be selected by the Faculty Council in accordance with the following procedure:

- a. The Nominating Committee shall be composed of the current and newly elected officers of Faculty Council and the members of the Rules and Procedures Committee. The Chair of this committee shall be the current Vice-Chair of the Faculty. In addition this committee shall be available to consult with and advise administrators concerning participation of the General Faculty in committees of the University at all levels.
- b. The Nominating Committee shall meet before June 1 and shall, at least 72 hours before the June Faculty Council meeting, present to the Faculty Council for its approval a complete nominating schedule designating members and chairs of the Standing Committees. The Nominating Committee shall be guided by the following principles:
  - (1) Each Faculty Council member shall serve on at least one of the Standing Committees.
  - (2) Each committee shall be composed of members who represent different colleges, divisions, and campuses and in so far as possible whose terms expire in different years.
  - (3) The Faculty Council Chair should not serve on any of the Standing Committees of the Faculty Council.
  - (4) The Nominating Committee should give consideration to requests of Faculty Council members regarding committee assignments.
4. Faculty Council members may participate in deliberations of those committees and sub-committees of which they are not members. Upon proper written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.
5. The Standing Committees of the Faculty Council shall be as follows:
  - a. **Rules and Procedures Committee:** Four or more members from the Faculty Council. This committee shall be responsible for rules and procedures relating to faculty participation in University government at all levels. Its functions shall include the following:
    - (1) consideration of organizational problems of the General Faculty, and preparation of amendments to the Charter and Bylaws of the General Faculty and the Bylaws of the Faculty Council;
    - (2) preparation of regulations for faculty elections, and conducting and supervising such elections;
    - (3) recommendation of the creation or abolition of Faculty Council committees;
    - (4) recommendation of procedures for establishing new University committees, boards, and councils;
    - (5) recommendation of procedures for faculty participation in the government of the University, including the planning, management, and evaluation of college and departmental affairs;
    - (6) recommendation of procedures for faculty participation in the planning, operation, and evaluation of University agencies and programs not under the supervision of any college, such as research foundations, computer centers, printing and publishing agencies,

development foundations, armed service training, public information agencies, and intercollegiate athletics;

- (7) recommendation of procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of departments, colleges, and other academic subdivisions of the University;
- (8) recommendation of procedures for faculty participation in selecting administrative personnel;
- (9) recommendation of procedures for faculty liaison with Boards of Regents and the Student Association. This committee shall also serve as part of the Nominating Committee of the Faculty Council.

**b. Academic Standards and Policies Committee:** Two or more members from the Faculty Council, two members from the General Faculty, one emeritus faculty member, two students, one representing undergraduates and one representing the Graduate and Professional Student Association. This committee shall formulate and recommend policies at all levels of instruction, both graduate and undergraduate including the following:

- (1) admission, retention, and graduation requirements;
- (2) university catalogs and the academic calendar;
- (3) incentives and academic awards to encourage scholarship;
- (4) instructional standards and procedures at all levels, on and off campus;
- (5) student employment and credit hour load regulations;
- (6) new curricula and programs;
- (7) academic counseling, tutoring, and honors programs.

**c. Campus Facilities, Safety, and Security Committee:** Two or more members from the Faculty Council, two members from the General Faculty, one emeritus faculty member, and two student members, one representing residential and one representing non-residential groups. The committee shall formulate and recommend policies and long-range plans pertaining to campus facilities, safety, and security, including:

- (1) the design, construction, and naming of new campus buildings.
- (2) the control of campus traffic and parking.
- (3) safety and security.
- (4) the assignment of space and equipment for office, classroom, laboratory, and living use, together with maintenance and repair thereof.
- (5) the establishment of new campuses and other off-campus facilities.
- (6) physical plant.

It shall also annually review contingency plans for handling campus emergencies.

**d. Student Affairs and Learning Resources Committee:** Two or more members from the Faculty Council, two members from the General Faculty, and one emeritus faculty member, two student members, including a graduate student representing the Graduate and Professional

Student Association and an undergraduate student representing the undergraduate student body. This committee shall formulate and recommend policies and long-range plans concerning the Library, the Museum, and other learning resources. This committee shall formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all divisions of the University, such as those relating to guidance, awards, discipline, campus living areas, health, employment, loans, social and intramural athletic activities, and the distribution of scholarships and other financial awards and assistance. The committee shall make recommendations concerning changes in student regulations.

**e. Long-Range Planning and Information Technology Committee:**

Two or more members of Faculty Council, two or more members from the General Faculty, immediate past Chair of Faculty Council (ex officio), and current Vice-Chair of Faculty Council. This committee is devoted to an examination of the future of OSU and with the increasing role of information technology as it applies to the work of the academy. Ongoing discussions about the nature of the institution and its technological apparatus are in the domain of the committee. This committee should develop and continually update a faculty “agenda” for the university and regularly report to the Council about its discussions as well as about the acquisition, distribution, and use of information technology and the use of electronic media. This committee shall work with the Chair of Faculty Council in regularly reviewing committee structure and membership. Faculty development issues shall also be the responsibility of this committee.

**f. Budget Committee:** Two or more members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, and the Faculty Council Vice Chair (ex officio). This committee shall formulate and recommend policies and long-range plans pertaining to the division of funds in the University. Its functions shall include the following:

- (1) the University budget, its preparation, and status;
- (2) salary surveys and studies;
- (3) recommendations and long-range plans relating to the division of funds and resources among various University programs and activities. In addition, it shall be available to consult with and advise the President of the University and other appropriate administrators on matters pertaining to the budget recommendations to be made to the Board of Regents and the division of funds and resources within the University.

**g. Faculty Committee:** Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies governing faculty status, including appointment, tenure, reappointment, dismissal, promotion, leaves, summer work, performance standards, employment, working conditions, work loads, research activities, and similar concerns of the members of the General Faculty. In addition, the committee shall be available to consult with and advise the President of

the University on matters which require application or interpretation of policies concerning the Faculty not otherwise provided for within these Bylaws.

- h. Retirement and Fringe Benefits Committee:** Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies and long-range plans concerning retirement and fringe benefits, such as group insurance, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty and staff members and their dependents. It shall recommend procedures to prepare personnel for retirement. It shall receive, review, analyze, and make recommendations on irregular cases involving retirement and fringe benefits. It shall counsel individuals referred to it by the President of the University.
- i. Research Committee:** Two or more members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. This committee shall formulate and recommend policies concerning research activities at OSU. Some issues, which may fall into the domain of this committee would include: research productivity goals, research funding, intellectual property rights, patents, conflict of interest, distribution of indirect costs, awards for research activities, research centers, and cross-cutting research needs.
- j. Athletics Committee:** Two or more members from the Faculty Council, three members from the General Faculty, one emeritus member and two students, one male and one female, who are attending OSU on athletic scholarships. The Athletic Director, or his/her appointee(s) shall act as liaison to the Athletic Department. This Committee shall formulate and recommend policies regarding the role of organized athletics, both intramural and intercollegiate, in the life of the university. The committee shall particularly monitor and report on the sources and expenditure of Athletic Department funds and health of the academic programs undertaken by students who participate in intercollegiate athletics.

#### **6. General Operating Procedures.**

- a. The chair of each committee shall report at each regular Faculty Council meeting all recommendations of the committee. In submitting a report, the chair may recommend that the Faculty Council submit the matter to the General Faculty for a vote. Only recommendations approved by the Faculty Council shall be regarded as officially representing the opinion of the General Faculty and be presented to the Administration as such.
- b. A committee should initiate studies of University policies and procedures which are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by the Faculty Council or when requested to do so by an appropriate administrator.
- c. Members of the General Faculty on the Faculty Council Standing Committees shall be appointed for terms of three years. Student members shall be appointed for terms of two years.



**C. Special Committees.**

1. Special Committees may be appointed by the Chair of the Faculty Council whenever necessary. This action shall be submitted to the Faculty Council for approval at its next meeting.
2. The term of a Special Committee shall expire when its final report is accepted by the Faculty Council.

**IX. Executive Committee.**

**A. Membership.** The Chair, the Vice-Chair, the Secretary and the chair of the Standing Committees of the Faculty Council shall constitute the Executive Committee of the Faculty Council.

**B. Meetings.** The Executive Committee shall meet regularly, approximately a week before each monthly Faculty Council meeting and also upon call of the Chair.

**C. Duties and responsibilities.**

1. It shall assist the Chair in planning the agenda for Faculty Council meetings.
2. It shall discuss Faculty Council business, including long-range plans for the Faculty Council and for the General Faculty.

**X. Dispute Resolution Committee.**

Faculty members who feel that they have sustained a grievance which can be resolved only by a hearing before a dispute resolution committee may apply to the Faculty Council for formation of such a committee as detailed in Appendix Section E (Dispute Resolution Procedure) of the Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.

**XI. Amendments of Bylaws.**

These Bylaws may be amended in any meeting of the Faculty Council by a majority of the elected members, provided that the proposed change has been submitted to the members of the Faculty Council at least 72 hours in advance of the meeting.

**XII. Faculty Council Representatives on Certain Other Bodies.**

Certain other bodies which perform advisory or supervisory functions in the University include Faculty Council representatives, either as full committee members or as non-voting liaison members. Liaison representatives shall be appointed by the Faculty Council Chair. Liaison representatives shall report regularly to the Faculty Council regarding activities of the assigned committee.

**APPENDIX C:  
BYLAWS OF THE  
GRADUATE FACULTY**

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## **Appendix C: Bylaws of the Graduate Faculty**

(Approved by a vote of General Faculty members in December 1992.)

Latest Revision: April 15, 1994

### **I. General Organization**

#### **Section A. Purposes and General Functions of the Graduate Faculty.**

The Graduate Faculty shall have the following responsibilities:

1. To determine the requirements of membership in the Graduate Faculty.
2. To review and approve or disapprove programs leading to advanced degrees.
3. To accept or reject recommendations for membership in the Graduate Faculty.
4. To approve candidates for advanced degrees.
5. To take action on recommendations of the Graduate Council.
6. To initiate action pertaining to Graduate affairs.

**Section B. Organization of the Graduate Faculty.** The Graduate Faculty is organized into five subject matter groups as follows:

**Group I. Biological Sciences**, composed of full and associate Graduate Faculty members of the departments of Agronomy; Animal Science; Botany; Plant Pathology; Entomology; Nutritional Sciences; Forestry; Horticulture & Landscape Architecture; Microbiology and Molecular Genetics; Physiological Sciences; Veterinary Pathology; Veterinary Parasitology, Microbiology and Public Health; and Zoology.

**Group II. Humanities**, composed of full and associate Graduate Faculty members of the departments of English; Philosophy; Speech Communication; Speech Pathology; and Theatre.

**Group III. Physical Sciences and Technology**, composed of full and associate Graduate Faculty members of the departments or Schools of Agricultural Engineering; Architecture; Biochemistry and Molecular Biology; Chemical Engineering; Chemistry; Civil Engineering; Computer Science; Electrical & Computer Engineering; General Engineering; Geology; Industrial Engineering and Management; Mathematics, Mechanical & Aerospace Engineering; Physics; and Statistics.

**Group IV. Social Sciences**, composed of full and associate Graduate Faculty members of the departments or Schools of Accounting, Agricultural Economics; Design, Housing and Merchandising; Economics; Family Relations and Child Development;

Finance; Geography; History; Journalism and Broadcasting; Management; Marketing; Political Science; Psychology; and Sociology.

**Group V. Teacher Education**, composed of full and associate Graduate Faculty members of the departments or Schools of Agricultural Education; Applied Behavioral Studies; Aviation and Space Education; Curriculum and Instruction; Educational Administration and Higher Education; Health, Physical Education and Leisure; Occupational and Adult Education.

**Section C. Meetings.** Graduate Faculty meetings can be called by the Dean of the Graduate College, Graduate Council, or by petition signed by 10 percent of the current full and associate members of the OSU Graduate Faculty.

**Section D. Group Membership.** Graduate Faculty Full members or Associate members whose Departmental affiliation is changed by reorganization etc. may choose to remain a member of the Group under which the member's original membership was approved or may choose to be proposed for membership in the Group under which their Department is listed as a result of the change.

## **II. Organization of Subject Matter Groups and of the Graduate Council.**

### **Section A. Duties and Privileges of the Subject Matter Groups.**

1. To meet regularly as a group.
2. To examine the qualifications of persons nominated by subject matter departments for membership in the Graduate Faculty.
3. To recommend persons to the Graduate Council and Graduate Faculty for election to associate or full membership in the Graduate Faculty.
4. To recommend the initiation of new programs of graduate study leading to advanced degrees.
5. To make recommendations concerning progress of study leading to advanced degrees proposed by departments within the group.
6. To elect officers who will serve as members of the Graduate Council.
7. To receive reports from representatives of the group in the Faculty Council.
8. To advise or counsel group representatives serving in the Faculty Council.
9. To receive reports from representatives of the group serving in the Graduate Council.
10. To advise or counsel representatives of the group in the Graduate Council.
11. To review the qualifications of members to ensure that they continue to meet the criteria for membership.

**Section B. Officers of Subject Matter Groups and Election Procedures.**

1. **Officers.** NOTE: Each subject matter group shall elect two members to serve in the Graduate Council. Each subject matter group shall, in addition, elect an alternate to represent the subject matter group in the Graduate Council in the absence of a regular member.
  - a. **Chair.** The senior member of the Council of each subject matter group (senior in the sense of time served in the Graduate Council) shall serve in the dual capacity of Chair of the group and representative of the group in the Graduate Council.
  - b. **Vice-Chair.** The junior member of the Council of each subject matter group (junior in the sense of time served in the Graduate Council) also serves as Vice-Chair of the group and serves to represent the group in the Graduate Council.
  - c. **Alternate/Secretary.** The alternate member to the Graduate Council is also the Secretary of his or her subject matter group. Alternate members of the Graduate Council are eligible to attend all meetings of the Council and function as full members of the Council in the absence of either regular member from their group of the Graduate Faculty.
  
2. **Tenure of Officers of Subject Matter Groups and of Members of the Graduate Council.** NOTE: Each Graduate Council member will serve four years as a member of the Council. With the exception of a member of the Graduate Council who has served not more than one year of an unexpired term, no member of a subject matter group may be re-elected until a year has elapsed since he/she last served in the Council.
  - a. **Chair.** The senior member of the Graduate Council from a subject matter group (senior in the sense of the length of time served in the Council) is the Chair of his or her subject matter group of the Graduate Faculty. Upon the expiration of the term of office of the senior member or when for some other reason a vacancy occurs in his or her position, the junior member of the Council representing the group becomes Chair of the group. Thus, when the term of the Chair of a subject matter group ends, the members of that group elect a new Vice-Chair.
  - b. **Vice-Chair.** The junior member of the Graduate Council representing a group serves two years as Vice-Chair of the group. Upon completion of the term in office of the senior member of a subject matter group, the junior member automatically succeeds to the dual position of senior representative and Chair of the subject matter group. Whenever a vacancy occurs in the position of Vice-Chair other than through expiration of the term in office, the alternate will serve in the Graduate Council until the next meeting of the subject matter group. The group will then elect by secret ballot a Vice-Chair, who will serve until the next regularly scheduled election of the group.
  - c. **Alternate/Secretary.** The term of office of the Alternate-Secretary shall be two years. An individual may succeed him/herself in office as Alternate-Secretary one term but no more. When a vacancy occurs in the office of Alternate-Secretary, the Chair of the group shall appoint a member of the group to fill the office for the unexpired term provided that less than a year

remains in the term. Otherwise, the Chair shall appoint a member to serve in this capacity until the next meeting of the group, at which time an Alternate-Secretary will be elected by secret ballot to fill the unexpired term.

**3. Election of Officers of Subject Matter Groups and Members of the Graduate Council.**

- a. Terms of Graduate Council members and officers of the subject matter groups shall be so arranged that in alternate years three and two members respectively shall be elected. Terms on the Graduate Council of Groups I, III, and V will expire in odd-numbered years and terms on the Graduate Council from Groups II and IV will expire in even-numbered years. During April in all odd-numbered years, subject matter Groups I, III, and V will elect a Vice-Chair and a Secretary. During April in all even-numbered years, subject matter Groups II and IV will elect these officers. Prior to the April meeting, the Chair of the subject matter group will appoint a nomination committee to select nominees for these positions, and nominations will also be accepted from the floor. Voting will be by secret ballot. The precise details of election procedures, within the limitation herein set, will be determined by each of the five groups of the Graduate Faculty. Similarly, except as herein provided each subject matter group will determine the precise duties and responsibilities of the offices of Chair, Vice-Chair, and Secretary of the group.
- b. Newly elected officers assume their duties on June 1.
- c. If both the Chair and Vice-Chair of a single group of the Graduate Faculty vacate their offices simultaneously, the Dean of the Graduate College will call a special meeting of the subject matter group to elect officers to fill the unexpired terms.

**4. Committees of the Subject Matter Groups.** The Chair of each subject matter group may appoint committees necessary for the proper functioning of the group.

**III. Membership of the Graduate Faculty**

**Section A. Requirements for Election to the Graduate Faculty.**

**1. General Objectives and Requirements.**

- a. It is recognized that there are qualities of a somewhat intangible character difficult to evaluate, aside from degrees held which make some faculty members well qualified for membership or associate membership on the Graduate Faculty. Degrees alone do not qualify a faculty member for membership on the Graduate Faculty. Nevertheless, in a vast number of cases, degrees do represent tangible evidence of ability and concrete accomplishments.
- b. All groups which participate in the recommendation and approval of full and associate membership on the Graduate Faculty are to give special attention to the general requirements as well as to the more specific qualifications set forth in 2 and 3 below. Groups may set additional standards appropriate to the subject matter. (This requirement is relevant to the departments, the subject matter group, the Graduate Council, and the Graduate Faculty.)



Some of the general qualifications which are to be taken into consideration are these:

- (1) Creative ability as shown by publications, patents, prizes, awards, or other forms of recognition for scholarly attainments and successful experience in instructing or advising graduate students.
- (2) Intellectual vigor, curiosity, breadth of interest and outlook, ability to inspire students and colleagues, and interest in the encouragement of scholarship of his or her own.
- (3) Qualities of leadership as evidenced by positions held.

**2. Special Qualifications for *Full* Members of the Graduate Faculty.**

- a. A *full* member must have, from a recognized graduate school, an earned doctorate's degree or the highest degree offered in his or her field. NOTE: The requirement of a doctorate's degree is regarded as highly desirable in most instances, but the group organization of the Graduate Faculty may propose the names of those who meet the minimum requirements for associate membership as set forth in 3 below and possess exceptional merit. Election shall be by the same method as for those with a doctor's degree. (See Section C, 1.)
- b. A *full* member generally must have a permanent (*tenured or tenure track*) rank equal to or higher than that of an associate professor. However, a faculty member with the rank of assistant professor may be nominated and elected a *full* member in accordance with specific criteria developed by the subject matter group and approved by the Graduate Council.

**3. Special Qualifications for Associate Members of the Graduate Faculty.**

- a. An associate member must have at least a master's, Bachelor of Laws, or Doctor of Veterinary Medicine degree; or be a Registered Professional Engineer, Registered Architect, or Certified Public Accountant; or show other evidence of scholarly achievement.
- b. An associate member must have a rank equivalent to or higher than that of assistant professor or adjunct assistant professor.

**4. Special Qualifications for Temporary Members of the Graduate Faculty.**

- a. A temporary member must have the equivalent of a master's degree or higher and an established reputation for high scholarship and teaching standards.
- b. A temporary member must have a permanent or temporary rank equal to or higher than that of assistant professor or adjunct assistant professor. In exceptional circumstances, the Dean of the Graduate College may approve otherwise well qualified faculty who hold the rank of instructor.

**Section B. Continuing Evaluation for Membership.** Each group shall set up a procedure for continuing evaluation of its membership to determine that each full and associate member meets the criteria for membership at that level. To retain all rights for full or associate membership, the member must demonstrate scholarly activity during the previous five years. If a full member is unable to fulfill this requirement, his or her right to chair doctoral or master's committees will be called into question and the Dean of the Graduate College shall be notified. If an associate member is unable to fulfill this same requirement, his or her right to chair master's committees will be called into question.

To obtain reinstatement, a full or associate member may at any time petition a Group's Committee on Continuing Evaluation. The petition for reinstatement should be sent to the group's Chair and must be accompanied by evidence of scholarly activity.

**Section C. Duties and Privileges of the Three Grades of Membership.**

**1. Full Members.**

- a. Full members of the Graduate Faculty are eligible to attend meetings, take part in discussions, vote, serve on committees, and be elected or appointed to offices.
- b. Full members are authorized to instruct and advise graduate students of all classifications.

NOTE: The major adviser of the candidate for a doctorate's degree must be a full member of the Graduate Faculty except that an associate member may serve when approved by the Graduate Council and the Dean of the Graduate College.

**2. Associate Members.**

- a. Associate members are eligible to attend meetings and participate in discussions of the Graduate Faculty. They are eligible to vote in sessions of the Graduate Faculty and subject matter group on all matters except election of candidates to full membership in the Graduate Faculty. They are not eligible to hold office.
- b. They may serve on advisory committees and instruct graduate students of all classifications except as stated in the Note in Section C.1.b.

- 3. Temporary Members.** Temporary members are authorized to teach only those graduate courses for which they are approved. They may attend group meetings but are not eligible to vote or hold office. They may not vote on a committee or chair graduate advisory committees, but they may participate.

**Section D. Election to the Three Grades of Membership.**

**1. Full Members.**

- a. Proposal for full membership in the Graduate Faculty must be submitted by the department head of a department with a graduate program on the form provided for that purpose to the chair of the subject matter group.
- b. The qualifications of proposed full members will be examined by a committee appointed by the chair of the subject matter group which will make a recommendation to the group.
- c. A proposed full member must be approved by a majority vote of the subject matter group and the Graduate Council. Voting shall be by written ballot in the group.

NOTE: The term "majority" means a majority of eligible members present and casting a ballot.

2. **Associate Members.** The procedure for electing associate members shall be the same that is used for electing full members of the Graduate Faculty except that they need not be approved by the Graduate Faculty (see Section D, 1.).
3. **Temporary Members.** Temporary members are recommended by their department head and, for the first semester during which they teach courses approved for graduate credit at Oklahoma State University, approved by the Dean of the Graduate School to teach only the specified courses. These appointments will be submitted to the subject matter group and the Graduate Council early in that same semester for information purposes, even if they are intended to be only one-semester appointments. If the appointments continue beyond a semester, the subject matter group and the Graduate Council must approve them before the second semester of teaching graduate courses as a temporary member. Therefore, a proposal for temporary, associate, or full membership should be submitted for any teacher of graduate courses early in his or her first semester.

#### **Section E. Procedure in the Subject Matter Group Meetings.**

1. Voting privileges of full members and associate members shall be the same in group meetings as in sessions of the Graduate Faculty. Associate members may vote for approval or disapproval of candidates for associate membership in the Graduate Faculty but not for candidates for full membership.
2. The subject matter groups may adopt any rules or procedures not inconsistent with these Bylaws.

### **IV. Graduate Faculty Officers and Committees; Functions; and Elections**

#### **Section A. Officers of the Graduate Faculty.**

1. **Chair.** The Chair of the Graduate Faculty is the Dean of the Graduate College. He/She is appointed by the President of the University. The Chair of the Graduate Faculty will preside over meetings of the Graduate Council or at his or her discretion will designate the Vice-Chair of the Graduate Faculty to preside in his or her place. His or her other duties shall consist of performing and directing the routine administrative tasks associated with the operation of the Graduate College. He/She will make whatever decisions are necessary for the operation of the College provided these decisions are not in conflict with the policies of the University or of the Graduate Faculty. The Graduate Council will be consulted in connection with any change in policy prior to its recommendation to the President of the University and will transmit its findings with his or her recommendation.  
The Dean of the Graduate College will appoint, with the advice of the Graduate Council, whatever ad hoc or administrative committees are needed to carry out duties.
2. **Vice Chair.** The Vice-Chair of the Graduate Faculty is elected by the members of the Graduate Faculty in the manner described in Section B, which follows. His or her duties are these:

- a. To preside over meetings of the Graduate Faculty and of the Graduate Council in the absence of the Chair or when requested by the Chair.
- b. To coordinate the activities of the Graduate Faculty by maintaining contact with the chairs of the subject matter groups.

**Section B. Election of Vice-Chair of the Graduate Faculty.** The Vice-Chair of the Graduate Faculty serves for four years, and no Vice-Chair who has served more than one-half of a full term may immediately succeed him/herself. The procedures governing the election of the Vice-Chair of the Graduate Faculty are as follows:

- a. Prior to the February meeting of the Graduate Faculty, in the last year of the regular term of the Vice-Chair, the Dean of the Graduate College will appoint an Elections Committee composed of at least one member from each group of the Graduate Faculty. The Elections Committee shall first serve as a nominating committee, and shall present to the Graduate Faculty, at its regular February meeting, the names of no fewer than two nominees for the office of Vice-Chair of the Graduate Faculty. At this meeting, nominations for this office will also be accepted from the floor.
- b. The Elections Committee will then determine the exact span of time to be covered by the voting, which may vary according to the needs of the calendar of the school year but which should be completed not later than the last school day during the month of March. The Committee will draw up a brief statement stating the dates of voting and any other instructions which are needed. The office staff of the Dean of the Graduate College will then prepare ballots and copies of the Elections Committee's instructions and mail them to all full and associate members of the Graduate Faculty.
- c. Upon receipt of the marked ballots, the Elections Committee will be responsible for counting the votes and declaring as winner the nominee receiving the largest number of votes. In the event of a tie vote, the Elections Committee will select the winner by lots. The Elections Committee will then give the name of the Vice-Chair-Elect to the Dean of the Graduate College, who will immediately announce it through the usual channels of public releases, in order that the defeated candidate(s) may be available for consideration for other offices.
- d. If, for any reason, the office of Vice-Chair of the Graduate Faculty is vacated before the expiration of the regular term of office, the Dean of the Graduate College will make an interim appointment. The person so appointed will serve the remainder of the regular term of office if the vacancy occurs within the last year of that term of office. Otherwise, the person so appointed will serve until the next regular scheduled meeting of the Graduate Faculty, at which time nominations for Vice-Chair of the Graduate Faculty will be received from the floor. The full and associate members of the Graduate Faculty in attendance at this meeting will then elect, by secret ballot, a Vice-Chair to serve the remainder of the unexpired term. Under these conditions, the Vice-Chair-Elect will assume office at once.

**Section C. The Graduate Council.**

- 1. **Duties.** The duties of the members of the Graduate Council shall be as follows:

- a. To act on petitions requesting that exceptions be made to Graduate College requirements.
  - b. To propose those changes in procedures and policies in the conduct of the Graduate College as will result in its efficient operation for the good of the students enrolled in the College.
  - c. To elect associate members and recommend to the Graduate Faculty full members for election.
  - d. To bring to the attention of the various subject matter groups such matters as concern them.
  - e. To advise the Dean of the Graduate College concerning Graduate College matters.
  - f. To hold regular meetings each month except in August and September and at other times on the call of the Chair.
2. **Election of Members of the Graduate Council.** The two members of the Graduate Council from each of the five subject matter groups serve in a dual capacity: they represent their subject matter group on the Council, and they serve as officers of their subject matter group. Their functions and means of election are treated in II, Section B.

#### **Section D. Committees of the Graduate Faculty and Graduate Council**

1. **Standing Committees.** There shall be two permanent standing committees of the Graduate Council. The permanent standing committees shall be the Membership Committee and the Rules Committee. Other standing committees of the Graduate Council and of the Graduate Faculty shall be determined by the Dean of the Graduate College with the advice of the Graduate Council and Graduate Faculty as appropriate, or elected by these bodies.
2. **Membership Committee.**
  - a. **Duties of the Membership Committee.** The Membership Committee shall review all applications for membership as full members, associate members, and temporary members of the Graduate Faculty and recommend action to the Graduate Council. The Membership Committee shall make one of three recommendations on each application:
    - (1) approval
    - (2) disapproval with reasons
    - (3) no action with specification of additional information or documentation to be submitted
  - b. **Membership on the Committee.** The Dean of the Graduate College shall appoint one member of the Graduate Council from each of the five subject matter groups to serve on the Membership Committee. (A rotation of members shall be developed to ensure continuity of membership on the committee.)
  - c. **Meetings.** The Membership Committee shall meet as needed in order to make recommendations to the Graduate Council at the November and April meetings of that body.
  - d. **Officers.** The Chair of the Membership Committee shall be elected by the members of the Membership Committee.

**3. Rules Committee.**

- a. Duties of the Committee.** The Rules Committee evaluates requests by students made to the Dean for waiver of any regulation presented in the catalog. The Rules Committee will make recommendations to the Graduate Council for action.
- b. Membership on the Committee.** The Dean of the Graduate College shall appoint one member of the Graduate Council from each of the five subject matter groups to serve on the Rules Committee. (A rotation of members shall be developed to ensure continuity of membership on the committee.)
- c. Meetings.** The Rules Committee shall meet as necessary to make recommendations to the Graduate Council.
- d. Officers.** The Chair of the Rules Committee shall be elected by the members of the committee.

- 4. Ad Hoc Committees.** The Dean of the Graduate College will, with the advice of the Graduate Council, appoint ad hoc committees as needed for the conduct of the affairs of the Graduate Council and the Graduate Faculty.

**V. Departmental and Program Organization of the Graduate Faculty.** All full members and associate members of the Graduate Faculty of a department, school, or program constitute the organized unit that shall exercise general supervision of graduate work in that unit. This unit shall be responsible for the determination of policies pertaining to the departmental or interdepartmental program which are not reserved to the subject matter group, the Graduate Council, or the Graduate Faculty.

**VI. Other Committees of the Graduate Faculty.** Appropriate committees, such as the doctoral advisory committees, will be appointed as needed by the Dean of the Graduate College to execute the direct supervision of the graduate programs of candidates for degrees. Other committees may be appointed on an ad hoc basis to discharge specific obligations requested of them by the Graduate Faculty, the Graduate Council, or the Dean of the Graduate College.

**VII. Amendments.** These Bylaws may be amended by a two-thirds majority of members voting in a mail ballot of the Graduate Faculty, provided that the proposed change has been submitted to the members of the Graduate Faculty at least 30 days in advance of the deadline for receipt of mail ballot. Before being submitted to a vote, the proposed amendment must have prior approval as evident by (1) a two-thirds vote of any subject matter group and a majority vote of the Graduate Council; or (2) a two-thirds vote of the Graduate Council; or (3) a majority of the Graduate Faculty at any Graduate Faculty meeting.

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**APPENDIX D:  
POLICY STATEMENT TO GOVERN  
APPOINTMENTS, TENURE, PROMOTIONS, AND  
RELATED MATTERS OF THE FACULTY OF  
OKLAHOMA STATE UNIVERSITY**



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## **Appendix D: Policy Statement To Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University**

### **Preface**

It is fundamental that institutions under the governance of the Board of Regents for Oklahoma Agriculture and Mechanical Colleges, such as Oklahoma State University, use various professional and administrative standards. Accordingly, it is the policy of this Board of Regents that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual faculty member with the public's legitimate needs and interests. Policy statements of this Board of Regents are to be applied and interpreted in that spirit. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

The Board of Regents strongly supports the concept of faculty counsel on matters which affect faculty. One primary purpose of this policy statement is to make effective formal procedures to ensure and provide for meaningful faculty counsel on the matters addressed herein.

It is intended that faculty and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances which are not substantially prejudicial to rights of individual faculty members or contrary to the intent of the policy should serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

This broad policy statement is intended to be stable and a source of reliable information and guidance to faculty, administrators and interested members of the public. However, in approving this policy statement for Oklahoma State University, this governing Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. If there is a need to consider permanent changes to this policy statement, it is recognized that although it is not to be regarded as mandatory, there is substantial public benefit in consulting with Board of Regents staff, institutional administrators, appropriate faculty, and others before enacting revisions. This governing Board of Regents will request assurances from recommending administrators of prior meaningful coordination and discussion of revisions of this policy statement with the Chair of the Oklahoma State University Faculty Council before the Board of Regents votes on such proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of faculty, administrators, and others in the formulation of professional standards, policies, and procedures, it also recognizes that extraordinary circumstances may arise where the collective judgment of the Board of Regents requires the Board to act independently in discharging its lawful responsibilities. In such instances, the Board will make every reasonable effort

through the official public record and the institutional administration to inform affected personnel of the Board's actions and invite those personnel to provide input for subsequent consideration by the Board.

References to the entity of the governing Board of Regents in this policy statement may include participation or representation by the Board's staff so designated or authorized by the Board.

This policy statement shall become effective at the beginning of the academic year 1990-91 and shall continue in effect until amended by the governing Board of Regents. This policy statement shall not apply to any pending personnel actions commenced under earlier policies.

Preface Approved by the OSU Board of Regents:  
April 13, 1990

Body Approved by the OSU Board of Regents:  
March 16, 1990

Modifications to Body Approved by the OSU Board of Regents:  
January 21, 2000

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**Policy Statement  
to Govern Appointments, Tenure,  
Promotions, and Related Matters of the Faculty  
of Oklahoma State University**

Sound, clearly stated, and sufficiently flexible policies and procedures governing appointments, tenure, promotion, and related matters are vital to the effective performance of faculty members and administrators.<sup>1</sup> These standards are to be implemented in a reasonable manner.<sup>2</sup> In implementation of the standards in this policy statement, the President is authorized to decide procedural questions on uncertain points. Prior to making such decisions the President may consult with the chairperson of the Faculty Council, the Board of Regents Office of Legal Counsel, or others.

The opportunity for faculty members to participate in efforts to improve policies is critical. The Faculty Council shall be consulted in the process of reviewing suggestions for improvements in this policy statement. Recommendations for improvements made by the Faculty Council shall be transmitted to the President of the University. Any change(s) in this policy statement must be approved by the governing Board of Regents.

**1.0            PROFESSIONAL STANDARDS AND MATTERS OF ACADEMIC APPOINTMENT  
ADMINISTRATION.**

**1.1            Professional Standards.**

**1.1.1        Qualifications.** The diversity of University activity requires that detailed academic qualification standards for each rank, function, or specialty be

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<sup>1</sup> A copy of all present and future implementing University Policy and Procedure Letters which relate to matters dealt with in this policy statement shall be authorized by the President and be on file and available to faculty members in the main library and in the office of every academic department or similar unit within the University. Throughout this document, the phrase “this policy statement” refers to “Policy Statement to Govern Appointments, Tenure Promotions, and Related Matters of the Faculty of Oklahoma State University.” All documents generated on the Stillwater campus by the appropriate administrative staff to aid in the implementation of these policies should be consistent with the standards in this policy statement. If there are any inconsistencies between the documents generated by administrative staff and declarations in this policy statement, the standards in this policy statement shall be the controlling university policy. As in the past, the provisions of this policy statement do not apply to Oklahoma State University - Okmulgee. Additionally, the faculty of Oklahoma State University – Oklahoma City have approved a policy consistent with the practices of their campus. This document received approval by the governing Board of Regents on June 19, 1998.

<sup>2</sup> Whether implementation of standards is “reasonable” is inherently a judgment based on prevailing circumstances, known facts and rational conclusions. As used in this policy statement, the determination of whether a matter is “reasonable” is to be based on (a) an evaluation of known facts, (b) utilization of applicable procedures and professional standards, (c) consideration of prudent public institutional interests, and (d) the exercise of sound judgment.

For example, an administrative action is “reasonable” if there is a rational or through-out basis for the administrative action that is developed in a manner consistent with the above decisional criteria; the action should be the product of professional judgement not contrived nor materially tainted through personal actions born of malice, illegal discrimination, or intentional falsehood. In a disputed situation under this policy statement, reasonableness is ultimately determined by the actions or policies of the governing Board of Regents for the University if it is not resolved at an earlier point within University administrative channels.

specified by the appropriate unit administrator.<sup>3</sup> In those cases in which work assignments vary greatly within a given unit or are split between units it will be necessary to specify qualifications for individual positions. In establishing these qualification standards the unit administrator shall obtain appropriate faculty counsel.<sup>4</sup> When approved by the relevant dean and the Executive Vice President for Academic Affairs (hereafter "EVPAA"), a copy of the standards shall be given to each faculty member and such standards shall be applied by all administrative units involved until duly amended.

**1.1.2 Professional Development.** Faculty, as professionals, are responsible for their own development consistent with unit, college, and University goals. It is the policy of the University in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Unit administrators are expected to encourage the professional development of each faculty member. Unit administrators should familiarize each faculty member with the performance standards established for reappointment, promotion, and tenure. The unit administrator should endeavor to provide an environment conducive to the achievement of expected performance.

**1.1.3 Job Description and Terms and Conditions of Employment.** The faculty is responsible for seeking and transmitting knowledge in an atmosphere of impartial scholarship. Members of the faculty have the responsibility to follow the Board of Regents existing, approved policies on outside activities, to avoid conflicts of interest prohibited by Oklahoma statutes, and, particularly, to develop and maintain normal student/teacher relationships which are healthy, honorable, and beneficial to students in the pursuit of legitimate educational objectives; and, members of the faculty must not exploit students for their private advantage.

It is the policy of Oklahoma State University that each faculty member's job description and the applicable standards, criteria, and procedures used in making decisions relating to renewal, tenure, and promotion should be available to the faculty member in written form. These items are provided to a faculty member in the form of the initial letter of offer, written policy and procedure statements of the unit, college and University, and formal appraisal and development statements.

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<sup>3</sup>The term "unit administrator", as used throughout this policy statement, refers to those individuals holding the title of department head, department chairperson, or any similar position in the University.

<sup>4</sup>Depending on the unit's organizational structure, "appropriate faculty counsel" referred to throughout this policy statement shall involve obtaining a recommendation from (a) the entire departmental faculty; or (b) members of a special or permanent committee selected by procedures which have been approved by a majority of the faculty of the administrative unit involved, submitted to the dean for review, and transmitted to the EVPAA for retention in a permanent file; or where necessary (c) duly elected members of the University Faculty Council or other elected boards, senates, or councils at departmental, division, or college levels. Whenever deemed necessary this counsel may seek external assistance to aid evaluation. In formulating recommendations the faculty or its committees shall have the prerogative to meet in the absence of the unit administrator.

**1.1.4 Professional Ethics.** The faculty of Oklahoma State University endorses the American Association of University Professors' 1966 Statement on Professional Ethics. A University-edited version is found in Appendix Section A.

**1.1.5 Retention and Advancement.** It shall be the personal responsibility of the faculty member to affirmatively establish the satisfaction of applicable qualifications for reappointment, tenure, or promotion. University Policy and Procedures Letter 2-0902 has been developed and approved by the President which states applicable documentation standards.

**1.1.6 Appraisal of Professional Performance of Faculty Members.** The University administration shall carry out specific evaluation procedures developed in consultation with the faculty to provide some tangible basis for making judgments on personnel matters. If a major element of performance is judged to be seriously unsatisfactory by the unit administrator, the following steps shall be taken:

- (a) A detailed written plan for corrective action shall be specified by the unit administrator.
- (b) If requested by the faculty member, the unit administrator shall obtain appropriate faculty counsel to determine whether the appraisal is justified, and if so, what measures to improve performance are warranted. If the judgment of unsatisfactory performance is not supported by the faculty group, the matter shall be forwarded to the dean for resolution.

Personal misconduct may be the basis for disciplinary action that is separate from the professional performance appraisal system (see Section 1.12).

**1.2 Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions.** A prerequisite of a strong faculty is an active involvement in decisions affecting its own membership. This is critical in appointments to and separations from the faculty.

**1.2.2** Appropriate unit administrators are charged with the responsibility for recommending appointments, reappointments, non-reappointments, and promotions. They shall obtain appropriate faculty counsel before making recommendations. The EVPAA and/or the relevant academic dean may consult with unit administrators and one another on personnel matters and request recommendations from the unit administrator.

**1.2.3** Normally the unit administrator shall act in conformity with the appropriate faculty counsel. When unit administrators are unable to act in accord with the faculty recommendation, the reasons shall be communicated in writing to the faculty that provided the counsel except in special circumstances, for example, where the administrator has confidential information which

conditions his or her action and its divulgence would result in breach of confidence.

**1.2.4** All recommendations generated by the faculty counsel and the unit administrator shall be available to the dean and EVPAA for consideration and action. Final institutional review of personnel actions may be conducted by the President. Appointments, reappointments, promotions, and terminations must be approved by the governing Board of Regents except as authorized by Board of Regents policies (e.g., see June 22, 1979, Board of Regents policy statement).

**1.3 Periods of Appointment and Tenure for Ranked Faculty.<sup>5</sup>**

**1.3.1** All faculty positions are of two types, permanent or temporary. All permanent faculty positions shall be filled by appointments of qualified persons with the rank of instructor, assistant professor, associate professor, or professor. The initial appointment of any person to the rank of instructor or above, including part-time appointments, shall be based on a recruiting search which is consistent with applicable state and federal equal employment opportunity standards and Board of Regents-approved University affirmative action guidelines. When deemed professionally appropriate and financially feasible by the dean concerned, national searches will be used. All initial appointments to the rank of instructor or above are of two kinds:

- (a) probationary (appointments potentially leading to tenure); or
- (b) appointments with tenure (applicable only to appointments with the initial ranks of associate professor or professor if specifically approved by the Board of Regents).

**1.3.2 Tenure.** Tenure is a continuous appointment granted following evaluation by the faculty member's academic department, review by appropriate administrators, and approval by the Board of Regents. Tenured appointments shall not be terminated except under extraordinary conditions stated in Section 1.13, Termination of Appointment.

Tenure is a means by which to assure academic freedom (see Section 1.8.). Academic freedom is indispensable to the success of the University in fulfilling its obligations to its students, to the State of Oklahoma, and to society in general. The decision to grant tenure is a judgment made with appropriate faculty counsel. Except for prestigious scholars initially appointed as associate professor or professor with tenure, the decision to grant tenure is normally made toward the end of a probationary period. Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic

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<sup>5</sup>The term "ranked faculty", as used in this document, applies only to instructors, assistant professors, associate professors, and professors who have appointments potentially leading to tenure or are tenured.

department will benefit from making a career-long commitment to the faculty member.

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after this date but before January 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of that academic year. The probation period for faculty appointed on or after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances (see Section 1.3.10) the period of probation for tenure consideration shall never exceed a total of seven years of continuous appointment with the University.

Review for the granting of tenure shall occur only at the following times:

- (a) when a prestigious scholar is initially considered for appointment to the rank of associate professor or professor;
- (b) when an untenured ranked faculty member is reviewed for promotion to the rank of associate professor or professor;
- (c) when an untenured ranked faculty member is reviewed for a reappointment or promotion which, if awarded, will extend the number of years in ranked faculty positions at the University beyond a total of seven years; or
- (d) when a person has completed at least one year of satisfactory service at Oklahoma State University following an initial appointment as an untenured associate professor or professor.

**1.3.3 Appointment to the rank of instructor** shall be for such time as is specified, but such appointments shall not exceed one year at a time during a probationary period not to exceed seven years including one year of required notice in the event of non-reappointment. When individuals have been appointed as instructors for their sixth year of probationary service, they shall be evaluated for tenure and informed in writing by June 30 of the sixth year of either:

- (a) reappointment at the rank of instructor with tenure effective at the beginning of the seventh year,
- (b) promotion to assistant professor with tenure effective on July 1 of that year, or
- (c) the expiration and nonrenewal of the appointment effective at the end of the seventh academic year.

If an untenured instructor is promoted to a higher rank, the period of probation for tenure shall commence with the beginning of the initial appointment as an instructor, unless the faculty member requests and is granted an extension of the probationary period (see Section 1.3.10). The



initial term of appointment as assistant professor will vary depending on the number of years served as an instructor:

- (a) with five years as an instructor, promotion would result in a two-year appointment as assistant professor;
- (b) with four years, the appointment to assistant professor would be for three years;
- (c) with three years, the appointment would be for four years;
- (d) and with two years as an instructor, the appointment to assistant professor would be for four years, and a second probationary term of one year is permitted.
- (e) If an instructor is promoted to assistant professor after only one year, an initial four-year appointment as assistant professor can be followed by a second probationary term of two years.

In all cases described above, decisions will be made in the sixth year and any non-reappointment decision would be effective at the end of the seventh year, thus providing the required one year notice of termination.

- 1.3.4** **Initial appointment to the rank of assistant professor** shall normally<sup>6</sup> be for a period of four years. Reappointment for a three-year period may be made. Promotion to associate professor or reappointment as an assistant professor after seven years of probationary service as an assistant professor shall confer tenure.
- 1.3.5** **Initial appointment to the rank of associate professor** shall normally<sup>6</sup> be for a period of five years. Reappointment as associate professor or promotion to professor shall confer tenure. A special tenure review may be made after one year of service at Oklahoma State University (see Section 1.3.2). In extraordinary circumstances tenure may be expressly granted at the time of initial appointment.
- 1.3.6** **Initial appointment to the rank of professor** shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment.
- 1.3.7** Academic tenure is not affected by change to administrative or other active status. Appointment to an administrative or other position shall not confer tenure in that position.
- 1.3.8** When persons are appointed to nonpermanent or special positions, special titles (see Section 1.7) shall be used. In such cases, the period of

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<sup>6</sup>For faculty whose initial term of appointment begins at other than the beginning of the academic year, the period of appointment shall be adjusted to expire at the end of an academic year to be consistent with the provisions of Section 1.3.2 paragraph 3. Thus, the term of the first probationary appointment may vary from the stated period in Section 1.3.4 and 1.3.5.

appointment shall be clearly stated and should be designated as temporary on the "Request for Personnel Action Form"; this administrative form is to be attached to a University Policy and Procedures Letter explaining its proper use. The letter confirming the appointment should state that appointment to temporary positions will not lead to tenure nor count as part of a probationary period potentially leading to tenure.

- 1.3.9** Ranked faculty holding part-time positions shall be evaluated for tenure and for promotion. The probationary period for part-time ranked faculty is the same as for full-time faculty of the same rank. For example, faculty employed one half-time for a probationary period commencing in 1990 should be evaluated for tenure no later than the 1995-96 academic year.

When a faculty member is granted tenure in a part-time position, the proportion of full-time for which tenure is granted shall be stated on the "Request for Personnel Action Form" maintained in the individual's personnel record and be consistent with the action of the Board of Regents. This action provides the faculty member a commitment for employment of only that proportion of full-time for which tenure has been granted. When agreed to by a part-time faculty member appointed following an appropriate search (see Section 1.3.1), the proportion of full-time specified in the appointment may be increased by any proportion up to full-time. The recommendation for an increase in the proportion of a full-time appointment of a ranked faculty member may be made without an additional search and is to be initiated by the unit administrator after obtaining appropriate faculty counsel. Tenured faculty members who have been employed part-time may be awarded full-time positions, or the proportion of full-time specified in their appointment may be increased; after obtaining appropriate faculty counsel they may have tenure in the new appointment if concurred with by the appropriate academic dean, the EVPAA, the President, and the governing Board of Regents.

- 1.3.10** A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g., a leave of absence without pay, an extended sick leave, significant changes in published criteria for tenure, or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the unit administrator and dean of the college, such an extension may be granted upon approval by the EVPAA and favorable action of the Board of Regents.

**1.4** **Origination of Appointments and Assignments.**

- 1.4.1** **Appointment to Faculty Positions.** The unit administrator has the principal responsibility for initiating all authorized faculty appointments (see Section 1.2). The unit administrator with the advice of faculty shall carry out this responsibility by:

- (a) filing a "Request to Staff Form" (this administrative form shall be attached to a University Policy and Procedures Letter explaining its use) following definition of faculty needs;
- (b) searching for and obtaining information about prospective faculty members;
- (c) evaluating candidates; and
- (d) recommending suitable, qualified individuals for appointments, with supporting evidence concerning the candidate's qualifications.

Temporary appointments may be made without a national search and the position shall carry a title reflecting its temporary nature (see Section 1.7.6). Recommendations to the President shall be forwarded through the dean of the college and the EVPAA (see Section 1.2).

**1.4.2 Letter of Offer.** No offer is binding on the University until a formal recommendation has been presented to and officially approved by the governing Board of Regents in accord with the policies of the Board.

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both Oklahoma State University and the prospective faculty member before the appointment is made. Where applicable, this statement will make reference to the substantive and procedural standards generally used in the decisions affecting renewal and tenure and any special standards adopted by the appropriate unit. Any other authorized agreements pertaining to conditions of appointment, reappointment, promotion, and tenure shall be part of this written statement.

**1.4.3 Amendments.** If basic changes in assignment or conditions of appointment (other than revisions to fringe benefits, retirement plans, and this policy statement) become necessary during the period of appointment, the changes must be discussed in advance and communicated to the affected faculty member in writing by the unit administrator. Unresolved disputes regarding basic changes in assignments or conditions of appointment are resolved by the Dispute Resolution Procedure (see 1.2.1, Appendix Section E).

**1.5 Promotions in Rank.** The process of review for promotion in rank shall be initiated by the unit administrator or by an appropriate departmental faculty committee. To be considered for promotion, a member of the ranked faculty must have been appointed as a result of an appropriate search consistent with Section 1.3.1<sup>7</sup> unless a waiver is granted by the EVPAA based on meritorious performance and the best interest of the University. Before granting such a waiver, the EVPAA should receive appropriate faculty counsel from the Faculty Committee of the Faculty Council. Prior to the initiation of the review, the consent of the faculty member shall be obtained. Faculty members should be provided sufficient notice to enable them to

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<sup>7</sup>Persons appointed prior to the effective date of this policy statement are exempt from this requirement.

assemble and submit materials believed helpful to a full review. Individual faculty members have the right to be reviewed for promotion at their own request provided they have not undergone such a review within the previous two academic years.

Following consideration of appropriate faculty counsel, the unit administrator will decide whether or not a faculty member is to be recommended for promotion by the unit. This decision should be in keeping with the established qualification guidelines of the unit. The faculty member shall be informed by the unit administrator if a recommendation for promotion is not being sent forward and shall be provided counsel by the unit administrator regarding how he/she might meet criteria for promotion in a subsequent consideration.

The dean and EVPAA shall review each promotion recommended by the unit administrator. The dean's recommendation to the EVPAA will be accompanied by the original recommendations of the unit administrator and the counsel of the unit's appropriate faculty personnel committee. In the process of review, the dean and EVPAA may seek counsel from suitable college or University faculty committees. Copies of any written counsel provided by college faculty committees should accompany the recommendation to the EVPAA. If the recommendation of the dean and/or EVPAA differs from that of the unit administrator, the reasons shall be specified in writing and provided to the faculty member.

Changes in academic title or promotion of persons holding temporary or special titles (see Section 1.7) to ranked faculty positions (instructor or above) is permitted only under extraordinary circumstances. (Persons holding temporary or special titles may, however, apply for advertised ranked positions.) Before any such promotions are recommended by the EVPAA, he/she should seek appropriate faculty counsel from the Faculty Committee of the Faculty Council.

Promotions must be recommended by the President and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate dean that a recommendation for promotion will be presented by the President to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for its consideration during its June meeting. When approved, the Board of Regents specifies the date on which the promotion shall become effective.

## **1.6 Reappointment and Non-Reappointment.**

- 1.6.1** Recommendations to reappoint or not to reappoint shall originate with the unit administrator after obtaining appropriate faculty counsel (see Section 1.2). Normally such recommendation shall be in response to a routine notice from the office of the EVPAA. A faculty member being considered for reappointment shall be provided sufficient notice to assemble and submit materials believed helpful to a full consideration of the question.

Recommendations for both reappointment and non-reappointment of ranked, probationary faculty members are forwarded to the dean for review and action. Following review, all recommendations, accompanied by a statement of approval or disapproval, are forwarded to the EVPAA for action. In the process of review the dean and EVPAA may seek counsel from suitable college or University faculty committees. Copies of the written counsel provided by unit and college faculty committees should accompany recommendations from the dean to the EVPAA.

The affected faculty member shall be informed by the appropriate dean that (a) a recommendation for reappointment will be presented by the President to the Board of Regents, or (b) the University does not intend to continue the appointment beyond a specified date.

**1.6.2 Non-Reappointment.** Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. If a decision is made not to recommend reappointment of a faculty member on a probationary appointment, the following schedule for notification should be observed:

- (a) Notice shall be given not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if an initial one-year appointment expires during an academic year, at least three months in advance of its expiration.
- (b) For instructors with more than one academic year of service and assistant professors and above, notice shall be given at least twelve months before the expiration of an appointment.

Non-reappointed individuals shall have the option to obtain the reasons for nonrenewal in a confidential form of their choosing. If the affected faculty member believes that the reasons for nonrenewal are based on unlawful discrimination or inadequate consideration, he/she may request a limited review of the matter utilizing the Dispute Resolution Procedure (see Appendix Section E).

**1.6.3** Positions held by faculty with special titles are not considered permanent. Appointment of persons to nonpermanent special positions is usually for a stated period of time and does not imply an obligation to reappoint. Normally, additional notice of the end of the term of this kind of appointment need not be provided.

**1.7 Special Appointments and Titles.**

**1.7.1 Regents Professor.** This title may be awarded to professors who have made outstanding contributions in their discipline through resident teaching and/or research or other scholarly activities, and/or extension activities. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized

journals, or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by their unit administrators, peers and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension activities will also be considered. The title of Regents Professor is an honorary title and does not involve additional financial support beyond any annual merit increase(s) in salary. The term of Regents Professorships shall be four years and the honorary appointment may be subject to renewal. The nomination for appointment or reappointment of a faculty member as Regents Professor shall be proposed by the appropriate Unit Administrator after obtaining appropriate faculty counsel. The nomination shall be sent to the dean of the college to which that unit belongs, who shall forward it along with his or her recommendation to the Executive Vice President for Academic Affairs and the committee for Regents Professorships. After consideration by both the Executive Vice President and the committee, their recommendation and nomination shall be sent to the President for decision and action. Such an appointment is effective July 1 following formal approval. Approved procedures for nomination and recommendation for appointment to this title are stated in Policy and Procedure Letter 2-0103.

- 1.7.2 Regents Service Professor.** Appointment to this title may be made for administrators who have rendered distinguished service to the University and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Recommendations shall be made by the dean of the appropriate college to the President. Appointment shall be for a period of four years and is subject to renewal.
- 1.7.3 Endowed or Supported Chairs.** After receiving appropriate faculty counsel the unit administrator may recommend that a person be appointed to an endowed or supported chair in recognition for past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed chairs will be subject to the rules and procedures governing other faculty members of the same rank.
- 1.7.4 Emeritus Faculty.** Upon retirement, faculty members shall carry as emeritus the rank they were holding when retired, retain all professional rights, and be accorded privileges specifically authorized by the Board of Regents.
- 1.7.5 Adjunct Appointments and Titles.** Professional persons (e.g., leader and/or assistant leader of Cooperative Wildlife Research Unit) who are affiliated with Oklahoma State University may be granted appointments as adjunct professor, adjunct associate professor, adjunct assistant professor or adjunct instructor. Such appointments do not require a national search and are recommended by the unit administrator after obtaining appropriate faculty counsel. Such persons shall not be awarded tenure but may be granted professional rights and privileges afforded to the faculty. A person appointed to an adjunct rank may be considered for promotion within the adjunct ranks upon the recommendation of the unit administrator after obtaining

appropriate faculty counsel. When adjunct appointments are made, any rights and privileges granted shall be specified on the Request for Personnel Action Form and in the letter confirming the appointment. If University-wide faculty voting privileges are to be granted, concurrence must be obtained from the Faculty Council. Unless specially authorized by the dean of the college concerned, these titles should not normally be used for persons funded by the resident instruction budget.

**1.7.6 Temporary Faculty Appointments and Titles.** In response to special short term and/or emergency needs the University may make temporary appointments. When such appointments are made, the special titles of lecturer, research professional, visiting assistant professor, visiting associate professor, visiting professor, distinguished scholar, artist, or "professional" in residence, etc. shall be used. Appropriate search procedures should be used prior to making such appointments but may vary depending upon the nature of the position. Unit administrators, after receiving appropriate faculty counsel, shall be responsible for recommending appointments to temporary positions.

In those few instances in which the University is confronted with an emergency situation in the areas of research, extension, or instruction, a person can be appointed on a temporary basis for a term not to exceed one year even though all of the recruitment procedures normally followed in making such an appointment may not have been met. In such cases, the administrative unit shall implement normal recruitment procedures to fill the position at the end of the initial temporary appointment. When temporary appointments are made, the letter confirming the nature of appointment should specify the term of appointment and state the conditions relating to reappointment. Persons holding temporary positions may not be awarded tenure and do not have University-wide faculty voting privileges, but may be awarded other professional rights and privileges afforded the faculty. The University is not required to provide notice of non-reappointment to persons holding temporary positions but their appointments cannot be terminated before the end of the term of appointment except for those causes stated in Section 1.13, "Termination of Appointment."

The titles described in this section are important to the University in its management of the fluctuating demands of research programs. Tenured and tenure track faculty may be released from assigned duties as grants and contracts are obtained. To facilitate this process, the unit administrator may request authorization to establish and fill temporary positions with persons awarded one of the following special titles. He/She may also request variations from the specific conditions and terms of appointment for persons appointed to one of the titles in this section. When determined to be in the best interest of the University, the EVPAA may approve such variations in specific individual cases.

**1.7.6.1 Distinguished Scholars, Artists, and "Professionals" in Residence.** When members of the academic community who possess nationally recognized skills and talents are invited to visit the campus for periods of one semester

or more, but not exceeding two academic years, they may be granted a courtesy title of distinguished scholar, artist, or "professional" in residence.

- 1.7.6.2 Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor.** These titles shall be used for persons employed to meet short-term teaching, research, or extension needs. They may also be used for scholars with a terminal degree who wish to affiliate with the University for professional development. Limited search procedures are usually adequate when appointment to any of these positions is made. Such an appointment shall not exceed three years and shall not be renewed. Should such an individual be awarded a ranked title following an appropriately approved search, the time spent in the temporary position shall not count as part of the probationary tenure consideration period, unless specified in a letter confirming the appointment for the permanent position.
- 1.7.6.3 Research Professional Positions.** Persons who hold an earned terminal degree in their discipline or possess particular research skills may receive temporary appointments as research "professionals" with titles of assistant research professional, associate research professional, or research professional; e.g., associate research scientist, research scientist, associate research chemist, research chemist. These ranks are considered parallel to professional titles. Research constitutes the primary activity although limited teaching responsibilities may be assigned. Funds for compensation of researchers normally originate from federal or private grants or contracts. The terms of appointment shall normally be one year but reappointment may be made to allow fulfillment of University research obligations.
- 1.7.6.4 Lecturer.** Appointment to the post of lecturer shall be for a term of one year or less. Reappointments for a total period of not more than three years may be made. Time spent as a lecturer shall not count toward tenure should a person holding a lectureship be given a tenure track appointment.
- 1.7.6.5 Research Associate and Teaching Associate.** Individuals who hold an earned terminal degree and/or who possess particular research or teaching skills related to the area of the work assignment may be appointed as Research Associates or Teaching Associates. Person holding one of these titles may be assigned some responsibilities in a function (teaching, research or extension) outside the function of their major responsibility. Appointments are to be made for a term of not more than one year and reappointments for a total of five years may be made. Post-doctoral fellows may typically be appointed as Research Associates.
- 1.7.7 Non-Faculty Academic Positions and Titles.** When appointments to non-faculty academic positions are made, any rights, privileges and benefits granted shall be specified on the Request for Personnel Action Form and in the letter confirming the appointment. Items granted are to include employee medical insurance but not faculty voting privileges.



- 1.7.7.1 Intern.** Appointment as an intern is for no longer than one year for a veterinarian who wants additional experience and training in an academic environment, either in a specific area or by rotating through all areas.
- 1.7.7.2 Resident.** Initial appointment as a resident is for one year with expectation that there will normally be reappointments to permit completion of two or three years in a formal program of study, experience, and investigation in a specific area.
- 1.7.7.3 Post-Doctoral Fellow.** Individuals who hold an earned doctorate and temporarily affiliate with the University to pursue additional scholarly work may be appointed as post-doctoral fellows. Persons holding this title are normally compensated from funds made available through research grants or contracts. Post-doctoral fellows are not normally assigned to teach regularly scheduled classes although they may provide occasional instruction in subjects and techniques in which they have specialized expertise. Appointments are to be made for a term of one year or less. Reappointment for a total period of not more than three years may be made. Unlike persons appointed as research associates, post-doctoral fellows are not eligible to participate in the University's retirement plan. Persons holding this title may be eligible for other employee benefits specified in the Request for Personnel Action Form.
- 1.8 Academic Freedom.** The University endorses the general statement on academic freedom, as it applies to state universities, which is embodied in "Academic Freedom and Tenure (1940 Statement of Principles)" as drafted by the Association of American Colleges and the American Association of University Professors. An edited version of the statement is found in Section B of the Appendix of this policy statement.
- 1.9 Appointment to Administrative Positions.** An appropriate national search and faculty consultation shall precede recommendation of appointment to administrative positions which entail direct or indirect supervision of faculty members or which have direct bearing on the work of the faculty, including president, vice presidents, registrar, director of admissions, assistant vice presidents, deans, librarians or directors of comparable rank, associate and assistant deans, and unit administrators.<sup>8</sup> The requirement for faculty consultation shall apply to all permanent appointments and to temporary appointments to fill a vacant position or to replace an administrator who will be absent for more than one semester.
- 1.10 Resignations.** Resignations are terminations initiated by the faculty member. Faculty members may terminate their appointments effective at the end of an academic year provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after

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<sup>8</sup>In the appointment of administrators, faculty consultation is included and shall be provided by faculty members who are either elected by the faculty of the administrative units involved or appointed from a list of faculty members nominated by the faculty of these units. Exceptions to the national search in the case of unit administrators or college-wide administrators will be allowed on recommendation of the dean after consultation with the faculty of the department or college and final approval by the EVPAA.

receiving notification of the terms of their appointments for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation in which they would otherwise be denied substantial professional advancement or other opportunity.

**1.11 Administrative Suspensions.** An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of the University and its components and/or the safety and well-being of the persons affiliated with it. Suspensions are not to be imposed for purposes of discipline nor are they to be interpreted as evidence of inadequate or inappropriate professional behavior by the faculty member. When deemed appropriate a suspension may include restrictions on use of University facilities or resources and may be imposed during the course of an authorized dismissal procedure or authorized sanction appeal. In no case shall suspensions exceed one calendar year. During a suspension there shall be no reduction of salary or other benefits.

**1.11.1 Procedures for Suspensions.** Unit administrators or other related supervisory academic administrators<sup>9</sup> may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the faculty, the best interests of the University or any of its components, or others is threatened by uninterrupted continuance.

A suspension may extend beyond 72 hours if approved by the President or designated representative. Recommendations for suspensions of greater than 72 hours shall be forwarded to the President by the appropriate dean and EVPAA with endorsements regarding the need for the proposed action. The President, if concurring, will direct the extended suspension.

Related senior supervisory academic administrators may consult with unit administrators and one another and request recommendations regarding suspensions. The faculty member, appropriate dean, and unit administrator shall be informed in writing of the length, terms, and conditions of any implemented suspension.

Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix Section E do not apply to suspension actions unless because of unusual circumstances the EVPAA finds it would be in the best interest of the University to provide extraordinary administrative due process.

**1.12 Disciplinary Actions.** Academic freedom carries both rights and responsibilities. To foster and preserve freedom of inquiry and legitimate expression, orderly conduct of University functions and adherence to the ethical standards of the academic profession (see Section 1.1.4 and Appendix Section A) are essential. Accordingly, the faculty is subject to laws, policies,

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<sup>9</sup>As used in this policy statement, "related supervisory academic administrators" shall include school directors, college deans, and the EVPAA.

rules, regulations and procedural requirements which safeguard its functions and which concurrently protect its rights and freedoms. Violations may result in actions by the University ranging from simple admonitions to permanent dismissal. Unit administrators are normally responsible for initiating and implementing appropriate disciplinary action. When deemed appropriate and necessary by the EVPAA, other related senior supervisory academic administrators (school director, dean, or EVPAA) may be authorized to carry out conduct inquiries and implement appropriate disciplinary actions.

Administrators are to use common sense and mature judgment in considering possible disciplinary situations involving faculty. Information about possible misconduct from such sources as student and faculty complaints, direct observation, citizen complaints, signed letters, grand jury indictments, media stories, and police reports may indicate a need for administrative inquiry and evaluation to ascertain whether a University interest has probably been adversely affected or jeopardized. When it appears there is meritorious need to take corrective action, the severity of the action taken should bear a close relationship to the seriousness of the apparent misconduct.

**1.12.1 General Procedures for Imposition of Disciplinary Actions.** Any complaint to a University representative that is intended to lead to an inquiry regarding a faculty member's performance or behavior should be submitted in writing, bearing the complainant's signature, to the faculty member's unit administrator. The unit administrator may also initiate a performance or conduct inquiry unilaterally without a written complaint. Other related, senior supervisory academic administrators may also be authorized by the EVPAA to make appropriate conduct investigations and initiate appropriate disciplinary action on oral or written complaints. Disciplinary action should not be taken until:

- (a) the alleged deficiency or misconduct by the faculty member has been investigated and a reasonable cause for the corrective action has been established; and
- (b) the faculty member has been informed of the results of the investigation and the disciplinary action which is being considered and has been given appropriate time and opportunity to respond. If the disciplinary action is to be more severe than a simple admonition or is to be recorded in the faculty member's personnel file, appropriate faculty counsel should, unless waived by the individual faculty member, be obtained prior to taking disciplinary action.

It is recognized that impressions of possible problem situations may be re-evaluated and revised as more is known, discussed, or understood about an apparent problem and related evidence. It is therefore permissible to change or amend a proposed disciplinary action, even after it is initiated, if new evidence develops or a related senior supervisory academic administrator judges it to be necessary and appropriate under prevailing circumstances. If a proposed action which has already been initiated is modified, the faculty

member who is being considered for disciplinary action will be notified of the reasons which led to the modification and given an opportunity to respond.

As described below, authorized disciplinary actions include simple admonitions, formal sanctions, and dismissals. Recognizing that these three types of disciplinary actions have significantly different impacts on the career of a faculty member, the procedures for providing adequate administrative due process necessarily differ.

- 1.12.2 Simple Admonitions.** Admonitions are intended to inform faculty members that others find their performance or professional behavior to be unsatisfactory and/or inappropriate. Admonitions include administrative counseling, warnings and gentle and friendly reproof against alleged fault, oversight or minor misconduct. Appropriate faculty counsel is not required prior to issuing admonitions. Normally they are issued orally; written records of them are not included in a faculty member's personnel file unless a pattern develops, in which case the individual involved will be notified in writing. Anecdotal notes of administrative actions may be maintained by administrators separate from individuals' personnel files. Administrative appeal of admonitions is not provided.
- 1.12.3 Formal Sanctions.** Sanctions are formal actions taken to prevent damage to the legitimate interests of the University and its components and/or recurrence of unsatisfactory performance or unprofessional behavior. Authorized sanctions include such measures as written reprimands, required participation in counseling and/or corrective programs, and restrictions on use of University privileges, resources and services. Formal sanctions are to be imposed when, in the judgment of the unit administrator or other related senior supervisory academic administrators, simple admonitions will not adequately serve to prevent damage to the University or recurrence of unsatisfactory or unprofessional performance or behavior.
- 1.12.3.1 Procedures for Imposing Sanctions.** Sanctions are normally directed by unit administrators. When deemed appropriate by the EVPAA, other related senior supervisory academic administrators may be authorized to conduct investigations and direct sanctions. Prior to imposition of a sanction, the investigating administrator shall provide the faculty member with a complete, detailed written statement of the complaint(s), reports, or deficiencies alleged against him or her. If practical, he/she should be given the opportunity to face and question those who have made the complaint(s). Following receipt of the written statement of the complaint(s), reports, or deficiencies, the faculty member shall have seven calendar days to respond in writing to the matters being investigated. The investigating administrator shall seek appropriate faculty counsel during the process of conducting the inquiry and in considering appropriate sanctions. The investigating administrator shall provide the faculty member with written notice of any sanction(s) to be imposed. The written notice of sanction(s) should describe corrective actions on the part of the faculty member which could lead to removal of the

sanction(s) and a statement of procedures for appeal, review, modification and removal of the sanction(s).

**1.12.3.2 Appeal of Sanctions.** Upon receipt of the notice from the investigating administrator informing the faculty member of the intended imposition of sanction(s), the faculty member shall have seven calendar days during which to file a written appeal of the decision with the EVPAA. Appropriate bases for appeal are:

- (a) lack of reasonable cause for the sanction;
- (b) substantial failure to follow proper procedures for imposing sanctions; and
- (c) inappropriateness of the sanction(s) imposed.

The appeal should clearly state the basis for the appeal, the relief sought and include all the information the faculty member believes is pertinent to the appeal. If the EVPAA finds that there is an insufficient statement of the basis for the appeal, he/she shall inform the faculty member and his or her unit administrator that the appeal has been denied and provide instructions for the implementation of the sanction. If the EVPAA finds there is a sufficient statement of the basis for the appeal, he/she will designate himself/herself or another senior supervisory academic administrator to serve as an appeal review administrator whose responsibility it shall be to thoroughly review the matter and make a final recommendation regarding the sanction. The appeal review administrator shall use his or her best judgment to determine whether the sanction should be sustained, modified or completely removed. Pending completion of an authorized appeal, a sanction shall not be enforced but the EVPAA may relieve the faculty member of all or part of his or her duties if such is deemed essential to the protection of the University or its components (see Section 1.11). Relieving a faculty member of his or her duties during an authorized appeal shall be without any reduction in pay or other benefits. Prior to reaching a final decision on the appeal, the administrator reviewing it should attempt to confer with the investigating administrator, the faculty group that provided counsel, and the faculty member who filed the appeal. He/She may make additional investigation to determine and clarify facts related to the case and may seek additional faculty counsel from the Faculty Committee of the Faculty Council. Normally the appeal review administrator will complete the review and reach his or her decision within fourteen calendar days of his or her appointment as the review administrator. He/She shall communicate his or her recommendation to the EVPAA who shall inform the faculty member and his or her unit administrator of the final decision and provide instructions for its implementation. Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix Section E do not apply to formal administrative sanction actions unless because of unusual circumstances the EVPAA (or the President will select an individual to perform this function if the sanction was initiated by the EVPAA) finds it would be in the best interest of the University to provide extraordinary administrative due process.

**1.12.3.3 Application for Transfer of Sanction Records (Tenured Faculty Only).** Records of sanction actions shall be retained in the faculty member's active personnel files unless transfer of such records is authorized. Tenured faculty members may request that references to a sanction action be transferred from active personnel files to an inactive, privileged-access file to be sealed and retained by the Office of EVPAA and used only in event of dismissal proceedings. Action on such an application is discretionary with the unit administrator. If requested, the appropriate dean or EVPAA may be involved in the decision for transfer of files.

**1.12.4** Dismissals are permanent terminations for disciplinary reasons by the University (See Section 1.13.2).

**1.13 Termination of Appointments.** Terminations are revocations of tenured appointments or nontenured appointments before the end of the appointment period. Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. Terminations may be effected by the University only for reasonable cause. In cases in which a faculty member is being terminated for cause, the University recognizes those general fairness principles expressed by the American Association of University Professors provided the same are consistent with this policy statement.

There shall be substantial compliance with the procedural standards stated in this policy statement. The President is authorized to decide procedural questions on uncertain points. The President should refer to published statements developed by the American Association of University Professors<sup>10</sup> as well as consulting with the Office of Legal Counsel of the Board of Regents.

**1.13.1 Medical Disability.** When a faculty member cannot continue to carry out assigned duties in a satisfactory manner because of medically related disabilities, he/she shall normally apply for long-term salary continuation under the University's disability program (see separate Disability Policy). If a medically disabled faculty member is not eligible for long-term disability benefits or refuses or does not act after being requested in writing to apply for long-term salary continuation under the University's disability program, termination for apparent medical reasons may be recommended.

Termination for apparent medical reasons must be based on convincing evidence that the faculty member cannot reasonably be trusted to complete assigned duties in a satisfactory manner. Formal recommendations of termination for medical reasons shall be initiated by the unit administrator or

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<sup>10</sup>The relevant principles of the American Association of University Professors are stated in the following documents included in the AAUP Policy Documents and Reports, 1984 edition.

"Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," pages 3-9.

"Statement of Procedural Standards in Faculty Dismissal Proceedings," pages 10-13.

"Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments," pages 14-20.

"On Institutional Problems Resulting from Financial Exigency: Some Operating Guidelines," pages 113-114.

"1982 Recommended Institutional Regulations on Academic Freedom and Tenure," pages 21-30.

other senior supervisory academic administrators only after receiving appropriate faculty counsel. A termination for apparent medical reasons shall normally be recommended only after there has been appropriate consultation with available medical experts and after the faculty member concerned, or someone representing the faculty member if identified and properly authorized to act for the faculty member, has been informed of the basis for the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the assertions and the evidence. If the faculty member or authorized representative so requests, the evidence will be reviewed by a Termination Hearing Committee (see Section 1.14 and Appendix Section C) before a recommendation for termination is made by the President to the governing Board of Regents. Provided the Board finds such recommendation is based upon sufficient evidence, ordinarily to be disclosed in executive session, the recommendation may be approved by the Board in open session and authorization given to the administration to execute the termination.

**1.13.2 Dismissals.**

**1.13.2.1** Dismissals are permanent terminations for disciplinary reasons by the University. Such action is the most severe form of discipline and is to be recommended only when other disciplinary action is administratively judged unlikely to:

- (a) restore the fitness of faculty members to perform their professional responsibilities; or
- (b) adequately protect the University or its components from serious harm.

Dismissal or threat of dismissal shall not be used to restrain faculty members in their legitimate exercise of academic freedom.

**1.13.2.2 Grounds for Dismissal.** Dismissals must be based upon reasonable cause related to either a serious lack of satisfactory performance or the lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissals may be recommended when one or more responsible administrators judge such action to be appropriate and necessary, and may be approved by the governing Board of Regents (provided the President forwards such recommendation to the Board of Regents). Dismissal proceedings may be initiated for reasons such as:

- (a) incompetence in performing or in meeting appropriately assigned responsibilities;
- (b) neglect of duty as indicated by failure or continued failure to sufficiently perform in accordance with applicable terms and conditions of employment, which includes the standards or requirements described or referenced in this policy statement and

in other approved procedures or policies of Oklahoma State University or its Board of Regents;

- (c) serious and apparently intentional misuse of University property and resources;
- (d) academic dishonesty;
- (e) acts of moral turpitude;
- (f) deliberate and grave violation of the rights or freedoms of fellow faculty members, administrators, or students;
- (g) willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the University or advising, or procuring, or actively encouraging others to do so; or
- (h) other improper conduct which is seriously injurious to the best interests of the University or its components.

**1.13.2.3 Dismissal Procedures.** Procedures to be followed in cases of dismissal are presented in Appendix Section C.

**1.13.3 Termination under Financial Exigency.** Termination of appointment may be based on genuine financial exigency. Policies and procedures to be used during a state of financial exigency are set forth in Appendix Section D.

**1.13.4 Terminations Associated with Department or Program Discontinuance Not Mandated by Financial Exigency.** At any time a program is discontinued, adequate safeguards for faculty members shall be provided. Early and meaningful faculty involvement in decisions regarding program discontinuance shall be provided. Rights under academic tenure shall be protected in a manner consistent with the provisions of this policy statement. Every equitable effort shall be made to assist each faculty member to relocate to a suitable professional position within the University. In such relocation other employees will not be displaced. Reassignments should occur over an equitable period of time and adequate notice and retraining for another position should be provided when feasible. Nontenured faculty members on temporary or probationary appointments should be given at least the notice that is specified in Section 1.13.5. If at all feasible, the individuals involved should be given even more liberal notice. Faculty members on temporary or probationary appointments who have been given such notice of termination shall be permitted to resign with notice to the University less than that specified in Section 1.10 unless serious disruption of programs would result and no short-term substitution is feasible. The dean and/or EVPAA shall offer to send letters of explanation and vitae on behalf of such persons to other institutions to assist in efforts to find them suitable positions elsewhere.

Following the procedures specified below, a good-faith offer of the most suitable, available assignment within the University shall be made to the



maximum extent possible to all qualified, tenured faculty members involved in a program discontinuance. Faculty members affected by the program discontinuance shall be involved as fully as possible in the making of decisions that affect their units. Special consideration shall be given to provide ample notice of changes; in most cases, at least six months notice shall be provided before any faculty member is reassigned. Persons to be reassigned may be offered special leave for study to upgrade their expertise or change their specialties as they and the EVPAA may mutually see fit after advice from the interested dean(s). If such study will not be at Oklahoma State University, the EVPAA should recommend funds to meet the approved travel and tuition expenses elsewhere if sufficient funds are available.

Before any decision becomes final, those whose life's work stands to be adversely affected shall have the right to administrative due process under provisions of this policy statement. If faculty members do not wish to accept the provision of the reassignment, they may submit a petition for resolution of dispute as specified in Section 2.0.

Termination of appointments of tenured faculty members associated with the discontinuance of programs shall be recommended only after the procedures described above have failed to produce reassignment provisions which should be reasonably acceptable to the affected faculty members. If the faculty member so requests, the proposed termination shall be reviewed by a termination hearing committee (see Section 1.14) before a recommendation for termination is made by the President to the Board of Regents. When a recommendation to terminate is to be made to the Board of Regents, the recommendations of this committee shall be forwarded with the recommendation of the President. If terminated in association with program discontinuance, the faculty member should be given appropriate notice or paid severance salary (see Section 1.13.5).

**1.13.5 Terminal Notice or Salary.**

- (a) If an appointment is terminated for departmental or program discontinuances or institutional financial exigency the faculty member shall receive notice or salary in accordance with the following schedule:
  - (i) at least three months, for faculty on temporary appointment;
  - (ii) at least three months, for probationary instructors in their first year of academic service at Oklahoma State University; or
  - (iii) at least twelve months for all other faculty.
- (b) In terminations for other causes, salary shall not continue for more than one month after the termination becomes effective unless special recommendations to this effect are made by the hearing committee or the President and approved by the Board of Regents. On the recommendation of the faculty hearing

committee or the President, the Board of Regents, in determining what, if any, payments will be made beyond the effective date of termination, may take into account the length and quality of service of the faculty member in addition to the reasons and circumstances pertaining to the termination.

**1.14 Termination Hearing Board.**

**1.14.1 Membership.** The termination hearing board is a standing group consisting of not less than eighteen members, a third of whom shall be designated each year for a three-year term by the Faculty Council from among full-time faculty members whose duties are primarily nonadministrative. Board members shall be eligible for re-designation. Terms of service shall begin September 1 and end August 31 except that, if a hearing is in progress at the time, any retiring member of the board who is on the hearing committee shall be continued on the committee until the case in progress is closed. Board members will attend orientation and training programs provided by the Office of the EVPAA before beginning service on a hearing committee.

**1.14.2 Formation of a Termination Hearing Committee.** Upon receipt of notice that a formally recommended termination for causes other than financial exigency will be contested, the chairperson of the Faculty Council will conduct the formulation of a hearing committee. The hearing committee will be composed of five voting persons: four selected by lot from the termination hearing board and one appointed by the EVPAA. The EVPAA's appointee shall not be a dean of a college, shall have faculty rank and substantial experience performing administrative duties, and shall have attended the orientation and training provided board members. Members deeming themselves disqualified for bias shall remove themselves from the case and a replacement shall be selected. Normally a board member shall not serve on two hearing committees at the same time. Each hearing committee shall select its own chairperson from among the members selected from the termination hearing board. In the formation of a termination hearing committee the prospective members will be subject to challenges for cause by either side, and a maximum of two peremptory challenges may be used by each side. The chairperson of the Faculty Council shall exercise reasonable judgment in ruling on the validity of challenges for cause.

**1.14.3 Duties of Membership.** Once appointed, each member shall respect the integrity of the process of the hearing committee and will endeavor in good faith to carry out the neutral inquiry and reporting roles created for the hearing committee. Members shall give sufficient attention to the presentation of information so that both sides to the termination recommendation are accorded a fair opportunity to develop and express their positions under the procedures established for the University (see Appendix Section C, provisions 5 and 6).

**1.14.4 Integrity of Process.** Any decision to consider termination inquiries, proceedings by the hearing committee, the formulation of recommendations and reports, etc., by the hearing committee, and the consideration given by

responsible administrators pertaining to any possible decision to recommend the termination of employment of a faculty member should operate solely on the basis of merit pertaining to the facts and circumstances of each individual case. Except as provided herein, members of the faculty who are not the subject of a specific termination consideration shall not directly nor indirectly interfere with nor attempt to persuade or influence any person in a position to decide or participate in a decision as to:

- (a) whether termination proceedings should be initiated;
- (b) considerations of any organized hearing committee;
- (c) the recommendation(s) or report(s) which might be prepared by any hearing committee related to a termination proceeding; or
- (d) the decision(s) which responsible administrators might develop pertaining to termination considerations.

**1.15 Financial Exigency.** Appendix Section D sets forth policy and general procedures for use by the University administration in the event of a formally declared state of financial exigency.

**2.0 DISPUTE RESOLUTION POLICY.<sup>11</sup>**

**2.1 Policy Statement.** It is the policy of Oklahoma State University that all full-time and part-time members of the University faculty, including those holding temporary appointments, may in the genuine exercise of good faith, petition for review of certain personal employment concerns defined in this document. University resources may be expended for examination of qualified concerns.

Persons holding a joint appointment (i.e., faculty and staff or administration combination) shall use the dispute resolution procedure germane to the nature of the dispute, e.g., if the dispute is relevant to one's work assignment as a member of the faculty, the faculty dispute resolution procedure shall be utilized.

**2.2 Definition.** A qualified employment dispute under this policy statement is a faculty member's timely written objection to matters related to particular working conditions, but normally excluding suspensions, corrective sanctions, terminations, and actions taken as a result of financial exigency.

**2.3 Grounds for Dispute.** A "petition for resolution of dispute" may be filed after informal consultation with appropriate administrators has failed to resolve material issues concerning implementation of basic terms and conditions of employment or any of the following:

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<sup>11</sup>As an historical reference, Dispute Resolution Policy was in previous "Appendix D" policies called Grievance Procedures.

- (a) disregard on the part of the unit administrator or other member(s) of the administration of complaints relating to the basic terms and conditions of the appointment;
- (b) a pattern of unfair compensation discrimination over a prolonged period of time (two years or more);
- (c) denial of promotion without adequate consideration;
- (d) denial of leave without adequate consideration;
  
- (e) denial of reappointment without adequate consideration;<sup>12</sup>
- (f) unreasonable work load or physical working conditions;
- (g) unreasonable denial of access to University resources necessary for the faculty member's compliance with the basic terms and conditions of the appointment;
- (h) illegal discrimination including sexual harassment;
- (i) unacceptable reassignment growing directly out of actions specified in Section 1.13.4;
- (j) basic changes in assignment or conditions of employment if unrelated to corrective sanctions or health leave; and
- (k) other matters which the EVPAA authorizes.

**2.4 Formal Dispute Resolution Procedures.** Faculty members who believe they have a qualified employment dispute that warrants filing a petition will be expected to have already thoroughly discussed their complaint with their unit administrator, dean, and other appropriate administrators. Policies and procedures for resolution of disputes are set forth in the Appendix Section E.

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<sup>12</sup>Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or nonrenewal of faculty appointments to the extent that they are in consonance with the procedures stated herein. Insofar as the affected faculty member asserts in writing that the decision against renewal by the appropriate administrator was based on inadequate consideration, the functions of the dispute resolution committee which reviews the faculty member's assertion should be the following: (a) to determine whether the decision of the appropriate faculty body and the decisions of the appropriate administrators were the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the review committee should not substitute its judgment on the merits for that of the academic department; (b) to request reconsideration by the faculty bodies and/or administrators when the committee believes that adequate consideration was not given to the faculty member's qualifications (in such instances, the committee should indicate the respects in which it believes the consideration may have been inadequate).

**3.0 FACULTY LEAVES.**

**3.1 Health Leave.** The faculty and administration of Oklahoma State University are committed to providing quality educational experiences to the students who attend the University. It is recognized that faculty members will occasionally be unable to perform regular duties due to personal illness, disability, maternity, paternity, or illness in their immediate families. These situations are hereinafter referred to as qualified conditions. The faculty members or someone representing them is responsible for notifying the unit administrator of qualified conditions affecting their work commitment. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, Oklahoma State University has instituted a flexible health leave policy.

**3.2 Sabbatical Leaves.** Sabbatical leave is recognized as one of the important methods by which a university is able to maintain up-to-date, highly qualified faculty. The administration and faculty should endeavor to make effective use of sabbatical leaves to this end. Preferably such study and/or involvement should take place in an off-campus setting. Upon recommendation of the President and approval by the Board of Regents, the University may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The University faculty member is entitled to apply for sabbatical leave of absence from regularly scheduled duties for the purpose of improving professional competence and effectiveness of service to the University. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at reduced salary or a maximum leave of one-half year (6 months) at full salary. Under exceptional circumstances clearly warranting such action, a sabbatical leave may be broken into segments separated by periods of regular duty. While on leave, medical and life insurance benefits and contributions to TIAA/CREF are not reduced; other employee retirement system contributions will vary according to salary or compensation actually paid. Faculty members on or returning from sabbatical leaves will participate in raise programs according to departmental criteria and shall not be penalized for being on sabbatical leave during the evaluation period.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, college, or University. Requests for sabbatical leave shall be submitted to the EVPAA through the appropriate unit administrator and dean.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. Acceptance by the faculty member of sabbatical leave entails an obligation to serve the University for one subsequent year, or refund to the University the salary benefit earned while on leave. A faculty member on sabbatical leave may accept a fellowship,

personal grant-in-aid, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.

- 3.3 Leaves of Absence Without Pay.** Upon recommendation of the President and approval by the Board of Regents, a faculty member may be granted a leave of absence without pay for such period of time and conditions as stipulated. This is subject to applicable policies on participation in partisan political campaigns as well.

A leave of absence without pay shall normally not exceed one year in duration. Any extension beyond that time would be considered rare and exceptional.

A request for leave without pay should be made as early as possible, preferably at least six months in advance.

## **Appendix Section A**

### **Statement on Professional Ethics**

The following statement was drafted by the American Association of University Professors and has been edited by the University to make it gender neutral.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.
3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
4. As a member of their institution, professors seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As a member of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as a private person they avoid creating the impression that they speak or act for their college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **Appendix Section B**

### **Academic Freedom**

A University-edited version of the 1940 Statement of Principles as drafted by the Association of American Colleges and the American Association of University Professors follows:

1. All faculty members (teaching, research and extension) are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and relevant legal requirements; but research funded by agencies external to the University should be based upon an understanding with the authorities of the institution.
2. All faculty members are entitled to freedom in the classroom in discussing the subject of the course, but they should be careful not to introduce into their teaching either controversial matter that has no relation to the subject or actions that violate the rights of students.
3. University faculty members are citizens, members of learned professions, and academic officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.



## Appendix Section C

### General Termination Procedures

- 1. Initiation.** Termination of a faculty member shall be officially recommended only after an investigation has been conducted by an appropriately designated responsible administrative officer and appropriate faculty counsel has been received. The University recognizes the seriousness of such situations and, therefore, reserves for its administrative officers and faculty committees the prerogative to be assisted by the Board of Regents Office of Legal Counsel throughout the decisional process including any formal hearing. Groundless threats to terminate or demands to resign as an alternative to termination should not be made by the unit administrator or other official of the University.

Any person who has substantial concern that a faculty member could be subject to termination under Section 1.13.1 or termination under Section 1.13.4 or dismissal on the grounds stated in Section 1.13.2.2 may present those concerns, substantiating evidence, and related information to the EVPAA<sup>13</sup> for evaluation and possible action. Although not mandatory, it is preferable that this communication be presented in writing and signed by the person submitting it. Following receipt of such communication, the EVPAA may seek to obtain additional relevant information from other sources in evaluating same, and shall make a judgment as to whether further inquiry is appropriate.

Should the EVPAA be inclined not to initiate an inquiry, the President shall be so informed. The President having received and reviewed all available, relevant evidence shall consider the complaint and make a judgment as to whether it is in the best interest of the University to initiate an inquiry.

If an inquiry is to be conducted, the EVPAA shall designate, with the approval of the President of the University, an academic administrator (referred to as the investigating official) to serve as the administrator responsible for conducting an initial investigation to develop facts for evaluation and possible action. This effort should include interviewing the affected faculty member, examining other witnesses and evidence, seeking appropriate faculty counsel, and preparing reasoned recommendations for action. Normally the unit administrator of the affected faculty member shall be designated as the investigating official, but when that is not practical or appropriate, the EVPAA or a dean or associate dean may be so designated.

The EVPAA shall provide the investigating official with all of the written information and notes of oral statements which had been submitted with or were made in relation to the initial communication of concerns. The investigating official may request legal assistance for conducting the investigation from the Board of Regents Office of Legal Counsel. The investigating official may meet with the person(s) who communicated the original concerns and others to seek clarification and documentation. The investigating official should thereafter determine individuals to interview and evidence to examine. The investigating official should meet with the affected faculty member in personal conference to explore relevant issues. In this conference, the faculty member shall be told of the reasons that the investigation is being conducted and the actions that are being considered. The faculty member shall be provided a copy of the published procedures

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<sup>13</sup>If the EVPAA is unavailable, the President may designate another senior supervisory academic administrator to act for the EVPAA.

which are followed in decisions to terminate. If a personal conference cannot be arranged, the investigating official will deliver to the affected faculty member in person or by mail to a current office or residential address a written explanation of the purpose of the investigation, the factual issues for resolution, a request for response from the faculty member within five working days, and a copy of the published termination procedures. The investigating official shall prepare a confidential written report of the conference, if conducted, and it shall be provided to the affected faculty member and related academic supervisors within five working days.

Following receipt of the investigating official's report of the initial conference, or letter of notification (no conference conducted), the faculty member shall have a fixed period of at least five working days to propose a suitable disposition to resolve concerns or present reasons that termination or other action(s) is unnecessary or unwarranted. Following receipt of the faculty member's written response, the investigating official may make a confidential interim report to the EVPAA with interim recommendations which, if approved by the President, may resolve the current concerns. However, if a fully approved disposition is not achieved with this stage, appropriate departmental faculty counsel shall be sought (see Section 1.2).

The appropriate departmental faculty body should meet jointly with the investigating official and affected faculty member to discuss the reasons that termination is being considered. Following this meeting, the faculty body may make inquiry of its own and deliberate in the absence of both the investigating official and the affected faculty member. It shall prepare a written, non-binding evaluation of facts known to it and a reasoned recommendation, normally within ten working days, for the investigating official. A copy of this advisory report shall be sent to the affected faculty member.

- 2. Initial Administrative Review.** After the initial investigation has been conducted and appropriate written faculty counsel at the departmental level has been received, the affected faculty member's unit administrator, dean, and the EVPAA shall meet to review all the information which has been collected. If the unit administrator, dean, or EVPAA is the faculty member being investigated, he/she shall not serve as part of this administrative review team. The investigating official shall provide the members of the review team with all information that has been introduced into the case including that provided by those requesting the investigation, any provided by the affected faculty member or others, documentary evidence, and the advisory report of the appropriate faculty counsel. In the review, the team may confer with the affected faculty member as well as others it may deem appropriate.

Following the review, the EVPAA shall make a preliminary judgment whether there is reasonable and sufficient cause for termination and whether it would be in the best interest of the University to continue with the termination procedure. Should the EVPAA find no reasonable and sufficient cause to recommend termination, the President shall be so informed. The President shall make a judgment whether reasonable and sufficient cause exists for further evaluation and whether it would be in the best interest of the University to continue with the termination procedure. If in the judgment of the President reasonable and sufficient cause has not been established for further examination, or if it is judged not to be in the best interest of the University to continue with the termination procedure, the affected faculty member will be notified in writing by the EVPAA that it is not the current intention of his or her office to make a

recommendation of termination. If the final decision is that termination is not appropriate but that other action is warranted, the matter shall be referred to an appropriate academic supervisory administrator for consideration and action. If the President finds there is reasonable and sufficient cause to continue an examination of the case, the President shall notify the EVPAA to implement the procedural steps as provided in the following paragraphs. If in the judgment of the EVPAA or the President, reasonable and sufficient cause for termination appears to have been established and he/she believes that it is in the best interest of the University to continue with the termination procedure, the EVPAA will notify the chairperson of the Faculty Council and the affected faculty member that the case will be explored further by an informal review committee composed of three past chairpersons of the Faculty Council before any hearings are conducted.

- 3. Consideration by Informal Review Committee.** The EVPAA shall request the chairperson of the Faculty Council to appoint the informal review committee. The committee shall conduct an informal inquiry into the grounds for termination and shall prepare a written, nonbinding evaluation of facts known to it and a reasoned recommendation to the EVPAA within ten working days after appointment. In its inquiry the committee shall analyze whether the contemplated termination has been appropriately initiated. It shall recommend whether formal termination proceedings should be undertaken or whether actions other than termination are likely to restore the fitness or suitability of the faculty member to discharge normal professional responsibilities, and whether actions other than termination are likely to serve the best interests of the institution as well as those of the general public. The committee shall send a copy of the advisory report to the unit administrator, dean, EVPAA, and the faculty member.
- 4. Formal Recommendation by the EVPAA.** If, after reviewing the informal review committee's advisory report, the EVPAA decides to authorize commencement of formal termination action the EVPAA shall designate an experienced academic administrator to conduct the procedural actions required. This administrator shall be referred to in these proceedings as the "standards officer."

The standards officer shall provide written notice to the faculty member, the unit administrator, the dean, the EVPAA, the President, and the chairperson of the Faculty Council that a recommendation for termination is to be formally presented. In the notice the standards officer shall specify the grounds for termination and the recommended date of termination. The notice to the faculty member shall be sent by certified mail or by witnessed hand delivery. It shall inform the faculty member of the provisions for formal review of the recommendation and that he/she must provide to the standards officer within fifteen working days of the receipt of the notice a written statement declaring whether the termination recommendation will be disputed. The notice to the affected faculty member will inform him/her that he/she will be immediately relieved of all academic duties but will not experience a reduction in pay or other benefits pending a recommendation by the termination hearing committee and the President and a final decision by the governing Board of Regents.<sup>14</sup> If the faculty member chooses to dispute the standards officer's recommendation, the faculty member shall notify the standards officer, unit administrator, dean, EVPAA, President, and chairperson of the Faculty Council.

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<sup>14</sup>See Section 1.11, Suspensions.

- 5. Consideration by Termination Hearing Committee.**<sup>15</sup> Upon receipt of notice that a formally recommended termination will be disputed, the chairperson of the Faculty Council shall provide the principal parties (the faculty member and the standards officer) with a list of the individuals initially chosen to serve as members of the termination hearing committee. The chairperson of the Faculty Council shall also provide the members of the committee with a copy of the notice of the recommended termination which has been disputed.

The University shall provide appropriate facilities, assistance, equipment and support to the committee and shall assist the committee in obtaining the cooperation of witnesses and making available documentary and other evidence. The personnel records of the affected faculty member shall be accessible to the parties, the committee, and review authorities and their representatives.

The termination hearing committee shall begin the hearing within thirty calendar days, but no sooner than twenty calendar days, after the standards officer's notice of intent to recommend termination was delivered to the affected faculty member. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a full hearing, but denies the charges against him/her or asserts that the charges do not support a finding of reasonable cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the accumulated record of the matter and its reasonable inferences. The hearing committee shall hold a joint prehearing meeting(s) with the parties in order to: (a) simplify the issues, (b) effect stipulations of undisputed material facts or witness statements, (c) provide for the exchange of documentary evidence or other information, (d) exercise peremptory challenges and question prospective committee members to determine if disqualifying bias exists, and (e) achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

- 6. Hearing Procedures.** The following procedures and guidelines should be followed during the hearing:
- (a) The standards officer will establish the history of the appointment and that there is reasonable cause to terminate the appointment based on a quality of proof that is clear and convincing.
  - (b) In all presentations of evidence, the standards officer presents his or her case first, with the faculty member following.
  - (c) The parties shall be permitted to utilize licensed legal counsel who shall be allowed to participate in all appropriate portions of the hearings (including prehearings), even including presentation of the faculty member's case to the committee. The committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel.
  - (d) The hearing shall be attended only by those individuals having an official connection with the proceedings as determined by the President after consultation with the chair of the committee. Other individuals will be excluded from the hearing room.

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<sup>15</sup>See Section 1.14, Termination Hearing Board.

- (e) Two confidential tape recordings of the hearing shall be made by a recorder designated for the proceedings by the chairperson of the committee and will be accessible to the principal parties involved, the committee, the President, the governing Board of Regents, and authorized representatives on a "need to know" basis.

Either party to the hearing may request that the committee endeavor to provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. The second party may obtain a duplicate copy by paying the current fees for copying.

- (f) A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.
- (g) Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.
- (h) The termination hearing committee, through its chairperson, shall require from the parties involved that they submit to the committee and exchange with the other party within 72 hours of the conclusion of the prehearing meeting(s):
  - (i) a list of witnesses whom they wish to present;
  - (ii) a written exposition of all known relevant facts and/or opinions, as well as circumstantial evidence; and
  - (iii) documents which they deem pertinent to the case. In cooperation with the chair of the committee the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible. Both parties shall be permitted during the course of the hearing(s) to introduce additional documents and present witnesses not on their original lists, subject to reasonable notice to the other party and the consent of the committee.
- (i) After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the hearing committee. The committee may call new witnesses whose testimony it deems relevant or helpful as well as request documents not otherwise introduced by either of the parties.
- (j) All evidence and other information pertaining to the termination hearing shall be treated in a confidential manner, except for reporting authorized by this policy statement.
- (k) Only information relevant to the termination action should be admitted into evidence. For the purpose of the hearing committee, questions of relevance shall be decided by the chairperson (subject to later review as provided or referenced herein). Physical evidence and testimony that is excluded from evidence shall be appropriately described by the offering party and appended to the hearing report for review.

- (l) The hearing committee shall grant adjournments to enable either party to investigate evidence against which a valid claim of surprise is made.
  - (m) The faculty member and the standards officer shall normally have the right to confront and cross-examine all witnesses at the hearing. When the prospective witnesses cannot or will not appear, but the committee determines that the interests of fairness require formal admission of their statements, the committee shall identify the witnesses, disclose their statements, and if reasonably possible arrange for answers to proposed interrogatories from such witnesses.
  - (n) In the hearing of any allegations concerning incompetence, the evidence in support thereof shall include that of qualified faculty members from Oklahoma State University and/or other institutions of higher education.
  - (o) The hearing committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.
  - (p) The committee reports findings of fact and its recommendations shall be based solely on formally admitted evidence contained in the hearing record and reasonable inferences drawn therefrom. Members of the committee shall not converse with nor listen to any person outside the formally convened hearing committee pertaining to the facts, circumstances, or the subject person(s) related to the purpose(s) for which such hearing committee has been appointed or organized.
  - (q) Neither the participants nor their representatives should cause publicity or public statements about the case, except for such simple announcements as may be required covering the time of the hearing and similar matters.
7. **Committee Report.** The report of the committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:
- (a) a statement of the purpose of the hearing;
  - (b) issues considered;
  - (c) findings of fact; and
  - (d) advisory recommendations.

The hearing committee shall conclude whether reasonable cause for termination has been sufficiently established by clear and convincing evidence in the record, and it shall so report to the President. If the hearing committee concludes that reasonable cause for termination has been established, but that an action other than termination should be considered, it shall so recommend, with supporting reasons. The hearing committee shall make its confidential report to the President of the University with complete copies to the principal parties, their representatives, and related administrators. Said report shall also include all information barred from admission into evidence by the chairperson of the hearing committee. The chairperson of the hearing committee shall inform the chairperson of the Faculty Council that the report of the hearing committee has been submitted to the President.

The affected faculty member and the standards officer shall each have five working days

from the date the report is submitted to the President within which to present in writing any specific objections for consideration regarding the content of the report or the adequacy of the processes used by the committee in arriving at its advisory conclusions. The committee shall make available to the President the taped record of the hearing for discretionary reference.

- 8. Review and Recommendation by the President.** The President shall exercise reasonable care in reviewing the report of the hearing committee. If the President is unable to concur in the findings or recommendations of the committee, the report shall be returned to the committee with specific concerns stated in writing. The committee will then reconsider, taking into account the stated concerns and, if necessary, review any new evidence or other matters with the parties, if practical. The final report of the committee shall be sent to the President and principal parties, with complete copies to their representatives and related administrators.

The written decision of the President shall be sent to the chairperson of the Faculty Council, the chairperson of the termination hearing committee, and the principal parties, with copies to their representatives and related administrators. If the decision of the President is to recommend termination to the governing Board of Regents, the President shall inform the affected faculty member of the Board of Regents' published procedures for appeals to it. The President may submit a formal recommendation for termination to the Board of Regents no sooner than ten working days after the affected faculty member has been sent notice by the President that a recommendation for termination is to be made. A recommendation for termination to the Board of Regents shall include the full final report of the hearing committee and any other related allied papers, reports, or recommendations as the President may deem appropriate. At any point in the procedure, prior to the time that the recommendation is formally considered by the Board of Regents, the affected faculty member may withdraw the challenge to the dismissal recommendation.

- 9. Review and Action by the Board of Regents.** If the governing body chooses to review the case or if the faculty member appeals the President's decision, the review should be conducted according to the published procedure which provides an opportunity for argument, oral or written or both, by the principal parties or their representatives. The Board of Regents has established procedures for perfecting an appeal to the Board and the conduct of the appeal. A copy of the procedures are available on request from the Office of Legal Counsel at the Board's Office located in the Student Union, Oklahoma State University. The appeal must be initiated by the filing of a petition by registered mail with the Board's Chief Executive Officer at the Board's office in the Student Union, Oklahoma State University, within fourteen regular calendar days of the President's decision.

- 10. Announcements.** Except for such simple announcements as may be required, public statements about the proposed termination action by either the faculty member, standards officer, affected administrators, or other institutional personnel should be avoided until the proceedings have been completed. An announcement of the results of the completed proceedings shall be provided to the Chairperson of the Faculty Council who may share such information with the Faculty Council and it may be published in the minutes of the Faculty Council.

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## Appendix Section D

### Financial Exigency Policies and Procedures

- 1. Rationale.** Financial exigency is defined as a state of financial crisis which affects the University as a whole, to the extent that it may become necessary to terminate tenured appointments or other appointments prior to their normal expiration, and a state in which the survival of programs deemed essential to the mission of the University is in doubt. In the event of financial exigency, it will be necessary for the University to examine its mission closely in order to determine those programs which are considered essential for maintaining a viable University. Considerations for retaining programs shall include compliance with affirmative action requirements, maintenance of academic excellence, and adherence to administrative due process and compensation and benefit program policies.

In the state of financial exigency, programs may be discontinued or allocated reduced resources. Comprehensive study will be used to determine how required reductions are to be accomplished, including termination of appointments of faculty members, administrative and professional personnel, classified staff, and others as well as maintenance and operations funding.

Because the faculty shares responsibility for educational programs and curriculum, appropriate faculty committees shall be established to provide timely advice on educational planning, budgeting, and allocation of resources.

The termination of tenured appointments or other appointments before the end of their terms is a painful and difficult matter. It affects not only those whose appointments are to be terminated, but everyone in the University. Any termination of faculty services must be done fairly and humanely and in accordance with the administrative due process defined in this policy statement. In a state of financial exigency, when reductions have to be made across the University, every equitable effort shall be made to reorient and reassign tenured faculty within the University so that as few as possible will be adversely affected. This does not imply any duty to artificially create employment for the displaced faculty. Special efforts also shall be made to assist nontenured faculty.

By granting tenure, the University has given recognition to the current and potential contributions of a faculty member to Oklahoma State University. In most cases, a tenured faculty member will have given numerous years of productive and faithful service to the University. Giving preferred status to tenured faculty during a state of financial exigency, therefore, is not merely providing protection of an individual's rights under academic tenure, it is practicing humaneness and responsible action within the University by those charged with its administration.

- 2. Adjusting to the Condition of Financial Exigency.** The Faculty Council Budget Committee is the appropriate group to be informed and to be involved with the President and appropriate administrative counsel in monitoring the financial condition of the University. In the event of imminent financial exigency as determined by the University administration with the advice and counsel of the Faculty Council Budget Committee and verified by the Faculty Council as a whole, the President of Oklahoma State University will announce to all University personnel



that a state of financial exigency exists.

- 2.1 Faculty Participation.** The faculty, through its elected representative body--the Faculty Council--will be involved in reviewing and recommending adjustments to financial exigency.

Such involvement shall include participation in the decision-making process by both tenured and nontenured faculty as well as administrative and professional personnel and classified staff at the department, school, college, and institutional levels as provided for by the task force and committees described in the following sections.

- 2.1.1 University Task Force on Financial Exigency.** After announcing that a state of financial exigency exists at Oklahoma State University, the President will activate a University task force on financial exigency which will serve as an advisory body to the President. This task force will consist of the officers of the Faculty Council (chairperson, vice-chairperson, and secretary), chairpersons of the Faculty Council's budget, faculty, and academic standards committees, chairperson of the Staff Advisory Council, Vice President for Business and External Relations, two college deans selected by the President, two unit administrators selected by the President, the president of the Student Government Association, and the president of the Graduate Student Council with the EVPAA serving as chairperson of the task force. Within a time limit specified by the President of the University, members of the task force will give priority above all other assignments to making recommendations to the President for adjustments to overcome the crisis situation. In the event that the task force is not prompt in meeting the assigned time limit, the President may develop an alternate plan of action to adopt and employ.

The University Task Force on Financial Exigency will be actively involved in determining the extent of the crisis and in the planning of response relative to reorientation, reorganization, and realignments necessary for returning the University to a stable financial state.

- 2.1.2 Academic Committees on Financial Exigency.** Each college and the library shall establish its own committee on financial exigency.

The library committee and each college committee on financial exigency should be composed primarily of faculty and staff representatives elected by their colleagues, and shall include its representative to the Faculty Council. The responsibilities of these committees shall include assessing the financial situation within their respective colleges and the library for alternative solutions to the problem within their respective units. The deans of the colleges (or librarian) shall chair these committees. The dean or librarian shall forward the college report to the University task force within a time limit specified by the President of the University.

- 2.1.3 Non-Academic Committees on Financial Exigency.** As directed by the President, the non-academic divisions of the University (athletics, physical plant, student services, central administrative services) shall also establish their own committees on financial exigency. The responsibility of these committees shall include assessing the financial situation within their respective areas for alternative solutions to problems associated with financial exigency. The President shall designate a chair

for each committee who shall report to the University task force within a time limit specified by the President.

- 2.2 Guidelines for Adjustments.** The University Task Force on Financial Exigency shall review studies of the University's financial obligations and its existing and potential financial resources. This information will be for the use of the President to determine the extent of financial stress within the University and will provide a basis for recommending actions required to overcome the crisis condition. An effort shall be made to elicit ideas and suggestions from the general faculty relative to the action to be taken.
- 2.2.1 Reductions of Administrative and Other Support Services.** Curtailment and/or consolidation of administrative and other supportive services shall receive serious consideration and, generally, should precede dismissal of tenured faculty actively engaged in teaching, research, or extension.
- 2.2.2 Reduction in Instruction, Research, and Extension.** The University task force will review pertinent studies of the University's programs and activities in the areas of instruction, research, and extension. The Academic Program Review documents prepared in consonance with Policy and Procedure Letter No. 2-0215 may be used as a source of information. Each program's achievements, centrality to the University's mission, affirmative action goals, and income-generating ability will be considered. A recommendation will be made regarding programs in which decreased effort and financial support for instruction, research, or extension should be seriously considered. This may, in some cases, necessitate the retention of programs with low enrollments and services and activities which are not cost efficient but which are central to the concept of a university and to the mission of Oklahoma State University.
- 2.2.3 Termination of Programs and Services.** The task force shall make prompt recommendations to the University administration relative to programs and/or services which should be curtailed or discontinued, or positions which should be terminated. The following procedure shall be followed:
- (a) Each college and library committee and the non-academic committees on financial exigency will review and provide prompt advice to the task force on which programs and/or services should be curtailed or discontinued within their respective areas or which positions should be terminated.
  - (b) The apparent and/or expected effect of the recommended curtailment, discontinuances, or terminations on the institution as a University shall be examined and documented.
  - (c) Hearings will be held inviting statements from persons in programs and/or services directly affected by the recommendations made by the committees.
- 2.2.4 Report of the Task Force.** On the basis of pertinent information, advice, and other considerations, the University task force will submit to the President a prompt report specifying recommendations for overcoming the crisis situation.

**2.3 Administrative Due Process Concerning Faculty Affected by Financial Exigency.** Recommendations to eliminate positions or programs or to curtail programs and services shall not include termination of the appointment of a tenured faculty member in favor of retaining one without tenure in the same department, except in extraordinary circumstances.

In some cases, an arrangement for early retirement of a tenured faculty member by adding appropriate institutional funds to the individual's retirement income may be worked out with the consent of the faculty member. In other cases, a change from full-time to part-time service may be a feature, though not a complete solution, of an acceptable settlement.

In those cases where there is no realistic choice other than terminating the services of a tenured faculty member, appropriate notice or severance compensation must be given. Provisions for terminal notice or salary are stated in Section 1.13.5 of this policy statement.

In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a permanent replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

For every individual whose appointment is proposed to be terminated on the grounds of financial exigency the EVPAA shall give that individual notice thereof and an explanation of the criteria used in developing the proposed action. If the affected faculty member makes a written request to the EVPAA, he/she shall be entitled to a hearing by the committee described below. At the request of the faculty member involved, hearings on similar cases may be combined although every case shall be examined on its individual merits.

The committee shall consist of five members: three faculty members designated by the chairperson of the Faculty Council, with the advice and consent of the Faculty Council executive committee, and two members from the administration designated by the President. The President will name the chair. The verified report from the University administration substantiating that a state of financial exigency exists shall be introduced and deemed conclusive as to the existence of financial exigency.

The committee shall hear statements from the affected faculty member(s), study evidence, and call witnesses to determine:

- (a) the reasonableness of the educational and administrative judgments exercised in determining reduction/termination of programs and criteria used to identify which appointments are to be terminated; and
- (b) whether criteria are being reasonably applied in the individual case.

The committee shall make a written report with advisory recommendations to the President. The President shall review the report and, if termination is deemed appropriate, make final recommendations on personnel actions to the governing Board of Regents for its consideration and decision.

- 2.4 Emergence from Financial Exigency.** The University Task Force on Financial Exigency shall be active during the entire period in which the state of financial exigency exists and during the University's emergence therefrom.

The University task force shall continually review the financial state of the University and be actively involved in determining when the state of financial exigency no longer exists.

During the state of financial exigency and the University's emergence therefrom, the University task force shall be directly involved in decisions relative to the establishment of any new programs and positions, the reactivation or recognition of programs, and the reinstatement rights, if any, of individual faculty members whose appointments were terminated on the grounds of financial exigency.

When it has been determined that financial exigency no longer exists, the University shall decide which programs to reactivate and reorganize and endeavor to expeditiously honor the applicable reinstatement rights of faculty members released under financial exigency by offering them a position with a reasonable time to accept or decline it. The University Task Force on Financial Exigency will then be dismissed by the President of the University.

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## Appendix Section E

### Dispute Resolution Procedure

Faculty members who believe they have a qualified employment dispute that warrants filing a petition under provision 2.0 of this policy statement will be expected to have already discussed their objection with their unit administrator and other appropriate administrators.

- 1. Filing of Dispute Resolution Petition.** Faculty members who feel that they have a qualified employment dispute may submit a petition to the chairperson of the Faculty Council for examination of their objection. The petition shall set forth in detail the nature of the objection and the specific remedial action or relief sought, and identify the specific administrator(s) who should respond to the petition (the respondent(s)). It shall contain all pertinent facts and/or opinions, any circumstantial evidence which the petitioner deems pertinent to the case, and a brief summary of the results of previous discussions on the issues involved.

Objections related to specific personnel action(s) must be presented to the chairperson of the Faculty Council within sixty calendar days of the date when the faculty member was formally notified of the action(s).

- 2. Initial Review and Recommendations.** Upon receipt of a faculty member's petition for resolution of a dispute, the chairperson of the Faculty Council shall refer the petition to a review committee composed of three past chairpersons of the Faculty Council, only one of whom may be formally assigned to administrative duties more than 25% FTE. The chairperson of the Faculty Council shall choose the committee members by lot from among former chairpersons currently on campus. The review committee shall study the dispute resolution petition and confer with the parties to the dispute. If a resolution is achieved, the review committee shall so report to the chairperson of the Faculty Council. After such inquiry the committee shall recommend to the chairperson of the Faculty Council whether or not a formal dispute resolution hearing is warranted. If so, it shall identify the appropriate administration respondent(s). Its recommendation shall be submitted to the chairperson of the Faculty Council, normally within fifteen working days after the filing of the petition by the faculty member.
- 3. Action by Chairperson of the Faculty Council.** Upon receipt of a recommendation from the review committee, the chairperson of the Faculty Council shall, within five working days, inform the parties involved in the dispute that either:
  - (a) the review committee judges that a full hearing by a dispute resolution committee is not reasonably warranted; or
  - (b) a dispute resolution committee will be formed to conduct a formal hearing.

In cases judged not warranting a formal hearing by a dispute resolution committee, the petitioner shall be provided written reasons for the ruling. The ruling may be appealed to the President, normally within five working days. If the petitioner is permitted to pursue the dispute, the ruling of the informal committee shall be included as evidence to come before the dispute resolution committee. For cases in which a dispute resolution committee is to be formed, the chairperson of the Faculty

Council shall arrange a reasonable time and place for selection of the dispute resolution committee which will afford all parties the right and opportunity to be present during the selection. The dispute resolution committee shall normally be selected within twenty-eight calendar days of the original filing of the petition by the faculty member. The chairperson of the Faculty Council shall select faculty committee members randomly from panels of faculty members.

4. **Establishment of Panels for Selection of Dispute Resolution Committee.** Panels for selection of the dispute resolution committee shall include full-time faculty members as follows:

- (a) men;
- (b) women;
- (c) racial/ethnic minorities;
- (d) professors;
- (e) associate professors;
- (f) assistant professors;
- (g) instructors;
- (h) special positions equivalent to that of the petitioner if not included above.

5. **Composition of Dispute Resolution Committee: Members of the Committee.** The dispute resolution committee shall consist of:

- (a) a non-voting chairperson who is a member of the termination hearing board (section 1.14.1) and is chosen by the chairperson of the Faculty Council;
- (b) a voting member who is a unit administrator and unaffiliated with the other committee members and who is appointed by the President from a list of three neutral candidates provided by the chairperson of the Faculty Council; and
- (c) four voting members, chosen by stratified random process and consisting of one member from each of two panels to which the petitioner belongs and two additional members who must be tenured faculty members, one professor and one associate professor, chosen without regard to gender.

The petitioner who belongs to three panels shall be allowed to select the two panels from which one person from each panel is chosen. The petitioner and the respondent(s) shall each be allowed to submit relevant questions to panel members and may challenge one voting member selection for the committee without showing cause (peremptory challenge) and any other voting member selection for cause. Challenges may be made after a full potential committee has been selected. The chairperson of the Faculty Council shall exercise reasonable judgment in ruling on the validity of challenges for cause. Members of the unit (department or school) involved in the dispute shall not be eligible to serve on the committee.

6. **Dispute Resolution Committee Chairperson.** The chairperson shall provide committee members with a copy of the petition filed by the faculty member and schedule the first meeting of the committee at the earliest convenient time when all affected parties can be present.

7. **Dispute Resolution Consultant.** At any step in the dispute resolution procedures, the chairperson of the Faculty Council--and/or the Director of Affirmative Action, if discrimination is alleged--may be requested by any of the parties to the dispute or by the committee to serve as a consultant in an advisory capacity without the power of decision in the disputed matter. Additional consultation and advice on special issues or rules of procedure may be provided to the committee by an available attorney from the Board of Regents Office of Legal Counsel and/or a faculty member chosen by the chairperson of the Faculty Council from those with experience on past dispute resolution panels or some other specialized issue. Written functional guidelines for dispute resolution committees issued by the EVPAA shall be followed.
8. **Responsibilities for Serving on Dispute Resolution Committee.** Members of the committee shall serve the best interests of the University and act as neutral examiners of issues presented. Members shall avoid external discussions of the dispute with parties to the dispute resolution process and others.

All members selected shall be expected to serve on the committee except in cases of illness, necessary absence from the campus, service on a termination hearing committee or dispute resolution committee in the current or immediately preceding academic year, or other extreme hardship. The chairperson of the Faculty Council shall decide whether a selected committee member should be excused from service upon their request, and may replace such a member by the same procedure used for the original selection.

9. **Hearings Procedures.** The following procedures and guidelines should be followed during the hearings.
  - 9.1 The dispute resolution committee shall normally hold its first session within ten working days after it has been formed by the action of the chairperson of the Faculty Council. The committee shall hold a joint prehearing meeting(s) with the parties in order to:
    - (a) simplify the issues;
    - (b) effect stipulations of undisputed material facts or witness statements;
    - (c) provide for the exchange of documentary evidence or other information;
    - (d) question committee members to determine if disqualifying bias exists; and
    - (e) achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.
  - 9.2 The dispute resolution committee, through its chairperson, shall require from the parties involved that they submit to the committee and exchange with the other party(s) within seventy-two hours following the conclusion of the first session:
    - (a) a list of witnesses whom they wish to present;

(b) a written exposition of all relevant facts and/or opinions, as well as circumstantial evidence; and

(c) documents which they deem pertinent to the case.

- 9.3** Two confidential tape recordings of the dispute resolution hearing shall be made by a recorder designated for the proceedings by the chairperson of the committee. The copies of the taped recording will be accessible to the principal parties involved, the committee, the President, the Board of Regents, and authorized representatives on a "need to know" basis.

Either party to the dispute may request that the committee endeavor to provide a complete or partial typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. Other involved parties may obtain a duplicate copy by paying the current fees for copying.

- 9.4** Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.
- 9.5** The faculty member, having initiated the dispute resolution action, must establish by a quality of proof that is clear and convincing that the requested remedial action is justified and called for under the prevailing circumstances. The faculty member shall present his or her case first, with the affected administrator(s) following.
- 9.6** Both parties shall be permitted during the course of the hearing(s) to introduce additional documents and present witnesses not on their original lists, subject to reasonable notice to the other party and the consent of the dispute resolution committee.
- 9.7** The dispute resolution committee may call witnesses of its own to the hearing and request documents not otherwise introduced by either of the parties.
- 9.8** In cooperation with the chair of the committee the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible.
- 9.9** The University shall provide appropriate facilities, assistance, equipment, and support to the committee and shall assist the dispute resolution committee in obtaining the cooperation of witnesses and making available non-confidential documentary and other evidence. The personnel records of the petitioning faculty member shall be accessible to the parties, dispute resolution committee review authorities and their representatives.
- 9.10** The parties shall be permitted to utilize legal counsel who shall be allowed to participate indirectly in all appropriate portions of the hearings. The dispute committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel. Counsel will not question witnesses or make opening or closing statements.



- 9.11** The dispute resolution committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.
- 9.12** The committee report's findings of fact and any recommendations shall be based solely on relevant evidence contained in the hearing record and reasonable inferences drawn therefrom.
- 9.13** Except for such simple announcements as may be required, covering the time of hearing and similar matters, public statements and publicity about the case by either the faculty member, affected administrators(s), or their representatives, shall be avoided so far as possible until the proceedings have been completed, including the submission of the advisory report of the dispute resolution committee to the chairperson of the Faculty Council, the petitioning faculty member, and the respondent administrator(s).
- 9.14** The hearings and the report of the dispute resolution committee shall normally be completed within forty-five working days (based on the academic calendar) of the formation of the dispute resolution committee. In any case in which the committee deems this time schedule to be inadequate the chairman of the dispute resolution committee shall notify the principal parties involved in writing of the amended time schedule.

**10. The Report of the Dispute Resolution Committee.**

- 10.1** In preparing its report the dispute resolution committee shall specifically cite the information upon which its advisory conclusions were based.

The written report shall contain:

- (a) a statement of the purpose of the hearing(s);
- (b) issues considered;
- (c) findings of fact; and
- (d) relevant advisory recommendations.

- 10.2** The dispute resolution committee shall submit its report via the chairperson of the Faculty Council to the parties involved in the dispute, and

- (a) If the dispute is directed against a unit administrator<sup>16</sup>, the report of the dispute resolution committee shall be submitted to the dean of the petitioning faculty member's college. If the dean concurs with the report of the committee, the case will be resolved by the dean through the implementation of the committee's recommendations.

If the dean disagrees with the report of the committee, the dean shall return the report to the committee with the specific concerns stated in writing.

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<sup>16</sup> For purposes of the dispute resolution procedure a unit administrator is one who administers the affairs of a unit within a college.

The committee will then reconsider the case, taking into account the dean's concerns and reviewing new evidence with the parties if necessary and practical. If the positions of both the dean and the dispute resolution committee cannot be reconciled, the report of the committee and the dean's written objections to the committee's report shall be forwarded to the EVPAA for a decision and action.

- (b) If the dispute is directed against both a unit administrator and a dean, or against a dean only, the report of the dispute resolution committee shall be submitted to the EVPAA.

If the EVPAA concurs with the report of the dispute resolution committee, the case will be resolved by implementation of its recommendations. Otherwise the EVPAA shall return the report to the committee with specific concerns stated in writing.

The committee will then reconsider the case, taking into account the EVPAA's concerns and reviewing new evidence with the parties if necessary and practical. If the positions of both the EVPAA and the dispute resolution committee cannot be reconciled, the report of the committee and the EVPAA's written objections shall be forwarded to the President of the University for a decision and action.

- (c) If the faculty member's petition is directed against the EVPAA or against the EVPAA and another administrator, the dispute resolution committee report shall be submitted to the President of the University for decision and action.

If the President concurs with the report of the committee, the case will be resolved by implementation of its recommendations. If the President disagrees with the report of the committee, the President will return it to the committee with specific written concerns.

The committee will then reconsider the case, taking into account the President's concerns and reviewing new evidence with the parties if necessary and practical. If the positions of the President and the committee cannot be resolved, the President's decisions will stand, unless the faculty member appeals the decision to the Board of Regents, bearing in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents.

"Appeals are allowable only in cases involving tenured professors and disciplinary cases. Appeals arising from other categories may be allowable, at the discretion of the board."<sup>17</sup>

A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

At each step in this process the administrator or committee involved should normally complete its responsibility within ten working days (based on the academic calendar).

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<sup>17</sup> "Board Appellate Procedures," October 10-11, 1968.

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