MEDICAL EMERGENCY – WEATHERFORD CAMPUS

In case of medical emergency involving a student or faculty during class time, the instructor should call the Campus Police at extension 3111. If there is no answer, call Weatherford Police Department at 8-911 or 772-7791. Please be prepared to provide the following information:

1. Your name and where you are calling from
2. The student’s or faculty’s name (if known) and physical location
3. Brief description of the type of accident, injury, illness, or emergency situation

Campus Police will contact SWOSU Nurse or ambulance services as needed. The Campus Police are CPR certified and carry a defibrillator.

NOTE: Never hesitate to call an ambulance if you think the situation demands it. AMBULANCE NUMBER: 8-911.

MEDICAL EMERGENCY – SAYRE CAMPUS

In case of medical emergency involving a student or faculty during class time, the instructor should call the Dean’s office, extension 107. If there is no answer, call the Counselor’s office, extension 131. Please be prepared to give the following information:

1. Your name and where you are calling from
2. The student’s or faculty’s name (if known) and physical location
3. Brief description of the type of accident, injury, illness, or emergency situation

Note: Never hesitate to call an ambulance if you think the situation demands it.

Ambulance Number: 8-911. (The non-emergency ambulance number is 928-2122)

DISCLAIMER

“The Southwestern Oklahoma State University (SWOSU) Faculty handbook endeavors to reflect the policies of the Board of Regents of the Regional University System of Oklahoma (RUSO) and SWOSU and be in compliance with state and federal law. RUSO policies and state and federal laws supersede SWOSU policies to the extent that they are in conflict. Any policy which is ambiguous may be interpreted by RUSO and/or the President. These policies are subject to change at any time. The policies in the handbook may only be modified, altered, initiated, revoked or amended in writing by authorization of the President. No verbal communication by any university official is sufficient to effectuate a change in policy. The Faculty handbook is not intended to provide any assurance of continued employment and in no way should be construed as an employment contract.”

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLIANCE STATEMENT

Southwestern Oklahoma State University in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990 and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational service.
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FOREWORD

The Faculty Handbook contains university policies of general interest to the faculty. Sources used in the preparation of the Faculty Handbook include the following: the most recent edition of the Faculty Handbook; Regents Policy Manual (RUSO) [can be found at http://www.ruso.edu/policy.htm]; State Regents Policies and Procedures (Oklahoma State Regents for Higher Education); SWOSU Rules Applying to Administrative Procedures Act; "Policies/Procedures for Promotion/Tenure"; Staff Handbook; Student Handbook; Minutes, Annual Reports of the Faculty Senate; SWOSU Catalog, and Advisement notebook.

Democratic participation in the administration and operation of SWOSU is strongly encouraged so that Southwestern Oklahoma State University may more fully realize its potential. Realizing this objective requires sharing of information and common understandings. The Faculty Handbook is a response to these needs.

Omissions in the policies printed in the Faculty Handbook should be reported to the Provost. The Faculty Handbook will be reviewed and updated annually by an ad-hoc committee of Faculty Senate and the Associate Provost and approved by the Provost and the President.

Some of the policies contained in the Faculty Handbook were established by the Oklahoma State Regents for Higher Education and RUSO; others were the result of recommendations of faculty committees; still others are administrative in nature. Should RUSO and/or the President determine that policies developed by the administration and faculty conflict with those adopted by the Regents, the Regents' policies will take precedence.

Additional university policies are posted on SWOSU Web site. Links are established within the online version of the Faculty Handbook to facilitate access to relevant related policies.
THE PRESIDENT'S STATEMENT

Dear Faculty Members:

Thank you for making SWOSU a premier regional university. Through your continued devotion to the educational process, SWOSU will remain an important contributor to the people of the State of Oklahoma.

The Faculty Handbook describes the policies that have been developed in accordance with the policies set forth by the Board of Regents of RUSO. The intent of the Faculty Handbook is to provide a guide for faculty to assist in their professional growth and contributions to the mission of SWOSU.

I appreciate the many positive activities that occur on campus each day and welcome your suggestions for improvements in the policies and the Faculty Handbook.

Sincerely,

Randy L. Beutler
President
Southwestern Oklahoma State University at Weatherford and Sayre are located on Interstate 40. SWOSU is authorized to offer curricula in arts and sciences, business, teacher education, and health sciences. The branch campus at Sayre is authorized to provide Associate of Science and Associate of Applied Science degrees in both general and specialized areas of study, as well as career and technical education.

SWOSU was established by an act of the Oklahoma Territorial Legislature in 1901 as the Southwestern Normal School, authorized to offer two years of training for public school teachers. The first classes met in 1903. Initially, four years of preparatory work for pre-college students were offered.

In 1920, the preparatory (academy) courses were eliminated and two additional years of college work in teacher training were added. The State Legislature approved a change of name to Southwestern State Teachers College. The first baccalaureate degrees were awarded in May 1921. Other changes in name and purposes occurred in 1939 when the institution was designated as Southwestern State College of Diversified Occupations, and in 1941, when it became Southwestern Institute of Technology. During this two-year period, the college added a school of pharmacy, degree work in the arts and sciences, and trade schools.

In 1949, the Oklahoma State Legislature changed the name of the institution to Southwestern State College, and in 1974, to Southwestern Oklahoma State University, without altering its purposes and objectives. On July 1, 1987, Sayre Junior College was merged with Southwestern Oklahoma State University at Sayre.

Southwestern Oklahoma State University at Sayre was founded as Sayre Junior College in 1938 under legislative authorization which permitted public high schools to add a 13th and 14th year of study to their curricula. Nineteen public schools took this step. In 1940, the college name was changed to Oklahoma Western Junior College; however, the orignal name was soon adopted again, and in May 1940 the first degrees were conferred. In 1956, Sayre Junior College moved from facilities occupied jointly with Sayre High School to its present location on old Highway 66. The merger with Southwestern Oklahoma State University marked the end of the Oklahoma community college system, since Sayre Junior College was the only such institution remaining of the original nineteen.

The Sayre campus is located 60 miles west of Weatherford. Its primary service area is western Oklahoma. It offers open admission to high school graduates as well as to students who do not hold a high school diploma.

Southwestern Oklahoma State University offers seven advanced degrees. The Master of Education degree was inaugurated in 1969. (The Master of Teaching Degree was offered during the period 1953-1969.) Graduate programs leading to the following degrees have been added since 1969: Master of Business Administration, 1977; Master of Music, 1981; the professional doctorate, the Doctor of Pharmacy (PharmD), 1998; the Master of Science in School Psychology,
MISSION AND PURPOSES

Southwestern Oklahoma State University is one of 25 institutions in the Oklahoma State System of Higher Education (Oklahoma Constitution, Article XIII-A, Section 1). The Oklahoma State Regents for Higher Education is the legal structure for public education at the collegiate level and is the coordinating board of all state institutions for higher education. Southwestern is one of six state supported regional universities governed by the Board of Regents of Oklahoma Colleges RUSO. Southwestern Oklahoma State University provides access to higher education for all individuals without discrimination on the basis of race, national origin, gender, or disability status.

The mission of Southwestern Oklahoma State University is to provide educational opportunities in higher education that meet the needs of the state and region; contribute to the educational, economic, and cultural environment; and support scholarly activity. Major areas of study on the Weatherford campus, associate degree programs on the Sayre campus, the general education curriculum, and participation in student activities/organizations provide opportunities for students to obtain skills, knowledge, and cultural appreciation that lead to productive lives and effective citizenship.

The mission and the purposes of SWOSU are accomplished through the following:

- insuring quality education, SWOSU recruits qualified faculty without regard to national origin, race, gender, disability, age or religion. Faculty growth opportunities are provided through an organized faculty development program. Excellence in teaching, scholarship, and service are encouraged and recognized. An organizational and intellectual environment is provided that insures freedom of individual expression and inquiry, provides representative governance for all members of SWOSU community, and promotes student/faculty interaction. An assessment program provides the basis for continuous evaluation and program improvement.

- meeting its commitment to student development, SWOSU recruits qualified students without regard to national origin, race, gender, disability, age, or religion and provides a community that encourages participation in intellectual and physical activities and development. A curriculum is provided that develops communication and analytical skills; a comprehension of the arts, humanities, and cultural diversity; and knowledge of the scientific/technological world and of our historical heritage. Student orientation, advisement, enrichment, and participation in organizations and activities contribute to student growth and development.

- fulfilling its role as a cultural and educational resource for western Oklahoma, SWOSU provides distance learning opportunities, continuing education associated with career enhancement, personal development, and cultural growth. Performances, exhibitions, and research that enhance knowledge and enrich society are supported and services to communities are provided through academic departments and other
university agencies.

Southwestern Oklahoma State University at Sayre enables SWOSU to focus its mission on that campus to provide lower division programs and educational opportunities in higher education that meet the needs of the Sayre campus student body.

The following institutional functions have been approved by the Oklahoma State Regents for Higher Education, and are considered essential components of the mission on the Sayre campus:

- to provide a lower division program of higher education for traditional and non-traditional students in Western Oklahoma and the Texas Panhandle.

- to provide a general education that enables students to become informed responsible citizens.

- to provide programs of education in the liberal arts and sciences leading to the Associate in Science degree through campus-based and distance learning.

- to provide career and technical programs to enable students to seek employment in various job fields, with completion of such programs culminating in the awarding of the Associate in Applied Science degree or an appropriate certificate.

- to provide transfer programs which include liberal arts, sciences, and pre-professional subjects, thus enabling students to pursue completion of baccalaureate or professional degrees at four-year colleges and universities.

- to provide courses, services, and programs in remedial education for individuals who require such assistance in order to function effectively at the collegiate level.

- to provide guidance services and a program of student activities for the promotion of personal development and effective citizenship.

SWOSU’s academic organization includes colleges of Arts and Sciences, Pharmacy, Professional and Graduate Studies, and Associate and Applied Programs at Sayre. Each of these entities and their subdivisions establish specific objectives that contribute to the achievement of University objectives.
ACCREDITATION

The undergraduate and graduate programs at Southwestern Oklahoma State University are accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools.

Programs offered by Southwestern Oklahoma State University at Weatherford are also accredited or certified by the following agencies:

- Accreditation Council for Pharmacy Education (ACPE);
- American Chemical Society Committee on Professional Training (ACS-CPT, certification);
- American Music Therapy Association (AMTA), Inc.;
- Association of Technology, Management and Applied Engineering (ATMAE);
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIM);
- Commission on Accreditation of Athletic Training Education (CAATE);
- Council on Social Work Education (CSWE);
- International Assembly for Collegiate Business Education (IACBE);
- National Association of Schools of Music (NASM);
- National Council for the Accreditation of Teacher Education (NCATE);
- National League for Nursing Accrediting Commission (NLNAC);
- Oklahoma Commission for Teacher Preparation (OCTP); and
- Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET).

Programs offered by Southwestern Oklahoma State University at Sayre are also accredited by the following agencies:

- Accrediting Bureau of Health Education Schools (ABHES);
- Accreditation Council for Occupational Therapy Education (ACOTE);
- American Physical Therapy Association Commission on Accreditation in Physical Therapy Education (CAPTE); and
- Joint Review Committee for Education in Radiologic Technology (JRCERT).
STATE GOVERNANCE OF SWOSU

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Southwestern Oklahoma State University is one of twenty-five public institutions in the Oklahoma State System of Higher Education. These institutions are coordinated by the Oklahoma State Regents for Higher Education which is composed of nine members. The members are appointed by the Governor and confirmed by the Senate. The State Regents coordinate the institutions of higher education in the areas of standards, functions and courses of study. Furthermore, the State Regents grant degrees and make recommendations to the Legislature on budget needs and proposed fees for each institution. The Chancellor is the chief administrative officer of the State Regents. His responsibilities include administering policies and programs established by the State Regents, gathering information about the state system, making recommendations to the State Regents, and providing state-level leadership for coordination of activities affecting state-system institutions.

BOARD OF REGENTS OF THE REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA

Southwestern is one of six state regional universities governed by the Board of Regents of the Regional University System of Oklahoma. The Board is composed of nine members, eight of whom are appointed by the Governor with the consent of the Senate. The ninth member is the State Superintendent of Public Instruction, an elected official. The responsibilities of this Board are to determine management policy, employ personnel, fix salaries, assign duties, have custody of records, acquire and hold title to property, contract for other services, and assume general responsibility for institutional operations. The specific areas of administrative control for the Regents include general academic policy and administration, student life, budget administration, planning and constructing buildings, purchasing, and budgeting and administration of auxiliary activities. The Executive Director serves as the chief administrative officer of this Board. (For details of the management responsibility of the Regents, see the Board of Regents Policy Manual.)
Organizational Charts
ADMINISTRATIVE ORGANIZATION

ADMINISTRATIVE OFFICERS

Administrative officers are assigned general and specific duties and responsibilities, with sufficient authority to discharge those duties and responsibilities. Administrators are expected to practice democratic leadership. Duties and responsibilities of administrators are described in the following sections.

PRESIDENT

The President is the chief executive officer of SWOSU and is the principal administrative official responsible for the direction of all operations of SWOSU. The President is directly responsible to the Board of Regents of the Regional University System of Oklahoma for the general management of the institution. The President reviews and approves all administrative policies of SWOSU. Authority to execute assigned areas of responsibility is delegated by the President to the Senior Vice President and Provost and the Vice President for Administration and Finance. Other administrative staff directly responsible to the President is listed below. The President is a member of the State Presidents' Council, which includes the presidents of the 25 state institutions of higher education. The purpose of this council is to advise and make recommendations to the Chancellor. The President is also a member of the Presidents' Council that includes presidents of the six regional senior institutions. This council advises and makes recommendations to the Board of Regents of RUSO.

Senior Vice President and Provost — Page 13

Vice President for Administration and Finance— Page 17

Vice President for Institutional Advancement

The Vice President for Institutional Advancement serves as a liaison between SWOSU and its alumni and former students. The Vice President for Institutional Advancement is responsible for the oversight of all university-related fundraising activities in the private sector, assists with other activities designed to promote the welfare of SWOSU and reports to the President.

Director of Athletics

The Director of Athletics is responsible for providing a program of inter-university athletics and reports to the President. The Athletic Council serves the President and the Athletic Director in an advisory capacity.

Director of Center for Economic & Business Development

The Director is responsible for providing comprehensive economic and business analyses that fosters economic development, job creation, and employment opportunities in the region. The Director provides an interactive role and builds strategic alliances with state, regional, and community-based organizations to promote wealth creation and enhance entrepreneurial skills. The Director also provides program oversight of the Small Business Development Center and the Oklahoma Alliance for Manufacturing Excellence at Southwestern Oklahoma State University. The Director reports to the President.
**Director of Human Resources and Affirmative Action Officer**
The Director administers institutional personnel policies and practices and reports to the President. The Director coordinates SWOSU-wide programs designed to ensure equality of opportunity for individuals without giving preference in opportunity to a group.

**Director of Public Relations and Marketing**
The Director of Public Relations and Marketing provides news of all university activities and publicity for daily and weekly newspapers and radio and television stations and reports to the President. The Director assists in the promotion of interscholastic events and other university projects both on and off campus. The Web Services Manager reports to the Director of Public Relations and Marketing.

**Office of Juvenile Affairs and Adventure Programs Liaison**
This program operates under the direct supervision of the President of Southwestern Oklahoma State University and is responsible for maintaining SWOSU Adventure Programs as the premiere treatment facilities in the State of Oklahoma. The Liaison supervises the operation and administration of the Adventure Programs. The Liaison also initiates all budget expenditures required to maintain an adequate program.

**SENIOR VICE PRESIDENT AND PROVOST**
The Senior Vice President and Provost (Provost) is the senior administrative official responsible for the direction of the academic and student affairs of SWOSU, including the functions of teaching, research, distance learning, continuing education, assessment, admissions, registration, media services, and the library. In cooperation with the Academic Deans and the Dean of the Sayre Campus, the Provost oversees curriculum and selection of faculty and is responsible for all aspects of instruction, program and faculty evaluation and development, scheduling of classes, enrollment, and catalog revision. The administrative officers directly responsible to the Provost are listed in the following sections. Authority flows from the Provost to the Vice President for Student Affairs and Associate Provost, the Deans of the academic colleges, the Dean of the Sayre Campus, and the directors of academic support areas. The Director of Distance Learning, Director of Institution Research, Director of Libraries, and Director of Sponsored Programs also report to the Provost. The Provost reports to the President.

**Vice President for Student Affairs and Associate Provost**
The Vice President for Student Affairs and Associate Provost (AP) is a senior administrative official and member on both the Executive Council and the Academic Advisory Council. The AP's Office manages regional and professional accreditation, institutional effectiveness through strategic planning, academic program planning and accreditation, professional development, a cademic policy, course file management including the preparation and publication of university catalogs, class schedules, and maintenance of the permanent university course catalog information and academic functions. The AP has direct supervisory responsibility over the Dean of Students and the Director of Student Activities, Director of Assessment, Director of Enrollment Management and Career Services, Director of the Registrar's Office, Director of Student Counseling Services, Director of Student Health Services, and Director of Upward Bound. The AP reports to the Provost and acts on behalf of the Provost.

**Dean - College of Arts and Sciences**
The Dean of the College of Arts and Sciences manages and supervises budgets, academic programs and personnel policies of the college. Chairs of the Departments of Art; Biological Sciences;
Chemistry and Physics; Communication and Theatre; Language and Literature; Mathematics; Music; and Social Sciences report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Associate and Applied Programs – Sayre Campus**
The Dean manages and supervises budgets, academic programs and personnel policies of the college. The Dean is responsible for student personnel programs and use of instructional facilities. The Dean reports to the Provost.

**Dean - College of Pharmacy**
The Dean manages and supervises budgets, academic programs and personnel policies of the college. The Associate Dean of the College of Pharmacy, Chair of Pharmaceutical Science, and Associate Dean of Clinical Pharmacy Programs and Chair of Pharmacy Practice report to the Dean of the college. The Dean reports to the Provost.

**Dean - College of Professional and Graduate Studies**
The Dean manages and supervises budgets, academic programs and personnel policies of the college. The Associate Deans of the Schools of Allied Health, Behavioral Sciences and Education, Business and Technology, and Nursing report to the Dean. The Dean reports to the Provost.

**Associate Dean - School of Allied Health Sciences**
The Associate Dean for the School of Allied Health Sciences is the academic administrator of the School and is responsible for the supervision of and assistance to Program Directors for the accredited programs in Health Information Management and Athletic Training. The Associate Dean supervises and assists Program Directors in Medical Technology/Clinical Laboratory Science, Health Care Administration and, in concert with the Dean of the Sayre Campus, coordinates the accredited Physical Therapy Assistant and Occupational Therapy Assistant programs. The Associate Dean coordinates the academic and operational aspects of the School. The responsibilities include budget preparation and management, management of faculty within prescribed personnel policies, maintenance of a quality and relevant curriculum for students, maintenance of qualified faculty, preparation of relevant academic schedules, and maintenance of records for accreditation. The Associate Dean reports to the Dean of the College of Professional and Graduate Studies and assists SWOSU administration in dealing with issues involving the School of Allied Health Sciences.

**Associate Dean - School of Behavioral Sciences and Education**
The Associate Dean for the School of Behavioral Sciences and Education is the academic administrator of the School who manages and supervises the academic and operational aspects of the School. The responsibilities within this category include preparation and management of budgetary items, student retention, personnel policies, semester schedules, and collection of accreditation, certification, and program approval data. Reporting directly to the Dean, the Associate Dean reports to the Departmental Chairs of Education, Kinesiology, Parks and Recreation Management, and Psychology, and the Director of Social Work. The Associate Dean reports to the Dean of the College of Professional and Graduate Studies and assists SWOSU administration in dealing with issues involving the School of Behavioral Sciences and Education.
**Associate Dean - School of Business and Technology**
The Associate Dean for the School of Business and Technology is the academic administrator of the School who manages and supervises the academic and operational aspects of the school. The responsibilities within this category include preparation and management of budgetary items, student retention, personnel policies, semester schedules, and collection of accreditation, certification, and program approval data. Reporting directly to the Associate Dean are the Departmental Chairs of Accounting, Computer Science and Entrepreneurship; Finance, Management and Marketing; and Engineering Technology. The Associate Dean reports to the Dean of the College of Professional and Graduate Studies and assists SWOSU administration in dealing with issues involving the School of Business and Technology.

**Associate Dean - Clinical Pharmacy Programs**
The Associate Dean for Clinical Pharmacy Programs is responsible for the supervision of the Clinical Pharmacy program and also serves as the Chair of the Department of Pharmacy Practice. The Associate Dean reports to the Dean of the College of Pharmacy.

**Associate Dean - College of Pharmacy**
The Associate Dean is responsible for student advisement, student organizations, alumni affairs, and other duties and responsibilities as assigned by and reports to the Dean of the College of Pharmacy.

**Associate Dean - School of Nursing**
The Associate Dean for the School of Nursing is the academic administrator of the School who manages and supervises the academic and operational aspects of the school. This includes serving as Chair of the School of Nursing. The responsibilities within this category include budget preparation and management, management of faculty within prescribed personnel policies, student retention, maintenance of a quality and relevant curriculum for students, preparation of relevant academic schedules, and maintenance of accreditation records including data collection and analyses. The Associate Dean reports to the Dean of the College of Professional and Graduate Studies and assists SWOSU administration in dealing with issues involving the School of Nursing.

**Dean of Students and Director of Student Activities**
The Dean of Students is responsible for monitoring student conduct and compliance with university policies and for providing leadership for the resolution of student problems. The Dean oversees judicial procedures and the provision of due process in disciplinary deliberations. The office of the Dean coordinates student organization fee allocations, recognized student organizations, and American Disabilities Act and Family Educational Rights and Privacy Act (FERPA). Weekly meetings with the Student Government Association president insure a cooperative working relationship with administration and representatives of the student body. Coordination of campus activities is managed through this office. Financial Aid appeals and out-of-state tuition waivers and appeals, academic suspensions and academic grade appeals are coordinated or initiated through this office. The Dean's office manages health and accident insurance for international students. The Dean's office processes faculty-initiated student withdrawals and faculty notification of documented medical or family emergency situations for students. The Dean also works with faculty in coordinating Service Learning and the American Democracy Project activities. The Dean reports to the Vice President for Student Affairs and Associate Provost.
Director of Enrollment Management and Career Services
The Director of Enrollment Management and Career Services coordinates the functions of recruitment, admissions, new student orientation, and career placement. The Director coordinates recruiting activities, manages and promotes high school relations, and provides pre-admissions counseling to assist prospective students in determining their needs, academic aspirations and compatibility with our University; coordinates summer camps and conferences for SWOSU, organizes the annual curricular contest each spring (S.W.I.M.) and assists with the advisement of high school concurrent students; coordinates enrollment sessions, New Student Orientation activities, and the Freshman Orientation course; and coordinates Career Services that assists students and graduates seeking job placement opportunities. The Director reports to the Vice President for Student Affairs and Associate Provost.

Director of Assessment/Testing
The Director of Assessment/Testing is responsible for the development, administration and/or support of the various aspects of SWOSU assessment program. The Director serves as a resource to faculty, and as a member of various committees that recommend evaluation processes and procedures. In addition, the Director provides scanning and reporting services to both administrators and faculty. The Director reports to the Vice President for Student Affairs and Associate Provost.

Director of Distance Learning
The Director of Distance Learning is responsible for coordinating SWOSU distance learning offerings, which includes telecourses, computer assisted instruction, and interactive video courses. The Director oversees the technical operation of university distance learning resources and works with the Provost and the academic departments to schedule distance learning offerings. The Director reports to the Provost.

Director of Institutional Research
The Director of Institutional Research provides university statistical information to students, faculty, and administrators through the publication of SWOSU Fact Book and semester enrollment reports. The office also complies with federal and state reporting requirements through the State Regents’ Unitized Data System, and the national IPEDS system. Other functions include analyzing student retention and graduation rates, completing of f-campus surveys, and monitoring student academic deficiencies. The Director serves on numerous campus committees as an information liaison, and provides specific information to other groups on campus as requested. The Director reports to the Provost.

Director of Libraries
The Director plans and administers the program of library services. The Director manages, supervises and makes recommendations to the Provost on budget, organizational, and personnel policies and processes for the effective operation and maintenance of the SWOSU Libraries. The Faculty Library Advisory Committee composed of faculty, students, and professional librarians, acts as an advisory body to the Director. The Director reports to the Provost.

Registrar
The Registrar is responsible for registration, academic records, institutional enrollment statistics, transfer evaluation, degree checks, graduation certification, verifications of enrollment, degree completion and award, Veterans Administration certification for payment, international student
admissions, I-20 immigration documents, SEVIS compliance for International students, and student initiated total withdrawals. The Registrar’s Office maintains an active file on all current students. The Registrar reports to the Vice President for Student Affairs and Associate Provost.

**Director of Sponsored Programs and Coordinator of Continuing Education (CE)**
The Director of Sponsored Programs serves as the point of contact for all pre-award activities that relate to grants, contracts, and cooperative agreements. The Director is responsible for institutional compliance of these awards. The Director is an "ex officio" member of the following committees: A nimal Care and Use Committee, Bio-Safety Committee, Faculty Research/Scholarly Activity Committee, Intellectual Property Committee and Protection of Human Subjects Committee. The Director also oversees intramural funded programs. The Office of Sponsored Programs serves as the official archive for all matters related to scholarship and research. The Coordinator of Continuing Education is responsible for overseeing Continuing Education Activities including but not limited to scheduling, publicity, financial reporting, and evaluation. The Director of OSP and Coordinator of CE reports to the Provost.

**Director of Student Counseling Services**
The Director of Student Counseling Services is a Licensed Professional Counselor and provides academic, career, and personal counseling with the goal to increase student success and retention. Services are free to all SWOSU students and appropriate referrals are made when necessary. The Director reports to the Vice President for Student Affairs and Associate Provost.

**Director of Student Health Services**
The Director of Health Services provides illness and wellness care, immunizations and health education appropriate for the college student. Students requiring medical care are referred to a physician or nurse practitioner. In addition, the Director of Student Health Services is responsible for blood-borne pathogen education for designated employees, serves as a health resource as needed for faculty and staff and responds to campus emergencies as requested by the Department of Public Safety. The Director reports to the Vice President for Student Affairs and Associate Provost.

**Director of Upward Bound**
The Director of Upward Bound plans and recommends program, policies and goals for the provision of various services essential to a high quality Upward Bound student service program and provides services to Upward Bound staff as needed. The Director directs the operation and administration of the Upward Bound program, student counseling services and student academic programs. The Director also initiates all budget expenditures required to maintain an adequate program of Upward Bound services and reports to the Vice President for Student Affairs Associate Provost.

**VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**
The Vice President for Administration and Finance reports directly to the President; serves as chief administrative and financial officer of SWOSU; works closely with academic and student services personnel of SWOSU; is highly involved in the overall planning and management of SWOSU; is responsible for directing the areas of budget, accounting, payroll, purchasing, student accounts, cash and investments, financial aid and scholarships, physical plant, computing and telecommunications services, auxiliary services, residence life, and printing; and, works closely with the governing board staff, the state coordinating board staff and the personnel of various state agencies. Ten officers report
to the Vice President for Administration and Finance. The general duties of these officers are described as follows:

**Bursar**
The Bursar administers the billing and collection of student accounts, coordinates private scholarships and directs the student emergency loan fund.

**Director of Business Affairs/Comptroller**
The Director of Business Affairs/Comptroller supervises and coordinates the business operations of SWOSU including accounting, purchasing, mail service and payroll.

**Director of Department of Public Safety**
The Director is responsible for the safety, protection, and well being of students, faculty, and staff, and for the protection of university property. The Director’s responsibilities include the development and implementation of traffic policy.

**Director of Fine Arts and Conference Centers**
The Director coordinates the department’s budgetary matters and establishes goals and procedures for the department. The Director coordinates policies for the department, scheduling of events, office management and maintenance of facility equipment.

**Director of Information Technology Services**
The Directory of Information Technology Services directs the institution's central computing activities and the central telephone switch operations.

**Director of Physical Plant**
The Directory of Physical Plant supervises and manages the construction, maintenance and rehabilitation of SWOSU physical plant facilities.

**Director of Residence Life**
The Director of Residence Life is responsible for the administration, discipline and management of university student housing facilities. The Director also advises the Residence Hall Advisors. In conjunction with this group, various activities are planned within the halls on a regular basis. The Director supervises the Judicial Board which handles infractions of residence hall rules.

**Director of Student Center and Auxiliary Services**
The Director of Student Center and Auxiliary Services directs the operation of the Student Center and related activities, cafeteria food services, vending machines and concessions.

**Director of Student Financial Services**
The Director of Student Financial Services directs the administration of federal student assistance programs and works closely with the Scholarship Committee in the awarding and managing of various scholarships.

**Manager of University Press**
The Manager of University Press directs the operation of campus printing services.
ADMINISTRATIVE ORGANIZATION – SAYRE CAMPUS

Dean - College of Associate and Applied Programs – Sayre Campus
The Dean supervises instruction and develops plans and recommendations that will result in the growth and development of the instructional program and the professional growth and welfare of the faculty and staff. The Dean is responsible for student personnel programs; administering and maintaining the academic policies and standards of SWOSU; use of instructional facilities; supervision of the curriculum; and supervision and management of the Sayre campus budget.

Director of Student Financial Services/Recruiter
The Director of Student Financial Services is responsible for coordinating grant, loan, and scholarship programs, including benefits received by students through the Bureau of Indian Affairs. The Director is also responsible for conducting the work-study program, as well as assisting all students with employment opportunities. The Director reports to the Dean.

Registrar/Director of High School & Public Relations
The Registrar is responsible for administering the admission policies of the Sayre Campus, directing enrollment, and maintaining student records. To facilitate transfer and articulation of students, the Registrar works closely with administrators and counselors of area schools, and regularly reviews the graduation requirements of Oklahoma senior colleges and universities. The Director is responsible for public relations between SWOSU and area high-school counselors and students. The Registrar reports to the Dean.

Business Officer
The Business Officer assists the Dean in financial management and planning at the Sayre Campus. In addition, the Business Officer assists the Dean in administering the budgetary control system, maintaining internal auditing of financial records, maintaining appropriate purchasing procedures, overseeing contractual arrangements and preparing reports for SWOSU and state and federal agencies. The Business Officer reports to the Dean.

Counselor/Assessment Coordinator
The Counselor is responsible for providing academic counseling, administering testing programs, assisting with enrollment and counseling students regarding transfer of credits to other institutions. The Counselor supervises the Educational Information Center. The Counselor reports to the Dean.
UNIVERSITY COUNCILS

EXECUTIVE COUNCIL

The President, Vice President for Administration and Finance, Senior Vice President and Provost, Vice President for Student Affairs and Associate Provost, Vice President for Institutional Advancement, Deans of the Colleges of Arts and Sciences, Associate and Applied Programs, Pharmacy, and Professional and Graduate Studies, Athletic Director, Director of Public Relations and Marketing, Director of the Center for Economic and Business Development, Director of Human Resources and Affirmative Action Officer, and the President of Faculty Senate are members of the Executive Council. The Executive Council serves as an advisory council to the President.

ADMINISTRATIVE COUNCIL

The Administrative Council meets monthly as an advisory council to the President on matters of general university policy. In addition to the President’s Executive Council, the following serve as members of this council: Director of Business Affairs/Comptroller; Bursar; Registrar; Director of Student Financial Services; Director of Institutional Research; Director of Physical Plant; Director of Enrollment Management and Career Services; Director of Student Life; President, Faculty Senate (Weatherford and Sayre Campuses); Dean of Students; Director of Libraries; Director of Sponsored Programs; Director of Fine Arts and Conference Centers; Director of Assessment/Testing; Director of Distance Learning; Director of Adventure Programs; Director of Information Technology Services; Director of Student Counseling Services; Director of Student Health Services; President, Support Personnel Organization; President; President, Student Government Association; Manager of University Press; Director of Upward Bound; Web Manager; Director of Department of Public Safety; and the President of the Cheyenne and Arapaho Tribal College.

ACADEMIC ADVISORY COUNCIL

The Academic Advisory Council acts as an advisory council to the Provost on matters of general university policy relating to academic affairs. Members of the Council include the Provost; Associate Provost; the Deans of the Colleges of Arts and Sciences, Associate and Applied Programs, Pharmacy, and Professional and Graduate Studies; Associate Deans for the School of Allied Health, School of Nursing, School of Behavioral Sciences and Education and School of Business & Technology; Director of Distance Learning; Director of Libraries; and all academic department chairs.

SUPPORT PERSONNEL ORGANIZATION

The Support Personnel Organization makes recommendations to the administration. (This organization is not a faculty body.)

COLLEGE OF ASSOCIATE & APPLIED PROGRAMS—DEAN’S ADVISORY COUNCIL

This is an ad hoc advisory group appointed by the Dean whose purpose is to provide advisory assistance and to facilitate communication between and within SWOSU.
The ten members include: Dean (chair of the council), Counselor/Assessment Coordinator, Liaison for Instructional Programs, Registrar, Director of Student Financial Services/Recruiter, Business Affairs/Physical Plant Officer, Network Administrator, Librarian, Faculty Association President and the Recorder, who is the Dean’s administrative assistant. All members have full participation and voting rights.
Faculty involvement in the academic governance of SWOSU is recognized as a critical component in the administration of the University. The Faculty Senate, organized in 1967, replaced the former faculty organization called the Faculty Association. The Senate was formed to facilitate participation of faculty members in developing and achieving the purposes of Southwestern Oklahoma State University. This organization has the prerogative to make recommendations to the administration and the faculty on all matters relating to the best interests of S WOSU. The Senate functions under regulations set forth in a constitution that was adopted by the faculty and approved by the administration of SWOSU.

The Senate has nine standing committees: Executive Committee, Audit Committee, Budget and Program Committee, Nominating Committee, Personnel Policies Committee, University Policies Committee, Curriculum Committee, Student Affairs Committee and Judiciary Committee.

A voluntary $5.00 fee to fund the expenses of the Faculty Senate is collected from the faculty on an annual basis at the beginning of each academic year. These expenses include the operation of the Senate (paper, supplies, printing and copying), new faculty reception, membership fees for the Faculty Senate to belong to faculty organizations and travel of senate representatives to faculty organizational meetings.
COMMITTEES WITH FACULTY REPRESENTATION

The present standing committees of the faculty are listed below, with brief statements of their functions. Members of these committees are appointed by the Provost with the consent of the President, unless otherwise noted. See the following section for the composition of faculty committees. Each committee is required to meet at least annually and more often as needed.

The Faculty Senate is invited to make nominations for all committee vacancies not nominated by departments or other groups. Changes in committee assignment, changes in committee chairs, and non-reappointments are not a reflection on the services rendered by individuals but are efforts to give wider committee experience to all members of the faculty and to provide each member greater opportunity to contribute to more aspects of the total university program.

**Academic Advisory and Scholarship Council** -- Develops policies governing the student advisory and scholarship program within the framework of Regents' retention regulations. Serves as an appellate committee on student academic status. Meets the day before classes start each semester and summer sessions regularly and other meetings are scheduled as needed.

The council is composed of 15 members. There are nine (9) faculty members who serve three-year terms. Additionally the chair is appointed by the Provost and the President and serves a three-year term. The Faculty Senate nominates at least three (3) faculty members each year. There are two (2) student members elected by the Dean of Students to serve on one-year terms. (Five (5) students are submitted to the Dean of Students for final selection.) The Dean of Students, Director of Student Development, and the Director of Institutional Research serve as ex officio members.

The Sayre Council is composed of four (4) members. Two (2) faculty members chosen by the Dean serve three-year terms. The Counselor serves as the third member. The Sayre Campus Dean serves as an ex officio member.

**Academic Appeals Committee** -- Reviews the procedural fairness of an instructor's grading policy upon the filing of a written student appeal.

The committee is composed of thirteen (13) members. Five (5) members are SWOSU faculty who serve two-year terms and three (3) members are students elected annually. The Faculty Senate nominates ten (10) faculty members and the Student Government Association nominates ten (10) student members for the pool from which the final committee is selected. SWOSU's President, or the President's designee, selects the final committee members from the nominations. The chair of the committee is a faculty member selected by the President.

**Administrative Council** -- Acts as an advisory council to the President on matters of general university policy and provides opportunities for communication among members of the SWOSU community. (See page 21.) The Faculty Senate President represents the Faculty Senate (Weatherford and Sayre Campuses).

**Admissions Committee (undergraduate)** -- Recommends a admission policy and procedure for SWOSU and acts on applications for admission to SWOSU within the framework of the Regents' admission regulations.
The committee shall include the chairperson who is the Registrar, Associate Provost, Dean of Students, Director of Public Safety and one student representative.

**Admission and Retention Committee in Teacher Education** -- Establishes admission policies for the teacher education program and screens applicants to the program.

The committee includes seven (7) members who serve three (3) year terms nominated by the Associate Dean of the School of Behavioral Sciences and Education who serves as chair. Members include the Department of Education chair, the Coordinator of Field Experiences, three (3) faculty, the President of the Student Education Association, and the President of Kappa Delta Pi. Members are appointed by the Provost and the President.

**Animal Care and Use Committee** -- Recommends and oversees policies and procedures for live and dead animal care for course use and acts as an advisory council to the faculty.

The committee is made up of four faculty who serve three (3) years terms appointed by the Provost and the President. One community member is a veterinarian who serves annually. The Director of Sponsored Programs is the *ex officio* member of the committee.

**Appellate Committee on Dismissal of Tenured Faculty Members** -- Hears appeals of dismissed tenured faculty members when hearings are requested. *(See page 40.)*

The committee is composed of nine (9) tenured faculty members, serving two-year terms. The Faculty Senate nominates eight (8) from which the tenured faculty of SWOSU elects four (4) members each year who are appointed by the Provost and the President. Every even year, the President appoints the ninth faculty member to the committee.

**Assessment Committee** -- Recommends policies and procedures for testing and assessment of student academic achievement and student satisfaction.

Committee members include the Chair of the General Education Committee, the Chair of the Department of Language and Literature, the Chair of the Department of Mathematics, the Dean of Students, the Director of Assessment, the Director of Counseling and Assessment at the Sayre campus, the President of the Student Government Association and, with three-year term limits, one additional representative from the College of Arts and Sciences, three representatives from the College of Pharmacy, and one representative from the College of Associate and Applied Programs. One additional student shall be included in the committee serving a one-year term. The Chair of the committee is appointed by the Provost from the membership. The Associate Provost serves as an *ex officio* member.

**Athletic Council** -- Recommends athletic policies and procedures to the President and acts as an advisory council to the President and the Director of Athletics.

The committee is composed of six (6) faculty members (one of whom serves as chair) and two students appointed by the President. *Ex officio* members include the Provost, Associate Provost, Athletic Director, Assistant Athletic Director, chair of the HP&E Department, and head coaches in baseball, basketball, football, softball, soccer, golf, and rodeo. Members serve a two-year term and can be reappointed.
Benefits Committee -- Promotes programs that will contribute to the health and wellness of all University employees and their families; studies and reviews all employee benefit programs at Southwestern Oklahoma State University makes this information available to SWOSU community; gathers faculty and staff input on all University benefit programs; and reviews annually University-sponsored benefits, and the RUSO benefit programs, and make recommendations through proper channels regarding such benefits.

The committee is composed of one representative from each college and one member from the Sayre Campus selected by the Faculty Senate and one member at large appointed by the Provost. The Vice President for Administration and Finance, Director of Human Resources, and the Benefits Coordinator serve as ex officio members. Members serve two year terms.

Bernhardt Award Selection Committee -- Selects an outstanding faculty member to recognize.

The committee is composed of one (1) faculty member from each of the three colleges and the immediate past Bernhardt recipient (who replaces the faculty member from the same college), one (1) alumni representative, and one (1) student representative each selected annually. The chair is selected by the committee. Faculty representatives are elected by the Faculty Senate, the student representative is elected by the Student Government Association, and the alumni representative is selected by the Vice President for Institutional Advancement. Ex officio members include the Provost and the Vice President for Institutional Advancement.

Biosafety Committee -- Reviews all funded and unfunded research, for compliance with federal guidelines, conducted at SWOSU involving the use of potentially infectious or organisms and/or recombinant DNA to ensure proper safeguards are instituted in order to protect the health of the employee and the environment.

The committee is composed of five members including three faculty who serve three (3) year terms and two community members appointed by the Provost.

Campus Environmental Committee -- Promotes environmental awareness, resource conservation, and recycling of certain materials.

The committee is composed of two (2) faculty nominated by the Faculty Senate, two (2) students nominated by the Student Government Association, two (2) at-large members appointed by the President, two (2) members chosen by the Support Staff Council, and one (1) member appointed by the Dean of the Sayre Campus. Members serve a two year term except for the SGA representatives who serve annually. Students have voting privileges. The committee elects the chair who serves a one year term. The committee makes recommendations to the Vice President for Administration and Finance.

Curriculum Agencies -- Recommends actions related to additions, deletions, and modifications in curricula. These agencies are: General Education Committee; Teacher Education Council; Graduate Council; and the Curriculum Committees in the Colleges of Arts and Sciences, Pharmacy, Professional and Graduate Studies, and Associate and Applied Studies. Each agency decides the composition of its committee.

Curriculum Committee -- Reviews and makes recommendations to the Provost for requests for additions, deletions, or modifications of courses or programs. The recommendations are based on
impact on other departments or colleges, alignment with the University mission, philosophy, and policies; strategic goals; and fiscal requirements of the request.

The committee is composed of two representatives each from the Colleges of Arts and Sciences, Pharmacy, and Professional and Graduate Studies, and one representative from the College of Associate and Applied Programs. The representatives from each college are selected by a vote of the members of the college. This committee reports to the Provost.

**Distinguished Alumni Committee** -- Reviews applications and makes recommendation to the President on selection of the distinguished alumni. The Distinguished Alumni is the guest speaker at commencement.

The committee is composed of the President, Provost, Associate Provost, Vice President for Institutional Advancement, Director of Public Relations & Marketing, two emeriti, President of Alumni Association, a community representative, Faculty Senate President, and the deans or their designee.

**English Proficiency Program Committee** -- Makes recommendations related to the English Proficiency Exam.

The committee is composed of one (1) faculty member from each college who serve three (3) year terms appointed by the Provost and the President, the Chair of the Language Arts Department, the past Director of the Freshman English Program, and two students appointed by the Student Government Association who serve annually.

**Faculty Development Committee** -- Encourages excellence in teaching and scholarly activities. This committee will offer programs to enable the faculty to improve personal and professional qualities as educators. Program content will encompass: teaching, research, and new faculty orientation.

Annually Faculty Senators from each college nominate two (2) representatives from the College of Arts and Sciences, two (2) representatives from the College of Professional and Graduate Studies, one (1) representative from the College of Pharmacy, and one (1) representative from the College of Associate and Applied Programs – Sayre Campus; the entire Faculty Senate then votes on the slate of representatives. The Director of Assessment serves as an *ex officio* member. Members are appointed by the Provost and the President. The committee chair will be elected by committee members from faculty who are serving their last year on the committee of a two year term.

**Faculty Recruitment Committee** – Researches and makes recommendations to improve faculty recruitment.

The committee is composed of one faculty member from each college and one faculty member from the Library who serve for three year terms. The committee is appointed by the Faculty Senate. The committee chair is selected by the members of the committee. The committee reports to the Faculty Senate whose members will then make recommendations to the Provost.

**Faculty Senate** -- Serves as a recommending committee of faculty selected by their peers according to the Faculty Senate Constitution.

The committee is composed of faculty who serve three year terms. The body elects their President,
President-Elect, and Secretary-Treasurer. The SGA President is a member.

**Financial Assistance Advisory and Appeals Committee** -- Acts as an advisory committee to the student financial assistance officer, hears appeals, and recommends disposition of student grievances related to financial assistance awards.

The Weatherford committee is composed of five (5) members including: one (1) representative from the Business Office; one (1) representative from the Registrar's Office; the Dean of Students who serves as chair; one (1) representative from the Faculty Senate, who serves a one-year term; and one (1) representative for the Student Government Association who serves a one year term. The Faculty Senate nominates at least one (1) faculty member each year. Committee members are appointed by the Vice President for Administration and the President.

The Sayre committee is composed of four (4) members including one (1) representative from the Business Office; one (1) representative from the Registrar’s Office; one (1) administrative representative from the Dean’s Office; and the Student Financial Services Officer. Committee members are appointed by the Dean of the Sayre Campus. The Associate Provost is an *ex officio* member.

**General Education Committee** -- Evaluates current offerings, makes recommendations, and reports to the Associate Provost.

The committee is composed of seven (7) faculty members: three (3) Professional and Graduate Studies; two (2) Arts and Sciences; one (1) Pharmacy; and one (1) Sayre Campus. Committee members serve three year terms. Members of the committee are nominated by the Dean of each college and appointed by the Provost. Up to two (2) student members are appointed by the Student Government Association who serve annually. The Chair is elected by the committee. The Associate Provost is an *ex officio* member.

**Graduate Council** -- Recommends policies regarding the Graduate Program and monitors approved policies.

The committee is composed of six (6) members of the faculty (who serve three (3) year terms and two (2) graduate students. The Master of Education degree program will have three (3) representatives (one (1) member representing each college.) The Master of Business Administration, and the Master of Music and the Master of Psychology programs will have one (1) representative each. Graduate Council members and alternates are nominated by academic deans and appointed by the Provost and the President upon recommendation by the Graduate Dean. The council is chaired by the Dean of the College of Professional and Graduate Studies.

**Intellectual Property Committee** -- Disseminates information to the faculty regarding laws and policies regarding copyrights and the use of intellectual property. The Committee monitors general University compliance.

The Committee is composed of five (5) faculty members nominated by the Faculty Senate who serve a two (2) year term; one (1) student nominated by the Student Government Association; one (1) dean and one (1) department chair appointed by the Provost and the President; and three (3) *ex officio* members: Director of Sponsored Programs, Director of Libraries or designee, and Director of Fine Arts and Conference Center. The chair is appointed by the Provost.
**Library Committee** -- Acts as an advisory committee to the Director of Libraries. Members are representatives of the various departments, divisions, and colleges. Members also report library policies to their units and report faculty and student needs to the Director of Libraries. The chair is the Director of Libraries.

One (1) faculty member from each academic department is recommended to the Library Director and serves a three (3) year term. The committee also includes one (1) undergraduate student nominated by the Student Government Association and one (1) graduate student nominated by the Graduate Council. Members are appointed by the Provost and the President.

**Panorama Committee** -- Plans special entertainment, cultural events, and lecture programs for SWOSU community.

The committee is composed of at least twelve (12) members appointed by the President. Members serve a two-year term. Membership includes the Director of Public Relations & Marketing who serves as chair, eight (8) faculty, and at least three (3) student representatives. The Associate Provost, Bursar and Director of the Fine Arts Center serve as *ex officio* members. If the committee is not chaired by the Director of Public Relations & Marketing, that person would also serve as an *ex officio* member.

**Protection of Human Subjects Committee** -- Approves research involving the protection of the rights, welfare and person privacy of human subjects, including, but not limited to, research intended to produce any type of publication or presentation which involves human subjects. Such studies must be approved by this committee prior to onset of research.

The committee is composed of seven (7) faculty and one (1) non-university member each serving a three year term. Members are recommended by the chair and appointed by the Provost and the President. The Director of Sponsored Programs is an *ex officio* member.

**Radiation Safety Committee** -- Develops policy recommendations for use, handling, storage, control, and monitoring of nuclear materials.

The committee is composed of four (4) faculty each serving a four year term. Members are recommended by the committee chair and appointed by the Provost and the President. Two student members are nominated by the Student Government Association. The Provost is an *ex officio* member.

**Retention Management Council** -- Serves to consider effective means of retaining students through policy and practice on campus. Suggestions from council members, students and campus community are discussed and appropriate changes are made to improve graduation rates.

The committee is composed of two (2) faculty representatives from each college, two (2) staff support representatives, the Director of Institutional Research, the Director of Student Financial Services, the Comptroller, one (1) dean, three (3) students nominated by the Student Government Association, Dean of Students, one (1) representative from the College of Associate and Applied Programs – Sayre Campus; and a liaison from Faculty Senate. Members of this committee are appointed by the President and serve three (3) year terms except for students who serve annually. The chair of the committee is the Associate Provost.

**Safety Committee** -- Serves as a recommending body to the administration concerning safety and environmental issues. The primary goal of the committee is to make SWOSU a safer place to work
and study.

The committee is composed of fifteen (15) members including the following: four (4) members of the faculty, Vice President for Administration and Finance (chair of the committee), Provost or designee, Dean of Students or designee, Director of Department of Public Safety, SWOSU Safety Specialist, two (2) representatives from the Support Council, Director of Physical Plant, Director of the Student Center and two (2) students nominated by the Student Government Association. Members serve indefinite terms after being appointed by the Vice President for Administration & Finance and the President.

**Scholarship Committee** -- Establishes guidelines for SWOSU scholarship program and awards institutional scholarships.

The committee is composed of twenty (20) members including the following (or their designees): the President, the Vice President for Administration and Finance, Provost, Associate Provost, Bursar, President of the Faculty Senate, Associate Dean of the College of Pharmacy, the two (2) Directors of Student Financial Services (Weatherford and Sayre), Counselor from Student Financial Services, Director of Enrollment Management and Career Services, Director of Athletics, Dean of the Sayre Campus, Registrar, Vice President for Institutional Advancement, Director of Institutional Research, Chair of the Department of Music, and the Weatherford Mayor. The President appoints the chair of the committee and may appoint others as appropriate. The members serve indefinitely.

**Student Center Policy Forming Board** -- Recommends operating policies for the Student Center to the Director of Student Center and Auxiliary Services.

The board consists of nineteen (19) members. The chair is appointed by the Vice President for Administration & Finance and the President and serves a three year term. There are nine (9) faculty members, who serve three year terms; therefore, the Faculty Senate nominates at least three (3) faculty members each year. There are six (6) members representing the Student Government Association, including the faculty sponsor and five (5) students. *Ex officio* members include the Dean of Students, the Director of Auxiliary Services, and the Vice President for Administration & Finance.

**Teacher Education Council** -- Develops and recommends general policy for the undergraduate Teacher Education Program.

The Council is composed of fifteen (15) members of the faculty, the Chair of the Department of Education, and the Presidents of Kappa Delta Pi and the Student Education Association. Faculty appointees serve a three year term. Members are nominated by the Associate Dean of the School of Behavioral Sciences and Education who chairs the committee. Members are appointed by the Provost and the President.

**University Computer/Telecommunication Advisory Committee** -- Solicits information from SWOSU community concerning present and future technology-related needs and recommends formulation of the technological strategic plan including short and long-range acquisition, implementation and coordination of all technology-related activities on a university-wide basis. The committee recommends standards for software, hardware and other related items that will be available university-wide to insure uniformity, accessibility, and economy.

The committee is composed of the Provost, the Vice President for Administration and Finance (or their
designees), one (1) representative from the Sayre Campus, one (1) faculty representative from the College of Professional and Graduate Studies, one (1) faculty representative from the College of Pharmacy, one (1) faculty representative from the College of Arts and Sciences, one (1) representative from the Library, the Web Manager, the Director of Distance Learning, the Chair of the Department of Computer Science, and the Director of Information Technology Services. Faculty representatives are nominated by the Faculty Senate to serve three year terms, and appointed by the Provost and SWOSU President.

**University Promotion/Tenure Appeals Committee** – Hears appeals related to promotion and tenure decisions.

The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences, College of Professional & Graduate Studies, and the College of Pharmacy and College of Associate and Applied Sciences Programs will select one (1) faculty for the Appeals Committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. A fifth member of this committee is selected by the Faculty Senate from among the members of the Appellate Committee on Dismissal of Tenured Faculty Members. One (1) chair and one (1) dean are appointed by the Provost. Members of this committee should not have been involved in the promotion/tenure process as candidates or as members of SWOSU Promotion/Tenure Review Committee during the academic year.

**University Promotion/Tenure Review Committee** – Evaluates faculty applications for tenure and promotion, and makes recommendations related to granting tenure and promotions.

The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty. The Faculty Senators of the College of Arts & Sciences and the College of Professional & Graduate Studies will each select three (3) faculty and the College of Pharmacy and the College of Associate and Applied Programs will each select one (1) faculty for this committee. The Faculty Senate President will forward the names to the Provost by the end of the first full week of October. Members of the committee serve one year terms and may not serve consecutive terms. Chairs, associate deans, deans, and applicants are ineligible for committee membership. The committee elects a chair.

**University Research and Scholarly Activity Committee** -- Serves as an advisory council to the Provost concerning matters related to research and scholarly activity.

The committee is composed of eight (8) faculty each serving three year terms. Three faculty members are selected from each of the Colleges of Arts and Sciences and Professional and Graduate Studies and one from each of the Colleges of Associate and Applied Programs and Pharmacy. Two students are nominated each year by the Student Government Association. Faculty members are nominated by the Deans and appointed by the Provost and the President. The Director of Sponsored Programs serves as the *ex officio* member.

The material on pages 31-63 is taken directly from the current Policy Manual of the Board of Regents of RUSO unless indicated (underlined and italicized). Locally developed policies and procedures, which have been approved by the Board of Regents of RUSO, begin on page 64.
3. ACADEMIC AFFAIRS (Chapter 3, RUSO Policy Manual)

3.1 FACULTY PERSONNEL POLICY. It is the policy of Board to recognize and implement the functions assigned to the regional universities by the Oklahoma State Regents for Higher Education. These functions are teaching, research, continuing education, and public service. The responsibility for carrying out this policy is shared by the Board of Regents of the Regional University System of Oklahoma, administrative officers, and the faculty of the constituent universities.

3.1.1 Membership. The faculty is composed of two groups, the regular and the supplemental faculty. In most cases, these individuals have an instructional or research relationship to the university, either direct or supervisory. The faculty includes permanent and temporary, full-time and part-time personnel.

Regular Faculty: The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor. Regular faculty may hold one of the following appointments: 1) Tenured; 2) Tenure Track (non-tenured, on tenure track); 3) Non-Tenure Track (non-tenure earning); 4) Temporary (one academic year or less).

Supplemental Faculty: The supplemental faculty consists of:

a) Members of the Department of Military Science. Members of the Department of Military Science include the commissioned and non-commissioned officers assigned to the university by the Department of Defense. The senior commissioned officer holds the rank of professor.

b) Adjunct Faculty. Adjunct faculty hold part-time appointments that may be made for one academic year or less. The rank of such faculty may be instructor or lecturer.

c) Visiting Faculty. Visiting faculty are employed by the university to teach or perform research for a limited time and are on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.

d) Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated, may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure, which are applicable specifically to regular faculty. Volunteer faculty who meet the education qualifications may hold academic rank.

e) Clinical Supervisors. Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

3.1.2 Types of Appointments to Faculty. The regular faculty holds one of six types of appointments:
a) **Tenured.** A tenured appointment is reserved for those regular faculty members who have been granted tenure by the Board. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment is being terminated. The procedures for dismissal of tenured faculty are covered in this chapter.

b) **Non-Tenured.** A non-tenured appointment refers to any appointment which is not tenured. This includes, but is not limited to, tenure track, non-tenure track, temporary, and administrative appointments.

1) **Tenure Track.** A tenure track appointment is one in which the faculty member may become eligible to receive tenure in accordance with policy. Tenure track appointments are for one (1) year, renewable annually at the option of the university.

2) **Non-tenure Track.** A non-tenure track appointment is one in which the faculty member is appointed to the regular faculty but is not eligible to receive tenure and is classified as on a non-tenure track. A faculty member on non-tenure track appointment may be continued annually, at the option of the university. A non-tenure track appointment may be changed to a tenure track appointment upon written agreement between the university president and the faculty member.

3) **Temporary.** A temporary appointment is one in which the faculty member is appointed to the regular faculty for a period of one year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised.

4) **Administrative.** An administrative appointment is one in which the faculty member is assigned to perform executive duties and function as part of the administration of the university.

### 3.1.3 Length of Appointments.
The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its employees except as authorized by the Oklahoma Constitution.

### 3.1.4 Initial Appointments to the Regular Faculty.
Authority to make appointments to the regular faculty is delegated to the university president. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment.

### 3.1.5 Appointments to the Supplemental Faculty.
Authority to make appointments to the supplemental faculty is delegated to the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment.

### 3.1.6 Appointments to the Summer Teaching Faculty.
An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments from regular faculty are made by the university president.

### 3.1.7 Full- and Part-Time Appointments.
a) **Full-Time Appointments.** Full time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twelve (12) to thirteen and one-half (13.5) hours per semester and a non-instructional equivalent load of four and one-half (4.5) to six (6) hours per semester so the full-time load would be the equivalent of eighteen (18) hours per semester.

b) **Part-Time Appointments.** Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be determined by dividing his teaching load by eighteen (18). For example, a nine (9) hour teaching load would equal one-half time.

c) **Graduate Assistants.** Graduate assistants are graduate students at the institution who hold appointments as teaching, research, or administrative assistants. Graduate assistants must be enrolled in a minimum of three (3) semester hours. Teaching assistants shall not teach more than six (6) credit hours per semester.

d) **Joint Appointments.** Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (a) must not total more than 1.0 full-time equivalent (FTE) and (b) must be approved by all the units and colleges or universities involved. Such appointments must have the approval of the appropriate administrative officials of all units involved and one academic unit and college shall have primary responsibility for promotion and tenure consideration.

e) **Adjunct Appointments.** Adjunct appointments are temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. Compensation is determined at the university level.

### 3.2 ACADEMIC RANK AND PROMOTION OF FACULTY.

#### 3.2.1 Rank or Promotion Granted by Board of Regents.** Authority to grant academic rank or promotion in academic rank is delegated to the university president. Determination of merit and granting promotion in rank shall be in accordance with the promotion policies and procedures of the university as well as the minimum criteria contained in these policies.

#### 3.2.2 Principal Academic Ranks of the University.** The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor. Educational qualifications for these ranks shall be as follows:

a) **Professor:** An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.
b) **Associate Professor:** An earned doctorate degree awarded by a regionally accredited or internationally recognized institution.

c) **Assistant Professor:** An earned doctorate degree awarded by a regionally accredited or internationally recognized institution. Institutions may elect to award the rank of assistant professor to individuals who have completed all requirements in a doctoral program except the dissertation (or equivalent requirement) or have completed a non-doctoral degree program requiring a minimum of 60 graduate hours.

d) **Instructor:** An earned degree awarded by a regionally accredited or internationally recognized institution.

e) **Others** Institutions may classify instructional personnel who are not subject to assignment of rank by such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or by other title.

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

**3.2.4 Experience Requirements.** Faculty members remain at the same rank for a minimum of five (5) years. Exceptions may be made by the university president.

**3.2.5 Educational and Experience Requirements.** The educational and experience requirements delineated above do not imply that attainment of given educational qualifications and/or experience requirements shall be the sole criteria for granting rank or promotion in rank.

**3.2.6 Other Criteria.** Providing that candidates possess the required educational and experience qualifications the following are considered minimum criteria upon which promotion in rank is based: 1) effective classroom teaching, 2) scholarly or creative achievement, 3) contributions to the institution and profession, and 4) performance of non-teaching or administrative duties.

**3.2.7 Reduction in Rank.** No person presently employed shall suffer reduction in rank as a result of the operation of these policies.

**3.2.8 Appeal.** Individuals who are not satisfied with action taken as a result of the review process for change in rank may follow the established university appeal procedure.

**3.2.9 Exceptions.** Exceptions to criteria for promotion in rank may be recommended by the President.

**3.3 ACADEMIC FREEDOM, ACADEMIC RESPONSIBILITY AND TENURE OF FACULTY.**

**3.3.1 Academic Freedom.**
a) Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties. Patent and copyright ownership will vest consistent with Board policy.

b) Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter which has relation to that subject and of controversial topics introduced by students. The faculty member should not introduce controversial matters which have little or no relation to the subject of instruction.

c) University faculty members are individuals, members of a learned profession, and representatives of a university. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but faculty position in the community imposes special obligations. As persons of learning and education representatives, the faculty members should remember that the public may judge the profession and the university by extramural utterances. Hence, each faculty member should, 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 faculty do not speak on behalf of the university.

d) Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

3.3.2 Academic Responsibility.

a) The concept of academic freedom must be accompanied by an equally-demanding concept of academic responsibility. The concern of the university and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the university.

b) Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.

c) Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They shall endeavor to define the objectives of their courses and to devote their teaching to the realization of those objectives. A proper academic climate can be maintained only when faculty members meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising
students, evaluating fairly and participating in group deliberations which contribute to the growth and development of students and the university. All faculty members also have the responsibility to accept those reasonable duties assigned to them within their fields of competency, whether curricular, co-curricular, or extra-curricular. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflects their true merit. They do not exploit students for private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

d) Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members accept a reasonable share of faculty responsibilities for the governance of the university.

e) Institutions of higher education are committed to open and rational discussion as a principal means for the clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts which interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research. It is incumbent upon each member of the academic community to be acquainted with his individual responsibilities, as delineated by appropriate institutional statements found in the faculty handbook.

f) Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to criticize and to seek revisions, they shall observe the stated regulations of the institution. Faculty members shall determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of his or her service, the faculty member recognizes the effect of such a decision upon the program of the institution and gives due notice of the decision.

g) Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

h) Administrators must protect, defend and promote academic freedom.

3.3.3 Academic Tenure.

a) Tenure is a privilege and a distinctive honor. Tenure is defined as continuous
reappointment which may be granted to a faculty member in a tenure-track position, subject to the terms and conditions of appointment. The tenure decision shall be based on a thorough evaluation of the candidate's total contribution to the mission of the university. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in: 1) effective classroom teaching; 2) scholarly or creative achievement; 3) contributions to the institution and profession; and 4) performance of non-teaching or administrative duties. Each university may formulate standards for this review and determine the appropriate weight to be accorded each criteria consistent with the mission of the academic unit.

b) Tenure is granted by the Board of Regents of the Regional University System of Oklahoma upon recommendation of the university president. Determination of merit and recommendation for granting tenure shall comport with the minimum criteria and policies and procedures contained in this chapter.

c) The terms and conditions of every appointment or reappointment shall be stated in writing and be in the possession of both the institution and faculty member before the appointment is consummated. Tenure shall be granted only by written notification after approval by the Board. Only full-time faculty members holding academic rank of assistant professor, associate professor, or professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank.

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

e) The Board intends that tenured personnel are reappointed to the faculties of the institutions under its control within existing positions that are continued the next academic year. The Board reserves the right to terminate tenured faculty at the end of any fiscal year if the Legislature fails to appropriate or the Oklahoma State Regents for Higher Education fails to allocate sufficient funds to meet obligations for compensation.

f) The Board recommends that not more than sixty-five percent (65%) of the full-time faculty at a university receive tenure.

**3.3.4 Periods of Appointment and Tenure.**

a) Faculty members holding academic rank above the level of instructor (assistant professor, associate professor, or professor) shall be on probation for five (5) years after date of first being employed by the university in a tenure track position. Years of experience in any position other than a tenure track position may be used for the probation only if approved by the university president. Seven (7) years shall be the maximum probationary period for the eligible faculty member to become eligible for tenure. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no renewal of appointment for the faculty member unless a specific
recommendation for waiver of policy from the president to the contrary is approved by the Board each year.

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

3.3.5 Procedure for Granting Tenure and Reviewing of Tenured Faculty.

a) When a faculty member is to be considered for tenure, the chair of a division or department shall call a meeting of the tenured members of the division or department for a discussion of the case. The faculty member's contributions to the mission of the university shall be reviewed and evaluated by the tenured members of his or her division or department including his or her division and/or department chair if applicable, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. The results of all balloting will be confidential and will not be included in the faculty member’s personnel file. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni and administrative information from the department chair. In the event that the number of tenured faculty members in a division or department is fewer than five (5), the actual tenured members in that division or department, plus additional tenured faculty members appointed by the chief academic officer or his or her designee to form a group of at least five (5) tenured faculty members shall act as an ad hoc committee for tenure recommendation. A simple majority rule shall prevail. The division or department chair shall report the results of the vote, separate from his or her recommendation, to the dean who will forward that recommendation as well as the dean's recommendation to the chief academic officer. The chief academic officer will report these recommendations as well as his or her recommendation to the president.

A recommendation for tenure may also come directly from the chief academic officer or from the president of the university without prior recommendation from the division or department. If the president determines to recommend granting of tenure, he or she will make the recommendation to the Board.

b) The academic and professional performances of each tenured faculty member at each institution must be reviewed at least every three (3) years. When the review results in a finding that a tenured faculty member’s academic and professional performance is unsatisfactory, the faculty member shall be notified of the deficiencies in performance and must be reviewed again within one (1) year. The results of each review will be placed in the personnel record of the tenured faculty member. The tenured faculty member should be given a copy of the review and an opportunity to respond. Two consecutive unsatisfactory post-tenure performance evaluations may be grounds for dismissal or suspension.

3.4 DISCIPLINARY ACTION AND DISMISSAL. No tenured member of the faculty shall have his or her appointment terminated in violation of the principles of tenure adopted by the Board except for one or more causes which may include, but are not limited to, the following:
a) Committing a felony or other serious violation of law that is admitted or proved before a court of competent jurisdiction, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violation of a court order which relates to the faculty member's proper performance of professional responsibilities.

b) Moral turpitude.

c) Insubordination.

d) Professional incompetence or dishonesty.

e) Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to Board or university policies.

f) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities.

g) An act or acts which demonstrate unfitness to be a member of the faculty.

h) Falsification of academic credentials.

i) Two consecutive unsatisfactory post-tenure performance evaluations.

j) Bona fide lack of need for one's services in the university.

k) Bona fide necessity for financial retrenchment.

3.4.1 Disciplinary Action Other Than Dismissal or Suspension. Disciplinary action affecting the terms of employment taken by the university against a tenured faculty member must be based upon causes stated in this chapter, or any other adequate cause which related directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate academic officer. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be forwarded to the appropriate dean or division head. If, after review, the dean or division head decides not to proceed with further disciplinary action, both parties should be notified in writing. If the dean or division head determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The dean or division head may determine that no further action is necessary. If, however, additional action is warranted, the faculty member and the chief academic officer shall be notified in writing within fourteen (14) days. The chief academic officer should arrange for a conference with the faculty member. The chief academic officer may then determine that no additional action is necessary.

However, the chief academic officer should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file.
3.4.2 Suspension of a Tenured Faculty Member. The president of the university shall have the authority to suspend any faculty member formally accused of causes a, b, c, d, e, f, g, h or i (listed above). The president shall notify the Board of the terms and conditions of the suspension. A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation.

3.4.3 Dismissal of a Tenured Faculty Member for Cause. Dismissal proceedings shall begin with a conference between the faculty member and the appropriate academic officer. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the university would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the vice president for academic affairs. Within fourteen (14) days, the chief academic officer should have a conference with the faculty member. At the conclusion of the conference the chief academic officer will make a written recommendation to the president with a copy to the faculty member.

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

Before terminating an appointment because of discontinuance of a program or department, or because of other lack of need of services, the university will make reasonable efforts to place affected members in other suitable positions.

If an appointment is terminated because of financial retrenchment, or because of discontinuance of a program, the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment at the previous status.

3.4.5 Appellate Committee on Dismissal of Tenured Faculty Members. A faculty member who receives notice of pending dismissal may request and shall be afforded a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members. Failure to make a request in writing to the president within fourteen (14) days after receipt of notification shall constitute a waiver by such faculty member of his or her right to a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members and the president shall then make a final determination. Each university shall institute an Appellate Committee on Dismissal of Tenured Faculty Members. The committee shall not exceed nine (9) tenured faculty members, eight (8) of whom shall be nominated or elected by the faculty governing body of the university and one member appointed by the president of the university. A quorum shall be five (5) members or a majority of qualified members of the committee. Initially, one half (½) of the elected members shall be elected for twelve (12) months and one half (½) shall be elected for twenty-four (24) months; thereafter, one half (½) shall be elected each year. No member may serve more than
two (2) consecutive terms. One (1) or more alternate members of the committee shall be elected to serve in the event a regular member is unable to serve. If any member of the committee is an interested party in a case which comes before the Appellate Committee on Dismissal of Tenured Faculty Members, said committee member shall not serve on that case.

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

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

**3.4.6 Appeal Procedures for Tenured Faculty.**

a) After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Tenured Faculty Members, service of notice of hearing with specific charges in writing will be made at least twenty (20) days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief or the matter may proceed to a hearing. If the faculty member waives hearing, but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Tenured Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the university, and make its recommendation upon the evidence in the record.

b) If the faculty member requests a hearing, the Appellate Committee on Dismissal of Tenured Faculty Members shall, with due diligence, and in keeping with the Administrative Procedures Act, considering the interests of both the university and the faculty member affected, hold a hearing and report its findings and recommendations to the university president and to the involved faculty member.

c) At hearings before the Appellate Committee on Dismissal of Tenured Faculty Members, faculty members and the university shall be permitted academic advisors and/or counsel. A court reporter will be retained by the university to record the proceedings. Parties will pay the cost of a copy of the transcript. The committee will determine whether the hearing should be public or private.

d) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the university will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee, if available.

e) The faculty member and the university will have the right to cross examine all witnesses present. Depositions are admissible whenever a witness cannot appear.

f) The committee may conclude: a) that adequate cause for dismissal has been established by the evidence; b) that adequate cause for dismissal has not been established by the evidence; or c) that adequate cause for dismissal has been established, but an academic
penalty less than dismissal, including removal of tenure, would be more appropriate. The committee may make any other recommendations it determines are appropriate. The committee's findings and recommendations shall be made to the university president. The committee shall send a copy of its findings and recommendations to the affected faculty member.

g) The president shall notify the affected faculty member of the president's recommendation to the Board. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the president. The request must be in writing and filed within fifteen (15) days after final notification by the president of the university at the office of the Regional University System of Oklahoma. If the affected faculty member does not timely request that the Board review the president's findings and recommendations, the president's determinations become final and binding.

h) In the event the faculty member submits a timely request to the Board to review adverse findings and recommendations of the president, the faculty member must indicate whether he or she desires a hearing of all of the evidence of the case, otherwise the review will be a review of the record of the case. The Board has the discretion to determine whether the review will be a de novo hearing or a review of the record.

i) Public statements and publicity about the case by the university will be avoided until the proceedings, including consideration by the Regents, have been concluded.

3.4.7 Non- Tenured Faculty. Non-tenured faculty shall be afforded the same rights of academic freedom as tenured faculty.

Annual Evaluation. The performance of non-tenured faculty members shall be evaluated by March 1, each year, and the results of the evaluation shall be placed in the personnel file of the non-tenured faculty member. The non-tenured faculty member shall be given a copy of the evaluation.

Non-Reappointment. The Board delegates to the university president or his or her designee the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed will be given written notice from the university by March 1, prior to termination of the current appointment. Failure to reappoint may be without specific or stated cause.

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

3.5 SABBATICAL LEAVE. The Board authorizes the university to grant sabbatical leave. If a university chooses to grant sabbatical leave, the following guidelines will prevail:

Purpose: The university may grant a sabbatical leave to faculty members to provide an opportunity for continued professional growth and new or renewed intellectual achievement.
through study, research, writing, and travel. The primary purpose of sabbaticals should be for post-doctoral study. A sabbatical may be used to engage in specialized scholarly activity or to provide a broad cultural experience. Such sabbaticals are intended to take place in off-campus settings. The university views a sabbatical as an investment with the expectation that the sabbatical will significantly enhance the faculty member's capacity to contribute to the objectives of the university. For this reason sabbatical leave applications are approved only when significant evidence indicates that the individual will achieve this purpose. Also, the approval of such sabbaticals shall be consistent with the appropriate budgetary and faculty arrangements so as not to disrupt the instructional program or other vital operations of the university.

Conditions of Award: A full sabbatical leave will be for one year at one-half salary. Persons who qualify for less than full sabbatical may be awarded a sabbatical on a proportional basis. Sabbatical leaves shall not be used as a means of augmenting personal income. The sabbatical program requires that persons on sabbatical devote full-time to the scholarly activity for which the sabbatical is granted and will receive no salary or stipend from sources other than the university, except that, with university approval, (1) persons on sabbatical at less than full salary may engage in other scholarly activity consistent with that for which the sabbatical is granted and receive salary, stipend, or honorarium from other sources in such amounts that total salary stipend, and honorarium do not exceed the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incident to their scholarly activity. Individuals receiving sabbatical leave shall enter into the following written agreement to return to the service of the university and remain for a number of months equal to four times the number of months of full-time equivalent salary (example: One half (½) salary x ten (10) months = five (5) full-time months; the number of months to return to the university is five (5) full-time months x four (4) = twenty (20) months) or to repay the university the amount of salary received while on sabbatical leave, unless released from the obligation by the Board. If the individual leaves the university prior to the end of the required time, whether voluntary or involuntarily, the amount to be paid the university shall be proportionally reduced.
AGREEMENT

1. I agree to report in writing to the Chief Academic Officer via my department chair or division chair within three months of returning to University service a report of the activities I undertook on my sabbatical and I understand that should I fail to do so any future leave application can be denied.

2. I agree to withdraw from all departmental, college, and University committees for the duration of my leave.

3. I agree to remain in the service of the University at not less than my present salary for a number of months equal to four times the number of months of full-time equivalent salary.

4. I further agree that, in the event I do not return to the University, I will repay the University salary and cost of benefits received from the University during the sabbatical leave, and that, if I do not repay such sums upon demand the University may bring all necessary legal actions to recover this money from me.

5. I have read the section of the Faculty Handbook regarding the official policy of sabbatical leave.

6. I have read and reviewed the rules and regulations of the Oklahoma Teachers Retirement System related to sabbatical leave.

NAME (Please type):

SIGNATURE: _____________________________________________

At the termination of the sabbatical, and not later than three months after returning to the campus, the individual shall submit a report of the activities undertaken to the chief academic officer through the department chair and division chair. The report will be used to evaluate future applications for sabbaticals of faculty members who have been granted one or more sabbaticals.

Eligibility: Faculty members are eligible for full sabbatical leaves when they have been full-time employees of the university for six academic years. In order to qualify for a prorated sabbatical, the individual must have been a full-time employee of the university for a minimum of two academic years. For the purpose of determining eligibility for a sabbatical leave, time spent on a sabbatical is considered as full-time employment; however, time spent on leave without pay is not considered full-time employment. A faculty member is eligible for a subsequent full sabbatical after six years following any sabbatical leave grant whether full or partial.
Application: A faculty member shall make formal application for a sabbatical leave which includes the reasons for requesting the sabbatical leave, the activities planned during the sabbatical, and a schedule of the use of time while on the sabbatical leave. The application should be submitted to the president of the university through the appropriate department chair, division chair or dean, and vice president. The department chair, division chair or dean, and vice president shall each include a recommendation regarding the sabbatical leave. The decision for recommendation of a sabbatical leave shall be based on the following criteria:

a) evidence of the highest critical need in order to maintain academic effectiveness;

b) total years of academic or professional service at the university;

c) potential contribution to an academic or professional discipline;

d) length of remaining service to the university;

e) possession of a terminal degree in the teaching field assigned; or pursuing a terminal degree in a teaching field in which there is a shortage of qualified faculty.
5. GENERAL POLICIES (Chapter 5, RUSO Policy Manual)

5.1 EQUAL OPPORTUNITY. RUSO, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

5.2 AFFIRMATIVE ACTION. The Affirmative Action Plan at each university serves to supplement the Regents’ policy on equal opportunity as it pertains to employment, and is an integral part of the employment policies of the Board. The principal objectives are:

a) to assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, ethnicity, national origin, sex, age, political affiliation, or status as a veteran;

b) to meet institutional responsibilities under the Civil Rights Act of 1964; commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and Oklahoma State Regents for Higher Education policies.

c) to reach out to all persons, including women and racial minority members, in the recruitment, placement, development and advancement of university personnel.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

5.3 REGENTS’ INSURANCE PROGRAM. RUSO provides the following types of insurance to eligible employees. Coverage requirements and limitations are delineated in the contracts between the Board or the regional universities and the insurer.

5.3.1 Group Health Insurance Program. Pursuant to 70 O.S. § 3510(k), RUSO provides continuous group health insurance coverage for all full-time employees and, at the employee's option, eligible dependents. Employee and dependent coverage is provided as authorized by the university president in accordance with university policy.

The regional universities shall extend the option of continuing group health coverage to employees and/or dependents at their own cost for a specified period of time after their date of termination in accordance with Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

5.3.2 Group Life Insurance Program. Pursuant to 70 O.S. § 3510(k) RUSO provides group life insurance coverage for all full-time employees at the employer’s expense.
5.3.3 **Directors and Officers Liability Insurance.** Pursuant to 74 O.S. §85.58A (l) all employees acting within the course and scope of their employment are covered at state expense under the comprehensive professional risk management program administered by the Department of Central Services, subject to the limitations of that program.

5.3.4 **Group Long-Term Disability Insurance Program.** Pursuant to 70 O.S. § 3510(k), RUSO provides group long-term disability insurance coverage on all full-time employees after six full months of continuous full-time employment, at the employer’s expense.

5.3.5 **Unemployment Compensation.** All full-time employees are covered by unemployment compensation insurance at the employer's expense.

5.3.6 **Workers’ Compensation.** Pursuant to 85 O.S. § 2b, Workers' Compensation Insurance is provided to all employees at the employer’s expense.

5.3.7 **Governmental Tort Claims Act.** Pursuant to 51 O.S. § 151 et seq., all employees acting within the course and scope of their employment are covered at state expense under the Governmental Tort Claims Act, effective October 1, 1985, subject to the limitations of that Act.

5.4 **RETIREMENT.**

5.4.1 **Employer to Pay Elective Member O.T.R.S. Contributions.** All Oklahoma Teachers’ Retirement System (OTRS) contributions provided by statute for eligible employees on salaries and compensation amounts that exceed twenty-five thousand dollars ($25,000) annually will be paid by the employer as authorized by state law. The employer may elect to pay additional OTRS contributions.

5.4.2 **Retirement Annuity.** Employing entities of the Regional University System of Oklahoma may participate in deferred compensation plans as defined by Internal Revenue Code Section 403(b). Effective January 1, 2008, none of the employing entities shall require employees to participate in such deferred compensation plans.

5.4.3 **Retirement Insurance Program.** For a retiring employee who has been employed full-time in the Regional University System of Oklahoma for not less than ten (10) years immediately preceding the date of retirement, and has been a member of the OTRS during that time, and has elected to receive a vested benefit under the provisions permitted by the OTRS laws, the employing university shall continue to pay the group health insurance premiums and the group life insurance premiums for the retiring employee through the month in which they become Medicare eligible or age 65, whichever comes last. The retiring employee shall have the option of continuing to pay group health insurance premiums for his or her dependents. This policy does not apply to any employee hired on or after July 1, 2009.

5.4.4 **Active Employees With a Date of Employment Prior to July 1, 1987 and a Date of Retirement Before July 1, 1995.** (See Annex D)

5.4.5 **Active Employees With a Date of Employment Prior to July 1, 1995 (401)(a).** (See Annex E)

5.4.6 **Retired Personnel – Emeritus Status Authorized.** The Board of Regents of RUSO at
its discretion may honor recommendations of presidents to grant retired faculty members emeritus status and title after retirement. When members of the faculty of one of the universities under the jurisdiction of this Board retire under honorable conditions, they may be entitled to emeritus status and to the use of their last title “emeritus” (e.g., “President Emeritus,” “Professor of History Emeritus,” etc.)

5.4.6 Retired Personnel – Emeritus Status Authorized. Retired faculty members’ emeritus status and title shall be wholly honorary and does not entitle them to compensation of any kind. Emeritus status shall apply only in cases where the faculty member has been in the service of the universities under the jurisdiction of this Board for at least ten years.

Other university positions may be considered for emeritus status upon recommendation by the president.

5.5 LEAVE POLICIES.

5.5.1 Presidential Authorization. The Board authorizes the university president to develop and implement policies governing employees’ leave.

5.5.2 Paid Holidays Regents’ Administrative Office. Pursuant to 25 O.S. § 82.1, holidays listed and proclaimed by the Governor are observed by the State and the Administrative Office will be closed.

University holidays are declared by the university president.

5.5.3 Military Leave. Pursuant to 72 O.S. § 48, all employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive his full regular pay. During the remainder of such leave in any federal fiscal year, the president may elect to pay the employee an amount equal to the difference between his full regular pay and his military pay.

Eligible employees may be entitled to certain benefits under the federal Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. §4301 et seq. and the applicable regulations thereto.

5.6 SEXUAL HARASSMENT POLICY.

Statement of Policy. RUSO affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful -- an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual
harassment by any member of the university community, including students, faculty and staff, is a violation of both law and the Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue which may affect any member of the university community and as such will be dealt with promptly and confidentially by the university administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

**Definition of Sexual Harassment.** Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

a) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or

b) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or

c) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

**Examples of Prohibited Conduct.**

Conduct prohibited by this policy may include, but is not limited to:

unwelcome sexual flirtation;

advances or propositions for sexual activity;

continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;

sexually degrading language to describe an individual;

remarks of a sexual nature to describe a person's body or clothing;

display of sexually demeaning objects and pictures;

offensive physical contact, such as unwelcome touching, pinching, brushing the body;

coerced sexual intercourse;

sexual assault;

actions indicating that benefits will be gained or lost based on response to sexual advances.

**Retaliation.** Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy.
Sanctions. Appropriate disciplinary action may include a range of actions up to and including dismissal.

Complaint Process. This policy is in addition to the current Board and university policies concerning discrimination, and applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of the sexual harassment policy will be reviewed and investigated by the appropriate university office.

Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

a) Complaints against students or student organizations shall be filed with the designated official for review and investigation. The designated official, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

b) Complaints against faculty or staff shall be filed with the designated official. The designated official may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.

c) Complaints against visitors, guests, vendors, contractors, or any other person should be directed to the university human relations department; or

d) any other appropriate process as established by the university policy.

5.7 RACIAL AND ETHNIC POLICY.

Introduction. The Board is committed to a multicultural, multiethnic and multiracial environment at each of the six regional universities. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of the university community is a responsibility each of us must share. Acts of racial and ethnic harassment are repugnant to the Board's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted at the regional universities. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

Statement of Policy.

It is the policy of the Board that racial and ethnic harassment is prohibited and is subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as:
Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

**Sanctions.** Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus complaint procedures.

**Retaliation.** Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

**Complaint Process.** This policy is in addition to current Board and university policies concerning discrimination, and applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate university office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

a) Complaints against students or student organizations shall be filed with the Affirmative Action Office (AAO) for review and investigation. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

b) Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO or its designee may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.

c) Complaints against visitors or guests should be directed to the university police office on the campus where the incident occurred.

**5.8 DRUG FREE SCHOOL AND WORKPLACE.**

**5.8.1 Drug Free Workplace.**

**Purpose.** The federal Drug-Free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of $100,000 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace. The Board, support of this anti-drug abuse legislation, and recognizing that drug abuse in the workplace is a concern regardless of any connection with federal funds, hereby establishes the following Drug-Free Workplace Policy and requires each university under its governance to effectuate this policy immediately as to all university employees.

**Establishment of Program.** Each university under the governance of the Board shall
establish a drug-free awareness program to inform employees about:

a) the dangers of drug abuse in the workplace;

b) the university's policy of maintaining a drug-free workplace;

c) any available drug counseling, rehabilitation and employee assistance programs that are available either through the university or through any third-party assistance programs in the area; and

d) the penalties that may be imposed upon employees for drug abuse violations.

**Minimum Implementation Measures.** At a minimum, each university under the governance of the Board shall:

a) Publish and post in each department of the university a written statement containing the following information:

1) a notification that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all university areas;

2) a description of the actions that will be taken against employees for violations of such prohibitions; and

3) a notification that as a condition of employment employees will abide by the terms of the statement and notify the university in writing of any state or federal drug statute conviction for a violation occurring in any university area no later than five (5) days after such conviction;

b) Require that each university employee be personally given a copy of the statement required in paragraph as of this section. Each such employee shall be required to acknowledge receipt of such statement by signing and returning a copy of same to the university;

c) Designate appropriate supervisory and administrative personnel who will be responsible for identifying all university employees engaged in the performance of federal grants and contracts, for obtaining signed statements from all university employees, and for submitting those statements to the university official(s) in charge of maintaining personnel records for appropriate retention. Such supervisory and administrative personnel shall be responsible for obtaining and submitting their own statements to such record keeping official(s);

d) Designate appropriate supervisory and administrative personnel to have the responsibility to personally meet with and explain the university's drug-free workplace policy to all university employees;

e) Designate appropriate supervisory and administrative personnel to be responsible for and who shall provide timely notification (within ten days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the
performance of federal grants and contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace;

f) Impose an appropriate administrative sanction (up to and including dismissal) on any employee so convicted, within thirty (30) days of knowledge of such conviction, or require the satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by the university; and e (5) days after such conviction;

g) Make a good faith and continuous effort to maintain a drug-free workplace by taking the steps enumerated for federal compliance certification of a university drug-free workplace.

**Employee Responsibility.** All university employees shall sign and return to the university the statement referred to in this policy and, if convicted under state or federal criminal drug statutes for misconduct in the workplace, as a condition of continued employment shall notify his/her immediate supervisor in writing and, if applicable, federal grant or contract supervisor, of such conviction within five (5) days of the conviction.

**Sanctions.**

a) Refusal, failure or neglect by any university employee to sign and return the written statement referred to in this policy shall be deemed an act of insubordination and will subject the employee to appropriate disciplinary action.

b) The administrative sanction for failure to timely report a workplace related state or federal criminal drug statute conviction by such an employee, or for a workplace related criminal drug statute conviction by an employee which has been timely reported to the university may include any sanction up to and including dismissal from employment.

c) In all instances where a university employee is not dismissed from employment, and as a condition to continued employment, has been required to satisfactorily participate in a drug abuse assistance or rehabilitation program, such program must be approved by the university. Any such employee must provide to the university a signed statement attesting as to the employee's successful participation in the university-approved drug abuse assistance or rehabilitation program.

d) With or without the existence of a workplace related state or federal criminal drug statute conviction, if an employee is found at any time to have violated the university drug-free workplace policy, he/she may be disciplined and/or referred for counseling and treatment as set forth in general university disciplinary policies.

e) Administrative sanctions as set forth in this policy shall be imposed by the university within thirty (30) days of notification or awareness of the employee's workplace related criminal drug statute conviction.

**Definitions.**

a) "Controlled Substance" means any controlled substance set forth in Schedules I through IV of Section 202 of the federal Controlled Substances Act (21 U.S.C. Sec. 812, as
amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines and barbiturates.

b) "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

c) "Criminal Drug Statute" means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

d) "Employee" means any person receiving pay through the university payroll system.

5.8.2 Drug Free Schools.

Purpose. The Drug-Free Schools and Communities Act Amendments of 1989 requires that as a condition of receiving funds or any other form of financial assistance under any federal program that the university certify that it has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

Establishment of Program. Each university under the governance of the Board shall establish a drug prevention program to include the following:

a) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on university property or as part of any university activity;

b) a description of the applicable legal sanctions under local, State, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

c) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

e) a clear statement that the university will impose disciplinary sanctions on students and employees (consistent with local, State, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution. For the purposes of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

Minimum Implementation Measures. At a minimum, each university shall:

a) develop a sound method for distributing annual notification information about the drug prevention program to each employee and to each student who is taking one or more classes for any type of academic credit, except for continuing education credit, regardless of the length of the student's program of study;
b) conduct a biennial review at the end of each even-numbered calendar year of the drug prevention program to:

1) determine its effectiveness and implement changes as needed; and

2) ensure that the disciplinary sanctions are consistently enforced; and

c) maintain the biennial review for submission to the U.S. Department of Education if requested.

**Sanctions.**

a) In all instances where a student is not expelled or where a university employee is not dismissed from employment, and as a condition to continued attendance or employment, has been required to satisfactorily participate in a drug or alcohol assistance or rehabilitation program, such program must be approved by the university. Any such student or employee must provide to the university a signed statement attesting as to the successful participation in the program.

b) With or without the existence of a local, State, or federal criminal drug or alcohol statute conviction, if a student or an employee is found at any time to have violated the university drug prevention program, he/she may be disciplined and/or referred for counseling and treatment as set forth in general university disciplinary policies.
DRUG-FREE SCHOOL AND WORKPLACE POLICY STATEMENT
UNIVERSITY
NOTICE TO ALL UNIVERSITY EMPLOYEES

_________________ University, in compliance with the Drug-Free Workplace Act of 1988, hereby gives notice to all University employees that it is the formal policy of the Regional University System of Oklahoma and ________________University that it is in the best interest of both the University and its employees to provide education, awareness and assistance where appropriate relative to the dangers inherent in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. The special consequences of drug-abuse in the workplace include the threatened safety to co-workers by those who are impaired by drugs, the increased danger of defective or substandard services being provided to the public and diminished productivity.

In order to combat this problem area, the University will provide all employees ongoing materials and information concerning these dangers and available avenues of assistance. The University further gives notice:

1) The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any University work area is prohibited.

2) As a condition of employment, employees must abide by the terms of this policy.

3) Any University employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report in writing the conviction within five (5) days thereafter to (appropriate University office).

4) Violations of this prohibition will result in administrative sanctions, ranging in severity from formal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a university-approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the University of all employees who violate this prohibition and are not terminated from employment.

5) Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from (appropriate University office).

6) Where necessary because of conviction and incarceration, decisions relative to suspension or termination or the granting of leave for treatment will be determined individually.

7) All University employees are required to acknowledge by written signature that they have been made aware of this policy, understand same, will abide by the policy, and to return a signed copy of this policy to (appropriate University office).
ACKNOWLEDGMENT OF UNDERSTANDING AND COMPLIANCE

As an employee of the University, I understand and will abide by the policy statement above, and I agree that I will notify in writing my immediate supervisor and federal grant or contract supervisor, if applicable, within five (5) days if I am convicted under any statutes for misconduct in the University workplace.

NAME (printed) _______________________________________

DATE ____________________________________________

SIGNATURE _______________________________________

_____________________________________________ UNIVERSITY
5.9 **POLITICAL ACTIVITIES OF EMPLOYEES.** An employee of RUSO who participates in political activities must do so in a manner that:

a) does not imply, directly or indirectly, that this Board or any of its universities endorse such activities;
b) in no way interferes with the rights and privileges of other employees of this Board or university;
c) in no way interferes with the rights and privileges of students attending any university;
d) in no way interrupts the normal routine operation of any university;
e) in no way interferes with the assigned duties of the employee.
f) does not utilize university equipment, supplies, paid staff time, or their university resources to influence elections. (See Ethics Rule 257:10-1-3)

Violation of these principles may be considered cause for dismissal.

5.10 **BUILDINGS.**

5.10.1 **Policies On Naming Buildings.**

Buildings on campuses of Oklahoma universities may be named for persons who have been deceased for a period of not less than twenty (20) years, provided the qualifications mentioned in paragraphs 2 and 3 of this subsection have been met. Exceptions may be made if the person whose name is to be honored is alive or has been deceased for less than twenty (20) years provided: (1) that person or his estate has contributed to the university at least one-third (1/3) of the cost of the building to be so named; or (2) is a retired employee of the university.

Dormitories may be named for persons or for things generally recognized to be peculiar to Oklahoma's contribution to our national heritage and distinctive of the tradition or character of the State of Oklahoma subject to the limitations and exceptions mentioned in paragraph 1 of this subsection.

Buildings used for classroom, library or administrative purposes may be named for persons who have made a significant and nationally recognized contribution to a field or profession relating to the purpose for which the building is to be used subject to the limitations and exceptions named in paragraph 1 of this subsection.

5.10.2 **Plaques On Buildings.** The plaque of each new building will be inscribed to include the members of the Board as organized at the time of awarding the contract for the building.

5.11 **DISPLAYING MATERIALS.** Display of signs and posters on campus will be regulated and supervised by the presidents or their designees who will be responsible for promulgating and enforcing appropriate and reasonable regulations to control display of materials. Such material may not be displayed on educational buildings, trees, sidewalks, handrails or grounds,
but must be limited to display in student union buildings or student housing complexes. The spirit of this policy is to preserve the aesthetic value and appearance of the campus.

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

But, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is responsible for making recommendations regarding appointment, employment, promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit.

Waivers may be granted by the university president, but performance evaluations and recommendations for compensation, promotion and tenure will be made by one not related to the individual being evaluated. The Board shall be notified of any such waivers at its next meeting.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows: spouse; parent; grandparent; great-grandparent; parent, grandparent or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse; and great-grandson or great-granddaughter or their spouse.

5.13 PATENTS/COPYRIGHTS.

5.13.1 Patent Policy – General Statement. It is in the best interests of the Board and the State of Oklahoma to encourage faculty and staff members of the Universities to undertake creative endeavors and to receive recognition therefore.

The individual or individuals who make the discoveries or inventions which become the property of the University under this Policy will share in income derived by the university from the marketing of such inventions and patent rights based thereon according to such terms as the president of the university shall direct. As provided for below, discoveries or inventions made or created by employees, faculty, students, and staff of the university will become the property of the university. Any and all benefits accruing to the university and derived from such discoveries or inventions will be used to further the research enterprise of the university. The university through its president, or an officer of the university designated by the president, may recognize the contract with patent service organizations, such, for example, as University Patents, Inc., or Research Corporation, in regard to obtaining, maintaining and marketing of patent rights (domestic and foreign) based on discoveries or inventions which are or shall become the property of the university pursuant to this Policy. It is not contemplated that this Patent Policy shall extend to and include questions of copyright ownership.

Inventions and Patents. All discoveries or inventions, whether patentable or unpatentable, and including any and all patents (domestic and foreign) based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student
body of the university, either in the course of employment by the university or substantially through the use of facilities or funds provided by or through the university shall be the property of the university; and all rights therein shall be assigned, licensed, or otherwise commercially exploited as directed by a duly authorized officer of the university, who shall be designated by the president of the university.

5.13.2 Copyright Policy.

**Policy.** RUSO recognizes and encourages faculty, staff, and students to participate in creative and scholarly activities as an inherent part of the educational process. It is the broad policy of RUSO to promote creativity and scholarly activities and to expand the frontiers of human attainment in those areas to which the pursuits of the senior regional universities are dedicated.

**Basic Objectives.** Copyrights are created by the Constitution and the laws of the United States to promote the progress of science and the useful arts by securing for limited times to authors the exclusive rights to their works and writings. The basic objectives of the Board policy concerning copyright include the following:

a) to maintain the broad academic policy of encouraging research and scholarship as such without regard to potential gain from royalties or other income;

b) to make copyrightable materials created pursuant to university objectives available in the public interest under conditions that will promote their effective utilization;

c) to provide adequate incentive and recognition to faculty and staff through proceeds derived from their works.

**Copyright Ownership and Royalty Distribution.**

a) Under the Copyright Revision Act of 1976, 17 U.S.C. § 101 et seq. (1976), works of original authorship are protected by copyright from the time they are fixed in a tangible medium of expression, now known, or later developed.

b) All RUSO personnel, in accordance with the Board policy and basic objective of promoting creative and scholarly activities, are free to develop, create, and publish copyrightable works.

c) Copyrighted works produced by the RUSO faculty and staff are the property of the creator of that work. All rights afforded copyright owners under § 106 of the Act reside with the creator unless he/she has assigned or licenses any of the enumerated rights. Decisions relative to registering of these works with the Copyright Office are left to the individual creator.

d) Copyright in works specifically commissioned by the university under § 201 (b) of the Act shall belong to the university. As copyright owner, the university shall make decisions relative to registering commissioned works. Royalties for university-commissioned copyrighted works may be shared by the university and the creator(s) of the work. The terms of any grant or contract relative to royalties shall take precedence over this policy.
should there be a conflict between them. Disputes arising over royalty sharing for university-commissioned works shall be referred to the general counsel for the Board.

e) Works produced under a specific contract or grant agreement between the university and a governmental or other agency or organization are subject to the terms of the grant or contract for purposes of copyright. If copyright ownership is not specified, such rights shall reside in the creator.

f) Where university service units (such as a media production department) are involved with the production of a substantially completed copyrightable product, royalties shall be distributed between the copyright owner, i.e., faculty or staff creator, and the university as provided for in a written agreement concluded prior to work being done.

However, in those instances in which a written agreement has not been finalized prior to the completion of the copyrightable product, the standard distribution of royalties will be provided to creator with 50 percent of the net income when mass production and distribution are accomplished by the university; 50 percent of the gross income when mass production and distribution are accomplished by an outside entity. If this standard is unacceptable to either party, the matter shall be referred to the university president.

5.14 PRIVATELY OWNED BUSINESS POLICY. No university employee shall either encourage or discourage private citizens intending to invest in university-oriented, privately owned business enterprises.

5.15 EMPLOYMENT OF CAMPUS POLICE OFFICERS. Each of the senior regional universities may employ campus police officers as provided by the Oklahoma Campus Security Act, 74 O.S. § 360.15 et seq.

The president of each university shall provide each campus police officer a commission card evidencing the officer's appointment. The front side and reverse side of the commission card shall read substantially as follows:
Front Side of Commission Card:

CAMPUS POLICE COMMISSION

________________________________________ UNIVERSITY, ______________________, COUNTY

STATE OF OKLAHOMA

RUSO has appointed ________________________________ and he/she is hereby commissioned a Campus Police Officer for ________________________________ University, ______________________, Oklahoma, and he/she shall have all powers and duties prescribed by the Oklahoma Campus Security Act, 74 O.S. § 360.15 et seq. and as may be prescribed by the Board. Given under my hand this ___ day of _____________, 20____, by authority of the Board.

(UNIVERSITY SEAL)  _ _____________________________________

President

____________________________________
University

Reverse Side of Commission:

DESCRIPTION OF

HEIGHT: _______________ WEIGHT: __________________________

COMPLEXION: ___________ EYES: __________________________

OTHER: __________________________________________________
5.16 ALCOHOLIC BEVERAGES. Each university is authorized to develop and implement a policy regulating consumption of alcohol at officially sponsored non-student activities and events for both on and off campus venues, which is not in conflict with Policy 4.3.3(b).

5.17 COMPUTER USE. Each university is directed to develop and implement a policy for appropriate use by students, faculty and staff of university computer facilities and services at their respective university. The policy should include, but is not limited to, the following provisions:
   a) A statement that users of university computer facilities, services and information technologies may not violate local, State or federal laws or Board or University policy;
   b) A statement that users may not use university computer facilities, services and information technologies for personal enterprises or business, (See 74 O.S. §585);
   c) A statement that users do not have an expectation of privacy when using university computer facilities, services and information technologies;
   d) A statement that the university cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law;
   e) A statement that use of university computer facilities, services and information technologies does not alter basic codes of behavior of academic life; and
   f) A statement that users may not endanger the integrity of the university computer facilities, services and information technologies.

5.18 PRIOR POLICIES. Upon official adoption of this Policies and Procedures document, the policies contained herein supersede all previously adopted policies and all previous manuals produced or promulgated by this board or any of the institutions governed.

5.18.1 Institutional Prerogatives. The Board has properly left to institutional administration broad responsibilities for internal development of policies and procedures for the conduct of affairs not specifically addressed by board policy. Institutions are encouraged and expected to go beyond the policies and procedures contained herein in the development of an articulated and comprehensive policy structure governing the conduct of university affairs.

5.18.2 Provisions for Amendment. The provisions of this Regents' Policy Manual may be waived, amended or repealed at a regular or special meeting of the Board by a majority vote of record of all members of the board constituting it by law; provided that copies of such amendments shall be submitted to the Policy and Procedure Committee for review. The Board shall comply with any legislative mandates that so apply.
SWOSU FACULTY PERSONNEL POLICIES

Budget Process

1. CALL FOR PRELIMINARY BUDGETS
   a. President sets due date for preliminary budgets to be in the hands of the CFO (Chief Financial Officer/Vice President for Administration and Finance)
   b. President sets budget parameters
   c. President notifies Provost, CFO and Other direct reports to the President of the parameters
   d. President, CFO and Provost set a due date for preliminary budgets from direct reports to be forwarded to them
   e. President, CFO and Provost notifies the primary budget unit heads of timetable and parameters
   f. Direct reports to the President shall forward their budget requests to the CFO (after any discussions needed with President); the CFO will be available to assist in budget matters as needed
   g. Provost notifies President of Faculty Senate and budget committee of the Faculty Senate for input

2. PLANNING AND PREPARATION
   a. Planning and discussion of preliminary budgets follow the normal approval pathways (see Organizational Chart) to the CFO, Provost, and President
   b. CFO and Provost review preliminary budgets forwarded to them by the primary budget unit heads; CFO will review preliminary budgets of the other units that report directly to the President
   c. CFO and Provost finalize preliminary budgets
   d. Provost forwards preliminary budgets to CFO
   e. CFO prepares preliminary university budget
   f. CFO forwards preliminary university budget to Provost and President (for his/her review)
   g. CFO and Provost review and discuss with primary budget heads; second round of preliminary budgets are forwarded to CFO
   h. CFO finalizes preliminary university budget
   i. CFO forwards second round preliminary university budget to President
   j. President reviews, makes adjustments and modifications and returns budget to CFO
   k. CFO updates budget and forwards to others (as needed) for review
   l. After consultation with primary budget unit heads, a final recommendations is forwarded to President
   m. President reviews, makes final adjustments and modifications, if any, and forwards to CFO
   n. CFO prepares final draft
   o. President and others (as needed) review final draft

3. FINALIZATION & SUBMISSION
   a. President approves final university budget
   b. CFO prepares and has printed the final university budget
   c. President submits final university budget to Boards (Governing Board and Coordinating Board)
   d. After approval by Boards, President forwards final budgets through CFO to VPs and each budget unit head.
**Consensual Relations Between Faculty and Students**

The following statement is taken directly from *Policy, Documents, and Reports* published by the AAUP. The statement was approved by the Association’s Committee on the Status of Women in the Academic Profession, adopted by the Association’s Council in June 1995, and endorsed by the Eighty-first Annual Meeting.

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

**Disposition of University Records**

As a state agency SWOSU is required to request permission from the state to destroy any agency record. Statutorial definition of a Record: "Any book, paper, map, film, recording or other material or any copy thereof, regardless of physical format or characteristic; created or received by an agency or its officers or employees in connection with the transaction of official business; and retained by that agency or its successor as evidence of its activities or functions."

Reasons for this include:

a. In order to document the history, decisions, actions, and spending of agencies;
b. As evidence for audit;
c. To protect the interests of an agency, its employees, and its patrons;
d. In case of litigation;

The Director of Human Resources is the Records Management Coordinator for SWOSU. Before destroying any agency record one must send a memo to this office describing what kind of record it is, inclusive date(s) of the record(s), how many cubic feet you have to destroy, and if the record in question is an original or copy. The request to dispose of records will then be submitted in the proper form to the Oklahoma Department of Libraries Records Management Division for their approval/denial of the request. Requester will be notified of their decision as soon as the request is returned to SWOSU.

**Drug-Free Workplace Policy**

Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a productive work environment. This responsibility demands implementation of programs and services, which facilitate that effort.

Federal Law requires the establishment of anti-drug programs that prohibit the use of illegal drugs in the workplace. In order to meet these responsibilities and requirements, SWOSU policy:
1. Requires employees to abide by the terms of this policy as a condition of employment.

2. Strictly prohibits the illegal manufacture, distribution, possession or use of illegal drugs in the workplace.

3. Considers a violation of this policy to be a major offense that can result in immediate dismissal or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee for violation of this policy.

4. Requires an employee to notify his or her supervisor of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction.

5. Provides access to SWOSU's Employee Assistance Program, counseling and training programs that inform employees about dangers of drug abuse in the workplace. Voluntary participation in or supervisory referrals to the Employee Assistance Program are strictly confidential.

6. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.

7. Mandates drug testing of sensitive safety employees prior to employment when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653). This legislation is available for review in the Human Resources Office.

8. Provides that all staff and faculty receive a copy of this policy.

SWOSU's Employee Assistance Program is responsible for informing employees about the danger of drug abuse in the workplace and the availability of counseling and rehabilitation programs. The appropriate Executive Officer will be responsible for notifying federal funding agencies whenever an employee is convicted of a drug-related crime, which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and is subject to the grievance procedure stated in the Staff and Faculty Handbook.

**Employee Assistance Program**

SWOSU recognizes that everyone has personal problems and issues from time to time. Some can be solved alone; others require assistance. Therefore, SWOSU offers an Employee Assistance Program for all University employees and their dependents.

The Employee Assistance Program (EAP) provides an avenue for employees and their dependents to gain access to confidential and professional services in resolving personal issues. Toward this end, comprehensive services are provided free of charge and meet all federal guidelines.

All University employees are eligible to utilize the services provided by the EAP. Additionally, dependents of University employees are eligible to receive services from the EAP.
Employee participation in the EAP program is strictly on a voluntary basis. Employee contacts and discussions with EAP counselors are confidential. SWOSU does not receive information identifying individuals who utilize the EAP. Only on employee written authorization may information be released to supervisors. State and federal law protect this right to privacy.

An employee's personal life becomes a concern to SWOSU only when it interferes with satisfactory work performance, reflects discredit to SWOSU, or jeopardizes the safety of the employee or others. Should this occur, the employee's supervisor may refer the employee to the EAP for assistance, but the employee must personally make the decision to participate in the program.

The EAP provides counseling and referral assistance to University employees and their families seeking help with medical or mental health issues. Professional counseling or referral is available relating to: job; finance; tension/stress; marriage; depression; legal matters; children; drugs; alcohol; illness or death of a loved one; suicide/homicide potential, abuse, anxiety, crisis intervention, eating disorder referral and other matters.

Efforts are made to ensure SWOSU's medical insurance policy provides coverage for the assistance recommended. Additionally, options are pursued to secure reduced or waived fees should an employee need assistance to meet financial obligations of referrals.

Employees Health and Safety

Protecting the health and safety of all employees is a priority of SWOSU's Safety Office. Accordingly, a program has been implemented to better understand the causes of injury in the workplace. The intent of this program is to prevent unnecessary accidents and ensuing injuries.

In case of medical emergency involving faculty, call the Campus Police at extension 3111. If there is no answer, call Weatherford Police Department at 8-911 or 772-7791. Please give the following information:

1. Your name and where you are calling from
2. The faculty's name (if known) and physical location
3. Brief description of the type of accident, injury, illness, or emergency situation

Campus Police will contact SWOSU Nurse or ambulance services as needed. The Campus Police are CPR certified and carry a defibrillator.

NOTE: Never hesitate to call an ambulance if you think the situation demands it. AMBULANCE NUMBER: 8-911.

Following the accident investigation, the department chair, the supervisor, and the investigator will decide changes in policy or safety practice to prevent future accidents of the same type.

Family Medical Leave Act of 1993

The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible provided they have worked for SWOSU for at least twelve months, with a minimum of 1,250 hours worked during
the twelve-month period prior to the leave, and experience a qualifying event. SWOSU requires that all applicable accrued leave be utilized prior to an individual being placed on FMLA. SWOSU uses a “rolling” or a backward looking 12-month period for FMLA purposes. Employees who desire additional information concerning the FMLA (such as qualifying events, advance notice, potential impact to various fringe benefits, and medical certification) should contact the Human Resources Office.

**Governmental Tort Claims Act**

Pursuant to 51 OSA 151 et seq., all employees are covered at state expense under the Governmental Tort Claims Act.

**Harassment and Assault Policies**

Southwestern is committed to providing a n e ducational and w orking environment that is free of discrimination. Demanding actions or comments based on an individual's race, color, ethnicity, national origin, gender, age, religion, disability, political affiliation, veteran status or any other legally-protected characteristic will not be tolerated.

Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should immediately inform the person engaging in such actions that the conduct is offensive and must stop. Should the inappropriate behavior continue and/or should the individual subjected to the behavior desire the matter should be referred to the Affirmative Action Officer (or in the case for students to the Dean of Students.) Should the Affirmative Action Officer be named in the harassment charge and/or should the President hold that the charged individual has such a relationship with the Affirmative Action Officer so that a report could legitimately be contested on the ground of bias, then an alternative investigator shall be appointed.

Note: Southwestern's investigation is conducted independently of any action (or inaction) on the part of law enforcement and criminal justice authorities. Disciplinary sanctions for violation of this policy may include warnings, probation, termination of employment, and/or expulsion.

At every step of the procedure, confidentiality will be maintained to the extent possible to protect the individuals involved. Only individuals with a qualified "right-to-know" shall be informed of events. Employees or students failing to restrict confidential information or who knowingly provide false information will be subject to disciplinary action.

**Racial and Ethnic Harassment Policy**

RUSO is committed to a multi-cultural, multi-ethnic and multi-racial environment at each of the six regional universities. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of SWOSU community is a responsibility each of us must share. Acts of racial and ethnic harassment are repugnant to the Board of Regents of the Regional University System's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity.
Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted at the regional universities. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so. Racial and ethnic harassment policy of the Board is included in the RUSO Policy Manual. Copies are available in the Human Resources Office.

**Sexual Assault — Sexual Misconduct**

Southwestern Oklahoma State University will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including "date or acquaintance" rape), sexual assault or sexual harassment. In instances where there is reason to believe that Southwestern Oklahoma State University's policies prohibiting sexual misconduct have been violated, SWOSU will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as SWOSU's student conduct system. If SWOSU has reason to believe that sexual misconduct has occurred, SWOSU's sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

**Procedure for Reporting Sexual Assaults**

In the event of a sexual assault, the victim is encouraged to report the crime to the campus Department of Public Safety (DPS) if the act occurred on campus or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault, which may be necessary to the proof of the crime (i.e., do not take a shower).

Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of a crime. Students may also report the incident to the staff within the residence halls, the Dean of Students or other University staff who will in turn inform the Dean of Students. Victims are also encouraged to report the crime to the Office of the Dean of Students in order to pursue disciplinary action through the Student Code of Conduct system. Students may request that campus personnel assist them in the reporting of the crime of sexual assault. False reporting of a crime is a misdemeanor and will be treated seriously.

**Disciplinary Procedures in Alleged Cases of Sexual Misconduct**

Students who wish to file a student misconduct report should contact the Office of the Dean of
Students. If the Dean of Students cannot resolve the matter in an informal manner acceptable to the person bringing the complaint, it will be the option of the complainant to pursue the formal process. In the event that the complaining person wishes to file a formal grievance against another student accused of sexual misconduct, the President will appoint a committee, designated as the Committee on Student Conduct, to hear the case. This committee will be comprised of faculty and students in the same manner as outlined in the Student Code of Conduct policy. Should the complaining student name a faculty or other employee of the institution as the alleged perpetrator, the established University policy for grievance as found in SWOSU Faculty or Staff Handbook shall be followed. To initiate this action, contact the Office of Human Resources and Affirmative Action.

A. The complainant shall be permitted to have a person or persons of his or her choosing accompany him or her throughout the disciplinary hearing.
B. The complainant shall be permitted to be present during the disciplinary hearing (except during the deliberations of the panel).
C. The complainant shall have the right to be informed of the outcome of the formal hearing upon its conclusion by the panel.
D. The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth in this section.
E. If the sanctions against the alleged perpetrator include expulsion or suspension, the perpetrator may appeal the committee decision to the Dean of Students within 5 (five) working days of the issuance of the decision.

Education

Educational materials related to sexual misconduct will be disseminated to each incoming student during orientation as well as those students currently enrolled on the campus. Orientation of all new students will include a component related to sexual assault and its prevention. Programming to promote the awareness and prevention of sexual misconduct will continue to be offered in residence halls as well as other locations accessible to the greater student body. Self-defense seminars are offered to the student body through the Department of Public Safety.

Services to Victims

Medical treatment is available through local physicians or at the Weatherford Regional Hospital where evidence may be collected to preserve the option of prosecution if the victim so chooses. Students are encouraged to see the SWOSU nurse who will make an appropriate referral to area physicians, Red Rock Behavioral Health Services, Inc., or Custer County Health Department. The Office of Student Counseling Services will provide initial counseling and referral to those students requesting assistance.

If requested by a victim, reasonable accommodations will be made to victims of sexual assault living on campus who request a room assignment change or an adjustment in their academic schedule as is possible within the existing curricular offerings.

SWOSU will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault.
Sexual Harassment

The Board of Regents of the Regional University System of Oklahoma affirms its commitment to ensuring an environment for all employees and students that is fair, humane, and respectful -- an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the SWOSU community, including students, faculty and staff, is a violation of both law and Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue that may affect any member of the SWOSU community and, as such, will be dealt with promptly and confidentially by the SWOSU administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or,

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Insurance

The Board of Regents provides group insurance pursuant to action. Typically, the Board has provided health, life, and long-term disability coverage. The provisions for insurance coverage are subject to change. A copy of the coverage for each year, as provided by the Board, is maintained in the Human Resources Office. Copies are made available to all employees. Coverage is also discussed in the RUSO Policy Manual.

All full-time employees who are actively at work full-time and for full-time pay on the effective date of the policy or are on an officially approved leave of absence are eligible for coverage. All new employees become eligible for all insurance except Long-Term Disability on the first day of the month coincident with or following their date of full-time employment. For purposes of insurance eligibility, "full-time" is defined as at least 75 percent of full-time equivalent. (Pursuant to 70 OSA 3510(k), the Board of Regents of the Regional University System of Oklahoma provides, at employer expense, group long-term disability insurance coverage on all full-time employees after six months of continuous full-time employment.)

Employees may elect to purchase health insurance coverage for their dependents. SWOSU will continue to pay the group health insurance premiums and the group life insurance premiums for the retiring employee until Medicare eligible. The retiring employee will have the option of continuing to pay group health insurance premiums for his/her dependents until the employee reaches Medicare age.
eligibility. Eligibility for this benefit is defined in the Regents' Policy Manual. (See Retirement Policy.)

Regular, full-time faculty has continuous coverage regardless of summer appointment.

**Leave**

**Absence from Duty**

Faculty members are expected to meet all professional responsibilities. When a faculty member must be absent, it is her/his responsibility to make arrangements for classes to meet under competent supervision; these arrangements are to be approved by the department chair. In case of an emergency which makes advance arrangements impossible, the department chair should be notified as soon as possible. Absence forms should be filed well in advance of the absence, except when an emergency arises, in which case the form should be filed upon return. A copy of the absence form can be obtained from SWOSU's web-site. Faculty are subject to forfeiture of pay for failure to complete assigned duties.

**Approved Personal Leave for Faculty**

1. SWOSU allows a maximum of three (3) days for approved personal leave for faculty members. Personal leave shall be limited to matters that cannot be conducted before or after the regular workday or on weekends. Reasons for personal leave will include:
   - Legal Matters-house closings; seeking legal advice; subpoena; trips to state or county offices;
   - Family Matters-family or friend's events; graduations; funerals; christenings; weddings; emergency child care (when regular daycare is unavailable); personal appointments; job interview; accompanying spouse to a conference or another activity; child's event;
   - Mechanical Matters-car repairs, house/appliance repairs;
   - Any activity that is beyond faculty control; insurance appraisals; recognition by civic/community organizations, etc.

2. The faculty member's signature shall serve as certification that the leave was not used for personal entertainment, recreation, or gainful employment.

3. The request and conditions shall include the following:
   a) Time taken for "Personal Leave" will be counted against the faculty member's accrued sick leave balance.
   b) Personal leave does not accumulate. The annual period will begin with the first day of the fall semester. Eligible faculty on twelve-month contracts should refer to the staff handbook for personal leave benefit.
   c) As in the case of all types of leave, the Faculty Absence Form will be used for documentation purposes. Provisions must be made for missed duties (e.g., coverage of classes) at SWOSU.
d) Request for personal leave shall be made in writing to the chair of the department, allowing sufficient time for approval prior to the use of the leave. In the case of an emergency, the written request shall be filed within one day after returning to work.

e) The Chair/Associate Dean of the academic unit and the Dean will review each request for leave. The Dean will forward the recommendation to the Chief Academic Officer.

f) The Chief Academic Officer will approve or deny the request.

4. "Personal Leave" is not to be used for activities that are included as part of Faculty Development, Faculty Scholarship, Service, or Consulting.

**Annual Leave**

Annual leave is accrued and taken in accordance with individual university policies. Eligible faculty on twelve month contracts should refer to the staff handbook for annual leave benefit.

**Consulting**

SWOSU provides opportunities for faculty to consult. Requests for consulting leave shall be made in writing to the chair of the department and must be in advance of the use of the leave. Requests and conditions shall include the following:

1. The consulting must be associated with the faculty member's appointment and involve activities that are either related to teaching, scholarship, service, or economic development.

2. As in the case of all types of leave, the Faculty Absence Form will be used for documentation purposes. Provisions must be made for missed duties (e.g., coverage of classes).

3. An explanation of the consultation must accompany the request and must be attached to the "Faculty Absence Form."

4. The Chair/Associate Dean of the academic unit and the Dean will review each request for leave. The Dean will forward recommendation to the Chief Academic Officer.

5. The Chief Academic Officer will approve or deny the request.

Consulting is not to be used for activities that are covered under other absence policies (e.g., sick leave, personal leave, non-extramural activities).

**Family and Medical Leave**

Eligible employees may take unpaid family and medical leave in accordance with the Family and Medical Leave Act of 1993, and applicable state law. (Compare 74 O.S. § 840.7c and Office of Personnel Management rule 530:10-15-45.)

**Leave of Absence Without Pay**

The Board of Regents authorizes the universities to grant leaves of absence without pay. Upon recommendation of the department chair/associate dean and approval of the dean of the college, the Chief Academic Officer, and the president, a faculty member may be placed on leave without pay.
The usual period for such leave is one year. Requests for leave without pay should be submitted to the chair at least ninety (90) days before the end of the semester preceding the semester for which leave is requested. Requests that do not comply with this deadline are evaluated on the basis of "individual need."

Military Leave

Pursuant to 72 O.S. § 48, all employees who are members, either officers or enlisted, of the Reserve Components to include the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, the Coast Guard Reserves, or any other component of the Armed Forces of the United States, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence for the period of such service without loss of status or seniority. During the first twenty (20) regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive his full regular pay. During the remainder of such leave in any federal fiscal year, the state may elect to pay the employee an amount equal to the difference between his full regular pay and his military pay.

Sabbatical Leave

The Board of Regents of the Regional University System of Oklahoma authorizes SWOSU to grant sabbatical leave. Please see Pages 42-45 of this Handbook for the Regents’ guidelines on sabbatical leave.

Sick Leave

Sick leave is accrued and taken in accordance with individual university policies.

Full-time employees are eligible for sick leave with pay based on sick leave accrual rates during continuous service with the state in accordance with the following schedule:

- 15 days/calendar year – twelve month contract
- 12 days/academic year – ten month contract

Sick leave shall accrue on a monthly basis. There is no maximum on the number of days that may be accumulated. 130 consecutive days is the maximum number that can be used by an employee. After this period, the decision to grant additional leave will be assessed on a case-to-case basis. The decision will be based on input from Human Resources, the department chair/associate dean, the college dean and documentation from the employee’s healthcare provider. No sick leave can be transferred to SWOSU from some other employment.

The faculty sick leave accrual practice is to accrue the allotted leave for the months of May and August.

Employees who earn sick leave and who work at less than 40 hours per week shall only earn that leave at a rate proportionate to 40 hours per week.

While a physician's certificate evidencing illness or disability is not required each time an employee does not report for duty because of illness or disability, the Board and SWOSU reserve the right to
require such a certificate from the employee's physician and/or a physician of the institution's choosing.

Absences may be charged to sick leave entitlements for an illness, injury, or disability which incapacitates an employee and prevents him/her from performing his/her duties or for exposure to a contagious disease which, in the judgment of the Director of Health Services or one of the cooperating physicians, would jeopardize the health of fellow employees.

Sick leave may not be earned by an employee during leave of absence without pay, suspension, layoff, or removal from the payroll for any reason. Employees who leave the employ of SWOSU shall not receive compensation for any accrued sick leave. Faculty working one-half or more in the summer earn prorated sick leave. Absence due to the illness of immediate members of one's family may be charged to sick leave upon approval of requests submitted through budget unit (departmental) channels submitted to the Human Resources Office. Faculty who are on twelve month contracts should refer to the staff handbook for sick leave benefit.

Pregnancy in itself is not a disabling condition for a fixed period of time. The granting of sick leave benefits in pregnancy conditions is subject to the same conditions as for all other covered health conditions. Leave for pregnancy is deducted from sick leave. For a normal or caesarian delivery, six weeks plus length of time in the hospital is allowed. This policy also applies to the spouse. One may also make use of the provisions of the Family Medical Leave Act; one should contact the Human Resources Office for details.

**Loyalty Oath**

Individuals are required by state law to sign a loyalty oath upon initial employment by SWOSU.

**Nepotism**

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

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

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

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

Full-time faculty are expected to keep a minimum of ten regular office hours each week. Part-time faculty are required to hold a proportionate number of office hours. It is recommended that office hours be maintained in both mornings and afternoons. Office hours should be posted on or near the office door.

Sayre Campus – Instructors teaching less than full-time may adjust office hours accordingly. It is recommended that office hours be maintained in both mornings and afternoons.

Patent/Copyright Policy

The Board of Regents has established policy regarding ownership of inventions and patents which are made or conceived by any member of the faculty, staff, or student body of SWOSU, and of copyright ownership and royalty distribution. The policy is defined in Section 5.13 (Page 58 of this Handbook) of the Policy Manual of the Board of Regents.

Personnel Data Folder

Data folders for all academic personnel are kept in the office of the Chief Academic Officer. Each faculty member is expected to provide official transcripts of all college and university work completed for this file. In addition, references, evaluations, records of tenure and rank status, and statistics concerning academic preparation and experience are maintained in faculty personnel files. Faculty members are free to examine the contents of their personnel data folders and will be notified if anything is added.

Personal Property

Prior to retirement, resignation or termination, faculty members should remove personal property from their offices or other SWOSU facilities. SWOSU has no responsibility for personal property left by faculty members in their offices, classrooms, or laboratories, or on computers after their appointments expire or while on suspension or other reasons. Faculty members are solely responsible for making appropriate arrangements for protection of their property when they are separated or away from the university. The University has the right to remove and discard any property left behind. Any such property left behind will be considered abandoned.

Retirement Policy

The Board of Regents provides retirement benefits pursuant to action. Currently, an integrated benefit plan is provided. All faculty members are required to participate in the Social Security (FICA) program. All faculty members who teach half time or more are required to participate in the Oklahoma Teachers' Retirement System (OTRS). (Membership in the system, contributions required, and death and retirement benefits are provided for in the OTRS law.)

Employees with a date of employment prior to July 1, 1995 may qualify for a Supplemental Retirement Annuity. A person must meet the stated guidelines to be vested in this additional annuity.
For further information, see the Supplemental Retirement Plan for the Board of Regents, effective December 1, 2002.

Copies of current Board of Regents retirement policy and of the details of participation are available in the Human Resources Office. This information may also be found in the Board of Regents' Policy Manual. (See also "Membership In Teachers' Retirement While On Sabbatical," policy statements dated 7/10/91.) The Human Resources Benefits Office has also prepared "10 Steps to Retirement". For information concerning an individual's retirement benefits, contact the Human Resources Specialist in the Human Resources Office. Requests to retire prior to the end of the normal appointment period should follow normal administrative channels.

Upon Retirement

Section 715: 10-17-2 (State law) of the Teachers' Retirement System of Oklahoma Rules and Laws states:

“A retired member is not eligible to be employed by the public schools of Oklahoma, in any capacity, for sixty (60) calendar days between the retiree's last day of pre-retirement public-education employment and any post-employment. (Note: The last day of pre-retirement employment means the last day the employee is required to be physically present on the job to complete the terms of the employment contract or agreement.) Employment under any condition during this time or payment at a later time for services performed during this time period will cause the forfeiture of all retirement benefits received during the period.”

In order to comply with the above state law, a retiree needs to sever employment with SWOSU as of the end of the last day of work. To avoid any question as to severance from duty, it is suggested that a retiree clear his/her office, turn in keys and not perform any work, including voluntary work, for SWOSU for at least sixty (60) calendar days.

Retrenchment Guidelines

A. Termination of appointments by the institution

1. Termination of an appointment with continuous tenure, or of a special or probationary appointment before the end of a specified term, may be effected by the institution only for adequate cause. It must be assumed that a definitive assessment has been made of where the retrenched area must occur.

2. Where termination of an appointment with continuous tenure, or of a non-tenured appointment before the end of a specified term, is based upon bona fide financial crisis or discontinuance of a program or department of instruction or discontinuance of certain course work and/or job description, faculty members shall be able to have the issues reviewed by an appropriate faculty committee (such as the faculty's appellate committee on tenure and dismissal), with ultimate review of all controverted issues by the governing board. In every case of financial crisis or discontinuance of a program or department of instruction or discontinuance of certain course work and/or job description, the faculty member will be given notice and/or severance salary. Before terminating an appointment because of the abandonment of a program or department of instruction or discontinuance of certain course work and/or job description, the institution will make every effort to place affected faculty member(s) in other suitable positions. If a n
appointment is terminated before the end of a period of appointment, because of financial crisis, or because of the discontinuance of a program of instruction or discontinuance of certain course work and/or job description, the released faculty member's place will not be filled by a replacement for a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline the reappointment.

3. If the above (A2) condition develops, a faculty member terminated by one department may not be employed in another department unless fully qualified.

B. Guidelines to be used when retrenchment occurs at the end of a term

1. When initiated on a strictly voluntary basis and implemented with full retirement benefits available, early retirement may be considered if such retirement would relieve the crisis of departmental retrenchment.

2. A person shall not be dismissed unless the job can be performed by someone else in the department or unless the department's tenured faculty feel that the discontinuance of the job will not seriously damage the department's program. If dismissal is required, the following procedures should be followed:

a. if one or more members of a department is to be terminated from a departmental program, the dismissal order will be made in the following order:

   (1) part-time
   (2) temporary
   (3) permanent non-tenured
   (4) tenured

b. where two members from either categories 2a(1), (2), or (3) have similar employment status, and one is to be terminated, departmental staff will recommend one to be dismissed.

c. if from two tenured members, one is to be terminated, selection will be based on rank, then seniority.

d. if from two tenured faculty, one is to be terminated, but both possess similar status regarding rank and seniority, departmental tenured faculty with rank above those under consideration will recommend one to be dismissed.

e. if from two members with highest rank and seniority, one is to be terminated, the departmental chair will recommend one to be dismissed.

Risk Management

A University employee, performing one's duties within his or her scope of employment, has liability coverage under the State's Risk Management Program.

The Risk Management Division of the Department of Central Services for the State of Oklahoma is, in essence, the insurance carrier for Southwestern as well as other state agencies. If a tort, legal wrong, is committed against a third party that party can seek to recover damages by filing a claim with the Risk Management Division.
A University employee who uses a University or private vehicle while performing university business has liability coverage provided by the State's insurance. The appropriate leave/travel form should be on file in one's department. A single page statement of such coverage is available at the Department of Public Safety Office on campus and should be carried in one's vehicle.

Employees should be aware that the "Tort Claims Act" adopts sovereign immunity for state employees except to the extent that, in certain cases, immunity is waived. Immunity can be waived in the case of an employee who either is not acting within his or her scope of employment or refuses to cooperate with investigations (by the appropriate individuals) of liability incidents.

If, as an employee of Southwestern, one is involved in an accident or if one witnesses an incident in which a possible tort may have been committed against a third part, one should:

1. If possible, insure the personal safety of individuals involved and take steps to prevent further damage to state property.
2. DISCOURAGE speculative comments by employees at the scene. Make only statements concerning assumption of liability. Give out only information required by authorities. DO NOT sign any statement except for an authorized representative of the RISK MANAGEMENT DIVISION.
3. Call the Department of Public Safety (DPS) on campus (ext. 3785) as soon as possible after the incident. Or, call the State Risk Management Office (405-521-4999) day or night if you cannot reach the DPS. If you call the state office, then contact DPS as soon as possible thereafter.
4. If an accident occurs in a SWOSU vehicle, please refer to the reporting guide that is kept in each vehicle.

**Salary Policy**

Appointments for full-time instructional personnel are for a period of nine to twelve months and paid in twelve monthly payments. Part-time faculty are employed on a semester basis. Warrants are distributed on the last working day of the month.

Salary adjustments for the next academic year for increased academic qualifications should be requested by May 1. (Anticipated adjustments based on summer enrollments should be requested by the same date.)

**Supplies**

The mailroom is in charge of ordering bulk office supplies, charging each department for the supplies used, and maintaining an inventory of miscellaneous supplies for all departments on campus.

Any department needing miscellaneous office supplies including white paper, colored paper, toner, ink cartridges (except inkjet), calculator tape, file folders, etc., can purchase these from the campus mail room using the "SUPPLY REQUISITION" form, which is to be submitted to the mail room manager. At that time the mailroom will price the order and deliver the supplies to the department. The mailroom will bill each department for the supplies used during that month.
Sayre Campus — Any department needing miscellaneous office supplies, including white paper, colored paper, computer paper, printer ribbons, cardstock, file folders, etc., should not notify the Business Office.

Teaching Load and Compensation for Extra Academic Services

Regular load is defined as follows:

1. The load for a department chair is 12 hours in a regular semester and six hours in a summer semester. Responsibilities of department chairs vary because of faculty numbers, numbers of majors, departmental general education offerings, budget responsibilities, special accreditation, etc. Therefore, a further reduction in the load of the department chair may be granted if recommended by the dean of the college and approved by the Chief Academic Officer.

2. The regular teaching load for faculty members is a minimum of 15 semester hours in a regular semester and eight hours in a summer semester. Laboratories are equated on the basis of three laboratory hours equal to two academic hours. Department chairs are encouraged to reduce the regular thirty-semester-hour load for the academic year to twenty-seven hours to provide released time for advisement, committee work, etc. An additional three-hour reduction may be made for approved research, grant writing, or other scholarly endeavors.

3. The regular teaching load for Associate Deans is a minimum of three (3) hours each semester and two (2) hours in a summer semester. Laboratories are equated on the basis of three laboratory hours equal to two academic hours. Release time of nine (9) hours for administrative responsibilities include oversight of their respective schools and/or departments, advisement, committee work, approved research, grant writing, and/or other scholarly endeavors.

4. Department chairs/associate deans will certify to the dean of the college the academic load of the faculty members assigned academic duties. If faculty members carry additional duties, the dean of the college will confer with the Chief Academic Officer concerning the equating of their duties.

5. To encourage innovative practices, research, and scholarly pursuits, additional load reductions may be allotted upon approval of the dean and Chief Academic Officer. The allotments will be made for specific purposes and for prescribed lengths of time. All projects pursued will contain an evaluation component.

6. Faculty members receive no additional compensation for teaching evening classes, extension classes, giving private lessons, or for doing any other academic work when such work is part of the faculty member's regular load. When there is a definite understanding among the dean of the college, faculty member, and the department chair concerned that such work is not a part of the faculty member's regular load, the faculty member shall be given compensation as authorized by the President. Copies of overload policy ("Faculty Overload Payments/Adjunct Salaries") may be obtained from deans of colleges.

7. Faculty members teaching interactive video courses at Southwestern will receive additional compensation of $100.00 per credit hour, above load, each time that the interactive video...
course is offered. An additional $100 per credit hour will be given to faculty members for every four sites or portion thereof above an initial four sites to which the courses are offered.

**Team and Turn Teaching**

Faculty members may wish to collaborate in the presentation of some course offerings. Two approaches have been approved.

**Team Teaching**

In the integrated team approach, all faculty members involved attend all class sessions, participate in evaluation, deliver lectures, contribute to discussions, and participate in any other class activities. Faculty members who wish to use this approach should submit a written proposal describing the course content and organization to the chair of the department in which the course is to be offered. The description would include the educational objectives of the course, justification for the team approach, and an outline of the involvement planned for the faculty participants. Proposals endorsed by chairs are to be forwarded to the appropriate dean(s) for college approval.

A larger-than-normal enrollment will usually be required for such offerings. However, the nature and substance of some team-taught courses may justify smaller enrollments than other team-taught courses. Chairs and deans will recommend enrollment requirements to the Chief Academic Officer. Faculty load assignments will be determined by the dean(s) of the college(s) after conferring with the chair(s) involved.

**Turn Teaching**

In the turn approach, each faculty participant is responsible for a segment of the course offering, and normally does not participate in the course segments for which s/he is not responsible. Proposals analogous to those described above should be submitted for such offerings to the appropriate department chair(s). Chair(s) will submit offerings which they endorse to the appropriate dean(s).

In turn teaching situations, faculty load will be apportioned equitably among the faculty participants. Total faculty load will be that which would be assigned if only one faculty member were teaching the course. Normal minimum enrollments will be required for such offerings.

**Tuition Only Courses During Summer Term**

Prior to the last day of class during the spring semester, chairs will prepare a list of summer classes that do not have the required minimum number of students enrolled (11 students for undergraduate and 7 for graduate classes).

Department chairs/associate deans will consult with instructors scheduled to teach these low enrollment classes and decide whether these classes will be cancelled or taught for tuition only, if minimum enrollments are not achieved by the end of the fifth day of summer classes.

By the last day of class of the spring semester, department chairs/associate deans will submit to the Dean a final list of undergraduate classes to be offered during the summer term. This list will include
names of instructors and classes, which will be taught for tuition only if they do not have the minimum number of students enrolled by the end of the fifth day of class.

Department chairs will notify students enrolled in cancelled classes by the end of the spring semester.

(Appointments to Summer Faculty—See 3.1.6, page 32.)

**Tuition Waiver**

Personnel Tuition Waiver Policy and Procedures

**Eligibility**

This benefit is available to all individuals who are actively employed by SWOSU in a position that qualifies them for the University’s employer paid health insurance benefits. Such employment must be held prior to the start of the semester and after one full year of employment. Individuals who meet the eligibility requirements whose employment with SWOSU ends may continue to receive the benefit during the semester in which employment ceases.

**Benefits**

**Half Waiver** – Individuals meeting the eligibility requirements may receive a 50% reduction in the general tuition cost of all courses offered by and originating with SWOSU by completing and submitting a Personnel Tuition Waiver Application to their Supervisor and Budget Head. Again, this waiver covers only 50% of general tuition and excludes any fees and taxes.

**Full Waiver** – Eligible employees may request a full waiver for courses that assist in the performance of their assigned duties and aid them in acquiring new skills to qualify for advancement including general electives to meet degree requirements. Such requests require the individual’s Supervisor and Budget Head’s approval. This waiver excludes any fees and taxes.

**Restrictions**

**Course Load Limits** – Individuals are limited to taking a maximum of three credit hours during their normal work day. Time away from an individual’s work shift taking courses shall be made up at a time mutually acceptable to both the individual and the supervisor. Such make-up plans are to be indicated on the Personnel Tuition Waiver Application or, if necessary, attached to the Application. Make-up times are to be consistent and equal to the time away from work, thereby providing a routine work pattern. Make-up of lost time is to be completed during the work week in which the absence occurred.

**Maximum Benefit** – The total annual benefit of this program is limited to the maximum benefit allowed by the IRS, as of 2007, $5,250 per calendar year.

**Long-term Plans** – A repayment agreement will be required for a full tuition benefit once an employee exceeds 30 hours of paid undergraduate level work. This agreement will require employees to reimburse the University for half of the tuition cost if employment with SWOSU terminates prior to the individual completing one year of additional employment for each 30 hours granted.
Graduate Courses – Individuals requesting full waivers for graduate work will be required to sign repayment agreements; generally SWOSU expects employees to commit to an additional two years for University sponsored graduate degree completion.

Application Procedure

- The individual completes a Personnel Tuition Waiver Application.
- The individual submits completed form to their Budget Head for approval.
- The individual’s Budget Head forwards the form to the Human Resources Office. Completed forms are to be received by the Human Resources Office no later than the 10th class day of the regular semester or the 5th class day of the summer semester.

Spouse & Children

Program Guidelines and Procedures

Application Deadline: The application is to be received prior to the start of the semester by the Human Resources Office. This application will remain valid for one calendar year. Applicants not applying for the Spring semester should submit their completed applications at least ten days prior to the beginning of the term that the applicant plans to attend.

A. Qualifications (non-taxable): The applicant must be a child, stepchild, or legal ward of a full-time employee of SWOSU, a child of a vested retiree of SWOSU, a full-time employee’s spouse who is not a full-time employee or retiree of SWOSU, or the child or spouse of an employee who has died or has a Social Security qualified disability received while in the service of SWOSU. An employee must have been hired prior to the beginning of a term for an applicant to receive a waiver for that term. (Vested means vested in the Oklahoma Teachers’ Retirement System.)

1. A child, stepchild, or legal ward of an employee qualifies for this tuition waiver if they meet the IRS qualifications www.irs.gov and are claimed as a dependent for income tax purposes.
2. The employee’s signature on the waiver application certifies that the applicant qualifies as a dependent as outlined above and qualifies for this non-taxable benefit per the IRS code requirements.
3. The applicant must be a qualified resident of Oklahoma as defined by the Oklahoma State Regents for Higher Education.
4. The waiver is for undergraduate level course work only (does not include the last two years of course work for pharmacy professional students).
5. The waiver is for undergraduate level tuition only and does not include any fees or taxes.
6. The waiver, if granted, does not apply to class auditing, workshops, non-credit courses or adult education.
7. The waiver will be limited to 12 hours of undergraduate course work per term.

B. Qualifications (taxable): The applicant will meet the same qualifications as stated above in Section A, paragraph one, but includes children that are not a dependent of the employee according to IRS qualifications and all graduate courses. This tuition waiver is a taxable benefit to the employee at the undergraduate rate (1000-4000 level courses) and graduate rate (5000 level or higher courses). The employee understands and accepts the tax liabilities for this taxable benefit that will be reported on their W-2. If the employee has any questions regarding this taxable benefit they should contact
their tax consultant. Availability: Waivers for future semesters will depend on the circumstances at the time of granting such future waivers.

1. The waiver program may be terminated at the discretion of the University at anytime.
2. A student must meet the retention standards as outlined in the University Catalogs.
3. A student cannot receive a waiver while on academic suspension.
4. A student cannot receive a waiver while on academic notice or academic probation unless a written appeal has been submitted to and approved by the Appeal Committee.
5. A student cannot receive a waiver while on student conduct probation.
6. If an individual terminates employment, the tuition waiver benefit will cease at the end of the semester in which employment was severed.

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

Student Appeals: The student may appeal to the Tuition Waiver Program Appeals Committee for reconsideration of a denied waiver. The decision of the appeals committee is final. Send appeals to the Director of Human Resources addressed to:

   Appeals Committee – Tuition Waiver Program
   Human Resources

The Dependent & Spouse Tuition Waiver Program Application can be found at:

http://www.swosu.edu/administration/hr/dpndtuit.asp

Unemployment Compensation

All full-time employees are covered by unemployment compensation insurance, pursuant to 40 OSA 1-210(2), at the employer's expense.

Vitas

To maintain the most current records of the faculty, faculty members should submit updated vita through their departments/schools and colleges by September 15 each year.

Workers’ Compensation

Pursuant to 85 OSA 2b, Workers’ Compensation Insurance underwritten by the State Insurance Fund is provided for all employees at the employer's expense.
DIVISIONS OF ACADEMIC SUPPORT

Assessment Center

The Assessment Center will assist faculty with custom-designed scan sheets for research projects or assessment, scanning, and reports. Also, student evaluations of faculty are coordinated at the Assessment Center. Reports are available to faculty who are applying for awards, tenure and/or promotion, etc.

Bookstore

The Follett Company maintains a bookstore in the Bulldog Plaza in facilities leased from SWOSU. Faculty may borrow textbooks from the bookstore. Although payment (cash or credit card) is required, a refund is made if the textbooks are returned within a reasonable period in new resale condition.

Campus Security

Reporting Crimes and Emergencies on Campus

Reports of criminal actions or other emergencies occurring on the Southwestern Oklahoma State University campus should be made to the campus Department of Public Safety (DPS) who will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

Sayre Campus – Reports of criminal actions or other emergencies occurring on the Southwestern Oklahoma State University – Sayre campus should be made to the Safety Officer who will respond in accordance with established law enforcement procedures. S/he will then notify the Dean and the Weatherford campus Department of Public Safety (DPS). Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

Security of Facilities and Access to Residences

Security is provided in the maintenance of SWOSU’s facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restricting access to hoses, and providing appropriate identification as University staff or students and the provision of adequate lighting. Security precautions are on file in respective offices for the various types of facilities at SWOSU. A guide for living in residence halls is given to each student residing in the halls.

The campus DPS performs building checks and lockups on all campus buildings at scheduled times seven days per week, 365 days per year. Students may be authorized to be in a building after lockup, if under the direct supervision or written permission, by a permit card, of an authorized faculty or staff employee.

Security Procedures and Practices

The DPS is staffed by commissioned peace officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training and who have the power to arrest and bring before the
proper courts persons violating the law on University property. SWOSU's peace officers cooperate with local police authorities in the exercise of their responsibilities. It is the practice of the DPS to encourage accurate and prompt reporting of all crimes to the DPS or the appropriate local police authorities.

**Programs Related to Security Procedures and Practices**

SWOSU provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others and informs them about the prevention of crime through regular programs and literature distribution.

Presentations by SWOSU DPS are provided upon request to individual residence halls and the campus community on a regular, on-going basis. These presentations are also made by student organizations having speakers or panel discussions on topics related to safety and security. These activities include the role and services of SWOSU DPS, programs addressing alcohol and awareness, date rape and sexual assault prevention, domestic abuse, crime prevention and illegal drugs.

Presentations are made for the general university community and special presentations are made for the residence halls. Formats include speakers, videos, demonstrations, and workshops. Routine public service announcements are made and informational brochures distributed. Among the topics covered are self-defense, fire prevention, campus crime, and safe sex.

Freshman orientation offers written material to incoming freshman students focusing on acquaintance rape, student safety on campus, and building safety.

Printed materials are distributed to students living both in residence halls and off campus and include the Residence Halls Handbook and Student Handbook, which provide security policy information to students. Policy information and training is conducted regularly for University employees regarding emergencies including building evacuation, emergency rescue procedures, etc.

**Cooperation with Area Police Agencies**

SWOSU cooperates with local police authorities to monitor and record information concerning criminal activity occurring away from the campus, but involving University students or University-recognized student organizations.

**Commencement**

The annual commencement exercise is held at the end of the spring semester. Faculty members and administrators are encouraged to participate in the academic procession for commencement. The Bookstore provides a rental service for academic apparel. The deadline for reserving academic regalia is the Monday classes resume after Spring Break.

**Credit Union**

Allegiance Credit Union has been approved to offer services to SWOSU students and employees. Contact the Human Resource Office, Room 101 Administration Building, for more information.
Distance Learning Center

SWOSU houses a full function ONENET site. One of the functions of the center is to provide two interactive undergraduate and graduate courses originating from a number of institutions in the state. Courses are also available through various other technologies such as satellite. Course schedules may be obtained from the Center.

Telecourses are offered by SWOSU for credit and coordinated through the Center. Most of these courses are general education or lower division courses, but some have been approved for upper division and graduate credit. Other formats include audio tape-based courses and self-paced, video-assisted instruction in computer applications.

The two-way interactive video instructional system (ONENET) is scheduled and operated by the Center.

Assistance in instructional design and Multimedia production is provided to faculty. Production facilities are also housed within the Center.

Faculty Identification Cards

Faculty identification cards are available from Auxiliary Services on the second floor of the Memorial Student Center. The card is necessary to check out materials from SWOSU Library. The card admits the faculty member and immediate family to university-sponsored activities. A charge is made for some special events.

Faculty Organizations

The American Association of University Professors maintains an active chapter on campus, and all regular faculty members are eligible for membership.

Field Trips

Field trips or any university sponsored off-campus activity that is complementary to the instructional program are recognized as an enrichment of the curriculum. A faculty member desiring to take a class on a field trip should make arrangements with the Dean of Students Office several days in advance of the trip so that a list of students who are to be absent from other classes may be distributed. (Such notification does not constitute a nonexcused absence.) Faculty sponsors may require students to complete and sign a "Waiver and Release of Liability Form" before participating in field trips. A copy of this form can be found in the forms section of SWOSU web site.

Graduate Record

SWOSU yearbook was replaced in 1994 with The Graduate Record, a mini-yearbook featuring highlights of the year along with portraits of graduating seniors, graduate students, and faculty. Portraits for both students and faculty are taken in late November or early December, and the books are presented free to graduates when degrees are conferred. They are for sale in Follett’s Bookstore, Ratcliffe’s, and the Language Arts Office.
Holidays

SWOSU typically recognizes several holidays that include Labor Day; Thanksgiving Day and the Wednesday before and the Friday following it; Christmas; New Year’s Day; Martin Luther King Day; Memorial Day; Independence Day; and other aditional days as designated in the annual Holiday Schedule. On these holidays, SWOSU closes; therefore, library and mail services are not available. Campus Security will be open. The President may declare an additional day as a holiday. SWOSU complies with the federal mandate (December 2004) to celebrate Constitution Day on September 17. If the date falls on the weekend either a day of the week before or following will be celebrated.

Honor Roll

Undergraduate students who complete 12 or more hours in the fall or spring semester or six hours during the summer semester and earn a 4.00 grade point average qualify for the President's Honor Roll. Undergraduate students who complete 12 or more hours in the fall or spring semester or six hours during the summer semester and earn a 3.5 or higher grade point average with no grade lower than a "C" qualify for the Deans' Honor Roll. Grades of Satisfactory "S" qualify for the honor rolls however grades of "I", "U", "D", and "F" do not qualify for the honor rolls.

Information Technology Services

Information Technology Services personnel provide assistance to faculty in the areas of computerization and automation. The Center provides help with personal computer software and hardware setup; troubleshooting and maintenance; with interconnection of faculty offices to university networks; and with the coordination of the operation of a faculty/student computer laboratory. The Center also provides access to relevant course and student information stored in the student administrative system and support for SWOSU telephone system.

Limited multi-media loans of audiovisual equipment and materials to faculty and students for use in university courses are available. Assistance will be provided in locating current information concerning the availability of commercially produced materials.

Sayre Campus – The Network Administrator provides assistance to faculty in the areas of computerization and automation. S/he provides help with personal computer software and hardware setup; troubleshooting and maintenance; with interconnection of faculty offices to university networks; and with the coordination of the operation of a faculty/student computer laboratory.

• Computing Policies:

Agreement and Account Application:

Computing services at Southwestern Oklahoma State University are provided to promote administrative, educational, and research efforts of the faculty, students, and staff. All persons utilizing these services are responsible to ensure that computing resources are used in an ethical and lawful manner. The following basic principles and examples provide a general framework for determining acceptable behavior and conduct when using university provided computing resources.
Use university computing resources for appropriate university activities only.

- University computer systems shall not be used for unauthorized political activities or unauthorized commercial purposes.
- Unauthorized copies of copyrighted material shall not be created, distributed, or knowingly utilized.

Do no harm to the computing environment.

- Users shall not attempt to degrade or manipulate system-wide performance or capability.
- Users are responsible for specialized hardware and/or software that they have, or have had, installed on university computers.

Do no harm to other system users.

- Obscene, threatening, harassing, or intimidating material shall not be entered into the computer or sent by electronic means.
- Users shall not examine, change, or use another person's (or institutional) username, password, files, or e-mail.
- Users shall always identify themselves appropriately.

Users are responsible for all usage of their accounts. They should never permit others to use their accounts.

Electronic media on all SWOSU systems is as private as is feasibly possible. System administrators will not access another person's data unless necessary in the course of their duties and will treat that data as confidential. Unauthorized attempts to access another person's data will be treated with the utmost seriousness.

All individuals using computer and network systems owned by SWOSU are subject to applicable laws and University policies. Violations are subject to disciplinary action. SWOSU may immediately suspend the computer/network privileges of alleged violators, subsequently ensuring due process. SWOSU will provide proportional sanctions for policy violations, including but not limited to reprimand, temporary or permanent removal of computer/network privileges, dismissal from SWOSU, and legal action. Violations of this policy may constitute a criminal offense, punishable by local, state, or federal law.

- Web Page Policies

Reason for the Policy:

The quality of information published by Southwestern Oklahoma State University plays an important role in determining its reputation and image. The policy presented has been developed to ensure that official information published electronically is (1) correctly representative of SWOSU; (2) accurate, well-written, and visually appealing; and (3) on par with the same high standard of other official
publications which appear in print or other formats.

**General Statement:**

The SWOSU computer policies require all persons to use computing resources in an ethical and lawful manner.

The Computer/Telecommunications Advisory Committee should schedule annual review of the Web Page Policies.

All web pages associated with administrative and academic units on campus are considered to be official, including the faculty senate and student senate. Other student organizations and individual faculty and student web pages are considered unofficial.

It is the responsibility of the designated representatives in academic and administrative units to ensure that all information in their unit's official electronic publications is accurate, current, and adheres to University policies.

SWOSU encourages use of SWOSU's URL (www.swosu.edu) on letterheads and promotional materials.

Web pages should not be used for commercial purposes.

SWOSU reserves the right to remove web pages that do not comply with University guidelines. Information concerning standards and guidelines may be found at:

http://www.swosu.edu/depts/web/policies/index.htm

**Fine Arts Center and Conference Center**

The Fine Arts Center and Conference Center provide space and facilities for the support of university activities and for special programs and events sponsored by student and non-university organizations.

**Keys**

The Physical Plant issues keys to faculty members. A refundable deposit, payable in the Business Office, is charged for each key issued.

*Sayre Campus* – The Dean's Office issues keys to faculty members.

**Mailroom**

The mailroom receives and processes daily mail and orders office supplies for all campus departments.

**Incoming and Daily Mail**

The U.S. Post Office delivers mail Monday-Friday. The mailroom then sorts and puts all mail in the departmental boxes. Under normal
conditions the mail will be put up by 11:00 a.m. Federal Express, UPS, and Airborne deliver at different times throughout the day. When purchasing anything from an outside vendor, be sure that the vendor marks the package with the name of the person and department to whom it is to be delivered.

**Sayre Campus** — The U.S. Post Office, at approximately 3:00 p.m., delivers mail to the SWOSU Registrar’s Office on Monday-Friday. Under normal conditions, the mail will be put up by 4:00 p.m.

**Outgoing Mail**

When sending mail through the campus mailroom, the return address must include: Southwestern Oklahoma State University, 100 Campus Drive, Weatherford, OK 73096-3098. Further, the DEPARTMENT MAIL NUMBER must be in the return address on all official mail, including manila envelopes, packages, and "reply mail" postcards for magazines. It is by this number that the mailroom personnel know which department to charge for postage. Contact the mailroom for verification of this number.

Before ordering new envelopes, mailing labels, business reply and postage-prepaid envelopes from SWOSU Press, verify the correct department number with mailroom personnel.

Group and band mail by the categories of local, out-of-town, business reply, personal, etc. Foreign mail must have a paper clip clipped to the top or a post-it-note on it. Deposit outgoing mail in the appropriate mail slots. Outgoing mail must be in the mailroom by 2:45 to be processed that day. The U. S. Post Office picks up the mail at 3:00 p.m.

Outgoing mail should be addressed with a typewriter or computer labels to speed delivery. Mail addressed by hand will be processed manually at the Post Office, thereby slowing down delivery. Third Class, Special Fourth Class, and Library rate materials should all be marked; otherwise, First Class Rates will be charged.

If a Third Class bulk mailing of 200 or more pieces of identical size and weight or a First Class pre-sort mailing of 500 or more pieces of identical size and weight is being planned, the mail room has specific guidelines that help save postage, approximately $0.20 per letter for third class.

Personal mail is accepted to be mailed from the mailroom but only if proper postage is applied. It is illegal for personal mail to be posted through SWOSU Postage Machine. The mailroom does sell stamps for your convenience.

For packages and letters that are shipped via Federal Express, UPS, or Airborne, the mailroom needs a signature of the responsible party mailing the package. These packages must be brought to the mailroom as early as possible in the day to make sure that they go out the same day.

The company will issue a Call Tag for packages that are being returned to the company prepaid via UPS. The department must not notify the company that they will need a Call Tag issued. When the mailroom receives the Call Tag, we will contact you and ask that you bring the package over by noon the next day. The mailroom has limited space; therefore, we cannot accept your package until the Call Tag has been issued.
SWOSU employs over 500 people. Therefore, interoffice mail must have the department as well as the name of the person receiving the mail clearly marked on the face of the mail to ensure proper delivery.

Mass mailings (on campus) require prior approval. Approval should follow university channels to the Office of the Vice President for Administration & Finance.

**Sayre Campus** – When sending mail through the Registrar's Office, the return address must include: Southwestern Oklahoma State University, 409 E. Mississippi, Sayre, OK 73662.

**Parking**

Assigned parking places are not provided for the faculty. Parking permits may be obtained free of charge from the Public Safety office. Faculty are expected to pay parking tickets.

**Political Activities**

An employee of the Board of Regents of the Regional University System of Oklahoma who participates in political activities must do so in a manner that:

1. does not imply, directly or indirectly, that this Board or any of its universities endorse such activities;
2. in no way interferes with the rights and privileges of other employees of this Board;
3. in no way interferes with the rights and privileges of students attending any university;
4. in no way interrupts the normal routine operation of any university;
5. in no way interferes with the assigned duties of the employee;
6. does not utilize university equipment, e-mail, supplies, paid staff time, or other university resources in support of partisan political activities.

Violation of these principles may be considered cause for dismissal.

**Recreational Facilities**

The Wellness Center, SWOSU tennis courts, health and physical education building, swimming pool, Crowder Lake facilities, and other appropriate facilities are available to faculty for recreational purposes. Consult the Chair of the Department of Kinesiology about arrangements for group or individual use. Contact the Director of the Wellness Center for faculty hours.

**Sayre Campus** – The Sayre Campus Walking Track, Volleyball Court, Fitness Room and other Field House facilities are available to faculty for recreational purposes. Arrangements may need to be made through the Dean's Office.

**Retired Faculty**

Retired faculty members are considered an important part of SWOSU community. Each year the President sends an emeriti card that admits them and a guest to most university sponsored events. Emeriti continue to receive access to all library resources. Emeriti receive SWOSU newspaper. Emeriti are invited to a number of university functions, e.g., the faculty workshop and
family picnic, the Bernhardt Dinner, and Convocation. Emeriti requests for office space, equipment, and technical facilities are handled on a per request basis.

**Sponsored Programs & Continuing Education**

**Sponsored Programs**

The Office of Sponsored Programs (OSP) promotes and facilitates scholarly activity at SWOSU by supporting and administering all activities involving extramural and intramural sponsored programs. OSP serves as a central location to carry out the University's extramural (external) and intramural (internal) sponsored activity.

The major area of responsibility is extramural activity. Principal Investigators are assisted in the preparation and submission of grant, contract, and cooperative agreement proposals. To that end, all grants, contracts, and cooperative agreements representing University obligations must be authorized through OSP. Funding opportunities are regularly provided to the University community. OSP serves as the mechanism whereby the University carries out the programmatic and monetary obligations of the activities and OSP also acts as a liaison between the granting agencies, such as the government and private sector, and the University to ensure compliance.

OSP administers the intramural funded programs that include Financial Assistance Awards, Proposal Development Awards, and Organized Research funding. In addition, OSP maintains the archives for various Institutional Review Boards and the University community's Scholarly Activity reporting.

In conjunction with the Faculty Research/Scholarly Activity Committee, OSP sponsors an annual Student Research/Scholarly Activity Fair.

The SWOSU web site contains information about funding, proposal preparation, research compliance, and other policies and procedures related to OSP. Forms associated with Sponsored Programs and instructions are indicated in the Forms Index in the appendix and/or the URL address

[www.swosu.edu/administration/osp/](http://www.swosu.edu/administration/osp/).

**Pre-Award Activities**

All requests for external funding must be processed through OSP. External funding includes Grants, Contracts, and Cooperative Agreements. To initiate the process, a Proposal Review and Compliance Form (PRC) with appropriate signatures (principal investigator, department chair, and academic dean), and an abstract describing the proposed activity must be submitted to OSP at least two weeks prior to the deadline for submission. Approval by the President of the University is required in order to submit a proposal off campus. OSP will obtain the President's recommendation and signature.

OSP is responsible for reviewing the proposal to ensure compliance with University, State, and Federal regulations prior to submission. This includes assisting in budget preparation.

Once a PRC is approved and the proposal is ready for submission, OSP will obtain the required signatures, make the necessary copies, and submit the proposal. Electronic submission of a proposal is
currently the responsibility of OSP. A proposal should not be sent off campus without first obtaining the review and approval of OSP even if the submission is electronic. Once the proposal is submitted, OSP will then track the proposal from receipt through disposition.

**Post-Award Activities**

OSP is responsible for administering any necessary negotiations and acceptance of awards. In the case of an approved grant, contract, or cooperative agreement, OSP obtains the required signatures. OSP and the Grants and Contracts Accountant (GCA) manage funded proposals. Modifications to an area defined in the award usually require approval from the Agency. The Principal Investigator (PI) shall submit a request to OSP for any change in the award. OSP will obtain the necessary approvals for the requested changes. All major changes in program, award, or budget must be submitted to OSP.

The Principal Investigator (PI) is responsible for conducting the research and for proper management of funds and personnel. Appropriate forms are available on the SWOSU Web Forms page under Sponsored Programs—Research and Grants. The Federal Office of Management and Budget (OMB) Circulars A-21 and A-110 address regulations applicable to financial assistance awards made to Institutions of Higher Education. OMB Circular A-133 addresses Audits of Institutions of Higher Learning. The Grants and Contracts Accountant can assist the PI in these matters.

At the end of the grant period, the PI must submit a final narrative report and a final financial report to the Grants and Contracts Accountant for proper dissemination. Other reports may be required during the award period.

**Guide to the Preparation, Approval, and Submission of Proposals for Grants, Contracts, and Cooperative Agreements**

The complete guide is available through the Sponsored Programs web site or by obtaining a copy at the Sponsored Programs Office. Included below is the general information.

This PI Guide is intended to assist present and future Principal Investigators (PI) and Project Directors (PD) who are interested in pursuing external funding opportunities in the preparation of grant, contract, and cooperative agreements. Appropriate forms are available on the SWOSU Web Forms page under Sponsored Programs—Research and Grants. Appropriate forms are available on the SWOSU Web Forms page under Sponsored Programs—Research and Grants.

In the early stages of proposal consideration, there are some issues that should be addressed before proceeding to the development stage.

1. Does the proposed activity further SWOSU’s mission?
2. Is the proposed activity in the best interests of the university, college, and department?
3. Do the university, college, and department have the necessary staff, facilities, and resources on hand to fulfill the goals of the project?

If the answers to the above questions are yes, then the project director should proceed to the pre-approval stage, which requires the submission of a Proposal Review and Compliance Form (PRC).
If the answers are yes and no, then perhaps the project director should take a step back and reevaluate the situation; contact a peer or the Dean; and discuss the details and goals of the project that is envisioned. This objective discussion with someone who is outside the project may help bring the project into clearer focus concerning the balance between the University Mission and PI goals. Once any doubts have been removed, the individual should proceed on to the pre-approval stage, which requires the submission of the Proposal Review and Compliance Form.

Faculty/Student Scholarly Activity Request for Financial Assistance

The President established a fund in 1992 to assist faculty in the dissemination of their scholarly activities at professional meetings. This assistance has been extended. Certain conditions were established for awarding funds. Those conditions were that the least expensive means of travel be assured and that all applicable funds be spent prior to requesting additional funds from the President. Applicable funds include department funds, dean’s funds, students activity funds, etc. Procedures for requesting this financial assistance are located on the Sponsored Programs web site.

Proposal Development Awards – Request for Proposals

SWOSU provides funding for Proposal Development Awards (PDA) for the academic year to enhance scholarly activity. The intent of this University award is to provide financial resources to draft proposals for external funding which would minimally be greater than the monies provided by the University award but potentially be in excess of the award. Each award provides funds up to $4,000. It is expected as a condition of the award that at the end of the funding cycle, a proposal in a form ready for submission to an external agency be presented to the Office of Sponsored Programs. The guidelines for the University awards may be found at the Sponsored Programs web site.

Other Relevant Policies

Protection of Human Subjects in Research Policy and Procedures, the Intellectual Property Policy, the BioSafety Guidelines, the Conflict of Interest Policy, the Data and Record Retention Guidelines, and the Animal Welfare Guidelines are available from the Sponsored Programs web site.

Continuing Education

The Division of Continuing Education (CE) offers continuing education programs to help the residents of western Oklahoma renew license certificates from appropriate agencies. Non-credit adult education activities, seminars, and workshops are offered that promote career development, cultural growth, and personal development. Continuing Education Units (CEU) are offered for some CE activities. Additional information is provided on the SWOSU Forms web site under Sponsored Programs - Continuing Education.

Student Employment

The Human Resources Office administers student employment; a form to request student employment is included in the forms section of SWOSU web site.
**Student Records**

The Registrar maintains the official academic record of each student. The Dean of Students maintains the personnel record of each student. Availability of records is subject to federal guidelines.

**Syllabi**

A syllabus for each course taught at Southwestern Oklahoma State University must be placed on file in the office of the dean of the college. Departments should also maintain copies of their syllabi. Forms are available in the deans' offices.

**Telephone**

Official long-distance calls may be made from SWOSU phones. All personal calls should be charged to personal credit cards or personal (home) telephones.

**Textbooks**

Textbook policies are a departmental matter. Textbook changes must be made by approximately March 15 for the summer and fall semesters and approximately October 15 for the spring semester.

**Travel**

Each unit of SWOSU is given a budget allocation for travel, and is responsible for monitoring the expenditure of these funds according to Board of Regents' policies and state law. Current Regents' policies, including mileage and per diem rates, are available in the Business Office. Travel request forms are available in the departmental offices; requests should be approved prior to the date of travel by the department chair and dean of the college for in-state travel, and by the chair, dean, and provost for out-of-state travel. Requests for out-of-state travel should be filed at least one month prior to the date of the requested travel.

**University Libraries**

The Al Harris Library includes a collection of books, serials, microform, federal and state publications, electronic databases and journals. Many of the Library resources are available through the Library web page at www.swosu.edu/library. When possible, these resources are available from campus offices. It provides prompt interlibrary loan services. The Library supports the instructional and individual research needs of the campus community. On-line bibliographic searching services supplement the other library resources, when necessary. An OK-share card is available to enable faculty and students to obtain materials directly from other academic libraries in the state.

The Library provides access to the on-line catalog, the Internet, and many electronic databases. It is open seven days a week, and hours are available on the Library’s web site.

Each academic discipline is given an allocation to be used for acquisition of library materials to be housed in the Library. Faculty requests for books and journals should be made through the departmental library committee member.
Books are checked out to faculty members for a semester, but are subject to recall in case of need. Periodicals and reference books may be checked out for three days. Materials that are in heavy demand for class use may be put on reserve. Faculty may obtain reserve forms from the front desk in the Library. Items no longer needed on reserve should be removed from the reserve area by contacting the Circulation Services Coordinator.

**Sayre Campus** – The Oscar McMahan Library is named for former superintendent of Sayre schools and founder of Sayre Junior College, Oscar H. McMahan. The library is located in Mackey Hall Room 118 and is easily accessible to all patrons.

The goal of the McMahan library is to provide library materials and services that will support instruction in courses offered on the Sayre campus and that will stimulate individual reading and research. An online library catalog and current research information via the Internet are made possible by fiber optics. A variety of databases are available through the library homepage. The library subscribes to SIRS, an online database, and shares many online databases with the Weatherford campus library. This shared service enhances the capabilities of McMahan Library, providing the students with easily accessible research advantages.

The library homepage is routinely updated showing the current library hours and holiday schedules. Students on both campuses can take advantage of the inter-library loan services to borrow or return books. Two full-time staff personnel keep the library collection current and shelf ready. Subscriptions to periodicals both in paper and microfiche add to the library’s collection.

**University Newspaper**

The official school newspaper, *The Southwestern*, is issued weekly during the academic year, except during vacation and final examination periods.

**University Press**

SWOSU operates a well-equipped printing plant, which has the capacity and capability of fulfilling most printing needs of SWOSU. Administrators, department chairs, and others with a responsibility and need for printing may make arrangements with the Manager of University Press.

**Use of Buildings**

Faculty members are free to use campus buildings. Arrangements for use of most buildings, including the Library Auditorium, for special events during the day or evening should be made in the Office of the Vice President for Administration & Finance. Arrangements for the Fine Arts and Conference Centers and arrangements for the Hilltop Theatre are made through the Department of Communication and Theatre. When using a building in the evening, consideration should be given to those who will use the room the next morning. Faculty members noticing repairs that should be made should notify the Physical Plant. Outdoor facilities, including practice fields, are scheduled through the Athletic Director’s Office. Classrooms can be reserved for special functions through the online room scheduling procedures found on the Faculty/Staff page of the SWOSU website.
**Sayre Campus** – Faculty members are free to use buildings. Arrangements may be made through the Dean's Office.

**Use of Tobacco**

In keeping with SWOSU’s intent to provide a safe and healthful work environment, and in accordance with state mandates, the use of tobacco in any University facility or University vehicle is prohibited. Additionally, there is to be no smoking within 25 feet of a point of entrance or exit to a building. This policy extends to faculty, staff, employees and campus visitors.

**Note:** Outdoor stadium seating is designated as a no smoking area.
I. POLICIES AND PROCEDURES FOR PROMOTION/TENURE OF FACULTY

These policies and procedures developed at Southwestern Oklahoma State University have been approved by the Board of Regents of the Regional University System of Oklahoma.

A. INTRODUCTION

The following policies and procedures are to be used in recommending members of the faculty for promotion/tenure. These same procedures are to be used in recommendations for chair, with the obvious omission of those components where chair would otherwise be involved.

The primary responsibilities of the faculty at SWOSU are divided into three broad categories: (1) Teaching; (2) Scholarly Activities; and (3) Service. Therefore, evaluations of faculty for promotion/tenure are based upon performance in these three categories. The emphasis on each category will be dependent upon each faculty member's specific responsibilities. The primary areas of evaluation in each category are discussed in Part B.

Professional development is any activity that enhances the faculty member's professional capability. SWOSU supports and recognizes professional development in teaching, scholarly activity, and service.

The candidate for promotion/tenure, with the assistance of the department chair/associate dean* (the primary supervisor), shall prepare a formal application for candidacy that includes documentation addressing performance in the three categories used in the evaluation process. The procedures used for the application, the review, and the selection processes are explained in Part C.

(For Guidelines for Preparing Promotion/Tenure Review Documents, see pages 112-113.)

*In all cases, the department committee provides the first evaluation. The second evaluation comes from the department chair or the Associate Dean if holding dual role. Exceptions include those academic units that only have an Associate Dean and no Chair. In no case will faculty have more than six (6) levels of evaluation in the Tenure/Promotion process.

B. CRITERIA FOR EVALUATION FOR PROMOTION/TENURE

1. Teaching and Related Duties

The primary mission of SWOSU is fulfilled when faculty teach students subject matter, help students improve communications and reasoning skills, holds students accountable for learning, advise students while encouraging them to excel academically, and help students enter graduate and professional schools or obtain employment by supplying recommendation letters and other support information. Involvement and performance in such endeavors will receive the greatest emphasis in evaluations.

All faculty are encouraged to participate in self-assessment for the purpose of development. Documentation will be the basis of a standardized university-wide evaluation from the departmental through the presidential level. Documentation will be accomplished using the applicable instruments as adopted by SWOSU. The general items used for evaluation are: (The
order of items is alphabetical and not meant to suggest priority of importance. The items are listed as examples only, and are not intended to be an exhaustive listing, candidates should document all activities they deem relevant).

a. Administrative evaluations* (chair and/or dean)
b. Contributions to course and/or curricula development
c. Courses taught (e.g., including comments on size, level, degree of difficulty)
d. Courses that include responsibilities for course administration or coordination (e.g., team-taught courses, laboratory courses)
e. Development of new teaching techniques and/or methods
f. Peer evaluations** (Faculty Peer Observation Form)
g. Preparation of instructional materials
h. Professional Development (Include any activities that directly affect faculty's classroom performance e.g., workshops, short courses, seminars, post-graduate study)
i. Development and implementation of service-learning projects
j. Student evaluations*** (Student Course Evaluation Form)

Faculty are encouraged to conduct self-assessments of their classes (Instructor's Course Evaluation Form). At the faculty member's discretion, these evaluations may accompany the students' evaluations.

- **Administrative Evaluations**: A minimum of two most recent (2) evaluations shall be included. The evaluations must be since last promotion or since coming to SWOSU if the candidate has not been promoted/tenured at SWOSU.

- **Peer Evaluations**: Evaluations from a minimum of three different evaluators must be obtained no earlier than Fall semester of the prior year. Two of these evaluators are selected by the faculty member and one is selected by the Chair/Associate Dean, and must be so designated on the peer evaluation form. In consideration of the Chair/Associate Dean for promotion or tenure, two evaluators are selected by the Chair/Associate Dean and one is selected by a committee of full professors of the department if possible, and must be so designated on the peer evaluation form.

- **Student Evaluations**: Evaluations must be conducted for all sections taught within the most recent four semesters. These may include summer terms but may not include the current semester. The evaluations shall be administered in an impartial manner by a third party.

2. Scholarly Activities

Scholarly activities associated with the applicant's teaching and/or professional discipline shall be a part of each evaluation. Applicants receiving release time for scholarly activities must document a higher level of scholarly accomplishments, which will be properly weighted in their evaluations.

Presentations in this category should include descriptive summaries of the applicant's scholarly achievement (The ordering of items is alphabetical and not meant to suggest priority of importance. The items are listed as examples and not intended to be an exhaustive listing, candidates should document all activities they deem relevant).
Acceptance of original works of art, musical compositions or arrangements, architectural designs, poetry and other literature, dance, or other of the Fine Arts.

Curriculum development and innovation

Editing (including newsletters)

Grants Funded/Unfunded

Performances or exhibits involving the various Fine Arts

Presentation of papers before professional groups

Professional development, activities in professional organizations appropriate to the teaching field or a reas of responsibility including committee appointments, session chair, discussant or consultant performances, workshops, exhibits, or seminars which relate more to scholarly development than to teaching activities

Publications of original journal articles with abstract or first and last page of journal (includes web publications)

Reviewing of materials submitted by others

Submission of original journal articles (include abstract or first and last page of journal)

Textbooks (authored)

Monographs

Poster Presentations before professional groups

Each department or academic unit committee* may designate other specific activities which are unique to a certain field as being appropriate within this category.

Responsibility for establishing the importance and scholarly nature of all activities rests with the applicant. The applicant should not assume that all members of the evaluation committees are familiar with comparative values within each discipline, such as the relative prestige of journals, whether or not journal articles are refereed, whether or not the work has been published, or the importance of audiences and locales for exhibits or performances. All activities should be those which have been presented for the judgment of the applicant's academic peers.

3. Service

Faculty and chairs are expected to provide certain services to SWOSU and to the public. When faculty receive released time for service they shall document these activities. Service to SWOSU and to the public will be properly considered in applicants' evaluations. A list of activities considered as services is provided below. The list is intended to provide examples. There are other activities that will qualify (order of items is alphabetical and not meant to suggest priority of importance).

a. University Services

1. Advising students include number per semester
2. Assisting students in career development and employment searches
3. Assisting with university-sponsored events (e.g., SWIM, speech tournaments, Special Olympics, summer camps)
4. Participating in faculty career development (e.g., mentor program, faculty employment searches)
5. Presenting in-service seminars or demonstrations
6. Professional Development *(Includes activities that enhance ability to perform services, e.g., training to be an consultant-evaluator, advisor, or consultant; attending workshops, seminars, or meetings relevant to service activities)*
7. Serving as a consultant in other disciplines and/or departments
8. Serving as a chair or member of university committees *(e.g. accreditation, self-study, departmental, school, university-wide)*
9. Sponsoring student organizations
10. Assisting in student recruitment and retention (Freshman Orientation, Alternative Admissions, etc.)

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category.

b. Community and Public Service
1. Assisting in campus community fund drives
2. Consulting, speaking, or performing activities as a representative of SWOSU
3. Serving as a board member of charitable organizations or organizations relevant to education *(e.g., Chamber of Commerce Education Committee)*
4. Serving as an officer on a professional board, not discipline related
5. Serving in community organizations

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category.

C. PROCEDURES FOR THE GRANTING OF PROMOTION/TENURE

1. Application

When a faculty member has met the minimum requirements, as stated in the Faculty Handbook *(RUSO Sections 3.2.2, 3.2.3, and 3.2.4)*, and wishes to be considered for tenure/promotion in rank, a formal application shall be submitted by the applicant to the department chair/associate dean. A faculty member may apply for either tenure or promotion, or both in a given year. **The chair/associate dean shall assist the faculty member in monitoring minimum requirements and in preparing evaluation materials.** However, it should be emphasized that it is the responsibility of the faculty member to know and follow the application process.

All applications shall consist of only one hardback, three-ringed, tabbed, no-more-than-two-inches-thick not ebook (provided by the provost's office) with the applicant's name and category placed on the spine. The first page of the application should consist of a description of all duties and responsibilities assigned to the applicant (i.e., job description) for the years included in the application e.g., teaching, administration, supervision, advising, and load reduction with justification. This description should be formulated by the department chair with assistance from the applicant. The information in the application shall be organized according to the requirements of Promotion/Tenure Review Document outlined in a later
section. The application should minimize raw data (i.e., include detailed listings and summaries when possible) and information pertaining to previous rank or employment and focus on accomplishments during the applicant's present rank. All activities and accomplishments shall be dated. The recommendation for promotion will be based solely on activities conducted since the last promotion. In the case of tenure all professional activities and accomplishments will be considered. Activities and accomplishments before coming to SWOSU were considered in determining entry rank; therefore, activities and accomplishments before SWOSU will not be reconsidered for further promotion.

The application is the property of the applicant and will be returned immediately if the applicant withdraws or after completion of the tenure and promotion review process.

2. Review Process and Schedule for Promotion and Tenure

When a faculty member is to be considered for tenure or promotion, the department chair/associate dean shall call a meeting of the tenured members of the academic unit for a discussion of the case. The academic unit's tenured members then elect their own chair and together form the Academic Unit Committee. The faculty member's contributions to the mission of SWOSU shall be reviewed and evaluated by Academic Unit Committee, and a poll by secret ballot will be taken to determine whether a recommendation for the granting of tenure will be made. This review may be conducted in a manner that allows for input from non-tenured colleagues, students, alumni and administrative information from the department head. In the event that the number of tenured faculty members in the academic unit is fewer than five (5), the actual tenured members in the academic unit, plus additional tenured faculty members appointed by the chief academic officers or the designee to form a group of at least five (5) tenured faculty members shall act as an ad hoc committee for tenure recommendation. For promotion purposes, the Academic Unit Committee shall consist of all tenured faculty above the rank of the candidate for promotion excluding the chair/associate dean of the academic unit and any other candidates for promotion to the same rank. In the event that a department is not able to form a committee of at least three members, additional members are selected by the following methods, in order, until a committee of at least three is obtained.

a. Tenured academic unit faculty at the rank of the candidate for promotion.

b. All academic unit tenured faculty at or above the rank of the candidate for promotion shall submit a plan to select additional members to produce a committee of three that is acceptable to the dean of the college.

c. The chief academic officer shall appoint tenured faculty above the rank of the candidate from other academic units to produce a committee of three.

d. If committee members are drawn from outside the applicant’s academic unit, no associate deans, dean’s or applicants for the same rank shall be eligible for committee membership.

A simple majority rule shall prevail. With the exception of the Academic Unit Committee, the chair or individual from each level of the hierarchy shall report its decision (i.e., grant or deny)
to the applicant on the coversheet for promotion/tenure documents. The results of the balloting of the Academic Unit Committee are confidential. The applicant shall have access to the comments at every level of review. The Academic Unit Committee summary should reflect the majority opinion of the Committee; minority opinions should be so indicated. The Academic Unit Committee should carefully review its comments to ensure that the results of its balloting remain confidential.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet which accompanies each application and return the Cover Sheet and/or application to the chair or individual at the next level. The options shall be (1) to hold a conference with the chair or individual in the event of a recommendation to deny, (2) to withdraw the application, and/or (3) to forward the application to the next level. If the applicant decides to continue, the summary report from each level, excluding rankings where indicated, shall be sent to all higher levels as input and shall be communicated to the applicant.

The summary will include the results of the committee vote, majority/minority opinions and statements related to the applicant’s qualifications for tenure or promotion. A record regarding the vote of individual committee members and statements or opinions expressed by individual committee members will not be included in the summary report or retained in committee records.

Applicants who are off campus related to their primary position assignment, i.e., College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

The chief academic officer will report these recommendations as well as his/her recommendation to the president. A recommendation for tenure may also come directly from the chief academic officer or from the president of SWOSU without prior recommendation from the college and/or academic unit. The president will then make recommendations to the Board.

A list of the levels follows:

- Academic Unit Promotion/Tenure Review Committee
- Chair/Associate Dean of the Academic Unit
- Dean of the College
- Faculty University Promotion and Tenure Review Committee
- Chief Academic Officer
- President

Should the applicant be a member of a unit that has both a department chair and an associate dean, the levels will be as follows:

- Department Promotion/Tenure Review Committee
- Department Chair
- Associate Dean/Dean (joint recommendation)
Faculty University Promotion and Tenure Review Committee
Chief Academic Officer
President

1. The Academic Unit Promotion/Tenure Review Committee

The committee shall elect a chair who along with the other members of the committee shall complete a formal evaluation, which includes a vote to grant or deny promotion/tenure and rationale for the decision (Academic Unit Promotion/Tenure Recommendation Form). The members shall consider the criteria described in Section II. A majority of the committee shall prevail, including those abstaining. (Abstaining has the same meaning as a "deny" vote.) The chair of the committee does vote.

Procedure for voting by academic unit committee: Following discussion of a candidate, a vote is taken on recommendation to "grant" or "deny" promotion or tenure. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. In the case of a tie vote (including abstaining votes) the recommendation is deny.

The committee chair shall record the recommendation and compile a written summary of the rationale ensuring that the responses from the individual committee members remain confidential. The written summary shall be added to the promotion/tenure documents for review by the applicant.

The options for the applicant shall be (1) to hold a conference with the chair in the event that unfavorable comments were received, (2) to withdraw the application, and/or (3) to forward the application to the next level. The applicant may respond to the written summary by completing the appropriate form and adding it to the promotion/tenure documents for review by the next level.

If the applicant decides to continue, a summary report is sent to department chair/associate dean as input. The summary report will include the results of the committee votes, majority/minority opinions and statements related to the applicant’s qualifications for tenure or promotion. A record regarding the vote of individual committee members and statements or opinions expressed by individual committee members will not be included in the summary report or retained in committee records.

Applicants who are off campus related to their primary position, i.e., College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

2. The Chair/Associate Dean of the Department

If the applicant decides to move their application forward, the department chair/associate dean shall submit a separate evaluation and recommendation and report the decision (i.e., grant or deny) to the applicant on the Cover Sheet for promotion/tenure documents. If denial is recommended the Chair/Associate Dean shall provide the applicant with a written summary response explaining the reasons for denial.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover
Sheet with options which accompanies each application and return the application to the chair or individual of the next level.

The options shall be (1) to hold a conference with the Chair/Associate Dean in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level, excluding rankings where indicated, shall be sent to the dean of the college. The summary will include the opinions and statements related to the applicant’s qualifications for tenure or promotion. A chair/associate dean applying for promotion/tenure will forgo the procedure of evaluating himself/herself.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

3. The Dean of the College

If the applicant decides to move their application forward, the dean of the college shall prepare an evaluation and report the decision (i.e., yes or no) to the applicant on the coversheet for promotion/tenure documents. If denial is recommended the Dean shall provide the applicant with a written summary response explaining the reasons for denial.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet with options which accompanies each application and return the application to the individual of the next level. The options shall be (1) to hold a conference with the Dean in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level, excluding rankings where indicated, shall be sent to the Faculty University Promotion and Tenure Review Committee (FUPTRC). The summary will include the opinions and statements related to the applicant’s qualifications for tenure or promotion. A dean applying for promotion/tenure will forgo the procedure of evaluating himself/herself.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

4. The Faculty University Promotion and Tenure Review Committee

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies and one (1) faculty member each from the College of Pharmacy and the College of Associate & Applied Programs. The members shall be selected in the following manner:

The Senate Executive Committee (with assistance, if needed) will compile a list of faculty eligible
(by college) for SWOSU Promotion/Tenure Review Committee by the August Senate meeting. The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty who meet the minimum requirements of tenure, rank of assistant professor and seven (7) years experience at SWOSU and may not be a departmental chair during the current academic year. The Faculty Senate President (or designee) will forward the names to the Chief Academic Officer by the end of the first full week of October. The names may not include any faculty members applying for promotion and/or tenure. If these requirements prohibit a college from submitting a slate of eligible faculty, the requirements will be lowered in the following order:

1. The years of experience will be reduced first to six (6) and then to five (5).
2. Service on the committee the previous year is removed.
3. If there are fewer than three (3) candidates from the College of Arts and Sciences and the College of Professional and Graduate Studies due to an eligible candidate refusing to serve, then only the remaining eligible candidates are submitted.
4. If there are fewer than three (3) candidates and all eligible candidates have agreed to serve, then the Faculty Senators from that college shall submit a plan to the Chief Academic Officer for filling the vacancy(ies) to attain a list of three (3) candidates from the College of Arts and Sciences and the College of Professional and Graduate Studies. Once an acceptable plan is agreed upon, the slate of three (3) candidates will be submitted.

Members of the committee shall serve one year terms and shall not be able to serve consecutive terms. Department chairs, associate deans, deans and applicants shall not be eligible for committee membership.

Procedures for FUPTRC

Confidentiality

All deliberations and records of the committee are confidential. All members of the committee are to maintain this confidentiality.

Committee Officers

The Faculty University Promotion and Tenure Review Committee's (FUPTRC) first action is to elect a chair from its members only. The chair of the committee does not vote. The committee has the prerogative of deciding if it wishes or needs additional officers, for example a secretary or clerk, and fills such offices by election or appointment from among its members as it sees fit.

Documents

The Chief Academic Officer places applicants' documents in a secure location which is accessible to committee members.

Review of Documentation

The chair informs committee members of the location of documents so that committee members may begin their review of documents. The committee will decide the order in which categories will be considered.
Notes are the personal property of the individual committee member and serve to refresh one's memory during full committee discussion of a candidate. Members are also urged to make a rough, preliminary ranking of the candidates prior to the meeting at which a vote will be taken.

Eligibility
The first evaluation action taken by the full committee will be a review of eligibility requirements of candidates. Any candidate found ineligible will not be reviewed further. Such candidates will be so notified when the committee makes its reports at the end of the process.

Discussion of Candidates
The committee will discuss and vote on each candidate, one at a time. Decisions concerning all candidates in a category will be made before moving to a consideration of candidates in another category. The committee will decide the order in which categories will be considered. The discussion, prior to a vote, should be summarized by the chair, as aided by other committee members, for inclusion in statements to be reported to the candidate.

Voting
Following discussion of a candidate, a vote is taken on a recommendation to 'grant' or 'deny' promotion or tenure. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. A tie (the committee has eight members) means no majority, resulting in a recommendation to 'deny'.

Ranking
Following voting on all candidates within a category, the chair tabulates and reports the vote for each candidate. Candidates within a category are divided into two groups, those for whom the majority position was to recommend 'grant' and those for whom the decision was to recommend 'deny.' Committee members then rank candidates within each of these groups. All candidates must be ranked.

This ranking will be done anonymously on a list, one list for each committee member. Individual committee members may not assign tie rankings to candidates -- they must distinguish rankings. If these instructions are not followed, the vote will not be included in determination of composite scores.

A composite score is calculated for each candidate at an academic rank or for tenure by summing the committee members' individual rankings of a candidate. The closer to '1' the composite score, the higher the final ranking reported to the Chief Academic Officer and President.

The highest ranked candidate in the 'deny' group will be given the next number following the ranking of the lowest ranked candidate in the 'grant' group.

It is possible and permissible for tie rankings in the composite final rankings. In such a case, the rank assigned the next candidate after the tie is adjusted accordingly; for example, if two candidates tie for first place, a 'one' is assigned to each, and the next highest candidate is assigned a 'three.'

Draft Reports
The chair will prepare a summary list of committee recommendations and rankings, by academic rank and tenure, which is submitted to the full committee for final approval. Additionally, the chair will prepare a draft statement for each candidate with statements of strengths and/or weaknesses to support
the committee's decisions.

If the applicant decides to move their application forward, the chair shall prepare an evaluation and recommendation and report the decision (i.e., grant or deny) to the applicant on the Cover Sheet for promotion/tenure documents. If denial is recommended the chair shall provide the applicant with a written summary response explaining the reasons for denial. In the letter to the applicant, the chair shall include a request for written response from the applicant stating that the summary was received. If no response is received within a week following the mailing, the chair shall contact the applicant to confirm receipt.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet with options which accompanies each application and return the form to the individual of the next level. The options shall be (1) to hold a conference with the Chair in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level shall be sent to the Provost. The summary will include the opinions and statements related to the applicant’s qualifications for tenure or promotion.

Applicants who are off campus related to their primary position assignment, i.e., College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

Report to the Chief Academic Officer
The chair will send the committee's summary list of committee recommendations and rankings, by academic rank and tenure of those faculty who desire to continue the process, to the Chief Academic Officer. This summary list reports only the committee's majority decision and candidate rankings, not the numbers of votes to ‘grant’ or ‘deny.’

Communication Between the Committee and Others
The Chief Academic Officer, President of SWOSU, and any other agency with a right to further information will direct the comments to the Chair of the FUPTRC, who shall be its only spokesperson.

Appeals
The Chief Academic Officer will report in writing to the Chair of the FUPTRC any appeals that are made and by whom. In the event of an appeal and should communication with the FUPTRC be necessary, the chair of this committee shall be its sole spokesperson; confidentiality of individual committee member comments shall be maintained.

Maintenance of Candidates' Documents
All documents of all candidates shall be maintained by the Chief Academic Officer until the entire university process, through appeals, is concluded. Candidates are advised to maintain a duplicate copy.

Maintenance of Committee Records
The Chair of the FUPTRC shall keep secure all committee ballots, ranking lists, comment sheets, and copies of reports until notified that the entire university process, through appeals and final decision by the President following the appeals, is concluded. Unless notified in writing to keep them, all committee records are to be destroyed following notification, in writing (non-electronic), by the Chief Academic Officer that the entire process is concluded.

**Final Reports**
The Chair of the FUPTRC, with approval of the committee, shall report in writing to the Chief Academic Officer on procedural problems encountered and/or recommendations to improve the procedure. The Chief Academic Officer shall report in writing to the chair when the entire university process, through appeals and final decision by the President following the appeals, is concluded.

Faculty member rankings from the Faculty University Promotion and Tenure Review Committee should be retained by the Chief Academic Officer.

5. **The President and the Chief Academic Officer**
Notifications to candidates regarding the outcome of their applications will include a summary of the relevant remarks and recommendations regarding the candidate from all levels of the process. The President and the Chief Academic Officer shall determine the tenure recommendations to be submitted to the Board of Regents of the Regional University System of Oklahoma. The confidential letters of recommendation from the levels of the process will be held in accordance with Oklahoma law, and destroyed when and if appropriate.

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**Forms associated with Promotion/Tenure may be found on the SWOSU website at**

[http://www.swosu.edu/facstaff/tenure/forms.asp](http://www.swosu.edu/facstaff/tenure/forms.asp)

**D. APPEALS PROCEDURE**

An applicant may appeal to SWOSU Promotion/Tenure Appeals Committee once his/her application has been forwarded to all levels of the review process (i.e., through the level of Chief Academic Officer). The basis for the appeal must be a violation of procedural due process. The applicant must state the reason(s) for the appeal in writing. The Promotion/Tenure Appeals Committee will only review the applicant's submitted documentation in forming its recommendation. The recommendations from the Committee will be forwarded to the President.

The Promotion/Tenure Appeals Committee will be composed of one faculty member from each college selected by the Faculty Senators of that college and forwarded to the Chief Academic Officer in the selection process for SWOSU Promotion/Tenure Review Committee. A fifth member of this committee will be a member of the Appellate Committee on Dismissal of Tenured Faculty Members and may not have been a candidate or on the slate of three during the current academic year. This individual will be selected by the Faculty Senate. Two (2) additional members of this committee, consisting of a departmental chair/associate dean and a dean from one of the colleges will be appointed by the Chief Academic Officer. Members of the Promotion/Tenure Appeals Committee shall not have been involved in the promotion/tenure process as candidates or as members of SWOSU Promotion/Tenure Review Committee during the academic year.
The Promotion/Tenure Appeals Committee shall elect a chair, who will be a voting member. The chair should report the committee's recommendation in writing to the appellant and SWOSU president. The President should inform the appellant, in writing, the acceptance or rejection of the Appeals Committee recommendations, prior to presenting the faculty list for promotion/tenure, to the Board of Regents for their approval. In the case of a rejection of the Appeals Committee recommendation, the president must give the appellant, in writing, the reasons for such action.
## PROMOTION/TENURE TIME SCHEDULE

<table>
<thead>
<tr>
<th>Role</th>
<th>Activity Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td>Commits to Promotion and/or Tenure</td>
<td>By the end of the second full week of September</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Faculty Senators will select three (3) faculty from the College of Professional &amp; Graduate Studies, three (3) from the College of Arts and Sciences, and one (1) from the College of Pharmacy and one (1) from College of Associate and Applied Programs from a list of eligible and willing faculty. Additionally, one (1) faculty from each college will be selected for the Appeals Committee.</td>
<td>September Faculty Senate meeting</td>
</tr>
<tr>
<td>Faculty Senate President (or designee)</td>
<td>Forward faculty names from each college to the Chief Academic Officer</td>
<td>By the end of the first full week of October</td>
</tr>
<tr>
<td>Candidate</td>
<td>Submits documents to the Department Chair</td>
<td>By the first Monday after Fall Break</td>
</tr>
<tr>
<td>Chief Academic Officer</td>
<td>Approves appointment of the University Promotion/Tenure Review Committee (FUPTRC).</td>
<td>By the first Monday after Fall Break</td>
</tr>
<tr>
<td>Chair/Associate Dean</td>
<td>Formulates Departmental Promotion/Tenure Review Committee and distributes documents to Departmental Committee</td>
<td>By the first Wednesday after Fall Break</td>
</tr>
<tr>
<td>Dept. Committee</td>
<td>Forwards documents and recommendations to the Department Chair/Associate Dean</td>
<td>By the second Friday in November</td>
</tr>
<tr>
<td>Chair/Associate Dean</td>
<td>Forwards documents and recommendations to the Dean</td>
<td>By the first Friday in December</td>
</tr>
<tr>
<td>Dean</td>
<td>Forwards documents and recommendations to the Chief Academic Officer</td>
<td>By the end of the second full week of January</td>
</tr>
<tr>
<td>FUPTRC Chair</td>
<td>Forwards documents and recommendations to the Chief Academic Officer</td>
<td>By the end of the first full week of February</td>
</tr>
<tr>
<td>Chief Academic Officer</td>
<td>Forwards documents and recommendations to the President</td>
<td>By the end of the third full week of February</td>
</tr>
<tr>
<td>President</td>
<td>Notifies candidates of final recommendation for tenure and approval or denial of promotion</td>
<td>By the end of the first week of March</td>
</tr>
<tr>
<td>Candidate</td>
<td>Final day for filing appeal</td>
<td>By the first Friday after Spring Break</td>
</tr>
<tr>
<td>Appeals Committee Chair</td>
<td>Forwards recommendation(s) from the Appeals Committee to the President</td>
<td>By the end of the first full week of April</td>
</tr>
<tr>
<td>RUSO Regents</td>
<td>Considers recommendations for tenure from President</td>
<td>Designated board meeting</td>
</tr>
</tbody>
</table>
Guidelines For Preparing Promotion/Tenure Review Document

The candidate, in consultation with the departmental chair (Dean of the Sayre Campus), shall prepare a Promotion Review Document and/or a Tenure Review Document citing background, accomplishments, and duties using the format shown below.

I. General Information
   A. Appropriate cover sheet
   B. Name and a description of the duties and responsibilities (i.e., job description) for the years included in the application
   C. Educational background
   D. Employment record (including positions, institutions, and dates, beginning with most recent)
   *E. Citations in biographical works (e.g., American Men & Women of Science)
   *F. Awards and honors
   *G. The previous letters of denial or approval from previous applications of the same rank or tenure at any level, whichever is applicable.
      * If applicable.

II. Teaching
   Using the criteria cited in Section I.B.1 (Policies and Procedures for Promotion/Tenure of Faculty), the candidate shall detail teaching competence in a thorough but concise manner.
   
   A. Courses taught--course number, title, semester, number of students
   *B. Team- or turn-taught courses, coordinated and/or administered (course number, title, semester, number of students).
   *C. Contributions to course and/or curricula development (course number, title, contribution)
   *D. Preparation of instructional materials (course number, title, type of materials)
   *E. Development of new teaching techniques and/or methods (course number, title, technique or method)
   F. Peer evaluations (provide Faculty Peer Observation Forms)
   G. Administrative evaluations (provide the Chair Evaluation of Faculty Forms)
   H. Student evaluations (provide a separate summary of statistical data and written comments for each section taught for the previous four semesters, not including summer.)
   I. Professional development (official documentation)
   J. Other
   * If applicable.

III. Scholarly Activities
   Using the criteria cited in Section I.B.2 (Policies and Procedures for Promotion/Tenure of Faculty), the candidate shall detail accomplishments, when applicable, in scholarly activities in a thorough but concise manner.
   
   A. Research (brief summary of research activities and/or interests)
B. Textbooks (bibliographical list of textbooks and/or contributions to textbooks)
C. Refereed journal articles (bibliographical list of articles indicating (*) primary authorship)
D. Scholarly papers (bibliographical list of papers indicating (*) primary authorship)
E. Grants and contracts (listing of grants and contracts indicating (*) those funded)
F. Exhibits
G. Musical compositions (listing of musical compositions)
H. Musical arrangements
I. Performances
J. Construction design
K. Unrefereed journal articles (bibliographical listing indicating (*) primary authorship)
L. Curriculum development/innovations (indicate course number, title, types of development)
M. Works of art
N. Editing/reviewing (list journals and other publications)
O. Professional development (documentation)
P. Other

IV. Service

Using the criteria cited in Sections I.B.3.a. and I.B.3.b. (Policies and Procedures for Promotion/Tenure of Faculty), the candidate shall detail appropriate service activities.
II. POLICIES AND PROCEDURES FOR EVALUATION OF FACULTY

A. FREQUENCY OF CONTINUANCE REVIEW

1. Non-tenure track faculty members
   Non-tenure track faculty members with less than five (5) years of service will be evaluated annually in the continuance procedure. Non-tenure track faculty members with five (5) or more years of service may, at the discretion of the department, be reviewed annually, but must be reviewed at least every third year.

2. Tenure-track faculty members
   Tenure-track faculty members shall be evaluated annually in the continuance procedure.

3. Tenured faculty members (post-tenure review)
   Pursuant to the conditions outlined below (see POST-TENURE REVIEW section), tenured faculty members may be reviewed annually and must be reviewed at least every third year.

4. All first year faculty will receive an information only (in most circumstances) evaluation from the Department Chair/Associate Dean. This evaluation will occur after the first full semester of service. A record of the meeting date will be signed by the Department Chair/Associate Dean and candidate and forwarded to the Dean. No other information from the meeting or evaluation will be recorded. Student evaluations are required for all non-tenured, permanent, full time faculty. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two years.

   The Assessment Office coordinates student evaluation of faculty. See the entry on TENURE for additional information relative to evaluation.

Sayre Campus
Program directors and the Dean of the Sayre Campus are responsible for evaluating instructional personnel. Evaluations are made prior to March 1 and collected by the Dean who forwards one copy to the vice president for academic affairs. This copy is placed in the faculty member's personnel file. One copy is given to the faculty member.

B. CONTINUANCE PROCEDURES

1. Application materials
   a. The Department Chair/Associate Dean will supply the following for the candidate by September 15:

      * A copy of the candidate’s job description for the period under review.

      * A copy of the written plan of improvement from the previous continuance cycle (if applicable).

   b. The tenure track candidate for continuance will supply the following to the
Department Chair/Associate Dean by September 15:

* A current copy of their curriculum vita

* A yearly summary of their student evaluations (maximum 2 years). This summary is furnished upon request by the assessment office.

* One peer review (peer chosen by the candidate).

* (Optional) Other documentation (maximum of 10 pages) that the candidate would like the committee to consider.

c. The non-tenure track candidate for continuance will supply the following to the Department Chair/Associate Dean by September 15:

* A current copy of their curriculum vita

* A yearly summary of their student evaluations (maximum 2 years). This summary is furnished upon request by the assessment office.

A non-tenure track candidate for multi-year continuance may also supply the following:

* (Optional) One peer review (peer chosen by the candidate).

* (Optional) Other documentation (maximum of 10 pages) that the candidate would like the committee to consider.

Upon receiving the above items, the Department Chair/Associate Dean schedules a Departmental Continuance Committee meeting.

2. Departmental Continuance Committee Composition:

Weatherford Campus

a. The total full-time department faculty, except first year faculty members, will vote annually by September 1 on the format of the Departmental Continuance Committee.

b. All continuance committees must have a minimum of four voting members.

c. The committee may consist of either all departmental tenured faculty, or all full-time members of the departmental faculty, except individual candidates for consideration, first year faculty members, and the Department Chair/Associate Dean.

d. If a department cannot meet the minimum number of voting members with tenured faculty then the committee must consist of all eligible faculty members.
e. If a department cannot meet the minimum number of voting members with all eligible faculty members, one or more faculty members from outside the department must be chosen and approved by a majority vote of all full time department faculty.

f. The candidate for continuance has the option of selecting a committee member from outside the department whether or not the department itself can produce a full committee of qualified faculty members. The selected committee member from outside of the department will be a voting member and must be approved by a majority vote of all full time department faculty. The selected member does not count towards the minimum of four (4) voting members.

g. If a department becomes deadlocked over the composition of the committee, the Associate Dean or Dean of the college will break the tie.

h. Any dispute regarding the functioning of the committee or procedural matters will be decided by a majority vote of the committee.

**Sayre Campus**

On the Sayre campus, the committee will consist of all tenured faculty. The Dean conducts the meeting and is a non-recommending member.

3. The Departmental Continuance Committee will meet and consider the strengths and weaknesses of the faculty candidate for continuance.

   a. The Committee will select one of its members to act as Committee Chair for the candidate. The member from outside of the department, as selected by the candidate, will not serve as Committee Chair.

   b. The Committee Chair will conduct the meeting and is a recommending member.

   c. If there are multiple candidates for continuance, separate chairs may be elected.

   d. The committee meeting will consist of an open discussion in the presence of all committee members except the candidate for continuance.

   e. The Committee Chair will collect a Faculty Recommendation Form for Continuance from each member of the committee by October 15.

   f. The Committee Chair will prepare a summary report. This report must be reviewed and signed by the members of the departmental committee.

   g. The signed report and individual Faculty Recommendation forms will be forwarded to the Department Chair/Associate Dean.

4. a. The Department Chair/Associate Dean has the responsibility to meet with the faculty member to share the results of the department committee and Department Chair/Associate Dean recommendations and discuss the perceived strengths and weaknesses.
b. If the candidate is continued, an interim evaluation meeting will be conducted between the faculty member and Department Chair/Associate Dean. If weaknesses are identified that must be addressed prior to the next continuance consideration, the Department Chair/Associate Dean and faculty member will develop a written plan of improvement. (As in B.1.a above) (A copy of the plan should be submitted to the Dean for informational purposes.)

5. The Department Chair/Associate Dean includes the report of the Departmental Continuance Committee when he/she forwards his/her recommendation to the Dean. The Dean should receive these recommendations no later than November 1.

6. A meeting between the Department Chair/Associate Dean and the Dean is required when the committee, the Department Chair/Associate Dean, or both are recommending non-continuance.

7. a. The Dean takes the recommendations of the committee and Department Chair/Associate Dean into consideration and makes a recommendation to the Chief Academic Officer.

b. The Dean’s recommendation is submitted to the Chief Academic Officer in mid December.

c. If the Dean is going to make a non-continuance recommendation, the Dean will ask the Department Chair/Associate Dean to so inform the faculty member. The faculty member then has the option of submitting a letter of resignation prior to the end of the Fall semester or of allowing the process to continue.

8. It is not required that the non-tenured faculty member be provided cause for non-continuance.

C. POST-TENURE REVIEW

1. The Department Chair/Associate Dean notifies the tenured faculty candidate for post-tenure review by the end of the first full week of classes in fall semester of the review that will take place in the (fall) semester. Faculty in their first semester of tenure will not be formally evaluated. The Dean will initiate post-tenure review if the Department Chair/Associate Dean is the candidate.

2. The candidate for post-tenure review must submit a current vita to the Department Chair/Associate Dean by September 15. The Department Chair/Associate Dean will request student evaluations of all courses taught during any two semesters since the last evaluation from the Assessment Office.

3. The Academic Unit Review Committee* (AURC) will meet and prepare a written evaluation, using the documentation submitted to the department chair/associate dean, based on the tenured faculty’s performance in teaching, scholarship, and service since the previous post-tenure review (normally, three years). The emphasis on teaching, scholarship, and service will be dependent upon each faculty member's specific responsibilities. The AURC will submit its evaluation to the Department Chair/Associate Dean. The department chair/associate dean will conduct an independent written evaluation based on the same criteria. The AURC, the department chair/associate dean, and dean will use the Post-Tenure Forms.
4. The Department Chair/Associate Dean has the responsibility to share the results of the two post-tenure evaluations with the candidate. An unsatisfactory review will occur only if the Department Chair/Associate Dean and the AURC both concur on the need for significant and fundamental improvement (as identified on the Post-Tenure Review Form.) In that case, the Department Chair/Associate Dean, in consultation with the candidate, will develop a written plan of improvement, and the candidate must be reviewed again within one year.

5. The candidate for post-tenure review may submit a written response to the evaluation and/or plan of improvement.

6. The Department Chair/Associate Dean forwards his/her evaluation (and improvement plan, if any), the faculty vita, the AURC evaluation, and the candidate’s written response (if any), to the dean. The dean should receive this evaluation no later than November 15.

7. The Dean forwards the material submitted under number 6 along with his/her evaluation to the Chief Academic Officer. In cases of unsatisfactory reviews, the provost will forward the “needs for improvement” recommended by previous levels to the candidate. If the faculty member under review is from a unit with both a Department Chair and Associate Dean, the Chair will make a recommendation to the Dean and the Associate Dean and Dean will make a joint recommendation to the Chief Academic Officer.

8. Candidates receiving two consecutive unsatisfactory reviews may be terminated based on incompetence or on an act or acts which demonstrate unfitness to be a member of the faculty.

* For post-tenure review purposes, the Academic Unit Review Committee (AURC) shall consist of all tenured faculty above the rank of the candidate excluding the department chair/associate dean. In the event that the academic unit is not able to form a committee of at least three members, additional members are elected by the following methods, in order, until a committee of at least three is obtained.

1. Tenured academic unit faculty at the rank of the candidate for review.
2. All academic unit tenured faculty at or above the rank of the candidate for review shall submit a plan to select additional members to produce a committee of three that is acceptable to the dean of the school.
3. The Chief Academic Officer shall appoint tenured faculty above the rank of the candidate from other academic units to produce a committee of three.
4. No department chairs, associate deans or deans shall be eligible for committee membership.

Forms associated with Post-Tenure Review may be found on the SWOSU website at [http://www.swosu.edu/facstaff/tenure/forms.asp](http://www.swosu.edu/facstaff/tenure/forms.asp)
Many of the forms mentioned in the Faculty Handbook are available on SWOSU's web-site. SWOSU's web-site also contains additional information and policy statements of use or interest to faculty. You are encouraged to visit the site at: http://www.swosu.edu. Many of the policies affecting students are located in the Student Handbook (published by and available from, Student Services) and/or the Advisement Handbook (published by and available from, the Assessment Office). These can also be found on Southwestern's web-site. The Appendix of this handbook includes the index of faculty and student forms on Southwestern's web-site.

**Academic Advising Policy**

The advisor/advisee relationship is an important one. Many times student retention in the major area, as well as student retention at SWOSU level, hinges on this relationship.

**Advisor Responsibilities:**
- Academic advisors should be concerned about their students' success as an individual.
- Advisors should be prepared for their role as advisors.
- Advisors should advise only in their discipline or area in which they teach whenever possible.
- Advisors should be available during posted office hours.
- Advisor assignments should be allocated as equitably as possible among faculty members advising in each major.
- Advisors should respect the rights of students to have information about them kept confidential.

Employees of Southwestern will comply with the Family Educational Rights and Privacy Act (FERPA) which is detailed in this section of the Faculty Handbook.

**Student Responsibilities:**
- Students should read SWOSU catalog and be familiar with courses that are required for their program major.
- Students should prepare a preliminary (trial) class schedule prior to meeting with their advisor.
- Students should use an advisor who is familiar with their program of study.
- Students should schedule an appointment to meet with their advisor for enrollment and refrain from using whoever is most convenient.

**Declaration of Major**

Students enrolled at Southwestern Oklahoma State University should declare a major course of study as early as possible and no later than the completion of 32 credit hours. In declaring a major early in the academic program, students will be aware of requirements of degree completion so that process may be completed in a timely manner. Academic advising in their field of study will enhance educational preparation and provide the student with the greatest potential for success. Career counseling is available through Career Services located in the Stafford Building.

A letter will be sent to students whose majors are undecided and also to their advisor to encourage them to declare their intended major as they complete 32 credit hours.
English Proficiency

An English Proficiency Program at Southwestern Oklahoma State University has been instituted to assure that all graduates possess adequate skills in written English. This program is a quality control standard that assures that each graduate with a baccalaureate degree will have demonstrated the minimal written English skills that are generally recognized to be the mark of an educated person. Students who score a "D" in ENGL 1213, English Composition II, must demonstrate adequate skills by passing the English Proficiency Exam or by repeating Composition II for a higher grade.

A student scoring a "D" in Composition II may take the English Proficiency test any time after completing the basic six hours of freshman English. The test will be administered in the Assessment Center and will consist of a written essay including a research component, and the results will be evaluated by more than one member of the English faculty. Recognition of satisfactory completion of the test will be recorded on the student's transcript.

A student who fails the test may take the examination again and must eventually pass the test or repeat Composition II for a higher grade to qualify for the SWOSU baccalaureate degree.

Southwestern students who have completed a baccalaureate degree in an accredited institution are not required to take the English Proficiency Exam.

Assessment of Student Achievement and Satisfaction

Assessment policies are recommended by SWOSU Assessment Committee and approved by the Academic Advisory Council and Chief Academic Officer. Structure for SWOSU Assessment Program follows policy guidelines set forth by the Oklahoma State Regents for Higher Education and the Higher Learning Commission of the North Central Association of Colleges and Schools. Southwestern's Assessment Program contains five components: entry-level; mid-level or general education; exit-level or outcomes; graduate level; and student satisfaction.

Entry level assessment policies and procedures are designed to better advise students concerning their placement in general education courses. Second level testing is available at the Assessment Center for students who scored less than 19 on ACT subject tests.

Faculty may find the Advisement notebook helpful when advising students during registration since it contains updated information concerning cut-scores and remedial and developmental courses.

Mid-level assessment is now accomplished with faculty's use of curriculum-embedded methods in the general education courses. Faculty have the flexibility of designing assessment techniques to fit the course objectives. Many methods are employed both during the semester (formative assessment) and at the close of the semester (summative assessment). Reports of findings and comments for each section of the general education course are combined by faculty who are teaching the course and forwarded to the department chairperson. The reports for each department are then forwarded to the Chair of the General Education Committee so that feedback can be prepared for the University General Education and Assessment Committees, as well as for the OSRHE. Academic assessment of general education is also accomplished through the ACT's College Assessment of Academic Proficiency (CAAP) administered by the Assessment Center.
Exit level assessment is the responsibility of each academic department or discipline. Some use nationally-normed exams; others use capstone courses and/or locally prepared comprehensive exams. Each department or discipline selects the methods to be used for assessment. Reports of outcomes (or exit level) assessment are requested annually from each department or discipline for inclusion into the annual report to the OSRHE and SWOSU Assessment Committee.

Graduate level assessment, like exit level assessment described above, is the responsibility of individual academic departments offering programs at the master's level.

Student satisfaction is assessed primarily through various surveys, beginning with freshmen students at their orientation. Seniors reply to a satisfaction survey when they complete their applications for graduation. Graduate degree recipients have an opportunity to express their opinions in a survey contained within their application packets. Alumni surveys are conducted on a recurring basis.

Information and results of surveys are available upon request to faculty conducting self-studies or applications for accreditation. Survey reports are distributed appropriately and provided to faculty committees for exhibits for accreditation team visits.

Canceling Classes Due to Inclement Weather

The decision to close SWOSU due to inclement weather shall be made by the President or, in the President's absence, the President's designee. If there is a need to close SWOSU, the SWOSU hotline number (774-3225, selection #4) will be updated by 6:30 a.m. and area radio and television stations will be notified as soon as possible. Information will also be posted on the SWOSU website. Further details regarding closing of SWOSU are outlined in the Staff Handbook.

Employment (Outside)

Because of the unique character of the teaching profession, each faculty member is expected to have a special dedication to teaching. The responsibilities of teaching, student advisement, university service, and scholarly activities should be the primary focus of faculty members. It is a violation of a faculty member's university responsibilities to allow nonacademic activities to interfere with these responsibilities, and it is incumbent upon the faculty member to avoid such conflict of interest.

Faculty members are expected to consider university assignments their first responsibilities and to avoid jeopardizing these responsibilities. It is a violation of university policy to accept or perform outside employment or contract services between 8:00 a.m. and 5:00 p.m., Monday through Friday.

SWOSU encourages and supports outside professional activities related to one's discipline as long as these activities do not adversely affect the fulfillment of one's primary responsibilities, and as long as they contribute to the mission of the institution. Requests to engage in such professional activities and/or to utilize university resources in those activities should be submitted to the department chair, dean of the college, and Chief Academic Officer.
Employment Procedure for Department Chairs

The selection of effective chairs is a vital concern to SWOSU community. Therefore, communication among all parties involved in the selection process is encouraged.

When a chair/teaching vacancy is determined to exist, applicants are solicited by notification through intra-university communication and other appropriate media. When only a chair position is open and no additional faculty are needed, notifications will be internal and applications will be accepted only from within the department.

When the search is limited to internal candidates, department faculty will interview all candidates if the number of candidates does not exceed five. When the number of candidates exceeds five, the department may choose to elect a screening committee. When the chair position is open to both internal and external candidates, a departmental screening committee will be elected. Candidates shall not be involved in the process of selecting the screening committee.

The screening committee size shall be no fewer than three members and will exclude internal applicants for the position. In cases where three faculty from the department are not available to serve on the screening committee, additional members from outside the department will be elected by the departmental faculty following consultation with the dean. Once the applicant pool is developed, the screening committee will review the application credentials and make recommendations to the remainder of the faculty in the department. The department faculty will submit a list of leading candidates to the dean.

Candidates will be interviewed by the departmental faculty, associate deans where appropriate, academic dean and the Chief Academic Officer. After all interviews have been completed, faculty members in the department will review the candidates and develop written comments/recommendations for submission to the dean. Individual members of the faculty may also submit written comments to the dean concerning strengths/weaknesses of candidates in relationship to their suitability to hold the position of chair. Written comments from individual faculty must be signed. After receiving comments and recommendations from the departmental faculty, the dean will make a recommendation to the Chief Academic Officer who in turn will make a recommendation to the president. The president of SWOSU will make the final decision.

Employment Status

A faculty member's employment status often depends on the nature of the position to which one is appointed. Some positions are tenure-track positions; some positions are non-tenure-track positions; other positions are temporary positions. The nature of each appointment is clearly defined during the employment process.

Various regular and supplemental faculty appointments are defined in the Policy Manual of the Board of Regents of the Regional University System of Oklahoma. SWOSU uses these and other appointments. The Tenure Track Policy is as follows:
1. Individuals employed in full-time faculty positions will begin employment in a tenure track if they hold or qualify for the rank of assistant professor. Individuals employed in full-time faculty positions will begin employment in a non-tenure track if they are employed at the instructor level and do not qualify for the rank of assistant professor.

2. Certain faculty positions will be classified as non-tenure track because of the nature of the positions. Individuals selected to fill these positions will be fully informed regarding the nature of the positions.

3. Upon meeting the minimum requirements for a tenure track position, faculty employed in a non-tenure track position may request reclassification to tenure track status. The request for reclassification must be submitted in writing to the department chair. The departmental faculty, department chair, dean, and provost will make a recommendation on reclassification for academic affairs. The president will make recommendations for change in tenure status to the Board of Regents of the Regional University System of Oklahoma.

4. In the reclassification request, faculty may petition to count years spent in a non-tenure track as probation years to a maximum of four years. If approved, the years of non-tenure track service accepted as probation years will count the same as actual probationary years of tenure track faculty.

5. The tenure status of faculty should be based on merit. Policies of the Board of Regents of the Regional University System of Oklahoma contain provisions for dismissal of tenured faculty resulting from a bona fide lack of need for one's services and for a bona fide necessity for financial retrenchment.

6. Individuals who are initially employed in faculty positions funded from grants, contracts, or other soft money sources must be employed in a non-tenure track position if the majority of the assignment is related to the grant. The position may be classified as non-tenure track if the grant or contract covers a period of at least two academic years. Individuals paid from grant or contract funds and employed to perform work supported by the grant or contract should be informed that the length of employment will not exceed the duration of the grant or contract.

7. Seven (7) years in tenure track status shall be the maximum probationary period for faculty. If, at the end of seven (7) years any faculty member has not attained tenure, there will be no further renewal of appointment for the faculty member unless a specific recommendation for waiver of the policy from the president to the contrary is approved by the board each and every year thereafter. A person on tenure track will be given written notification of non-reappointment by March 1, prior to the termination of the current appointment. Faculty currently in a tenure track position with more than four years in a probationary status will have three years to achieve tenure status.

8. Faculty in tenure track status may request reclassification to a non-tenure track status. The request must be approved by the department faculty, department chair, dean, Chief Academic Officer, president, and Board of Regents of the Regional University System of Oklahoma.
English Language Proficiency (Faculty)

All candidates for employment shall be proficient in speaking the English language so that they may adequately instruct students. All candidates who speak English as a second language must demonstrate this proficiency as an employment requirement.

If upon the judgment of interviewers a problem in communication exists, an institutional committee will confer with the applicant who is interviewing for a position at this institution. (This policy applies to both faculty and graduate assistant applicants.) This committee will be composed of: (1) faculty member (English Department); (2) faculty member (Speech Department); (3) faculty member (minority representative); (4) two faculty members (at large); (5) student (graduate level); (6) two students (undergraduate level).

Committee members will attend a scheduled seminar wherein the person being screened will be asked to conduct a formal classroom session of not less than twenty minutes, supplemented by a question-and-answer period. The committee's recommendations on English proficiency will be made to (1) the faculty in the discipline involved; (2) the department chair; (3) the dean of the college involved; and (4) the Chief Academic Officer. The recommendation will include an assessment of English proficiency. A vote of confidence will be taken and the results included in the report. The departmental faculty, chair, dean, and vice president must concur on any recommendation to hire; and all these recommendations will be included in the final recommendation made to the President.

The Faculty Grievance Procedure is located on the Faculty Senate website.

Evaluation of Instructional Programs

To assist the Oklahoma State Regents for Higher Education in evaluating quality and efficiency of educational programs, each campus must assume primary responsibility for review of existing and proposed educational programs. Programmatic review of existing programs will be performed on a five-year rotational basis to be scheduled by the institution.

The primary purposes of the program review are:

1. To maintain and enhance the quality of instruction, research, and public service
2. To respond to existing and emerging social, cultural, scientific, and economic needs
3. To utilize the state's and the institution's resources effectively and efficiently

Program review will provide a basis for decisions of program initiation, expansion, contraction, consolidation, and termination as well as reallocation of resources.

Components evaluated include program objectives, student enrollments, diplomas/degrees granted, faculty, curricula, and resources. Additional program reviews are conducted to secure and maintain accreditation. These are scheduled by the accrediting agencies.

Faculty Evaluation of Chairs and Administrators

Chairs are encouraged to utilize evaluations by departmental faculty. Deans are evaluated annually by
the Chief Academic Officer. Faculty evaluate administrators annually.

**Final Examinations**

It is the policy of SWOSU to give final examinations during the periods scheduled for this purpose. Examinations are distributed as evenly as possible over the examination period. Examination schedules are printed in the class schedules. All classes must meet during the scheduled examination period.

Policies concerning semester examinations:

1. Students may drop classes through the Friday prior to the beginning of finals.
2. During the regular semesters, the three days prior to the beginning of finals on Mondays are considered "dead days" in that no course examinations, quizzes, extracurricular events (other than unscheduled league play-off events) or required field trips are to be scheduled, and no papers, reports, or projects may be due or presented, during these days.
3. If students feel that the dead days policy is not being followed, students should speak with the faculty. If no resolution is reached, students should contact the department chair and ask for their help. If that route is unsuccessful, students should speak with the dean of their college.
4. Exams for single classes must follow the schedule.
5. Multi-section exams scheduled by an instructor must have the approval of the Associate Provost for both time and room space. These are scheduled on a first-come, first-serve basis.
6. Multi-section exams must be approved one week before the first final exam and classes notified of the schedule.
7. In case of conflict between single sections and multi-sections, the single section takes precedence for the student’s time.
8. Occasionally the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Associate Provost on the Weatherford campus or from the Dean at the Sayre campus.
9. No early finals. Early finals are any final given prior to 8:30 a.m. on the Thursday of finals week. (Lab finals are scheduled prior to finals week.)
10. Students unable to meet the regular examination schedule may receive an “I” (Incomplete) and will have the next full semester in which they are enrolled to complete their work.

**Grading**

The following types of grading entries with respective definitions will be used for transcript notations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points/Hour</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>S</td>
<td>0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>
The five grades listed above will be used in the calculation of grade point average (GPA). Other grading symbols may also be used.

**I** An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student must have satisfactorily completed a substantial portion of the course work for the semester. The instructor must complete a "Record of Incomplete Grade" form and submit it to the departmental chair (Registrar's Office for Sayre Campus); the form records instructions for removal of the incomplete grade in the absence of the instructor. A copy of this form is in the found in the forms section of SWOSU web site. "I" grades do not contribute to the student's GPA. When a student completes a course in which s/he has received an "I," the instructor completes a Grade Change Card in the Registrar's Office, changes the grade on the term sheet, and initials the change. "I" grades not changed by the instructor will remain a "permanent I."

**AU** Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. AU will not contribute to the student's GPA. More details concerning audit status and the AU grade may be obtained in the Registrar's Office.

**W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period (the first eleven weeks during fall and spring semesters, the first four weeks during summer semesters). F or any drop or withdrawal accepted after this deadline, a "W/P" or "F" will be assigned depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grades are GPA neutral. An instructor may assign a "W" as the final grade.

**S-U** The "S" grade indicates minimal course requirements have been met and credit has been earned. The grade of "U" indicates that a student did not meet minimum requirements in the course. The "S" and "U" grades are GPA neutral, but they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

For additional details regarding these and other grade symbols, contact the Registrar's Office.

Academic freedom includes the right of each faculty member to determine evaluation criteria and to assign grades for student achievement in her/his classes in accordance with SWOSU grade schedule. Departments, divisions, and colleges within SWOSU shall not take actions, which would abridge this right. Faculty members are expected to evaluate achievement on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

**Grade policies are set in each class by the instructor. Each instructor is expected to provide students with a written statement of these policies at the beginning of the semester.**

**Independent Study Offerings**

Circumstances arise where the best interest of the student is served by the use of an independent study. Independent study courses must maintain academic integrity and rigor, avoid accreditation
deficiencies, maintain enrollments in regular courses, and protect faculty members from uncompensated workloads. Standards available from the Chief Academic Officer office have been developed for course justification, academic rigor, methods of evaluation and selection of instructor.
Affirmative Action

The Affirmative Action Plan at each university serves to supplement the Regents' policy on equal opportunity as it pertains to employment and is an integral part of the employment policies of the Board of Regents of the Regional University System of Oklahoma. The objectives are:

a) To assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, ethnicity, national origin, sex, age, political affiliation or status as a veteran.

b) To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375.

c) To take positive actions in the recruitment, placement, development and advancement of women and racial minority members in university employment.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan.

(See also the compliance statement on page ii)
Academic Dishonesty

All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to the institution, a iteration or misuse of institution records or documents, including university identification cards, constitute violations of university regulations for which students are subject to disciplinary action. Disciplinary actions may include penalties which range from an unsatisfactory grade on a particular assignment, examination, or course, to expulsion from the university. These actions shall be determined by the instructor of record or appropriate university official. The student may appeal the decision through the normal Academic Appeals Committee process.

Alcohol

The consumption or possession of alcoholic beverages or illegal narcotics in any form, on the campus, in University housing (to include approved sorority and fraternity housing) or at any affair on the campus sponsored by or for a student organization, is forbidden. Further information related to prohibited activities related to the alcohol policy is stated in the Student Handbook and Contemporary Update.

SWOSU also acts in accordance with the Drug Free Schools Act, the Drug Free Workplace Act and other applicable provisions of state and federal law. Southwestern Oklahoma State University offers the following program dealing with alcohol and other drug abuse:

1. Alcohol Awareness Month focuses on fostering responsible drinking behavior. This programming brings awareness concerning the disadvantages of drug use and promotes abstinence from harmful/illegal drugs. This program is a joint effort between the City of Weatherford and the community's educational institutions.

2. Red River Transit provides transportation assistance to students from the community of Weatherford. It enables students to travel safely to and from various locations on campus and in the city.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, non-discriminatory program access in the academic setting. Students with disabilities, as well as their non-disabled peers, must be afforded an equal opportunity to succeed or fail in their academic pursuits. Therefore, in order to assist the students, faculty, and staff in complying with the Americans with Disabilities Act, the ADA Committee of Southwestern Oklahoma State University has compiled a Disability Resource Guide. The following are excerpts from the guide, which may be obtained from the Office of Student Services or the Office of the Dean of Students.
Student Responsibility

It is the student's responsibility to self-identify a disability to his/her instructors. It is also the student's responsibility to contact the Office of the Dean of Students so verification and reasonable academic accommodations can be arranged. The self-identification to instructors and the Dean of Students should be made as soon as possible, and by the first meeting of the class at the latest.

Faculty Responsibility

Faculty must include a "volunteer self-identification clause" in their course syllabi and attendance policies to encourage the self-identification of a disability and to ensure compliance with the ADA. A sample statement is as follows:

“If any member of the class feels that he/she has a disability and is in need of special academic accommodations, the instructor will work with the student and Student Services in order to provide reasonable accommodations. This will help ensure that the student has an equal opportunity to perform in this class. The student will please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period.”

Faculty must refer students responding to disability announcements to the Office of the Dean of Students for verification of a disability. Following verification, the Dean of Students will work with the student and faculty to reach mutually agreeable and reasonable academic accommodations. SWOSU requires legitimate documentation of a claimed learning disability.

Faculty should work with the Dean of Students to achieve accommodations for students who legitimately request modification of regular class requirements and procedures.

Suggested Etiquette Guidelines

When making written or oral reference to persons with disabilities:

1. Address the person rather than the disability. Reference will be made to "students with disabilities;" do not use "disabled students." (For example, use "person with a visual impairment" but do not use "a visually impaired person.")
2. Address the person as one who "utilizes a wheelchair," NOT as one who is "bound or confined to a wheelchair."
3. Look and speak directly to the person, rather than through a companion.
4. Relax. Do not be embarrassed if you happen to use common expressions that seem to relate to the person's disability.
5. When greeting a person with a severe loss of vision, always identify yourself and others who may be with you.
6. Listen attentively when talking to a person who has a speech impairment. Encourage rather than correct speech and exercise patience rather than attempt to speak for a person with speech difficulty.
7. Avoid shouting at persons with hearing impairments. Shouting distorts sounds accepted through hearing aids and inhibits lip reading. Be prepared to offer a visual cue to a
person with a hearing impairment or an audible cue to a person with a visual impairment, especially when more than one person is speaking.

8. It is appropriate to offer to shake hands if a person has a disability. Shaking hands with the left hand is acceptable or touch the person on the shoulder or arm to welcome and acknowledge their presence.

9. Patting persons using wheelchairs on the head or shoulder is inappropriate; avoid leaning on the wheelchair since the chair is part of the body space of the person.

Employees and applicants with verified disabilities are entitled to reasonable accommodations. Individuals who need additional information on this matter should contact the Director of Human Resources.

**Auditing Classes**

Students may audit certain classes with the approval of their advisors and the payment of appropriate fees. Auditors are not given examinations nor do they receive credit. Residents of Oklahoma who are 65 years of age or older may audit courses free of charge on a space-available basis.

**Class Schedules**

Class schedules are issued from the office of the Chief Academic Officer. Each department, division, and college is responsible for submitting tentative class schedules to the vice president.

**Communicable Diseases Policy**

1. **Purpose**

   The purpose of this policy is to establish procedures to be followed when a university employee or student is afflicted or becomes afflicted with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, AIDS, whooping cough, measles, and tuberculosis.

2. **General Policies**

   SWOSU is committed to providing a working and learning environment free of health hazards for students and employees. Olong a sm edical e vidence s upports, w ith reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an afflicted student or employee.

   SWOSU will comply with all federal and state laws applicable to employees, students, and job applicants with communicable diseases. T he c onfidentiality o f i nformation regarding individuals afflicted with a communicable disease shall be respected.

   So l ong as an employee w ith a communicable di sease i s a ble t o p erform j ob dut ies s atisfactorily a nd me dical e vidence indi cates th at hi s/h er condi tion i s not a threat to himself/herself o r ot hers, the employee is to be treated consistently with others in the
workplace. Similarly, so long as a student with a communicable disease is able to pursue his/her education within established academic standards, and medical evidence indicates that his/her condition is not a threat to himself/herself or others, the student is to be treated consistently with other students. Discrimination against and/or harassment of the employee and/or student may result in disciplinary action.

SWOSU will make educational materials on communicable diseases available for students and employees through University Health Services (Office of SWOSU Nurse).

3. Procedure for Individuals Afflicted with a Communicable Disease

An individual with a communicable disease shall be required to inform the proper university personnel that s/he has a communicable disease. Failure to do so may cause the employee to be suspended and/or the student to be administratively withdrawn from classes.

4. Employees

An employee will inform his/her immediate supervisor when s/he has been diagnosed as having a communicable disease. It will be the responsibility of that supervisor to inform the administrator within his/her channel of communication of this situation. SWOSU shall request from the employee, and the employee will provide, a medical report from a licensed physician, which may be reviewed by a physician designated by SWOSU. SWOSU reserves the right to request that a physician designated by SWOSU examine the employee a second time. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating each case will include the Director of Human Resources and other members of the administration, in conjunction with the employee and, if desired the employee's physician. A determination will be made, based on reasonable medical judgments given the state of medical knowledge, concerning the nature of the risk, the severity of the risk, and the probability the disease will be transmitted and will cause varying degrees of harm. Consultation with U.S. Department of Health, State Health Department, County Health Department, and guidelines as determined by the Centers for Disease Control (CDC), Atlanta, Ga., may be used in making this determination.

If, upon the request of the Director of Human Resources, the employee refuses or otherwise fails to provide the medical report, the employee will not be allowed to return to work until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided no less than every six months as required by SWOSU.

The employee may be placed on appropriate leave status or suspended in accordance with established university policy, if it is determined that his/her continued association poses an unacceptable risk to himself/herself and others.

5. Students

A student will inform the Director of Student Health Services (University Nurse) if
diagnosed with a communicable disease. It will be the responsibility of the Director of Health Services to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents are aware of the disease, the student's parents shall have a concomitant duty to so inform the Director of Student Health Services. If the student is a minor, SWOSU, through the Director of Student Health Services, shall not notify the minor's parents or legal guardians of the student's illness by certified mail, return receipt requested. SWOSU shall request from the student (or, if the student is a minor, from the parents of the minor), and the student or the student's parents will provide, a medical report from a licensed physician, which may be reviewed by a physician designated by SWOSU. SWOSU reserves the right to request that a physician designated by SWOSU examine the student a second time. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating the case will include the Director of Student Health Services and Associate Provost and other appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and, if desired, the student's physician. A determination shall be made, based on medical evidence, concerning the nature of the risk posed by the illness, the likely duration of the risk, and the probability the disease will be transmitted and will cause varying degrees of harm.

If, upon the request of the Director of Student Health Services the student refuses or otherwise fails to provide the medical report, the student will not be allowed to return to SWOSU until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six (6) months as required by SWOSU.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that continued attendance poses an unacceptable risk to self or others.

Drug-Free Schools Policy Statement

Policy

Southwestern Oklahoma State University recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of SWOSU to educate students and employees about the dangers of drug and alcohol abuse, and to discourage illegal possession and distribution of drugs and alcohol. Accordingly, SWOSU adopts the following policy:

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any University sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy.
Sanctions

Under Federal Regulations, SWOSU must impose sanctions for violation of its Drug-Free Schools Policy. University sanctions include but are not limited to reprimand, restriction of activities, conduct probation, suspension, expulsion, and termination of employment. SWOSU may also require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies of SWOSU. Employees should note that they are also subject to SWOSU's Drug-Free Workplace Policy. Employees are referred to that policy for additional sanctions.

It is also within the discretion of SWOSU to refer any violations to the appropriate authorities for criminal prosecution. Local, State, and Federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of drugs and alcohol, including incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine $250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000 but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to $20,000 or the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to $40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, state law provides that possession of or possession with intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed $100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed $100, or both. There are also state laws concerning driving under the influence...
influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

The cities of Sayre and Weatherford have laws similar to those described above. In addition, SWOSU has some students and employees who study and work in places other than the main campuses in Weatherford and Sayre, and those students and employees are subject to the laws covering those localities. Additional information regarding the specific drug and alcohol laws of the cities of Weatherford and Sayre may be obtained from the Associate Provost.

**Hazing**

The following is an excerpt of an amendment to 21 O.S. 1981, Section 852, which became effective July 1, 1990. If you have any questions regarding this law, contact the Associate Provost.

**Section 3.**

The law codified in the Oklahoma Statutes as Section 1190 of Title 21, reads as follows:

A. No student or organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization operating at the public school or the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

F. For purpose of this section:
1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or any institution of higher education in this state;

2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, non- intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Health Services

SWOSU employs a Registered Nurse. The normal outpatient services rendered to students are available to faculty members.

Sales Solicitations

It is a violation for any person or group to solicit or sell to employees, individuals or groups of students at any time on the property, campus, or grounds of Southwestern Oklahoma State University except in those cases where specific authorization has been extended by the President or his designee.

Private vendors (to include all university employees who may be engaged in a private enterprise business whether as an agent, sales representative, or owner) are not allowed to use university facilities for the purpose of sales solicitations to or purchases from university employees. University policy prohibits sale of books to textbook buyers.

Exceptions to this rule are:

1. If the vendor has approval from the Board of Regents of the Regional University System of Oklahoma.
2. If the vendor has approval to use auxiliary facilities such as the Student Center and solicitations are confined to the assigned area. Normal fees will be charged for the use of the auxiliary facility.
3. If the vendor uses proper U. S. Postal Service services.
4. Upon consent of the faculty member, representatives of textbook publishing companies are permitted to visit with faculty regarding textbook adoptions.

NOTE: This policy has been interpreted to include business, sales, and the purchase of goods, conducted on campus.
Student Handbook

The official Student Handbook is prepared by the Student Affairs Office and is distributed to all students. A useful “Whom To See About What” list is printed on the inside front cover.

Student Tours

Campus visits and tours for high-school students who are considering enrolling at SWOSU can be arranged with the Admissions Office. Visits and tours can also be arranged for college students who are considering transferring to SWOSU.