PREFACE

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

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

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

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

In compliance with all applicable federal and state laws and regulations, this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This policy includes, but is not limited to, admissions, employment, financial assistance, and educational service.
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SECTION 1

INTRODUCTION

1.1 HISTORY OF CAMERON UNIVERSITY

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

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

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

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

In recognition that Cameron's mission had become significantly more complex and predominantly urban, on June 1, 1992, the governance of the University was transferred by the Oklahoma Legislature to the governing board for the University of Oklahoma, the Board of Regents of the University of Oklahoma (“Board of Regents”). With the transfer of governance came new affiliations between Cameron and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions. Governance of Rogers State University was similarly transferred to the Board of Regents in 1998.

The aim of Cameron is to extend itself into the social, cultural, and economic fiber of the community it serves in Southwest Oklahoma. While instruction remains the primary institutional focus, the faculty and staff increasingly interact with constituencies in response to needs for research, technology transfer, and other educational services. Telecommunications and interactive technology are increasingly important in the delivery of those services, and more instruction is being provided off campus. Technology and automation have also become increasingly important means for the delivery of instructional, administrative, library, and information services both on and off campus. Like their histories, the futures of Cameron University and Southwest Oklahoma are one. The relationship that has brought more than 95 years of progress will continue to prosper well into the 21st century.

1.2 TYPE OF INSTITUTION

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

1.3 CAMERON UNIVERSITY MISSION STATEMENT

Cameron University is a multi-purpose university whose mission is to offer appropriate educational programs to the people living in its service area of the eleven counties of Southwest Oklahoma. One of Oklahoma's eleven regional universities, Cameron is the higher education center of Southwest Oklahoma, offering associate, baccalaureate, and master's degree programs. The University recognizes that the educational process includes the development of the intellectual, cultural, social, physical, moral, and occupational capacities of persons who participate in its programs and activities. The University desires to assist its students and other persons living in its service area in acquiring the skills, knowledge, values, and attitudes that will enable them to lead creative, productive, and fulfilling lives.

1.4 STATEMENT OF INSTITUTIONAL PURPOSES

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

Education for Effective Living

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

Education for Specialized Fields of Endeavor

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

Baccalaureate Degree Programs

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

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

Teacher Education

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

Graduate Degree Programs

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

Education Through Community Service

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

1.5 FUNCTIONS OF CAMERON UNIVERSITY

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

- To provide the educational programs of a senior college for the people living in the eleven counties of Southwest Oklahoma.

- To provide a program of general education for all students designed to provide common experiences needed by all citizens if they are to live productively.

- To provide programs of instruction in the liberal arts and sciences culminating in the awarding of Bachelor of Arts, Bachelor of Science, or Bachelor of Specialty degrees.
To provide programs involving both course work and practical experiences designed to assist in the development of effective early childhood, elementary, secondary, or elementary-secondary teachers.

To provide pre-professional course work and advisement for students planning to complete professional programs at other colleges and universities.

To provide post-secondary programs having less than a baccalaureate objective in technical and occupational education culminating in the awarding of Associate in Science and Associate in Applied Science degrees.

To provide community services including credit and non-credit programs of continuing education, cultural productions, and special events designed to improve the intellectual, cultural, social, physical, moral, economic, and occupational capacities of the people of Southwest Oklahoma.

To provide programs of instruction for military personnel, including those persons stationed at Fort Sill and other military installations in the region and those who desire to pursue Reserve Officers’ Training Corps programs.

To provide facilities, encouragement, and financial support for faculty development and for faculty, student, and constituent research projects.

To provide graduate-level programs designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development culminating in master’s degrees.

1.6 COMMITMENT TO EXCELLENCE

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

Faculty Contributions to Excellence

The faculty of Cameron University recognizes and accepts its obligations and responsibilities to provide quality higher education to its students. The criteria for educational excellence are described in Section 4.2.6.

1.7 UNIVERSITY GOVERNANCE AND ADMINISTRATION

Oklahoma State Regents for Higher Education

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

The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The State Regents board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.
Their responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system. (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma)

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

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

University Administration

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

1.8 ACCREDITATION

Cameron University is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Teacher education programs at the University are accredited by the Oklahoma State Board of Education and the National Council for Accreditation of Teacher Education; and the Bachelor of Arts degree with a major in music is accredited by the National Association of Schools of Music. Undergraduate and graduate degree programs offered by the Department of Business are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Computer Aided Design Drafting curriculum is certified by the American Institute for Design and Drafting at the Design Drafter level. The Medical Technology curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in cooperation with the Commission on Accreditation of Allied Health Education Programs.
1.9 PHYSICAL PLANT

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

The outer ring of facilities consists of living accommodations, the stadium, tennis courts, baseball and softball fields, and maintenance support areas. The maximum walking time from the dormitory to the classroom is less than 10 minutes. All facilities are within 10 minutes of the core area. The Fine Arts Complex includes a 500-seat theater and smaller performance venues. The gymnasium seats 1,800 and contains limited physical education facilities. The Fitness Center includes a swimming pool, basketball courts, racquetball courts, indoor track, and various other exercise and recreational facilities. The residence halls have a cafeteria, dining room, conference rooms, meeting rooms, and capacity for approximately 400 students.

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

1.10 CONSTITUENCIES

The constituencies of Cameron University are diverse and heterogeneous. Lawton-Fort Sill is a metropolitan area with a population of 110,000 and has the educational needs of most metropolitan areas. The area surrounding Lawton is primarily rural, with farms and ranches that create demands for agriculture-oriented education. Approximately one-half of Cameron’s students pursue full-time education while the other one-half are part-time students. The University fulfills both senior college and community college roles. While the diverse needs of the students create unusual demands on Cameron, the heterogeneous aspects of the student body enhance and stimulate the academic atmosphere in the classroom.
SECTION 2

UNIVERSITY GOVERNANCE

2.1 INTRODUCTION

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

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

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

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

2.2 OKLAHOMA STATE SYSTEM

1. Constitutional Coordinating System

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

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

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

a. Adopt such rules and regulations, as it deems necessary, to govern the University.

b. Employ and fix the compensation and duties of such personnel, as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.

c. Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.

d. Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.

e. Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.

f. Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.

g. Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.

h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.

i. Have supervision and charge of the construction of all buildings at the University.

j. Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.

k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents, and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.

l. Audit all accounts against the funds appropriated for the use and maintenance of the University and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited.
and allowed by the Board of Regents and attested by the Secretary of the Board, , and the President .

m. Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.

n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which they are maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

2.3 CAMERON UNIVERSITY

1. Campus Organization

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

a. The University Administration is headed by the University President, who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.

b. The Regular Faculty of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.

c. The Graduate Faculty, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from a college or university accredited by the regional accredited or internationally recognized institution or a terminal degree or other appropriate academic credentials as defined in Appendix A of this document; (2) the rank of Assistant Professor or above; and (3) conducted specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by the Vice President for Academic Affairs on recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which
expertise shall be defined by the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the Vice President for Academic Affairs upon the recommendation of the appropriate department chair and Dean. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.

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

2. Campus Executive and Representative Bodies

a. The Executive Council is not a formally designated body but acts as the President’s cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.

b. The Faculty Senate is established to express the Senate’s views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents’ policies.

c. The Student Government Association is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.

3. Shared Governance Bodies

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

b. University Standing Committees serve various functions in the University and typically have a single responsibility. Membership composition and method of appointment are described in the following paragraphs. Only members of the Regular Faculty are eligible to serve on University Standing Committees. In the event the membership of any committee is not appropriately diverse, the President may appoint additional members to achieve diversity. The listing of committees which follows represents the standing University committees. For all University related committees, the Vice President for Academic Affairs, with the President’s concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.
1. **The Academic Appeals Committee** serves as the appeals body for (1) the administration of the Admissions and Retention Policies of the University, (2) the consideration of exceptions or substitutions in academic areas which are not specifically reserved to a specific academic department or area, and (3) the consideration of any other matters associated with policies and procedures governing academic appeals.

The responsibility for academic evaluations of students rests with the faculty. If a student feels wrongfully and unfairly treated by an instructor and if he/she is unable to resolve the matter in conference with the instructor or the Departmental Chair, an appeal may be made.

**Membership:**

Faculty: Four elected at large by the Faculty.
Students: Three appointed by the Vice President for Student Services as recommended by the Student Government Association President.
Administrators: Registrar (ex-officio, non-voting); Administrative support: one appointed by the President (non-voting).

2. **The Curriculum Committee** makes recommendations to the Vice President for Academic Affairs regarding all requests for (1) course changes, (2) new courses, (3) program changes, and (4) new programs.

**Membership:**

Faculty: One elected by and from the Faculty Senate; one faculty representative for every 20 full-time faculty members in each undergraduate school to be elected by and from the school (Deans are to be included in the count of faculty of each school).
Students: Three appointed by the Student Government Association President.
Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-voting);

3. **The Faculty Development Committee** serves in an advisory capacity and makes recommendations to the Vice President for Academic Affairs regarding faculty development programs, policies, and operation of the Faculty Development Center.

**Membership:**

Faculty: One elected by and from the Faculty Senate; one elected by and from each undergraduate school; one elected by and from the Graduate Faculty; three appointed by the Vice President for Academic Affairs.
Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-voting); Projects Coordinator, Center for Faculty Development (ex-officio, non-voting).

4. **The General Education Committee** (1) establishes and reviews guidelines for certifying courses to meet general education program requirements; (2) certifies courses for meeting general
education requirements; (3) develops guidelines for determining the applicability of transfer courses for meeting general education requirements; (4) evaluates general education assessment results and proposes appropriate program modifications; (5) reviews general education program to assure compliance with regulations and standards of governing bodies and accreditors; (6) formulates and promotes professional development programs for general education faculty; and (7) reports annually on the effectiveness of the general education program.

Membership:
Faculty: Two from each undergraduate school elected by the faculty; one from the Library appointed by the Director of Library Services; Faculty Senate Chair (ex-officio, non-voting); Faculty Senate Chair-Elect (ex-officio, non-voting).
Students: Two appointed by the Student Government Association President.
Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-voting).

5. **The Graduate Council** serves as the principal governing and appellate committee for all issues pertaining to graduate education at Cameron University. Council functions include but are not limited to oversight of graduate curriculum; graduate faculty selection and retention; student matriculation and retention; in cooperation with the academic disciplines, strategic planning for graduate education; and appeals of grades, suspension, and dismissal.

Membership:
Faculty: Each school that offers a graduate course shall be entitled to elect one voting member to the Graduate Council, and each school that offers a graduate degree program shall be entitled to elect an additional voting member.
Students: Two graduate students nominated by the Dean for Graduate Studies shall be confirmed by a simple majority vote of the Graduate Council.
Administrators: Dean for Graduate Studies shall be Chair of the Council (ex-officio, non-voting).

6. **The Information Technology Advisory Committee** is an advisory and recommending body to the Director of Information Technology Services and other appropriate administrators regarding the development of policies and plans related to computing and all aspects of information technology.

Membership:
Faculty: One elected by and from the Faculty Senate; two from each undergraduate school appointed by the Dean of the School; one from the Library appointed by the Director of Library Services.
Students: Three appointed by Student Government Association President.
Administrators: Director of Information Technology Services (ex-officio, non-voting); three professional staff from Information Technology Services (ex-officio, non-voting); and one professional staff member appointed by the Vice President for Academic Affairs (ex-officio, non-voting).

7. **The Institutional and Internal Services Committee** reports to the Vice President for Business and Finance and is responsible for making recommendations regarding University contracts with external organizations, issues of public safety, the upkeep and improvement of the physical plant, and other University services not under the purview of academic or student affairs.

**Membership:**
- Faculty: Three elected at large by the Faculty; one elected by and from the Faculty Senate.
- Students: One appointed by the Student Government Association President.
- Administrators: Vice President for Business and Finance (ex-officio, non-voting).

8. **The Institutional Assessment Committee** reports to the Vice President for Academic Affairs and is responsible for (1) identification of appropriate assessment objectives for Cameron University, consistent with the policies and requirements of the Oklahoma State Regents for Higher Education and the North Central Association of Colleges and Schools; and (2) University-wide coordination of planning and implementation of entry-level assessment, mid-level (general education) assessment, programs outcomes assessment, and student satisfaction assessment programs which meet those same objectives and requirements.

**Membership:**
- Faculty: Chair (appointed by the Vice President for Academic Affairs); one appointed by and from the Faculty Senate; one appointed or elected at the discretion of the Dean from each of the undergraduate schools; Chair of the General Education Committee (ex-officio, non-voting).
- Administrators: Director of Institutional Assessment and Planning (ex-officio, non-voting); Vice President for Student Services (ex-officio, non-voting); the Vice President for Academic Affairs (ex-officio, non-voting) or his/her representative.

9. **The Intercollegiate Athletics Committee** serves in an advisory capacity to the Director of Athletics and the President. On request, the Committee reviews, interprets, and recommends policies and regulations regarding the conduct of the intercollegiate athletic program.

**Membership:**
- Faculty: One elected by and from the Faculty Senate; two elected at large by the Faculty.
Administrators: Faculty Athletic Representative; Director of Athletics (ex-officio, non-voting).

10. **The Lectures and Concerts Committee** serves in an advisory capacity to the Vice President for Student Services and is responsible for encouraging lectures and concerts by (1) disseminating information regarding funding of lectures and concerts and (2) reviewing and making recommendations regarding proposals for University-funded lectures and concerts.

**Membership:**
- Faculty: One elected by and from the Faculty Senate; one elected by and from each school.
- Students: Four appointed by the Student Government Association President.
- Administrators: Vice President for Student Services (ex-officio, non-voting).

11. **The President's Planning Committee** serves in an advisory capacity to the President on matters related to University planning, including recommending campus-wide goals for special emphasis.

**Membership:**
- Faculty: Faculty Senate Chair; Faculty Senate Chair-Elect; Faculty Senate Secretary; Chair, Faculty Long-Range Planning Committee.
- Students: Two undergraduate students and one graduate student appointed by the Student Government Association President.
- Administrators: The Vice President for Academic Affairs (ex officio); Vice President for Student Services (ex-officio, non-voting); Vice President for Business and Finance (ex-officio, non-voting); Director of Assessment and Planning (ex-officio, non-voting); Director of Government and Community Relations (ex-officio, non-voting).

12. **The Recruitment Committee** serves in an advisory capacity to the Vice President for Academic Affairs and the Associate Provost for Enrollment Management regarding student recruitment.

**Membership:**
- Faculty: One elected by and from each school; one elected by and from Faculty Senate; one elected by and from Graduate Council.
- Students: Two undergraduate students and one graduate student appointed by the Student Government Association President.
- Administrators: Associate Provost for Enrollment Management (ex-officio, non-voting).

13. **The Research Committee** serves in an advisory capacity to the Dean of Graduate Studies and is responsible for encouraging and assisting faculty and students in research activities by (1) disseminating information regarding funding of research proposals, (2) providing assistance with the writing and
review of research proposals, and (3) reviewing and making recommendations regarding University-funded research.

Membership:
Faculty: One elected by and from the Faculty Senate; four elected at large by the Faculty.
Students: Two undergraduate students appointed by the Student Government Association President; one graduate student selected by the Graduate Council.
Administrators: The Vice President for Academic Affairs or his/her representative (ex-officio, non-voting); representative of Academic Research Support Center (ex-officio, non-voting); Dean of Graduate Studies (ex-officio, non-voting).

14. The Student Services Committee acts as an advisory and recommending body to the Vice President for Student Services. The committee (1) formulates recommendations for student policy; (2) reviews and interprets existing student policies; and (3) coordinates with secondary committees under its jurisdiction (Financial Assistance, Lectures and Concerts, and Publications), and (4) serves as an appeals body on student matters of a non-academic nature and makes recommendations to the Vice President for Student Services.

Membership:
Faculty: One elected by and from the Faculty Senate; two elected at large by the Faculty.
Students: Five appointed by the Student Government Association President.
Administrators: One appointed by the Vice President for Student Services (non-voting).

15. The Teacher Education Council serves in an advisory capacity to the Director of Teacher Education. The Council (1) reviews teacher education regulations and proposed changes; (2) reviews all approved teacher education programs, proposed programs, and proposed changes in approved programs; (3) makes recommendations regarding the professional education sequence; and (4) makes recommendations regarding the selection, admission, and retention of teacher education students. Standing subcommittees of the Teacher Education Council include the Selection, Admission, and Retention Committee and the Faculty Development Committee.

Membership:
Faculty: One elected by and from the Faculty Senate; one from each certificate program appointed by the department chair of the discipline.
Students: One representing elementary education; one representing secondary education; and one representing CAMSTEP, all appointed by the Student Government Association President.
Administrators: Director of Teacher Education (ex-officio, non-voting) chairs the Council; Coordinator of Field Experience (ex-officio)
serves as permanent Chair of Selection, Admission, and Retention Committee.

Public: Two invited to participate by the Teacher Education Council (non-voting).

16. **The Teaching and Learning Committee** serves in an advisory capacity and makes recommendations to appropriate administrators regarding the Library, instructional technology, and other learning-resource centers. The committee reviews proposals and makes recommendations regarding University-funded innovative instruction grants.

**Membership:**
- **Faculty:** One elected by and from the Faculty Senate; one librarian appointed by the Director of Library Services; one from each school appointed by the Dean.
- **Students:** Three appointed by the Student Government Association President.
- **Administrators:** Two appointed by the President; two appointed by the Vice President for Academic Affairs; the Vice President for Academic Affairs or his/her representative (ex-officio, non-voting); the Director of Distance Learning (ex-officio, non-voting).

c. **Ad Hoc Committees and Task Forces.** From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University’s official website.

1) **The Public Exercises Task Force** coordinates commencement ceremonies, convocation, and other ceremonies that include University-wide participation and that are open to the general public. The committee reviews the format, facility utilization, personnel requirements, equipment requirements, safety and parking requirements, and all associated matters necessary for management of the event. Recommendations by the committee are made to the person or organization in charge of the event.

**Membership:**
- **Faculty:** One appointed by the President.
- **Administrators:** Associate Dean, School of Liberal Arts; Coordinator of Interdisciplinary Activities in Fine Arts; Representative from Physical Facilities; Executive Assistant to the President; Vice President for Student Services; Director, Government and Community Relations; Deans; Registrar; Director, Public Safety; Director, KCCU.

2) **The Action Commission on Student Retention** serves in an advisory capacity to the President and makes recommendations on issues impacting student retention.

**Membership:** Appointed by the President.
4. Duties and Responsibilities of the Vice President for Academic Affairs

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

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

a. Academic Administration Duties

1. Provides leadership in the implementation of effective planning in academic affairs and excellence in academic degree programs and support units and represents the academic interests of the University in off-campus activities, as designated by the President.

2. Provides leadership in working with the academic deans and representatives of the faculty in the development and supervision of academic programs, including changes in curriculum, degree programs, and organization.

3. Supervises and evaluates the work of the academic deans.

4. Recommends budget allocations for the schools, Library, and academic support areas to the President.

5. Collaborates with the Vice President for Student Services and the Associate Provost for Enrollment Management to maximize opportunities for student academic success. Together, they advocate programs and services that meet the needs of the University's prospective and enrolled students.

6. Supervises the directors of academic support units designated on the official organizational chart as part of Academic Affairs.

7. Ensures compliance with the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools accreditation requirements for all academic units and coordinates reports to the HLC on substantive changes made in credit and non-credit programs.

8. Works with all academic units to ensure compliance with Board of Regents, State Regents, and University policies and procedures.

b. Faculty Administration Duties

1. Recommends to the President faculty member appointments, reappointments, promotions, tenure, and terminations based on both independent study of credentials and the recommendations of the Deans, department chairs, and faculty committees.
2. Provides appropriate recommendations for University nominations for various faculty awards and recognitions.

3. Works with the Faculty Senate on policies and procedures that directly affect the faculty and ensures that changes in policies, procedures, programs, and organization are included in the Cameron University Faculty Handbook and reported, when appropriate, to external agencies.

4. Oversees the preparation and maintenance of the Faculty Handbook for distribution, and, in cooperation with the Director of Government and Community Relations, reviews the content of catalogs and other publications concerning academic matters.

c. Other Administrative Duties

1. Works in close conjunction with, and in support of, the Vice President for Development and Vice President for Business and Finance.

2. Works with the President in concert with the Personnel Office to promote diversity in Academic Affairs and support University programs to create a welcoming environment.

3. Supports the University’s commitment to goals set forth in the University’s Strategic Plan by taking appropriate actions.

4. Provides leadership and oversight of University effectiveness efforts in academic affairs, including the use of the results of assessment and linking results to planning.

5. Performs other duties supporting the University, as requested by the President.

d. Evaluation of the Vice President for Academic Affairs

1. Evaluation of the performance of the Vice President for Academic Affairs is carried out by the President. It includes but is not limited to confidential evaluation by the Regular Faculty. The faculty’s assessment of the performance of the Vice President for Academic Affairs will be carried out annually. The primary purpose of an evaluation is to provide constructive feedback regarding how well job expectations are being met by the Vice President for Academic Affairs. Summary information will be made available to the Vice President for Academic Affairs.

2. Processes regarding tenure of the Vice President for Academic Affairs shall be administered by the appropriate academic department in compliance with Section 4.5 of the Faculty Handbook.

3. Post-Tenure Review of the Vice President for Academic Affairs shall be administered by the appropriate academic department in compliance with Section 4.6 of the Faculty Handbook.

4. For the purposes of tenure and post-tenure review, the Vice President for Academic Affairs will be evaluated in all categories except for teaching.
5. School and Departmental Organization

a. School Administration/Organization: To accomplish its academic mission, the University is divided into schools with a Dean as the chief administrative officer. The Dean is responsible for an administrative organization designed to meet the particular needs of the school. Staff requirements to support school activities will vary in composition and assignments unique to the school’s mission and goals. Departmental organizations will be used to support educational programs with similar goals and objectives. Faculty members shall be solicited to serve on committees and complete tasks supporting the mission and goals of the department, school, and University. The Dean shares (or delegates) many of the specific responsibilities outlined in this policy statement with school staff and the chairs/directors of the separate departments. In schools not divided into separate departments, the school organization is similar to departmental organization.

b. General Responsibilities of the Dean: The Dean provides leadership and administrative support to the programs and faculty members of the school in performing the missions of teaching, scholarly activity, and University service and public outreach. The Dean represents the school in relations with the President, the Vice President for Academic Affairs, other administrative officers of the University, and other schools. The Dean is responsible to the President through the Vice President for Academic Affairs and is accountable to many constituencies including the faculty, staff, students, administrators, and alumni of the school. Whenever appropriate, the Dean is expected to consult with, receive advice from, and communicate with the constituent members of the school. Deans represent the President and the administration, communicating and administering the policies and procedures of the State Regents, the Board of Regents and the University.

c. Specific Responsibilities of the Dean: The following responsibilities are not restrictive and will include other responsibilities as assigned by the Vice President for Academic Affairs or the administration. In any particular school, the specific responsibilities of the Dean may vary depending on the mission, organization, and size of the school. The specific responsibilities of an individual Dean in a particular school must be flexible to respect these differences among various schools and the leadership style of a particular Dean.

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

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

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

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

a. Providing leadership in the organization, operations, development, and evaluation of the teaching, research and creative/scholarly activity; and professional and University service and public outreach to the school and consistent with University and school strategic planning.

b. Assuring compliance with state and federal law and all policies and procedures of the State Regents, the Board of Regents, and the University.

c. Leading the school in the annual planning process.

d. Providing leadership in student recruitment and retention.

e. Assuring academic quality and rigor in all school programs.

f. In coordination with the University administration, setting priorities for school-level alumni development and fund-raising activities, and coordinating and assisting the school and its separate departments with implementing and maintaining an active alumni development and fund raising program.

g. Planning, preparing, submitting, and managing the school budget.

h. Assuring fair and consistent evaluation of faculty in compliance with the Faculty Handbook.

i. Fostering the welfare of the entire school faculty and staff and encouraging, facilitating, and mentoring their work and professional development.

j. Recommending the reappointment, appointment, promotion, and tenure of faculty according to University, departmental and school guidelines (Section 4), as well as Board of Regents’ policy.

k. Implementing personnel policies concerning faculty and staff of the school.

l. Providing leadership to the faculty in reviewing, evaluating, and developing appropriate curricula and effective academic programs of study within the school.

m. Seeking advice from faculty, chairs/directors, and staff on matters affecting the school.

n. Reorganizing departmental and school administration in response to new opportunities or when more effective use of resources will be completed with faculty and staff consultation.

o. Presiding over meetings of the school faculty.

p. Assuring that faculty and staff have access to and knowledge of University, school, and departmental policies.

q. Evaluating the performance of department chairs/directors and other administrative staff reporting to the Dean, according to University and school policies.

r. Initiating procedures to search for chairs/directors and other administrative staff of the school whenever a vacancy occurs.

s. Evaluating the facility needs of the school and advising the Vice President for Academic Affairs of these facility needs.
t. Implementing the University Affirmative Action Plan and ensuring equal opportunity for all who are job applicants to the school.

u. Developing strategies to recognize outstanding achievements by faculty and staff through appropriate awards and honors.

v. Fostering a spirit of cooperation and teamwork throughout the University and within the school.

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

a. Providing an academic environment that nurtures all students to succeed to the best of their abilities through quality academic instruction, counseling, professional advice, and other assistance when necessary.

b. Providing an academic advising system that informs students of all academic requirements of the school and their progress toward meeting those requirements.

c. Seeking advice from students on matters affecting the school.

d. Implementing University and school procedures to ensure an ethical and equitable academic atmosphere by enforcing policies involving such issues as academic misconduct, academic grade appeals, and ethics in research.

e. Developing strategies to recognize outstanding achievement by students through appropriate awards and honors.

f. Enforcing admission, retention, and graduation requirements of the school.

g. On behalf of the faculty, recommending appropriate degrees for students who have met the requirements, as determined by University and school regulations.

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

a. Providing school leadership in cooperation with University units that support alumni development, fund raising, government relations, and public relations efforts of the University.

b. Seeking advice from and communicating with graduates and other appropriate external constituencies concerning matters of interest to the school.

c. Cooperating with the University in disseminating information about the school to the State Regents, the Legislature, and other government entities.

e. Proactively seeking information, support, and cooperation with organizations employing University graduates.

Faculty Responsibility of a Dean: In addition to the administrative responsibilities described above, the Dean may be involved in teaching, scholarly activity, and University service and public outreach. The extent of involvement in teaching, research and creative/scholarly activity, and service shall be determined in consultation with the Vice President for Academic Affairs. While the Dean is normally granted tenure within an academic department of the school, the Dean does not vote at faculty meetings of the department.
e. **Appointment of a Dean:** The Dean is normally appointed on a twelve-month basis. The Dean of a school shall be initially appointed to a specific term as negotiated by the Vice President for Academic Affairs, thereafter renewable by the Board of Regents upon the recommendation of the President.

f. **Retention of a Dean:** The Dean of the school serves at the pleasure of the President upon the recommendation of the Vice President for Academic Affairs. Retention or non-retention of a Dean is recommended by the Vice President for Academic Affairs after completion of the comprehensive evaluation process under Section 2.3.4.1.h. of the Faculty Handbook. The Dean’s faculty responsibilities are for the nine-month period assigned to Regular Faculty members. Administrative responsibilities are for twelve months. Salary distribution will be defined in terms of these two roles.

g. **Selection Procedure for a New Dean:** The selection procedures for a new Dean are described in 3.1 (“Administrative Search Committees”) of the Faculty Handbook.

h. **Performance Evaluation of a Dean:** Evaluation of the Dean's performance is carried out by the Vice President for Academic Affairs. It includes but is not limited to confidential evaluation by the Regular Faculty of the school. The faculty's assessment of the performance of the Dean is carried out at regular intervals, as described below. The primary purpose of the evaluation is to provide constructive feedback regarding how well job expectations are being met by the Dean. A summary of the faculty evaluation will be made available to the Dean, as well as to appropriate University officers.

**Annual Evaluation**

An annual performance evaluation will be conducted of all Deans by the Vice President for Academic Affairs. The annual evaluation shall include:

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

i. **Tenure of a Dean**

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

j. **Post-Tenure Review of a Dean**

Post-Tenure Review of the Dean shall be administered by the appropriate academic department in compliance with Section 4.6 of the Faculty Handbook.

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

I. Departmental Administration

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

1. **Departmental Faculty:** The departmental faculty has jurisdiction over matters of policy and procedure and the right to choose its own form of organization, as long as these do not conflict with published (in writing or electronic media) rules and regulations of its own school, the University, or Board of Regents policy. These procedures will be filed with the Vice President for Academic Affairs and the Dean of the school. As a matter of principle, the faculty is involved in preparing faculty personnel recommendations consistent with the Faculty Handbook, and it elects representatives who participate in transmitting formal recommendations.

2. **Departmental Chairs:** The chair has a leadership function and is accountable both to the department and to the Dean for the performance of this function. The chair serves at the pleasure of the President and Vice President for Academic Affairs upon the recommendation of the Dean. Retention or non-retention of a chair is recommended by the Dean after completion of the comprehensive evaluation process under Section 2.3.4.I.5. Chairs represent their department in relations with other departments, with the deans, and with other administrative officers of the University. The chair is expected to encourage and facilitate the work, quality, and professional development of the department. It is the responsibility of the chair to take the initiative in reporting the needs of the department to the Dean. This includes obtaining merited recognition of faculty members with respect to promotions, salary increases, and support for career development. Other leadership functions include implementing the Affirmative Action Plan; strategic planning; conducting program reviews; and making reappointment, promotion, and tenure recommendations.

3. **Specific Responsibilities of the Chair:** The chair provides leadership in all matters of policy as determined by the faculty, Dean, and Vice President for Academic Affairs. The chair determines procedures for carrying on the work of the department. Such functions shall include (but not be limited to): determining time and frequency of faculty meetings (at least monthly); establishing procedures for expenditures from departmental budget; with advice and consultation from the faculty, determining teaching assignments and class schedules for the department; preparing annual faculty evaluations and making recommendations to the Dean concerning budget requests/allocations for increases in salaries for faculty, faculty awards, and hiring of new faculty; reappointment; tenure; promotion; annual reviews of the progress of tenure-track faculty in their efforts to obtain tenure; and post-
tenure reviews of tenured faculty members. The chair shall foster the welfare of the entire department faculty and staff and encourage, facilitate, and mentor their work and professional development.

4. **Expectations of the Chair:** In addition to the administrative responsibilities described above, the chair is expected to be involved in teaching and scholarly activity. The extent of involvement in teaching and scholarly activity shall be determined by the Dean in consultation with the chair, department faculty members and the Vice President for Academic Affairs.

5. **Evaluation of the Chair:** Chairs will be evaluated annually by their respective Dean and departmental faculty. The Dean shall prepare an annual evaluation of the chair’s teaching, research and creative/scholarly activity; and professional and University service and public outreach (other than departmental administration) using the standard process and forms for faculty evaluations. For evaluating the administrative effectiveness of the chair, the Dean shall solicit formal input from the entire faculty and staff of the department. These evaluations, together with the Dean's evaluation of the chair’s performance, will be discussed with the chair and will be used by the Dean as the basis for determining any increase of the chair's salary.

6. **Selection of Chairs/Directors:**

   a. Prior to initiating search and nomination procedures for a department chair, the faculty of the department should meet with the Dean of the school to discuss the needs and expectations of the department as they relate to the appointment of a new chair, the role of the chair, and the type of search (i.e., internal, regional, or national) that most likely will assure that an appropriate candidate is recommended and to discuss any budgetary considerations related to the search and appointment of a new chair.

   b. If the Dean does not concur with the department faculty's recommendation, the Dean will meet with the department faculty to discuss reasons for disagreement. The Dean's final recommendation and the faculty's recommendations will be submitted to the Vice President for Academic Affairs for approval and must be consistent with the University's Affirmative Action policies.

   c. For regional and national searches, a search committee will be formed consisting of elected departmental faculty members appointed by the Dean, one or two students reflecting undergraduate majors, and graduate students to the extent appropriate.
SECTION 3

APPOINTMENT OF ADMINISTRATIVE OFFICERS

3.1 ADMINISTRATIVE SEARCH COMMITTEES

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

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

3.1.1 President of the University

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

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

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

3.1.2 Other Major Administrative Personnel

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

a. Vice Presidents: The committee shall have faculty, student, and staff representation. The President shall appoint these members from nominees selected by the official faculty and student governance organizations. Staff nominees will be selected by the President in consultation with the Vice Presidents. There shall be twice as many
nominees as there are positions. The President may designate other members as deemed appropriate.

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

### 3.2 RETENTION OR REAPPOINTMENT OF ADMINISTRATORS

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

Performance of the President will be evaluated only by the Board of Regents.
SECTION 4

FACULTY POLICIES

APPLICATION OF REVISED STANDARDS

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

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

DEPARTMENTAL STANDARDS

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

1. Annual Evaluation
2. Promotion
3. Academic Tenure

Departmental standards will be developed by the department’s Regular Faculty in cooperation with the department chair. Upon the recommendation of the department chair, the standards will be submitted to the Dean for review and approval. The Dean will submit the approved standards to the Vice President for Academic Affairs for approval. Department standards shall be written and made available to each faculty member of the department.

4.1 FACULTY MEMBERSHIP AND APPOINTMENTS

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

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

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

4.1.2 Regular Faculty

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

1. **Tenured.** A tenured appointment is reserved for those Regular Faculty members who have been granted tenure by the Board of Regents. Tenured faculty members are on continuous appointment and, therefore, are not notified of their appointment status for the following year unless their appointment changes. The procedures for dismissal and suspension of tenured faculty are covered later in this section. Tenured faculty members appointed to administrative positions retain the tenure and rank that they held as Regular Faculty members. An administrator may not acquire tenure by virtue of an appointment to an administrative position unless specifically granted by the Board of Regents, but may attain and hold tenure as a member of the Regular Faculty.

2. **Tenure Track.** Tenure track appointments are for one academic year beginning mid-August and ending mid-May. The appointments are renewable annually at the option of the University. A person on tenure track will be given written notification of non-reappointment by March 1 by the Vice President for Academic Affairs.

3. **Non-Tenure Track.** A non-tenure track appointment is one in which the faculty member is appointed to the Regular Faculty but is not eligible to receive tenure. Faculty members below the rank of Assistant Professor have non-tenure track appointments (Instructor is a non-tenure track appointment). Non-tenure track appointments are for one academic year beginning mid-August and ending mid-May. Faculty with this appointment will be given written notification of non-reappointment by March 1 by the Vice President for Academic Affairs.
4.1.3 **Supplemental Faculty**

The Supplemental Faculty consists of:

1. **Adjunct Faculty.** Adjunct faculty members hold part-time appointments that may be by semester or by academic year. The rank of such faculty may be Adjunct Instructor or Lecturer. Adjunct faculty will be limited to teaching no more than nine hours per semester or session.

2. **Temporary.** A temporary faculty member is appointed for a period of one academic year or less. Upon termination of the temporary appointment, the position, if continued, will be opened and advertised. Temporary faculty may be appointed at any rank.

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

4. **Volunteer Faculty.** A person who has special talents or expertise and whose time and services are donated may be appointed to the University as volunteer faculty. Volunteer faculty who meet the education qualifications may hold the temporary academic rank of Honorary Instructor, Honorary Assistant Professor, Honorary Associate Professor, or Honorary Professor.

5. **Clinical Supervisors.** Clinical supervisors are members of the Supplemental Faculty but are not employees of the University. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.

4.1.4 **Initial Appointments to the Regular Faculty**

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

4.1.5 **Appointments to the Supplemental Faculty**

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

4.1.6 **Appointments to the Summer Teaching Faculty**

An appointment to the Summer Teaching Faculty is limited to the specific summer for which the appointment is made. The President or his/her designee makes appointments for the summer session, and these appointments do not require Board of Regents’ approval.
4.1.7 Full- and Part-Time Faculty Appointments

1. **Full-Time Appointments.** Full-time faculty members have instructional and non-instructional duties as assigned by the University. Instructional duties include, but are not limited to, the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include, but are not limited to, conducting research and creative/scholarly activity, recruiting students, retaining students, advising students, serving on committees, sponsoring organizations, continuing certification, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twelve hours per regular semester.

2. **Joint Appointments.** Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they must not total more than 1.0 FTE and must be approved by the appropriate administrative officials of all units involved; one academic unit and college shall have primary responsibility for promotion and tenure consideration. Faculty cannot receive remuneration from two sources when it will result in an assignment greater than 1.0 FTE.

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

4.2 **ANNUAL EVALUATION PROCESS**

Teaching or librarianship; scholarly research and creative/scholarly activity; and professional and University service and public outreach; and performance of non-teaching or administrative duties are the professional responsibilities at the University. While this is primarily a teaching University, it is a basic principle of higher education that scholarly activity informs effective teaching. At the same time, the University faculty contributes richness to the culture of the community at large through their unique skills and talents. Evaluation of faculty performance includes these four areas and provides a critical process for continuous improvement of the University and faculty.

a. The Annual Evaluation Process is designed to improve faculty performance.

b. The Annual Evaluation Process should provide important information for promotion and tenure decisions.

c. The Process should utilize several sources of data, and these sources shall be clearly communicated.

d. Evaluation procedures should be individualized and flexible, and take into consideration the University’s nature, directions, and priorities, the administrative unit’s needs, and the individual’s interests.

e. An annual academic performance review (Faculty Member Evaluation Form) shall be submitted for each full-time faculty member. A formal evaluation shall be conducted for each non-tenured member each year and for each tenured faculty member at least each fifth year.
4.2.1 Annual Evaluation Process

In addition to the education and experience requirements for appointment to various ranks (Section 4.3.3), the Board of Regents has specified four basic categories upon which academic rank and promotion in rank are based: (1) effective classroom teaching, (2) research and creative/scholarly activity, (3) and professional and University service and public outreach, and (4) performance of non-teaching or administrative duties.

The Annual Evaluation Process of the University is designed to promote faculty development and to assess faculty performance on those prescribed criteria. Documentation for the process includes:

1. Annual Evaluation Criteria (Section 4.2.6) and Departmental Standards
2. Annual Plan (Departmental Form)
3. Faculty Member Evaluation Form (Appendix C)

4.2.2 Procedure

The Annual Evaluation Criteria (Section 4.2.6) are utilized for establishing individual Annual Plans and for guiding individual faculty member evaluations. Performance in each category is weighted by negotiation between the faculty member and the department chair within limits set by the University and the administrative unit. In a situation where a faculty member's assignment is significantly modified during the academic year, the weighting of performance categories may be renegotiated to reflect the modified assignments.

Departmental and University emphases define the minimum weights of each category as follows:

Category 1 Teaching 50%
Category 2 Research and Creative/Scholarly Activity 10%
Category 3 Professional and University Service and Public Outreach 10%
Category 4 Performance of Non-teaching or Administrative Duties 0%

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

The rating on overall performance is a composite of the ratings in the categories.

Administrative units may also set limits for each category within the University's parameters.

Completion of the Faculty Member Evaluation Form is based upon a conference of the department chair and the individual faculty member during which the relevant criteria for each category are rated. Not all criteria for each category apply to every faculty member. Relevancy of individual criteria is negotiated by the department chair and the individual faculty member.

Commentary is provided in the space provided on the Faculty Member Evaluation Form as
indicated. The Faculty Member Evaluation Form is signed by both the department chair and the individual faculty member. The faculty member’s signature denotes that the evaluation has been conducted according to approved procedures. It does not necessarily mean agreement with the ratings.

A completed Faculty Member Evaluation Form for each full-time faculty member is submitted by the department chair to the respective Dean of the school for review.

The Dean reviews the evaluation, provides comments, and signs the form. The Dean keeps a copy in the Dean’s office and sends a copy to the department chair and to the faculty member.

4.2.3 Evaluation Guidelines

1. Each faculty member will be evaluated on all Category 1 criteria and on criteria from other categories as determined in negotiation with the department chair. The Annual Plan, composed at the beginning of the evaluation cycle, will identify areas for continued growth and the development of the faculty member in relation to the goals and mission of the department and the University.

2. The department chair assumes that the faculty member is functioning at a level of “satisfactory” unless there is evidence to the contrary. For a rating lower than satisfactory, the chair has the responsibility of presenting evidence; for a rating higher than satisfactory, the faculty member has the responsibility of presenting evidence.

3. Annual evaluation criteria are generally stated in minimum terms. Ratings on criteria vary according to the fruitfulness of efforts.

4. The ratings on the evaluation scale are as follows:

5 OUTSTANDING: Performance is among the best of colleagues in similar appointments in similar institutions in the respective field nationwide. On applicable criteria, faculty member has recognition beyond the state.

4 VERY GOOD: Performance is among the best of colleagues in similar appointments in similar institutions in the respective field statewide. On applicable criteria, faculty member has statewide recognition.

3 SATISFACTORY: Performance is productive, effective, and consistent with the achievement of the emphases, objectives, and interests of the University, the administrative unit, and/or the individual.

2 MARGINAL: Performance is less than adequate for achieving the emphases, objectives, and interests of the University, the administrative unit, and/or the individual.

1 UNSATISFACTORY: Performance fails to contribute to the achievement of the emphases, objectives, and interests of the University, the administrative unit, and/or the individual.
Teaching effectiveness and contributions to the University are characteristics that should be evaluated primarily within the University. While some statewide recognition or recognition beyond the state is possible for these categories, such recognition is not expected or necessary to achieve very good or outstanding ratings. The opportunities for statewide recognition or beyond are rare for teaching effectiveness or contributions to the University. However, there are more opportunities for recognition for contributions to the profession. Research and creative/scholarly activity, on the other hand, is clearly an area where statewide recognition or recognition beyond the state is required for commendable or outstanding ratings. Thus, some interpretation is required when statewide recognition or recognition beyond the state is applied.

1. The Faculty Member Evaluation Form covers a year of performance except in certain instances; i.e., new faculty, faculty on leave.

2. Only activities, contributions, and involvements directly related to the University or to the faculty member’s educational field are considered in the evaluation.

3. While formal evaluations of tenured faculty are required at least each fifth year, formal evaluations may occur more frequently at the request of either the faculty member or the department chair. In years when a complete evaluation is not done, a continuation memorandum will be submitted by the department chair.

4.2.4 Steps to Complete Faculty Member Evaluation Process

1. By September 1, the faculty member and the department chair meet and review the previous year’s annual evaluation. The faculty member shall revise and update his/her Annual Plan for the current year to include any activities completed since the last evaluation and any continuing projects. The faculty forwards the revised plan to the department chair.

2. By September 15, the department chair shall send the previous year’s Faculty Member Evaluation Form, a draft of the current year’s Annual Plan, and other documentation (if applicable) to the Dean.

3. By October 1, having received written input from the Dean, the faculty member and the department chair shall meet to revise and complete the current year’s Annual Plan.

4. By March 1, the faculty member shall submit to the department chair a self-evaluation of the previous year’s accomplishments and a self-rating of each criterion, in addition to an overall self-rating of performance.

5. By March 15, the department chair shall meet with the faculty member to discuss the chair’s appraisal of the faculty member’s performance for that evaluation cycle. The chair shall also send a copy of the completed Faculty Member Evaluation Form completed by the faculty member and chair along with the Annual Plan and other documentation (if any) to the Dean. A copy of the completed Faculty Member Evaluation Form shall be provided to the faculty member. If the faculty member disagrees with the chair’s appraisal, he/she shall have ten working days to forward a rebuttal to the Dean.
6. **By April 15**, the Dean shall write comments about the completed evaluation and plan, returning a copy to the department chair and to the faculty member.

### 4.2.5 Faculty Evaluation Guide

1. The following documents are used:
   a) Faculty Member Evaluation Form (Appendix C)
   b) Annual Plan
   c) Documents supporting the categories for development and evaluation

2. The annual evaluation shall be based on the Annual Plan maintained in the academic department.
   a) Before the March conference with the department chair, the faculty member shall conduct a self-evaluation of the previous year’s accomplishments and succinctly describe progress for each exemplar listed in the preceding year’s Annual Plan. A brief statement indicating whether the exemplar was fully accomplished, partially accomplished, or not addressed is appropriate.

   b) As the faculty member formulates an overall self-rating in the area of teaching, he/she shall analyze progress on several exemplars and accurately combine these to give an overall rating. Overall self-evaluation with only one exemplar is not acceptable. Citing marks from a student evaluation, for example, is not adequate evidence for a rating in the area of teaching. The results from the student evaluations represent only one dimension of teaching effectiveness. Multiple methods need to be used to formulate an overall self-rating. For example, results from peer-evaluations, student evaluations, evidence of student proficiency, and other exemplars should be combined to support the rating for teaching effectiveness.

   c) In the areas of scholarly/professional activities and service, evidence from several exemplars needs to be combined to formulate the rating in each area unless an exception is made in negotiation with the chair.

   d) The faculty member shall write a summary paragraph that combines various activities to give an overall rating for performance. The faculty member shall also mark the Faculty Member Evaluation Form to show his/her self-evaluation.

3. The faculty member shall provide the department chair with copies of each of the basic documents.

4. When the self-evaluation is complete, the department chair and the faculty member shall schedule a conference.

5. Before the conference, the department chair shall review the faculty member’s self-evaluation and make his/her own evaluation of the faculty member and mark it on the evaluation form. During the conference, the chair shall present a completed form to the faculty member. Documentation is required for ratings above or below proficient and should be attached to the evaluation forwarded to the Dean.
4.2.6 Annual Evaluation Criteria

1. Effective Classroom Teaching/Librarianship

Effective classroom teaching is demonstrated through mastery of a current knowledge base in subject matter taught at an appropriate student level. Such teaching stimulates achievement and practical personal applications by students. A regular review of current literature, research, and strategies for classroom application is necessary for effective teaching. An effective teacher evidences mastery in the classroom by thoroughly integrating skills, knowledge, sensitivity, and perception with the presentation of subject matter.

Effective classroom teaching is characterized by (1) subject matter mastery, (2) curriculum development, (3) course design, (4) delivery of instruction, (5) assessment of instruction and revision as necessary, (6) availability to students, and (7) fulfillment of instructional administrative responsibilities.

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

Effective librarianship is characterized by (1) subject matter mastery, (2) delivery of reference services, (3) delivery of instruction, both group and individual, (4) collection development activities, (5) securing of materials not owned by Cameron library and needed by Cameron faculty, staff or students, (6) supervision of library staff members, (7) assessment of library services, (8) modification of library services as necessary, (9) planning for future library needs, (10) collection development activities, and (11) cataloging and classification activities.

2. Research and Creative/Scholarly Activity

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

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

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

University service may consist of, but are not limited to, academic advisement of students, sponsorship of student organizations, membership on ad hoc and standing committees, consultation to other areas of the University, participation in University or program self-study activities, and special assignments or responsible participation in activities which advance the academic programs of the University.

Professional service includes involvement in various professional organizations in a manner that accrues favorable notice to the individual and the University. Evidence of such service may consist of, but is not limited to, memberships in professional organizations appropriate to a faculty member’s teaching field or area of responsibility, attendance at meetings; holding of offices; and serving on committees at local, state, regional, and national levels of said professional organizations.

Public outreach occurs when a faculty member contributes professional expertise pro bono to the activities of governmental, public schools, or other public and service agencies. The contribution may be in, but is not limited to, the following roles: consultant, program participant, member of a board or task force, or advisor.

4. Performance of Non-Teaching or Administrative Duties

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

4.3 ACADEMIC RANK AND PROMOTION OF FACULTY

4.3.1 Rank or Promotion Granted By Board of Regents

Academic rank or promotion in academic rank is granted by the Board of Regents upon recommendation of the President. Determination of merit and recommendation for granting promotion in rank shall be in accordance with departmental standards and the promotion policies and procedures of the University, as well as the minimum criteria, policies, and procedures contained in this policy.

4.3.2 Rank and Promotion Policies

1. The interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the department chairs, the academic deans, the Vice President for Academic Affairs, and the President. The procedure for recommending promotion in rank is designed to systematize as well as to encourage such cooperation and mutual confidence.

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

3. An Instructor, upon completion of all degree requirements for the terminal degree and presentation of official documentation from the granting institution to the Vice President for Academic Affairs and having met the criteria for Assistant Professor, may apply for promotion to the rank of Assistant Professor.

4. For the ranks of Associate Professor and Professor, an applicant must have completed the number of years specified for higher education teaching experience and the number of years of experience at a given rank.

5. A faculty member must complete at least two years of employment at the University before applying for promotion to the rank of Associate Professor or Professor.

6. Any exception to this policy on promotion in rank is subject to approval by the President and then the Board of Regents.

4.3.3 PRINCIPAL ACADEMIC RANKS AND TITLES OF THE UNIVERSITY

The principal academic ranks of the University shall be Professor, Associate Professor, Assistant Professor, and Instructor. Minimum qualifications for these ranks shall be as follows:

1. Professor:
   • An earned doctorate or terminal degree relevant to the teaching field awarded by a regionally accredited or internationally recognized institution. *(Appendix A)*
   • Ten years of higher education teaching experience in full-time appointment(s) at the University or other regionally accredited or internationally recognized institutions.
   • Four years of experience at the Associate Professor rank.
   • Commendable or outstanding achievement of all of the categories: effective classroom teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach, and in selected instances, performance of non-teaching or administrative duties.

2. Associate Professor:
   • An earned doctorate or terminal degree relevant to the teaching field awarded by a regionally accredited or internationally recognized institution.
   • Five years of higher education teaching experience in full-time appointment(s) at the University or other regionally accredited or internationally recognized institutions.
   • Four years of experience at the Assistant Professor rank.
3. **Assistant Professor:**

- An earned doctorate or terminal degree relevant to the teaching field awarded by a nationally accredited or internationally recognized institution.
- Academic credentials which indicate the potential for effective classroom teaching, research and creative/scholarly activity; and professional and University service and public outreach, and, in appropriate instances, successful performance of non-teaching or administrative duties.

4. **Instructor:**

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

4.3.4 **Honorary Titles**

Faculty members with distinguished service may receive additional recognition:

1. **Distinguished Professor.** A University faculty member who has held the rank of Professor for a minimum of ten years may be considered for the rank of Distinguished Professor. This award should be given on the rare occasions when superior performance and contributions to the discipline and University should be recognized.

The University will provide published criteria for determining whether a candidate has contributed in an exemplary manner in the major faculty responsibilities of teaching or librarianship, research and creative/scholarly activities; and professional and University service and public outreach, and non-teaching or academic duties, if applicable. Departmental personnel committees may nominate candidates who they feel meet those criteria. A portfolio supporting the nomination should be prepared by the candidate. Substantial evidence should be included in the portfolio of exceptional instructional performance, nationally and potentially internationally established recognition of research and creative/scholarly activities, research and creative/scholarly activities; and professional and University service and public outreach, and non-teaching or administrative duties, if applicable. Upon the recommendation of the department personnel committee, the department chair shall review the nomination and recommend or not recommend the candidate to the Dean. If the department chair does not recommend the candidate, he/she will prepare a written explanation for the department personnel committee and the candidate. Upon receipt of the department chair's recommendation, the Dean will
review the nomination and forward to the Vice President for Academic Affairs the approval or disapproval of the candidate’s nomination. If the Dean does not recommend approval, he/she will inform the department chair and the candidate of the decision in writing. The Vice President for Academic Affairs will make a recommendation to the President for awarding or not awarding the title after reviewing the committee’s recommendation and considering those recommendations with the other evidence presented. If the Vice President for Academic Affairs does not recommend approval, he/she will inform the Dean, the department chair, and the candidate of the decision in writing.

The President will review all recommendations and the summary of the evidence and determine if the awarding of the title is appropriate. The President will forward his/her recommendation to the Board of Regents for awarding of the Distinguished Professor title. If the President does not recommend the awarding of the title, the Vice President for Academic Affairs, Dean, Department Chair, and candidate will receive a written explanation for the decision.

Distinguished Professor appointments shall be strictly honorary and without stipend.

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

4.3.5 Other Academic Titles

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

a. **Laboratory Assistant.** This title is assigned to those persons in positions of student supervision in laboratories, internships, externships, clinics, or other such positions. Persons employed with this title must possess specific technical expertise and competence and be recommended by the appropriate department chair. Laboratory Assistants must function under the supervision of a faculty member and are appointed to perform specific functions as detailed in the notice of appointment. Appointment to this position carries no University commitment to reappointment or continuation beyond that specified in the notice of appointment, and these persons are ineligible to vote on matters involving University governance.

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

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

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

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

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

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

**4.3.6 Experience Requirements**

Faculty members generally remain at the same rank for a minimum of four years.

**4.3.7 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.
4.4 CRITERIA FOR PROMOTION IN RANK

Providing that candidates possess the required educational and experience requirements, promotion in rank is based upon meeting the University and departmental standards in the following areas: 1) effective classroom teaching or librarianship (see Section 4.2.6.1), 2) research and creative/scholarly activity (see Section 4.2.6.2), 3) professional and University service and public outreach (see Section 4.2.6.3), and 4) performance of non-teaching or administrative duties, if appropriate (see Section 4.2.6.4). Minimum University standards for promotion are defined in Appendix B. The criteria for promotion shall be consistent with the faculty member’s Annual Plans developed, approved, and completed since the last appointment or promotion.

4.4.1 Promotion Process

It is the responsibility of the individual faculty member to initiate the request for a promotion in rank and to prepare the portfolio of materials. The portfolio must include the annual evaluation documents. The department chair will advise the faculty member in preparation of this request. The following steps outline the procedures in the promotion process. A Portfolio Transmittal Form to certify the receipt dates and transmittal dates at each step of the promotion process must accompany the request and is available from the department chair.

Step 1 – By November 1, the faculty member files a written request with the department chair which must be accompanied by a portfolio exhibiting documentation of effective teaching, research and creative/scholarly activity; and professional and University service and public outreach; and performance of non-teaching or administrative duties, if applicable.

Step 2 – By December 1, the department personnel committee completes a review of the portfolio, meets with the faculty member, and provides the department chair with a written recommendation on promotion. The chair reviews the portfolio, evaluates each performance criterion, and considers the recommendation of the department personnel committee to decide to recommend approval or disapproval of the request. In either instance, the department chair notifies the faculty member of the action, providing reasons in writing for the decision, and forwards the request with an evaluation and a statement recommending approval or disapproval to the Dean. If the chair recommends disapproval of the request, the faculty member shall have ten working days to forward to the Dean a rebuttal of the chair’s recommendation.

Step 3 – By January 15, the Dean reviews the portfolio, evaluates each performance criterion, and decides to recommend approval or disapproval of the request. In either instance, the Dean notifies the department chair and the faculty member of the action, providing reasons in writing for the decision, and forwards the request with an evaluation and a statement recommending approval or disapproval to the Vice President for Academic Affairs.

Step 4 – By February 15, the Vice President for Academic Affairs reviews the portfolio, evaluates each performance criterion, and decides to recommend approval or disapproval of the request. In either instance, the Vice President for Academic Affairs notifies the Dean, the department chair, and the faculty member of the action, providing reasons in writing for the decision. If the Vice President for Academic Affairs recommends approval of the request, the evaluation and a statement of approval are forwarded to the President.

Step 5 – By March 15, upon receiving a recommendation for approval from the Vice
President for Academic Affairs, the President decides either to approve or disapprove the request. If approved, the recommendation is forwarded to the Board of Regents, normally at the May meeting. The President informs the Vice President for Academic Affairs of the decision. In turn, the Vice President for Academic Affairs notifies the Dean, the department chair, and the faculty member in writing. A decision by the President to disapprove a request for promotion should be accompanied by reasons in writing.

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

4.4.2 Exceptions

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

4.5 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.

b) The tenure decision shall be based on a thorough evaluation of the candidate’s total contribution to the mission of the University. While specific responsibilities of faculty members may vary because of special assignments or because of the particular mission of an academic unit, all evaluations for tenure shall address at a minimum whether each candidate has achieved excellence in the following areas: 1) teaching; 2) research and creative/scholarly activity; 3) and professional and University service and public outreach; and 4) performance of non-teaching or administrative duties, if appropriate. The academic department may formulate standards for this review and determine the appropriate weight to be accorded each criterion consistent with the mission of the academic unit.

c) Tenure is granted by the Board of Regents upon recommendation of the President. Determination of merit and recommendation for granting tenure shall comport with the criteria and policies and procedures contained in this section.

d) Tenure shall be granted only by written notification after approval by the Board of Regents. Only full-time faculty members holding the academic rank of Assistant Professor, Associate Professor, or Professor may be granted tenure. Qualified professional librarians shall be considered faculty members if they are given academic rank.

4.5.1 Periods of Appointment and Tenure

Faculty members holding the academic rank of Assistant Professor, Associate Professor, or Professor may receive tenure at any time. A probationary period will be defined for each faculty member at the time of initial appointment consistent with Section 4.7. Six years shall be the maximum probationary period for the eligible faculty member to attain tenure. If, at the end of six years any faculty member has not attained tenure, the faculty member may be retained on the faculty until the end of the academic year following that in which there was notification of the denial, unless there are reasons (under Section 4.5.4) to the contrary.
For the purpose of determining probationary employment of faculty members for tenure consideration, sabbatical leave counts as a part of the period of probationary employment, and a leave of absence is not included as part of the probationary period.

4.5.2 Procedure for Granting Tenure

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

Step 1 – By October 15:

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

Step 2 – By November 1:

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

Step 3 – By November 15:

The Department Chair shall call a meeting of the Tenure Committee to initiate discussion of the request. After each member of the Tenure Committee critiques the portfolio and each performance criterion, the faculty member’s performance shall be reviewed, discussed, and evaluated by the Tenure Committee. This review shall be conducted in a manner that allows for input from non-tenured colleagues, students, and alumni, as well as administrative information from the department chair. In the course of the review, the faculty member shall have the opportunity to meet with the Tenure Committee. After completion of the review, a poll by secret ballot of the Tenure Committee will be taken to determine whether a recommendation for the granting of tenure will be made. A simple majority rule shall prevail. The Tenure Committee shall then send the portfolio, the Committee’s vote, and the recommendation to grant or to deny to the department chair. All ballots are to be retained by the chair of the Tenure Committee until a final decision is reached concerning the request.

Step 4 – By December 1:

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

**Step 5 – By January 1:**

The Dean shall review the department chair’s recommendation, and the Tenure Committee’s vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of tenure. The Dean will then forward a recommendation concerning the request and all documentation to the Vice President for Academic Affairs. The Dean will also provide a written statement of his/her action to the department chair, the Tenure Committee, and the faculty member.

**Step 6 – By February 1:**

The Vice President for Academic Affairs recommends granting or denying tenure and notifies the President and the faculty member in writing.

**Step 7 – By March 1:**

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

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

If the President disapproves the request for tenure, she/he shall notify the Vice President for Academic Affairs, the department chair, the Tenure Committee, and the faculty member. A decision by the President to disapprove a request for tenure shall be accompanied by reasons in writing. At each stage of the tenure process, previous recommendations and any rebuttals should be forwarded with other documents.

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

### 4.5.3 Concepts Regarding Tenure

1. The interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the departments, the academic Deans, the Vice President for Academic Affairs, and the President. The procedure for recommending tenure is designed to systematize as well as to encourage such cooperation and mutual confidence.

2. A maximum of sixty-five percent of the full-time faculty at the University may hold tenure at any one time. In the event the sixty-five percent limit is reached, there will be no additions to the tenured faculty at the University. However, the tenure process on campus will continue. Faculty members recommended for tenure will be placed in a priority-hold status by year, pending vacancies. As tenured positions become available, faculty members will be removed from tenure-hold according to the following criteria in decreasing order of importance: longest time on tenure-hold, longest service to the University, highest rank, longest tenure-eligible service.
3. The University acknowledges the following AAUP statement on tenure: “The heightened protection of the tenured faculty is not a privilege, but a responsibility earned by the demonstration of professional competence in an extended probationary period leading to a tenured position with its ‘rebuttable presumption of professional excellence’.” “Post-tenure Review: an AAUP Response”

4. Under exceptional circumstances, a new faculty member may be recommended for tenure by a department chair, an academic Dean, the Vice President for Academic Affairs, or the President without going through the normal process.

5. In the event that one of the deadlines in the tenure process falls on a weekend or holiday, the deadline becomes the next working date at the University.

6. After the tenure process is completed, the following action should be taken:
   a) The results of all balloting and recommendations from the Dean, department chair, and Vice President for Academic Affairs will be placed in the personnel file of the candidate.
   b) The portfolio and a copy of all recommendations will be returned to the candidate.

7. Once the tenure process had been initiated, it must be completed.

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

4.5.4 Causes for Dismissal or Suspension of Tenured Faculty

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

While extreme action will be required infrequently, the University must be prepared for such an eventuality, so that both the integrity of the University and the rights of the faculty member may be preserved. Toward this end, the faculty must be willing to recommend severe sanctions upon or dismissal of a colleague when necessary. By the same token, the President and the Board of Regents shall give all reasonable consideration to faculty recommendations.
Only the Board of Regents has the power to impose severe sanctions. The Regents shall exercise this power only in cases where it determines that there exists sufficient cause for such action.

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

a) Professional incompetence or dishonesty, including but not limited to, academic dishonesty, or misuse of University property or resources;

b) Substantial, manifest, or repeated failure to fulfill professional duties or responsibilities;

c) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, including but not limited to, deliberate and grave violations of the rights and freedoms of fellow faculty members, administrators, or students.

d) Serious violations of law which are admitted or proved before a competent court, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities;

e) Changes in the University's educational function through action of the Board of Regents and/or the State Regents for Higher Education, which result in the elimination of an academic unit. In such instances the University will make every reasonable effort to reassign affected faculty members to positions for which they are properly qualified before dismissal results from such elimination; *

f) Financial Exigency; *

g) Action(s) involving moral turpitude.

* Although not considered severe sanctions, (e) and (f) are proper reasons for dismissal of a faculty member who has tenure or whose tenure-track appointment has not expired.

Suspension of a faculty member or assignment to other duties in lieu of suspension is justified only if immediate harm to the faculty member or to others is threatened by that person's continued performance of regular duties. The faculty member may on request, and at the convenience of the department, be relieved of some professional duties if this is necessary to provide time for the preparation of a defense. Summary suspension does not remove from the University the obligation to provide due process within a reasonable period of time following action. (The University of Oklahoma Board of Regents' Policy Manual Section 2.3.4)

4.5.5 Suspension of a Tenured Faculty Member

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

4.5.6 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 University business days, the Vice President for Academic Affairs shall have a conference with the faculty member.

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

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

4.5.7 Disciplinary Action Other Than Dismissal or Suspension

Disciplinary action affecting the terms of employment taken by the University against a tenured faculty member must be based upon causes stated in this section. Disciplinary action shall begin with a conference between the tenured faculty member and the Department Chair. If as a result of the conference, the academic officer finds that disciplinary action is warranted, a written recommendation for action should be forwarded to the appropriate Dean. If, after review, the Dean decides not to proceed with further disciplinary action, both parties should be notified in writing. If the Dean determines that additional action is warranted, then a conference with the tenured faculty member should be arranged. The Dean may determine that no further action is necessary. If however, additional action is warranted, the faculty member and the Vice President for Academic Affairs shall be notified in writing within fourteen University business days. The Vice President for Academic Affairs should arrange for a conference with the faculty member. The Vice President may then determine that no additional action is necessary. However, the Vice President for Academic Affairs 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.

4.5.8 Dismissal of Tenured Faculty for Program Discontinuance or Financial Retrenchment

A faculty member with tenure whose position is terminated based on genuine financial
retrenchment, bona fide discontinuance of a program or department, or lack of need for the faculty member’s service, will be given five months written notice unless an emergency arises.

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

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

4.5.9 Appellate Committee on Dismissal or Suspension of Tenured Faculty Members

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

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

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

4.5.10 Appeal Procedures for Tenured Faculty

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

a) If the faculty member requests a hearing, the Appellate Committee on Dismissal or
Suspension of Tenured Faculty Members shall, with due diligence considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.

b) At hearings before the Appellate Committee on Dismissal or Suspension of Tenured Faculty Members, faculty members and the University shall be permitted academic advisors and/or counsel. A court reporter will be retained by the University to record the proceedings. Parties will pay the cost of a copy of the transcript. The hearing shall be conducted in a closed session.

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

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

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

f) The President shall notify the affected faculty member of his/her recommendation to the Board of Regents. The faculty member shall have the right to request that the Board of Regents review adverse findings and recommendations of the President. The request must be in writing and filed within fifteen days after the President mailed the notification to the faculty member and to the Board of Regents. If the affected faculty member does not timely request that the Board of Regents review the President’s findings and recommendations, the President’s determinations become final and binding.

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

h) Public statements and publicity about the case by the University will be avoided until the proceedings, including consideration by the Board of Regents, have been concluded.
4.6 POST-TENURE REVIEW POLICY

4.6.1 Purpose

Post-Tenure Review is a periodic peer-based evaluation of tenured faculty for the purpose of guiding career development and, when judged necessary, improving faculty performance. The Post-Tenure Review process is based on and extends the annual evaluation of faculty described in Section 4.2 through two processes: (1) a retrospective review of faculty performance in teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach, and non-teaching or administrative duties, if appropriate, over the five years preceding the review, and (2) a formative evaluation for future professional growth.

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

Post-Tenure Review is mandatory for all tenured faculty who are reviewed under Section 4.2 unless they have signed an agreement to retire within the two years following the year of the scheduled review or have entered into a formal phased retirement agreement with the University.

Bearing in mind the value and importance of academic freedom and procedural due process to the well-being and success of the academic community, the University acknowledges and supports in principle the policies and procedures set forth in the AAUP’s Standards for Good Practice in Post-Tenure Review. Post-Tenure Review is not a reevaluation of a faculty member’s tenure status, nor is it intended as means to effect programmatic change. The Post-Tenure Review process will be carried out in a manner that is consistent with the University’s policies on academic freedom and responsibility (Sections 5.1 and 5.3) and faculty evaluation (Section 4.2). Post-Tenure Review will be based on the criteria for annual evaluation established by the faculty of the department and approved by the administration.

4.6.2 Timing of Post-Tenure Review

1. Schedule

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

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

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

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

3. Early Review

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

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

b) A tenured faculty member may request an early review for the purpose of professional development. Such reviews are not subject to the mandatory professional development plan (Section 4.6.7).

4.6.3 Level of Review

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

4.6.4 Components of the Review

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

1. Annual evaluations and mini-vitae for the previous five years. The annual evaluations and the accompanying mini-vitae from the five years previous to the review will constitute the primary sources of information about the faculty member's performance. The Post-Tenure Review will take into account the numerical evaluations (on a scale of 1 – 5) for effective classroom teaching or librarianship; research and creative/scholarly activity; and professional and University service and public outreach; non-teaching or administrative duties if applicable; and the composite evaluation reflecting the relative weights of the four categories.

2. A self-appraisal by the faculty member being reviewed. A written statement prepared by the faculty member will constitute a central element of the Post-Tenure Review dossier. This statement is intended to serve two purposes: provide a formal opportunity for the faculty member to reflect on his/her professional career and contributions to the University; and serve as a source of information to Post-Tenure Review Committee to assist in helping the faculty member develop professionally. In this statement, the faculty member should describe his/her past contributions to the department(s) to which he/she is appointed and to the University, assess the current state and direction of his/her career, and discuss what he/she has planned professionally for the next five years. This self-appraisal should include an evaluation of his/her past performance in the areas of teaching or librarianship, research and creative/scholarly activity; and professional and University service and public outreach, and non-teaching or administrative duties, if applicable; a statement of professional goals for the next five years; and an explicit discussion of how achieving those goals will advance his/her professional career and contribute to achieving the goals of the department(s) to which he/she is appointed and the University as a whole. This document is not intended to be a contract but only a source of information to the Post-Tenure Review Committee to assist it in helping the faculty member to develop professionally.

3. The faculty member's current complete curriculum vitae.

4. Sabbatical leave reports. The report of activities and accomplishments of any sabbatical or other leaves that occurred during the interval being reviewed should also be included.

5. Post-Tenure Review Evaluations. A copy of the evaluations by the Post-Tenure Review Committee from the faculty member's previous Post-Tenure Review(s), if any.

6. Final Reports. A copy of previous professional development plans, if any.

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

4.6.5 Performance Expectations

Faculty members are expected to perform in all applicable categories of the annual
evaluation and achieve a composite evaluation of higher than 2 on a criterion-referenced scale of 1-5. The criteria should be specified in the approved evaluation criteria of the department(s) to which the faculty member is appointed. As required under Section 4.2, academic departments should communicate carefully and clearly to their faculty the specific criteria for evaluation that are used for the basis of the annual evaluation.

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

4.6.6 Feedback

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

4.6.7 Professional Development Plan

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

1. Process

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

By May 1 the faculty member shall meet with the Post-Tenure Review Committee to discuss the results of the review and identify areas that should be addressed in the Professional Development Plan.

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

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

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

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

2. **Content of the Plan**

The professional development plan shall include the following components:

a) Goals and expectations.

b) Proposed activities.

c) A time-line for the plan.

d) Resources that will be made available to the faculty member to assist with completion of the plan.

e) An explanation of the consequences of failure to attain the goals of the plan. (This provision is not applicable for a voluntary professional development plan.)

f) Signatures of the faculty member, the Post-Tenure Review Committee members, and the Dean, verifying an understanding of the plan.

3. **Monitoring, Follow-up, and Final Report**

Formal written evaluation of the faculty member’s progress towards meeting the goals of the professional development plan will take place as part of the annual evaluations of the faculty member following the implementation of the plan. Since less than a year will have elapsed between the implementation of the plan and the next annual faculty evaluation, that evaluation and the subsequent annual evaluation shall be used by the Post-Tenure Review Committee as opportunities to provide written feedback to the faculty member on his/her progress in meeting the goals of the plan. The final assessment of the faculty member’s progress in meeting the goals of the plan shall occur during the third annual faculty evaluation after implementation of the plan. Following this third annual evaluation, a written report will be issued by the Post-Tenure Review Committee to the faculty member, with copies to the Dean explaining the outcome of the plan.

Failure of the faculty member to meet the goals specified in the plan and to bring his/her performance up to the level expected may lead to the recommendation for dismissal of the tenured faculty member, as defined in Section 4.5.6. The results of the professional development plan, including, without limitation, the final report, shall be relevant evidence in such a proceeding. In the proceeding, the University retains the burden of persuasion to show cause, as defined by the Faculty Handbook, provided nothing in this policy shall be construed to limit or restrict the University’s authority to undertake the dismissal or suspension of a tenured faculty member as set forth in Sections 4.5.4 through 4.5.8.

Faculty Handbook : Faculty Policies
Alternative actions may be negotiated and implemented with approval of the Dean and the Vice President for Academic Affairs and may include, but are not limited to:

a) resignation
b) retirement.

4.6.8 Review of the Post-Tenure Review Policy and Procedures

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

4.7 NON-TENURED FACULTY

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

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

4.8 PROBATIONARY PERIODS

4.8.1 Notification of Employment

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

4.8.2 Commencement Date of Probationary Period

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

4.8.3 Term of Probationary Period for Professors

A new faculty member appointed at the rank of Professor may be given tenure from the date of appointment, or a probationary period may be set. Persons with three or more years of prior service may have a probationary period of no more than three years. The probationary period's length shall be set at the time of offer by the tenured members of the appointee's academic department, subject to agreement by the Dean, the Vice President for Academic Affairs, and the President. If a majority of the department's tenured faculty members do not favor tenure upon appointment, the determination of tenure shall be made in the regular fashion, as specified in Section 4.8.2.

4.8.4 Term of Probationary Period for Assistant and Associate Professors

For a faculty member who is eligible for tenure and whose initial appointment is at the rank of Assistant Professor or Associate Professor, the probationary period shall be six academic years or 12 regular semesters, except in cases noted below in Section 4.8.5. Included in the probationary period may be prior full-time service (up to a maximum of three years) in professorial ranks at other institutions of higher education, or prior regular full-time service (up to a maximum of three years) that the appointee may have performed in the past at the University in the rank of Instructor or above subject to approval by the President after consideration of the recommendations of the appropriate department chair and Dean. Prior full-time service as Instructor or in a comparable non-professorial rank at other institutions of higher education and prior full-time service on temporary appointments at the University may also be included as part of the probationary period if this arrangement is agreed upon in writing at the time of the first regular appointment. The parties to such an agreement are the appointee, the academic department chair, the Dean, and the Vice President for Academic Affairs.

4.8.5 Probationary Period Adjustment

In certain unusual cases, tenure may be awarded to faculty members of extraordinarily high merit prior to the end of the sixth probationary year. Any academic department's recommendation to award tenure before the end of the usual probationary period should be accompanied by an accounting of compelling reasons for this action. (Early tenure is not to be an expected reward for outstanding performance. There must be other "compelling reasons" for any exception to the normal probationary period, and any department considering such a recommendation should confer with the Dean prior to proceeding with the tenure consideration. Early tenure cannot be initiated without prior written approval of the Vice President for Academic Affairs and the President.) If the University's decision at that time is not to confer tenure, however, the faculty member in question may, subject to continuation or renewal of contract, continue to serve in the probationary period and be considered for tenure again without prejudice.

4.8.6 Converting from Part-Time to Full-Time Service

Whenever an untenured part-time faculty member converts from part-time to full-time service, with the rank of Assistant Professor or above, specific written understanding must be approved by the Vice President for Academic Affairs as to if and how the period of part-time service will be counted toward satisfying the probationary period for tenure.
4.8.7 Family Medical Leave During Probationary Period

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

4.8.8 Annual Performance Evaluation During Probationary Period

During the probationary period, a faculty member will be provided by the chair of the academic department with an annual, written evaluation of performance. Such annual evaluation shall be provided prior to the applicable notification deadline for reappointment, with a copy sent to the Dean and the Vice President for Academic Affairs (See Section 4.2).

4.8.9 Notification of Denial of Tenure

A faculty member at any rank who is denied tenure may be retained on the faculty until the end of the academic year following that in which there was notification of the denial, unless there are reasons (under Section 4.5.4) to the contrary.

4.8.10 Starting Date for Tenured Appointments

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

4.9 FACULTY LOAD

University faculty may have responsibilities in four areas:

a. Teaching;
b. Research and creative/scholarly activity,
c. Professional and University service and public outreach,
d. Non-teaching or administrative duties.

The scope and variety of service and non-teaching or administrative assignments will depend upon the needs of the departments, the schools, and the University at large.

Faculty load assignments will be monitored each semester by the department chair and reviewed and approved by the Dean.

4.9.1 Teaching/Librarianship

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

4.9.2 Research and Creative/Scholarly Activity

Individual faculty research and creative/scholarly activities are defined by the professional interests of the faculty member. While the scope and nature of faculty research and creative/scholarly activity will vary among departments, University faculty shall be involved in scholarly activities, individually or collaboratively, which advance the state of knowledge
or performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge in creative ways are valued.

4.9.3 Professional and University Service, and Public Outreach

1. Student Advisement

Academic advisement is a very important service responsibility for faculty. Advisors are expected to assist students with enrollment, to counsel them about career options, to provide them information about deadlines and checkpoints, and to monitor their progress through programs. The department chair selects faculty to serve as advisors. A recommended maximum advisement load is approximately forty students.

2. Committees and Advisory Service

University service activities include sponsorship of student organizations, membership on ad-hoc and standing committees, consultation to other areas of the University, and participation in activities that advance the academic programs of the University.

3. Professional Activities

Membership in selected professional organizations appropriate to a faculty member’s assignment is a basic responsibility. Involvement in professional organizations at local, state, regional, and nationwide levels consists of attending meetings, holding offices, and serving on committees.

4. Public Outreach

Service at large occurs when a faculty member contributes professional expertise pro bono to the activities of governmental, public schools, or other public and service agencies. The contribution may be in, but is not limited to, the following roles: consultant, program participant, member of a board or task force, or advisor.

4.9.4 Performance of Non-teaching or Administrative Duties

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

4.10 PERSONNEL RECORDS

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

1. Vita providing information relating to the faculty member's academic and professional credentials and accomplishments. It is the responsibility of the faculty member to insure that accurate and official documents are provided for the file.

2. Personnel information including a Statement of Appointment Status that is updated by the Dean following any change of appointment status and which must be signed by the faculty member to verify that the faculty member has been officially notified of the change.

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

4.10.2 Academic Dean's Office

1. Detailed evidence of academic and professional credentials will be maintained in the appropriate school’s Academic Dean’s office.

2. Summary copies of ratings and evaluations of the faculty member made by students and/or supervisors and the formal recommendations made by committees to the department chair or higher authorities concerning any personnel action. Copies will be maintained of all non-reappointment notices, reappointment notices, promotion actions, and tenure actions.

4.10.3 Access to Personnel Files

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

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

4.11 DETERMINATION OF SALARIES

4.11.1 Faculty Salary

1. Initial Salary

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

a) Professional Accomplishments

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

b) Salary Increase on Promotion

A promotion in rank may be accompanied by a salary increase of a fixed amount. The amount, determined by the administration and subject to the approval of the Board of Regents, is to be reviewed periodically and changed if conditions warrant. If because of financial constraints the University is unable to grant the salary increase at the time a faculty member is promoted in rank, the individual's salary shall be increased as soon as is feasible.

c) Salary Increase on Receipt of Doctorate

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

4.11.2 Department Chair and Dean Salary

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

4.12 SEVERANCE

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

1. Resignation

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

2. **Dismissal**

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

a) Financial exigency,

b) Discontinuance of, or a change in, the educational program or department, or

c) Reasonable cause as defined for tenured faculty members in Section 4.5.4.

3. **Financial Exigency**

Termination of a faculty member for financial exigency shall occur only when the University is in a state of financial crisis brought about by an Education and General part 1 budget allocation to the University that would (1) necessitate the elimination or reduction of existing instructional programs; (2) necessitate the termination of employment or reduction in compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or (3) seriously erode the quality of any existing program. Any termination of employment as a result of financial exigency shall adhere to the provisions of Section 4.12.4.

4. **Discontinuance of or a Change in the Educational Program or Department**

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

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

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

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

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

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

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

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

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

In the absence of unusual circumstances, in any case of termination of tenured faculty because of a discontinuance of or change in an educational program or department, the position of the terminated faculty member may not be filled for a period of two years unless and until the released faculty member has been offered reinstatement and a reasonable period of time (usually 30 days) to accept it. (See Section 4.5.8.)
SECTION 5

FACULTY RIGHTS AND RESPONSIBILITIES

5.1 PROFESSIONAL ETHICS

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

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

The Statement

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination
of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

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

5.2 POLICIES CONCERNING DISCRIMINATION

1. It is the policy of Cameron University not to discriminate on the basis of race, age, gender, national origin, disability, political beliefs, or religious affiliation.

2. It is the policy of Cameron University that all employees be allowed to work in an environment free from sexual harassment. Deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature that are unwelcome are sexual harassment and violate the conduct required of a University employee. Cameron University employees have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct in employment relations.

5.3 TEACHING RESPONSIBILITIES

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

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

5.4 ADVISEMENT

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

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

5.6 ASSIGNMENT POLICY

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

1. A full-time faculty member should generally carry a teaching load of twelve hours per semester.

2. A graduate faculty member teaching only graduate courses shall have the teaching load computed at a ratio of three graduate hours to four undergraduate hours for a total load of twelve hours per semester.

3. Mixed graduate and undergraduate teaching loads shall be computed at a ratio of three graduate hours to four undergraduate hours.

4. Faculty members teaching twelve or more undergraduate hours may be allowed to teach one overload class per semester.

5. Faculty members may accept one additional overload assignment per year provided that the assignment is for either research and creative/scholarly activity; and professional and University service and public outreach. Off-campus Educational Outreach courses may be considered service assignments when taught as overload assignments.

6. Department chairs will be allowed to teach one overload class per year with the permission of the appropriate Dean. Department chairs are allowed to accept one additional overload assignment per year for research and creative/scholarly activity; and professional and University service and public outreach.

5.7 APPOINTMENTS AND SALARIES

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

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

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

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

3. **Summer Term.** Regular teaching faculty appointments for the summer term shall be for a period of service not exceeding nine weeks. Faculty service shall commence no more than two working days before the first day of summer classes and end no later than two working days following the last day of classes. (See also Section 4.1.6.)

Compensation for a regular faculty member in the summer term shall be at the rate of two-tenths (2/10) of the annual salary (seven hours or more). Fractional compensation will be paid for part-time summer service.

4. **Overload Compensation.** Faculty shall be paid overload compensation for teaching assignments over twelve hours per semester at a predetermined rate.

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

5.8 **PROFESSIONAL DEVELOPMENT**

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

1. Scholarship (as defined in Section 5.9).
2. Attendance and/or participation at professional meetings.
3. Activities designed to improve professional competence.
4. Participation in seminars and similar activities.
5. Participation in Cameron University in-service development sessions.
Time for these activities is provided by the University to enable faculty members to discharge their other responsibilities.

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

6. **Sabbatical Leave**

   a. **Purpose**

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

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

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

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

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

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

   Adherence to the plan submitted by the faculty member is expected. Within two months of returning from leave, the faculty member shall submit to the Vice President for Academic Affairs, through the department chair and the Dean, a report of activities undertaken, which will be used in evaluating future applications for sabbatical leaves.

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

1) To qualify for a full sabbatical leave, a faculty member must have been employed at Cameron University as a full-time faculty member for twelve regular academic semesters.

2) To qualify for a proportional sabbatical leave with proportional remuneration, a faculty member must have been employed at Cameron University as a full-time faculty member for at least four regular academic semesters.

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

c. Full Sabbatical Leave Plans

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

1) Two regular academic semesters at one-half salary.

2) One regular academic semester at full salary.

3) A summer academic session at 15 percent of the previous academic year's salary.

d. Salary

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

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

2) Merit raises may be considered in determining these salaries.

e. Obligations

1) Sabbatical leave obligates the recipient to follow a program consistent with the purposes and conditions for which the sabbatical leave is granted.

2) Acceptance of a sabbatical leave from Cameron University by a faculty member entails an obligation by the faculty member to serve the University for at least four regular academic semesters following the completion of the sabbatical leave. If the faculty member fails to fulfill this obligation, he/she
must repay the University the proportionate fraction of salary and benefits received while on sabbatical leave. This is a legally enforceable obligation.

3) Application for a sabbatical leave must be initiated by the faculty member. Approval requires a positive recommendation by the department chair, the Dean, the Vice President for Academic Affairs, and the President and authorization by the Board of Regents. An application consists of (1) a statement of purposes, (2) a program of activities including a schedule when appropriate, and (3) any documentation deemed necessary by the University to establish the feasibility of the program of activities.

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

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

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

8. Other Leaves With Pay

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

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

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

b. Emergency Leave. A paid leave of up to four consecutive working days for personal emergencies may be granted by a faculty member's supervisor with the concurrence of the Dean and the Vice President for Academic Affairs.

c. Military Leave. Cameron University supports the reserve components of the national defense agencies and the men and women who serve in them. To this end, Cameron University employees who are members of the National Guard or military
reserve shall be granted up to twenty calendar days of military leave for active service during any military fiscal year with pay and without any loss of status or efficiency rating. Cameron shall comply with all state and federal law regarding military leave and pay.

d. **Sick Leave.** The faculty and administration of Cameron University are committed to providing quality educational experiences to the students who attend the University. The University pledges to provide competent and motivated faculty to guide and instruct each course. From time to time, faculty members will be unable to attend class due to personal illness. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, Cameron University has instituted a flexible sick leave policy which incorporates the following guidelines:

1) Full-time faculty shall accrue sick leave at the rate of one and one-half days per month during any employment period until a maximum of one hundred eighty days shall have been accrued.

2) During illnesses of short duration, generally not exceeding two consecutively scheduled class meetings, classes of the affected faculty member may be dismissed.

3) During illnesses of longer duration, but those that still are temporary in nature, the teaching and other essential duties of a faculty member may be performed by his/her qualified colleagues who agree to do so, with no reduction in pay for the ill faculty member and no increase in compensation for those who assume additional duties. This situation shall continue until the department chair or substituting faculty shall conclude it is no longer appropriate.

4) If the illness is projected to be of such duration as to require the designation of another person or persons to perform the teaching or other essential duties of a faculty member, the department chair shall formulate and present to the Dean a recommendation for assignment of such duties to existing faculty as overload, or the appointment of adjunct faculty to perform them. The Dean shall consider the recommendation and forward it with any supplemental or contrary recommendation to the Vice President for Academic Affairs, who shall make a final judgment on the matter. During such period, sick leave shall be charged to the ill faculty member and overload or adjunct compensation shall be paid to the substituting faculty according to the approved plan.

5) Sick leave benefits shall be paid at the faculty member's current rate of pay and shall be administered in a non-discriminatory manner. While a maximum of one hundred eighty days may be accrued and available for use, a lesser amount may be used if the faculty member qualifies for long-term disability. Medical certificates may be required from the faculty member in connection with this sick leave policy. Any reciprocity among state institutions required by Oklahoma law shall be allowed.

e. **Special Leave.** Any faculty member who is called to serve as a juror or who is subpoenaed as a witness in a proceeding in which he/she is not a party shall be granted leave with pay to attend such proceedings. Any fee paid by the court in
connection with the appearance may be retained by the employee. This provision shall not apply to faculty members who are parties to litigation, unless as a result of their employment. This provision shall not apply to faculty who are testifying as expert witnesses. In such instances, faculty are required to take paid leave or, with the approval of the President, leave without pay.

9. **Other Leaves**

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

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

**5.9 SUPPORT FOR SCHOLARSHIP AND INSTRUCTIONAL INNOVATION**

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

1. The Cameron Research and Innovative Instructional Grant Fund; supports research and creative/scholarly activities consistent with the University's mission.

a. Cameron Research funding supports projects undertaken by faculty, staff, and faculty-sponsored students to enhance the acquisition of knowledge through research (scholarship of discovery), synthesis (scholarship of integration), practice (scholarship of application), or the analysis of pedagogy (scholarship of teaching). Proposals requesting support for no more than $250 are reviewed by the Dean of Graduate Studies and approved by the Vice President for Academic Affairs. A recommendation from the Research Committee is also required for consideration of grant requests in larger amounts.

Primary consideration will be given to those projects in an academic discipline or program or in conjunction with institutional research and development. Normal academic requirements for a course or a degree will not be funded. Ordinarily, funds will not be approved for travel to professional meetings or to support typing research papers.
b. Innovative Instructional Grants funding supports efforts by faculty members to improve classroom and laboratory instruction and instructional support services. Proposals requesting support for no more than $250 are approved by the Vice President for Academic Affairs. A recommendation from the Teaching and Learning Committee is also required for consideration of grant requests in larger amounts.

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

2. A faculty member may request release time from his/her regular teaching load in relation to a proposed research project. Requests for release time must be approved by the faculty member’s department chair.

5.10 CONFLICTS OF INTEREST POLICY

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

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

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

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

1. Statement of Rules

   a. Conflicts of Interest.

      There are six general areas of concern, which are set forth below.
1) **Seeking or Accepting Gifts.** No individual shall seek or accept anything of value from others given for the purpose of influencing him or her in the discharge of official duties. Except as provided below, no individual shall accept anything of value from a vendor or contracting party with the University.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6) Participation in Hearing Panels. No member of a University hearing or appeals panel, or other committee, council, or the Board of Regents when engaged in judicial proceedings shall participate in the hearing when the panel member has a close professional or personal relationship with any of the principal parties in the matter or with their counsel/representatives. For instance, faculty and staff shall not participate as panel members when the appellant or respondent is a member of their own department or unit or has been a close collaborator, except in the case of appeals panels internal to some units where their rules specifically permit such participation.

b. Political Activities. All citizens of this country have guaranteed rights as individuals to participate in civic affairs. The key phrase is "as individuals." No individual may engage in political activities with the use of state funds, personnel, or property. The provisions of the Board of Regents policies concerning political activities of faculty and employees govern such activities.

2. Policy Administration

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

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

3. Conclusion

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

5.11 NEPOTISM

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

Therefore, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding employment, promotions, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the Vice President for Academic Affairs, or the appropriate Vice President, and approved by the President and Board of Regents. In recommending the waiver, the Vice President for Academic Affairs or the appropriate Vice President must make a written statement of the facts that have led him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the Vice President for Academic Affairs or the appropriate Vice President must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless it has been approved by the applicable Vice President for Academic Affairs or appropriate Vice President and the President.

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

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

5.12 FACULTY SUGGESTIONS FOR HANDBOOK AMENDMENTS

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

1. An amendment to this Handbook may be proposed by written petition of 25 percent of the entire voting membership of the Faculty Senate.
2. Any amendment proposed must be distributed in writing, together with its proposed date of implementation, to all members of the faculty at least ten days prior to its first consideration and discussion at a Faculty Senate meeting.

3. Once a proposed amendment has been presented to the Faculty Senate, it will be discussed at a duly authorized meeting, either regular or special, and may not come up for a vote of approval or rejection by the Senate until a second meeting held not less than twenty nor more than thirty days after the meeting at which it was considered and discussed.

4. When approved by a two-thirds vote of the voting membership present and voting at a duly constituted regular or special meeting of the Faculty Senate, and a two-thirds vote of those faculty members voting in a faculty election, the proposed amendment shall be forwarded for consideration to the University President. If the proposed amendment is to be a Board of Regent’s policy, the President shall forward it, upon approval, to the Board of Regents for action.
APPENDIX A

DETERMINATION OF APPROPRIATE ACADEMIC CREDENTIALS

A.1 DOCTORATE, TERMINAL, OR PROFESSIONAL DEGREE

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

A.1.1 Doctor of Philosophy

A.1.2 Doctor of Education

A.1.3 Doctor of Musical Arts

A.1.4 Doctor of Business Administration

A.1.5 Doctor of Pharmacy

A.1.6 Juris Doctorate

A.1.7 Doctor of Medicine

A.1.8 Doctor of Veterinary Medicine

A.1.9 Doctor of Nursing

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

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

A.2 ACCEPTABLE ACADEMIC CREDENTIALS IN ISOLATED, SPECIAL CASES

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

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

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

A.2.2 Professional Recognition includes, but is not limited to, publications in recognized professional journals; leadership in learned, scholarly, or professional organizations;
successful experience and regional or national acclaim in technical, managerial, or entrepreneurial circles; recognition in basic and/or applied research; or other extraordinary accomplishments and/or credentials.

A.2.3 Professional Certification must be through a recognized regional or national standard examination or program. Professional certification must include “professional recognition” as described in Section A.2.2 above. Examples of professional certification include, but are not limited to: certified public accountant, certified life underwriter, registered physical therapist, registered nurse, registered dietician, or similar certification of specialized competence.

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

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

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

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

A.4 SUBSTANTIAL PROGRESS

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

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

A.5 DEFINITION OF RESEARCH AND SCHOLARSHIP

Research is generally defined as a systematic search for knowledge through active inquiries or investigations carried out by an individual or group that generates new products, knowledge, concepts, skills, methods, or artistic accomplishments. More specific criteria may be determined within each department. For purposes of evaluation of faculty performance, research is equated to other activities comprising the broader category called “scholarship.” (See Section 5.9.)
APPENDIX B

B.1 CRITERIA FOR PROMOTION

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

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

B.1.1 For Promotion to Assistant Professor

1. Academic Credentials

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

2. Length of Service

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

3. Teaching Effectiveness

See Section 4.2.6.1 for teaching effectiveness criteria

4. Scholarly or Professional Activities

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

- Adequate grasp of one's area of specialization;
- Continuing efforts to remain abreast of developments in the area of specialization;
- Application of current scholarship to teaching;
- Membership in appropriate professional organizations; and
e) Other efforts to continue academic growth.

5. Departmental Service

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

a) Service on departmental committees;

b) Performance of departmental and/or instructional program administrative duties; and

c) Development of the departmental or instructional program curriculum and/or courses.

6. University Service

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

a) Participation in committees or organizations within the governance structure;

b) Service on ad hoc or advisory University bodies outside the governance structure;

c) Performance of special administration functions;

d) Participation in program and/or curriculum development; and

e) Service as a representative of the University and external organizations.

7. Community Service

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

a) Serving in the faculty member's area of expertise as a consultant, resource person, or researcher;

b) Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to University functions; and

c) Serving as the University's designated representative at appropriate community functions.

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1 Activities in these categories may be considered but are not mandatory.
2 Ibid.
B.1.2 For Promotion to Associate Professor

1. Academic Credentials

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

2. Length of Service

See Section 4.3.3.1. Promotion may be recommended with a shorter length of service than described above by the department/school personnel committee and/or Department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

3. Teaching Effectiveness

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

4. Scholarly or Professional Activities

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

1) Publication of books, articles, chapters, essays, reviews, or other scholarly efforts;

2) Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums;

3) Participation in academic conferences, meetings, institutes, or other activities;

4) Service on statewide committees;

5) Consultation with individuals, groups, or organizations utilizing the faculty member's professional expertise; and

6) Innovative applications of technology in support of teaching or research.

5. Departmental Service

The types of service listed in the criteria for Assistant Professor shall be considered. The faculty member shall have served in a leadership capacity in appropriate departmental activities and have, when possible, assumed leadership in the design, development, or implementation of new techniques, strategies, courses, academic programs, degrees, or other academic endeavors.
6. **University Service**

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

7. **Student Service**

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

a) Participation in department or University recruitment activities;

b) Sponsorship or directorship of student professional organizations;

c) Sponsorship of student clubs and social organizations; and

d) Supervision of other organized student activities.

8. **Community Service**

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

B.1.3 **For Promotion to Professor**

1. **Academic Credentials**

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

2. **Length of Service**

See Section 4.3.3.1. Promotion may be recommended with shorter length of service by the department/school personnel committee and/or department chair. Rapid promotion is based upon extraordinary qualifications of the faculty member.

3. **Teaching Effectiveness**

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

4. **Scholarly or Professional Activities**

a) Evidence of research or appropriate scholarly pursuits shall be documented.

b) The criteria listed in the sections on Associate Professor shall have been met.

c) In addition, the following should be considered:

1) Receipt of awards, grants, or fellowships;
2) Appointment or election to positions of leadership within state, regional, or national professional organizations; and

3) Other types of recognition within the faculty member's area of specialization.

5. Departmental Service

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

6. University Service

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

7. Student Service

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

8. Community Service

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

B.1.4 For Promotion to Librarian/Assistant Professor

1. Academic Credentials

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

2. Length of Service

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

3. Effectiveness in Duties and Responsibilities

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

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

a) Knowledge of the academic library's function and responsibilities;

b) Command of duties and responsibilities as specified in assigned job description;

c) Ability to organize and administer duties and responsibilities clearly, logically, and imaginatively;
d) Ability to positively stimulate colleagues and promote harmonious working conditions; and

e) Engagement in scholarly activity.

4. Professional Activities

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

a) Membership in professional organizations; attendance at professional meetings, conventions, conferences, workshops, or institutes; and active participation therein;

b) Publishing in or editing professional journals or other publications;

c) Continuing efforts to remain abreast of developments in the areas of specialization; and

d) Service on local, state, national, or international commissions, advisory boards, or agencies utilizing professional expertise.

5. University Service

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

a) Participation in committees or organizations within the University;

b) Service on ad hoc or advisory University bodies outside the governance structure;

c) Performance of special administrative functions; and

d) Service as a representative of the University to external organizations.

6. Other Types of Service

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

B.1.5 For Promotion to Librarian/Associate Professor

1. Academic Credentials

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

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

3. Effectiveness in Duties and Responsibilities

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

4. Scholarly or Professional Activities

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

a) Publication of books, chapters, essays, or other scholarly efforts and/or;

b) Presentation of original productions or creative works before either scholarly audiences or other appropriate forums and/or;

c) Leadership in library conferences, meetings, institutes, or other professional activities.

5. University Services

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

6. Other Types of Service

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

B.1.6 For Promotion to Librarian/Professor

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

1. Academic Credentials

To be considered for promotion to Librarian/Professor, an earned doctorate in an appropriate discipline is necessary.
2. **Length of Service**

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

3. **Effectiveness in Duties and Responsibilities**

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

4. **Professional Activities**

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

a) Receipt of awards, grants, or fellowships; and

b) Appointments or elected positions of leadership within state, regional, or national library organizations.

5. **University Service**

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

6. **Other Types of Service**

Contributions by librarians in the areas of departmental service, community service, and student service shall also be considered.
### Faculty Member Evaluation Form:

**Faculty Member’s Name:**

**Instructions:** The Chair will assign a value of 1 through 5 for each applicable area in each category. Faculty members will be evaluated for the appropriate rank or for promotion to a new rank. The evaluation form will automatically total the number of areas evaluated and calculate the average score for each category.

**Merit Points**

- **OUTSTANDING:** Consistently surpasses requirements. Reflects clearly exceptional performance.
- **VERY GOOD:** Reflects substantially superior performance in meeting stated expectations; contributes significantly toward success of department and University.
- **SATISFACTORY:** Fully meets standard performance requirements for this position.
- **MARGINAL:** Performance is below standard position requirements; improvement is expected.
- **UNSATISFACTORY:** Performance shows significant limitation.

If the individual is to continue in the position, they must improve significantly.

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#### CATEGORY 1. EFFECTIVE CLASSROOM TEACHING (Section 4.2.6.1)

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<thead>
<tr>
<th>Item</th>
<th>Rating</th>
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<tbody>
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<td>Mastery of one’s subject</td>
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<tr>
<td>Ability to develop and utilize effective teaching methods and strategies</td>
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<tr>
<td>Ability to organize subject matter to present it clearly, logically, imaginatively</td>
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<tr>
<td>Effective assessment of instruction and revision as necessary</td>
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</tr>
<tr>
<td>Integrity, fairness, and objectivity in grading or otherwise evaluating students</td>
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</tr>
<tr>
<td>Recognition by other faculty and students as superior teacher</td>
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<tr>
<td>Made outstanding contributions to instructional programs, curriculum and/or methodologies</td>
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<td>Other measurement 1.1:</td>
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<td>Other measurement 1.2:</td>
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**Number of Areas Evaluated Category 1:**

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**Average of Evaluation for Category 1:**

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#### CATEGORY 2. RESEARCH AND CREATIVE/SCHOLARLY ACTIVITIES (Section 4.2.6.1)

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<td>Application of recent scholarship to teaching</td>
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<tr>
<td>Publication of books, articles, chapters, essays, reviews, or other scholarly efforts</td>
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<tr>
<td>Presentation or publication of original productions or creative works before either scholarly audiences or other appropriate forums</td>
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<td>Participation in academic conferences, meetings, institutes, or other activities</td>
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<td>Consultation with individuals, groups, or organizations utilizing the faculty member’s professional expertise</td>
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<td>Innovative applications of technology in support of teaching or research</td>
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**Number of Areas Evaluated Category 2:**

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**Average of Evaluation for Category 2:**

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### Category 3. Professional and University Service and Public Outreach (Section 4.2.6.3)

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<td>Service on departmental committees</td>
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<td>Performing departmental and/or instructional program administrative duties</td>
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<tr>
<td>Developing the departmental or instructional program curriculum and/or courses</td>
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<tr>
<td>Service in leadership capacity in appropriate departmental activities</td>
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</tr>
<tr>
<td>When possible, assumed leadership in the design, development or implementation of new techniques, strategies, courses, academic programs, degrees, or other academic endeavors</td>
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<table>
<thead>
<tr>
<th>University:</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Participation in committees or organizations within the governance structure</td>
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<tr>
<td>Service on ad hoc or advisory University bodies outside the governance structure</td>
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<tr>
<td>Performance of special administration functions</td>
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<tr>
<td>Participation in program and/or curriculum development</td>
<td></td>
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<tr>
<td>Service as a representative of Cameron University to external organizations</td>
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<tr>
<td>Assumed positions of leadership in the performance of such service</td>
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<table>
<thead>
<tr>
<th>Profession and Public Outreach:</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Service in the faculty member’s area of expertise as a consultant, a resource person, or a researcher</td>
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<tr>
<td>Giving lectures, serving on panels, performing in creative activities, or otherwise participating in community activities directly related to University functions</td>
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<tr>
<td>Membership in appropriate professional organizations</td>
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<tr>
<td>Serving as the University’s designated representative at appropriate community functions</td>
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<tr>
<td>Service on statewide committees</td>
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<th>Student:</th>
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<tr>
<td>Participation in department or University recruitment activities</td>
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<tr>
<td>Sponsorship or directorship of student professional organizations</td>
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<tr>
<td>Sponsorship of student clubs and social organizations</td>
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<tr>
<td>Supervision of other organized student activities</td>
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<tr>
<td>Other measurement 3.1:</td>
<td></td>
</tr>
<tr>
<td>Other measurement 3.2:</td>
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</table>

**Number of Areas Evaluated Category 3:** 0

**Average of Evaluation for Category 3:** 0.0%
### Cameron University
Faculty Member Evaluation Form:

### CATEGORY 4. PERFORMANCE OF NON-TEACHING OR ADMINISTRATIVE DUTIES (IF APPLICABLE) (Section 4.2.6.4)

<table>
<thead>
<tr>
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<th>Rating</th>
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<tbody>
<tr>
<td>Leads an educational study tour</td>
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<tr>
<td>Manages a research project</td>
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<tr>
<td>Directs a workshop or conference</td>
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<tr>
<td>Directs or coordinates an academic program or administrative office</td>
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<tr>
<td>Heads an academic department</td>
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<tr>
<td>Other measurement 4.1:</td>
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<tr>
<td>Other measurement 4.2:</td>
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**Number of Areas Evaluated Category 4:** 0

**Average of Evaluation for Category 4:** 0.0%

### Average Evaluation for Category 1: EFFECTIVE CLASSROOM TEACHING

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### Average Evaluation for Category 2: SCHOLARSHIP/RESEARCH ACTIVITIES

<table>
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### Average Evaluation for Category 3: CONTRIBUTIONS TO THE INSTITUTION AND TO THE PROFESSION

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### Average Evaluation for Category 4: PERFORMANCE OF NON-TEACHING/ADMINISTRATIVE DUTIES/ASSIGNMENTS (IF APPLICABLE)

<table>
<thead>
<tr>
<th>Percentage</th>
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</tr>
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<tbody>
<tr>
<td>0.0%</td>
<td>0</td>
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</tbody>
</table>

**Number of Categories Evaluated:** 0

**Total Average Score:** 0.0%

---

**Department Chair’s Comments:**

Signature:

**Faculty Member’s Comments:**

Signature:

**Dean’s Comments:**

Signature:
APPENDIX D

SCHOOL OF GRADUATE STUDIES

D.1 GRADUATE FACULTY REQUIREMENTS

D.1.1 Faculty must meet three criteria in order to be appointed and retained as permanent graduate faculty members. They must have:

a. An earned doctorate or other appropriate terminal or professional degree from a college or university accredited by a regional accrediting agency;

b. An appointment at the rank of Assistant Professor or above; and

c. Conducted specific forms of scholarly activities in the past five years.

In fulfillment of this final standard, faculty must have:

1) Published a book, chapter, essay in a book, or monograph;

2) Published or have article(s) accepted for publication in juried (refereed) journals;

3) Presented one or more papers at juried professional conferences or meetings;

4) Reviewed manuscripts or books at the request of journal editors or publishers;

5) Obtained one or more grants from external agencies;

6) Participated in performing arts or fine arts activities that have been approved under the auspices of peer review;

7) Designed curriculum;

8) Designed a development project or instructional development project that has been subjected to public or peer review; or

9) Demonstrated scholarship throughout their careers and involvement in current scholarship activities relevant to their disciplines.

D.1.2 Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area that qualifies them to teach a graduate-level course, which expertise shall be defined by graduate faculty at the department or school level.

D.2 GRADUATE FACULTY SELECTION

Appointments to the Graduate Faculty are approved by the Vice President for Academic Affairs following favorable recommendation of the appropriate department chair, Dean, and the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary members are approved by the Vice President for Academic Affairs following favorable recommendation by the appropriate department chair and Dean.
D.3 RESPONSIBILITIES OF GRADUATE FACULTY

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

a. teach graduate courses;
b. advise graduate students;
c. supervise graduate research;
d. serve on a thesis committee and serve as a thesis director;
e. be elected to and vote for members of the Graduate Council;
f. participate in University, school, and department graduate governance; and
g. serve on graduate advisory committees in the school.

D.3.2 A temporary member of the Graduate Faculty shall be eligible to teach graduate courses subject to the recommendation of the department chair and Dean.

D.4 DUTIES OF THE DEAN OF THE SCHOOL OF GRADUATE STUDIES

D.4.1 Among the duties of the Dean of Graduate Studies shall be

a. coordinating graduate programs among the respective schools;
b. serving as the presiding officer of the University-wide graduate faculty and the Graduate Council;
c. serving as the administrative and communications officer among the Administration, the Graduate Faculty, and the Graduate Council;
d. working with the academic schools and departments and the Graduate Council in planning new graduate programs and courses, in recommending changes in existing programs and courses, and in preparing schedules of graduate offerings;
e. making decisions regarding admission to, retention in, and completion of the requirements of graduate study and recommending the conference of graduate degrees;
f. having principal responsibility for collecting and maintaining appropriate records;
g. supervising the preparation, submission, and expenditure of the school budget;
h. supervising the school's inventory and managing its facilities, equipment, and personnel;
i. administering University policies, procedures, and regulations regarding graduate programs, courses, and degrees; and
j. fulfilling other responsibilities as assigned by the Vice President for Academic Affairs.
D.5 Each school offering a graduate program shall have a member of the Graduate Faculty serving as the Graduate Coordinator. The Dean of the school recommends an appointment to the position of Graduate Coordinator to the Vice President for Academic Affairs. The appointment must be subsequently approved by the President.

D.5.1 Among the duties of the Graduate Coordinator shall be:

a. serving as the administrative and communications officer among the Administration, the Graduate Council, the Graduate Faculty in the school, the appropriate Dean(s) and department chair(s), and graduate students enrolled in graduate programs offered by the school;

b. working with the appropriate academic departments, the Dean(s), the department chair(s), the Graduate Faculty, and the Graduate Council in planning new graduate programs and courses to be proposed by the school, in evaluating and recommending changes in existing programs or courses, and in preparing schedules of graduate courses;

c. making recommendations regarding admission to, retention in, admission to candidacy in, and completion of requirements of graduate degrees offered by the school;

d. having responsibility for collecting and maintaining records regarding students enrolled in graduate programs offered by the school;

e. making recommendations to appropriate administrators regarding budgetary matters of the graduate program;

f. serving as, or designating another graduate faculty member from the school to serve as, the academic advisor for graduate students enrolled in graduate programs offered by the school (In this capacity, the Graduate Coordinator or the designated substitute shall approve a graduate student's plan of study and course schedules.);

g. recommending to the Dean and the department chair that such committees be created as shall be deemed necessary and desirable to provide appropriate counsel regarding the graduate program; and

h. fulfilling other responsibilities as assigned by the Dean of the appropriate school.

D.6 GRADUATE COUNCIL

The Graduate Council shall be the body that makes recommendations concerning policies, procedures, and regulations within the University on all matters pertaining to graduate studies.

D.6.1 The Graduate Council shall:

a. formulate and forward to the Dean of Graduate Studies recommendations regarding aims, objectives, plans, policies, procedures, and regulations relative to the University's graduate programs;
b. recommend to the Dean of Graduate Studies policies, procedures, and standards governing development, evaluation, and modification in graduate curricula, including the addition or deletion of courses and programs;

c. formulate and forward to the Dean of Graduate Studies recommendations regarding policies, procedures, and regulations for admission to, retention in, and completion of graduate degree programs;

d. serve as an appeals committee for actions resulting in the dismissal of a student from the Graduate School;

e. review and make recommendations to the Dean of Graduate Studies concerning the periodic evaluation of graduate faculty;

f. make recommendations and give advice to the Dean of Graduate Studies on other matters of concern to graduate education at the University; and

g. create such committees as the Council shall deem appropriate.

D.7 GRADUATE COUNCIL MEMBERSHIP

D.7.1 Elected members shall be chosen as follows:

a. Each school that offers a graduate course shall be entitled to elect one voting member to the Graduate Council, and each school that offers a graduate degree program shall be entitled to elect an additional voting member to the Graduate Council. The schools shall develop election procedures to insure broad representation of as many academic departments that participate in graduate programs as possible.

b. Members of the Graduate Faculty may vote for representatives on the Graduate Council.

c. Members of the Graduate Faculty are eligible for election to membership on the Graduate Council.

d. Each elected member shall serve for three years with a drawing of lots to determine one-year, two-year, and three-year terms in the initial Graduate Council. This will provide staggered terms of office.

e. Vacancies caused by resignation, leave, illness, or other circumstances shall be filled by election in the school with the vacancy. The newly-elected member will serve the remainder of the unexpired term.

f. Elections shall coincide with the elections of the University faculty governance structure.

D.7.2 Graduate Student Members

Two graduate students shall be nominated by the Dean of Graduate Studies and shall be confirmed by a majority vote of the Graduate Council. Only graduate students who are officially enrolled in a degree program and one or more courses leading to the completion of that degree shall be eligible. Student members shall serve with voting privileges for one-
year terms and may serve for more than one term. The two student members shall be pursuing graduate degrees in different schools.

D.7.3 The Chair of the Council

The Dean of Graduate Studies shall be the Chair of the Council. The Chair of the Council may vote only in the event of a tie vote by the Council. In the absence of the Dean of Graduate Studies, the Graduate Council shall elect a Temporary Chair. If the Temporary Chair would otherwise be entitled to vote, election to the position of Temporary Chair shall not result in the loss of the voting privilege.

D.7.4 Attendance

Any member of the Graduate Council who shall miss three meetings in any academic year shall be deemed to have forfeited the office, which shall automatically be vacated. Upon such occurrence, the Chair of the Council shall notify the Dean of the affected school and request that the school’s Graduate Faculty elect a new representative.

D.7.5 Administrative Support

The Office of the Dean of Graduate Studies shall provide such administrative support for the Graduate Council as shall be appropriate.

D.8 GRADUATE COUNCIL MEETINGS

D.8.1 Meetings shall be held as needed during the year.

D.8.2 A quorum shall consist of a majority of the voting members of the Council.

D.8.3 Business of an emergency nature can be brought before the Graduate Council at any meeting if a majority of the voting members present vote to consider the issue.

D.8.4 The Chair of the Graduate Council shall appoint a member to act as Parliamentarian, and all meetings shall follow Robert's Rules of Order.

D.9 GRADUATE COUNCIL ACTIONS

D.9.1 Each member of the Graduate Council shall be sent a copy of the Council's agenda before its meetings and copies of the Council's minutes afterwards. Permanent minutes and records of the Council shall be maintained in the Office of the Dean of Graduate Studies.

D.9.2 Members of the Graduate Faculty, Deans of schools, and department chairs participating in graduate programs may, with the permission of the Chair or majority of the Council, offer information in the discussion of business before the Council or offer information for the Council's consideration.

D.9.3 Items of business before the Graduate Council shall be passed if a majority of the voting members present vote favorably.

D.9.4 A recommendation or action by the Graduate Council shall not take effect until at least thirty calendar days after the meeting at which the recommendation or action was taken, unless a two-thirds majority of the voting members of the Graduate Council shall approve an
emergency clause specifying an earlier effective date for a specific recommendation or action.
APPENDIX E

BENEFITS AND GENERAL INFORMATION

E.1 GENERAL INFORMATION

Included in Appendix E are descriptions of benefits provided faculty by Cameron University, together with other general information. Since many of the items, such as group insurance, are highly technical and may change from year to year, the descriptions will be general in nature. Appendix E is therefore informational and not contractual.

E.2 INSURANCE

E.2.1 Group health, accident, and major medical insurance is purchased for all full-time faculty by the University. In addition, faculty may purchase similar insurance for dependents thorough a payroll deduction plan. A more detailed description of the insurance coverages is available through the Business Office.

E.2.2 Term life insurance is also purchased for all full-time faculty by the University. Faculty may purchase similar insurance for dependents through a payroll deduction plan. A more detailed description of the insurance coverages is available through the Business Office.

E.2.3 The University also purchases long-term disability insurance for all full-time faculty members. The description of insurance coverages will include long-term disability.

E.2.4 In addition, the University maintains other types of insurance that may afford coverages for faculty acting on behalf of the University in the performance of their duties. Specific questions as to these coverages should be addressed to the Business Office.

E.3 OKLAHOMA TEACHERS RETIREMENT SYSTEM

Each year the Board of Regents, acting upon the recommendation of the University administration, determines the amount of the mandatory contribution, if any, that the University will make to the Oklahoma Teachers Retirement System on behalf of individual faculty members. The amount of any such contributions will be contained in the statement of benefits that accompanies the annual letter of appointment.

E.4 PAYROLL CHECKS AND DEDUCTIONS

Payroll checks may be picked up at the Business Office on the first day of the month following the month in which services were performed, except when the first day falls on a University holiday or weekend. In such case, the checks may be picked up on the first working day after the holiday or weekend. Payroll deductions are allowed in accordance with state statutes, and specific questions concerning them should be addressed to the Business Office. The State Treasurer’s office provides a direct deposit service for all employees.

E.5 FACULTY DISCOUNTS

E.5.1 Full-time faculty may enroll in up to two courses during any academic term at one-half of the regular enrollment fee. Further, full-time faculty may enroll in any course offered by the Department of Educational Outreach at one-half the regular fee and may enroll in any non-credit offering of the Department of Educational Outreach at seventy-five percent of the regular fee.
E.5.2 The Cameron University Bookstore grants discounts on textbooks, certain other books (excluding paperbacks and magazines), supplies, and gifts purchased by faculty and their dependents. The Bookstore Manager can provide information on current discounts and procedures. Free or discounted tickets to University-sponsored events are available for full-time faculty and their dependents.

E.6 COMPUTER SERVICES

Cameron University encourages faculty utilization of computing services for instruction and research. Information Technology Services provides hardware, software, and communications and operational systems, along with consultation training and maintenance services, for instructional and research activities. Some commercial firms also make hardware and software available to faculty at reduced prices. For information, faculty should contact the Information Technology Services.

E.7 OFFICE AND PARKING FACILITIES

An office and reserved parking facilities are provided to all full-time faculty members. Office equipment is not available for personal use and may not be removed from the campus without prior authorization. Faculty are responsible for any University equipment assigned for their use and must surrender the same upon termination of employment. Two reserved parking decals are issued to each full-time faculty member, teaching assistant, graduate assistant, or part-time faculty member without charge. Additional permits may be purchased from the Department of Public Safety.

E.8 TRAVEL

From time to time, faculty may travel in connection with their duties performed on behalf of Cameron University and will be reimbursed for expenses incurred in connection with the travel according to Oklahoma Statutes and University policies. Prior approval is required for all travel and must be requested on University forms. Specific information regarding travel should be sought from the appropriate department chair or from the Business Office.

E.9 COMMUNICATION

E.9.1 Long-distance telephone calls involving University business may be made from telephones that have such clearance. Authorization for long-distance clearance for individual telephones must be requested through the department chair and Dean. Long-distance calls are charged to the billing number of the appropriate academic school or department.

E.9.2 A sub-station of the U.S. Post Office which offers services ordinarily available at regular post offices is maintained in the Davis Student Union. Outgoing U.S. Mail and campus mail are picked up and delivered twice daily at each academic department.
APPENDIX F

THE APPEAL OF A FINAL GRADE

Only under certain conditions will a formal grade appeal be granted to a student who believes a grade was arrived at improperly or unfairly. The only basis for an appeal is whether the student's final grade was assigned fairly within the grading system adopted by the faculty member. The subjective or qualitative judgment of a faculty member cannot be challenged. For example, a grade received on a paper cannot be appealed. Only factual and objective elements of a student record are within the scope of an appeal.

It must be stressed that an appeals committee will make no effort to establish whether a grading system is academically sound; rather it will attempt to establish whether an instructor's grading practices and procedures were followed consistently and accurately when determining the student's final grade. All other instances of conflicts over grades must be resolved at the departmental levels.

The student who wishes to contest a grade should first make an effort to discuss the matter with the instructor concerned and make every attempt to resolve the problem concerning the disputed grade. If, however, there is no satisfactory resolution, and the student wants to pursue the issue, he should consult the appropriate department chair or the division head if the department chair is directly involved in the grievance, who will invite the instructor to a conference regarding the matter with the student. If the faculty member does not attend the conference, or if it is determined that the grade should remain as recorded, and the student remains dissatisfied, he must initiate a formal request for an appeals hearing prior to the end of the first regular semester following the semester during which the course was taken.

F.1 TO INITIATE A FORMAL APPEAL THE STUDENT SHALL DO THE FOLLOWING:

F.1.1 Make a written request to obtain a copy of a grade appeals form from the Office of the Vice President for Academic Affairs, and

F.1.2 Return the completed appeals form to the Office of the Vice President for Academic Affairs, which will send a copy to the instructor, the department chair, and the Chair of the University Academic Appeals Committee.

The Chair of the Academic Appeals Committee will appoint a member of the Academic Appeals Committee to serve as Chair and voting member of the grade appeals committee who hereafter is designated by this title. The Secretary shall be elected from within the grade appeals committee. The committee will serve for one full academic year.

At the beginning of the fall semester of each year, the Chair of the Academic Appeals Committee will appoint the Chair of the grade appeals committee and will, by lot, appoint a committee from the appropriate areas. In addition to the Chair, the committee shall be composed of the following members:

- Two faculty members from Academic Appeals Committee.
- One member from Faculty Senate.
- One member chosen from the faculty-at-large.
- Three members from the Student Government Association.

The Chair of the grade appeals committee will schedule the date, time, and place of the appeals hearing; and the secretary will send a written notification of this information to the student, the faculty member, and the committee members involved. The hearing must be scheduled within 15 class days following the date on which the grade appeals committee Chair received the request by the student for a formal hearing if in the judgment of the Chair.
of the grade appeals committee the criteria for a formal appeal have been met. The Chair has the authority to determine if postponements are justified. If he determines that the postponement is not justified, the Chair can proceed with the hearing, even though one or both parties are not present for the hearing. The hearing shall be a closed meeting at the request of either the faculty member or the student involved.

If a student or faculty member of the grade appeals committee is in any way actively involved in the grade appeal, that member shall be declared ineligible to serve and shall be replaced by an alternate representing the same body. Also, any vacancies on the grade appeals committee will be filled in the same way.

Normally, the grade appeals committee will meet when necessary during the fall and spring semesters. However, special meetings during the summer session can be held if deemed necessary by the Chair of the Academic Appeals Committee and/or the Vice President for Academic Affairs.

F.2 PROCEDURES GOVERNING THE APPEAL HEARING AND THE RECOMMENDATIONS

F.2.1 If the faculty member is no longer associated with Cameron University, then the department chair is authorized to act in his absence. However, the faculty member will be given an opportunity to make written responses before a hearing is scheduled.

F.2.2 Both the faculty member and the student must be given the opportunity to be present at any time information relating to the appeal is being orally presented to the grade appeals committee.

F.2.3 Neither the faculty member nor the student may present information which reveals the grades by name of other students unless the written permission of those students has been obtained.

F.2.4 The student and the instructor will be given an opportunity to personally state their cases, present witnesses and comments, and question the other party or parties and their witnesses, if any.

However, the committee shall have no power to require information which is not voluntarily presented to the committee except the work of the student in the class for which the grade is being appealed.

F.2.5 A quorum shall consist of five members plus the Chair. Following the presentation of information by all parties involved, the grade appeals committee may, at its option, excuse all parties to the dispute prior to beginning its deliberations.

F.2.6 The grade appeals committee can recommend either of the following:

a. The grade as given by the faculty member is appropriate and should not be changed.

b. The grade is inappropriate and should be changed to the grade approved by a two-thirds majority vote of committee members present. All committee members present are required to vote. After receiving notice from the Academic Appeals Committee, the Registrar will initiate the appropriate procedure for the grade change.
The secretary of the grade appeals committee is responsible for forwarding the written recommendation of the committee to the Vice President for Academic Affairs, the faculty member, the department chair, and the student.

The committee's written recommendation must include grounds for its decision and have the approval of a majority of the members present. All voting members must sign the recommendation, but a minority may attach a statement of reservations or a dissenting opinion.
APPENDIX G

FACULTY GRIEVANCE PROCEDURES FOR CAMERON UNIVERSITY

G.1 POLICY

It is the policy of Cameron University that all full-time and part-time members of the University faculty, including those holding temporary appointments, who have a good faith grievance as defined herein, may follow the grievance procedures for Cameron University. Persons holding a joint appointment as both a University faculty and staff member shall use the grievance procedure germane to the nature of the complaint; e.g., if the grievance is relevant to one's work assignment as a member of the faculty, the faculty grievance procedure shall be utilized.

G.2 DEFINITIONS

G.2.1 Complaint. A complaint is a faculty member's timely informal expression of dissatisfaction with aspects of his/her employment which are outside of his/her control.¹

G.2.2 Grievance. A grievance is a timely formal complaint relating to administrative personnel decisions specifically and directly related to appointment, reappointment, promotion, tenure, work assignments, reassignment, retirement, safety, freedom from sexual harassment, or disciplinary actions which has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through regular administrative channels.

A faculty member who has a grievance may protest decisions relating to his/her case in one of the following two manners: The faculty member may utilize the “Faculty Grievance Procedures for Cameron University” or may pursue an administrative route by appealing to his/her Dean and subsequently to the Vice President for Academic Affairs and the President.

The faculty member shall exercise his/her option of appeal route by notifying, in writing, the Chair of the Faculty Senate, his/her department chair and Dean, and the Vice President for Academic Affairs that a grievance will be pursued and by informing these parties of the procedural route that the faculty member has chosen. The written grievance must state whether the faculty member believes illegal discrimination due to race, color, gender, national origin, religion, age, political beliefs, or qualified disability is involved. Once the faculty member initiates the grievance, with the Vice President for Academic Affairs (administrative route) or with the Chair of the Faculty Senate (grievance procedure route), he may not change to the other route.

Where there is doubt or disagreement about whether a concern involves a grievable topic, the issue shall be conclusively decided by the Vice President for Academic Affairs after consultation with an attorney in the Board of Regents’ Office of Legal Counsel.

G.2.3 References to Gender. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

G.2.4 Faculty Member. For the purpose of creating grievance committee panels only, a faculty member is a full-time employee who holds academic rank at Cameron University and who is

¹Complaints and grievances must be submitted within the time requirements of these procedures.
not formally assigned to administrative duties as more than 25 percent of his/her job assignment.

G.2.5 Academic Calendar. For the purpose of this document, "Academic Calendar" refers to the time when a University semester or summer session is in session.

G.3 PROCEDURES

G.3.1 Attempts to Resolve Complaints. A complaint should be brought to the attention of the faculty member's immediate unit supervisor, and if it is not resolved at that level, it should be referred to higher administrative levels according to the established procedure of the school. Complaints unresolved administratively that solely involve harassment based on race, ethnicity, or gender, or discrimination because of race, national origin, gender, color, age, religion, disability, or status as a veteran must be filed with the Equal Opportunity Officer. Complaints not related specifically or exclusively to a department may be brought to the attention of the Faculty Senate Chair. Complaints relating to possible grievances that have not been resolved by informal discussion with appropriate administrators may, on the recommendation of the Faculty Senate Chair, be presented to an informal review committee. Complaints related to specific personnel action decisions must be presented to the Chair of the Faculty Senate within 60 calendar days of the date when the faculty member was notified of the action.

G.3.2 Informal Review Committee. The informal review of referred complaints shall normally be of a committee composed of three past Chairs of the Faculty Senate, only one of whom may have primarily administrative duties. The Chair of the Faculty Senate shall choose the committee members by lot from among the former Chairs currently on campus. If an insufficient number are reasonably available, the Faculty Senate Chair may use discretion in making appropriate appointments to the committee. The review committee shall attempt to resolve the referred complaint and shall report to the Chair of the Faculty Senate within 15 working days of its formation (based on the academic calendar). For complaints that involve alleged discrimination, the Equal Opportunity Officer shall be advised and shall normally serve as the fourth member of this review committee. The Chair of the Faculty Senate shall consult with the complainant about the results of the informal review and shall inform the complainant of the opportunity to make a written request for a grievance hearing that must be filed within 15 working days of notification of the results of the internal review (based on the academic calendar).

G.3.3 Grievances. If informal discussion fails to resolve the complaint, or if the Faculty Senate Chair determines that an informal review committee is not appropriate, the complainant may request in writing that the Chair of the Faculty Senate form a grievance committee. This request must be submitted within 15 working days (based on the academic calendar) of either (a) the conclusion of the informal review or (b) the date the Chair declined to select an informal review committee. To insure the rights of the individuals involved, the Chair will provide both the complainant and the person against whom the complaint was made with copies of written policies and procedures relating to the grievance.

G.3.4 Information to be Contained in Written Grievance Request. Any written request for grievance adjudication, regardless of the nature of the grievance, shall not be considered unless it contains the following information: (a) a clear, detailed statement of the grievance and a statement describing the specific supporting evidence; (b) the specific remedial action or relief sought; (c) a brief summary of the results of previous discussion on the issues involved; (d) a statement of reasons by the complainant for his/her dissatisfaction with previous attempts at resolution of the grievance; (e) a statement that illegal discrimination is,
or is not, alleged. To facilitate a review of the grievance, it is strongly suggested that the request be typed, double-spaced, signed, and presented in the sequence stated above.

G.3.5 Formation of a Grievance Committee. Within 10 working days (based on the academic calendar) of the acknowledged receipt of a written request for the formation of a grievance committee, the Chair of the Faculty Senate shall select a grievance committee by random choice from the established panels. Both parties to the grievance shall be notified of the time and place for selection of the grievance committee, and each shall have the right to be present during the selection.

G.3.6 Establishment of Panels for Formal Hearing. Panels from which members of the grievance committee are to be selected shall include all full-time faculty members as follows:

a. Professors
b. Associate Professors
c. Assistant Professors
d. Ranks below Assistant Professor
e. Males
f. Females
g. Members of Traditionally Under-represented Racial and Ethnic Groups

G.3.7 Composition of a Grievance Committee. The grievance committee shall consist of five members, chosen at random, consisting of one member from each of two panels to which the grievant belongs, and three additional members who must be tenured faculty—one Professor and two Associate Professors—chosen without regard to race or gender. If the grievant belongs to more than two panels, he may select the two panels from which the members are to be chosen. The grievant and the other parties involved in the grievance shall each be allowed to challenge one selection for the committee without showing cause (peremptory challenge) and any other selection for cause. Challenges may be made after a full potential committee has been selected. The Chair of the Faculty Senate shall rule on the validity of challenges for cause. Members of the department involved in the grievance shall not be eligible to serve on the committee.

G.3.8 Grievance Consultant. At any step in the grievance procedures, the Chair of the Faculty Senate or the Equal Opportunity Officer who may become involved if discrimination is alleged, may be requested by either or both parties to the grievance or by the grievance committee to serve as a consultant in an advisory capacity without the power of decision in the grievance matter.

G.4 HEARINGS AND REPORT

G.4.1 Chair. Normally, the Chair of the grievance committee shall be the faculty member with the greatest number of years of service at Cameron University. However, the committee may depart from this procedure for reasons it deems sufficient, provided the Chair is selected from among the members of the committee. The Chair shall schedule a hearing at the earliest convenient time when all affected parties can be present.
G.4.2 Responsibility for Serving on Committee. All members selected shall be expected to serve on the committee except in cases of illness, necessary absence from the campus, service on a grievance committee in the current or immediately preceding academic year, or other extreme hardship. The Chair of the Faculty Senate shall decide whether a chosen committee member should be excused from service and must replace such a member by the same procedure used for the original selection. Members of the grievance committee shall commit themselves to observe procedures consistent with fairness to all parties concerned; for example, the committee members shall not discuss the case with anyone outside of the hearings and shall not be influenced in making a decision by any consideration other than the evidence presented to them in meetings in which all affected parties are present. In the event of serious illness, necessary absence, or extreme hardship on the part of a member of the grievance committee during the course of the hearing, the Chair of the Faculty Senate may at his/her option or at the request of the grievant select a replacement by the same procedure used to select the original panel. In the event a committee member is replaced in the course of the hearing, his/her successor shall review the record of the proceedings to become familiar with the positions of the parties and their evidence.

G.4.3 Attendance at the Hearings. The grievance committee shall invite the grievant and the person against whom the grievance is filed to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case, as determined by the Chair of the grievance committee. The grievant and the person against whom the grievance is filed may each choose to be accompanied by an advisor, a colleague, a friend, or legal counsel. If either party is to be accompanied by legal counsel, the Chair of the committee shall be notified at least five working days prior to the meeting and shall notify the other party as soon as possible. The committee may request legal assistance from the University. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee where they will remain only long enough to give testimony and to answer questions of committee members. The Chair shall designate a recorder for the proceedings, subject to approval by both principals.

G.4.4 Rules of Procedure for Hearing. The committee and those persons directly involved in the grievance may call witnesses, present statements, and in a structured manner ask questions of each other and of the witnesses, except that only procedural questions may be addressed to committee members after the committee is selected. Although one or both of the principals may be accompanied by a colleague or counsel, the principals shall normally be responsible for presenting their own case. The committee shall have immediate access to all relevant non-confidential documents and other materials but shall consider as evidence only those materials, including testimony, to which all of the principals to the grievance have been afforded access. The grievance committee shall set forth the rules of procedures for the hearing, usually within the guidelines and suggested format set forth below. The Chair may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the guidelines or format, in which case the principal parties shall be notified. Guidelines are as follows:

a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.

b. Counsel or representative may advise the principals but shall not be permitted to testify or cross-examine.
c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.

d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.

e. The principal parties shall provide the Chair with the names of potential witnesses at least 48 hours prior to the hearing. The Chair shall be responsible for determining the time when the witnesses will appear before the committee. The principal parties shall be responsible for informing their own witnesses of this scheduled appearance.

f. After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or by the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.

g. All testimony and other evidence pertaining to the grievance shall be held in strict confidence.

h. Only evidence relevant to the grievance may be introduced. Questions of relevance shall be decided by the Chair.

i. The administration will attempt to secure the cooperation of witnesses and will make available to the committee necessary documents and other evidence within its control. No employee of the University, regardless of position, shall be excluded or excused from appearing before the committee if called, unless good cause can be shown.

j. Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or non-renewal of faculty appointments, to the extent that they are in consonance with the procedures stated herein.

G.4.5 Record of Proceedings. A confidential tape recording of the grievance hearings shall be made and will be accessible to the principal parties involved, the committee, the President or his/her designee, and members of the Board of Regents (and authorized representatives of any of the above) on a “need to know” basis. Either party to the grievance may request that the committee endeavor to provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. After the report of the grievance committee has been prepared, the tapes and relevant material will be sealed and preserved by the Office of the President. Such materials shall be destroyed after five years unless one or both parties submits a written request to the President offering acceptable reasons for preserving such documents.

G.4.6 Right to Withdraw Grievance. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of the committee. In all cases in which the grievance is withdrawn with the consent of the committee, the grievant shall not have the privilege of reopening the same grievance under these grievance procedures at any time in the future.

G.4.7 Procedures for Reviewing Testimony Presented and Reporting Findings. The committee shall prepare its report, specifically citing the evidence upon which its decision was based. The written
report will contain (a) a statement of the purpose of the hearing, (b) a description of issues considered, (c) findings of fact, and (d) recommendations. The grievance committee shall make its report to the President or his/her designee with copies to the principals. The Chair of the grievance committee shall inform the Chair of the Faculty Senate that the report and recommendations of the grievance committee have been submitted to the President. If the recommendations are adverse to the grievant, he shall have five working days (based on the academic calendar) from the date the report is submitted to the President within which he may submit in writing for consideration any specific objections he may have regarding the adequacy of the processes used by the committee in arriving at its conclusions. The committee shall make available to the President, upon request, a summary of the testimony and other evidence presented.

G.4.8 Final Decision. The President or his/her designee shall give the final decision in writing to the Chair of the Faculty Senate, the Chair of the grievance committee, the grievant, and the other party involved in the grievance. If the final decision is contrary to the recommendation of the grievance committee, the President shall include a statement specifying the reason for not accepting the recommendations of the committee.

G.4.9 Time Schedule

a. Filing a Grievance. A person shall have 15 working days (based on the academic calendar) from the date of receiving the recommendations of the informal review committee or of being notified that an informal review committee will not be formed to initiate a written grievance if the complaint has not been resolved to his/her satisfaction.

b. Formation of a Grievance Committee: A committee shall normally be selected within 10 working days (based on the academic calendar) after a person has filed a timely written request for the formation of the committee.

c. Hearings and Reporting Findings. Grievances shall receive prompt attention. The hearings and report of the grievance committee shall normally be completed within 30 working days (based on the academic calendar) of the formation of the grievance committee, and the final decision shall be made by the President normally within 10 working days (based on the academic calendar) thereafter.

In any case in which the committee deems these time schedules to be inadequate, the Chair shall notify the principal parties involved in writing of the amended time schedule.
APPENDIX H

FACULTY SENATE CONSTITUTION

Article I. Name

The name of this unincorporated association shall be the Faculty Senate of Cameron University.

Article II. Membership and Officers

A. The Faculty Senate shall consist of elected members of the Faculty. In order to be eligible for election to the Faculty Senate, a person must be a full-time member of the Faculty, with rank of Professor, Associate Professor, Assistant Professor, or Instructor, or their equivalent as defined by the Faculty Senate. Those members of the Faculty whose appointments are more than 50% administrative are excluded from membership in the Faculty Senate.

B. Each academic department will elect at least one voting representative to the Faculty Senate. Each department with more than 10 full-time ranked faculty will elect a second voting representative. No department will be eligible to have more than two representatives. In addition, the Library will elect a voting representative to the Faculty Senate. The Student Government Association will elect one non-voting representative to the Faculty Senate. Elected members may be recalled at any time by a majority vote of their department. In such case, the department will hold a special election to determine a replacement.

C. To assure continuity, members of the beginning Faculty Senate shall determine by drawing lots which one-half of the members shall serve for one year, and which one-half for two years. The one-year positions shall become two-year positions at the second annual election.

D. Deans are not eligible to serve as officers or members of the Faculty Senate but may vote in all Faculty Senate elections.

E. A Chair, a Chair-Elect, and a Secretary shall each be elected to a one-year term by members of the Faculty in a general election.

Article III. Faculty Senate Functions

A. The Faculty Senate acts as the official voice of the Faculty as a whole.

B. The Faculty Senate provides information and advisory recommendations on matters of student academic concern to the President. Such matters may include but not be limited to

1. Admission requirements;

2. Curriculum and courses;

3. Degrees and requirements for degrees;

4. Calendar and schedule; and

5. Student affairs.
C. The Faculty Senate provides advisory recommendations to the President and such other administrators or bodies as may be appropriate on institutional matters of direct faculty concern. Such matters shall include but not be limited to:

1. Institutional policies regarding faculty status, including appointments, promotions, granting of tenure, retirement, non-reappointment, and dismissal;

2. Institutional policies affecting the general welfare, working conditions, and the services performed by and for the faculty;

3. Institutional policies relating to academic and professional research and other scholarly and creative activities;

4. University budget; and

5. Institutional planning.

Article IV. Faculty Senate Duties

The Faculty Senate will hold regular meetings at a set time each month during the academic year. Special meetings may be called by the President, the officers of the Faculty Senate, or a petition signed by at least ten members of the Faculty Senate.

In addition to attentive performance of the functions stated in Article III, the Faculty Senate shall

A. Facilitate the flow of information to its various constituencies on matters of student, faculty, and institutional concern;

B. Elect, from the membership of the Faculty Senate, the chair and the secretary of each standing committee of the Faculty Senate;

C. Create and elect the members of such ad hoc committees as shall seem appropriate to the Faculty Senate.

D. Coordinate activities, including the receipt and review of recommendations, of standing committees and ad hoc committees of the Faculty Senate;

E. Supervise the election of faculty members to the Faculty Senate, to the various standing committees of the Faculty Senate, and to the University committees; and

F. Serve as an advisory body to any individual or group component of Cameron University if deemed appropriate and useful by the Faculty Senate.

Article V. Liaison with the President

The President will present to the September meeting of the Faculty Senate in each academic year a general message on the state of the University in which he will give recommendations for the progress of the University. At least once a year, the President will provide the Faculty Senate with a report on the state of the University budget.

After each meeting of the Faculty Senate, the Chair will provide in writing to the President of the University a list of all motions approved by the Senate at that meeting. The President will, within 45 calendar days...
after receipt of a Senate action, inform the Senate of his disposition of a Senate measure. If a Senate measure is disapproved, the President or his representative shall inform the Senate officers of the reasons for the decision. It is noted that at times, confidentiality requirements may limit the extent of complete disclosure.

**Article VI. Faculty Senate Standing Committees**

A. **Academic Standards and Policies Committee**

**Functions:** To formulate or coordinate recommendations and regulations for academic policy and to report to Faculty Senate for consideration recommended interpretations of existing academic policies.

**Membership**
- Chair - Member of Faculty Senate.
- Secretary - Member of Faculty Senate.
- 4 Faculty - Elected members.
- Administrative representative appointed by the President (non-voting).

B. **Faculty Committee**

**Functions:** To study existing policies and procedures and, if appropriate, develop recommendations to the Faculty Senate for improvements in policies and procedures relating to matters of faculty welfare, including policies relating to management of promotion, salary, rank, tenure, leaves of absence, academic freedom, teaching loads, parking privileges, and any other matter which may affect general faculty morale.

**Membership**
- Chair - Member of Faculty Senate.
- Secretary - Member of Faculty Senate.
- 6 Faculty - Elected members.

C. **Fringe Benefits and Retirement Committee**

**Functions:** To review, evaluate, and if appropriate, make recommendations concerning fringe benefits and retirement programs to the Faculty Senate.

**Membership**
- Chair - Member of Faculty Senate.
- Secretary - Member of Faculty Senate.
- 3 Faculty - Elected members.
- Vice President for Business and Finance (ex-officio, non-voting).

D. **Long-Range Planning Committee**

**Functions:** To make recommendations to the Faculty Senate regarding issues and programs that affect the future planning and development of Cameron University.
Membership
Chair - Member of Faculty Senate
Secretary - Elected from below
3 Faculty - Elected from and by Faculty Senate
1 Member from each school on campus selected by Faculty Senate Chair
Chair-Elect of Faculty Senate
Vice President for Academic Affairs

E. Rules Committee

Functions: To make recommendations to the Faculty Senate regarding the nomination of
the chair and secretary of each of the standing committees; to review and
recommend the establishment, modification, and termination of the Standing
Committees; and to certify the validity of election procedures and results.

Membership
3 Officers of Faculty Senate.
2 Additional members elected from and by Faculty Senate.

Article VII. Amendments

A. Proposed amendments to this Constitution may be presented by any member of the Faculty
Senate or by any faculty member at any regular or special session of the Faculty Senate.
Any such proposed amendment may be amended by majority vote at that same meeting if a
quorum is present.

B. Any proposed amendment that is either presented to or amended by the Faculty Senate
shall not be voted upon at the same meeting at which the amendment is so presented or
amended.

C. The proposed amendment(s), if approved by a majority of the members of the Faculty
Senate, is then submitted to the campus faculty for consideration. The proposed
amendment(s) shall be accepted if approved by a 2/3 majority of the campus faculty voting
in a special election called for that purpose and then approved by the President.

Article VIII. Ratification Procedure

This constitution will become effective when approved by (1) a 2/3 voting majority of the campus faculty
voting in a special election called for that purpose, (2) the President, and (3) the Board of Regents.