
CHAPTER 2

FACULTY POLICIES AND PROCEDURES

CHAPTER 2

FACULTY POLICIES AND PROCEDURES

2.1 PERSONNEL POLICY

The Regional University System of Oklahoma is committed to recognizing and rewarding, through the promotion and tenure processes, faculty whose work demonstrates excellence in teaching, research, continuing education, and service to the institution and the public. This policy provides the procedures and processes that support reappointment, promotion, and tenure. The responsibility for carrying out this policy is shared by the Board of Regents of the Regional University System of Oklahoma, university administrative officers, and the faculty (Chapter 3 Preamble, RUSO).

The selection, development, and retention of a competent faculty are directly related to the mission performance of the University of Central Oklahoma. In meeting this obligation, the university follows guidelines set forth by the Higher Learning Commission, Oklahoma State Regents for Higher Education, requirements established by the Regents for Regional University System of Oklahoma, and policies and practices of the university.

The number and type of full-time and part-time faculty reflect mission priorities and are appropriate to provide effective teaching, mentoring, research, community service, and administrative expertise. Faculty in undergraduate degree programs should hold a degree at least one level above that of the programs in which they teach. Faculty teaching in graduate programs should hold earned terminal degrees. To request exceptions to this standard, colleges must show evidence their faculty members are professionally qualified.

Part-time faculty members can provide additional educational expertise, but the number and kinds of part-time faculty members must be regulated to protect program quality. Part-time faculty members teaching courses for credit must meet the same academic and/or professional qualifications as their full-time counterparts teaching in the same disciplines.

2.2 MEMBERSHIP

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

Regular Faculty: The regular faculty includes members of the faculty who are full-time employees of the university and who hold the rank of professor, associate professor, assistant professor, instructor, or special instructor. Regular faculty may hold one of the following

appointments: (1) Tenured; (2) Tenure Track (non-tenured, on tenure track); (3) Non-Tenure Track (non-tenure earning UCO Lecturer); (4) Temporary (one academic year or less).

Principal Academic Ranks of the University. The principal academic ranks of the university shall be Professor, Associate Professor, Assistant Professor, and Instructor or Lecturer. The minimum educational qualifications for Professor, Associate Professor and Assistant Professor shall be an earned doctorate degree awarded by a regionally accredited institution (e.g., Higher Learning Commission or Southern Association of Colleges and Schools) or an equivalent condition for a degree received in another country:

- a) *Professor: Institutions may elect to award the rank of professor to individuals who have completed a nondoctoral terminal degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*
- b) *Associate: Institutions may elect to award the rank of associate professor to individuals who have completed a nondoctoral terminal degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*
- c) *Assistant: Institutions may elect to award the rank of assistant professor to individuals who have completed a doctoral program except for the dissertation (or equivalent requirement) or have completed a nondoctoral degree program requiring a minimum of 60 graduate hours [considered a terminal degree at UCO].*
- d) *Instructor: The minimum education qualification shall be an earned degree by a regionally accredited institution.*
- e) *Others: Institutions may classify instructional personnel who are not subject to assignment of rank by such titles as special instructors, lecturers, graduate assistants, adjunct instructors, part-time instructors, or by other title. **(Section 3.3b., RUSO).***

Supplemental Faculty: The supplemental faculty consists of:

- a) Members of the Department of Military Science. Members of the Department of Military Science include the commissioned and non-commissioned officers assigned to the university by the Department of the Defense. The senior commissioned officer holds the rank of professor.
- b) Adjunct Faculty. Adjunct faculty hold part-time appointments that may be made for one academic year or less. The rank of such faculty members may be instructor or lecturer.
- c) Visiting Faculty. Visiting faculty are employed by the university to teach or perform research for a limited time and are on leave of absence from another institution of higher education or professional practice. Visiting faculty may be appointed at any rank.
- d) Volunteer Faculty. A person who has special talents or expertise and whose time and services are donated, may be appointed to the university volunteer faculty. Volunteer faculty enjoy all the privileges of the academic community except those, such as tenure,

which are applicable specifically to regular faculty. Volunteer faculty who meet the education qualifications may hold academic rank.

- e) Clinical Supervisors. Clinical supervisors are not employees of the university. They are practitioners who are assigned regular and continuing responsibilities in the clinical setting.
- f) In Residence. The university may employ individuals who have achieved exceptional recognition in their respective fields. These appointments fulfill specific university needs and may include: Artist-In-Residence, Statesmen-In-Residence, Executive-In-Residence, or Teacher-In-Residence. Such appointments are non-tenure track and are for one academic year.
- g) Endowed Faculty Position. Endowed faculty positions enhance student learning by attracting and supporting an expert faculty member in a specific discipline with a clearly defined academic function. In addition, endowed faculty positions establish an area of educational strength and add prestige for the University of Central Oklahoma. An endowed faculty position may be at the chair, professor, lecturer, or artist-in-residence level. For more information, see UCO Academic Affairs Policy 3.7 “Endowed Faculty Positions” and (OSRHE policy 4.20.2).
- h) *Joint Appointments*. *Appointments between two or more academic units or colleges or universities are encouraged when they are of mutual benefit. However, they (1) must not total more than 1.0 Full-Time Equivalent (FTE) and (2) must be approved by all the units and colleges or universities involved. Such appointments must have the approval of the appropriate administrative officials of all units involved, and one academic unit and college shall have primary responsibility for promotion and tenure consideration. (Section 3.2.7, RUSO).*
- i) Guest Lecturer. A guest lecturer teaches one to two classes generally for no financial compensation.
- j) Substitute Lecturer. A substitute lecturer assumes teaching responsibilities for a full-time faculty member during a specified time period and receives financial remuneration.
- k) Emeritus Faculty. See Chapter 4, Section 4.6.1. and Appendix P
- l) Distinguished Emeritus Faculty Fellow. A distinguished emeritus faculty fellow is a special category of adjunct faculty with a salary increase of five percent (5%). See Appendix P for more information.

2.2.1 FACULTY QUALIFICATIONS

Consistent with the Higher Learning Commission, qualified faculty members at UCO are identified primarily by academic credentials or, in some cases, equivalent experience.

Academic Credentials

- a) Faculty must possess academic credentials relevant to what they are teaching. This means academic credentials in the discipline or subfield (if applicable) that they are assigned to teach.
- b) Faculty must hold a degree at least one level above the level at which they teach, except in programs that are considered terminal degrees for the respective field (e.g., doctoral and MFA).
- c) Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- d) Faculty members holding a graduate degree in a discipline or subfield other than the undergraduate discipline or subfield in which they teach, must have a minimum of 18 graduate credit hours in the discipline or subfield in which they teach or establish equivalent experience.

Equivalent Experience

- a) UCO recognizes that many academic programs are enhanced by the presence of a faculty member with “tested or equivalent experience.”
- b) Tested or equivalent experience is defined as the minimum threshold (criteria) of professional experience. This is an evaluation process that is established by the institution.
- c) Years of teaching a course or courses (without relevant academic credentials) is not a proxy for “tested or equivalent experience.” [Official HLC Guidelines, Published March 2016, page 4-5]

2.2.2 RECRUITMENT AND SELECTION PROCEDURES FOR FULL-TIME AND ADJUNCT FACULTY

Refer to [Appendix C](#) for recruitment and selection procedures for full-time faculty members and to [Appendix D](#) for application information for adjunct faculty members.

2.2.3 INITIAL APPOINTMENTS TO THE REGULAR FACULTY

Authority to make appointments to the regular faculty is delegated to the university president.

Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment. (Section 3.1.a, RUSO).

- A. Guidelines for appointment to rank and tenure are:
 1. Full-time faculty members with doctorates or other terminal degrees approved by RUSO upon the president's recommendation are generally employed as assistant professors.
 2. Full-time faculty members with less than a terminal degree are generally employed as instructors. Exceptions to these guidelines may be made on an individual basis by the regents if requested by the president.
 3. Full-time faculty members are generally hired on tenure-track status.
 4. Full-time faculty members may be hired as temporary or non-temporary lecturers on non-tenure track status.
- B. The inclusion of faculty names in a class schedule or on a class assignment sheet does not constitute a contract.

2.2.4 APPOINTMENTS TO THE SUPPLEMENTAL FACULTY

An appointment to the supplemental faculty is delegated to the university president. These appointments are limited to specific duties and a specific period of time. Supplemental faculty are not entitled to notification of non-reappointment.

2.2.5 APPOINTMENTS TO THE SUMMER TEACHING FACULTY

An appointment to the summer faculty is limited to the specific summer for which the appointment is made. Summer faculty appointments from regular faculty are made by the university presidents or their designees (Section 3.2.5, RUSO).

2.3 FACULTY ROLES AND RESPONSIBILITIES

2.3.1 GENERAL DUTIES OF REGULAR FACULTY MEMBERS

Full-time faculty members have instructional and non-instructional duties as assigned by the university. Instructional duties include, but are not limited to, teaching assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in classes. Non-instructional duties include, but are not limited to, conducting research and other scholarly activities, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twenty-four (24) to twenty-seven (27) hours per academic year and a non-instructional equivalent load of nine (9) to twelve (12) hours per academic year so the full-time load would be the equivalent of thirty-six (36) hours per academic year. The annual load is typically split evenly across semesters unless circumstances approved by the university president allows otherwise.

(Section 3.1.a, RUSO)

Faculty are expected to support and facilitate the department/school/college academic and university missions, visions, and long-term goals.

2.3.2 SPECIFIC AREAS OF ACADEMIC RESPONSIBILITY

In discharging their general duties (described in RUSO policies 3.1.a and 3.4), UCO faculty members have specific responsibilities to their students, colleagues, and communities. These responsibilities are consistent with the AAUP Statement on Professional Ethics.

Faculty members' responsibilities to their students include, among others:

1. holding students to the highest scholarly and professional standards.
2. defining course objectives and structuring their teaching toward the realization of those objectives.
3. clearly communicating course objectives, policies, and requirements to students through the syllabus as well as other course-related documents.
4. adhering to the educational philosophy and supporting the components of transformative learning as appropriate. (See [Transformative Learning website](#))
5. preparing thoughtfully and carefully for classes and student conferences.
6. evaluating student work thoroughly, fairly, and in a timely manner.
7. fostering a climate that promotes honest academic conduct and the protection of students' academic freedom.
8. acknowledging significant assistance from students, and not exploiting students for private advantage.

Faculty members' responsibilities to their colleagues include, among others:

1. respecting and defending the free inquiry of their colleagues.
2. respecting the opinions of others.
3. acknowledging academic debts.
4. exercising objectivity in the professional evaluation of their colleagues.
5. participating in ongoing programs of professional and pedagogical development.
6. supporting the professional and pedagogical development of their colleagues.

Faculty members at all academic ranks including those teaching exclusively online have

responsibilities to the university, the communities it serves, and their professional organizations within their disciplines. These responsibilities include, among others:

1. accepting reasonable duties assigned within their fields of competency.
2. accepting a reasonable share of faculty responsibilities for the governance of the institution, including service on committees at all levels.
3. actively participating in meetings and activities of their departments and colleges and of the university, including award banquets and commencement ceremonies.
4. participating in continuous improvement and in program and student development.
5. pursuing an active program of research, scholarly, or creative activity.
6. participating, as appropriate, in off-campus activities related to their disciplines and their areas of professional specialization.
7. annually updating curriculum vita through the university approved electronic format.

2.3.3 WORKLOAD

Regular faculty members at UCO are considered to be full-time employees. Accepting a full-time position at UCO indicates that an individual has a primary professional obligation to the University and is accountable for his or her roles and responsibilities as a faculty employee.

The expected workload of a full-time faculty member is defined in terms of a course credit hour according to the RUSO policy 3.17 and is the equivalent of eighteen (18) hours per semester. RUSO uses the credit hour as a form of currency to measure workload, where a full-time 18 credit hour load is equivalent to a workload of 40 hours per week. This means that 1 credit hour is equivalent to 2.22 workload hours (1 CH=2.22 hrs).

Using the RUSO guidelines and current instructional workload practice at UCO, a full-time faculty member will carry an instructional load of 12.0 CHs (equivalent to 26.67 workload hours per week) and an instructional support load of 6.0 CHs (equivalent to 13.33 workload hours per week) for service and scholarly activities.

Fulfilling all the roles and responsibilities of a full-time faculty member is at least a 40-hour per week undertaking. However, due to evening, weekend, and asynchronous courses, some flexibility in the actual schedule may be needed. In all cases, full-time faculty should establish

schedules so they will be available to students outside of class and will also be available to interact with faculty peers during normal working hours in the areas of service and shared governance.

2.3.4 EXTERNAL EMPLOYMENT ACTIVITIES

The University of Central Oklahoma recognizes that faculty must have the opportunity for self-renewal and revitalization on a continuing basis. Practicing their professions outside the university can contribute greatly to their service to students, the institution and society. Thus, full-time faculty members may participate in off-campus activities related to their disciplines and their areas of expertise as part of their academic responsibility to the university and the community, pursuant to 2.3.2 of the Faculty Handbook. As such, full-time faculty members may pursue external employment activities without fear of reprisal or adverse employment action by the university, university alumni, individual or corporate financial benefactors of the university, or other special interest groups, provided those faculty members understand that they are professionally obligated to and accountable for their roles and responsibilities as UCO full-time faculty employees. External employment related to a faculty member's discipline or unrelated field, must not adversely interfere or conflict with a faculty member's teaching, scholarly/creative activities, service, or administrative obligations to the university. To avoid a conflict of interest, defined as any activity or situation in which personal gain or interest is in conflict with the faculty member's obligation to the institution, the faculty member must discuss this thoroughly with his/her supervisor prior to any commitment. For purposes of this subsection, external employment activities are defined as trade or business activities in which the full-time faculty member materially participates. A full-time faculty member may engage in external employment activities during employment at UCO subject to the following guidelines:

- a. Department chairs/school directors are informed in advance and agree in writing, with a copy of the agreement forwarded to the dean. The dean or his/her designee has final approval authority. The full-time faculty member's external employment activities must not adversely interfere with that faculty member's duties at the university.
- b. The full-time faculty member has received written approval from the department chair/school director and the dean (or dean's designee) prior to engaging in external employment activities. The department chair/

school director and dean may not unreasonably withhold approval. At the beginning of every academic year, the full-time faculty member shall provide the department chair/school director and the dean (or dean's designee) written notification of those external employment activities that will continue from the previous academic year for approval of continued external employment.

- c. In the event of a material change in the amount or character of the external employment activity, the full-time faculty member shall notify the department chair/school director and the dean (or dean's designee) of the change. The department chair/school director and the dean (or dean's designee) may not revoke the prior approval of that external employment activity unless the material change could reasonably be construed to interfere adversely with that faculty member's current duties at the university.
- d. Full-time faculty members must refrain from using university resources or property (e.g. office supplies, equipment, computer hardware or software) to engage in external employment activities that have no relationship to that faculty member's duties to the university.

UCO faculty involved in external employment must make it clear to the external employer that they are operating as independent contractors, not as agents of UCO. An agent is one who has the authority to act on behalf of the other. If the name of the University of Central Oklahoma is to be used in the establishment of an external employment or otherwise agreement, written authorization must be obtained from the appropriate university signature authority as described in 4.1.3.

Potential or actual problems arising from a related external employment activity are to be resolved by discussion between the faculty member and immediate supervisor, with the college dean (or dean's designee) providing final review and resolution if necessary. In the event this does not resolve the issue from the perspective of the faculty member the following options are available:

1. Consult with the UCO Office of Academic Affairs
2. Consult with the UCO Ombudsperson
3. Initiate the faculty grievance procedure as listed in Appendix G of the UCO Faculty Handbook

2.4 TENURE AND PROMOTION

Refer to [Appendix E](#) for tenure and promotion guidelines. Refer to [Appendix F](#) for promotion policy for academic personnel having administrative duties.

2.5 EVALUATION

The academic and professional performances of all full-time and adjunct faculty members are evaluated as part of professional development and as part of the tenure, promotion, and retention processes.

2.5.1 EVALUATION BY STUDENTS

The university provides an opportunity for students to evaluate all faculty members. Full-time and adjunct faculty members are evaluated in each class taught each fall and spring semester.

After the evaluations are processed the results are provided to the dean for distribution to the department chair/school director and to the faculty members during the following semester.

2.5.2 NON-TENURED FACULTY

All non-tenured faculty members are evaluated annually by the department chair/school director. The evaluation will reach the Office of Academic Affairs by early-January of each academic year and follow specific college and department/school criteria and procedures. Each department chair/school director and college dean will provide written comments concerning each faculty member. After a review with the faculty member, the dean forwards the evaluation comments to the Office of Academic Affairs. Each evaluation becomes part of the faculty personnel files.

2.5.3 TENURED FACULTY

The academic and professional performances of each tenured faculty member at each institution must be reviewed at least every three (3) years ([Section 3.4.e2, RUSO](#)).

Refer to [Appendix E.4.1](#) for procedures for triennial review of tenured faculty members.

When the review results in a finding that a tenured faculty member's academic and professional

performance is unsatisfactory, the faculty member shall be notified of the deficiencies in performance and must be reviewed again within one (1) year. The results of each review will be placed in the personnel record of the tenured faculty member. The tenured faculty member should be given a copy of the review and an opportunity to respond. Two consecutive unsatisfactory post-tenure performance evaluations may be grounds for dismissal or suspension (Section 3.4.e2, RUSO).

See Appendix E.4.3 for further information regarding the consequences of an unfavorable evaluation.

2.6 DISMISSAL OR SUSPENSION OF TENURED FACULTY

2.6.1 CAUSES FOR DISMISSAL OR SUSPENSION OF TENURED FACULTY

No tenured member of the faculty shall have his/her appointment terminated in violation of the principles of tenure adopted by the Board except for one or more causes which may include, but are not limited to, the following:

- a) Committing a felony or other serious violation of law that is admitted or proved before a court of competent jurisdiction, preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violation of a court order which relates to the faculty member's proper performance of professional responsibilities.*
- b) Moral turpitude.*
- c) Insubordination.*
- d) Professional incompetence or dishonesty.*
- e) Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to Board or university policies.*
- f) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities.*
- g) An act or acts which demonstrate unfitness to be a member of the faculty.*
- h) Falsification of academic credentials*
- i) Two consecutive unsatisfactory post-tenure performance evaluations*
- j) Bona fide lack of need for one's services in the university.*
- k) Bona fide necessity for financial retrenchment*
- l) Discontinuance of a program or department. (Section 3.5 RUSO).*

2.6.2 DISCIPLINARY ACTION OTHER THAN DISMISSAL OR SUSPENSION

Disciplinary action affecting the terms of employment taken by the university against a tenured faculty member must be based upon causes stated in this chapter, or any other adequate cause which related directly and substantially to the fitness of the tenured faculty member to perform professional duties. Disciplinary action shall begin with a conference between the tenured faculty member and the appropriate academic officer (department chair/school director). 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 chief academic officer shall be notified in writing within fourteen (14) days. The chief academic officer should arrange for a conference with the faculty member. The chief academic officer may then determine that no additional action is necessary.

*However, the chief academic officer should notify the faculty member in writing if an additional plan of disciplinary action is made. A copy of the disciplinary action should be placed in the faculty member's personnel file (**Section 3.11 RUSO**).*

2.6.3 SUSPENSION OF A TENURED FACULTY MEMBER

*The president of the university shall have the authority to suspend any faculty member formally accused of causes a, b, c, d, e, f, g, h, or i (listed above). The president shall notify the General Counsel of the Board in writing of the terms and conditions of the suspension within 30 days of notifying the faculty member. A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation. (**Section 3.6, RUSO**).*

2.6.4 DISMISSAL OF A TENURED FACULTY MEMBER FOR CAUSE

*Dismissal proceeding shall begin with a conference between the faculty member and the appropriate academic officer (college dean). The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the tenured faculty member and the university would be served by the faculty member's resignation. If this conference does not result in mutual agreement, the academic officer will submit a recommendation in writing with rationale to the faculty member and to the vice president for academic affairs. Within fourteen (14) days, the chief academic officer should have a conference with the faculty member. At the conclusion of the conference the chief academic officer will make a written recommendation to the president with a copy to the faculty member. (**Section 3.7, RUSO**).*

2.6.5 DISMISSAL OF TENURED FACULTY FOR PROGRAM DISCONTINUANCE OR FINANCIAL RETRENCHMENT

A faculty member with tenure whose position is terminated based on bona fide lack of need for one's services in the university, or necessity for financial retrenchment, discontinuance of a program or department will be given five (5) months written notice unless an emergency arises..

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

If an appointment is terminated because of financial retrenchment, or because of discontinuance of a program, the released faculty member's position will not be filled by a replacement within

a period of two years, unless the released faculty member has been offered reappointment at the previous status (Section 3.8, RUSO).

2.6.6 APPELLATE COMMITTEE ON DISMISSAL OF TENURED FACULTY MEMBERS

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

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

The decision of the committee will be based on majority vote. Prior to any hearings the committee will hold an organizational meeting at which time the committee will at a minimum elect its own chair, who will have the right to vote. (Section 3.9, RUSO).

2.6.7 APPEAL PROCEDURES FOR TENURED FACULTY

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

- c) *At hearings before the Appellate Committee on Dismissal of Tenured Faculty Members, faculty members and the university shall be permitted academic advisors and/or counsel. A court reporter will be retained by the university to record the proceedings. Parties will pay the cost of a copy of the transcript. The committee will determine whether the hearing should be public or private.*
- d) *The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the university will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee, if available.*
- e) *The hearing will begin with the Chief Academic Officer presenting the case for dismissal and continue with the faculty member presenting the case against dismissal. Each side may introduce evidence and/or call witnesses as desired. The faculty member and the university will have the right to cross examine all witnesses present. Depositions are admissible whenever a witness cannot appear.*
- f) *The committee may conclude: a) that adequate cause for dismissal has been established by the evidence; b) that adequate cause for dismissal has not been established by the evidence; or c) that adequate cause for dismissal has been established, but an academic penalty less than dismissal, including removal of tenure, would be more appropriate. The committee may make any other recommendations it determines are appropriate. The committee's findings and recommendations shall be made to the university president. The committee shall send a copy of its findings and recommendations to the affected faculty member.*
- g) *The president shall notify the affected faculty member of the president's recommendation to the Board. The faculty member shall have the right to request the Board to review adverse findings and recommendations of the president. The request must be in writing and filed within fifteen (15) days after final notification by the president of the university at the office of the Regional University System of Oklahoma. If the affected faculty member does not timely request that the Board review the president's findings and recommendations, the president's determinations become final and binding.*
- h) *In the event the faculty member submits a timely request to the Board to review adverse findings and recommendations of the president, the faculty member must indicate whether he desires a hearing of all of the evidence of the case, otherwise the review will be a review of the record of the case. The Board has the discretion to determine whether the review will be a de novo hearing or a review of the record.*
- i) *Public statements and publicity about the case by the university will be avoided until the proceedings, including considerations by the Regents, have been concluded (**Section 3.10, RUSO**).*

2.7 NON-TENURED FACULTY

Non-tenured faculty shall be afforded the same rights of academic freedom as tenured faculty (Section 3.12, RUSO).

2.7.1 ANNUAL EVALUATION

Unless the faculty member will not be reappointed the performance of non-tenured faculty members shall be evaluated on or before March 1, each year, and the results of the evaluation shall be placed in the personnel file of the non-tenured faculty member. The non-tenured faculty member shall be given a copy of the evaluation. (Section 3.12, RUSO).

2.7.2 NON-REAPPOINTMENT

The Board delegates to the university president or his or her designee the authority to reappoint or not to reappoint non-tenured faculty members. A non-tenured faculty member whose appointment is not renewed will be given written notice from the university on or before March 1, prior to termination of the current appointment. Failure to reappoint may be without specific or stated cause (Section 3.12, RUSO). Notice of non-reappointment, or of intention not to recommend reappointment to the governing board, will be given in writing not later than December 15 for a faculty member who has served two or more years in the institution in a tenure-track appointment.

2.7.3 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 reappoint may be without specific or stated cause (Section 3.12, RUSO).

2.7.4 TERMINATION FOR PROGRAM DISCONTINUANCE OR FINANCIAL RETRENCHMENT

Employment of a non-tenured faculty member may be discontinued within an existing contract period based on genuine financial retrenchment, bona fide discontinuance of a program or department, or lack of need of one's services. Non-tenured faculty members discontinued within an existing contract period based on genuine financial retrenchment, bona fide discontinuance of a program or department, or lack of need of one's services shall not have greater job protection than tenured faculty (Section 3.12, RUSO).

2.8 TEACHING ASSISTANTS

UCO utilizes Teaching Assistants (TAs) on a limited basis in strategically appropriate areas. Teaching Assistants must be students pursuing graduate degrees at UCO and meet other criteria set by the college in which the TA wishes to teach. TAs must complete an online application and undergo background checks. All graduate teaching assistants will be assigned a supervisor. Depending on the college, the supervisor will be an experienced faculty member or a director. In most instances, a graduate teaching assistant works with students in a specific

course to provide support for the faculty member in charge. His/her duties may include teaching; preparing instructional materials; preparing, proctoring, and grading examinations; critiquing student papers; reading and tutoring; and performing other duties as assigned. Teaching assistants, who serve under the mentorship of an experienced faculty member or a director, might be recognized as the instructor of record for the section(s) that they are assigned to teach. In consultation with the supervisor, the graduate teaching assistant works to gain instructional skills and to enhance his/her grasp of the essentials of the academic discipline and the roles and responsibilities of a faculty member.

Hiring and supervision of the TA resides with the college in which the TA teaches. TAs are generally supervised by a department chair/school director or a coordinator as determined by the college.

Assistantships carry a stipend and partial tuition waiver (if applicable). Students awarded an assistantship appointment can work a maximum of twenty (20) hours per week in assistantship positions. Students awarded more than one assistantship or intern appointment may work a combined maximum of twenty (20) hours per week. Students awarded assistantships or intern appointments may work additional hours in other part-time positions on campus such as “work study” or “student worker” up to a total of twenty-five (25) hours a week during the fall and spring semesters and up to thirty-five (35) hours a week during the summer term subject to any additional hourly restrictions that may be imposed independently of ACA hourly restrictions.

Annually limited amounts of stipend money and tuition waivers are distributed by the Office of Academic Affairs to the college in support of TA position funding. At the discretion of the college, additional TAs may be funded through college resources. Both teaching and research assistantship positions carry a tuition fee waiver allocation; the tuition fee waiver attached to the RA position will be applied first with the balance paid from the tuition fee waiver associated with the TA position. Any unapplied TA fee waiver money may be redistributed to other TAs in the college.

Students awarded assistantships or intern appointments have specified roles, duties, and responsibilities and must maintain good academic standing with UCO throughout the duration of their assistantship or intern appointment.

For additional information regarding TAs, see Section 3.13.

2.9 FACULTY GRIEVANCE BOARD

The Faculty Grievance Board consists of seven members, three appointed by the university president and four selected and approved by the Faculty Senate. No more than two representatives shall come from the same college and no more than one representative shall come from any one department. This Board advises the president concerning disposition of grievances fielded by faculty members. Complete operating procedures of the Board are outlined in [Appendix G](#).

2.10 ACADEMIC FREEDOM

Academic freedom is addressed in the University Policy on Faculty Conduct, [Appendix H](#). *Administrators must protect, defend and promote academic freedom (Section 3.4.b8, RUSO).*

For additional information, see [Appendix H.2.3](#), [H.2.4](#), and [H.2.5](#).

2.11 ANTI- HARASSMENT

The University of Central Oklahoma is committed to providing a workplace that is free from unlawful harassment of any individual on the basis of any applicable protected classification including, but not limited to, race, color, gender, national origin, disability, religion, marital status, sexual orientation, or age. This includes, but is not limited to, sexual harassment. Annual review of anti-harassment information and policies are required of all faculty.

Refer to [Appendix I](#) for the Faculty Handbook Policy on Equal Opportunity Policy, Anti-Harassment and Sexual Harassment.

2.12 FACULTY CONDUCT

Refer to [Appendix H](#) for the University Policy on Faculty Conduct.

2.13 ACADEMIC INTEGRITY

At the University of Central Oklahoma, academic integrity is considered fundamental to the learning environment. This integrity rests on two principles: a) that academic work is represented truthfully as to its source and accuracy; b) that academic results are obtained by fair and authorized means. Examples of student academic misconduct are available in the Code of Student Conduct.

Faculty members assume the commitment to uphold high standards of academic integrity, which are further elucidated in [Appendix H](#).

2.14 INTELLECTUAL PROPERTY POLICY

Refer to [Appendix J](#) for the university policy regarding Intellectual Property.

2.15 MENTOR PROGRAM FOR NEW FACULTY

Department chairs/school directors and deans will ensure that a mentor is appointed for each new full-time faculty member, to include those on one-year temporary appointments. (Ideally, all first-time adjunct faculty will also have a mentor, resources permitting).

In general terms, the mentor's responsibilities to the new faculty member should minimally include:

- a. making appropriate personal introductions;
- b. providing a tour of campus and campus facilities;
- c. orientation on basic administrative processes and procedures;
- d. briefing on university, college, and department/school committee assignments and any associated procedures and responsibilities;
- e. introduction to university policies regarding diversity, programs supporting diversity, and resources (both on and off campus) specific to diverse communities;
- f. introduction to college and university promotion and tenure policies;
- g. introduction to university strategic plan, college plan, faculty handbook, code of student conduct, and [academic affairs policy manual](#);
- h. introduction to the Center for Excellence in Transformative Teaching and Learning (CETTL), the Jackson College of Graduate Studies, and the faculty development funding processes;
- i. assistance with issues of pedagogy, classroom procedures and equipment, student rights and responsibilities, curriculum development, etc.;
- j. other processes, issues, policies, etc., as determined by the dean and/or department chair/school director.

Most of the departmental faculty mentor's responsibilities must be discharged during the new faculty member's first year, particularly the first semester. The mentor relationship

may continue beyond that, at the discretion of all parties concerned. Department chairs/School directors are expected to monitor the mentoring process closely.

Formal mentoring may also occur through CETTL.

2.16 OMBUDSPERSON PROGRAM

The Ombudsperson Program began in 2009 following recommendation by the Emeritus Faculty Association.

The UCO Academic Ombudsperson Program consists of emeritus faculty members, who have been through the Tenure and Promotion processes at UCO. Academic Ombudspersons are available to provide advice and counsel to current UCO faculty members on a wide variety of issues including (but not limited to) the tenure and promotion process and grievance procedures. An Academic Ombudsperson's advice and counsel is advisory only and is not legally binding on UCO or the Office of Academic Affairs. Academic Ombudspersons assist faculty to create professional, effective evaluative documents (dossiers); provide professional counsel or advice; or serve as a "sounding board" prior to filing a grievance. The formal role of the Academic Ombudsperson in the grievance procedure may be found in Appendix G.

The call for nominations and renewal from the Emeritus Faculty Association for an Academic Ombudsperson will take place in February. The list of nominees will be sent to the Faculty Senate President no later than March 1st for consideration. Faculty Senate will submit the recommendation to the Provost and Vice President for Academic Affairs for confirmation, no later than the last day of the Spring Semester. An Academic Ombudsperson serves for one (1) complete academic calendar (or until resolution is reached), typically commencing in the Fall semester. An Academic Ombudsperson may be re-nominated and reconfirmed using the same procedures set forth in this section. The Office of Academic Affairs shall assist an Academic Ombudsperson in obtaining information relevant to the tenure and promotion process and grievance procedures; the Office of Academic Affairs may not provide an Academic Ombudsperson with any information about a specific faculty member without that faculty member's prior written consent.

The Office of Academic Affairs shall maintain on its webpage a list of all current Ombudsperson(s) who are serving in the [UCO Academic Ombudsperson Program](#). The Office

of Academic Affairs shall bear the reasonable costs associated with the administration of the Academic Ombudsperson Program. Participation in the Academic Ombudsperson Program is free to all current UCO faculty members.

2.17 GLOBAL ACTIVITIES FOR FACULTY

Faculty may participate in a variety of activities to facilitate global and cultural learning experiences for their students as well as themselves. A list of opportunities may be found at <https://www.uco.edu/student-resources/study-abroad/>. More complete information about global activities may be found in the Faculty Global Activities Manual created by the Centre for Global Competency. The Faculty Global Activities Manual is designed to assist faculty in

- 1) discovering activities that they want to pursue;
- 2) learning about the university policies and processes associated with those activities;
and
- 3) navigating through the processes of planning and implementing global/cultural activities with students.

For assistance with the planning and execution of any global activity, contact the Faculty Liaison of Global and Cultural Competency at 974-2554.

2.18 STUDENT ORGANIZATION ADVISOR RESPONSIBILITIES

Organization advisors' responsibilities and obligations are:

1. to serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization;
2. to help the organization:
 - a. determine the goals and objectives for the year;
 - b. develop a plan to achieve the goals and objectives;
 - c. develop adequate funds to finance proposed programs;
 - d. know and understand established university policies and procedures;
 - e. keep adequate organization records for present and future use.
3. to interpret and help students to follow defined university policies for organizations;
4. to supervise the finances of the organization;

5. to attend all meetings and social activities of the group, or to ensure that other qualified individuals are present;
6. to become familiar with the constitution and by-laws of the organization and to encourage the officers to review and update the information periodically;
7. to encourage all members to participate and fulfill their obligations; and
8. to assist officers in evaluating their meetings and programs during the year.

2.19 FACULTY MERIT-CREDIT PROGRAM

Program information may be found in [Appendix N](#).

2.20 SUMMER TERM TEACHING

A regular academic year is defined as a fall and subsequent spring semester, exclusive of the summer term. The summer term is separate and stands alone from the regular academic year in regard to teaching faculty, assignments, budgets, salaries, and time frames. Teaching in the university's summer term is not part of a faculty member's normal employment contract or teaching load. The university does not guarantee a teaching assignment during the summer term.

The summer term and corresponding teaching opportunities are developed for and based upon the needs of students, programs, and the university. Faculty members on academic year appointments may be invited by the department chair/school director to teach one or more courses in the summer term. Once the needs of the department/school have been established, the department chair/school director shall give preference to faculty members (full-time or adjunct) who are most qualified to provide the designated course work. The department chair/school director must stay within the allocated budget. All summer teaching contracts are contingent upon enrollment. Advanced planning and open communication by the department/school leadership and the faculty members should ensure effective scheduling to meet student needs.

The maximum allowable summer term teaching and/or employment load for full-time faculty is eight (8) credit hours and is considered a full-time teaching load in the summer. The salary of a full-time faculty is proportionate to the number of credit hours taught in the summer term. An adjunct faculty member may teach no more than nine (9) credit hours during a summer term and is paid according to the prevailing adjunct faculty salary schedule. The intent in

establishing differing maximum credit hour teaching loads for full-time faculty (8 credit hours) and adjunct faculty (9 credit hours) is to provide the maximum financial benefit to both groups.

2.21 INTERSESSION

Intersessions are front-end extensions of the semester or term and vary in length from two to four weeks. Additional information regarding intersession including undergraduate and graduate maximum course loads and procedures may be found in [academic affairs policies](#): 6.1 Intersessions – Undergraduate Maximum Course Load and 6.4 Course Load-Graduate Maximum. Faculty teaching intersession are compensated at the adjunct rate. Faculty will be limited to a maximum teaching load of four credit hours per intersession.

Information regarding final grade deadlines for intersession courses may be found in the Faculty Handbook in 3.7.3.3 Final Grade Deadline for Intersession Courses.

2.22 SECURITY AND ENVIRONMENTAL HEALTH AND SAFETY

As part of its educational mission, the university demonstrates its leadership in ensuring the security, health, and safety of our personnel, students, and visitors, as well as our commitment to environmental stewardship through training. This policy pertains to all faculty, staff, and students at UCO.