

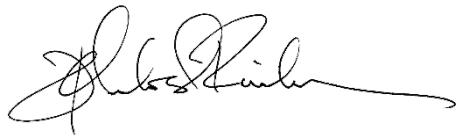
PRESIDENT'S STATEMENT

To the UCO Faculty,

I am pleased to introduce this handbook which contains the current policies and procedures for effective management and operation of the University of Central Oklahoma. Included are those policies and procedures unique to UCO as well as those established by the Regional University System of Oklahoma and the Oklahoma State Regents for Higher Education.

I encourage you to review the handbook through which you can engage effectively in university processes, inquire, recommend changes and influence policies. Your feedback is encouraged and I believe these opportunities offer faculty members ways to participate in decision making at UCO.

Best wishes,

A handwritten signature in black ink, appearing to read 'Patti Neuhold-Ravikumar', with a long, sweeping underline.

Patti Neuhold-Ravikumar
President

PROVOST'S STATEMENT

Dear Faculty Members and UCO Community:

Welcome to what promises to be a historic year at the University of Central Oklahoma and, along with it, the latest edition of the UCO Faculty Handbook.

From the outset, we wish to thank our colleagues who serve on the Faculty Handbook Editorial Board for ensuring that our Handbook remains a dynamic and living document, updated and enhanced annually through a process of shared governance. The Board works throughout the academic year to edit existing content with the interests of the faculty in mind, as well as to integrate new university policies that impact faculty members and their many responsibilities. The Handbook contains the collective input of faculty members from across campus, including UCO Faculty Senators, as well as academic leaders such as deans and department chairpersons/school directors. Its content is meant to ensure that we work together as an academic community to produce a reasonable and equitable work environment. The Handbook is the final authority on standards for tenure and promotion processes, among others. In particular, the Handbook content that follows represents the synthesis of many decades of contributions from colleagues all across the UCO campus.

Thank you all for your many contributions and I wish you a productive academic year.

Charlotte K. Simmons, Ph.D.
Provost and Vice President for Academic Affairs

EQUAL OPPORTUNITY STATEMENT

The University of Central Oklahoma (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of actual or perceived race, creed, color, religion, alienage or national origin, genetic information, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable federal, state, or local law. Discrimination or harassment in violation of this policy should be reported to the Affirmative Action Officer (Diane Feinberg, VP for People and Culture) in person at 210 Administration, or by phone at (405) 974-2658 or fax at (405) 974-3827. After office hours or on holidays, the report may be made by contacting University Police Services at (405) 974-2345.

**Please note that “sexual orientation” and “gender identity” are not protected personal characteristics under federal or state law, but were added to the Equal Opportunity Statement by the University.*

Approved by Cabinet & President June 25, 2015

UCO DIVERSITY STATEMENT

The University of Central Oklahoma (UCO)'s explicit commitment to diversity is essential in fulfilling the university's mission to provide transformative educational experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving the global community.

Diversity encompasses a range of values, personal experiences, and worldviews that arise from differences of culture and circumstance, including differences of actual or perceived race, creed, color, ethnicity, geography, gender, gender identity or expression, sexual orientation, age, religion, alienage or national origin, genetic information, citizenship status, socioeconomic status, language, ability/disability, status as a veteran, marital status, learning style and immigration status, among other forms of diversity.

Diverse backgrounds broaden and deepen the educational experience and scholarly environment that are essential to achieving academic excellence. UCO promotes academic excellence and enhances the scholarly and creative environment by systematically pursuing the following goals:

- To promote diversity by encouraging students from diverse and underrepresented backgrounds to enroll at and to graduate from UCO.
- To recruit and retain faculty and staff from diverse and underrepresented backgrounds.
- To foster an institutional culture that values a diverse community and that invites authentic interaction among the members of that community.

UCO recognizes that enhancing diversity in service to the university's mission and goals requires leadership, commitment and consistency. Leaders at all levels have an obligation as they build upon this commitment to embrace and sustain diversity in every area of the university.

UCO vigorously fosters diversity on its campus and in the communities it serves. By valuing and promoting diversity, the university acknowledges uniqueness, similarities, and differences among its stakeholders while providing transformative learning experiences for its students.

UCO celebrates its tradition of inclusion and recognizes that strengthening and expanding diversity on its campus is essential to the university's continued success.

Effective February 2011; Updated August 2017

PREFACE

The UCO Faculty Handbook has been prepared by the Office of Academic Affairs to provide a reference for all faculty members. It contains information, policies, and procedures relevant to the academic functions of the university. The Academic Policy Manual serves as an additional resource for the faculty, university administration, and staff and complements the information in the Faculty Handbook.

NOTE: *Policies and procedures by federal law, state statute, the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma (RUSO), relevant to the operation of this university, are italicized, as shown in this note. They are hereby distinguished from policies and procedures established by the University and repeated verbatim.* In case of a discrepancy between RUSO and UCO policies, RUSO policies will supercede UCO policies.

Changes in the Faculty Handbook will become effective at the beginning of each new academic year (August 1), unless put into effect immediately by written authorization from the president. The Faculty Handbook may be modified, initiated, revoked, or amended only in writing by authorization of the president. Substantive changes to the handbook will require written promulgation.

The Office of Academic Affairs will provide an annual review of the handbook and post the current version on the AA website after August 1 each year. New faculty members will be provided with the URL for the document.

Academic deans will receive a printed copy.

This edition of the UCO Faculty Handbook supersedes all previous handbooks.

Effective: August 1, 2022

Table of Contents

PRESIDENT’S STATEMENT	i
PROVOST'S STATEMENT	ii
EQUAL OPPORTUNITY STATEMENT.....	iii
UCO DIVERSITY STATEMENT	iv
CHAPTER 1 UNIVERSITY HISTORY, ORGANIZATION, AND GOVERNANCE.	1-1
1.1 UNIVERSITY HISTORY	1-1
1.2 MISSION AND ACCREDITATION	1-2
1.2.1 UNIVERSITY MISSION, VISION AND STRATEGY STATEMENT .	1-2
1.2.1.1 ACADEMIC MISSION.....	1-3
1.2.1.2 ACADEMIC VISION STATEMENT.....	1-3
1.2.1.3 ACADEMIC LONG-TERM GOALS	1-3
1.2.2 UNIVERSITY BELIEFS AND VALUES	1-4
1.2.2.1 ACADEMIC BELIEFS AND VALUES.....	1-5
1.2.2.2 EDUCATIONAL PHILOSOPHY.....	1-5
1.2.2.3 TRANSFORMATIVE LEARNING	1-8
1.2.2.3.1COMPONENTS AND DEFINITIONS.....	1-8
1.2.2.3.2 TRANSFORMATIVE LEARNING AS PART OF A	
CURRICULUM	1-9
1.2.2.3.2.1TRANSFORMATIVE LEARNING AND COURSE	
SYLLABI.....	1-9
1.2.3 FACULTY ETHICS.....	1-10
1.3 UNIVERSITY GOVERNANCE	1-10
1.3.1 ACCREDITATION.....	1-10
1.3.1.1 TYPES OF ACCREDITATION.....	1-10
1.3.2 OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION.....	1-15

1.3.3	BOARD OF REGENTS GOVERNANCE.....	1-17
1.3.3.1	OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION	1-17
1.3.3.2	REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA	1-17
1.4	ADMINISTRATIVE ORGANIZATION.....	1-18
1.4.1	DEFINITION OF ADMINISTRATOR.....	1-18
1.4.1.1	RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS	1-18
1.4.1.2	EVALUATION OF SENIOR ACADEMIC ADMINISTRATORS	1-19
1.4.2	PRESIDENT.....	1-19
1.4.3	PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS	1-21
1.4.4	VICE PRESIDENT for FINANCE AND OPERATIONS	1-22
1.4.5	VICE PRESIDENT FOR PEOPLE AND CULTURE	1-22
1.4.6	VICE PRESIDENT FOR ENROLLMENT AND STUDENT SUCCESS	1-22
1.4.7	VICE PRESIDENT FOR COMMUNICATIONS AND PUBLIC AFFAIRS	1-23
1.4.8	VICE PRESIDENT FOR ADVANCEMENT.....	1-23
1.4.9	CHIEF INFORMATION OFFICER, INFORMATION TECHNOLOGY	1-24
1.5	ACADEMIC ORGANIZATION	1-24
1.5.1	COLLEGES.....	1-25
1.5.2	DEAN: JACKSON COLLEGE OF GRADUATE STUDIES.....	1-25
1.5.2.1	ROLES AND RESPONSIBILITIES	1-25
1.5.2.2	GRADUATE DEAN SELECTION PROCESS.....	1-26
1.5.2.3	APPOINTMENT	1-27
1.5.2.4	EVALUATION	1-27
1.5.2.5	CALLED REVIEW	1-27
1.5.2.6	RELEASE FROM APPOINTMENT.....	1-28
1.5.2.7	INTERIM AND ACTING DEAN	1-28
1.5.3	ASSISTANT DEAN: JACKSON COLLEGE OF GRADUATE STUDIES	1-28
1.5.3.1	ROLES AND RESPONSIBILITIES	1-28

1.5.3.2 ASSISTANT DEAN SELECTION PROCESS	1-28
1.5.4 DEAN: CB, CEPS, CFAD, CLA, and CMS	1-29
1.5.4.1 ROLES AND RESPONSIBILITIES	1-29
1.5.4.2 DEAN SELECTION PROCESS	1-31
1.5.4.3 APPOINTMENT	1-31
1.5.4.4 EVALUATION	1-32
1.5.4.5 CALLED REVIEW	1-32
1.5.4.6 RELEASE FROM APPOINTMENT.....	1-32
1.5.4.7 INTERIM AND ACTING DEAN	1-32
1.5.5 ASSOCIATE AND ASSISTANT DEAN	1-33
1.5.5.1 ROLES AND RESPONSIBILITIES	1-33
1.5.5.2 ASSOCIATE AND ASSISTANT DEAN SELECTION.....	1-33
1.5.5.3 EVALUATION	1-33
1.5.5.4 INTERIM ASSOCIATE AND ASSISTANT DEAN SELECTION	1-33
1.5.6 DEPARTMENTS/SCHOOLS/INSTITUTE.....	1-34
1.5.7 DEPARTMENT CHAIRS AND SCHOOL DIRECTORS.....	1-35
1.5.7.1 ROLES AND RESPONSIBILITIES	1-35
1.5.7.2 TERM	1-37
1.5.7.3 COMPENSATION.....	1-37
1.5.7.3.1COMPENSATION FORMULA	1-38
1.5.7.3.2COMPENSATION FOR INCOMING DEPARTMENT CHAIR/SCHOOL DIRECTOR.....	1-38
1.5.7.4 RECOMMENDATION AND SELECTION PROCEDURES	1-38
1.5.7.4.1AUTHORITY TO APPOINT	1-38
1.5.7.4.2DEPARTMENT/SCHOOL FACULTY	

RECOMMENDATION PROCEDURE	1-38
1.5.7.4.3 DEAN RECOMMENDATION PROCEDURE	1-40
1.5.7.4.4 APPROVAL PROCEDURE	1-40
1.5.7.5 SELECTION OF A REPLACEMENT DEPARTMENT CHAIR/ SCHOOL DIRECTOR TO FULFILL AN INCOMPLETE TERM	1-40
1.5.7.6 PROFESSIONAL DEVELOPMENT	1-40
1.5.7.7 EVALUATION	1-41
1.5.7.8 CALLED REVIEW	1-42
1.5.7.9 RELEASE FROM APPOINTMENT	1-42
1.5.8 SUMMER TERM REPLACEMENT FOR DEPARTMENT CHAIRS/ SCHOOL DIRECTORS	1-43
1.5.9 ASSISTANT CHAIRS	1-44
1.6 REDESIGNATION OF A DEPARTMENT OR SCHOOL.....	1-45
1.7 FACULTY GOVERNANCE	1-46
1.7.1 FACULTY ASSOCIATION.....	1-46
1.7.2 FACULTY SENATE.....	1-47
1.8 UNIVERSITY COMMITTEES AND COUNCILS	1-47
1.9 OFFICE OF RESEARCH & SPONSORED PROGRAMS	1-48
1.9.1 OVERVIEW	1-48
1.9.2 GRANTS	1-48
1.9.2.1 INTERNAL - ON-CAMPUS FACULTY GRANT PROGRAM	1-48
1.9.2.2 EXTERNAL.....	1-48
1.9.3 ASSISTANTSHIPS AND ON-CAMPUS INTERNSHIPS.....	1-49
1.9.3.1 RESEARCH ASSISTANTS (RAS).....	1-50
1.9.3.2 ADMINISTRATIVE INTERNS.....	1-51
1.9.4 RESEARCH ADVISORY COUNCIL (RAC) AND UNDERGRADUATE	

	RESEARCH CREATIVE ACTIVITIES TEAM (URCAT)	1-51
1.10	OFFICE OF RESEARCH INTEGRITY AND COMPLIANCE	1-51
1.10.1	OVERVIEW	1-51
1.10.2	INSTITUTIONAL REVIEW BOARD	1-52
1.10.3	INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE	1-52
1.11	CENTER FOR ELEARNING AND CONNECTED ENVIRONMENTS	1-53
1.11.1	OVERVIEW	1-53
1.11.2	ELEARNING	1-53
1.11.3	INTERACTIVE VIDEO COURSES	1-55
1.11.4	CUSTOMIZED EDUCATION.....	1-55
1.12	PROFESSIONAL DEVELOPMENT PROGRAMS.....	1-56
1.13	CENTER FOR EXCELLENCE IN TRANSFORMATIVE TEACHING AND .. LEARNING	1-57
1.14	OFFICE OF HIGH-IMPACT PRACTICES (OHIP).....	1-58
1.15	CENTRE FOR GLOBAL COMPETENCY	1-58
1.16	AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS.....	1-59
CHAPTER 2	FACULTY POLICIES AND PROCEDURES.....	2-2
2.1	PERSONNEL POLICY	2-2
2.2	MEMBERSHIP.....	2-2
2.2.1	FACULTY QUALIFICATIONS.....	2-4
2.2.2	RECRUITMENT AND SELECTION PROCEDURES FOR	2-5
2.2.2	FULL-TIME AND ADJUNCT FACULTY	2-5
2.2.3	INITIAL APPOINTMENTS TO THE REGULAR FACULTY	2-5
2.2.4	APPOINTMENTS TO THE SUPPLEMENTAL FACULTY.....	2-6
2.2.5	APPOINTMENTS TO THE SUMMER TEACHING FACULTY.....	2-6
2.3	FACULTY ROLES AND RESPONSIBILITIES.....	2-6
2.3.1	GENERAL DUTIES OF REGULAR FACULTY MEMBERS	2-6

2.3.2	SPECIFIC AREAS OF ACADEMIC RESPONSIBILITY	2-7
2.3.3	WORKLOAD	2-8
2.3.4	EXTERNAL EMPLOYMENT ACTIVITIES.....	2-9
2.4	TENURE AND PROMOTION.....	2-11
2.5	EVALUATION	2-11
2.5.1	EVALUATION BY STUDENTS	2-11
2.5.2	NON-TENURED FACULTY	2-11
2.5.3	TENURED FACULTY	2-11
2.6	DISMISSAL OR SUSPENSION OF TENURED FACULTY	2-12
2.6.1	CAUSES FOR DISMISSAL OR SUSPENSION OF TENURED FACULTY	2-12
2.6.2	DISCIPLINARY ACTION OTHER THAN DISMISSAL OR SUSPENSION	2-12
2.6.3	SUSPENSION OF A TENURED FACULTY MEMBER.....	2-13
2.6.4	DISMISSAL OF A TENURED FACULTY MEMBER FOR CAUSE	2-13
2.6.5	DISMISSAL OF TENURED FACULTY FOR PROGRAM DISCONTINUANCE OR FINANCIAL RETRENCHMENT	2-13
2.6.6	APPELLATE COMMITTEE ON DISMISSAL OF TENURED FACULTY MEMBERS	2-13
2.6.7	APPEAL PROCEDURES FOR TENURED FACULTY	2-14
2.7	NON-TENURED FACULTY	2-15
2.7.1	ANNUAL EVALUATION	2-15
2.7.2	NON-REAPPOINTMENT	2-16
2.7.3	TERMINATION FOR CAUSE OR SUSPENSION OF NON-TENURED FACULTY.....	2-16
2.7.4	TERMINATION FOR PROGRAM DISCONTINUANCE OR FINANCIAL RETRENCHMENT.....	2-16
2.8	TEACHING ASSISTANTS.....	2-16

2.9	FACULTY GRIEVANCE BOARD	2-17
2.10	ACADEMIC FREEDOM	2-18
2.11	ANTI- HARASSMENT	2-18
2.12	FACULTY CONDUCT	2-18
2.13	ACADEMIC INTEGRITY	2-18
2.14	INTELLECTUAL PROPERTY POLICY	2-18
2.15	MENTOR PROGRAM FOR NEW FACULTY	2-18
2.16	OMBUDSPERSON PROGRAM	2-19
2.17	GLOBAL ACTIVITIES FOR FACULTY	2-20
2.18	STUDENT ORGANIZATION ADVISOR RESPONSIBILITIES.....	2-21
2.19	FACULTY MERIT-CREDIT PROGRAM	2-22
2.20	SUMMER TERM TEACHING.....	2-22
2.21	INTERSESSION.....	2-22
2.22	<u>SECURITY AND ENVIRONMENTAL HEALTH AND SAFETY</u>	<u>2-23</u>
CHAPTER 3	CLASSROOM POLICIES AND PROCEDURES.....	3-1
3.1	CLASS ATTENDANCE.....	3-1
3.1.1	CLASSROOM SECURITY AND EMERGENCY PROCEDURES	3-2
3.1.2	GUESTS OF STUDENTS.....	3-2
3.2	SUPPORT SERVICES FOR STUDENTS	3-3
3.2.1	ADA ACCOMMODATIONS.....	3-3
3.2.2	WORKING WITH DISTRESSED STUDENTS	3-3
3.2.2.1	BEHAVIORAL ASSESSMENT TEAM (BAT)	3-3
3.2.2.2	PROJECT SPEAK	3-3
3.2.2.3	STUDENT COUNSELING CENTER	3-4
3.2.2.4	OFFICE OF STUDENT CONDUCT	3-4
3.3	CLASS ROLLS	3-4
3.4	COURSE SYLLABI – UCO ACADEMIC POLICY NUMBER 2.2	3-4

3.5	INSTRUCTIONAL MATERIAL POLICY	3-5
3.6	FINAL EXAMINATIONS AND QUIET WEEK.....	3-7
3.6.1	ONLINE AND HYBRID FINAL EXAMINATIONS.....	3-7
3.6.2	FINAL EXAMINATION SCHEDULE AND CONFLICTS	3-8
3.7	GRADING POLICIES AND PROCEDURES	3-9
3.7.1	GRADING SYSTEM.....	3-9
3.7.2	ACADEMIC EARLY REFERRAL SYSTEM (AERS).....	3-11
3.7.2.1	ACADEMIC EARLY REFERRAL SYSTEM FOR 1000 LEVEL COURSES.....	3-11
3.7.3	FINAL GRADES.....	3-11
3.7.3.1	FINAL GRADE DEADLINE.....	3-11
3.7.3.2	REQUIRED LAST DATE OF COURSE ENGAGEMENT FOR F & U GRADES	3-11
3.7.3.3	FINAL GRADE DEADLINE FOR INTERSESSION COURSES.....	3-12
3.7.4	PUBLIC POSTING OF GRADES.....	3-12
3.7.5	GRADE CHANGES.....	3-12
3.8	RELATIVES AS STUDENTS	3-13
3.9	ACADEMIC APPEALS PROCEDURE	3-13
3.10	OFFICE HOURS	3-13
3.11	STUDENT RECORDS	3-14
3.12	USE OF STUDENT I.D. PHOTOS.....	3-15
3.13	USE OF STUDENT EMPLOYEES, TEACHING ASSISTANTS AND RESEARCH ASSISTANTS	3-15
3.14	COMMUNICATION BETWEEN ATHLETICS PERSONNEL AND FACULTY.....	3-18
CHAPTER 4	EMPLOYEE BENEFITS, PROCEDURES, AND SELECTED EMPLOYEE POLICIES.....	4-1

4.1	GENERAL POLICIES/PROCEDURES	4-1
4.1.1	CHANGE OF ADDRESS	4-1
4.1.2	CONCEALED WEAPON POLICY.....	4-1
4.1.3	RESOURCE-CONTRACTUAL SIGNATORY AUTHORITY	4-2
4.1.4	DRUG-FREE POLICY	4-2
4.1.5	ELECTRONIC DOCUMENT POLICY	4-2
4.1.6	TECHNOLOGY AND NETWORK USAGE POLICY	4-3
4.1.7	EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY	4-4
4.1.8	EMPLOYMENT DOCUMENT FALSIFICATION.....	4-4
4.1.9	TUITION WAIVER PROGRAM.....	4-4
4.1.10	ETHICS POLICY	4-7
4.1.11	GARNISHMENTS.....	4-7
4.1.12	IDENTIFICATION CARDS	4-7
4.1.13	INCIDENT POLICY	4-8
4.1.14	INFECTIOUS DISEASE POLICY	4-8
4.1.15	KEYS.....	4-8
4.1.16	LOYALTY OATH.....	4-9
4.1.17	NEPOTISM	4-9
4.1.18	OPTIONAL BENEFITS/PAYROLL SERVICES	4-10
4.1.19	PEDESTRIAN SAFETY.....	4-10
4.1.20	PROFESSIONAL LIABILITY POLICY	4-10
4.1.21	SALARY ADJUSTMENTS	4-10
4.1.22	SALARY	4-11
4.1.23	SALARY COMPENSATION FOR ADDITIONAL DUTIES	4-12
4.1.24	STATE VEHICLES	4-13
4.1.25	TOBACCO FREE CAMPUS.....	4-13
4.1.26	TERMINATION CLEARANCE PROCESS.....	4-13

4.1.27 TRAVEL	4-14
4.1.27.1 TRAVEL FOR PROFESSIONAL DEVELOPMENT	4-14
4.1.27.2 TRAVEL FOR TEACHING OFF-SITE	4-16
4.1.28 UNIVERSITY DEBT	4-16
4.1.29 UNIVERSITY EQUIPMENT	4-16
4.1.30 WEATHER AND/OR EMERGENCY CLOSING	4-17
4.1.30.1 CENTRAL ALERT OPT-IN NOTIFICATION SYSTEM.....	4-17
4.1.30.2 WEATHER AND/OR EMERGENCY CLOSING DURING FINALS WEEK	4-18
4.2 INSURANCE.....	4-18
4.2.1 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE	4-18
4.2.2 EMPLOYER PAID INSURANCE.....	4-18
4.2.3 HEALTH AND OTHER INSURANCE.....	4-18
4.2.4 LIFE INSURANCE.....	4-19
4.2.5 LONG-TERM DISABILITY INSURANCE	4-19
4.2.6 COBRA.....	4-19
4.2.7 UNEMPLOYMENT COMPENSATION.....	4-19
4.2.8 WORKER’S COMPENSATION INSURANCE.....	4-19
4.3 LEAVE POLICIES	4-19
4.3.2 FAMILY MEDICAL LEAVE ACT	4-20
4.3.3 FUNERAL LEAVE	4-23
4.3.4 JURY DUTY.....	4-24
4.3.5 LEAVE OF ABSENCE WITHOUT PAY	4-25
4.3.6 LEAVE SHARING POLICY.....	4-26
4.3.7 MILITARY LEAVE.....	4-27
4.3.8 PERSONAL LEAVE	4-28
4.3.9 SABBATICAL LEAVE	4-28

4.3.10	SICK LEAVE	4-28
4.3.11	VOTING LEAVE	4-29
4.4	PERSONNEL FILES	4-29
4.4.1	ACCESS	4-29
4.4.2	CONTENTS	4-29
4.4.3	OPEN RECORDS ACT	4-30
4.4.4	PERSONNEL RECORDS, CORRECTION OF	4-30
4.4.5	SUPERVISORS/ADMINISTRATORS	4-30
4.5	SPONSORSHIP OF FOREIGN NATIONALS	4-31
4.6	RETIREMENT	4-31
4.6.1	EMERITUS FACULTY.....	4-32
4.6.2	ASSOCIATION OF EMERITUS FACULTY	4-33
4.6.2.1	MEMBERSHIP ELIGIBILITY	4-34
4.6.3	RETIREEES RETURNING TO WORK.....	4-34
CHAPTER 5	REFERENCES	35
CHAPTER 5	APPENDICES.....	36
APPENDIX A	ADMINISTRATION INFORMATION	A-1
APPENDIX B	CONSTITUTION AND BYLAWS OF THE FACULTY SENATE	B-1
	PREAMBLE.....	B-1
	ARTICLE I.MEMBERSHIP	B-1
	ARTICLE II.NON-DISCRIMINATION POLICY.....	B-1
	ARTICLE III. PURPOSE	B-2
	ARTICLE IV. REPRESENTATION.....	B-2
	ARTICLE V. ORGANIZATION OF THE SENATE.....	B-3
	ARTICLE VI. MEETINGS	B-4
	ARTICLE VII.AMENDMENT OF THE CONSTITUTION	B-4
	SECTION 1 – AUTHORITY	B-6

SECTION 2 – MEMBERSHIP.....	B-6
SECTION 3 – OFFICERS	B-11
SECTION 4 – COMMITTEES	B-16
SECTION 5 – RULES OF ORDER.....	B-23
SECTION 6 – AMENDMENT OF BYLAWS.....	B-25
APPENDIX C RECRUITMENT AND SELECTION PROCEDURES. FOR FULL-TIME FACULTY.....	C-2
C.1 FULL-TIME REGULAR FACULTY	C-2
C.2 PROCESS OF RECRUITMENT.....	C-2
C.3 PROCESS OF SELECTION	C-4
APPENDIX D REQUIREMENTS, RECRUITMENT AND SELECTION PROCEDURES FOR ADJUNCT FACULTY	D-1
D.1 DEFINITION AND GENERAL INFORMATION	D-1
D.2 PROCESS OF RECRUITMENT.....	D-2
D.3 PROCESS OF SELECTION	D-3
APPENDIX E TENURE AND PROMOTION	E-1
E.1 ACADEMIC TENURE	E-1
E.1.1 DEFINITION OF TENURE.....	E-1
E.2 TYPES AND CONDITIONS OF FACULTY APPOINTMENTS	E-2
E.2.1 TEMPORARY.....	E-2
E.2.2 NON-TENURE TRACK.....	E-2
E.2.3 TENURE TRACK.....	E-2
E.2.4 TENURED	E-2
E.2.5 ADMINISTRATIVE	E-3
E.2.6 CONDITIONS TO ALL APPOINTMENTS.....	E-3

E.3	PRE-TENURE REVIEW.....	E-4
E.3.1	PROCEDURES FOR ADMINISTERING PRE-TENURE REVIEW ...	E-4
FIGURE 2.1	PRE-TENURE EVALUATION FORM*	E-7
FIGURE 2.1.A	PRE-TENURE EVALUATION REPORT.....	E-8
E.4	POST-TENURE REVIEW.....	E-9
E.4.1	CRITERIA FOR EVALUATION OF A TENURED FACULTY MEMBER	E-9
E.4.2	PROCEDURES FOR PEER REVIEW OF A TENURED FACULTY MEMBER.....	E-10
E.4.3	CONSEQUENCES OF PEER REVIEW OF A TENURED FACULTY MEMBER.....	E-13
FIGURE 2.2	PEER REVIEW SURVEY FORM	E-15
FIGURE 2.3	PEER REVIEW COMPILATION FORM	E-16
	EXAMPLE OF A COMPLETED FIGURE E 2.3A PEER REVIEW COMPILATION FORM	E-17
FIGURE 2.4	PEER EVALUATION REPORT	E-18
	PEER EVALUATION REPORT	E-19
E.5	TENURE REVIEW	E-20
E.5.1	TENURE ELIGIBILITY.....	E-20
E.5.2	PROCEDURES FOR ADMINISTERING THE TENURE PROCESS ...	E-20
E.5.2.1	CRITERIA FOR TENURE EVALUATION	E-21
E.5.2.2	TIMELINE FOR TENURE EVALUATION	E-22
FIGURE E 2.5	TENURE EVALUATION WORKSHEET AND BALLOT.....	E-29
	VERIFICATION OF TENURE EVALUATION WORKSHEET/BALLOT AUTHENTICITY	E-30
E.6	RETENTION WITHOUT TENURE.....	E-31
E.7	PROMOTION.....	E-31

E.7.1	ACADEMIC RANKS	E-31
E.7.2	PROMOTION CRITERIA	E-31
E.7.2.1	ASSISTANT PROFESSOR	E-31
E.7.2.2	ASSOCIATE PROFESSOR.....	E-31
E.7.2.3	PROFESSOR	E-32
E.7.3	LIMITATIONS IN RANK.....	E-32
E.7.4	REDUCTION IN RANK.....	E-32
E.8	PROCEDURES FOR ADMINISTERING THE PROMOTION PROCESS ...	E-32
E.8.1	CRITERIA FOR PROMOTION EVALUATION	E-33
E.8.2	TIMELINE FOR PROMOTION EVALUATION.....	E-34
FIGURE E 2.6	PROMOTION EVALUATION WORKSHEET AND BALLOT	E-42
	VERIFICATION OF PROMOTION WORKSHEET/BALLOT AUTHENTICITY.....	E-43
APPENDIX F	PROMOTION POLICY FOR ACADEMIC PERSONNEL HAVING ADMINISTRATIVE DUTIES	F-1
F.1	POLICY	F-1
F.2	ADMINISTRATIVE APPOINTMENT CONSIDERATION	F-1
F.3	EVALUATION PROCEDURES	F-1
F.4	EVALUATION PROCESS	F-2
APPENDIX G	FACULTY GRIEVANCE BOARD.....	G-1
G.1	THE ROLE OF THE FACULTY GRIEVANCE BOARD	G-1
G.2	THE BOARD’S MEMBERSHIP AND SELECTION PROCEDURES	G-1
G.3	CONFIDENTIALITY STATEMENT	G-2
G.4	DEFINITION OF A GRIEVANCE.....	G-2
G.5	PROCEDURES FOR FILING A GRIEVANCE.....	G-3
G.5.1	DISCUSSION WITH OMBUDSPERSON.....	G-3
G.5.2.	POSSIBLE SETTLEMENT THROUGH INFORMAL PROCESS	G-3

	G.5.3 SETTLEMENT REDUCED TO WRITING	G-3
	G.5.4 MEDIATION	G-3
	G.5.5 FORMAL GRIEVANCE	G-4
	G.5.6 GRIEVANCE FILING DEADLINES	G-4
	G.6 BOARD PROCEDURES AFTER THE RECEIPT OF FORMAL GRIEVANCE	G-7
	G.7 RULES AND PROCEDURES FOR THE FORMAL HEARING	G-10
	G.8 RULES AND GUIDELINES FOR BOARD DECISIONS	G-15
APPENDIX H	UNIVERSITY POLICY ON FACULTY CONDUCT	H-1
	H.1 INTRODUCTION	H-1
	H.1.1 ACADEMIC FREEDOM.....	H-1
	H.2 ETHICAL PRINCIPLES, FACULTY RESPONSIBILITIES, AND UNACCEPTABLE FACULTY CONDUCT	H-1
	H.2.1 INTRODUCTION	H-1
	H.2.2 SCHOLARSHIP	H-2
	H.2.3 TEACHING AND STUDENTS.....	H-3
	H.2.4 THE UNIVERSITY.....	H-5
	H.2.5 COLLEAGUES	H-6
	H.2.6 THE COMMUNITY	H-7
	H.3 PROCESS FOR ALLEGED MISCONDUCT BY A FACULTY MEMBER....	H-7
APPENDIX I	UNIVERSITY OF CENTRAL OKLAHOMA EQUAL OPPORTUNITY POLICY: PROHIBITING DISCRIMINATION AND HARASSMENT AS DEFINED, INCLUDING SEXUAL HARASSMENT	I-1
	I.1 EQUAL OPPORTUNITY STATEMENT.....	I-1
	1.2 UNIVERSITY OF CENTRAL OKLAHOMA EQUAL OPPORTUNITY POLICY: PROHIBITING DISCRIMINATION AND HARASSMENT AS DEFINED, INCLUDING SEXUAL HARASSMENT	I-1

1.2.1	DISCRIMINATION AND HARASSMENT POLICY	I-2
1.2.2	SEXUAL HARASSMENT POLICY	I-2
1.2.3	SANCTIONS.....	I-4
1.2.4	RETALIATION PROHIBITED	I-4
1.2.5	DESIGNATION OF COORDINATORS	I-4
1.2.6	INITIATING COMPLAINTS OF DISCRIMINATION AND/OR HARASSMENT, INCLUDING SEXUAL HARASSMENT	I-5
1.2.7	CONFIDENTIALITY	I-8
1.2.8	APPEALS FOR CODE OF STUDENT CONDUCT COMPLAINTS ...	I-9
1.2.9	RUSO TIP LINE.....	I-9
1.2.10	INVESTIGATION AND RESOLUTION OF COMPLAINTS.....	I-10
1.2.11	MANDATORY REFERRAL.....	I-10
1.2.12	REQUIRED PROCEDURES	I-11
I.3	SEXUAL RELATIONSHIP POLICY	I-11
1.3.1	I-11
1.3.2	SEXUAL CONDUCT WITH STUDENTS PROHIBITED.....	I-11
1.3.3	SEXUAL CONDUCT WITH SUPERVISEE PROHIBITED.....	I-11
1.3.4	DEFINITION OF SEXUAL CONDUCT.....	I-12
1.3.5	SANCTIONS.....	I-12
1.4	STUDENT GRIEVANCE PROCEDURE IN CASES OF ALLEGED DISABILITY DISCRIMINATION AND/OR HARASSMENT.....	I-12
1.4.1	I-12
1.4.2	I-12
1.4.3	I-13
1.4.4	I-13
1.4.5	I-13

	1.4.6	I-13
	1.4.7	I-14
	1.4.8	I-14
1.5	PROCEDURE RELATED TO THE INVESTIGATION AND RESOLUTION OF DISCRIMINATION AND HARASSMENT COMPLAINTS.....	I-15
	1.5.1	I-15
	1.5.2	I-15
	1.5.3	I-15
	1.5.4	I-15
	1.5.5	I-16
	1.5.6	I-16
	1.5.7	I-16
	1.5.8	I-16
	1.5.9 APPEALS FOR CODE OF STUDENT CONDUCT COMPLAINTS .	I-16
APPENDIX J	INTELLECTUAL PROPERTY POLICY	J-1
J.1	SECTION I. PREAMBLE	J-2
	J.1.2 OBJECTIVES.....	J-3
	J.1.3 DEFINITIONS	J-4
	J.1.4 GENERAL.....	J-6
	J.1.5 APPLICABILITY.....	J-7
J.2	SECTION II. COPYRIGHT:	J-8
	J.2.1 MANAGEMENT OF WORKS ELIGIBLE FOR COPYRIGHT	J-8
	J.2.2 COPYRIGHT POLICY	J-11
	J.2.3 COPYRIGHT DISTRIBUTION	J-12
J.3.	SECTION III. TECHNOLOGY-MEDIATED INSTRUCTION	J-12
	J.3.1 APPLICATION	J-13

J.3.2	DEFINITIONS	J-13
J.3.3	OWNERSHIP RIGHTS.....	J-13
J.3.4	AGREEMENT.....	J-14
J.3.5	OUTSIDE EMPLOYMENT	J-14
J.3.6	INCENTIVES FOR DEVELOPMENT	J-15
J.4	SECTION IV. PATENT POLICY	J-15
J.4.1	MANAGEMENT OF INVENTIONS.....	J-15
J.4.2	OWNERSHIP	J-15
J.4.3	DISCLOSURE, ASSIGNMENT AND PROTECTION.....	J-16
J.4.4	NEGOTIATION AND EXECUTION OF LICENSE AGREEMENTS FOR INVENTIONS.....	J-16
J.4.5	SOFTWARE AS PATENTABLE SUBJECT MATTER.....	J-17
J.4.6	PATENT POLICY	J-17
J.4.7	OKLAHOMA TECHNOLOGY TRANSFER ACT OF 1998 (HB 680, 681).....	J-17
J.5	SECTION V. DISTRIBUTION OF INCOME FROM COPYRIGHTABLE WORKS OR INVENTIONS.....	J-18
J.5.1	ROYALTY SHARING POLICY FOR INTELLECTUAL PROPERTY.....	J-19
J.5.2	EXPLANATORY NOTES.....	J-19
J.5.3	ALLOCATION AND DISTRIBUTION OF INCOME.....	J-20
J.5.4	USUAL DISTRIBUTION METHODS FOR LICENSE INCOME.....	J-21
J.5.5	DISTRIBUTION OF INCOME FROM COMMERCIALIZATION AND FRANCHISING	J-23
J.5.5.1	DISTRIBUTION OF INCOME FROM INVENTIONS	J-23
J.5.5.2	EQUITY AND OTHER NON-MONETARY RETURNS.....	J-24
J.5.5.3	TRADEMARKS.....	J-25
J.5.5.4	TANGIBLE RESEARCH PROPERTY	J-25
J.5.5.5	PROVISIONS FOR RELEASE OF RIGHTS TO INVENTORS	

	AND AUTHORS.....	J-25
	J.5.5.6 GIFTS OF INTELLECTUAL PROPERTY.....	J-26
J.6	SECTION VI. CONFLICT OF INTEREST.....	J-26
	J.6.1 DEFINITIONS	J-27
	J.6.2 POLICY.....	J-29
	J.6.3 DISCLOSURE REQUIREMENTS.....	J-29
	J.6.4 DISCLOSURE REVIEW	J-29
	J.6.5 RESOLUTION	J-29
	J.6.6 ENFORCEMENT.....	J-30
	J.6.7 CERTIFICATION.....	J-31
J.7	SECTION VII. CONFLICT RESOLUTION.....	J-32
	J.7.1 CONFLICT RESOLUTION PROCEDURE.....	J-32
J.8	SECTION VIII. APPENDICES	J-32
APPENDIX J-A	J.A.1 SAMPLE INTELLECTUAL PROPERTY DISCLOSURE FORM- COPYRIGHT	J-33
APPENDIX J-B	J.B.1 SAMPLE INTELLECTUAL PROPERTY DISCLOSURE-PATENT.....	J-35
APPENDIX J-C	DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM	J-37
APPENDIX J-D	J. D.1 SAMPLE WORK-FOR-HIRE AGREEMENT.....	J-39
	J.E.1 SAMPLE RESEARCH AGREEMENT-TECHNOLOGY TRANSFER.....	J-43
APPENDIX K	STUDENTS AFFECTED BY MILITARY CALL-UP/MOBILIZATION	K-1
	K.1 STUDENT MILITARY LEAVE	K-1
APPENDIX L	SABBATICAL LEAVE.....	L-1
	L.1 SABBATICAL LEAVE	L-1
APPENDIX M	REVISING THE FACULTY HANDBOOK	M-1
	M.1 FACULTY HANDBOOK EDITORIAL BOARD	M-1
APPENDIX N	FACULTY MERIT-CREDIT PROGRAM	N-3

N.1	FACULTY MERIT-CREDIT PROGRAM	N-3
N.1.1	PURPOSE	N-3
N.1.2	BACKGROUND	N-3
N.1.3	FACULTY MERIT-CREDIT COMMITTEE	N-3
N.1.4	FUNDING	N-3
N.1.5	MERIT-CREDITS	N-3
N.1.6	ELIGIBILITY	N-3
N.1.7	APPLICATION PROCEDURES & TIME LINES	N-3
N.1.8	COMMITTEE RESPONSIBILITIES	N-4
N.1.9	SELECTION CRITERIA	N-4
N.1.10	REAPPLYING FOR MERIT-CREDIT	N-4
N.1.11	ADMINISTRATIVE PROCEDURES	N-4
N.1.12	COMMITTEE RECORDS	N-4
N.1.13	UPDATES.....	N-5
APPENDIX O	GLOSSARY OF TERMS AND ABBREVIATIONS	O-2
O.1	GLOSSARY OF TERMS AND ABBREVIATIONS	O-2
APPENDIX P	BYLAWS OF THE UNIVERSITY OF CENTRAL OKLAHOMA EMERITUS FACULTY ASSOCIATION ADDENDUM TO THE BYLAWS PRIVILEGES, COURTESIES AND OPPORTUNITIES OFFERED TO EMERITUS FACULTY BY THE UNIVERSITY OF CENTRAL OKLAHOMA	P-14
APPENDIX Q	THE UNIVERSITY OF CENTRAL OKLAHOMA POLICY FOR USE OF COPYRIGHTED MATERIALS	Q-17
	STATEMENT OF COMPLIANCE.....	Q-17
	COPYRIGHT OVERVIEW	Q-18

FAIR USE	Q-19
TEACH ACT.....	Q-28
LICENSED ACCESS TO MATERIALS AT UCO	Q-29
ONLINE ACCESS TO ARTICLES	Q-29
ONLINE ACCESS TO BOOKS	Q-29
ONLINE ACCESS TO FILM	Q-29
SEEKING PERMISSIONS FOR USE OF MATERIALS	Q-30
STRATEGIES FOR STUDENT AND FACULTY EDUCATION	Q-30
OPERATIONAL TERMS	Q-31
APPENDIX R THE UNIVERSITY OF CENTRAL OKLAHOMA FACULTY	
EXCHANGE GUIDELINES	R-33
FOR UCO FACULTY:	R-33
FOR VISITING FACULTY:	R-34

LIST OF FIGURES

FIGURE	NAME OF FIGURE	PAGE
FIGURE 1	OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION	pp. 1-16
FIGURE 2.1	PRE-TENURE EVALUATION FORM	pp. E-7
FIGURE 2.2	UNIVERSITY OF CENTRAL OKLAHOMA PEER REVIEW SURVEY FORM	pp. E-15
FIGURE 2.3	UNIVERSITY OF CENTRAL OKLAHOMA PEER REVIEW COMPILATION FORM	pp. E-16
FIGURE 2.4	UNIVERSITY OF CENTRAL OKLAHOMA PEER EVALUATION REPORT; PAGE ONE, PAGE TWO	pp. E-18-19
FIGURE 2.5	TENURE BALLOT	pp. E-29
FIGURE 2.6	PROMOTION BALLOT	pp. E-42
FIGURE 3	PROMOTION POLICY FOR ACADEMIC PERSONNEL HAVING ADMINISTRATIVE DUTIES	pp. F-4