

# 2021 ACADEMIC POLICY MANUAL

Oklahoma Christian University is a higher learning community  
that transforms lives for Christian faith, scholarship, and  
service.

## **Article I. Mission Documents**

### **Section 1.01 Mission Statement**

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

### **Section 1.02 The OC Covenant**

#### **Our Covenant**

*Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.*

The values and behavior of this Christian community are derived from the Bible, rather than the prevailing culture. Because we are a higher learning community dedicated to a distinctively Christian mission, we join together in a community covenant. This covenant is not a creed demanding strict belief in its veracity and inerrancy, and it is not merely an ideal to which we aspire; rather, it is a personal commitment that while we are members of this community, we will abide by the principles and ideals set forth in the covenant. The purpose of our covenant is to unite all of us at Oklahoma Christian University—students, staff, faculty, administration, and Board of Trustees—in a Christian community which is based on biblical principles and which transforms lives for Christian faith, leadership, and service.

We recognize that the University is not the church; however, we are a Christian community which seeks to be guided by the teachings of our Lord Jesus Christ as revealed in scripture. We welcome all students, regardless of their church affiliation, who agree to abide by this covenant. Because the University was founded by members of the churches of Christ and because we seek to serve our church constituents effectively, we expect all full-time faculty and staff to be faithful, active members of a local church, who fully embrace the principles of this covenant.

#### **Our Foundation**

God interacts with this world as both Creator and Savior (*Genesis 1; Hebrews 1:1-3*).

The Bible is God's inspired word, which shows us the nature of God, the risen Son, and the Holy Spirit (*2 Timothy 3:16; 2 Peter 1:19-21*).

We seek to honor God by imitating the nature of God and his son, our Lord Jesus Christ, through the guidance of the Holy Spirit (*John 13:13-17; 1 Corinthians 11:1; 1 Peter 2:21*).

As members of this Christian higher learning community, we are guided by specific

principles set forth in the Bible (*Psalms 119:105; 2 Timothy 3:16-17*).

## **Our Call**

God calls us to do our best in everything we do (*Colossians 3:17; Colossians 3:23*).

God calls us to submit our will to his (*John 15:14; James 4:7; 1 John 2:17*).

God calls us to submit to one another in love (*1 Corinthians 10:23-24; Galatians 5:13-14; Ephesians 5:21; Philippians 2:3-4*) and to show his love through the justice, mercy, and faithfulness of our lives (*Matthew 5; Matthew 23*).

God calls us to live lives of holiness (*Ephesians 1:4; 1 Thessalonians. 4:7; Hebrews 12:14; 1 Peter 1:15-16*).

## **Our Community Life**

We strive to honor the Lord and be Christ like in all of our conduct (*Colossians 3:12-14; Titus 2:11-14*).

We strive to demonstrate love and respect for everyone, even those who have views that differ from ours, and avoid conduct or language that is demeaning to others (*Galatians 3:28; Philippians 2:3-4; James 2:1-13*).

We strive to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting to others (*1 Corinthians 10:23-24; 31-33*).

We strive to use wise stewardship of our mind, body, time, abilities and resources and make thoughtful, biblically guided choices in matters of behavior, entertainment, and interpersonal relationships (*Philippians 4:8*).

We strive to practice honesty and integrity in everything we say and do (*Colossians 3:9-10; Revelation 21:8*).

We strive to treat our bodies with the honor due the temple of the Holy Spirit—honoring God's plan that sexual relations be a part of a marriage between a man and a woman, dressing modestly, and avoiding any self-destructive practices (*1 Corinthians 6:19-20*).

For the sake of our personal influence and our life together in Christian community, we also agree to certain community standards of conduct which are not specifically set forth in the Bible, but which enable the community to operate peaceably and in harmony with these principles and with one another. These community standards are set forth in the Student Handbook, the Staff Handbook, and the Faculty Handbook.

*By choosing to be a part of the Oklahoma Christian University community, every member of the student body, staff, faculty, and Board of Trustees affirms her or his understanding*

*of, respect for, and commitment to abide by the principles, and standards of conduct set forth in this covenant.*

### **Section 1.03      The OC Graduate**

*Since its founding in 1950, Oklahoma Christian University has sought to fulfill its mission to “transform lives for Christian faith, scholarship, and service.” Educating and nurturing the heart, mind, and soul, OC encourages its graduates to be like Jesus Christ, who “increased in wisdom and stature and in favor with God and man” (Luke 2:52). Christian faith and scholarship, exhibited through academic and spiritual excellence, is the heart of the University’s mission. While students will pursue and attain this excellence to varying degrees, we identify here the qualities desired for all OC graduates.*

#### **A. THE OC GRADUATE KNOWS...**

1. The liberal arts, which enrich life and prepare for the inevitable challenges, opportunities, and changes of life.
2. The specialized knowledge, research methodologies, problem-solving strategies, and practical skills that enable competent living in modern society and successful competition in the global marketplace.
3. How to communicate clearly and think independently, critically, and creatively.
4. How to live and work harmoniously with people of diverse backgrounds and beliefs without compromising truth.
5. The great themes and doctrines of the Bible, including the message of grace and the Lordship of Christ.
6. The history and identity of a cappella Churches of Christ and their restoration heritage.

#### **B. THE OC GRADUATE IS...**

1. Committed to intellectual and spiritual inquiry, nurturing the mind and spirit throughout life.
2. Devoted to Christ, seeking to emulate Him and embody the fruit of the Spirit (Gal. 5:22).
3. Dedicated to truth, righteousness, and excellence in every facet of life.
4. A faithful steward of the blessings, resources, and talents received from God.

#### **C. THE OC GRADUATE BELIEVES...**

1. The Bible is the revelation of the nature and will of God, the incarnation of the Son, and the work of the Holy Spirit, and is the authority for Christian faith and practice.
2. Life has meaning only through a relationship with God, recognizing that the pursuit of knowledge in any field is ultimately a quest for understanding of God and His

creation.

3. Faith and learning are integral and cannot be separated with impunity.

**D. THE OC GRADUATE LIVES...**

1. As a servant-leader in family, church, profession, and community, making a difference for good in the world, both locally and globally.
2. With integrity, by acting consistently with beliefs and in covenant relationship with God.
3. In humble submission to God's will, diligently serving him and all humanity by following the two greatest commandments: to "Love the Lord your God with all your heart, all your soul, and all your mind," and to "Love your neighbor as yourself" (Matt. 22:37 & 39).

**Section 1.04 OC's Statement of Commitment**

*I believe in God the Father, Jesus the Son, and the Holy Spirit.*

*I believe Jesus was born of a virgin, lived on earth, was crucified for us, on the third day rose from the dead, ascended to the right hand of God, and will return someday.*

*I believe, through the sacrifice of Jesus on the cross, in the forgiveness of sins, resurrection of the body, and everlasting life.*

*I believe Jesus is the way, the truth, and the life, and through him is the only way to God the Father.*

*I believe the Bible is inspired by God, and it is my guide to faith and practice.*

*I am a baptized believer and am an active member of a local church.*

*I respect, and actively support, the Christian mission, environment, and community of Oklahoma Christian University.*

*I acknowledge and appreciate the relationship between Oklahoma Christian University and churches of Christ.*

## Article II. General Information and Definitions

### Section 2.01 Definitions

A. **“Academic year”**

The period from the start of the fall semester until commencement in the spring semester, though when the context so requires, it may also include the summer terms.

B. **“Academic Unit Leader”**

The individual with oversight responsibility for various aspects, including management responsibilities, for the various programs, departments, institutes, or other academic units within the University’s academic structure.

C. **“Adjunct faculty”**

Individuals employed only for teaching specific courses for one or more terms.

D. **“Board”**

The governing board of the University known as the Board of Trustees of Oklahoma Christian University. The Board exercises all governance, fiduciary, and legal control of the University.

E. **“Faculty”**

When this term is capitalized, it means tenured or tenure-track faculty members, whether full-time or part-time. The term “Faculty” may also refer to other full-time faculty members, such as instructors, or to the Faculty members as a group, when the context so requires. When used as a lower case term, “faculty” refers to all faculty members, including tenured and tenure-track Faculty, instructors and adjunct faculty. Librarians who have achieved the status of Faculty Librarians are also included in the term Faculty.

F. **“Employee Policy Manual”**

A collection of University employment and operational policies. The *Employee Policy Manual* is applicable to all Oklahoma Christian University employees, including faculty, The *Employee Policy Manual* supersedes any conflicting employment provision in this *Academic Policy Manual*.

G. **“Faculty Quality of Work”**

A term of art within this manual representing the rubric the Faculty have determined to judge their own performance at OC. Faculty Quality of Work may be slightly different for instructional and non-instructional faculty. Generally, for non-instructional faculty the phrase, “or professional responsibilities” follows the word “teaching” in the first category of Faculty Quality of Work to account for the fact that non-instructional faculty will need to provide evidence of something other than teaching to fulfill the expected Quality of Work requirements. The

following five factors determine **Faculty Quality of Work**, (1) teaching or professional responsibilities, (2) scholarship and professional achievement, (3) service, (4) collegiality, and (5) contribution to the University's spiritual mission

H. **"Program"**

A course of study that requires the addition of courses or the addition of courses outside of the particular academic unit or approval by the University's accrediting body.

I. **"OC"**

Short form reference for Oklahoma Christian University.

J. **"CAO"**

Short form reference for the Chief Academic Officer. The corporate officer with delegated authority from the President to oversee all aspects of academics at OC.

K. **"OC Covenant"**

A Board approved statement of mission that identifies some of Oklahoma Christian University's sincerely held religious beliefs mostly related to conduct expectations of members of the OC Community.

L. **"OC's Statement of Commitment"**

A Board approved articulation of a few fundamental core spiritual beliefs of members of the OC Community. Annual written affirmation of the Statement of Commitment is a condition of continued employment.

## **Article III. The Academic Organization of Oklahoma Christian University**

### **Section 3.01 The Faculty's Role in the Governance of the University**

The Board of Trustees holds the President responsible for the successful implementation of Board policy, including academic policies. The President delegates oversight of the curriculum to the Chief Academic Officer and the Faculty. Each Faculty member may assist in the formulation of policy and to initiate action for improvement. The Faculty is central to the accomplishment of the mission. Concomitant with the opportunity to participate in shared governance, each Faculty member has the obligation to lend support to, and improve existing institutional policies and decisions.

### **Section 3.02 The Faculty as a Policy-Making Group**

The Faculty assists the Chief Academic Officer in creating and implementing policies related to academic standards, admissions requirements, graduation requirements, learning methods, academic instructional processes, and programs involving academic credit. Faculty meetings are called and chaired by the CAO or the CAO's delegate. All Faculty deans or academic unit leaders are eligible to vote on matters before the Faculty.

The Faculty determines and implements the core curriculum, subject to the terms of this

manual, and the University's governing documents. The Faculty approves all proposed substantive curriculum changes, except for changes necessitated by an administrative decision to delete a course, or terminate a program, major, or degree. OC Faculty members participate substantially in oversight of the curriculum including its development and implementation, its academic substance, currency, and relevance for internal and external constituencies. The OC Faculty assures consistency in the level and quality of instruction and student performance expectations. The Faculty participates substantially in the establishment of the academic qualifications for instructional personnel, and in the analysis of data and appropriate action on assessment of student learning and program completion.

Faculty may propose new programs for review and approval of the CAO.

Major academic policy decisions are subject to the approval of the CAO and the President. Major academic policy decisions (1) have a significant financial impact on the University, or (2) subject the University to public scrutiny, or (3) affect the University's relationship with core constituencies, or (4) impact the mission of the University. What constitutes a major academic decision is determined at the discretion of the President.

### **Section 3.03 Meetings of the Faculty**

- A. Faculty shall meet during the week before the fall semester begins, the week after the spring semester ends, monthly as needed, during the fall and spring terms, or when convened by the CAO. The CAO or the CAO's delegate chairs all meetings of the faculty.
- B. Agenda items for the monthly meetings of the faculty may be recommended by any Faculty member.
- C. The CAO sets the agenda for faculty meetings.
- D. Generally, Faculty votes occur electronically and votes pass or fail based on one-half (1/2) or more of the Faculty members eligible to vote.

### **Section 3.04 Academic Mission and Outcome Policies**

- A. The Board of Trustees holds the President accountable for creating an academic structure and program that effectively accomplishes the University mission and the Board's policy outcomes.
- B. The President identifies and empowers a corporate officer to oversee and implement her or his vision with regard to the academic structure and mission outcomes. This individual is the CAO and is accountable to and serves at the pleasure of the University President.
- C. The CAO will create and implement an academic structure and program that accomplishes the President's academic vision for Oklahoma Christian



University.

### **Section 3.05 Academic Structure**

- A. The Chief Academic Officer shall create an academic structure with subsidiary chairs, officers, deans, or other academic unit leaders of her or his choosing. The CAO empowers and holds academic unit leaders accountable for implementation of her or his academic structure and program, which program and structure must be in concert with Board outcome policies and the President's vision.
- B. The CAO may create colleges, academic units, schools, centers, or institutes, in her or his sole discretion, with the approval of the President, and consistent with Board Policy.

### **Section 3.06 Standing Committees**

Much of the work of the Faculty is accomplished through standing committees. Service on committees is considered part of the Faculty member's professional service to the University and is part of the way in which a Faculty member's professional performance is evaluated.

Committee purpose and membership are at the discretion of the CAO. The CAO and Faculty Association may convene *ad hoc* committees as needed.

### **Section 3.7 Academic Policy Manual Changes**

Faculty will have a reasonable opportunity to review and provide input on policy changes that have a material impact upon the Faculty and their work at the University.

- A. **Changes to Faculty Policies by University Administration.** When an academic policy change has a material impact on the work, duties, and rights of the Faculty, then the CAO will: (1) provide the written proposal to the appropriate Faculty Association committee or committees for review and consultation, and (2) provide the proposal to each member of the Faculty for a period of review and comment of not less than thirty (30) days. If, after Faculty review, the CAO proposes substantive changes to the proposed policies, the Faculty Association and/or its duly constituted representative committees are given another five (5) business days in which to review and comment on the changes. Exceptions to the procedure specified in this sub-paragraph are highlighted in the sub-paragraphs below.
- B. **Mandatory Legal Requirements.** When law or regulation requires a new or amended policy and the University administration adopts the legal requirements as its policy, the courtesy of a period of Faculty comment and review on implementation will be provided when feasible.
- C. **Urgent Circumstances.** If an urgent circumstance makes a period of Faculty notice and comment impractical, the CAO will ensure that Faculty have

a full and fair opportunity to participate in the formation and adoption of the policy.

### **Section 3.8 The Faculty Association**

The primary means of transforming lives for Christian faith, scholarship, and service is to connect faculty with students. The members of the faculty constitute a large block of stakeholders in the University and one of the most consistent participants in its history. The Faculty is united as a community of scholars to provide advice and counsel to the President and Chief Academic Officer as needed. The Faculty Association has adopted a Constitution to govern its internal activities.

## **Article IV. The Responsibilities and Rights of Faculty Members**

### **Section 4.01 Faculty Responsibilities and Rights**

Oklahoma Christian University's mission and purposes are achieved principally by the Faculty. For this reason, faculty competence is of fundamental concern to all. The work of each professor should, therefore, be a matter of constant reappraisal, both by the professor, her or his direct supervisors, the CAO, and by the administration of the University.

### **Section 4.02 Faculty Quality of Work**

Faculty work is judged on the basis of five factors: (1) teaching or professional responsibilities, (2) scholarship and professional achievement, (3) service, (4) collegiality, and (5) contribution to the University's spiritual mission.

Each factor must be interpreted in view of the spiritual mission of the University. Criteria to be assessed in these areas must be documented and measurable. The CAO will ensure that all Faculty conduct a self-evaluation to be included in the Faculty portfolio, and that each Faculty member is evaluated by her or his immediate supervisors. Failure of a supervisor to conduct such evaluations will be grounds for removal by the CAO, and such failure will be noted in the Faculty supervisor's employment file. Annual evaluations must include documentation in each of the five factors comprising OC's Faculty **Quality of Work** standards, listed above.

### **Section 4.03 Teaching or Professional Responsibilities**

#### **A. Instructional Faculty**

1. OC is a teaching institution; therefore, performance in the classroom, studio, laboratory, rehearsal hall, faculty office, and other instructional settings is a primary factor in judging quality of work for instructional faculty.
2. Effective Oklahoma Christian teaching encompasses:
  - i. knowledge of and enthusiasm for the subject matter;
  - ii. ability to communicate effectively;

- iii. self-reflection and constant improvement;
- iv. relation of subject matter and its implications to revealed and natural truth (i.e., integration of faith and learning); and
- v. interest in the students.

Success in this area is measurable in a variety of ways, as noted below, and will be documented as appropriate to the discipline.

3. Evidence of quality in a teaching role will come from such sources as:
  - i. formal evaluations by academic unit leaders , and students;
  - ii. observation of classes by academic supervisors;
  - iii. letters of testimony from former students;
  - iv. observations of professionals in the field;
  - v. diligence and effectiveness in academic advising;
  - vi. professional mentoring;
  - vii. maintenance of office hours; Full-time faculty are required to maintain a minimum of 10 office hours per week as appropriate for degree level (undergraduate or graduate) and class mode (online, hybrid, or face-to-face). Adjuncts are required to maintain one office hour for every credit hour taught. Generally speaking, face-to- face classes should have some in-person office hours and online classes should have some online office hours. During office hours, faculty should be immediately available. All office hours must be posted in syllabi and on or near the faculty member's office door. The dean will review office hours. Contact expectations (e.g., email, Blackboard discussion board, etc.) for online office hours should be clearly defined.
  - viii. cooperation with and acceptance of equitable teaching loads;
  - ix. staying abreast of her or his discipline with regular reading in the field;
  - x. continual upgrading of course outlines and bibliographies;
  - xi. regular revision and improvement of teaching strategies and lectures;
  - xii. systematic efforts to find out what students are learning; and her or his influence on that learning and growth.

4. Materials that reflect the quality of teaching appropriate to the discipline include:
  - i. lists of courses taught and syllabi for those courses;
  - ii. sample graded papers (essay/research/exam);
  - iii. sample materials prepared for instructional purposes, including the effective use of technology;
  - iv. solicited written evaluations from peers, academic administrators, and students;
  - v. reflections on teaching philosophy and the integration of faith and learning;
  - vi. descriptions of new and/or innovative teaching methods;
  - vii. descriptions of advising and mentoring activities;
  - viii. teaching awards and other recognitions; and
  - ix. descriptions of methods used.
  
5. Evidence of outstanding student performance and accomplishment which may reflect on the work of the teacher includes:
  - i. laboratory projects;
  - ii. business simulations;
  - iii. design portfolios;
  - iv. literary or musical compositions;
  - v. athletic achievement;
  - vi. performances in the arts;
  - vii. internships in the field;
  - viii. research, writing, and presentations;
  - ix. achievement on standardized tests; and
  - x. work in professional societies.

#### **B. Non-instructional Faculty**

1. Non-instructional faculty (e.g., librarians, instructional designers, etc.) contribute to student learning through a variety of activities that include but are not limited to professional responsibilities such as supporting instructional faculty in their teaching roles and building a useful collection of library materials. While non-instructional faculty may have opportunities to teach, the majority of their professional responsibilities are not tied to the classroom. As a result, non-instructional faculty should be evaluated using criteria appropriate to their job responsibilities in addition to the criteria listed above. A few examples of such criteria are listed below, but the appropriate criteria for any

non-instructional faculty member should also be delineated and assessed in the letter of recommendation from the faculty member's supervisor submitted as part of the faculty portfolio.

2. Evidences of quality in a non-instructional faculty role could include (in addition to those listed for instructional faculty):
  - i. continual upgrading of tutorials and webpages;
  - ii. efforts at continuous improvement of technology tools such as the Learning Management System or the Integrated Library System
3. Materials that reflect the quality of non-instructional work could include (in addition to those listed for instructional faculty):
  - i. original cataloging or library collection evaluation;
  - ii. archival or special collection research tools;
  - iii. training materials;
  - iv. technological innovations or databases; and
  - v. reports or policy statements.

#### **Section 4.04 Scholarship and Professional Achievement.**

Any person seeking academic advancement must make suitable achievement as a scholar and professional in her or his field of expertise. Emphasis is given to faith-informed scholarly works and activities which advance the knowledge, understanding, and integration of the Christian worldview as it relates to the academic or professional discipline. Faculty will seek to excel in the following areas as appropriate to the discipline:

- A. Scholarly contributions to knowledge through research and writing (evidence might include lists and description of research projects, lists of publications, lists of professional presentations, evidence of serving as a journal editor, grants written, lists of access tools created including databases, indexes, bibliographies, etc.);
- B. Scholarly contributions through works of art and/or design, music, theater or literature (evidence might include lists of titles of works of art and sample slides or other graphic representations; lists of titles of music composed, performed, conducted, etc.; lists of titles of original works of literature); and
- C. Professional achievement through other professional activities (evidence might include lists of professional activities appropriate to the discipline, such as participating in professional associations; chairing sessions for conferences; judging student works; judging professional works; producing electronic data such as original cataloging records or webpages; serving as a consultant, clinician, adjudicator, panelist, etc.; serving as a guest lecturer, author, composer, conductor, artist, musician, etc.; consulting, speaking, performing).

Evidence of success in these areas includes:

1. records of activity;
2. objects or materials produced;
3. lists of professional honors; and
4. juried competitions and publications.

#### **Section 4.05 Service.**

Every Faculty member should recognize that there is an important service dimension beyond assigned teaching duties or professional responsibilities, including the following:

- A. contributions to the community, such as leadership or participation in youth or civic organizations;
- B. work on behalf of the political or citizenship process;
- C. contributions to the church, such as committee work, preaching or teaching, evangelistic campaigns, any other activities supporting local churches or parachurch organizations as documented by them;
- D. contributions to the University, such as committee work, contributions to campus activities, special efforts in regard to assessment, special efforts in regard to accreditation, taking students to professional conferences and competitions;
- E. professional mentoring; and
- F. administrative duties, including director of a program within an academic unit, academic unit chair, director of a school within a college, or dean of a college.

#### **Section 4.06 Collegiality.**

A consideration of collegiality is particularly appropriate at a Christian university and is given special attention when rank increases and/or tenure are under consideration. Collegiality involves relationships within the University. These interactions should support the mission and goals at each level of the institution. Among the indicators of the Faculty member's collegiality are:

- A. sharing personal values and beliefs with colleagues;
- B. being willing to listen and being open to new ideas;
- C. being considerate, sensitive, and caring to others;
- D. demonstrating tolerance for opposing opinions of colleagues;
- E. volunteering to help other colleagues with common academic tasks;

- F. participating thoughtfully in discussions about academic issues;
- G. participating thoughtfully in academic decision processes;
- H. fostering a sense of community and equality; and
- I. demonstrating interest and cooperation across disciplines.

Both annual evaluations and letters of evaluation for rank and tenure should specifically address the collegiality of the Faculty member. The applicant should also provide documentation of collegiality in her or his portfolio for rank and tenure.

#### **Section 4.07 Contribution to the Spiritual Mission of the University**

Oklahoma Christian University takes seriously its commitments to academic and spiritual excellence. The Faculty of the University carry out this mission. Therefore, decisions regarding the hiring, promotion, granting of tenure to, and the continuation of employment of Faculty should be made with careful consideration of the Faculty member's contributions to both of those critical defining elements of the University.

In the context of Christian higher education, there are objective and subjective indicia of a Faculty member's contribution to the spiritual mission of the University. The spiritual mission and purposes of the University are clearly set forth in official public documents such as the *Mission Statement*, the *Vision Statement*, the *Oklahoma Christian Covenant*, the *Statement of Commitment*, the *Certificate of Incorporation and Bylaws*, the *Employee Policy Manual*, the *Academic Policy Manual*, and other documents and materials published by the University. Among the indicators of a Faculty member's contributions to the spiritual mission are:

- A. annual written affirmation of compatibility with and commitment to the spiritual beliefs and purposes of the University expressed in the OC Statement of Commitment;
- B. membership, active involvement, and regular attendance at a local church;
- C. active integration of Christian faith and learning in the classroom, in scholarship, and in the development of a Christian worldview in her or his students;
- D. behavior which reflects the teaching and example of Christ and which is consistent with the Oklahoma Christian Covenant;
- E. verbal promotion, cooperation with, and support of the spiritual mission and purposes of the University;
- F. sponsoring and participating in activities on or off campus which are designed to nurture and mentor the spiritual dimension of students or the University's relationship with churches; and

G. attendance and participation in chapel.

Both annual evaluations and letters of evaluation for rank and tenure should specifically address the Faculty member's contribution to the spiritual mission of the University. The applicant must specifically address her or his contribution to the spiritual mission of the University in her or his portfolio for rank and tenure.

This process is intended to be consistent with the University's commitment to academic freedom, as set forth in the University's "Statement of Academic Freedom and Responsibility" below, and is not intended to enforce conformity of belief and practice, except as deemed fundamental to the mission and purposes of Oklahoma Christian University.

## **Article V. Statement of Academic Freedom and Responsibility**

### **Section 5.01 Guiding Principles**

The following principles guide Oklahoma Christian University in the definition and application of academic freedom and its rights and responsibilities.

#### **A. God and Humankind**

Academic freedom at Oklahoma Christian University derives from Biblical revelations of the nature of God and of humankind. A primary principle is that God is God, and human beings are not; God is creator of the universe and we are creatures. God is love. He is eternal, perfect, all-knowing, and all-powerful, in His perfect freedom unlimited by anything that is not himself. Human beings are not God and cannot attain divine knowledge and wisdom. However, we are created in God's image, and as such we reflect God's character—His gift to us. As an academic institution, we can finitely and partially reflect God's freedom as freedom of inquiry, though we must never forget our status as creatures. Because human beings do not have a full grasp of the mind of God and are capable of error and misunderstanding, Christian scholars and students must pursue truth with humility and determination.

#### **B. Creation is One**

Another foundational principle of academic freedom at Oklahoma Christian University is that God is the author of all creation and of all truth—whether revealed or observed—and that all life, all knowledge, all science, all history, and all we can perceive are related to His purposes for humankind. Therefore, nothing that is noble, good, beautiful, or otherwise worthy of being learned or investigated can be taught without relating it to life's most important questions. Any university that ignores such questions does so at great peril to its students, but a Christian university that does so abrogates its right to be called Christian. The foremost duty of humankind is to love the Lord, not only with all our hearts and souls, but with our all our minds as well. The second most important duty of mankind is similar—to love our neighbors as ourselves (Matthew 22:36-40).



### **C. Mission**

Oklahoma Christian University is committed to the highest ideals of Christian education. The essence of true Christian education is that it embraces and celebrates openness, the inclusive spirit of Jesus, and an unrelenting search for truth. The mission of the University demands freedom of inquiry and expression. Truth thrives best in a climate of freedom. Oklahoma Christian seeks to build Christian faith by helping students face profound questions and difficult challenges within the context of a supportive Christian faith community, with the aim of nurturing and creating more mature Christian faith. Freedom of thought, belief, inquiry, and expression are crucial no less to the sacred than to the secular quest for truth. OC seeks to prepare its students to confront and witness to the world—to view and analyze and judge it based on the Christian worldview, not to avoid encounters with or protect students from the world. All members of the Christian academic community, and especially the Faculty, must feel safe to pursue ideas, to challenge popular opinion, and to explore evidence wherever it may lead.

### **D. Community Trust**

Oklahoma Christian University exists because of the trust of the faith community which called it into being, the churches of Christ. The purposes which called that faith community into being—commitment to the authority of Scripture for all of life, the unity of believers, and freedom in Christ—are the same purposes that undergird and nurture academic freedom at the University. The Faculty must reflect the character of the University; therefore, all members of the Faculty are expected to maintain and nourish that trust by upholding these principles of New Testament Christianity which characterize the Christian faith and practice, regardless of church affiliation. Compatibility of the individual Faculty worldview with the institutional mission is a critical factor in protecting and promoting both academic freedom and the purposes for which the University exists.

### **E. Christian Worldview**

A Christian worldview affirms that God is the sovereign and almighty Lord of all existence and thus that human life is meaningful, significant, intelligent, and purposeful. While the late 20th and early 21st centuries have often embraced the secular worldview that there is no absolute truth to be found, Oklahoma Christian University categorically stands in opposition to that worldview. All that is done at the University reflects the worldview that there is truth and that it is revealed first in Jesus Christ, second in sacred Scripture, and third in creation. We see life from a Christian point of view, thinking with the mind of Christ (1 Corinthians 2:16). Our purposes are not to advance knowledge for its own sake; rather, we seek knowledge “for attaining wisdom and discipline; for understanding words of insight; for acquiring a disciplined and prudent life, doing what is right and just and fair” (Proverbs 1:2-3).

## **Section 5.02 Rights, Responsibilities, and Limitations.**

Under the preceding principles, the faculty and other members of the University community have the following rights, responsibilities, and limitations regarding academic freedom:

### **A. Right of Academic Freedom**

Within the guiding principles and limitations set forth in this policy, members of the Oklahoma Christian community are free to pursue scholarly inquiry, publish their results, and discuss controversial subjects and viewpoints relevant to their academic area without undue restriction or fear of reprisal from sources inside the University.

**B. Integrity and Public Perception**

All faculty are responsible to exercise integrity in their speech and actions, including the full recognition that the public will judge them and the University by their actions.

**C. Controversial Materials**

Every faculty member is responsible to be judicious in the use of controversial materials in the classroom and to exercise due care that the students not misunderstand the faculty member's position on the subject. Teaching on controversial subjects should be done in a manner that will nurture students' faith even as it challenges their thinking. It is not expected that individual faculty members and administration will agree on every point of religious understanding, much less on academic issues. It is expected, however, that a spirit of Christian charity, common faith, and loyalty to the unique University mission will prevail and that questions will be raised in ways that seek to strengthen rather than undermine faith. Every faculty member should be sensitive to the difference between matters that are appropriate for public or classroom discussion and those that are better discussed in private. Discussion of controversial issues beyond the scope of the subject matter of the class should be limited in frequency and duration and should occur only as such issues are pertinent to the University mission.

**D. Identity, Mission, and Challenge**

Oklahoma Christian University has the responsibility to maintain its identity and to pursue its distinctive mission, and it expects its faculty and staff to embrace and support that identity and distinctive mission. If a faculty or staff member desires to challenge the administration's interpretation of that identity or mission, she or he should do so in a quiet and collegial spirit, and the administration should receive the challenge with gentleness and open-mindedness, as from a brother or sister in Christ seeking truth and promoting the welfare of the institution. The institution must respect the right of the faculty and staff to ask genuine and difficult questions. Learning and growth are often unsettling. There is no way to eliminate these tensions altogether. Neither institutional nor individual academic freedom is unlimited. Unlimited individual academic freedom would place the individual effectively in charge of defining the institutional mission, which is the responsibility of the administration under the authority of the Board of Trustees. Unlimited institutional freedom would stifle creativity, academic inquiry, research, learning, and the quest for truth.

**E. Political Activity**

Every faculty member is entitled to broad freedom in her or his personal political speech and action in the classroom. A faculty member may invite speakers of all

political ideologies to speak in their classes on topics relevant to their subject matter. This freedom does not, however, extend to: giving the impression that the faculty member speaks for the University; attempting to use the University to further a personal political agenda; materially detracting from the purpose of the class; or undermining the mission of the University. The faculty member shall also comply with other University-wide policies regarding political activity (such as use of OC facilities), as explained in the *Employee Policy Manual*.

## **F. Balance of Interests**

Oklahoma Christian University seeks a responsible and freedom-oriented balance in protecting individual academic freedom and maintaining institutional integrity. The institution should impose limitations on academic freedom only when there is clear and present harm to the institutional mission and integrity. The academic freedom afforded to scholars at Oklahoma Christian University is accompanied by heavy responsibilities—to act with utmost integrity, to support the tenets of the institution and acknowledge the authority of the Scriptures, and to live and behave as authentic and faithful Christians. There must be freedom to challenge prevailing views and decisions, but no freedom is absolute; any challenge must be made with decorum, sensitivity, humility, gentleness, grace, respect for individuals, and due regard for the character and aims of the institution.

### **1. Narrow Construction and Final Decision**

Exercise of limitations on individual academic freedom and institutional freedom should be narrowly construed so as not to impede the interchange of ideas. A limitation on individual academic freedom is reasonable and expected when behavior or expression seriously and adversely affects the University mission. If a faculty member believes that her or his academic freedom is unduly constrained or is informed that a limitation on her or his academic freedom is being proposed beyond the scope of this policy, the faculty member has the right to request that the matter be reviewed by a Dispute Resolution Panel comprised of the then serving Faculty Association President and two faculty members or academic administrators appointed by the CAO. This Dispute Resolution Panel shall make a formal recommendation to the President before the final decision is made. The responsibility for interpretation of these policies and guiding principles and for determination of whether the institutional mission is seriously and adversely affected falls on the President.

### **2. Cessation of Harmony with Mission**

Oklahoma Christian University respects the rights of faculty to evaluate, study, investigate, question, and believe as dictated by their conscience and an honest search for truth. However, when a faculty member ceases to believe and act in substantial harmony with the mission of the University, it is incumbent upon that individual to recognize that disharmony and voluntarily seek employment elsewhere, regardless of tenure or other perceived contract rights. If the individual does not do so in a timely manner, then it is the responsibility of the institution to protect its mission and take necessary steps to dismiss the individual, taking

into consideration the individual's potential contractual compensation rights. The CAO, in consultation with the Chief Human Resources Officer may impose lesser sanctions in an effort to bring resolution or reconciliation when a faculty member appears to be out of harmony with the University's mission. Notwithstanding, annual affirmation of the Statement of Commitment is a condition of employment for all employees.

### 3. **Spiritual Mission**

As used in this document, the spiritual mission and purposes of the University are clearly defined in official public documents such as the *Oklahoma Christian Covenant*, the *Mission Statement*, the *Statement of Commitment*, the *Certificate of Incorporation*, and *Bylaws*, the *Employee Policy Manual*, and other documents and materials published by the University.

## **Article VI. Faculty Rank**

### **Section 6.01 Faculty Status**

All teaching appointments shall be classified as one of the following, depending on the purpose, longevity, experience, and other relevant criteria affecting faculty appointment.

#### **A. Adjunct Faculty**

These individuals are typically employed only to teach specific courses on a semester-by-semester basis. Academic Unit leaders recommend the appointment of adjunct faculty, if approved by the CAO, the CAO prepares an adjunct agreement for the semester. The CAO determines whether or not to issue the adjunct employee agreement.

Academic Unit leaders shall orient new adjunct faculty to the University, making certain that they understand and support the University's spiritual mission and core values; have read and agree to abide by the conduct expectations expressed in the OC Covenant; annually affirm in writing belief in the core spiritual beliefs of the University articulated in the Statement of Commitment; have official transcripts and signed employee agreements on file in the office of the CAO; and understand the pertinent academic policies, including policies concerning the construction of syllabi, the submission of mid-term and final grades, student absences, and academic honesty.

Adjunct faculty are expected to be available to assist students through email, phone, and an appropriate number of office hours as determined by the academic unit leader, in concert with all applicable laws or regulations.

Adjunct faculty will be provided appropriate technology and tools to do their job, but are not guaranteed office space.

### **B. Non Tenure-Track Faculty**

These individuals are generally employed to teach and/or administer up to a full-time basis, but do not qualify for tenure and acquire no rights of continuation, except the right of notice of non-renewal as specified herein. These Faculty members qualify for rank above the level of Instructor if they meet the criteria and are approved for higher rank. If they teach or perform professional duties (for non-instructional faculty) 50% or more of the normal faculty load, they may participate in Faculty meetings, serve as Faculty on committees, and be members of the Faculty Association. Individuals may be offered a Non-Tenure-Track Faculty appointment for any of the following reasons:

1. they do not possess one or more expected qualifications of Tenure-Track Faculty;
2. they have applied for and been denied tenure;
3. they have failed to apply for tenure at the designated time for application;
4. they are hired for dual assignments on the Faculty and elsewhere in the institution;
5. they are hired in an academic unit where there is already a predominance of tenured and tenure-track Faculty; or
6. for other reasons as determined by the CAO.

Unless previously denied tenure, Non-Tenure-Track Faculty may be appointed to tenure-track positions at the discretion of the CAO

### **C. Tenure-Track Faculty**

These individuals are employed full-time to 1) teach or perform professional duties and 2) pursue scholarly activities, or substantially full-time with release time for other academic duties, but have not yet been granted, denied, or failed to apply for tenure; they participate in the Faculty rank system and acquire the rights set forth for tenure-track Faculty.

### **D. Tenured Faculty**

These individuals are employed full-time to 1) teach or perform professional duties and 2) pursue scholarly activities, or substantially full-time with release time for other academic duties, and have been granted tenure; they participate in the Faculty rank system and have all the rights of tenure set forth in this *Academic Policy Manual*.

## **Section 6.02 Rank System**

### **A. Initial Rank for New Faculty**

When hiring a Faculty member, the CAO will seek to assign rank based on experience and education commensurate with experience and education as generally reflected throughout the Faculty of the University and consistent with the criteria for rank set forth herein. The CAO will determine the initial rank of new Faculty in consultation with the appropriate dean or academic unit leader. The Faculty rank shall be clearly stated in the Faculty employment agreement.

When a Faculty member is hired:

1. HR will notify that Faculty member in writing of her or his rank;
2. Any special considerations or requirements that may affect a Faculty member's application for rank increase or tenure will be included in the Faculty employment agreement;
3. The CAO will include those notifications in the Faculty member's permanent file; and
4. The Faculty member will make copies of those notifications available to the Rank and Tenure Committee when the Faculty member applies for rank increase or tenure.

#### **E. The Rank and Tenure Committee**

1. **Membership:** The membership of the Rank and Tenure Committee shall consist of one elected member from each of the College of Humanities and Bible, College of Professional Studies, and three (3) at-large members. The members must be tenured Faculty and must hold the rank of Associate Professor or higher unless an exception is approved by the CAO. The immediate past chair shall remain on the committee as a non-voting advisor to the Chair.
2. **Election:** The members of the Rank and Tenure committee for the following academic year will be elected by their academic units and by the Faculty Association each year between spring break and the spring Faculty workshops held in April/May. The Faculty Association's Executive Committee will be responsible for providing a slate of nominees for all elected positions and will administer the election. Members may be re-elected for successive terms. If any elected member of the Committee is unable or ceases to serve with at least six months remaining in her or his term, a replacement will be elected through the process stated above to serve the remainder of the term. If there are fewer than six months remaining in the term, the Faculty Association's Executive Committee may appoint a replacement.
3. **Chairperson:** The Committee shall select its own chairperson.
4. **Fall Workshop:** The chair shall plan and implement a "Fall-Workshop" for all interested faculty, especially those who will apply for Rank increase or Tenure during that current academic year, as well as academic unit leaders who will provide supporting information.
5. **Recusal:** In certain circumstances, it will be appropriate for a member of the Rank and Tenure Committee to recuse himself or herself from discussing or voting on a particular matter. For example, where a member of the committee is related to or reports to an individual applying for rank or tenure, it would be appropriate for that committee member to recuse himself or herself from any discussions about or votes regarding that colleague.

#### **B. Process for Promotion in Rank**

The process for rank increase involves the following:

1. Faculty Member-application
2. Academic Unit Leader or Academic supervisor-review and recommendation
3. College Dean review and recommendation

4. Rank and Tenure Committee–review and recommendation
5. CAO–review and recommendation
6. President–review and final approval

### **C. Calendar for Rank Increases**

Applicants for rank increases should observe the following dates. In extraordinary circumstances, the CAO may grant an exception.

1. **April 1:** Prior to midnight April 1, of the academic year preceding the academic year in which the application will be reviewed, the applicant must (1) submit a letter of intent to the CAO, specifying the rank sought (2) request a letter of recommendation and support from her or his academic unit leader (the Applicant is solely responsible for providing relevant supporting material to her or his academic unit leader if necessary to properly prepare the required letter of support in the format requested by the Rank and Tenure Committee); (3) Request classroom observations by colleagues as deemed appropriate.  
Once received the CAO will (1) notify the then serving Chair of the Rank and Tenure Committee; (2) schedule required classroom or performance evaluations; and (3) provide the applicant with a comprehensive guideline of the Rank and Tenure application process.
2. **July 15:** All letters of recommendation, evaluations, and observations from University personnel must be completed and made available to the Applicant no later than July 15 of the summer before consideration, or as soon thereafter as reasonably practicable once the recommender has had the opportunity to review the portfolio. The academic unit leader may request an abbreviated portfolio or other materials in advance of the deadline for submitting the letters of recommendation. Each letter of recommendation shall specifically address each criterion for promotion, as well as provide any other information deemed appropriate.
3. **August 1:** Faculty member applicants must upload their formal Application for Rank Increase, along with their complete portfolio (see below), no later than midnight, August 1 of the summer immediately preceding the academic year in which the application will be reviewed by the Rank and Tenure Committee.
4. **December 1:** The Rank and Tenure Committee will meet early in the fall term to evaluate applications for rank increase. During this time, the Committee may request a meeting with the candidate’s academic unit leader, dean, or both. Written positive or negative recommendations of the Rank and Tenure Committee, along with an explanation of the reasons for the recommendation and all supporting materials, will be submitted to the CAO and the applicant no later than December 1.
5. **January 15:** The CAO shall submit to the President her or his recommendation, along with the recommendation of the Rank and Tenure Committee and all supporting materials and explanations, no later than midnight January 15.
6. **February 15:** The President shall communicate her or his decision on the application, to the CAO, no later than midnight February 15.

#### **D. Mid-Year Start Dates and Part-time Work**

Faculty hired on start dates other than the fall semester may not be awarded promotion on the half year. Faculty with part-time employment agreements for part or all of their time served must have worked the equivalent of a full load for the required period of time.

#### **E. Confidentiality**

The Rank and Tenure Committee discussions, materials, and decisions, and the comments and actions of others involved in the recommendation and approval process shall be held in the strictest of confidence

#### **F. Granting of Rank Increase**

If the CAO and the President concur with the positive recommendation of the Rank and Tenure Committee, then the decision shall be deemed approved and said approval shall be documented with the signatures of the President and the CAO and copies provided promptly to the applicant and the Rank and Tenure Committee.

#### **G. Effective Date**

Rank increases are effective at the beginning of the academic year following all approvals. If approval is delayed beyond the beginning of an academic year through no fault of the applicant, the President may, but is not required to, make the approval effective at an earlier date.

#### **H. Appeals**

##### **1. Appeal of Rank and Tenure Committee Recommendation.**

Applicants may appeal a denial of rank increase by the Rank and Tenure Committee by submitting a formal appeal letter to the Committee Chair prior to midnight of the fifteenth (15th) day following delivery of the denial. The Committee must meet with the applicant to discuss its reason for the denial, prior to midnight of the fifteenth (15th) day following the Committee Chair's receipt of the appeal letter. The appeal will relate only to the reasons for denial stated in the documentation provided by the committee with their original decision. The Faculty member will have the opportunity to bring forward additional evidence which she or he feels might overcome the reasons the committee gave for its denial. The discussion will not include how individual members of the committee voted or any other matter which would violate the confidentiality under which the Rank and Tenure Committee is expected to operate. If this discussion does not resolve the issue, the Faculty member may appeal directly to the CAO and the President. The CAO and the President may review the appeal by conducting their own study of the case or may appoint a committee of Faculty members to assist in reviewing the appeal. The President may either uphold the denial, in which case the denial is final, or may overturn the denial and grant the requested rank increase. If the candidate is also applying for tenure, and the Rank and



Tenure Committee has already met with the candidate about concerns, a separate meeting regarding issues of tenure will not be held. The Committee Chair will send the appeal directly to the CAO and President.

**2. Denial by the President or the CAO.**

If either the President or the CAO denies a recommendation for rank increase from the Rank and Tenure Committee, they will individually or collectively meet with the committee and with the applicant to discuss that disagreement. If those discussions do not resolve all objections, the CAO and/or President will provide a letter to the committee and to the applicant outlining the reasons for denial of the committee's recommendation, which denial shall be final.

**I. Documentation**

All applications, decisions, appeals, and dispositions of appeals for rank increases shall be in writing and all conclusions and decisions shall be clearly stated. All written documents shall be provided to the applicant, shall be made available to the Rank and Tenure Committee, and shall be retained in the Faculty member's permanent file. All supporting materials shall become part of the Faculty member's permanent file except for original works, which will be returned after copies are made for the file.

**J. Reapplication**

If an application for rank increase is denied, an applicant may reapply the following year or thereafter upon providing evidence that the reasons for the prior denial have been resolved.

**K. General Policies Regarding Advancement in Rank**

1. Advancement in rank is not automatic. Applicants must meet the criteria stated for each rank *before* being eligible to apply for that rank prior to midnight April 1 of the academic year preceding the academic year in which the application will be reviewed. Administrators who have attained rank as Faculty, will continue to hold that rank. Administrators who teach at least a half-time Faculty teaching load as a regular part of their duties will be given academic rank on the basis of their qualifications.
2. Any changes in a person's qualifications during a year will be considered in determining rank for the following year. A person who begins employment in mid-year will be assigned the rank to which she or he is eligible at the point of beginning her or his work.
3. Faculty who expect to complete degrees during the application, evaluation, and approval processes should submit their request for rank increase if the degree completion will affect their status. However, if a rank increase is approved, that rank increase will be effective only if and when the degree is actually completed. If a faculty member fails to complete a degree before the beginning of the academic year for which the approval would have been effective, the rank increase will be effective only at the beginning of the academic year following the completion of the degree. If the application is denied because the degree has not been completed, the applicant must

- reapply for a rank increase when the degree is completed.
4. Discussions regarding progress toward rank will occur during the Faculty member's annual evaluation by her or his academic supervisor . The academic supervisor shall visit one or more classes taught by the Faculty member to have additional information regarding the Faculty member's progress.

## **L. Criteria for Evaluation of Applications for Rank Increase**

### **1. Faculty Portfolio**

Faculty members applying for promotion in rank or tenure must include in their portfolios their professional resume and the information specified in this manual regarding **Quality of Work**. Specific materials that must be included are:

- i. copy of the Letter of Intent submitted to the CAO ;
- ii. application form submitted by the candidate requesting rank increase and/or tenure; include explanation of any special accommodations, i.e., credit for equivalent teaching or early tenure;
- iii. letter from dean of the respective college;
- iv. letter from academic unit leaders (or dean, in those academic units having no chair or where the chair is seeking tenure);
- v. letter from a church leader attesting to the candidate's ongoing participation in a local church;
- vi. professional resume or CV;
- vii. personal statement of faith;
- viii. evidence of **Faculty Quality of Work**:
  - 1) **teaching or professional duties**, including integration of faith and learning,
  - 2) **scholarship or professional achievement**,
  - 3) **service** (if administrative duties are included in the candidate's responsibilities, these should be specified and evaluations from the appropriate supervisors provided.)
  - 4) **collegiality**,
  - 5) **contribution to the spiritual mission** of the University, (Chapel attendance is considered one indicator).
- ix. personal evaluations (since prior employment action);
- x. student evaluations for instructional faculty and for non-instructional faculty who have teaching responsibilities (since prior employment action) (Note that if you have worked at OC for longer than 5 years, evaluations will not automatically be scheduled for you. You must request that the Office of Academic Affairs schedule student evaluations for you so that you may include them in your portfolio); and

- xi. any additional materials may be added as appendices or addenda.

These materials should be included in the order listed and organized under the appropriate electronic folder. Candidates are urged not to include extraneous materials in their portfolios.. Syllabi should not be included other than as needed to demonstrate the integration of faith or regular updating of the course in the Faculty member's teaching.

## **2. Academic Preparation**

Graduate study and attainment of post baccalaureate degrees from recognized academic programs are used as the primary measure of academic preparation. Master's degrees and doctorate degrees are used as the principal measures; in some rare instances, however, a teacher may establish an equivalent level through a terminal degree in special fields or through outstanding recognition, experience, or achievement in her or his profession.

## **3. Experience**

Teaching or professional responsibilities at the college level is the primary measure of experience for advancement in rank, but some other types of relevant experience are also recognized. Where experience other than at the college level can be applied, these equivalents will be allowed:

- i. One year of credit will be given for each two years' teaching experience below the college level (but not to exceed three years of credit).
- ii. One year of credit will be given for each three years' practical service directly related to the teaching field.
- iii. Actual class or laboratory instruction as a graduate assistant will be credited on a basis of 24 semester hours of teaching equaling one year of experience.

Normally, a year of teaching experience is credited for eight or nine months of full-time teaching. No more than one year of experience will be credited for any 12-month period. These experience equivalents do not apply to the qualification for tenure.

The Faculty Rank and Tenure Committee may give special consideration to college level experience other than teaching, even counting it as some portion of the required college-level teaching experience should the committee so determine. This determination will be based on the extent to which the college non-teaching experience may be considered as preparation for teaching at OC.

## **M. Policies for Individual Rank**

### 1. Instructor

A faculty member may be appointed to this rank if she or he has a master's degree and does not qualify for a higher rank. No experience in teaching is required. Only in exceptional cases and upon condition of completing a master's degree in a reasonable time (specified in the initial agreement) will one without the master's degree be appointed.

### 2. Assistant Professor

For appointment to the rank of Assistant Professor, a Faculty member must have one of the following qualifications:

- i. hold a doctor's degree or the recognized terminal degree within the applicant's discipline, or
- ii. have, in the opinion of committee, an acceptable level of **Quality of Work** and meet one of the following qualifications:
  - 1) hold a master's degree plus 30 hours of graduate study and three years of teaching experience, or
  - 2) be at the dissertation stage of a doctorate, or
  - 3) hold a demonstrably equivalent level of standing in her or his profession as defined and documented in writing by the CAO. Faculty members applying for rank increase should include such documentation in their portfolio.

### 3. Associate Professor

For appointment to the rank of Associate Professor, a Faculty member must:

- i. hold a doctor's degree or the recognized terminal degree within the applicant's discipline ,
- ii. have a total experience of at least six years of teaching or professional experience, and
- iii. have evidence of a **Quality of Work** greater than that expected for the Assistant Professor, thus demonstrating excellence in those items.

### 4. Professor

For appointment to the rank of Professor, a Faculty member must:

- i. hold a doctor's degree or the recognized terminal degree within the applicant's discipline
- ii. have at least five years as an Associate Professor, and
- iii. have evidence of **Quality of Work** greater than that expected of the Associate Professor, thus demonstrating distinction in those items.

### 5. Distinguished Professor

The University also recognizes in a special way the few who exceed the

requirements of the professorial rank. To be a full Professor is to be recognized as an excellent scholar, teacher, and servant to church and community. The Distinguished Professor rank, therefore, is intended to recognize additional qualities or achievements which exceed the requirements of full Professor. The award is NOT primarily a means of recognizing long standing service or longevity *per se* but rather is an award for distinctive teaching, scholarship, and Christian service.

Through meeting the criteria specified in the section entitled Distinguished Professor Additional **Quality of Work**, the person meriting this award has distinguished himself or herself among those within her or his own rank and within the candidate's discipline regionally or nationally. The candidate must have taught at least seven years at the Professor level. The candidate must be recommended by the CAO.

i. **Distinguished Professor Additional Quality Of Work Criteria.**

In addition to the academic **Quality of Work** standards criteria applicable to all Faculty the Distinguished Professor demonstrates some or all of the following criteria:

**1) Teaching**

- i) *keeps abreast of her or his discipline with regular reading in the field (documentation provided by an annotated and dated bibliography);*
- ii) *continually upgrades course syllabi and bibliographies;*
- iii) *regularly revises and improves teaching strategies and lectures;*
- iv) *makes systematic efforts to find out what students are learning and her or his influence on that learning and growth;*
- v) *makes continued efforts to add to library, labs, and instructional media related to the teaching area (documentation provided by requests for materials for the library, labs, media, etc.);*
- vi) *demonstrates effective advising for majors, minors, and students in courses;*
- vii) *exhibits high quality of teaching as reflected in all formal evaluations, peer observations, and rank and tenure observations in the Faculty member's personnel file*
- viii) *experiences high demand for classes; and*
- ix) *effectively and consistently integrates faith and learning in the curriculum.*

**2) Scholarship and Professional Achievement**

- i) publishes articles in scholarly journals;*
- ii) publishes scholarly books or chapters in scholarly books;*
- iii) presents papers at scholarly conferences;*
- iv) receives local, regional or national fellowships or grants;*
- v) serves as a visiting professor/lecturer;*
- vi) receives recognition for artistic or other creative efforts;*
- vii) holds an office in a state, regional, or national organization;*
- viii) serves as a consultant in areas directly related to teaching specialization;*
- ix) participates in professional development activities, seminars, etc.; and*
- x) demonstrates leadership in the production of faith- informed scholarly works and activities which effectively integrate faith and learning.*

**3) Service**

The Distinguished Professor serves the University, church, or community in ways such as the following:

- i) Community*
  - *leading or serving in local government or civic and social organizations.*
- ii) University*
  - *being elected to or selected for a University or Faculty Association committee*
  - *serving on or chairing special committees involving work and research of Faculty or students;*
  - *serving as dean or academic unit leader;*
  - *being elected to a Faculty Association office;*
  - *serving as a club sponsor;*
  - *leading in student academic activities; and*
  - *providing significant positive influence among colleagues in regard to intellectual and moral leadership for the campus.*
- iii) Church**
  - *holding leadership, teaching or other roles in the church or related organizations;*
  - *participating in lectureships, workshops or other similar activities;*
  - *writing articles in religious publications;*
  - *leading in a spring, fall break, or summer campaign; and*
  - *leading or serving in benevolence, missions, or*

*other church ministries.*

**4) Collegiality**

A candidate for Distinguished Professor should demonstrate leadership in developing and exhibiting collegiality among Faculty and staff.

**5) Contribution to Spiritual Mission**

A candidate for Distinguished Professor should be:

- i) acknowledged as a spiritual mentor, leader, and/or servant on campus;*
- ii) influential in developing and enriching the spiritual lives of students;*
- iii) influential in strengthening the spiritual mission of the University;*
- iv) exemplary in regard to the life encouraged by the Oklahoma Christian Covenant; and*
- v) exemplary in participation in chapel.*

**ii. Distinguished Professor Procedures.**

Recommendations for the rank of Distinguished Professor may be initiated by the relevant dean or the CAO. Such recommendation must be made in writing setting forth in summary why the candidate qualifies for this distinction. The written recommendation must be delivered to the committee by **September 30** for the committee to consider during the next academic year. Once the recommendation is made, the process for gathering information, submitting applications, and considering the recommendation is similar to the process for a normal rank increase. After the written recommendation is submitted, the Distinguished Professor candidate must submit intent to apply by **April 1** to the office of the CAO and submit a complete portfolio by **July 15**. The CAO and the Rank and Tenure Committee will then work together to identify an off-campus consultant to assist in the Distinguished Professor evaluation process.

The application for Distinguished Professor is reviewed by: (1) the Rank and Tenure Committee, which will individually visit classes of the applicant and conduct interviews with at least ten students (preferably seniors) and alumni to gain insight into the teacher's effectiveness; and (2) an off-campus advisor (selected by the CAO and the Rank and Tenure Committee), who will serve as a consultant to the Rank and Tenure Committee as it reviews candidates and help evaluate the achievement in relation to achievements of faculty members at similar types of institutions.

The Rank and Tenure Committee will make recommendations about candidates for Distinguished Professor status in regular session after conferring with the advisor.

An applicant who is denied Distinguished Professor status may not be

recommended for that status for three years following a denial.

## **Article VII. Faculty Tenure**

### **Section 7.01 Tenure Policy**

Faculty members at Oklahoma Christian University are selected because of their academic and personal qualifications and the expectation of their success as teachers and spiritual mentors. They are chosen because of their professional qualifications and their commitment to and support for the distinctive Christian philosophy and heritage of the University. Quality of academic preparation and promise and the embracing and promotion of Christian values, lifestyle, and worldview consistent with the University's religious heritage are paramount considerations in the recruitment, selection, promotion, and retention of Faculty. Tenure at Oklahoma Christian University implies a "goodness of fit" as measured by an individual's commitment to and active support of the academic and spiritual mission of the University. This Tenure Policy is designed to enable Oklahoma Christian University to protect its distinctive mission as well as the rights of its Faculty as they relate to academic freedom and tenure.

At Oklahoma Christian University tenure means, fundamentally, two things: a continuing offer of employment in the field of the Faculty member's specialization and in the academic unit in which tenure is obtained (subject to the requirements and limitations set forth in this policy) and formal acknowledgment of a Faculty member's competence in meeting the standards and expectations of the institution. The following explanations help in understanding the concept of tenure.

- A. Tenure is more than a continuing offer of employment. Granting of tenure to a Faculty member is an official acknowledgement by the University of her or his qualifications as a Christian teacher and scholar and as a contributor to the mission of the University. It is a statement of confidence in a Faculty member and an assurance that she or he is given support and protection by the administration and the Board of Trustees, unless there is a patent reason to withdraw their confidence as set forth in this policy, or in the Employment Agreement. It is both an investment of trust and a protection of a right.
- B. Rank and tenure are separate processes. However, achievement of the rank of Assistant Professor or higher is a requirement for obtaining tenure.
- C. No system for tenure quotas exists at Oklahoma Christian University.
- D. Tenure is a privilege accorded to those Faculty members who have demonstrated, and who continue to demonstrate, their worth to the University through a sufficiently long period of service. Its perquisites—particularly that of continuing appointment provide an incentive to non tenured and tenured Faculty members to excel. The awarding of tenure demands from the tenured Faculty member a commitment of ability,



excellence, and energy in support of the mission and goals of the University.

## **Section 7.02 Hiring Faculty with Tenure**

- A. The University may grant tenure to certain highly qualified faculty at initial employment. Such Faculty member shall hold a terminal degree or the recognized terminal degree within the applicant's discipline , be recognized as a scholar in her or his discipline and have held a tenured position at another university. The faculty member shall sign the OC Statement of Commitment prior to being offered employment. The grant of tenure upon initial appointment is rare.
- B. The CAO shall assess whether the grant of tenure upon initial employment is appropriate. When possible the CAO will consult with the Rank and Tenure Committee when granting tenure on initial employment. Tenure upon initial appointment is subject to the approval of the President, the Academic and Student Operations Committee of the Board of Trustees, and the Board of Trustees.
- C. The CAO may negotiate the timing of a newly hired Faculty member's eligibility for application for tenure. Regardless, the Faculty member's probationary period shall generally be at least three (3) years.

## **Section 7.03 Summary of Process for Achieving Tenure**

The process for achieving tenure involves the following:

- A. Faculty Member—appointment in a tenure-track position, participation in the interim review processes, and application;
- B. Academic Unit Leader review and recommendation;
- C. Dean—review and recommendation;
- D. Rank and Tenure Committee—review and recommendation;
- E. CAO—review and recommendation;
- F. President—review and recommendation;
- G. Academic and Student Operations Committee of the Board of Trustees—review and recommendation; and;
- H. Board of Trustees—review and denial or approval.

## **Section 7.04 Calendar for Tenure**

These dates may be modified with the approval of the CAO or the President.

#### **A. Appointment and Calculation of Years of Service.**

Faculty employment agreements shall clearly state that the appointment is tenure-track, regardless of whether the appointment occurs at initial employment or occurs later. . Years of service will be calculated from the actual start date, unless during the hiring process the CAO clearly communicates in writing in the employment agreement that credit for years of service will be granted. Faculty hired on start dates other than the fall semester may not be awarded tenure on the half-year. Faculty with part- time agreements for part or all of their time served must have worked the equivalent of a full load for the required period of time.

**Years 1-5** Pre-tenure annual reviews (see below).

**Year 5** Applicants for tenure should observe the following dates. In extraordinary circumstances, the CAO may grant an exception.

1. **April 1**: Unless granted a prior exception by the CAO, applicants for tenure shall (1) submit a Letter of Intent to Apply for Tenure to the CAO no later than midnight April 1, during the Applicant's fifth (5th) year of teaching or professional responsibilities at Oklahoma Christian University; (2) Request letters of recommendation from the academic unit leader and dean. The Applicant is responsible for providing supporting documentation for the academic unit leader or dean to prepare the letter of recommendation according to the specifications of the Rank and Tenure Committee; (3) The Applicant shall request the academic unit leader to determine whether a majority of the tenured faculty within the Applicant's academic unit support the Applicant's application for tenure; and (4) Request classroom observations by relevant colleagues as deemed appropriate. Upon receipt of the Letter of Intent, the CAO will: (1) notify the the Rank and Tenure Committee Chair; (2) schedule evaluations of the Applicant by the academic unit leader, dean, students, and self; and (3) provide to the Faculty member the Guidelines for Rank and Tenure application, which list all pertinent portfolio requirements, procedures, and deadlines.
2. **July 15**: All letters of recommendation, evaluations, and observations from University personnel (and conferences concerning those measures) must be completed and made available to the Applicant no later than July 15 of the summer before consideration, or as soon as reasonably practicable thereafter once the recommender has had the opportunity to review the portfolio. The academic unit leader or dean may request an abbreviated portfolio or other materials in advance of the deadline to assist in preparing and submitting the letters of recommendation. Each letter of recommendation shall specifically address each of the Committee's criterion for tenure, as well as provide any other information deemed appropriate.
3. **August 1**: Faculty members must upload their formal Application for Tenure, along with their complete portfolio (see below), no later than August 1.
4. **January 15**: The CAO shall submit to the President a recommendation,

along with the recommendation of the Rank and Tenure Committee and all supporting materials and explanations, no later than January 15.

5. **March 15:** The President shall interview the applicant and submit to the Academic and Student Operations Committee of the Board of Trustees a recommendation, along with the recommendations of the CAO and the Rank and Tenure Committee, and all supporting materials no later than March 15, or ten (10) days prior to the Board of Trustees spring Board meeting, whichever is earlier.
6. **Board Spring Meeting:** The Academic and Student Operations Committee of the Board of Trustees shall review the recommendations and supporting materials and make its recommendation to the Board of Trustees. At its option, the Academic and Student Operations Committee of the Board of Trustees may require a candidate for tenure to meet with the committee. Generally, the Board of Trustees will review the recommendations and make a final decision regarding whether or not to grant tenure, during its first meeting following March 15.

### **Section 7.05 Confidentiality**

All participants in the tenure process shall maintain the strictest of confidences with regard to deliberations, communications, and decisions, during the tenure review process.

### **Section 7.06 Granting of Tenure**

If the Board of Trustees concurs with the positive recommendation of the President and the Rank and Tenure Committee, then the decision shall be deemed approved and said approval shall be documented with the signatures of the President and the CAO and copies provided promptly to the applicant and to the Rank and Tenure Committee. The Board reserves the right to deny tenure.

### **Section 7.07 Effective Date**

Grants of tenure are effective at the beginning of the academic year following the Board of Trustees' approval. If approval is delayed beyond the beginning of an academic year through no fault of the applicant, the President may make the approval effective at an earlier date. If a tenure approval occurs after a Faculty agreement is issued, then a revised Faculty agreement will be prepared, and appropriate tenure language adjustments will be made promptly following the final approval. The granting of tenure does not affect the salary of the Faculty member.

### **Section 7.08 Pre-Tenure Annual Reviews**

Tenure-track Faculty will be scheduled for comprehensive annual reviews with the academic unit leader and the dean during the spring term each year of the pre-tenure period. While these reviews will play a role in tenure decisions, their primary purpose should be to provide the Faculty member with an annual assessment of her or his quality of teaching or professional responsibilities and contribution to the mission of the University and with specific goals and methods to improve that performance and contribution, where appropriate.

- A. Prior to each of these reviews, the Faculty member may submit materials that she or he believes are helpful to the academic unit leader and the dean in making an accurate evaluation of her or his performance.
- B. The academic unit leader and the dean may also consider the Faculty member's student evaluations, academic unit leader and dean's evaluations, copies of which will be provided to the Faculty member at least one week in advance of the review meeting(s).
- C. The academic unit leader and dean are encouraged to visit one or more classes taught by the Faculty member to have additional information regarding the Faculty member's progress. Copies of all materials submitted by the Faculty, evaluations of Faculty and any minutes of Faculty review meetings will be put in the Faculty member's personnel file and are available to the Rank and Tenure Committee considering the Faculty member's application for tenure.

### **Section 7.09 Qualification for Tenure**

Tenure is not automatic. Prior to appointment to a tenured position, a Faculty member, including Faculty Librarians, must have proven ability as both a Christian scholar and teacher and as a significant contributor to the mission of the University. Evidence of scholarship, teaching ability, service, collegiality, and commitment to and support of the mission is detailed in the *Academic Policy Manual* **Quality of Work**. Additional required qualifications of Faculty seeking appointment to a tenured position are as follows:

- A. The Faculty member shall have observed and continue to adhere to the requirements for appointment to the Faculty of Oklahoma Christian University.
- B. The Faculty member shall have consistently conducted her or his behavior in a manner consistent with the OC Covenant, have annually affirmed belief in the University core religious beliefs expressed in the OC Statement of Commitment, and be an active member of a local church, as attested by a letter from the Faculty member describing her or his membership and participation and by a letter from the congregation's leadership.
- C. Unless otherwise determined by the CAO in compliance with other portions of this policy manual, the applicant must apply for tenure during the fifth (5th) year of service in a tenure-track position. The applicant shall defend her or his application during the the sixth (6th) year of service in a tenure-track position. An exception may be granted by the CAO for good reason shown by the Faculty member seeking a deferral prior to the autumn launch of tenure reviews by the Rank and Tenure committee. Unless a for cause exception is granted by the CAO, this deferral shall be

in force for one (1) calendar year only, during which time the Faculty member shall a) seek an additional extension; or b) apply for the Tenure cycle immediately following the deferral. Following the eighth (8th) year of service, the applicant will be classified as non tenure-track. The President may grant an exception allowing the Faculty member to re-enter tenure track status, but application for tenure must begin in the next cycle following the date on which the exception is granted and no further exceptions, extensions, or appeals shall be granted.

- D. The Faculty member shall have taught full-time at the collegiate level for six (6) years in a series of appointments in a tenure-track position to be eligible for tenure. Exceptions may be recommended by the CAO and approved by the President.
- E. The Faculty member shall be evaluated according to this Tenure Policy, the **Quality of Work** criteria, and other applicable policies in the *Employee Policy Manual*.
- F. The Faculty member shall have earned the terminal degree for her or his field. The CAO, in collaboration with the dean of the appropriate college and the Rank and Tenure Committee, may determine that a Faculty member without a terminal degree has professional qualifications that equal or surpass those usually achieved with a terminal degree. The CAO will indicate this determination in a letter to the Faculty member, and a copy of the letter will be placed in the Faculty member's personnel file, and provided to the Rank and Tenure Committee.

## **Section 7.10 Tenure Application Procedures**

The procedure for seeking tenure will follow the Calendar for Tenure above and will include the following:

- A. The applicant's academic unit leader (or dean, in those academic units having no chair or where the chair is seeking tenure) will meet with the tenured members of the academic unit to determine whether they will support the Faculty member's application for tenure. The academic unit leader, with approval of a majority of the tenured members of the academic unit, will send a recommendation concerning appointment with tenure to the Rank and Tenure Committee, with copy to the applicant, the dean, and the CAO, on or before the date specified in the calendar above. The recommendation will include a statement regarding whether a majority of the tenured members of the academic unit support the Faculty member's application for tenure. The dean of the college will also send a recommendation concerning appointment with tenure to the Rank and Tenure Committee, with copy to the applicant and the CAO, on or before the date specified in the calendar above. (Note: Recommendations may be either positive or negative. A negative recommendation from the academic unit or the dean must include the reasons for the negative

recommendation. This negative recommendation alone cannot block the continuation of the process.)

- B. The Rank and Tenure Committee may gather any additional information it deems necessary, and, if the recommendations are conflicting or negative, the committee shall give the candidate an opportunity to be heard. The Rank and Tenure Committee will make its recommendation to the CAO and the President on or before December 1.
- C. After receiving the Rank and Tenure Committee recommendation the CAO may either agree or disagree with the committee's recommendation. If the CAO does not concur, she or he will give the committee a written statement of the reasons for disagreeing with the committee's decision and will meet with the committee to discuss those reasons. If, after meeting with the committee, the CAO still disagrees with the committee's decision, the CAO shall forward to the President both the formal recommendation of the Rank and Tenure Committee and the CAO.
- D. Prior to forwarding the names of tenure candidates to the Board of Trustees, the President, CAO, and the dean of the appropriate college will individually or collectively interview each Faculty member applying for tenure to determine her or his compatibility with and commitment to the spiritual mission and purposes of the University. Among the factors to be evaluated are the applicant's active membership in a local church, annual affirmation of basic biblical views as articulated in the Statement of Commitment, integration of faith and learning, and commitment to teaching and mentoring students and promoting the spiritual and academic mission and purposes of the University. The applicant is required to write a statement addressing these matters, which shall be included in the original portfolio submitted to the CAO. Commitment to and compatibility with the spiritual and academic mission and purposes of the University are required for employment and tenure.
- E. If the President, CAO, or dean disagrees with the recommendation of the Rank and Tenure Committee, that individual or those individuals will present a written explanation of their objections to the Rank and Tenure Committee and will then meet with the committee to discuss the reasons. The President may overrule the objections of either the CAO or the dean. If after the meeting the President supports the application for tenure, then the President's recommendation, along with Rank and Tenure Committee recommendation and the application (portfolio, recommendations, statement of faith, etc.) shall be forwarded to the Academic and Student Operations Committee of the Board of Trustees. If, after meeting with the committee, the President disagrees with the committee's favorable recommendation, the application will terminate unless the applicant appeals as provided in this policy.

- F. At the election of the Academic and Student Operations Committee of the Board of Trustees the applicant, the academic unit chair/associate dean, the dean, the CAO, the President, and/or the entire Rank and Tenure Committee shall meet with the Academic and Student Operations Committee to discuss the application. If the Academic and Student Operations Committee of the Board of Trustees denies tenure for an applicant that was recommended by the Rank and Tenure Committee or the President, the Academic and Student Operations Committee will provide a written statement to the Rank and Tenure Committee and to the applicant explaining the reasons for denial. That letter will be part of the applicant's permanent personnel file.
  
- G. A Faculty member who receives a negative recommendation at any level has the right to request reconsideration by the person or body making the negative recommendation and to submit evidence to that person or body which she or he believes is helpful toward an adequate reconsideration. A request for reconsideration may be made only once at each level and shall be made no later than 15 days after the negative recommendation is originally communicated to the applicant. A Faculty member may appeal a negative decision by the President to the Academic and Student Operations Committee of the Board of Trustees.
  
- H. The Academic and Student Operations Committee of the Board will consider the application for tenure and forward its recommendation to the full Board of Trustees. The Board of Trustees may interview candidates recommended for tenure before voting on the Board Committee's recommendation. The Board of Trustees may approve or deny an application for tenure regardless of recommendations, and its decision is final and cannot be appealed.

### **Section 7.11 Failure to Achieve Tenure**

- A. If a Faculty member does not achieve tenure during or before the seventh (7<sup>th</sup>) year of tenure-track employment, the CAO may allow the Faculty member's employment agreement to lapse, without renewal. The CAO will provide at least three (3) months written notice of non-renewal, or OC shall provide six (6) months' salary and benefits if the notice is less than three (3) months from the end of an academic-year.
  
- B. If after six (6) years in a tenure-track appointment, a Faculty member does not receive tenure, the CAO may offer an annually renewable year-to-year faculty employment agreement, with no rights of continuation beyond the year offered. Year-to-year employment does not imply a continuing offer of employment beyond the end of the specific written agreement. Such an agreement does not preclude reconsideration for tenure within the time frames allowed. Any reconsideration for tenure shall be initiated by the

appropriate dean or by the CAO.

## **Section 7.12 Post-tenure Review**

Tenure is a necessary and valuable tool to recruit, retain and advance its most talented faculty. At OC, tenure is entirely “owned” by the faculty. Often the period after tenure comprises more years in one’s academic career than pre-tenure. This section will address those post-tenure years as well as the expectations of the University for them and help faculty know where they stand after being granted tenure. Post-tenure review should be non-punitive in nature. Focus should be on faculty development and the reinvigoration of careers.

Each post-tenured faculty member will submit a one-page document addressing their accomplishments in agreed-upon areas every four (4) years. The document will be submitted as a part of the routine annual review of each faculty member. The first post-tenure review will be a part of the fourth (4) annual review after tenure is granted and continue every four (4) years thereafter.

A list of acceptable “accomplishments” for post-tenure review is listed below. The list is expected to be dynamic and flexible. Accomplishments more specific to one’s academic discipline can be added if the addition is requested at least one semester before a post-tenure review and approved by the CAO. Many accomplishments may be counted multiple times (see instructions in appendix for details). Any failure to reach the required number of accomplishments or meet the conditions above will place the post-tenured faculty member on a schedule of annual post-tenure reviews until the situation is remediated.

Paperwork to complete this review will be no more than one single-spaced page. Ancillary documents can be provided for proof if requested. The estimated time required to compile this report is less than an hour.

To implement this policy, the CAO will separate the existing post-tenured faculty into four equal groups and stagger them over the four years after adoption. Candidates in the first and second years will have the expectations pro-rated to two (2) or three (3) “accomplishments” respectively. Each newly tenured faculty member will have his/her first post-tenure review four (4) years after being granted tenure and will be expected to log the full five (5) qualifying accomplishments.

Possible accomplishments Each post-tenured faculty member will achieve at least five (5) “accomplishments” from the events listed below every four years. Asterisks indicate activities that count for more than one accomplishment. Negotiable items will be based on the scale of the accomplishment and in some cases a significant achievement might count for two or three accomplishments.

- A. Service on a campus-wide “standing” committee as laid out in the Academic Policy Manual.
- B. Service as an elected representative on the OC Faculty Association



Executive Committee.

- C. Service as an elected officer on the OC Faculty Association Executive Committee.
- D. Serving on a major academic society's committee.
- E. Service as chair of a department or division.\*
- F. Attendance at a major conference without presentation duties.\*
- G. Presiding or participating on a panel at a major conference.
- H. Delivery of a paper at a major (International/National) conference.\*\*
- I. Publication of a paper in a refereed journal.\*\*
- J. Publication/Acceptance of an authored or edited book.\*\*
- K. Having a chapter published in an edited book.\*\*
- L. Applying for a significant foundation or government grant.
- M. Securing outside funds of more than \$2000 for department projects.
- N. Securing a research grant or major foundation award (above \$2,000) for the campus.\*\*
- O. Sponsoring undergraduate research opportunities involving students over at least an eight (8) week period in the summer on campus.
- P. Advising without compensation such groups as student academic societies, Outreach, etc.
- Q. Arts activities such as a gallery show, a dramatic production, audio recording, films, music publishing, etc. outside of the faculty member's compensated duties (negotiable).
- R. Sponsoring a study-abroad activity.\*\*
- S. Preparing a new course or modifying an existing course for online delivery.\*
- T. Hosting of an academic event that brings high school or college students to campus.
- U. Performing community service in a significant way that benefits the young,

the poor, or the elderly and involves OC student volunteers.

- V. Being the originator and continuous facilitator of an ethos-approved recurring event.
- W. Serving in a leadership position in a local church, such as an elder, deacon, preacher, ministry leader, or teacher on an ongoing basis.
- X. Sponsorship of a men's or women's social service club.\*
- Y. Winning an award from a professional society for service to the discipline.
- Z. Other accomplishments as agreed on by the CAO, the dean and the faculty member.
- AA. Creating marketing materials, such as advertising and/or graphic design for the university, colleges, and/or departments, in conjunction with the Marketing Office.
- BB. Creating marketing materials, such as advertising and/or graphic design, for clients, within the letter and spirit of the University Conflict of Interest policy.
- CC. Networking with the industry through field trips, guest speakers, and panelists critiquing student work.
- DD. Visiting high schools and high school portfolio reviews to recruit prospective students.
- EE. Creating marketing material to present to prospective students at high schools, special events, and university visits, in conjunction with the Chief Communications Officer.
- FF. Restructuring degree programs and course content to meet industry standards for employment.
- GG. Working with students in the selection and submission of their art/design work to national shows and following up to ensure they've entered the competitions.
- HH. Service to the church and service to the community.
- II. Completing a certification program through the North Institute or through a certificate granting institution such as Online Learning Consortium.
- JJ. Teaching of extended hours for one or more semesters to meet needs in the department.\*

\*one time only/four years, \*\*counts as two accomplishments

## Section 7.13 Dismissal for Institutional Circumstances

- A. Tenured Faculty may be dismissed in the following Institutional Circumstances:
1. **Reduction or elimination of programs;** or  
Reduction or elimination of programs may necessitate the dismissal of tenured Faculty. Judgments regarding which programs should be reduced or eliminated and the resulting impact on faculty employment shall be at the discretion of the CAO. Notwithstanding, such decisions shall be made on the basis of bona fide educational, mission, and/or financial plans or needs of the University or the program. In cases of reduction or elimination of programs, no showing of financial exigency is required. Notwithstanding, the University's internal Academic Affairs Committee shall review the impact of such dismissal on related departmental programs. This committee review shall be completed within 30 days following the date of presentment. The committee may submit a written recommendation to the President prior to final determination.
  2. **Enrollment decline;** or  
Enrollment decline may necessitate the dismissal of tenured Faculty. In the case of enrollment decline, the enrollment numbers and financial impact on the University shall be provided with the rationale for dismissing tenured Faculty.
  3. **Demonstrable Financial Exigency.**  
A demonstrable financial exigency may necessitate the dismissal of tenured Faculty. If a demonstrable Financial Exigency exists, University financial statements shall be provided prior to the dismissal of tenured Faculty.
- B. The following provisions provide additional guidance on the process for dismissal of tenured faculty members:
1. Tenured Faculty will only be dismissed after all full-time non-tenured Faculty in the tenured Faculty member's discipline have been dismissed and there is still a financial or academic necessity to dismiss Faculty in the discipline, unless retaining the tenured Faculty member will result in a distortion of the academic program.
  2. If tenured Faculty are to be dismissed for institutional Circumstances, the decisions for which tenured Faculty are to be dismissed shall take into consideration the academic needs of the institution, the overall contribution of the Faculty to the mission of the University, and the relative longevity of the tenured Faculty.
  3. When it is anticipated that a Faculty member will be dismissed for the institutional reasons specified above, the potentially affected Faculty member shall be given as much notice as is practicable.

4. The University will make reasonable efforts to employ the dismissed Faculty member in another useful position. Employment is not guaranteed nor, if so placed, is she or he guaranteed the salary of the former position. If the placement is not in the same field of specialization and in the same department, school or college, tenure will terminate, though if qualified the Faculty member may apply for tenure in the new position. The academic quality of the University and its programs shall not be compromised by offering tenured Faculty members positions for which they are not well qualified.
5. A tenured Faculty member who is dismissed for institutional reasons shall be offered an opportunity to return to a tenured position in the department if, within three years after dismissal there is a tenure-track position opened within the department for which the dismissed Faculty member is qualified.

## Section 7.14 Dismissal for Personal Circumstances

- A. Tenured Faculty may be dismissed in the following Personal Circumstances:
  1. Gross misconduct, moral turpitude, other conduct contrary to the mission and purposes of the University as stated in the Oklahoma Christian Covenant and other official, public documents, or failure to annually affirm in writing her or his belief in the University's sincerely held religious beliefs articulated in the Statement of Commitment.
  2. Inactive membership or token attendance at a local church.
  3. Disregard of the policies and values of the University.
  4. Professional incompetence, neglect of duty, or lack of diligence in the performance of her or his duties.
  5. Disregard of the conditions and expectations of tenured Faculty as described in the Tenure Policy and **Quality of Work** expectations.
  6. Clear and convincing evidence (i.e. it is substantially more likely than not) that the Faculty member cannot fulfill the terms and conditions of the employment agreement based on incapacity, even with the provision of reasonable accommodation. Tenured instructional Faculty must continue teaching a full load.
- B. When the CAO determines to terminate the employment of a tenured Faculty member for Personal Circumstances based on bullet points 4-6 above, the Faculty member may immediately request in writing that the Rank and Tenure Committee review and comment regarding the CAO's decision, within ten (10) business days of receiving notice of intent to terminate employment. No such review exists for termination of employment based on gross misconduct, moral turpitude, conduct contrary to the mission and purposes of the University or failure to annually affirm in writing belief in the University's sincerely held religious beliefs articulated in the OC Statement of Commitment, or disregard of the University policies and values.
  1. The CAO must inform the tenured Faculty member in writing of the reason(s)

- for the termination of employment.
2. The tenured Faculty member may speak on her or his own behalf before all bodies or individuals reviewing the CAO's decision.
  3. The tenured Faculty member may be accompanied by a person of their choosing, however this individual will not be allowed to speak or comment during the meeting. If an attorney accompanies the Faculty member, the attorney must provide notice to the Chief Legal Counsel of their intent to attend.
  4. If after this meeting, the CAO determines to terminate the employment of a tenured Faculty member, the CAO will inform the tenured Faculty member of the decision in writing and advise the tenured Faculty member of the specific reasons for that decision.
- C. The tenured Faculty member may appeal the employment termination to the President. The President may, in the President's sole discretion, uphold the CAO's decision or impose discipline short of termination of employment.
- D. Notwithstanding any statement herein, a tenured Faculty member whose employment is terminated for Personal Circumstances retains the right to any dispute resolution process provided in the tenured Faculty member's employment agreement.

## **Article VIII. Faculty Evaluation**

### **Section 8.01 Faculty Evaluation Process**

Faculty evaluation consists of three major components: (1) student evaluation, (2) self evaluation, and (3) evaluation by the Faculty member's academic supervisor. The evaluation highlights areas for Faculty development and decisions concerning rank, tenure, and other administrative matters. The faculty evaluation process requires the active involvement of the faculty member and is designed to evaluate all aspects of the faculty member's work. The following Faculty evaluation process is carefully documented and informs decision making with regard to rank increases, application for tenure, and potential merit pay.

#### **A. Evaluation of Tenured and Tenure-Track Faculty**

1. Student evaluation annually in all classes taught during the fall and spring semesters.
2. Annual self-evaluation.
3. Academic supervisor evaluation in consultation with the CAO.

#### **B. Evaluation of Adjunct and Non Tenure-Track Faculty**

All classes taught by adjunct and non tenure-track faculty will be evaluated each semester by students. The academic supervisor should meet with these faculty as appropriate to discuss performance

### **Section 8.02 Student Evaluations**

Student evaluations consist of questions concerning the teaching and content of the course; a section for optional questions at the discretion of the faculty member and/or the academic supervisor; optional demographic questions; and short answer questions.

- A. Analysis of the results allow comparisons across different subgroups of the campus.
- B. Student evaluation helps the faculty member improve the course.
- C. General short answer questions provide students the opportunity to elaborate on concerns or ideas about the class.
- D. The goal of student evaluations is to improve teaching.
- E. To enhance the usefulness of the evaluation, faculty may provide supplemental questions tailored to each course.
- F. Results of evaluations will be available electronically to the faculty member, the academic supervisor, dean, and the Cao the day after all grades are filed.

### **Section 8.03 Self-Evaluation**

Each year, the Faculty member will provide a self-evaluation or summary of activities for the year and prepare to discuss the year's activities with the academic supervisor and/or CAO during the annual evaluation interview. Particular attention should be given to the following:

- A. Teaching or Professional Responsibilities
- B. Advising
- C. Scholarly activity for the year
- D. Committee activity
- E. Church involvement
- F. Support of the University to include an assessment of attendance at chapel and Faculty meetings
- G. Progress toward any goals set for the year.

### **Section 8.04 Academic Unit Leader's and Dean's Evaluation**

The academic supervisor or academic unit leader in consultation with the dean or CAO, will annually complete the University Faculty Evaluation form for each Faculty member in her or his academic unit. Deans will complete the Faculty Evaluation form for each academic

supervisor or academic unit chair.

- A. This evaluation will reflect the results of the other two elements of the evaluation and should summarize the evaluation of the Faculty member relative to the **Quality of Work** and other faculty requirements.
- B. This evaluation is typically conducted during the spring semester. The academic supervisor, academic unit leader, dean, or CAO may notify the Faculty member in writing if a need exists to conduct an evaluation at other times during the year.

### **Section 8.05 Faculty Evaluation Interview**

- A. Each academic supervisor, academic unit leader or dean will conduct an annual evaluation interview with each Faculty member, with her or his dean or the CAO present. This interview is the key to the evaluation program.
- B. The academic supervisor, academic unit leader or dean will review the student evaluations and the self-evaluation prior to the meeting.
- C. The academic supervisor, academic unit leader or dean will discuss the various evaluation results and will then share the results of the evaluation with the Faculty member.
- D. The emphasis of the interview should be to determine needs and action plans for Faculty development.
- E. The academic supervisor, academic unit leader or dean will provide a written copy of the evaluation to the Faculty member and to the CAO.
- F. Deans will follow the same process for evaluation of academic supervisors, and academic unit leaders, with the CAO present.

### **Section 8.06 Appeal Procedures**

Any Faculty member who feels that she or he has not been fairly evaluated may submit a written appeal to the CAO within fifteen (15) business days of the interview date. The CAO will respond in writing within fifteen (15) business days from the day on which the appeal was received. If the evaluation results in employment action including failure to receive rank increase or tenure or termination of employment, the appeals process, if any, pertinent to those actions will be followed.

### **Section 8.07 Personnel Files**

Summaries of student evaluations and copies of all other evaluations shall become a part of the Faculty member's permanent personnel file.

## **Section 8.08 Orientation and Evaluation of New Faculty**

The CAO, the deans, and the academic unit leaders shall help new Faculty through the first one (1) to three (3) years of employment. Generally, the following schedule of meetings communications and assistance will be followed:

- A. Prior to the beginning of the fall term, the CAO will conduct an orientation for new Faculty members. The CAO or the Dean will periodically arrange additional training opportunities for new Faculty, throughout the year.
- B. Prior to the end of the fourth (4th) week of the fall term, the academic supervisor, or academic unit leader will meet with the new Faculty member and discuss courses (including reviewing the syllabus for each) and her or his success in dealing with students. For Faculty members teaching for the first time, the academic unit leader will discuss grading, testing procedures, clarification of course objectives, and procedures for self-evaluation. Other meetings can be agreed upon at the time.
- C. During the first term, the academic unit leader and the new Faculty member will meet to assess faculty performance. At that meeting the academic unit leader shall discuss the procedure of Faculty evaluation.
- D. Early in the new Faculty member's second term, the academic unit leader should meet with the new Faculty member to review the Faculty member's work, including student evaluations, and provide concrete written areas for improvement, if necessary.
- E. The academic unit leader shall conduct a face-to-face annual evaluation, typically during the spring semester.
- F. During the fall term of a Faculty member's second (2nd) year of employment, the academic unit leader and faculty member shall meet again to discuss and assess the Faculty member's first year's work.
- G. The academic unit leader shall conduct a face-to-face annual evaluation during the spring semester of the second (2nd) year, specifically to review the Faculty member's student evaluations and the dean's evaluation. This meeting should be a platform for establishing long-range goals for the Faculty member.
- H. Faculty evaluations are comprehensive and involve student evaluations, the Faculty member's self-evaluation, and the evaluation of the academic unit leader. The evaluation should pinpoint areas for Faculty development and provide guidance toward rank and tenure.

## **Article IX. Faculty Development**

Oklahoma Christian University supports and encourages development initiatives in advanced academic learning, teaching preparation, conference attendance, research, scholarly writing, sabbaticals, and other development venues. OC encourages all faculty



members to continue growth in discovery, integration, application, and teaching. To this end, the CAO will ensure that a useful program for tenured and tenure-track Faculty enrichment is maintained, that access to funding is fair and equitable, and that all tenured and tenure-track Faculty are actively encouraged to participate in access to consideration for funding for opportunities Faculty seek on their own.

## **Section 9.01 Program Management**

### **A. Oversight**

The CAO is responsible for Faculty development. The Rank and Tenure Committee may also play a role in recommending or arranging certain Faculty development programs or activities. Individual Faculty development is, however, ultimately the responsibility of each Faculty member. Academic supervisors, academic unit chairs, or deans will meet with each Faculty member on an annual basis to outline a development plan for the following year. This plan will help Faculty members meet their professional goals, allow each academic unit or school to identify Faculty development needs, and assist in funding allocation decisions.

### **B. Development Opportunities**

Any activity that enhances the scholarly or pedagogical development of the individual Faculty member qualifies as “development.” Faculty members are expected to pursue development opportunities and submit any activities to their academic supervisor, academic unit leader, or dean for inclusion in their individual development file. The CAO is responsible for making development opportunities known to the general Faculty and for informing the Faculty community regarding current Faculty development activities.

The individual development file will be used for four purposes:

1. To assist Faculty members in planning future development needs.
2. To assist the CAO in making strategic Faculty development funding decisions.
3. Academic supervisors, academic unit chairs, or deans will use the file as a tool to manage Faculty development needs as outlined in the Academic Policy Manual.
4. The file will be a ready resource to guide the Faculty member in preparing for rank and tenure decisions and for preparing for accreditation reviews when and where necessary.

### **C. Development Funding Requests**

To apply for University funds to support Faculty development, the Faculty member must submit a Faculty Development Request Form to the academic supervisor, academic unit leader, or dean. The academic supervisor or academic unit leader will request the appropriate dean approve the request within three (3) weeks of receiving the request. The dean or CAO must make a formal decision regarding the request and notify the Faculty member no later than three (3) weeks from receiving the request. If the request is denied, the Faculty member will have 30 days to resubmit a revised request with additional justification to the appropriate dean. The dean will

respond within six (6) weeks, excluding summer break. If the dean denies a request for a second (2<sup>nd</sup>) time, the application must wait a minimum of six (6) months before resubmission.

Approved requests are typically funded at the following levels, if available:

1. Presenters are typically funded 100% for the first conference during the year;
2. Panelists, panel organizers and those presenting at a second or third conference, are typically funded 75%; and
3. Attendees not presenting or serving as panelists are typically funded 50%.

If a special circumstance exists, such as service as an officer of the organization which requires your attendance at a conference, even if not presenting or serving on a panel, please note this special circumstance on the form so that an appropriate reimbursement rate can be applied.

The CAO will report in an aggregate fashion all development funds spent during each fiscal year. There are some cases in which other entities fund development activities which result in no cost to the Faculty member or the college Faculty development budget. These situations are exempt from the request and reporting system, though they shall be reported as Faculty development activities, and if they involve use of University facilities, they must be submitted to the appropriate dean for approval.

Faculty who accept University funding must provide a summary report and a financial accounting to the dean within sixty (60) days of completion of the development activity. Funding of one hundred dollars (\$100) to one thousand dollars (\$1,000) requires a brief synopsis of the activity undertaken and any information or recommendations gleaned from the activity that may be of assistance to OC or other Faculty. Development activities in excess of one thousand (\$1,000) may require additional documentation as specified by the appropriate dean. In addition, either the dean or the academic unit leader may require the Faculty member report to other Faculty members, either in written or oral form.

In some cases, Faculty members (such as the librarians) report directly to the CAO.

#### **D. Cost Overruns**

Faculty members are responsible for providing accurate cost estimates when applying for development assistance. When cost overruns occur, the Faculty member bears the responsibility of justifying additional costs. The member must submit an additional funding request form to the dean, detailing the costs and reasons for the additional cost. There is no assurance that cost overruns will be funded, and thus they may become the responsibility of the Faculty member. All rules that apply to original funding requests will also apply to requests to fund overruns.

#### **E. Qualifying Activities**

The following activities are typically eligible for development funding:

1. subject matter conferences;

2. research initiatives;
3. grant writing seminars;
4. workshops applicable to teaching or area of expertise;
5. short courses;
6. convention attendance;
7. accreditation preparation conferences;
8. graduate course attendance;
9. delivery of papers at conferences;
10. new course development; and
11. sabbaticals (see below).

The Rowe Distinguished Scholar Award is funded by a donor-restricted endowment and funds are disbursed to support conference or scholarly-project support. Distributions from the Rowe Endowment are determined by the Board's endowment spending policy. These awards are not subject to the normal development funding request process.

## **Section 9.02 Professional Growth**

- A. **Terminal Degree Progress.** All Faculty without a terminal degree are expected to measurably advance their scholarship in their respective teaching or professional field each year. This advancement will usually involve continuing graduate study leading to a terminal degree; however, deans may choose to allow Faculty members to use alternative methods for meeting the requirement. In either case, the development should be the equivalent of six graduate hours of study per year. Deans shall ensure each such Faculty member annually progresses in their personal development plan.
- B. **Professional Memberships.** Each Faculty member should maintain membership in at least one (1) professional organization. The cost of this membership will be borne by the Faculty. Faculty members are also expected to attend meetings of this organization and should plan to attend a regional or national meeting at least once every three (3) years. Deans and academic unit leaders are also responsible for monitoring these requirements and ensuring Faculty comply. Faculty members may apply for development funding to attend professional meetings.

## **Section 9.03 Sabbaticals**

### **A. Application Process**

All full-time Faculty members are eligible to apply for a sabbatical leave after completing at least seven (7) years of service, or seven (7) years since the last

sabbatical was granted.

1. Applications are due no later than February 1 prior to the academic year in which the sabbatical will be taken.
2. The Faculty member may request any of the following types of sabbaticals:
  - i. a one-semester sabbatical at full pay;
  - ii. a one-semester sabbatical at half pay;
  - iii. a two-semester sabbatical at half pay; or
  - iv. another arrangement proposed by a Faculty member and approved by her or his academic supervisor, or academic unit leader and dean. Sabbatical proposals not described in paragraph i-iii above, may be partially funded through outside sources (e.g., grants), a partial reduction in the Faculty member's salary, during the sabbatical period, or both.
3. Sabbaticals are subject to funding.
4. The Faculty member will complete an Application for Faculty Development Sabbatical form, which will include a formal proposal for the activity to be undertaken during the sabbatical.
5. Faculty development expenses such as travel are handled separately through the normal process for requesting development funding.
6. The Senior Academic Leadership Team will decide which sabbaticals are given during the course of the year based on eligibility. The results will be announced no later than May 1.
7. Within sixty days following the sabbatical, the Faculty member will submit a formal report on the sabbatical to the academic unit chair/associate dean, dean and the CAO and will make a five- to ten-minute oral presentation at a meeting of the whole Faculty or any subgroup designated by any of the academic unit chair/associate dean, dean or CAO.

#### **B. Selection Process**

The Senior Academic Leadership Team will establish a selection process based on three criteria: the merit of the sabbatical proposal; the availability of funding; and a "time/service" factor which considers the length of service to the University since the Faculty member was last granted a sabbatical.

#### **C. Sabbatical Applications**

The Faculty member must attach to the standard Application for Faculty Development form the following:

1. a description of the proposed sabbatical;
2. a timetable for completing the sabbatical;
3. an explanation of the sabbatical's benefit to her or his scholarly achievement and teaching or professional responsibilities; and
4. an estimate of the budget needed for completion of the activity.

### **Section 09.04 Assistance for Graduate Study: Terminal Degrees**

#### **A. Introduction**

The University encourages Faculty members engaged in graduate studies leading to

a terminal degree. Therefore the University may, as funding permits, provide for financial assistance and/or release time for tenure-track Faculty members pursuing terminal degrees.

When the University makes a financial award toward a Faculty member's graduate study the University and the Faculty member will enter into a signed letter of commitment expressly indicating that the Faculty member is obligated to either remain with the University for an agreed upon number of years after receiving the degree, or repay the University for any support received.

Approved funding is for tuition only. Travel, books and fees will not be paid or reimbursed by the University. In lieu of direct payment or reimbursement, a Faculty member may, with the recommendation of the appropriate academic unit leader, request three (3) hours of release time per-semester.

Approved funding will be made for courses taken for academic credit toward the terminal degree. The Faculty member shall reimburse the University for courses withdrawn from, dropped, or failed. Faculty members who accept assistance will incur a commitment to the University and contractually obligate themselves to a specified number of years of future service depending on the extent of assistance granted. This requirement should not be interpreted as providing a guarantee of future employment. Notwithstanding, a Faculty member whose employment is involuntarily terminated by the University, during the agreed upon period of time required by this paragraph, shall not be required to reimburse the University for any funds received.

#### **B. Priorities and Reporting**

The decision to support a Faculty member rests with the College Dean, although the recommendation of the academic unit or school chair will be sought. Faculty members who have completed all of their coursework and lack only their thesis/dissertation will be given special consideration for funding or release time.

Faculty members who accept University support must submit an annual progress report detailing their graduate studies and experiences of the previous year, due to the academic unit chair/associate dean, dean and HR Director not later than June 1. Attachments must include an official updated copy of the transcript and an updated plan of study if available. Should the Faculty member fail to supply this report, continued assistance will be denied.

### **Section 09.05 Other Faculty Development**

In some cases, Faculty development initiatives place a significant burden on the Faculty member both to participate in the activity and teach a normal class load. If a Faculty member believes such a case exists, she or he may submit a Faculty Development Request Form identifying the development activity and funding requested using the standard process. In addition, the Faculty member will attach a separate letter describing why a load reduction is desirable and a proposal for how to cover the courses normally taught. It is suggested that the Faculty member coordinate a load reduction request with her or his academic unit leader before submission to the dean; however, prior approval by the

academic unit leader is not essential.

Generally, adjunct faculty may participate in faculty development offered on campus to all faculty, but will not receive faculty development funds.

## **Article X. Faculty Compensation**

Faculty compensation is crucial in recognizing, rewarding, and retaining Faculty, and is important for recruiting new faculty.

Faculty members serve at the University because they believe in the University's mission and because they care deeply for the students' academic and spiritual development. Yet, no matter how deep the motivation and commitment to the mission, the laborer is worthy of her or his hire. Therefore, the University seeks to provide appropriate, reasonable, and competitive salaries.

The University's compensation system must be fair and transparent. It must provide a means to recognize and reward excellent achievement by faculty in support of the University's mission and it must help the University retain such faculty throughout their careers. It must also take into account market forces and provide the flexibility necessary to attract new faculty in all academic disciplines.

### **Section 10.01 Types of Faculty**

- A. Tenured Faculty
- B. Tenure-Track Faculty
- C. Non-Tenure Track Faculty
- D. Adjunct Faculty

The Faculty compensation policies in this section apply only to full-time Tenured Faculty and Tenure-Track Faculty.

### **Section 10.02 Faculty Salaries**

#### **A. Salary level**

The University annually gathers CUPA data including salaries by level in each discipline and strives to move Faculty salaries closer to appropriate benchmarks. Appropriate differentiation based on rank, performance and academic discipline are taken into account. The current goal is to maintain the overall OC Faculty salary average at approximately 80% of the nationwide CUPA averages. (Note: this goal averages all Faculty in each rank, so there may be some Faculty earning less than the goal and some earning more than the goal.) Other data, such as cohort groups or other selected benchmarks may also be reviewed periodically, and goals may be changed periodically as dictated by changes in comparative factors. The changes shall be made by the academic administration in consultation with Human

Resources, with the Faculty Association, and with approval of the President.

**B. Annual review**

Each year the CAO shall review information regarding Faculty salaries in order to evaluate equity and competitiveness. Each dean shall annually review salaries of Faculty within her or his college to evaluate equity and competitiveness within the college.

**C. Adjustments**

All salary and benefits changes are subject to the availability of funding allocated through the University budgeting processes. Faculty salaries will be adjusted periodically as permitted by the University's finances through cost of living adjustments, equity adjustments, market-based adjustments, rank increases and merit adjustments based on the Quality of Work factors described in the Rank and Tenure sections of this *Academic Policy Manual*.

**D. Rank increases**

Annual salary adjustments for rank increases from Instructor to Assistant Professor shall be \$2,000; annual salary adjustments for all other rank increases shall be \$5,000. Annual salary increases for completion of the first terminal degree will be \$2,000. Faculty will be approved for a first terminal degree salary adjustment following submission of evidence of completion (e.g., an official letter or completed transcript) by the faculty member to the office of the CAO. Where available funding is limited in a given year, priority will be given to funding rank increases and increases for completion of the first terminal degree over the other types of increases described in the preceding paragraph. Rank increase and first terminal degree salary adjustments are effective at the beginning of the academic year following all approvals.

**E. Temporary supplemental pay and bonuses**

The dean and the CAO shall have the discretion within established budgets to provide temporary supplemental pay for assignments which are clearly over and above general work assignments. Supplemental pay shall be clearly documented as to amount and duration, shall last only for the duration of the extraordinary assignment, shall not qualify for retirement matching funds, if any, shall be reasonably related to the extraordinary assignment, and shall be equitable among the various disciplines. One-time bonuses may be used in the discretion of the dean and CAO for highly extraordinary accomplishments. All such bonuses are subject to approval of the President.

**F. Limitation on salary adjustments**

Notwithstanding any other provisions in this policy, a Faculty member shall not receive a cost-of-living increase or other salary increase while on official probation, or while being investigated or evaluated for misconduct or failure to perform her or his duties as expected, provided that the Faculty member affected is informed in writing of her or his alleged deficiencies and is or is being afforded an opportunity to defend her or his performance in a timely manner. If the Faculty member is cleared

of all charges, then any deferred cost-of-living increases shall be applied retroactive to the time they would have been applied had there been no charges or investigation.

**G. Initial hire**

Rank and salary for a new Faculty member will be determined in the reasonable discretion of HR and the CAO, and shall promote equity and fairness while taking into consideration factors like professional accomplishments and work experience.

**H. Documentation of compensation**

All compensation elements, by type, amount, and duration, and all performance evaluations will be carefully and uniformly documented to the employee and in the employee's file.

**I. Exceptions**

Exceptions to these policies and procedures can be made only with the written approval of the President.

## **Article XI. Other Faculty Policies**

### **Section 11.01 Non-Discrimination Policy**

The University's non-discrimination policy is found in the *Employee Policy Manual*. However, Oklahoma Christian University does not unlawfully discriminate on the basis of age, sex, national origin, race, color, or disability. The University is religiously affiliated with the churches of Christ and reserves the right to seek, hire, and promote persons, according to its sincerely held religious beliefs and who support the goals and mission of the institution, including the right to prefer co-religionists.

### **Section 11.02 Notice Periods for Faculty Employment Agreements**

The CAO offers agreements for full-time Faculty, on or about March 1, for the following academic year. Board policy requirements for budget deadlines may impact the exact date on which agreements are offered. The Faculty member may accept the offer by signing and returning the agreement to the CAO, within thirty (30) calendar days after distribution by the CAO.

The faculty member may accept the University's offer by signing the agreement and returning it to the CAO within thirty (30) days following the date on which it was sent to the faculty member. Once the faculty member accepts the University's offer, the faculty member is professionally obligated to fulfill the terms of the agreement.

**A. Tenure-Track Agreements**

The CAO will provide written notice of non-renewal to tenure-track Faculty members according to the following guidelines: not later than March 1 of the first or second year of full-time employment at OC, if the appointment expires at the



end of that academic year, or not later than November 1 if the appointment expires at the end of the fall term; not later than December 15 after more than two years of full-time employment at OC.

**B. Non Tenure-Track Agreements**

The CAO will provide as much notice as is practicable for renewal or non-renewal of all full-time non tenure-track faculty agreements.

**C. Adjunct or other Limited Term Agreements**

All limited term agreements, including adjunct agreements, expire at the end of the term specified in the agreement. No additional notice of renewal or non-renewal is required.

**Section 11.04 Outside Employment**

Limited outside employment can strengthen a Faculty member's effectiveness by augmenting income, extending experiences, strengthening professional ties, or making practical application of academic studies. In such cases, the Faculty member shall discuss the proposed employment with her or his academic unit leader and dean prior to accepting the outside engagement. All Faculty shall comply with the University's Conflict of Interest Policy contained in the Employee Policy Manual and the Annual Faculty/Staff Disclosure Policy adopted by the University's Board of Trustees. Outside employment generating more than \$10,000 in non- passive income or requiring more than 10 hours per week during the academic term shall be reported on the Annual Disclosure Report. The CAO may require a Faculty member to modify outside employment that adversely affects her or his teaching or other duties as an OC Faculty member.

**Section 11.05 Academic Regalia**

The University will make a one-time reimbursement of up to \$500 towards the purchase of academic regalia for full-time tenure-track Faculty who: 1) do not already possess regalia and 2) have terminal degrees or no plans to complete a higher degree in the first three years.

**Section 11.06 Textbook Selection**

Textbook selection is generally made by the course professor. However, for graduate courses with multiple sections during the same semester or session, the graduate program leader chooses the appropriate text for all sections. Faculty shall not promote the purchase of textbooks from vendors other than the approved on-Campus Bookstore. Faculty must seek prior approval from her or his academic unit leader and dean when proposing to use a book authored by the Faculty member.

**Section 11.07 Course Syllabi**

**A. Undergraduate Course Syllabi**

For undergraduate courses, the course syllabus must be distributed to the students within the first week of each course. It should also be submitted to the appropriate academic unit leader and dean and posted online at a site designated by the CAO.

The Office of Academic Affairs provides syllabus templates and rubrics for [face-to-face](#) and [online](#) classes that are available through MyOC. Full-time faculty may use either 1) the syllabus template or 2) the syllabus rubric to create syllabi. In the case of adjunct faculty, each college dean will determine if the adjunct faculty for that college will be required to use the syllabus template or have the same options as full-time faculty.

#### **B. Graduate Course Syllabi**

The syllabus templates and rubrics also apply to graduate course syllabi; however graduate syllabi must be made available to graduate students two weeks prior to the first class meeting.

### **Section 11.08 Policy on Academic Dishonesty**

#### **A. Cheating**

Cheating on examinations, assignments, roll sheets or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Cheating is one form of academic dishonesty. Cheating triggers the Consequences for Academic Dishonesty.

#### **B. Plagiarism**

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another person's work as one's own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Plagiarism is one form of academic dishonesty. Plagiarism triggers the following consequences.

#### **C. Consequences for Academic Dishonesty**

- 1. First offense:** the mandatory consequence for academic dishonesty with regard to an examination or assignment is zero (0) credit. Faculty have discretion to assign appropriate consequences for academic dishonesty other than on examinations or assignments. Faculty must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the CAO, and the Dean of Students.
- 2. Second offense:** the mandatory consequence for a second incident of academic dishonesty, in the same course, during the same term, is a failing grade (F) in the course. Faculty shall provide documentation of the second offense to the appropriate academic leader, dean, CAO, and the Dean of Students.

3. **Appeal:** A student accused of academic dishonesty may appeal the determination using the process for Grade Appeals, found below.
4. **Multiple Course Violations:** When a student has been academically dishonest in more than one (1) course the Academic Appeals Committee may assign consequences up to and including suspension from the University. The Academic Appeals Committee will inform the CAO and the Dean of Students in writing of consequences imposed and will report annually on its activities to the University's Academic Affairs Committee.
5. Faculty should maintain the highest standards of academic honesty both in and out of the classroom. Faculty must report and apply the rules regarding academic dishonesty to the appropriate channels.

## **Section 11.09 Academic Appeals Committee**

- A. The Academic Appeals Committee shall decide the following matters:
  1. academic dishonesty, as detailed above;
  2. grade appeals;
  3. appeals from academic probation and academic suspension; and
  4. requests for the expungement of grades.
  
- B. The Academic Appeals Committee will be chaired by the CAO or the CAO's delegate. In addition, the Academic Appeals Committee shall consist of the following members:
  1. One tenured Faculty member elected from each college annually serving overlapping three (3) year terms;
  2. One tenured librarian elected by the library Faculty serving a three (3) year term;
  3. The University Registrar;
  4. One representative from the Student Life Office (Ex-Officio);
  5. One undergraduate representative from the Student Government Association, appointed by the SGA President; and
  6. One graduate representative from the Student Government Association, appointed by the SGA President.

The Faculty Association Executive Committee is responsible for nomination and election of tenured Faculty members for Academic Appeals Committee service. Members may be re-elected for successive terms. If an elected member is unable to serve with at least six (6) months remaining in her or his term, the Faculty Association Executive Committee will nominate for election by the Faculty, a replacement to serve the remainder of the term. If there are fewer than six (6) months remaining in the term, the CAO may appoint a replacement.

## **Section 11.10 Class Attendance**

### **A. Faculty Class Attendance**

Each faculty member is expected to meet every scheduled class.

1. When a faculty member needs to be absent from a regularly scheduled class meeting, she or he should notify the academic unit leader in writing and receive approval in advance. A suitable arrangement for the class meeting must be made.
2. In case of illness or emergency, the faculty member should notify the academic unit leader as soon as possible so that necessary arrangements may be made.
3. If leave that qualifies under Family Medical Leave Act (FMLA), is anticipated the faculty member should notify the academic unit leader in sufficient time to allow necessary arrangements to cover the faculty member's class(es).

### **B. Faculty Service to the Church**

Bible Faculty and others who preach or who engage in other support of churches may take one (1) week each term to hold meetings, workshops, or provide similar services for the Church. A Faculty member who desires to take advantage of this policy must get prior approval from her or his academic unit leader and must make arrangements for the continuation of classes; these arrangements are subject to the approval of the dean.

### **C. Student Class Attendance Policies**

1. Faculty may set reasonable class attendance policies and consequences. However, faculty shall expressly communicate in the course syllabus all attendance requirements and consequences for violations. Consequences may include up to withdrawal from the course.
2. A reasonable absence policy might be to allow students to miss one week's worth of class before absences affect their grades.
3. Students participating in official OC activities should inform their professors in writing of their scheduled activities and absences the first week of class or promptly after learning of the scheduled activity. Faculty should make every effort to work with those students who conscientiously inform them of absences due to University activities. Absences due to official University activities such as intercollegiate athletic contests and musical performances should not trigger consequences under the course attendance policy.

## **Section 11.11 Student Records**

- A. Faculty shall keep accurate course records of grades and attendance for all students. These records should be kept for at least five (5) years. Faculty members leaving OC must leave such records with her or his dean.
- B. Faculty shall submit student mid-term and final grades by the deadlines published by the Registrar's Office. Student grades must not be posted in any manner that violates student privacy, including using student ID numbers or social security numbers.

## Section 11.12 Grading System

- A. **(A)** Superior performance in which the student demonstrates:
1. thorough knowledge and retention of the factual material of the subject.
  2. thorough understanding of the principles of the material studied.
  3. timely and accurate completion of the course assignments such as homework, term papers, etc.
  4. ability to apply and correlate the subject material to the solution of new and different problems.
- B. **(B)** Good performance in which the student demonstrates:
1. above average knowledge and retention of the factual material of the subject.
  2. adequate understanding of the principles of the material studied.
  3. timely and accurate completion of course assignments.
  4. Some ability to apply and correlate the subject material to the solution of new and different problems.
- C. **(C)** Adequate performance in which the student demonstrates:
1. average knowledge and retention of the factual material of the subject.
  2. Some understanding of the principles of the material studied.
  3. Satisfactory completion of course assignments.
- D. **(D)** Poor performance in which the student demonstrates:
1. Limited knowledge and retention of the factual material of the subject.
  2. Limited or no understanding of the principles of the material studied.
  3. Satisfactory completion of the course assignments. (Note: In graduate programs, the grade of "D" is not available.)
- E. **(F)** Failing performance in which the student demonstrates:
1. Little or no knowledge and retention of the factual material of the subject.
  2. Little or no understanding of the principles of the materials studied.
  3. A failure to satisfactorily complete the course assignments.
- F. **(P)** A passing grade in a course which does not give a letter grade.
- G. **(W)** Withdrawn from a course after the fourth week but before the thirteenth week.
- H. **(I)** Granted if a student has not met the requirements of the course due to illness, an emergency, or some cause deemed reasonable by the instructor; an "I" is not given when a student has simply been negligent of class requirements.
1. An "I" grade is removed by the completion of the necessary work within six weeks after the term ends. The professor has an option to grant an extension if warranted based on a request by the student within the first six weeks.
  2. If a grade has not been submitted by the professor at the end of twelve weeks, the registrar will convert the "I" to an "F."

The specific course requirements, such as term papers, homework, special projects, and the number and scope of examinations, are at the discretion of each instructor. The student should consult the course syllabus for the specific requirements and grading scale for each class.

If a course is cross-listed as both an undergraduate course and a graduate level course, either a separate syllabus should be prepared for each group of students, or the single syllabus must state how grading will occur with respect to each group of students.

### **Section 11.13 Grade and Academic Integrity Appeals**

Any student may appeal a final grade received in a course. To assure fairness and protect the rights of both the student and the professor, the appeals procedure below must be followed. Except by this process, no student-appealed grade may be changed, and no student-contested academic action by a Faculty member may be reversed.

#### **A. Step 1 – Contact the Professor**

A student who disagrees with a course grade or other grade-related issue must contact the Faculty member in writing to explain the concern or complaint. A student must bring a grade appeal to the Faculty member's attention within four (4) weeks of the final grade report. The Faculty member shall respond in writing within two (2) weeks of receiving the student's written appeal.

#### **B. Step 2 – Appeal to the Academic Unit Leader**

The student may appeal the Faculty member's response and determination to the relevant academic unit leader, within two (2) weeks of the date on which the Faculty member sent her or his written response. To preserve the appeal, the student shall submit this second appeal within two (2) weeks of the date the Faculty member sent the initial response, and shall do so through the online Student Complaints system (available through MyOC). The matter is closed if the student fails to send this second appeal within the time frame above. If the Faculty member involved is also the academic unit leader then this second appeal must be determined at the next higher supervisory level.

All appeals and responses to appeals must be in writing and shall contain the facts according to the perspective of the appellant or respondent. The academic unit leader shall discuss the appeal and the response with the both appellant and respondent. The academic unit leader will make a determination as soon as is practicable or within four (4) weeks of receiving the appeal. The academic unit leader will communicate her or his decision in writing to the Faculty member and student, concurrently.

An academic unit leader who determines the matter is sufficiently serious to warrant further review may communicate her or his decision to elevate the appeal to the next supervisory level.

### **C. Step 3 – Appeal to the Dean**

The appellant or respondent may appeal to the academic unit leader's decision to the appropriate dean by submitting information through the online Student Complaints system within one (1) week of the decision.

The dean reviews the appeal *denovo*, and will provide a written determination within four (4) weeks of receiving the appeal. The dean may, in her or his absolute discretion, if she or he considers the matter sufficiently serious or complex, submit the matter to the Academic Appeals Committee.

### **D. Step 4 – Appeal to the Academic Appeals Committee**

After receiving the Dean's decision, the appellant and respondent have one (1) week in which to appeal the decision to the Academic Appeals Committee, using the Student Complaints system.

The Academic Appeals Committee reviews prior decisions *denovo*. If the committee accepts verbal testimony from one party it must allow the other party to also present verbal testimony. The Academic Appeals Committee will make a written determination as soon as practicable, but in no event longer than four (4) weeks after the date the appeal is submitted.

The committee's decision is final and will be reported in writing to both parties and the CAO, concurrently.

The time periods noted above may, in each instance, be extended due to extenuating circumstances or when the time period runs during school holiday periods, such as Christmas or summer break.

All program or unit specific appeals processes shall be clear that program-level appeals precede the institutional Academic Appeals Committee. An Academic Appeals Committee decision supersedes program decisions.

## **Section 11.14 Make-Up Examinations**

Students failing to take a scheduled examination will receive zero credit for the examination, and no make up examination shall be allowed, unless:

- A. The Faculty member reasonably believes the student had a suitable reason for missing the test at the scheduled time; or
- B. The Student requested a make-up examination prior to the scheduled examination; or
- C. The Faculty member reasonably believes the student was unable to request a make-up examination prior to the scheduled examination.

## **Section 11.15 Final Examinations**

Faculty members are encouraged but not required to provide final

examinations.

- A. Final examinations should occur during the specified time.
- B. Absent extraordinary circumstances, final examinations, or unit examinations given in lieu, shall not be given on the last regularly scheduled class meeting.
- C. Final examinations must not be given earlier than their specified time.
- D. A student having more than three (3) final examinations scheduled on the same day, may request a final examination be rescheduled. Such permission is granted by the Dean of their college.
- E. Final examinations shall not be given early unless approved by the Senior Academic Leadership Team upon a showing of extraordinary circumstances.

### **Section 11.16 Holidays**

Faculty members may take all official academic holidays listed in the academic calendar.

### **Section 11.17 Campus Closing Policy**

Generally, the University does not suspend classes for bad weather conditions unless their severity poses unnecessary risk to students and employees. The course syllabus should clearly explain the Faculty member's expectations with regard to absences due to weather events.

### **Section 11.18 Faculty Administrative Assistants**

The university generally provides administrative support to be shared among Faculty.

- A. The CAO determines the availability and distribution of Faculty Administrative support based on budget availability and academic unit need. The relevant academic unit leader directly supervises the work of Faculty administrative assistants. The supervisor will provide clear instruction and periodic evaluation.
- B. Usually academic units are provided student employees as a primary resource for assistance in grading. A professor should clear grading work with the supervisor before asking an administrative assistant to do this.
- C. Each Faculty member should make a special effort to keep conflicts and pressures for the administrative assistants to a minimum. A spirit of cooperation is extremely important for effective use of an administrative assistant.

### **Section 11.19 Faculty Offices and Equipment**

The University provides offices and equipment to each full-time Faculty member and as many part-time faculty members as possible.



## **Section 11.20 Faculty Library Use**

The Tom & Ada Beam Library provides scholarly resources and information literacy instruction to support OC's educational programs.

Faculty are welcome to request that books and other materials be purchased, but acquisition requests must be placed at least eight (8) weeks prior to the need to receive the materials in time. All orders must be placed with the library's acquisition department. Faculty members will not be reimbursed for personal purchases without the prior approval from the Beam Library budget manager. All material purchased with library funds will be cataloged and added to the library's collection.

### **A. Course Reserves**

#### **1. Physical Material**

With at least 24-hours notice, Faculty may reserve various items to be kept at the library's circulation desk by completing the online reserve request form, attaching the form to the reserve material and bringing the item(s) to the library's circulation desk. If assistance is needed to locate library material to place on reserve, contact the library circulation manager.

Check-out options for reserve material: One hour/library use only, two hours/library use only, one day, two days, or one week.

#### **2. Electronic Copies**

Electronic reserves (e-reserves) are not supported. Librarians will assist in determining if the material is available through a library database or an open access site. Faculty providing access to electronic material through Blackboard should work with the library staff to ascertain appropriate copyright fees, if any. Limited funds may be available for copyright fees. See Copyright Guide for Educators: An Introduction (<http://libguides.oc.edu/copyright>) for information about copyright and locating copyright-friendly online sites that provide open access material.

### **B. Circulation**

Faculty may checkout materials for up to four (4) months. Books may be recalled after two weeks if another party requests the item. Materials not renewed or timely returned to the library will be billed to the Faculty member. Adjunct faculty may checkout up to 25 items at any given time for up to a maximum of three (3) weeks. Material may be renewed unless there is a hold. Late penalties will apply for items not timely returned by adjunct faculty.

### **C. Library Instruction**

By Faculty request Faculty librarians may present research methods and other aspects of information literacy in class. Classes are geared toward the respective discipline and the specific course. Librarian designed Research Guides for specific courses or subjects are linked from the library's website may be embedded in the appropriate Blackboard course.

## Section 11.21 Institutional Review Board

### A. Summary of OC IRB:

OC's Institutional Review Board (IRB) reviews all proposed research involving human subjects to ensure that the subjects' rights and welfare are adequately protected. The IRB is composed primarily of faculty members from disciplines in which research involving human subjects is integral to that discipline's work, as well as two members from the community whose primary interests are non-scientific. The human subjects review process is administered through the Office of Academic Affairs. Researchers are REQUIRED to comply with the following "Procedures for Review of Human Subjects Research".

### B. Researchers conducting human subjects research are REQUIRED to comply with:

1. Code of Federal Regulations Title 45 Part 46 ([45 CFR §46.101](#) *et. seq.*)
2. Oklahoma Law Involving Protected Populations:
  - i. Emancipated Minors: Under O.S. §63-2601, any minor who is married, has a dependent child, or is emancipated may consent to certain health services. Health services do not include research or experimentation except when the research or experiment is an attempt to preserve the life of that minor or research as approved by an appropriate review board involved in the management of reportable diseases.
  - ii. Cognitively Impaired Individuals: under O.S. §63-3201A, consent of a cognitively impaired individual to participate in a research project may be obtained from a legal guardian, attorney-in-fact with health care decision authority, or the next of kin. However, if cognitively impaired individuals were legally competent to express permission or prohibition prior to becoming cognitively impaired, the legal guardian or family member cannot override the individual's previously expressed permission or prohibition.
  - iii. Fetal Materials: Under O.S. §63-1-735, research on fetal tissue resulting from an abortion is prohibited. An abortion is defined as the purposeful termination of a pregnancy with an intent other than to produce a live birth or remove a dead unborn child. The use of fetal tissue resulting from a spontaneous miscarriage for research purposes is not specifically prohibited.
3. Other Applicable State Laws:
  - i. Disclosure of Genetic Research Studies: Under O.S. §36-3614.4, all research records of individual subjects in genetic research studies shall be confidential.
  - ii. Human Cloning: Under O.S. §63-1-727, human cloning is unlawful.
  - iii. Human Subjects Protection: Oklahoma Administrative Code, Title 310, Oklahoma State academic unit of Health, Chapter 10. Human Subjects Protection defines the responsibility of the

Oklahoma State academic unit of Health to provide an organizational structure in accordance with 45CFR46 to establish and maintain an environment dedicated to the ethical principles for safeguarding the rights and welfare of the human beings recruited to participate in research activities.

There are other state laws that could extend to the research being conducted. For example, state law requires that any person having reason to believe that a child under the age of 18 is a victim of abuse or neglect shall report the matter to the Department of Human Services. This state law is not specific to or even related to research; however, during the conduct of research, personnel could become aware of child abuse or neglect and would be required to report the abuse under state law.

- C. **Application Process and IRB Meeting Dates:** All human subject research proposals must be submitted to the IRB. Researchers whose study is not federally regulated (i.e., is not federally funded and does not take place on federal property) and who believe their study is exempt from state law shall complete an application for exempt research. See the IRB Website for the Application Form for Exempt Research. Submit the original form and an electronic copy of the application and associated materials to the IRB Chair. All others must complete the Human Subject Research Review Application Form, also available on the IRB Website. The responsible project investigator (RPI), or a member of the research team familiar with the project, should attend the Institutional Review Board (IRB) meetings regarding the project. The application and associated materials should be separated into the following different files:
1. Application Form
  2. Human Subjects Training Documentation
  3. Informed Consent Documents
  4. Recruitment Documents
  5. Study Materials and/or Instruments - separate .pdf files should be created for each distinct cluster of materials or instruments (i.e. - separate files for multiple surveys)
  6. Grant/Contract Information (if applicable)

Files should be saved with the investigator's last name followed by the information in the .pdf (ex - "Luttrell\_application", "Luttrell\_trainingdoc", etc...) A single, signed hardcopy of the application and all other materials should be sent to Dr. Bill Luttrell, Chair, Institutional Review Board, Oklahoma Christian University, 2501 E. Memorial Rd., Edmond, OK 73013. All electronic and hardcopy submissions are due by 5 p.m. on Thursday two weeks prior to the IRB meeting. All meeting dates are on Tuesdays. Meetings are held on Tuesday at 11:00 a.m. The IRB meets every month except July. For a list of the meeting dates and associated submission deadlines, please see the IRB website.

- D. **Expedited Reviews:** The Oklahoma Christian University IRB conducts Expedited Reviews. According to this policy, Expedited reviews are allowed in two instances:

1. The research protocol has undergone review at another institution and has obtained approval from that institution, or
  2. Minor changes are being proposed to a previously approved research protocol. If your protocol qualifies for Expedited Review, you may submit one copy of the research application to the IRB Chair, Dr. Bill Luttrell. Protocols that have received approval at another institution should include the IRB application and approval letter from that institution.
- E. **Approval Period:** The approval period for a study is typically one year. Researchers must submit a Progress Report if a non-exempt project is to last longer than the approval period, which is typically 1 year. Researchers must submit the Progress Report Form to the Chair of the IRB two months prior to the study's expiration following the electronic submission procedure. The study must be reviewed and re-approved by the IRB for research to continue. Non-exempt studies are considered complete when data collection and data analysis are complete. Researchers must submit one copy of the Close Out Report to the Chair of the IRB one month after the study is complete.
- F. **Forms:** All forms pertaining to research involving human subjects can be downloaded from the OC Institutional Review Board (IRB) website.
- G. **Training:** All human subject researchers and IRB committee members must obtain adequate training. Online training is available from the National Institutes of Health (NIH). All researchers and IRB committee members must complete the "Protecting Human Research Participants" course through the NIH Office of Extramural Research (<http://phrp.nihtraining.com/>) and print out a copy of the course completion certificate to be placed on file by the Chair of the IRB.

In addition, Investigators who propose studies with patient populations are required to document HIPAA (Health Insurance Portability and Accountability Act) training. Investigators must access the National Institutes of Health (NIH) booklet entitled "Protecting Personal Health Information in Research: Understanding the HIPAA Privacy Rule" at: [http://privacyruleandresearch.nih.gov/pr\\_02.asp](http://privacyruleandresearch.nih.gov/pr_02.asp).

Investigators must submit an attachment to the review application stating that the material has been read and will be adhered to in the proposed research. The attachment must include the date the material was read, which must be within the 12 months prior to the application.

- H. **Resources:** Researchers can review a list of "Frequently Asked Questions (FAQ's) About Human Subject Research at OC" on the IRB website.

## **Article XII. Curriculum Development**

OC's curriculum is the heart of the academic program. It deserves the Faculty's deliberate judgment and expertise, and is the focus of continuous evaluation. The

curriculum shall comport with the University's Articles of Incorporation, and shall reflect the University mission. The procedures for curriculum change must involve the specialized insights of the Faculty. Procedures for curriculum development are detailed herein.

## **Section 12.01 Academic Affairs Committee and Its Procedures**

### **A. Academic Affairs Committee**

The Academic Affairs Committee reports and advises on matters pertaining to the University's academic policies and educational programs as related to recruitment of students and Faculty; admissions policies; degree requirements; addition, revision, and deletion of academic courses and programs; student advisement; academic standards; the formulation of policies and procedures for maintaining and improving the quality of academic programs; assessment of academic effectiveness; strategic planning for the core curriculum; and other academic matters of the institution. The Committee consists of the following members:

1. The CAO (Chair);
2. The President-Elect of the Faculty Association (Vice Chair);
3. The University Registrar;
4. The Director of International Programs;
5. One Faculty member elected from each college serving a two year term;
6. One librarian elected by the library Faculty serving a two year term;
7. The dean of each college (non-voting member)
8. Athletics Representative (non-voting member);
9. The HLC Liaison (non-voting member); and
10. One undergraduate representative from the Student Government Association that is appointed annually by the SGA President (non-voting member).

Faculty representatives are elected annually during the Spring Semester, prior to graduation. Committee service begins at the beginning of the following Fall Semester. The Faculty Association's Executive Committee will be responsible for providing a slate of nominees for all Faculty representatives. The CAO will appoint replacement representatives for any Faculty representative unable to serve her or his term, if less than six (6) months remain in the representative's term. Otherwise, the Faculty Association's Executive Committee will conduct a special election to replace the representative. Faculty and library representatives must have been full-time Faculty for not less than three (3) years and hold the rank of at least assistant professor at election.

### **B. The Academic Affairs Committee and the Academy**

The Academic Affairs Committee supports and advises the CAO on all academic policies, programs, procedures, practices, standards, and assessments on matters not specifically assigned to the Graduate Council, and represents the broader Faculty body with regard to the University's curriculum.

### **C. Subcommittees of the Academic Affairs Committee**

The Academic Affairs Committee includes the following standing subcommittees. Subcommittee chairs are named by the CAO. Members are nominated by the subcommittee chairs and approved annually by the Academic Affairs Committee. Each subcommittee is intended to support and advise the CAO with research, assistance, and advice:

1. Faith and Learning,
2. Core Curriculum,
3. Assessment,
4. Teaching and Learning, and
5. Writing Across the Curriculum.

The CAO may create *ad hoc* committees. Each subcommittee acts under a brief charter approved by the CAO and the Academic Affairs Committee. Charters are reviewed, and amended if necessary, prior to the end of March each academic year.

The charters of the standing subcommittees are as follows:

1. **Faith and Learning Subcommittee:** assists the CAO, the Academic Affairs Committee, and the Faculty as they seek to understand and enhance the integration of faith and learning in the University's curricular and co-curricular programs. The subcommittee is structured to reflect that this topic is truly across many arenas of faculty and university work. The subcommittee will field questions from the AAC, champion integration of faith and learning, and annually report assessment findings related to efforts to engage students in ETHOS, co-curricular spiritual life efforts, and the infusion of faith and learning in classrooms.
2. **Core Curriculum Subcommittee:** assists the CAO, the Academic Affairs Committee, and the Faculty in reviewing continually the University's core curriculum program. Each year, the subcommittee will take proposals on changes to the Core and make timely recommendations to the AAC. The subcommittee annually assures that assessment of the Core is effective.
3. **Assessment Subcommittee:** assists the CAO, the Faculty, and the Academic Affairs Committee on matters pertaining to the assessment of undergraduate and graduate student learning. The subcommittee will assist the CAO and the Senior Academic Leadership Team in reviewing academic program assessment reports. The subcommittee may assist the Administration through recommendations regarding integrating the assessment process with planning and budgeting.
4. **Teaching and Learning Subcommittee:** assists the CAO, the Academic Affairs Committee and the Faculty in reviewing trends and issues related to teaching and learning in higher education. Including the development of new, innovative pedagogical modes and strategies; reimagining and enhancing established pedagogical practices; measuring the positive and negative impacts of technology on teaching and learning; recommending rubrics for evaluating faculty's pedagogical practices; developing approaches for assessing effectiveness of different teaching models; and researching,

advising, and recommending strategies for graduate and undergraduate connected learning.

5. **Writing Across the Curriculum (“WAC”)**: assists academic units in creating a Writing Across the Curriculum (“WAC”) course to substitute for the CORE course Composition II. The WAC Subcommittee will timely work with academic units to 1) construct syllabi and assignments with appropriate requirements, 2) review grading rubrics and other writing assessment tools, and 3) provide training in teaching composition through workshops, mentoring, and observation. Proposed WAC courses must have approval of the WAC Subcommittee. The WAC Chair will sign the Curriculum Change Form. Membership of the WAC Subcommittee should include the Writing Director, composition instructors from the Language and Literature academic unit, and a representative from each academic unit that offers a WAC course. For an academic unit to develop a WAC course:
  - i. The academic unit representative will contact the Writing Director in Language and Literature.
  - ii. Faculty teaching the WAC course will attend one or more WAC workshops in addition to working with the Writing Director to construct syllabi that include appropriate assignments and writing assessment tools.
  - iii. The academic unit representative will submit a Curriculum Change Form proposing the course to the Academic Affairs Committee.
  - iv. If approved, faculty teaching the WAC course will be mentored and observed by members of the WAC Subcommittee and the academic unit will designate a representative on the WAC Subcommittee.

Although the charters listed above are the standing charters for each committee, the CAO may work with committee chairs to specify particular tasks or areas of responsibility for the subcommittees in connection with their work.

Principal responsibility for curricular matters rests with the Faculty. The Academic Affairs Committee represents the Faculty in evolving the institution’s undergraduate curriculum. Specifically, this committee serves to approve less substantial curriculum changes and to make recommendations to the broader Faculty for implementation of new undergraduate degrees or majors and retirement of old undergraduate degrees and majors

## **Section 12.02 New Academic Programs and Initiatives**

Oklahoma Christian University shall quickly develop and efficiently deliver high-quality, profitable learning programs, courses, degrees, certificates, and academic-initiatives.

### **A. Scope of Policy**

The following expedited academic procedures and processes apply to new initiatives when the University curriculum or degree programs are impacted:

1. Online courses, programs, academic-initiatives, or degrees;
2. Changes in curriculum delivery modality;
3. Courses, programs, academic-initiatives, or degrees targeting substantially new markets;
4. Courses, programs, academic-initiatives, or degrees delivered off-campus; and
5. Courses, programs, academic-initiatives, or degrees prepared or delivered through an external academic partnership.

## **B. Process**

Generally, the following reviews shall happen in the order listed. Review, denials, or approvals need not be consecutive, but may be concurrent.

1. The proponent shall prepare and deliver a comprehensive proposal explaining the rationale, the potential market, the realistic market share the program will capture, the financial requirements to launch, the source of funds, and the potential impact on existing programs, degrees, or offerings, if any.
1. The Chief Academic Officer shall review, edit, and shape the academic assumptions of the proposal and assess and decline or approve the academic bona fides of individuals delivering the course, program, initiative, certificate, or degree. The CAO shall have no longer than five (5) business days in which to review, edit, decline or approve the proposal, but may need additional time to approve or decline the academic bona fides of individuals preparing or delivering the course, program, initiative, certificate, or degree. The CAO's failure to act within five (5) days is presumed to be an approval.
2. The Chief Operations Officer shall review and edit the proponent's financial and market assumptions associated with the proposal. The COO shall have no longer than five (5) business days in which to review, edit, decline or approve the proposal. The COO's failure to act within five (5) days is presumed to be an approval.
3. The Academic Initiatives Committee shall review, edit, decline or approve the proposal. The Academic Initiatives Committee shall have no longer than five (5) business days in which to review, edit, decline or approve the proposal. The AIC's failure to act within five (5) days is presumed to be an approval.
4. Immediately following the final approval by the Academic Initiatives Committee, the proposal shall be posted on a public intranet site for faculty review and comment. The Faculty shall have no more than five (5) business days in which to submit written comments concerning the proposal.
5. The proponent and the Chief Academic Officer shall review all Faculty comments and respond in writing within five (5) business days of the close of the comment period.

If a proposal is declined at any step of the process the proponent shall have five (5) business days to address the concerns of the CAO, the COO, or the AIC and resubmit the edited proposal for reconsideration.

## **C. Academic Initiatives Committee**



Members of the Academic Initiatives Committee (AIC) are appointed by, and serve at the pleasure of, the President. The AIC shall be comprised of five (5) members, including the Chief Academic Officer and the Chief Operations Officer, both of whom shall be permanent members. The three (3) at-large Faculty members are appointed by, and serve at the pleasure of, the President, for staggered three (3) year renewable-terms. The AIC shall meet as needed to review, edit, decline or approve proposals creating new courses, programs, academic-initiatives, or degrees or curriculum changes that involve courses, programs, academic-initiatives, or degrees.

**D. Amendment**

This policy may be amended from time to time by the Chief Academic Officer and President or the Academic Initiatives Committee, with approval of the Chief Academic Officer and President, with thirty (30) day notice to and comment by the Faculty.

## **Section 12.03 Curriculum Development Procedures**

**A. Curriculum Change Procedures**

The following procedures promote shared information, shared judgment, and shared responsibility. Generally, the same procedures apply to both the undergraduate and the graduate level. At the graduate level, the Graduate Council performs the functions of the Academic Affairs Committee. OC's curriculum design process shall be transparent. Proposals are accepted or rejected fairly and equitably. The process is flexible, to facilitate innovation, and well-reasoned and sound, to reflect the University's character, needs, and resources. The OC Faculty adhere to the following policies and procedures:

1. The CAO maintains an intranet site that includes downloadable forms for use in routing curriculum change proposals, details of proposals at various stages within the approval pipeline, details of proposals passed in the previous twelve months, minutes of Academic Affairs Committee and Graduate Council meetings, and other details the CAO deems appropriate.
2. Proposals to change the curriculum will first be discussed with all full-time Faculty members of the applicable academic unit. Where a proposed change might cross academic unit boundaries members of all applicable academic units will address the proposal jointly and concurrently. A simple majority vote of all Faculty in the academic unit will either approve or deny the proposal.
3. The academic unit leader will prepare a Curriculum Change Form indicating the academic unit favors the proposal. This form must address the proposal's rationale, required resources, and anticipated costs to implement the change. OC's Chief Financial Officer must assess and approve the reasonableness of the anticipated cost estimates. A completed syllabi and semester-by-semester plan for programs implementing the change must accompany the Curriculum Change Form. The Senior Academic Leadership Team will review and approve this entire proposal package.
4. The Faculty member proponent is responsible for completing the appropriate

form, providing required notices and securing required signatures. Each review level is expected to act promptly. A lack of response within three regular business weeks will be deemed an approval.

5. Academic units may appeal denials to higher and higher approval levels, in succession.
6. All proposed curriculum changes must be made by February 1 if to be implemented in the following academic year. Changes are normally implemented with the new Academic Catalog.

#### B. Minor Curriculum Changes

1. Minor curriculum changes may be made without first bringing the changes before the full Academic Affairs Committee or Graduate Council. Minor curriculum changes may be made by academic unit leaders with the approval of the Senior Academic Leadership Team, and the CAO. The minor curriculum change process is useful to:
  - i. Change the name of a course while retaining the course description;
  - ii. Modifying catalog course descriptions by academic units;
  - iii. Make an elective of a required course within a major;
  - iv. Modifying course offerings to better meet the needs of other majors;
  - v. Add, delete, or modify a course within a major; or
  - vi. Add or modify courses when required by an accreditor.
2. The Minor Curriculum Change process may be used *only when the proposed changes do not*:
  - i. Make changes in the university core;
  - ii. Make changes in a course offered by another academic unit;
  - iii. Impact the requirements of another degree program or program of study as indicated by the current university catalog;
  - iv. Replicate a course offered by another program;
  - v. Have a significant monetary impact; or
  - vi. Change the number of hours required by the major.
3. Required information: In making a minor curriculum change, the following information is required:
  - i. Rationale for the proposed change;
  - ii. Relationship of the proposed change to the Christian mission of OC;
  - iii. Relations or effect of the proposed change on other academic units;
  - iv. Budgetary requirements for the proposed change;
  - v. Academic support needs for the proposed change;
  - vi. Indicate support of a majority of the Faculty in the impacted academic unit or school;
  - vii. Indicate that all academic units have been informed of the

- proposed change;
- viii. Include catalog pages and indicate which language in the catalog should be changed and what the new language in the catalog should read; and
- ix. Include a syllabus for any course content changes.

### **C. Major Curriculum Change Form**

Any curriculum change that is not a Minor Curriculum Change shall proceed as follows.

Proponents of a Major Curriculum Change shall provide the following information:

1. Effective date of the proposed change;
2. Rationale for the proposed change;
3. Relationship of the proposed change to the Christian mission of OC;
4. Relations or effect of the proposed change on other academic units;
5. Budgetary requirements for the proposed change;
6. Academic support needs for the proposed change;
7. Indicate support of a majority of the Faculty in the impacted academic unit;
8. Indicate that all academic units have been informed of the proposed change;
9. Include catalog pages and proposed edits; and
10. Include a syllabus for any course content changes.

D. Addition, or deletion of degrees or programs; changes to the core curriculum  
Faculty may also propose the addition or deletion of an undergraduate or graduate program or academic degree or any change to the Core Curriculum. Proposed changes, if approved by the Academic Affairs Committee or Graduate Council, must then be approved by a simple majority vote of the Faculty eligible to vote, either in person or electronically.

### **E. Change Proposals Presentation**

At each month's Faculty Meeting, either the CAO, the proponent of a curriculum change, or other members of the Academic Affairs Committee or its standing subcommittees or the Graduate Council will present brief details of actions taken by the Academic Affairs Committee or the Graduate Council, standing committees, and ad hoc committees and direct the presentation of those proposals that require approval by the Faculty.

### **F. Proposed new majors**

Because the internal and external requirements to add a new major similar to an existing major are less, the addition of a major similar to other majors offered by an academic unit must go through the complete curriculum change process, but a full Faculty vote is not required, unless the Academic Affairs Committee elects to require a Faculty vote. Otherwise, a new major is effective once approved by the Academic Affairs Committee.

## **Section 12.04 Core Curriculum Changes**

A. To Modify the Core (either tier)

1. Only the Academic Affairs Committee may initiate proposed changes to the categories or hours of the core (either tier). If approved by the committee, the modification shall be submitted to the Faculty for approval by a simple majority vote. Approved changes are included in the catalog beginning the next academic year.
2. Any proposal to create a degree-specific core for a new undergraduate degree must be presented to the Academic Affairs Committee by the academic unit and dean initiating the new degree. If approved by the Academic Affairs Committee the proposal must then be approved by a simple majority of the Faculty eligible to vote. If so approved the change is included in the catalog beginning the next academic year.

B. To Allow/Disallow Courses Satisfying the University Core Requirements:

Academic units proposing either to disallow existing courses to satisfy University core (tier 1) requirements, or to allow new or additional courses to satisfy a category requirement within the University core (tier 1), must present the proposal to the Academic Affairs Committee, using the major curriculum change form. The Academic Affairs Committee will present the proposed change to the entire faculty for a comment period of at least ten (10) working days. Following comment, if the proposal is approved by the academic Affairs Committee the change is included in the catalog beginning with the next academic year.

In both cases, the Academic Affairs Committee shall confirm that the proposed modification meets the following criteria:

1. Generally, OC voluntarily follows the Oklahoma Regents of Higher Education requirements for state-sponsored colleges. Generally, the proposed modification should result in the combined general education core (University Core and Degree-Specific Core) maintaining the Regent's standards as published in Chapter 3 of the Regents Policies and Procedures Manual (currently, Section 3.15.5). In an effort to assure the breadth of each student's experience, a single course may not count for more than one category within a tier. No single course may count as satisfying a core requirement in both the University core (tier one) and the Degree-Specific core (tier two).

C. To Allow/Disallow Courses Satisfying the Degree-Specific (Flex Tier) of the Core

1. To modify the list of courses that satisfy the Degree-Specific Tier of the Core (flex tier), the proposed modification must be presented by an affected academic unit to the Academic Affairs Committee using the appropriate form available from the Office of the CAO.
2. The Academic Affairs Committee shall confirm the proposed modification meets the following criteria:
  - i. Generally, the proposal should add to the breadth of a degree by sampling from multiple areas of the liberal arts. In special circumstances, it may be narrowed to a single area in order to

provide depth in one of the liberal arts. Special circumstances include the effort to keep degrees to a size that can be completed in four years.

- ii. Generally, OC voluntarily follows the Oklahoma Regents of Higher Education requirements for state-sponsored colleges. Generally, the proposed modification should result in the combined general education core (University Core and Degree-Specific Core) maintaining the Regent's standards as published in Chapter 3 of the Regents Policies and Procedures Manual (currently, Section 3.15.5). In an effort to assure the breadth of each student's experience, a single course may not count for more than one category within a tier. No single course may count as satisfying a core requirement in both the University core (tier one) and the Degree-Specific core (tier two).
  - iii. A single course may not count for more than one category within a tier. No single course may count as satisfying a core requirement in both the University core (tier one) and the Degree-Specific core (tier two).
3. Once the Academic Affairs Committee is satisfied the proposal meets the above criteria the committee shall distribute the proposal and related information to the Faculty in all the academic units offering majors within the affected degree for a comment period of at least ten (10) working days.
  4. If the change is approved by the Academic Affairs Committee it will be included in the catalog beginning with the next academic year.

### **Section 12.05 Graduate Degrees**

A Faculty proposal for the addition or deletion of a graduate level academic degree or major shall be approved or denied by a vote of the Graduate Council and a simple majority of the Faculty of the relevant academic unit. The Graduate Council shall review such proposal first and if approved, then the Faculty of the relevant academic unit shall review and approve or deny by a simple majority vote of the Faculty eligible to vote. Such proposal shall include:

- A. a statement that the college favors the proposal;
- B. the proposal's rationale;
- C. anticipated required resources for implementation;
- D. anticipated costs to implement the proposal;
- E. impact on Faculty teaching loads;
- F. a copy of the course descriptions and syllabi for the proposed change;
- G. assessment procedures; and

- H. a semester-by-semester plan for programs incorporating the proposed change (e.g., eight-semester plan).

The proposal is approved once approved by a majority of the Graduate Council and the affirmative vote of a majority of the Faculty of the relevant academic unit. The approved proposal shall be forwarded to the CAO and President for final review and approval. The President may impose financial or other limitations on any proposed new degree or major.

## **Section 12.06 Certificate Policies**

Academic certificates recognize a student's completion of a defined program of specialized study. Students earn certificates in particular fields of study within their academic major, or a program that complements their major or career goals. Certificates are available for non-degree seeking students for various purposes. University-approved certificates are notated on student transcripts.

### **A. Approval Process**

1. All certificate programs offered must be approved or modified by the Academic Initiatives Committee, Academic Affairs Committee or the Graduate Council.
2. Non-credit "Certificates of Completion" may be offered and awarded by the University upon approval by the relevant dean. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation.

### **B. Curriculum Requirements for Certificate Programs**

1. Each credit earning certificate program must have Program Learning Outcomes and show how they map to the Converge Outcomes.
2. Certificate programs that include for-credit courses shall require the successful completion of at least nine (9) credits of courses taken at the University with a minimum grade of C in each undergraduate course or a GPA of at least 3.0 in all graduate courses. An undergraduate certificate shall not require the completion of graduate courses.
3. Proposals for certificate programs may include a stipulation that course work taken more than a specified number of years (e.g., four) before admission to a certificate may not be applied.
4. Professional certificate programs may be based on other educational or training experiences that are not regarded as normal coursework. Valid experiences include internships, externships, or similar training that has been approved by the college's professional accreditation agency, the US Department of Education, or a similar accreditation agency.
5. If a certificate program includes courses common to another certificate program, at least nine (9) credits in the certificate program must not be included in the other certificate program. That is, each certificate program must contain at least nine credits of coursework that are unique to that program out of all other certificate programs. Coursework used to fulfill the requirements of a certificate program may also be used for an undergraduate or professional major or minor.

### C. Administration of Certificates

1. Colleges shall require an application for all students (degree-seeking, non-degree-seeking, professional, or post-baccalaureate) to enroll in a certificate program. The application must be approved by the academic unit offering the certificate and the college dean or the dean's representative.
2. Certificates awarded after successful completion of an approved program will be posted to the academic transcript. Comments posted to the transcript will be titled "Undergraduate (or Graduate) Certificate in...." University certificates are issued by the University and printed on diploma stock. For non-university certificates, the sponsoring unit may provide a paper certificate document if desired; the document must not use the OC seal and must clearly state that the certificate is awarded by the sponsoring unit rather than by the University.
3. Descriptions of university-approved certificates will be included in the appropriate university publications and websites.
4. All University policies apply, including academic, grading, admission, retention, contact hours, and faculty eligibility to teach.

### D. Evaluation of Certificate Programs

For Program Review & Prioritization purposes, reports on and review of certificate programs will be included in the parent academic unit's report and review.

## **Section 12.07 Other Academic Affairs Committee and Graduate Council Procedures**

Generally, the Academic Affairs Committee and Graduate Council will abide by the process as follows:

- A. The CAO may convene each committee as necessary.
- B. Generally, all proposals changing the curriculum must be submitted before February 1. Proposals received by the Committee after February 1st may not be considered until the following academic year.
- C. Each proposal will be thoroughly reviewed through the following process:
  1. The CAO must receive a proposal ten (10) days prior to the Committee meeting, along with the appropriate completed Curriculum Change Form.
  2. The CAO and each Committee's Vice Chair (generally for the AAC, FA President-Elect) will together:
    - i. prepare and distribute the agenda to Committee members at least one (1) week prior to the meeting;
    - ii. ensure necessary paperwork is timely submitted to the Committee by the academic unit;
  3. To ensure the proposal is heard and continues through the process, each academic unit submitting a proposal must provide a representative familiar with the proposal each time the Committee discusses the proposal;

4. Immediately following the Committee's first review of a proposal, the CAO will post the proposed change to the Academic Affairs intranet site.
5. Generally, the Committee will not forward a proposal to the Faculty with a recommendation until at least two (2) weeks following the initial presentation of the proposal.
6. Only the secretary and voting members of the Committee may be present during an in person vote.
7. The Committee may take the following actions:
  - i. recommend acceptance as written;
  - ii. recommend acceptance with suggested changes/details; or
  - iii. Reject the proposal.
8. When required to approve a proposal, the Committee may approve the proposal; recommend the proposal approved pending amendments; or reject the proposal. Rejected proposals not appealed may be resubmitted the following academic year but must work their way through the approval process as if new.

## **Section 12.08 Graduate Council Charter and Procedures**

### **A. Purpose**

The Graduate Council reports to the Faculty and the CAO and oversees, determines policy, and reviews and establishes standards for graduate programs. The Council advises on the following matters pertaining to graduate programs, courses and degrees: (1) graduate academic policies, (2) graduate programs, (3) recruitment, (4) admissions policies, (5) degree requirements, (6) addition, revision, and deletion of graduate courses or programs, (6) student advisement, (7) academic standards, (8) improving quality, (9) assessment of academic effectiveness; and (10) other academic matters relating to graduate programs.

### **B. Procedures**

The Graduate Council establishes graduate policy, reviews and recommends new graduate programs, and approves Major Curriculum Changes.

1. The Council creates sub-committees to review proposals and make recommendations to the Graduate Council. Three (3) members of each sub-committee will be from the Graduate Council, and three (3) from the university faculty, identified by the Faculty Association. The sub-committee ensures the proposal contains all information necessary for the Graduate Council to approve or deny the proposal. The sub-committee will conclude its work within sixty (60) days.
2. Prior to the expiration of this sixty (60) day period the proponent and the sub-committee must present the proposal to the Faculty in open forum, and respond to Faculty questions. Faculty questions will be recorded and presented to the Graduate Council prior to its second reading.

### **C. Graduate Policies**

Anyone may submit written policy proposals to the Council. All proposals receive a first and second reading prior to vote. Written policy proposals must be provided to



the CAO prior to the Council meeting.

#### D. New Program Proposals

The Council reviews and recommends new programs to the CAO for implementation and accreditation. The Council may establish an *ad hoc* committee to review new program proposals. Each ad hoc committee shall have a written charge with clear instruction regarding timelines, voting, and outcomes.

#### E. Membership

##### 1. Representation

The Graduate Council is composed of the following voting members and ex officio members. That membership is determined as follows:

##### i. Voting Members. The Committee consists of permanent and non-permanent voting members

##### 1) Permanent Voting Members

- i) Chief Academic Officer (Chair)*
- ii) University Registrar*

##### 2) Non-Permanent Voting Members

- i) One Faculty representative from each college elected by faculty members of each college*
- ii) One Faculty Association (FA) representative selected by the FA.*

##### ii. Election of non-permanent members: The non-permanent voting members are elected each year between spring break and the spring graduation. Service begins the following academic year, generally beginning in August. The Faculty Association's Executive Committee nominates and administers the election of college representatives. If a member ceases to serve with six (6) months left in her or his term, a replacement is nominated and elected as stated above to serve the remaining term. The CAO appoints a replacement to serve in such vacancy if less than six (6) months remains in the term.

##### iii. Ex officio Members.

- 1) The dean of each college
- 2) The director of each graduate program
- 3) A graduate student representative appointed by the SGA President

##### 2. Membership Policies.

Generally non-permanent voting representatives serve two-year terms, beginning in August.

##### 3. Meeting scheduling and agendas.

The Council meets at least twice each semester. Additional meetings may be called at the discretion of the Chair or a simple majority of the voting

membership. Minutes of each meeting shall be provided to the Academic Affairs Committee and the Faculty Association Executive Committee.

4. Review

The Council reviews its Charter each April. The charter may be amended at any regular meeting of the Council by two-thirds (2/3rds) of the voting membership, provided that the amendment has been submitted in writing to the membership at the previous regular meeting.